

*Policy Series 4000*  
*Policy 4002: Reduction in Force*  
**Procedure 4002.1**

**Reduction in Force**

The Reduction in Force policy may be implemented by the Board of Trustees in the case of a financial exigency.

Financial exigency is defined as a financial crisis at the College. The determination of a financial exigency shall be made by the Board of Trustees based on clear and concise facts.

In considering how to deal with a financial exigency, the College shall attempt to adhere to the mission, goals, and objectives stipulated by policy. Maintaining the quality and integrity of instructional programs is the highest priority.

Recommendations regarding necessary reductions in personnel, activities, and/or programs shall be made by the President of the District. The President shall present his or her recommendation(s) to the Board of Trustees for approval. Final approval of the President's decision rests with the Board of Trustees.

Termination of personnel, including continuing contract faculty members, may occur as a result of the formal discontinuation of an educational program and/or any other program or activity. The decision to formally discontinue any program or activity may occur as a result of the college program review process; for reasons of financial exigency; and/or as a result of Wyoming Community College Commission or legislative action. Such decisions shall be based upon educational considerations which reflect the long-range judgment that the educational mission of the College shall be enhanced by the proposed change.

The College should consider all reasonable alternative courses of action to minimize the need for employee termination. These alternatives, not necessarily in priority order, may include, but are not limited to reducing operating expenses other than payroll; effecting a moratorium on further hiring wherever appropriate; transferring employees to other College positions not affected by the termination decision; encouraging early retirement where appropriate; or demoting employees when such action is mutually agreeable in a documented form.

Personnel affected by termination as a result of financial exigency, Wyoming Community College Commission, or Legislative action, shall be notified in writing by certified mail with return receipt at least thirty (30) calendar days prior to the termination date. Notice in advance of the minimum 30 days, whenever possible, should be effected. Reasonable paid time off to attend job interviews will be given within the thirty-day termination notice.

Adoption Date: 05-16-2018  
Review Dates: 11-8-2019  
Revision Dates: 11-8-2019

Personnel affected by termination as a result of the college program or activity review process and affirmed by local board action shall be notified in writing by certified mail with return receipt at least 120 calendar days prior to the termination date. Notice in advance of the minimum 120 days whenever possible should be effected. Reasonable time off to attend job interviews without penalty will be given within the 120 day termination notice. Program termination will normally occur at the end of the current fiscal year.

Written notifications should contain the following information: the reasons for the termination or displacement including the reasons for not retaining the particular employee; the effective date of termination; the rights of the employee to request a hearing (per Board Policy, only tenured faculty are entitled to a hearing before the Board of Trustees; and a copy of the Reduction in Force policy and procedure statement).

When personnel reductions are required, relevant criteria will be considered and weighed such as the following: educational training and background; years service at the College; total years experience in the particular discipline/s; full-time versus part-time experience with full-time experience taking precedence whenever possible; and versatility.

When employment opportunities at the college become a possibility, for a period not to exceed 24 months from the date of termination of any employee under this RIF procedure, the human resources office shall: screen all terminated employee files prior to public advertisement to ensure reinstatement opportunities whenever possible; recall employees using the relevant criteria specified above; utilize certified mail with return receipt in notifying the former employee of potential reinstatement; and eliminate from the list of eligibility for reinstatement any employee who cannot accept the position offered according to the letter of notification.

Personnel whose positions are eliminated as a result of a reduction in force action may enroll for the period of one academic year following position elimination , with waiver of tuition and fees, on a space available basis, in College classes that may assist them in finding new employment.

In the event the Board of Trustees has determined that conditions exist that require a reduction in force, all personnel affected thereby will be given the opportunity to request a hearing on their termination.

The hearings will be combined and conducted for all said personnel and held at the same time and place.

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