



COVID-19 INTERIM REDUCTION IN FORCE/HOURS POLICY

This interim policy addresses reductions in force and reductions in hours for eligible employees to mitigate the severe fiscal challenges faced by the University as a result of the COVID-19 pandemic. While in effect, this interim policy shall supersede any conflicting or inconsistent provisions of existing University policies, and shall supersede the following policies in their entirety:

- Non-Exempt Staff Reduction in Force
- Non-Exempt Employee Termination/Notification
- Exempt Employee Termination of Employment/Notification

This interim policy is applicable to all full-time, benefitted employees except those covered by a collective bargaining agreement.

Employment at the University is employment-at-will, and nothing in this interim policy changes the at-will status of University employees. Nor does this interim policy change the University's right to terminate an employee immediately under appropriate circumstances. For instance, employees whose salaries are dependent on external sources of funds, such as grants, contracts or overhead from grants or contracts, may be terminated without the notice period set forth in this interim policy if such funding expires or becomes inadequate, although the University will strive to give as much notice as possible. Departments must consult with Employee Relations before implementing any termination action.

Definitions:

Reduction in Force

A reduction-in-force is a reduction in any number of eligible employees for a period that exceeds six months. Employees who are selected for a reduction-in-force may be eligible for recall to their positions within 12 months of their separation date at the sole discretion of the University.

Reduction in Hours

A reduction in hours occurs when an employee's regular weekly hours and corresponding pay are reduced by 100% for a period not to exceed six months or up to 50% for a period not to exceed one year.

Procedure:

1. Determination

a. **Reduction in Force**

The College/Division leadership, in consultation with their HR Manager or Department of Human Resources as appropriate, shall determine which employees will be subject to a reduction-in-force by considering the needs of the department, the need for the position and employee performance.

Length of continuous University service may be considered in selecting employees for a reduction-in-force if all other factors are equal.

Individuals making these selections should be familiar with the University's [Non-Discrimination Policy](#) and ensure that their decisions are not in violation of such policy.