

Reduction-in-Force Policy

Reductions in the University's work force may occur because of budget constraints or because of program reorganizations. Before implementing a reduction, department heads must notify Human Resources.

It is the goal of the University to provide employees with as much notice as is reasonably possible. Except in cases of extraordinary circumstances because of financial exigencies, notice shall be in writing and shall be as follows:

- Office/Service employees—notice of at least two weeks prior to the date of release.
- Managerial/Professional employees—notice of at least 90 calendar days prior to the date of release.

If the Board of Regents declares financial exigency, these notice requirements do not apply.

Criteria for determining the employees affected shall be based on the following:

- Operating efficiency
- Programming needs
- Type of appointment held
- Quality and length of service
- Funding sources
- Other considerations determined by the appointing authority in order to provide for the most efficient operation of the functional area or areas affected.

Employees shall be reinstated from a reduction in force in the functional area in the reverse order in which they were released. An employee shall be eligible for reinstatement for a period not less than three (3) months from the date of layoff, i.e. 90-day recall rights.

Reductions in force are not subject to grievance.

Employees separated from the University under the Reduction-in-Force Policy may be eligible for unemployment benefits as determined by the Nebraska Department of Labor. Costs for unemployment benefits are the responsibility of the department.