Reduction in Force

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Scope

All University of Nebraska Omaha (UNO) office/service employees and managerial/professional employees.

Policy Statement

Reductions in the university’s workforce may occur because of budget constraints or because of program reorganizations. Before implementing a reduction, department heads must notify Human Resources.

Reason for Policy

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, e.g. 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.

Related Information

Nebraska Department of Labor [Unemployment Information]

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor’s Cabinet in October 2015.