

University Enterprises, Inc. Policies and Procedures		Policy No. 810
Section:	Human Resources	
Policy:	Reduction in Force (RIF) and Recall	
Revised Date:	December 11, 1998	

Reduction in Force (RIF) and Recall

I. PURPOSE

To provide guidelines and controls governing reduction in the work force and recall procedures.

II. SCOPE

This policy covers all regular University Enterprises, Inc. (UEI) employees.

III. POLICY

Economic conditions, lack of work or other unforeseen circumstances may require UEI to adjust staff levels by means of personnel Reduction In Force (RIF). RIF does not apply to contract employees whose employment ends because the contract has been completed or contract funds have been depleted.

Before employees are separated due to lack of work, reasonable possibilities for reassignment within the affected department and UEI may be explored. Interdepartmental transfers should be coordinated by Human Resources.

IV. DEFINITION

There are two types of RIFs.

- A. Temporary Reduction: Work is no longer available but recall to work is expected within 12 months. Employees who are paid for the academic year, or 10/12 schedule are not considered as being under a RIF during the summer period.
- B. Permanent Reduction: Work is no longer available. Recall to work is not expected because the job has been eliminated or the department closed.

V. PROCEDURE AND RESPONSIBILITIES

A. Reduction In Force:

1. When the overall number of employees must be reduced, the decision about which positions shall be eliminated will be based on the needs of UEI as determined by the Executive Director. The classification of the positions to be eliminated and employees' date of hire will be considered. Every retained employee must have demonstrated the qualifications to perform the available work in a manner acceptable to UEI.
2. University Enterprises, Inc. may retain certain employees without regard to length of service because of the employee's special knowledge, skill, training, experience, or other criteria.

3. University Enterprises, Inc. may retain salaried employees who work throughout the year and include in the RIF hourly employees who work less than full-time or who work only during the academic year.
 4. Written management approval of a RIF is required as provided in Policy No. 805 - Employee Separation.
 5. University Enterprises, Inc. will attempt to give at least two weeks notice or an equal amount of payment in lieu of notice. Employees will be expected to continue their duties during this period. Reasonable time off may be granted to employees by their supervisors for purposes of obtaining other employment.
 6. An employee on Temporary Reduction will retain benefit credit for vacation and sick leave if recalled within three months. An employee may, however, elect to receive payment for accrued vacation at the time of reduction.
 7. Employees on Temporary Reduction are not eligible for severance pay. Persons who are permanently separated may be eligible for severance pay.
 8. A record of employees on temporary RIF will be maintained by Human Resources.
- B. Recall:
1. Before hiring new central staff employees from outside UEI, recall from temporary RIF may be made of qualified employees separated within the previous 12 months. (This applies only to the central staff and does not apply to project staff.)
 2. When considering recall of employees with similar skills and abilities to positions for which they qualify, the classification and date of hire will be considered among the selection criteria.
 3. An employee to be recalled will be notified by Certified Mail sent by Human Resources. In addition, telephone contact may be made by Human Resources. If the employee does not contact UEI to make satisfactory arrangements or does not return to work within five working days of the mailing date of the letter, the employee's employment will be terminated and the employee will be eligible for reinstatement only if UEI identifies that extenuating circumstances prevented the employee from responding.

VI. UNEMPLOYMENT BENEFITS

University Enterprises, Inc. employees who are separated due to a RIF may be eligible for unemployment benefits subject to the requirements of the State of California Employment Development Department.

VII. RELATED POLICIES

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| Policy No. 805 | Employee Separation |
| Policy No. 815 | Severance Pay |
| Policy No. 820 | Unemployment Insurance |