**Reduction in Force (RIF) UND Internal Recruitment Plan/Process**

In an effort to assist those UND employees whose positions at the university are cut/reduced due to budget needs, UND Human Resources (HR) offers the following 3 stage plan. This plan will only be effective for those positions whose departments have submitted to HR the Reduction in Force plan, and received their approval.

***Benefitted employees currently on probation are not eligible for this internal program.***

To be considered eligible for other vacancies within the university, the employee must be in good standing.

* Employee must not have any “does not meets/Inconsistently Fullfills…” scores on their 2015 and 2016 performance evaluations.
* Employee must not have any current disciplinary letters/actions (2015 and 2016) or be on a current corrective action/performance improvement plan.

Each eligible employee considering other opportunities at UND are required to submit the following to UND HR: Attention Peggy Varberg, HR Manager, [peggy.varberg@und.edu](mailto:peggy.varberg@und.edu) or UND Mail Stop 7127.

* Current Resume
* Shortened application detailing their specific work at UND. (link)
* A letter of support/reference from their current supervisor

HR will keep the application materials in the Human Resources office.

HR will communicate with the employee when positions they are qualified for become available at the university prior to normal recruitment being conducted. If interested, all application materials will be shared with the hiring department and an interview will be arranged. This does not guarantee a job offer will be made, however, it does allow for those affected by a RIF to gain first access to open positions. **This process will conclude December 31, 2017.**

Additionally, according to NDUS Policy 24 Reduction in Force, RIF employees will be considered internal candidates for a period of 2 years from their RIF effective date. Access to internal positions will be granted by logging into the “internal job openings” page on UND’s website by using their current NDUS account username and password. This period would run concurrently with UND’s Internal RIF Recruitment Plan.

In all cases, prior to notification to the employee, UND HR must have the completed RIF Analysis paperwork and have reviewed and approved the plan prior to any movement.

**Stage One**: **Departmental Movement**

When reducing a position within a department, should there be a currently vacant position within the department available that the affected employee is qualified for, the department may move that employee into the vacant position without using normal recruitment processes. HR should review the affected employee’s skills and abilities against a current position description for the vacant position.

* During the RIF analysis process, the department must show how the duties of the RIF position will be eliminated or reasonably assumed by another employee (s).
* Vice Presidential approval is required.
* **For example,** if a department is reducing an Account Technician and has an Administrative Assistant position available, if the person in the Account Tech position meets the qualifications for the Admin Assistant, the department may simply move the affected employee into to the Admin. Assistant position. Recruitment is not necessary and no other candidates from other areas need to be considered. If there is more than one qualified employee affected by the reduction within the department, then the department must interview all qualified.

**Stage Two: Divisional Movement**

For those Divisions with positions cut due to budgetary needs, they will be allowed to move an affected employee within the division into another vacant position for which they are qualified without having to proceed with normal recruiting efforts. Should there be more than one eligible candidate in the division, the department will be required to interview all candidates.

* AppliTrack will still be used for the requisition process only. There will be no open recruitment or application submission through the system. The proper approvals to hire must be acquired with the area Vice President having the final approval.
* HR must approve the hire based on a review of the current position description and the employee’s application materials.
* During the RIF analysis process, the department must show how the duties of the RIF position will be eliminated or reasonably assumed by another employee (s).
* **For example,** employee A working in the VPFO division, in Accounting Services as a secretary, may transfer to a vacant secretary position in Facilities. There must be a current position description for the Facilities position to review against the skills and abilities of employee A to ensure that employee A meets the minimum qualifications.

**Stage Three:**  **Cross Divisional Movement**

Where a division does not have a qualified internal employee affected by a RIF to consider and prior to normal recruitment taking place, they must work with HR to determine if there are other divisions with qualified employees affected by a RIF.

* AppliTrack will still be used for the requisition process only. There will be no open recruitment or application submission through the system. The proper approvals to hire must be acquired with the area Vice President having the final approval.
* HR will review the current position description against other application materials on file. If any qualified candidates exist, HR will forward their application materials to the hiring manager for interview purposes.
* Should the hiring manager conclude the candidate or candidates do not meet their qualifications/standards, the hiring manager will need to submit a written memo detailing specifically why the candidate(s) are not viable. The reasons must be based on the specific requirements of the position as evidenced by the current official positon description. The area Vice President and HR must approve the non-hire prior to proceeding with normal recruitment.
* **For example**, if Athletics has a vacancy for and approval to hire a Graphic Designer, all RIF employees in other divisions with the necessary skills, will be reviewed by HR and those meeting the minimum requirements will be forwarded to the hiring department for interviews.
  + Athletics must still use AppliTrack to submit the requisition to recruit.
  + The area Vice President or President has final approval to hire.
  + No other recruitment will occur until all internal RIF candidate options are thoroughly considered.
  + Should the hiring manager conclude the candidate or candidates do not meet their qualifications/standards, the hiring manager will need to submit a written memo detailing specifically why the candidate(s) are not viable. The reasons must be based on the specific requirements of the position as evidenced by the current official positon description. The area Vice President and HR must approve the non-hire prior to proceeding with normal recruitment.

In all three stages, should a transfer occur prior to the employee being terminated, the employee will not return to a probationary status.

If the employee has been terminated and is rehired at a later date, they must be put on six month probation as a new hire.