**REDUCTION-IN-FORCE ANALYSIS WORKSHEET**

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| Department | Division/Unit |
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| In the space below, all benefited staff positions within the department/unit/workgroup that fall into the same jobcode (example 310501) must be listed to determine which position(s) have been identified for reduction in force.  |
|  | Name | Empl ID | Position # | Job Code & Title  | Hire Date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| (Attach additional sheets if necessary.)Are there any probationary or temporary employees performing similar duties in the department? If yes, please explain:  |
| **NDUS Policy 24 Reduction in Force****24.1** When necessary to achieve a reduction in force, institutions may terminate or reduce from full to part-time or hours worked of any staff employee due to an organizational or procedural change, diminished workload, lack of funds, or other exigency. The employee shall be given at least two weeks written notice of the reduction. At the institution's discretion, employees who are terminated may be given two weeks pay in lieu of the two weeks notice.**24.2** Institutions shall not subject regular staff employees (see Section 2.2) to a reduction in force while there are temporary or probationary employees engaged in the same work, serving at the same work unit.**24.3** Institutions shall conduct reductions in force in a non-discriminatory manner (see Section1.2) and shall not use such actions as a substitute for disciplinary measures. |
| **24.4** Based upon departmental need and work to be performed, the department head shall determine which employees will be subject to reduction in force. In determining which employees shall be affected, the department shall consider the following1. An analysis of the acquired knowledge, demonstrated skills, and versatility of its employees compared to the work to be done and the available funding. Employees lacking the necessary skills and versatility should be considered for reduction.
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| 1. An analysis of the level of demonstrated work performance. Employees having a consistently low level of performance should be considered for reduction.
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| 1. A review of the length of service of its employees. Employees with the fewest years of service should be considered for reduction.
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| 1. An analysis of the extent of required training needed to train a reassigned employee to full productivity in a different position. Employees requiring substantial retraining should be considered for reduction.
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| 1. Any documented understandings concerning the position in place at the beginning of employment.
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| **24.5 The department shall maintain written documentation of the required analysis and review in Section 24.4** |
| ADDITIONAL POLICY CONSIDERATIONS:**24.6** Rehiring of employees terminated or reducing hours worked shall be in the reverse order of the reduction in force when a similar job becomes available in their former department within two years from the date of the action.**24.7** Employees not on probation when terminated as a result of a reduction in force and rehired within two years shall be credited with:1. Previous service for the purpose of determining annual leave accrual rates.
2. Sick leave hours accumulated prior to the reduction, less the amount paid pursuant to Section 7.5 of this manual.

**24.8** Employees not on probation when terminated as a result of a reduction in force shall, for two years following the reductions, be provided the following additional services:1. To the extent possible, institutions will assist terminated employees in searching for other employment.
2. The Human Resource Council shall maintain a list of employees, including their qualifications, who were terminated due to a reduction in force. This list shall be made available to all institutions for employment considerations. Individuals from this list shall be treated as internal applicants by the hiring institution.
3. To assist in retraining efforts, employees terminated due to a reduction in force may continue to utilize the North Dakota University System's employee tuition waiver as defined in Section 33 of this manual.
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| List person(s)/position(s) identified to be RIF’d: |
| How will work duties of RIF’s position(s) be covered: (i.e. eliminated, assigned to another employee, moved to another department, etc). Be specific and identify name(s) and department(s)s if moving duties to others: |
| I certify that I have considered the written analysis and comparison required as per NDUS Policy 24 in arriving at this Reduction-in-Force decision. Appointing Authority Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice President Date |