

ARTICLE 28 - REDUCTION IN FORCE

A reduction in force may require the separation, involuntary demotion or reassignment of employees covered by this bargaining unit. The decision to reduce the work force of employees covered by this bargaining unit cannot be grieved under Article 8, Grievance and Arbitration Procedure.

Personnel who are to be laid-off will be identified and notified as soon as possible. A minimum of two (2) weeks' notice shall be required.

1. **Reduction in Force Criteria.** The following criteria will be utilized in the event that it becomes necessary to reduce personnel:
 - A. The needs of the College community;
 - B. Employee's Faculty rank, years in rank, and years at the College as a full-time Faculty member within the bargaining unit, and the highest in-field degree/credential;
 - C. Employee performance as determined by existing evaluations and their student success rates in comparable courses (considering subject, modality and semester);
 - D. Educational qualifications and/or expertise in assigned position(s); and
 - E. Relevant work experience.

The College will establish the layoff unit, including but not limited to department, program, campuses, disciplines, and sub-disciplines.

An individual whose position has been eliminated may be offered immediate placement into a vacancy for which the individual is equally qualified in another department or program. In the event such an offer of reemployment is not accepted, the employee shall receive no further consideration for reemployment pursuant to this Policy.

2. **Employment Recall.**
 - A. A recall list shall be valid for two (2) years.
 - B. All persons on the recall list should regularly review the posted College position vacancy announcements. Should a vacancy occur at the College, the employee must apply to receive consideration.
 - C. Any offer of reemployment pursuant to a reduction in force must be accepted within fifteen (15) days of the date of the offer. In the event such offer of reemployment is not accepted, the employee shall receive no further consideration for reemployment pursuant to the recall provisions set forth in this Policy.
 - D. An employee who held a continuing/permanent status appointment on the date of termination by reason of layoff shall resume the continuing/permanent status appointment upon recall.
 - E. The employee shall receive the same credit for years of service for purposes of layoff as held on the date of layoff.