

CP 2.9.1

Reduction In Force-Financial Emergency

Related Board of Trustee Policy: BP 2.9

Responsible Official *President*
Approvals *07/02/09*
Revision

Procedure

A reduction in force applies only to the elimination or consolidation of positions during a contract period. It is not applicable to non-renewal.

Procedures to Avoid Loss of Positions

Prior to the development of an emergency, if possible, several steps will be taken as necessary to avoid loss of positions.

1. Make a strong effort to secure supplementary funds elsewhere.
2. Freeze non critical portion of budgets (i.e. travel, materials, supplies, equipment repair).
3. Freeze vacant positions as long as possible; fill only priority ones.
4. Assign overload work to staff and faculty and suspend overload policy.
5. Freeze salaries for the next year.
6. Freeze part-time non instructional budget items

Procedures for Reducing Positions

Should a financial emergency develop, the President will call for a meeting with the Board of Trustees. The meeting will address the financial situation, as well as steps already taken, and proposed actions under consideration.

Criteria. In determining the order in which positions may be reduced or consolidated due to financial emergency the following factors will be considered:

1. Critical nature of a position to the overall functioning of the college.
2. The need to maintain effective balanced educational offerings consistent with the college mission and goals.
3. The need to maintain quality offerings at the level of accreditation standards.
4. Vacant positions will not be filled unless critical in relation to the criteria above
5. Part time positions generally will be eliminated before full time positions.
6. Non-instructional positions generally will be cut before instructional positions.
7. How important specific administrative and support positions are in maintaining essential level of services to students and staff will be an important consideration.
8. Level of productivity and cost effectiveness as well as potential for each educational program will be an important consideration.

Employee Termination and Rights. Assuming the need to terminate personnel, the following procedures will be followed:

1. The President in consultation with the appropriate administration will evaluate all positions in relation to the above criteria and decide how many and which positions to terminate and which employees to release.
2. When a specific position is terminated, the employee in that position normally will be released as well.
3. When a choice must be made between or among employees to release, the following will be considered.
 - a. seniority of those in the same or similar work areas
 - b. length of service at MTCC
 - c. performance evaluations
 - d. skills and ability to contribute in two or more positions.
4. Employees released through this procedure will have re-employment rights to the same position for one year following the date of release if the same position is re-established.
5. Employees released through this procedure have a right to a hearing as outlined in the college grievance procedure.
6. Employees terminated because of Reduction in Force (RIF) are eligible to continue medical insurance coverage up to 12 months on a noncontributory basis and on a contributory basis thereafter. Employees electing not to continue coverage under RIF benefits after their employment ends will forfeit RIF privileges. RIF benefits end when the individual becomes re-employed by the State and eligible for health coverage on a noncontributory basis. (Added 10/17/00)