



## HUMAN RESOURCE POLICY & PROCEDURE

Topic: **REDUCTION in WORKFORCE POLICY**

Policy #:

Version: 1.0

Updated Date: January 2003

**Purpose:** To establish guidelines for a reduction in workforce and/or elimination of positions in accordance with the needs of the University.

**Scope:** All employees (Note: those employees covered under a collective bargaining agreement, please refer to the appropriate contract)

**Policy:** The University exercises care in planning its staffing needs. On rare occasions it may be necessary to reduce staff or eliminate positions. At the University's discretion, attempts will be made to re-assign the affected employees into other positions. Employees who are not accommodated through re-assignment will be terminated as part of a reduction in workforce.