

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2130

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PROCEDURE TITLE: Lay-Off/Reduction-in-Force (RIF) for Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Personnel

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64 AND 1012.855

BASED ON POLICY: II-2 All Personnel: Personnel Actions and Levels of Appeals

EFFECTIVE DATE: February 25, 1991

LAST REVISION DATE: April 29, 2009

LAST REVIEW DATE: April 29, 2009

II. PURPOSE

To set forth procedures that will be used by the College during a campus or college reorganization; shifting and/or declining enrollment; program adjustments, changes, deletions; financial restrictions and/or budget reductions that may make it necessary for the College to implement a reduction-in-force. This procedure applies to full-time professional exempt contractual, professional exempt non-contractual and support non-exempt personnel only.

II. PROCEDURE

A. Plans for such reduction will be consistent with the College's equal access/equal opportunity (EA/EO) policy and developed in a non-discriminatory manner. The following general guidelines will be used in deciding which existing functions (programs and services) will be abolished, consolidated, retained and/or restructured. The College President retains the final authority for all plans under this procedure.

Reduction-in-Force


1. Each College Provost and Campus President may be required to present a reduction plan to the College President. In deciding which functions will be eliminated, the College's current priorities will be taken into consideration.

2. Once these initial choices as to functions are made, the process to determine employees to be affected will include but not limited to the following factors:
 - a. Knowledge, skills and abilities in addition to academic preparation
 - b. Employee performance
 - c. Length of Service

The reduction plans will then be reviewed by the Division of Human Resources for consistency with equal access/equal opportunity (EA/EO) guidelines.
 3. When positions to be abolished or consolidated under these specific circumstances are occupied, each of the incumbents affected by a reduction-in-force will be given notice of the College's intent to terminate his/her employment. Every effort will be made to notify affected employees prior to public announcement.
- B. Personnel affected by a lay-off/reduction-in-force (RIF) will have the opportunity to compete for available college vacancies. These individuals will also be given employment assistance for a period not to exceed ninety (90) calendar days from the date of their lay-off/termination, subject to the following process:
1. Affected employees may apply for any vacancies posted in the College's Employment website at www.mdc.jobs.
 2. The employee must possess the minimum qualifications for the position or an equivalent combination of education, experience and/or training for the announced position to be eligible for consideration.
 3. The employee must have a job performance rating of satisfactory or better with the College.
 4. If an employee refuses an offer of a position with the College that is within the same pay grade or within one level of his/her current pay grade, the employee will no longer be eligible for employment assistance offered under this procedure.
- C. All employees affected by a College reduction-in-force will receive the following additional assistance as arranged through Human Resources and College Training and Development for a period not to exceed ninety (90) calendar days from the date of termination, as described below:
1. Job Search Techniques: resume preparation, interview skills, and training information.

2. South Florida Workforce for Unemployment Compensation and job placement services.
3. Employee Assistance Support Services.
4. Employee Benefits Information.

A Human Resources representative shall be available to facilitate the affected employee's out-placement activities, as mentioned above.

	
5/15/09	
PRESIDENT	DATE