INFORMATION

PLANNING FOR STAFF REDUCTIONS

This document has been prepared to offer information and recommendations for implementing a reduction in staff.

I. Determine the rationale for the action. Reasons for such action may include lack of funds, lack of work or reorganization.
   • Determine, as closely as possible, the exact status of all funding sources.
   • When will funds expire?
   • Are there any alternative sources of funds?
   • Are there alternatives to reductions in staff?

II. Determine the needs of the resized department, lab or office:
   • Review the necessity of all current positions.
   • Outline the positions needed in the revised organization.
   • Determine which positions and classifications will be affected by the proposed reductions.
   • Focus on positions, not individuals.

III. Compare the proposed smaller organization to the existing organization:
   • Are all department functions adequately staffed?
   • Are funding requirements being met?

IV. Develop criteria to select individuals for termination:
   • The criteria should focus on the needs of the new organization.
   • Focus on skills, abilities and performance in the new organization.
   • Criteria may include such things as seniority and past performance.
   • Determine who will be involved in selecting employees for termination.
   • Make tentative selections.
   • Consult with Human Resources.

V. Human Resources Consultation:
   • Meet with the HR Employee Development Director to review all of the above information.
   • Conduct a discrimination analysis of the proposed reduction in staff.
   • Finalize the selection process.
   • Ensure compliance with State and Federal WARN Acts.
   • Design and prepare a communication plan.
   • Create a timeline.
   • Implement the plan.