



Policy Title Reduction in Staff Work Force	Original Adoption Date 07/20/72	Policy Number HR-733
Responsible College Division/Department Human Resources	Responsible College Manager Title Executive Director of Human Resources	
Policy Statement While Lakeshore Technical College strives to provide a stable and secure environment in which to work, under certain circumstances, it may be necessary to eliminate employee positions due to budgetary needs, program reductions, reorganization, or other business needs. This Reduction in Staff Work Force Policy does not supersede any faculty contract or other employment agreement.		
Reason for Policy This policy authorizes the process for position elimination of regular full-time and part-time employee positions at the college.		
Historical Data, Cross References and Legal Review Employee Handbook Reviewed/Revised: 3/19/81; 11/16/89; 5/93; 5/06/02; 7/01/02; 3/01/04; 07/01/2014; 02/17/16 Legal Counsel Review and Approval: 02/17/16; 10/4/17, 10/4/2018 Board Policy: III.B. People Treatment		
Definitions A reduction in force (RIF) is defined as a separation from employment due to lack of funds, lack of work, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the employee will be recalled because the position itself is eliminated. A RIF may be necessary or appropriate when there is a redesign or elimination of work, redundancy in roles, or excess capacity within a department or division, such that it would be economically feasible and responsible to reduce the number of employees in a division or department.		

See: [Reduction in Staff Work Force Procedure](#)