

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.28

Title All Personnel

Reduction in Force

The number of employees may be reduced due to a change in program, staff realignment, a change in the size or nature of the student population, and/or budgetary considerations or for other good reasons as determined by the Board.

Such reduction of employees shall be accomplished through normal staff attrition unless the best interests of the College dictate otherwise. When reductions beyond normal staff attrition are to be made, employees shall be given notices of termination. Attrition shall be defined to mean voluntary resignation, retirement, or death which occurs in the department in which the College seeks a reduction and which occurs at least 120 days prior to the commencement of the next academic term.

It shall be the responsibility of the President to make termination recommendations to the Board. The President shall consider the following criteria in making the recommendations:

- Required education and/or licensure or other professional preparation and credentials;
- Experience, skills, abilities, and demonstrated performance;
- Qualifications for other college opportunities;
- Number of continuous years of service to the College. This will be considered only when the foregoing factors are relatively equal between affected employees.

When a valid collective bargaining agreement exists, the reduction in force procedures outlined in that agreement shall be followed for covered employees. When no such agreement is applicable, the following procedures shall be followed:

1. As to administrators under continuing contracts as defined in Section 279.23 of the Code of Iowa, the procedures outlined in Section 279.24;
2. As to employees under continuing contracts as defined in Section 279.13, the procedures outlined in Section 279.15 and .16;
3. Employees not under continuing contracts shall receive at least 30 days advance notice of reduction in force. The Board reserves the right to waive the notice and release the employee earlier with payment of salary in lieu of notice.

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Reduction in Force (Continued)

4. Employees given notice of reduction will be provided certain rights and benefits.
 - a. Employees may apply for, and be considered for, any vacancy for which they meet the required qualifications.
 - b. Employees have the right of recall to the position from which terminated for up to one year from date of termination. Recall will be in reverse order. Refusal of recall will cancel any remaining recall rights.
 - c. Employees recalled shall have their seniority reinstated for purposes of determining vacation entitlement or other fringe benefits that are calculated by length of service.

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Date of adoption 12/15/86

Legal Reference: Civil Rights Act

Date of last revision _____

Sections 20.4; 20.7; 20.9;

Date of current revision 12/11/95

279.13; 279.15; 279.24; 279.25

Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

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