

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Reductions in Force or Consolidation/Reduction in Program(s)	NUMBER: 04-23
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261, 6A-14.0411, 6A-14.0412	SEE ALSO:
DATE ADOPTED: 12/01/97, 01/22/01, 11/22/10, 10/22/2018	

A. Purpose and Scope

The purpose of this policy is to prescribe the manner in which eligible employees are to be released should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the College’s employees in regularly established positions.

A Reduction in Force for full-time instructional personnel including teaching faculty, non-teaching faculty, librarians, and counselors is authorized and governed by the Collective Bargaining Agreement.

B. Management Decisions

All possible means for reducing expenses should be implemented before a reduction in force is considered. Should a reduction in force become necessary, the policy shall be implemented as justly as possible. Personnel who are to be laid-off will be identified and notified as soon as possible, with a minimum of two (2) weeks’ notice required.

The College shall determine the following items prior to implementing a reduction in force plan:

- a. What is the reason(s) for the reduction in force;
- b. What areas(s) of the College are to be impacted by the reduction in force and/or;
- c. What class/group(s) of personnel are to be impacted by the reduction in force.

C. RIF Criteria

The following criteria will be utilized in the event that it becomes necessary to reduce College personnel:

- a. Past performance evaluations
- b. Educational qualifications
- c. Relevant work experience
- d. The needs of the College community
- e. Length of service at the College

Incorporated with the above criteria for reduction are the working definitions of the evaluative criteria as stated in State Board of Education Rules.

D. Reemployment/Recall

- a. The College shall commit itself to a first priority review of the qualified applications from both full-time and part-time laid-off personnel for re-employment within two (2) years of the reduction.
- b. All persons on the recall list should regularly review the TCC position vacancy announcements. Should a vacancy occur at the College the employee must apply to receive consideration.
- c. Any offer of reemployment pursuant to a reduction in force must be accepted within fifteen (15) days of the date of the offer. In the event such offer of reemployment is not accepted, the employee shall receive no further priority consideration for reemployment pursuant to this policy.
- d. The employee shall receive the same credit for years of service for purposes of layoff as held on the date of layoff.