

## STANDARD ADMINISTRATIVE PROCEDURE

### 33.99.15.M0.01 Reduction in Force for Nonfaculty Employees

*Approved September 1, 2011*

*Next scheduled review: September 1, 2016*

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#### Reason for SAP

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This SAP establishes the procedures for a reduction in force (RIF) for nonfaculty employees.

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#### Procedures and Responsibilities

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##### 1. GENERAL

- 1.1 Texas A&M University System Regulation 33.99.15, Reduction in Force for Nonfaculty Employees, provides basic guidance and procedures for conducting a Reduction in Force (RIF).

RIF actions may take the form of elimination of jobs, reduction in percent effort or reduction in salary. Modification in or the elimination of jobs due to changes in funding for a grant or contract, including but not limited to funds obtained from the Texas Advanced Technology or Texas Advanced Research programs, are not to be treated as a RIF subject to System Regulation 33.99.15 or this SAP.

- 1.2 The President will have final approval on all RIF actions.
- 1.3 Authority is designated to the appropriate vice president to approve the RIF Business Plan.
- 1.4 The Policy & Practice Review (P&PR) Department within Human Resources is designated to coordinate the RIF action with the department conducting the RIF. P&PR may recommend that additional consultation with other HR units take place, as appropriate, during the RIF process.

##### 2. PROCEDURES

- 2.1 In accordance with System Regulation 33.99.15, Reduction in Force for Nonfaculty Employees, after a department decides a RIF is needed, the following

steps, in coordination with P&PR, will be taken to create the RIF Business Plan and implement the decision:

- 2.1.1 Conduct an evaluation of the department to determine which functions and employees may be affected.
  - 2.1.2 Document the evaluation process along with the business reasons for the action and the analysis used in identifying the positions to be eliminated.
  - 2.1.3 Identify current employees who will be affected and document the process used to identify their qualifications and ability to perform the job functions that will need to be performed after the reductions have been identified.
  - 2.1.4 Develop a new organizational structure.
  - 2.1.5 Obtain concurrence for the draft RIF Business Plan from the Director of P&PR and the Texas A&M University System Office of General Counsel .
  - 2.1.6 Prepare the final RIF Business Plan and submit for approval to the President through the Director of P&PR, the chain of authority and the appropriate vice president.
- 2.2 Department Head or equivalent administrative head will notify affected employee (s) of RIF actions.
  - 2.3 Employees impacted by a RIF may be eligible for a hiring preference for open positions at Texas A&M for which they may qualify.
3. APPEAL

An employee who receives written notice of a RIF may appeal, as applicable, within five (5) business days of receiving written notice of the RIF in accordance with Section 4 of System Regulation 33.99.15 Reduction in Force for Nonfaculty Employees, System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees or System Regulation 08.01.01, Civil Rights Compliance.

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#### **Related Statutes Policies**

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[System Regulation 33.99.15, Reduction in Force for Nonfaculty Employees](#)

[System Regulation 08.01.01, Civil Rights Compliance](#)

[University Rule 32.01.02.M1, Complaint and Appeal Process for Nonfaculty Employees](#)

[University Rule 08.01.01.M1, Civil Rights Compliance](#)

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## **Contact Office**

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For information on clarification on this rule contact [Policy & Practice Review](#) at (979) 862-3331 or by email at [hrpolicy@tamu.edu](mailto:hrpolicy@tamu.edu).

**OFFICE OF RESPONSIBILITY** [Policy & Practice Review](#)