



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CHANGES IN EMPLOYEE POSITIONS	Number: 6.32	Page: 1 of 5
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: FS 1001.64(4), 1001.65, 1012.83, 1012.855; FAC 6A-14.0261, 6A-14.041, 6A-14.0411	Board Adoption/Revision Approval Dates: 4/28/09, 8/25/09	

I. REORGANIZATION, CONSOLIDATION AND ELIMINATION OF POSITIONS

The development of new programs, the elimination of programs, changes in existing program, and the services that support such programs (hereafter referred to collectively as “Program Changes”), arise as a result of the College’s mission, student needs, state and federal law, efficiency and effectiveness improvements and budgetary considerations.

The creation, restructuring and termination of positions of employment throughout the College are a result of efforts by the President and Board of Trustees to maintain a workforce capable of providing College programs that fulfill the educational mission of the College within its budgetary limitations. For the purpose of this policy, the term “position” refers to a specific employment category, job description and job assignment. The President will recommend such changes to the Board of Trustees as he deems to be in the best interest of the College.

A. Termination/Elimination of Position

If a position of employment is eliminated as a result of program change, the President will give each employee so affected at least thirty (30) days prior written notice, or notice as provided by contract, if relevant, of the College’s intent to terminate his/her employment or discontinue the contract.

For employees not on annual contract, the College may, at its discretion, allow the employee to work the remaining thirty (30) days or may provide thirty (30) days of terminal pay.

Personnel will have the opportunity to compete for available College vacancies and, for any position for which they meet the minimum requirements, shall be guaranteed an interview for a period of twelve (12) months following his or her termination. The employee should notify Human Resources of his or her interest in such interviews.



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B. Reduction in Number of Employees Holding a Position

If more than one individual holds the same position, and the President determines for any reason that the number of individuals holding that particular position shall be reduced, then the criteria for reduction in full-time workforce as described in Section II of this Policy shall govern the termination of one or more employees holding that position.

C. Substantial Change in Job Description

If a job description is to be changed, the President will determine whether or not the change is significant enough in terms of duties and qualifications required for the position to be considered a new position. If it is significant, the President will give the employee having that job description at least thirty (30) days prior written notice of the change. The change will be handled like a termination of position with the exception that if the current employee qualifies for the new position, the President will post the job vacancy for the newly created position as per regular College procedure and the current employee may remain in place until the new position is filled.

D. Consolidation of Positions

If two or more different positions are consolidated, the procedure set forth above for Substantial Change in Job Description will be followed.

E. Transfers of Personnel

If an employee is displaced as a result of termination of position, substantial change in job description, reduction in number of employees or consolidation of positions, the President may administratively laterally transfer the employee to any current vacancy at the same pay level and classification as the employee's previous position.

II. REDUCTION IN FULL TIME EMPLOYEE WORKFORCE

A reduction in workforce is a termination of employment due to the abolishment of a position(s) necessitated by shortage of funds. If it is determined that the required budget reduction can only be accomplished through a reduction in force of current employees, the Board



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Of Trustees will be asked by the President to declare that a financial exigency exists. If the Board declares a financial exigency, the reduction in force will be governed by this policy.

Purpose: The purpose of this policy is to outline a fair and balanced approach to a reduction in force that is necessitated by a need for a significant budget reduction.

Approach: In the event it becomes necessary for a reduction in force, the following guidelines will apply:

- The first priority will be to protect the mission of the College to provide access and quality instruction; thus, reduction in force decisions will be guided by what is determined to be most supportive of the core mission (instructional program delivery) of the College.
- Attrition and not filling vacant positions will be the preferred way to implement a reduction in force.

A. **ADMINISTRATIVE PERSONNEL**

Should the Board of Trustees have to choose among its administrators as to who will not be retained, the following criteria will be considered:

- Educational qualifications
- Evaluations from previous years
- Length of service at the College
- Relationship to core mission
- Special skills or knowledge required for specialized job assignment
- Necessity of specialized job



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B. PROFESSIONAL/CAREER SERVICE PERSONNEL

An employee will be subject to a reduction in force without prejudice because a reduction in force is not a disciplinary action. No employee who has satisfactorily completed a 3-month observation period in a classification in the same department with the same or similar job assignment shall be subject to a reduction in force while an employee who has not completed a 3-month observation period is serving in the same classification in the same department with the same or similar job assignment.

Should the Board of Trustees have to choose among its Professional/Career Service Personnel as to who will not be retained, the following criteria will be considered:

- Experience at College in same or similar type of work
- Experience in same or similar type of work elsewhere
- Evaluations from previous years
- Relationship to core mission
- Training/Education
- Special skills or knowledge required for specialized job assignment
- Necessity of specialized job

C. FACULTY/INSTRUCTIONAL PERSONNEL

(1) Annual Contract Personnel

Should the Board of Trustees have to choose among its faculty members on Annual Contract as to who will not be retained, the following criteria will be considered:

- Educational qualifications
- Evaluations from previous years
- Length of service at the College
- Relationship to core mission



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Faculty on Annual Contract shall be terminated before faculty on Continuing Contracts, unless a program elimination necessitates otherwise or there is an Annual Contract faculty in a position more critical to the college's core mission than a Continuing Contract faculty member.

(2) Continuing Contract Personnel

Should the Board of Trustees have to choose from among its faculty members under Continuing Contract as to who will not be retained, the following criteria will be considered:

- Educational qualifications
- Evaluations from previous years
- Length of service at the College
- Relationship to core mission

D. EMPLOYEE ASSISTANCE RELEVANT TO ALL CLASSIFICATION OF FULL TIME, NON-OBSERVATION PERIOD PERSONNEL TERMINATED PURSUANT TO REDUCTION IN FORCE

- A. Employees will be given at least 30 days written notice, or notice as provided by contract, if relevant, of the College's intent to terminate his/her employment or discontinue the contract.
- B. For employees not on an Annual Contract, the College may, at its discretion, allow the employee to work the remaining 30 days or may provide 30 days of terminal pay.
- C. An employee terminated as a result of reduction in workforce will have the opportunity to compete for available College vacancies and, for any position for which he or she meets the minimum qualifications, shall be guaranteed an interview for a period of 12 months following his or her termination. The employee should notify Human Resources of his/her interest in such interviews.