Broward Community College

Procedure Manual

Title: Reduction in Force	Number: A6Hx2-3.30
Policy Number: 6Hx2-3.30	Page: 1 of 1

Reduction. Employee(s) affected by a reduction in force will be determined by the needs of the College. In the determination of which employee(s) will be affected, due consideration will be given to such factors as (1) the essentiality of the position, (2) work performance, (3) attendance records, and (4) supervisory recommendations. If all factors are equal, length of service to the College will be the determining factor.

The affected employee will be given at least two (2) weeks notice prior to the reduction. The employee will receive severance pay which equals 10 percent of the affected employee's annual base salary plus three (3) months of health and dental insurance coverage for the employee. Affected employees shall have the right to participate in the College Group Health Insurance Program under the provision of COBRA for a total of 18 months from the date of termination.

Recall. Employees affected by a reduction in force will be placed on a recall employment list for a period of 12 months following the date of the reduction. During this period, individuals on the recall list are responsible for informing the College of changes of address. After 12 months, they will be dropped from the recall list. Recalls to employment will be to the same job classification the employee held at the time of the reduction and will be issued in inverse order of the reduction.

Role of the Human Resources Department. The Human Resources Department shall notify the individual of recall to employment by certified mail to the person's last known address. The individual will have 10 days from receipt of the recall notice to inform the College of his/her intent to return to work on a date determined by the College. In the absence of such notice, the College shall recall the next individual on the recall list. Failure of the individual to respond or to return as agreed shall constitute voluntary termination.

Link to Policy 6Hx2-3.30

Recommending Officer's Signature	Date	President's Signature	Date
	05/21/97		05/21/97