



Western Nebraska
Community College

WCCA Board of Governors' Policy

Title:	Reduction-in-Force
Division:	Human Resources
Category:	Personnel
Reference:	Nebraska Revised Statutes §§85-1528 through 85-1533 Board Policy 415 (Employee Group Classification) Board Policy 431 (Involuntary Separation) Administrative Procedure 431.01 (Continuation and Amendment of Employment or Involuntary Separation of Faculty) Administrative Procedure 431.02 (Involuntary Separation of Staff)
Number:	BP-430
Date of Approval:	May 15, 2024
Approval:	Karen S. Anderson, Chair, WCCA Board of Governors

Purpose

This policy will define the purpose for employee reduction-in-force and charge the College President with establishing a reduction-in-force procedure that is in compliance with federal and state laws.

Scope

This policy applies to all employees of Western Nebraska Community College.

Definitions

Faculty (Full-time): All full-time teaching personnel and other professional personnel employed by the Board, whose assignments are comprised of at least one-half of duties as a faculty member.

Reduction-in-Force (RIF) – An action taken by the College to reduce the number of current positions in a department or at the College overall. The decision not to fill a vacant position or positions does not constitute a reduction-in-force.

Reduction-in-Force

page | 1

Staff: All administrative, professional, or support staff not employed at WNCC for the purpose of providing credit-bearing instruction.

Policy

Western Nebraska Community College is committed to providing stable employment for its employees; however, the College shall have the authority to determine the appropriate staffing levels to meet the mission of the institution and operate effectively within its available budget.

Thus, the College may, in its sole discretion, add or change positions when and where necessary. Situations such as lack of funding, lack of work, or reorganization may require a reduction in the workforce.

In making such reductions, the College shall be responsible for retaining the workforce necessary to sustain its educational mission. If the administration has determined that a workforce reduction will not occur for a particular situation, this policy shall not be utilized.

I. Justification for Reduction-in-Force

Generally, a reduction-in-force may be implemented for reasons that may include, but are not limited to, the following:

- a. **Budget reductions** and/or changes in funding levels or sources.
- b. **Programmatic changes** that result in the elimination of or decrease in services, based on declining or projected declining enrollments, market feasibility, or other factors which affect the viability of a program or service.
- c. A **reorganization** that results in a shifting of responsibilities or elimination of certain tasks altogether.
- d. **Process improvements** to business practices or delivery of services that change work to such an extent that a position(s) is no longer required.
- e. **Other changes**, internal or external, that might prompt an adjustment to staffing needs.

II. Process

Management is responsible for making the decision to move to a reduction-in-force using the justifications above, as well as others including reasons related to instruction or the administration of the College or that may not be listed.

Prior to a reduction-in-force, it shall be the responsibility of the President to present to the Board competent evidence demonstrating that a change in circumstances has occurred and the following have been considered:

- a. All other available alternatives have been explored.

- b. Remaining members of the workforce possess the necessary qualifications to perform their assigned duties and continue to provide the highest level of service as possible with a smaller workforce.

III. Applicability

This policy applies to all employees. There is no expectation of continued employment for part-time or contractual employees. In addition, the provisions of this policy do not apply to positions created to support a particular grant or other sponsored project when such positions are ended because the grant or other sponsored project ends according to the terms of the contract or award.

Faculty reduction-in-force is managed pursuant to Administrative Procedure 430.01 (Reduction-in-Force – Faculty). The reduction-in-force of all other employees is governed by the College’s termination policy and applicable procedures.

Procedures

The College President shall promulgate such procedures as may be necessary for the implementation of this policy.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date (and Board of Governor’s Minutes Item Number): May 15, 2024, Item K, 1(a)

Revision Date (and Board of Governors’ Minutes Item Number):

Prior Policy Number:

425.0900.79 (Reduction in Force)

Appendix A-2-79 (Retrenchment/Reduction-in-Force Procedures)

Appendix A-4-81 (Non-Reappointment Procedures)

Schedule for Review:

Divisions/Department Responsible for Review and Update: Human Resources

Sponsoring Division/Department: Human Resources

Repeal Date:

Cross Reference:

Procedure(s) for Policy:

430.01(Reduction-in-Force – Faculty)

Related Policies/References: