

Western Carolina University
Office of Human Resources

SPA RIF REQUEST FORM

APPROVAL BY THE OFFICE OF HUMAN RESOURCES IS REQUIRED IN ADVANCE OF ANY COMMUNICATION TO EMPLOYEES POTENTIALLY AFFECTED BY A REQUESTED REDUCTION IN FORCE.
Office of Human Resources, 220 HFR Administration Building (ext. 7218)

REQUESTING UNIT INFORMATION			
School/Division/Dept:			
Supervisor(s) of Employees Identified for RIF:		Contact Phone Number:	
Proposed RIF date:		Proposed notification date:	
Current Form is Original Request: <input type="checkbox"/>		Date sent to OHR:	
WORK UNIT			
<p>The work unit is a formally established and recognized unit, section, college, division, or department of the University in which employees perform a closely related set of functions or duties. Departmental management may define individual research projects headed by a Principal Investigator (PI) as a separate work unit for the purposes of the layoff policy. Any such assertion is subject to appropriate justification that demonstrates the unique nature of the research project and the skills of its assigned staff members as contrasted with other research projects supervised by either the same or differing PIs within the same overall department or center.</p>			
<p>DEFINITION OF WORK UNIT (choose one) <input type="checkbox"/> ENTIRE DEPARTMENT <input type="checkbox"/> SUBSET/SUBUNIT OF THE DEPARTMENT <input type="checkbox"/> ONE OR MORE DEPARTMENTS COMBINED</p>			
Specify department(s) that compose defined work unit:			
If work unit is other than entire department, provide justification for proposed definition:			
BACKGROUND/JUSTIFICATION FOR REDUCTION-IN-FORCE			
Branch/Role/Competency Identified for RIF:		Reason for RIF:	
<p>Actions Requested (select all that apply) <input type="checkbox"/> LAYOFF <input type="checkbox"/> REDUCTION IN HOURS <input type="checkbox"/> POSITION CHANGE</p>			
If requested action is a <i>position change</i> , provide branch/role/competency:			
Steps taken to avoid RIF:			
Employee(s) proposed for RIF:		Position#(s):	
Proposed RIF Date(s):			
<p>Per University policy, departments must consider all five factors below when determining employees to be separated because of RIF.</p>			
<p>1. University needs. Consider the continuing work to be performed by the work unit(s) and the number of positions in each branch, role, and competency level necessary to perform the continuing work. Once the position(s) to eliminate have been identified, management must consider all employees in positions with the same or related classification within the affected work unit. "Same or related" classification means positions in the identified branch, role and competency level. In order to identify the affected employees, apply the remaining guidelines.</p>			
<p>2. Type of appointment. Time-Limited, Temporary, Probationary or Trainee employees (during their first (6) months of training) who perform work in the same or a related SPA job classification within the affected work unit must be terminated before any employee with a permanent appointment, regardless of whether the permanent employee has the skills to perform the tasks of the Time-Limited, Temporary, Probationary or Trainee.</p>			
<p>3. Relative skills, knowledge, and productivity of employees. Employees to be retained must demonstrate the skills and knowledge required for the continuing work of the work unit or be able to attain those skills and knowledge within a reasonable period of time in accordance with the operational needs of the work unit. Selection must be consistent with the employee's most recent annual performance review and employee competency assessment as well as other relevant documentation.</p>			
<p>4. Length of total state service of employees. Length of service shall be considered but may receive less weight in the</p>			

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determination. Eligible veterans must be accorded one year of state service for each year (or fraction thereof) of military service, up to a maximum of five years of credit.	
5. Workforce diversity. In accordance with federal guidelines affecting equal employment opportunity, any application of the layoff policy must be reviewed by the affected department(s) and Human Resources to determine its impact on the workforce diversity within the work unit(s).	
Identify the factor(s) that was used for final determination of employee(s) selected:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Justification for the use of this factor(s) in the RIF determination:	

Temporary employees, including those from placement agencies, and independent contractors performing work comparable to permanent positions selected for RIF must be terminated before employees in permanent positions.

If identified work unit has workers in the above categories (temporary/contractor), check here and fill out the attached worksheet at the end of this form.

IMPORTANT ATTACHMENTS

- Organizational chart(s) of work unit with identified positions highlighted on chart
- (OPTIONAL) Other supporting documentation as deemed necessary by the requesting department.

WORK UNIT CERTIFICATION

School/Division/Department Head -Please sign below to certify that the following requirements have been met:

1. Factors considered in recommending the employee(s) for RIF include: University needs, type of appointment, relative skills, knowledge and productivity, total State service and impact on workforce diversity within the work unit.
2. Current and anticipated vacancies for potential openings have been reviewed, and no opportunities for the identified employee(s) have been identified.
3. No recruitment activity is in progress or planned for position classification(s) identified for RIF.
4. No temporary employees are performing comparable work.
5. Vacant position(s) in the same branch/role have been identified for abolishment in preparing this RIF request.
6. Position(s) identified for layoff will be abolished upon the effective date of the RIF.

Important Note: OHR must be notified immediately should funding become available to support identified positions prior to the effective date of the RIF.

Department Head

Signature: _____ Date: _____

Executive Manager (Provost/Vice Chancellor Level Approval)

Signature: _____ Date: _____

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Signature: _____ Date: _____

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SPA RIF SELECTION ANALYSIS WORKSHEET

Submitting Dept Name:		Dept Contact:		Phone Number:	
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List all positions in the work unit comparison group for each branch/role identified for RIF.

Complete one worksheet for each branch/role.

- For all positions in the identified branch/role, include those with the same competency level only, including vacancies.
- Include all competency levels in identified branch/role if branch/role contains employees in probationary, time-limited or trainee positions.

RIF/ Abolish	Proposed RIF Date	Position Number	Branch/Role	Competency Level	Perm Position Appt Status	Name of Incumbent (Name Temp if filling vacancy)	TSSD of Incumbent	PM Rating	ECA	Sex	Race	Age
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Please note that the statutory requirement is to provide employees with 30 calendar day’s notice once RIF is approved.

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TEMPORARY EMPLOYEES AND INDEPENDENT CONTRACTORS WORKSHEET

Submitting Dept Name:		Dept Contact:		Phone Number:	
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List all positions in the work unit that involve either temporary employees, including those from placement agencies, or independent contractors.

Provide description of duties performed, as well as all other information requested.

Independent Contractor/ Direct Hire Temporary/ Placement Agency Temp (select one)	Name of Employee or Independent Contractor	Detailed Description of Duties