

REDUCTION IN FORCE

- A. Termination of the employment of an Allegany College Support Staff member may be made when, because of change in duties or organization, lack of work or lack of funds, it becomes necessary to reduce the number of positions temporarily or to abolish positions.
- B. Procedure
1. Any required reduction in force and the necessity for termination of employees and the reasons therefore shall be discussed with the appropriate supervisor(s) and the appropriate area Vice-President and shall be subject to the review of the Planning and Budgeting Committee with final approval by the President.
  2. If the President approves this recommendation, the President shall notify the employee(s), the immediate supervisor and the appropriate area Vice-President by letter stating the reasons for the reduction in force and indicating the opportunity for re-employment. Each employee so terminated shall be given as much advance notice as possible and in no event less than two weeks.
  3. Method of Determining Employees to be Terminated as a Result of Reduction in Force  
Although work records and length of service may be considered by the President in determining which employee(s) shall be terminated because of reduction in force, the chief basis of the decision shall be the relative competence of the employees for the job that remains. Thus, in choosing between two employees, the employee more competent for the job that remains shall be retained.