Reductions in Force

Scope: Who is Covered by this Policy?

D 7KH 8QLYHUVLGH\WLHWVPHLQIHVZKHOWKVHUH[DLVWVFNDRGIXQ
VKDOO ILOH D VRWDDWHPHQW RXSUDWLWQLZLWGKRWXPHHQV
XQLYHUVLW\¶V DSSRLQWLQJRDVXHQKGRQLWHKH OD\RII

E $V XVHG LQ WK³LVDFGNLYLIXRQGVD PHDQVKDVHD8QLYH
FXUUHQW RU SURMHFWHG GHILFLHQFLHQWDRQVXWUH
SURMHFWHG OHDYHGVRSHUDWLRQV 7KRVVHFWXLRQ
DQ\ WUDQVIHU RI PRQHL\QERWZHHQVRXRQFVHRU D GHIL
SURMHFWHG GHILFLHQFJUDKPHQHFYHLYHVSKXDQGLQJ WK
JUDQW RU VLPLODDFNHFKDXQLVP VDOOWKSHUHVXPH
SRVLWLRQV DVVLJQHG\HHV DQG ZRKHNHXQGRU WKH JU
VLPLODU PHFKDQLVPQI WKH DXQ\GLHQJZLWKHGXZHQG

(PSOR\HHV PD\ 0 GHWHU Ð€`p€0
V H[M#• Ð€0PVWV DQG
'UÐ VWDWHGPH€URX**Q ZLW**KÀGX@ÐE€0PQZ€0HQ IX@ p0`€00 PpÀ 0p `WLR
WSUQRUXDWRKVHUQGRQLFWKH OD\RII Q

GLYLVLRQ D

WGRHp°ÀQRW€RE€` pP€V•0UH €ÀHp°€5QR€pI0€U@00P ÀFVWDSHQWÈM#QFW\0p
V H[Ð€p€PURX FXUUHQWPRMHFWH
p0`€00 PpÀ 0p `WL³RQDFZNLRMKIXQKHVXQPHYDHQVVŽ DR-Q..'3GRÀHï€RqPA°SLS\6
@00(GRLQJPSO Y V@ pÀ LU ð0pÐHUVL0@X1p€ÀFLDÀF•&uðUH
DQ\ WX0

GHWHUPLQHG DW WKH LWL\PSHUWSRVHQLY WR DEROL
SRVLWLRQ 7KH UHDVRQV RI HFRQRP\ VKDOO EH
8QLYHUVLW\¶V HVWLPDWHG DPRXQW RI VHFW WR
EHQHILWV DQG RWKHUWHGWZLWUKVWDKWKHEROLVK
SRVLWLRQ H[FHSW RMKHFRQRP\ UHDVRQDWHG ZL
SRVLWLRQ¶V DEROLDVKPHQWVLQVWHDWKH 8QLYH
HVWLPDWHG DPRXQWURIVSHFLQWR ZLDWODU\ DQG
RQO\ LI

D (LWKHU WKH 8QLYHUVLWS¶V RSHUDWLRQ KD
UHGXFHG E\ DQ HH[HFXOWLYHRUDFWLRQ RU W
8QLYHUVLW\ KDV RMFXUUHGQWHRUFSHQF\ LQ I
PDLQWDLQ FXUUHQW RU SURMHFWHG OHYHO
RSHUDWLRQV

E WKH 8QLYHUVLWRIILWKHVSDVQRWLRQ¶W KDERO
WKH GLUHFWRU RMHUYLFHVVZLWKLQYRQH \HD
RFFXUUHQFH RI WKHFXSVOLFQFHGHVFULEHG
GLYLVLRQ D L RI WKLV VHFWLRQ

LL 7KH IROORZLQJ ZKHQFLSOHFXPVWDQFH GHVF
GLYLVLRQ D L ZRXWKLVHUYHWLRQ DXWKRUL]H
8QLYHUVLW\ WR RQDQLVKWR SRVLWKH KROGH
SRVLWLRQ XQGHU WKQVWKHYBVLRQUEGLWH¶V HVW
DPRXQW RI VDYLQWVWZRWKOUHV\SHQG EHQHILWV

D 7KH SRVLWLRQ¶VDDEROHLVKPHQWQVJRRG ID
QRW DV D VXEWHUIXJH IRU GLVFLSOLQH

E ,I D FLUFXPVWDQFH DIID€LRQ¶VÀ 0L ðSL 7V

1RWZLWKVWDQGLQJRYDOLQ\LHRQRPUWDKUHUSRFVHGXDJHHHQHPUSE
LQ WKLV UXOH IRUSHOPFHRMWKVHUWRFGSLQDO\HRHV GWXKUHLQJ D
8QLYHUVLW\ PD\ HVWDEOLVK D SDSHUSOODR\\HRHIV SZUKRFEHUVH
WR EH ODLG RII RUEHGUVHSTXDEHG PEDHIRMUKHHLWUKSDGSDHWUHOR\
WR SUHVHOHFW WGKVHSOODFSLWQLRQWKHRU HPSOR\HHV

C. Layoff procedures

:KHQHYHU D UHGXFWLRQ LQ WKH ZRUNILWRUFH LV QGHFHVVDU\ DQG
ZKLFK FODVVLILFDWLRQV WR DIIHFW WKH QXPEHU RI HPSOR\HHV WR EH ODLG RII

7KH RUGHU RI OD\RIIV VKDOO EH LQ DFFRUGDQFH ZLWK 0L
8QLYHUVLW\ VHUYLFH GHDQHG FDWHJRULHV DQG VHQLRULW\ SRLQWV
RWKHU IDFWRUV PDGH LQ WKH SURSHU DSSOLFDWLRQ ,QVWLWXWLRQV
HIILFLHQF\ DV D FULWHULRQ GHWHUPLQHG LQ JRRG IDLWK E\ WKH
IRU HIILFLHQF\ PDUEHWKRDQ QWRHPSOHQWHQXRXV WRDPDO8QLY
VHUYLFH

D. Layoff order

)RU WKH SXUSRVH DIIXWKLWGPLVHSRQRKHDV DQ FDQSHZLKQWPHQ
DW OHDVW VL[RQRQWKDWGXHUDWL KRXUS HU ZHHN

$W 0LDPL 8QLYHUVLWK DHOPSEOR\DUGLQIWKQVWKHFRULQEQ
WKH SULPDU\ DSSDRWQHUWRPHQHV RI SDUWIXOPHWLPHRSORU
WHPSORU\ WKHQ LSRQDUWLVPKHSUREDWW WLKPHQSIXOOWLPH
SUREDWLRQDU\ DQG WKHQ IXOO WLPH SHUPDQHQW

/D\RIIV VKDOO EH EDVHGXSRQSERQWLFYHHRUGWULVEHUYLQQ
ZLWK WKH HPSOR\HHDVKDFRQWLQXRXV VHUDFLF8QDYQHGUVLW
FRQWLQXLQJ WR WKWHKHPSORVWHRZQLWLQXRXV\0VEDLY L8FQL\
OLVW ZLOO EH FRPSLRUHGHUQ ,GHFDFWHQGZEQKUHU HPSZORRHV
KDYH LGHQWLFDO FRQWHQXRXV VHUDFLF8HWKDHOWLEHEWKH
ORZHVW ODVW IRXSUOR\LHHWV YRRFWLKHUHPGFWXGLWQXPEH
HPSOR\PHQW LV H[FOXGHG

(PSOR\HHV VKDOOHQRWWKHLUHPSOR\HUWRPDNHVXUHWKDWWKHLUHPSOR\PHQWSUDFWLFHVGRQRWGLVFULPLQDWHDJDLQVWDQ\RQHZKRDUHHLWKHUSDUHQWVRUFDUHJLYHUVRIFKLOGUHQ)7(RPSOR\HUVDOVRVKRXOGHQVXUHWKDWWKHLUHPSOR\PHQWSUDFWLFHVGRQRWGLVFULPLQDWHDJDLQVWDQ\RQHZKRKDVWDNHQRUKDVDSSOLHGIRUOHDYHXQGHUWKH)DPLO\DQG0HGLFDO/HDYH$FW)0/$

1RHPSOR\HHVKDOOEHSXQLVKHGRUWKUHDWHQHGZLWKGLVFLSOLQHRUGLVFULPLQDWHGDJDLQVWLQDQ\ZD\EHFDXVHWKH\KDYHRSSRVHGDQ\SUDFWLFHPDGHXQODZIXOE\WKLVSROLF\RUEHFDXVHWKH\KDYHDVVLVWHGLQWKHHQIRUFHPHQWRIWKLVSROLF\

'LVSODFHPHQWUHODWHGWRWKHDEVROXWHSURKLELWLRQRQGLVFULPLQDWLRQDQGWKHRSHUDWLRQDORUJDQL]DWLRQDOQHHGVRIWKHEXVLQHVV

5DWHRISD\IRUDOOHPSOR\HHVGHPRQVWUDWHVDFRPPLWPHQWWRSURPRWLQJHTXLWDEOHSD\SUDFWLFHVDQGHOLPLQDWLQJSD\GLVSDULWLHV

F. Order of Displacement

/DLGRIIHPSOR\HHVDQGLQVWHPSDSFHRGHHVVDRUHZKRKDYHDWWDLQHGDJH\HDWRUGLVSODFHVKDOOEHJLYHQSULRULW\WRUHHPSOR\PHQW

'LVSODFHPHQWVZLWKLEDQWWLRQFDQHPSDLRGHVRIHLRVUWGRLVEHOHPXVWILOODQ\DYDLODEOHYDFDQFLHVIRZKLFKWKHHPSOR\HHLVTXDOLILHGDQGZLOOLQJWRDFFHSWUHDVRQDEOHDFFRPPRGDWLRQ

'LVSODFHPHQWVZLWKLEDQWWLRQFRQHDUOLHVWVHQLRULW\GDWHRIHPSOR\HHVKDOOEHGHWHUPLQHGE\WKHGDWHRIWKHLUPRVWUHFHQWSURPRWLRQ

SURFHVV VKDOO FRQWLQXH XQWLO WKH HDUOLHU RI WKH IROORZLQJ GDWHV
FODVVLILFDWLRQ VHUYLFH KDV EHHQ WHUPLQDWHG E\ WKH HPSOR\HH
0LDPL 8QLYHUVLW\ YROXQWDU\ FODVVLILFDWLRQ FODXVH
KDV EHHQ UHDFKHG DQG GU\LOO RII

'LVSODFHPHQW UHSRUWHUV RSIUDQ\LHRX VOD\VGHUVSDQFHPRSO,R\HI
KDV H[HUFLVHG KLV PRHUQWHUL GKLWSODVRK HE HHPSDOLRG\HRHI LRVUW
GLVSODFHG GXH WR DI VWKEW HHTXSHQRW\HOHQ\WR GULVJVWDYFWKPDO
EH LQ DFFRUGDQFHZLWWLKRQVKUHRFOZDKVLVBLKLHUWRW YGLW SZOD F
SURYLGHG KRZHYHU WUKLHJKHWPVSOWRR\HUHHLKQHPVSDWRPHQQWLRQU
KLV SUHYLRXV FOD-MPSLOLRF\EW¶LR GGLVRKEDUFHPPEQSWUHUYLJRXVV
KHOG FODVVLILFWDWRRQD VRKQHOOEL VZHLWRGWKHJGQQLQRI
RULJLQDO OD\RII VRURGLXQSWOLDFHVPXHQ \WLHPHVDWHWRMHGP SO
IURP D OD\RII OLVW

G. Continuous service and efficiency—General

0LDPL 8QLYHUVLWQXZRXOO VXHVUHYERHQWLWK WKH 8QLYHU

D $Q HPSOR\HH¶V OHQJWK RI FRQWLQXRXZH0LDPL 8QL
FDUULHG IURP RQWLORDQ\RWR MDXQUWKHUHVDN OROQVHDY LQFRE
RFFXUV EHWZHHQ WUDQVIHUV RU DSSRLQWPHQWV

E ,I WZR RU PRUH HPSOR\HHQVWKLDFYDO FRQWHLQXLRX\V 0LD
VHUYLFH WKH WLKHEUHPDSNOHRUHZHL GZOWEKHWWKRHXOORGZLHJLWV\OBI
VRFLDO VHFXULW\ QXPEHU

H. Verification of Continuous Service

(PSOR\HHV VKDOOLQGJH WDKHLGRRO RZVLQJWSHPRFWLFV IRU
FRQVLGHUDWLRQ RYILFRQQWRLQXRXV 0LDPL8QLYL¶YWKLDDWW\WEKHOLRDUSLSJRQQWPHQW G

D Q G F R Q W L Q X H S O R Q \ W H O T X L Q W H V P L V G L V F K D U J H G R I R U E H F D R Q V
W K H U H F D O O S H U L R G W R Z D U G V I W K U P D Q H [E S D E V H Q F H H U
U H W L U H V 6 W X G H Q W H U P S H O R \ H [F O X G H G

&R P S X W D W L R Q R I F R Q W L Q X R X V \ 0 L H D U P L U F L H W \ 7 K H D Q Q L Y
F R P S X W H W K H W R W D O 8 F R L Q W H U Q X R X V V H O E L W D L R Q F O D X E G L Q J V W R K H Q W L
F O D V V L I I F D W L R Q V D \ E H I R U H S R V W H G E L W D L R Q F O D X E G L Q J V W R K H Q W L
F O D V V L I I F D W L R Q V F H L Q H Z K L F K D \ G U R S S X U Y $ F E U H D N G L Q L Q H G
D E R Y H Z L O U H V W D U W P R Q W K H Q X P E R 0 H E H U L Y 8 Q L Y H U V L W \

0 R Y H P H Q W L Q W R F D W H G R F X O D \ R V L D I I H D 8 Q L R Y H U V 2 Q F K D W K H
F U H D W H G W K H O L V Q X R X O H Q D W K 8 Q L F R Q W H Q P S O R \ H H V
W K H 8 Q L Y H U V L W \ P R U Q P R W H K H P S O R Q \ W R V D I Q H F R W R G R X W
F O D V V L I I F D W L R Q V E W L F K Q D Q V Q V L Q W S U R W H D Q G Y H I R U W L R Q O X Q
S R V L W L R Q F R Q W U R O H Q U R F E R U F K D Q J
U H D V V L J Q P H Q W V

1 R W L F H R I O D \ R I Q W G D Q S O D E H P O H Y P F R Q R W L F H R I O D \ R I I W R U W E L V S O D F H H H V Q V G D O R W E K H I R U Z D U G
U H V X O W L Q J I U R P D O D \ R I I

I. Layoff jurisdictions

7 K H R U G H U R I O D F H P H Q W G V K L S O D S S O D \ U L V G L E Q V L R Q
R I W K H O D \ R I I M X U L V G L F W L R Q W K R Q P H R X W L R Q G V O D X P I
D Q G G L V S O D F H P H Q W O S D U S R S H \ G R Q E V Z K L W K L Q V K H I M F X W H
E \ W K H O D \ R I I

7 K H O D \ R I I M X U L V G L F W L R Q V D U H D V I R O O R Z V

D 2 [I R U G & D P S X V $ F D G H P L F $ I I D L U V . ° H G X U H V V K D
• Ž ´ € X P K H U H V V K D

E 7KH HIIHFWLYHOGDRMH RU WGLVSODFHPHQW

F 7KH HPSOR\HH¶VQXHRXJWKLRPLFRQWYLHUVLW\ VHUYLF

G 7KH ULJKW RI WDXSHHPSODR\HDH\RMR RUWRGLWKSHODFHPWHQ
SHUVRQQHO ERDUGDRW WHKYHLDZSDHQGO WSKRVWWFDHUNLHGHG