

REDUCTION IN FORCE

DMC
(LOCAL)

The following provisions regarding reduction in force shall apply to both contract employees and tenured employees.

DEFINITIONS

Definitions used in this policy are as follows:

1. "Reduction in force (RIF)" means the dismissal of a contract-ed employee before the end of a contract term for reasons of financial exigency or program change. Nonrenewal of an employee's contract is not a "reduction in force" as used in this policy.
2. "Financial exigency" means any decline in the College Dis-trict's financial resources brought about by decline in enroll-ment, cuts in funding, decline in tax revenues, and/or any other actions or events that create a need for the College Dis-trict to reduce financial expenditures for personnel.
3. "Program change" means any elimination, curtailment, or re-organization of a curriculum offering, program, or school op-eration because of a lack of student response to particular course offerings, legislative revisions to program funding, and/or a reorganization or consolidation of two or more divi-sions or departments.

GENERAL GROUNDS

All contracts shall, unless excepted by the Board, contain a provi-sion that a reduction in force may take place when the Board de-termines that a financial exigency or program change requires that the contract of an employee be terminated. Such a determination constitutes the necessary cause for dismissal.

CONTRACT
EMPLOYMENT AREAS

A reduction in force may be implemented in one, several, or all employment areas.

CRITERIA

Using the following criteria, the College President shall determine which positions shall be eliminated and shall submit the recom-mendation to the Board. These criteria are listed in order of im-portance, and the College President shall apply them sequentially to the selected employment areas until the number of staff reduc-tions necessary have been identified, i.e., if all necessary reduc-tions can be accomplished by applying the work/trade skills criteria, it is not necessary to apply the performance or subsequent criteria.

1. Work/Trade Skills: Appropriate work/trade skills required by the College District for support of the operation of the institu-tion.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal docu-mentation.

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3. Tenure and Seniority: Years of service in the College District.
4. Experience: Accumulated trade and work experience related to the current assignment.

BOARD ACTION

After considering the College President's recommendation, the Board shall determine which employees shall be dismissed. The employees shall be notified in writing of the Board's action.

RIGHT OF
EMPLOYEES SUBJECT
TO RIF

An employee dismissed pursuant to this policy, if subsequently reemployed by the College District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.