

Restructuring	Procedure Number	UA-PTC AR 405.4.2
	Effective Date	Jan 1, 2019

1.0 PURPOSE

1 The purpose of this policy is to define guidelines used by the University of Arkansas – Pulaski Technical College
 2 to ensure the fair, reasonable, and appropriate treatment of employees whose employment is eliminated or
 3 whose job duties are materially altered by the restructuring process.

2.0 REVISION HISTORY

4 Adopted on:
 5 Revised on:
 6 Superseded by: BP 2.13 Faculty Vesting and RIF

3.0 PERSONS AFFECTED

7 All employees

4.1 POLICY

8 At the discretion of the Chancellor, UA-PTC may occasionally need to restructure its workforce due to
 9 functional changes in a program, budgetary reasons, or other reasons that require the reallocation of
 10 institutional resources. The restructuring process may require UA-PTC to reduce the number of
 11 employees who work in a particular department or position. As part of the restructuring process,
 12 reductions in force may be initiated due to reduced enrollment, loss of funds, the need to reduce
 13 expenses to more closely match revenues, income or staffing-ratio requirements, or reorganization of
 14 departments to improve the efficiency and/or effectiveness of the College. UA-PTC will comply with
 15 program requirements established by the Higher Learning Commission and the Arkansas Department of
 16 Higher Education (Arkansas Code §6-61-214). UA-PTC will make reductions without regard to race, sex,
 17 religion, age or any identifier that would result in illegal discrimination.

18 All departments considering plans for reductions in force must forward recommendations to the Vice
 19 Chancellor of Finance and Administration prior to discussion with the employees of the department.

5.1 PROCEDURE

20 A. The Vice Chancellor for Finance and Administration will conduct a quarterly and annual review of the
 21 College budget to ensure fiscal restraint is maintained.

22 B. The Vice Chancellor for Finance and Administration will discuss identified budget issues with the
 23 Chancellor of the College.

24 C. The Chancellor shall convene a meeting of the Executive Council and present/review budget
 25 information. The Executive Council will make recommendations to the Chancellor addressing the budget
 26 shortfall.

27 D. The head of the department affected will be notified and tasked with developing a plan to reduce
28 expenditures in their area. The plan should include the consolidation or restructuring of employee
29 responsibilities, a list of those employees impacted by the change, and the proposed effective date of the
30 change. Criteria used to identify specific positions to be eliminated, consolidated, or reassigned may
31 include, but not be limited to, the following:

- 32 1. Workload, productivity measures, utilization, service levels, reorganization, or other business
33 factors.
- 34 2. Skills required for effective performance in key positions.
- 35 3. Length of service within employing department.

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37 Consolidated position: A position that is created by bringing together or merging two or more existing job
38 positions/titles with their associated budgets and supporting operations/responsibilities. The consolidation
39 allows for unneeded responsibilities/tasks to be eliminated and/or the addition of new responsibilities/tasks.
40 Affected employees will follow Section E below.

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42 Reassigned position: A position that is reassigned or transferred from one college operational area to another
43 without promotion or demotion to the affected employee.

44
45 E. The following will be considered when implementing restructuring:

- 46 1. If restructuring results in any change of job duties or assignments (i.e., consolidated position), a
47 new job description will be developed and presented to the employee for review. If the
48 employee chooses not to accept the new job description, a termination letter will be issued.
- 49 2. If restructuring results in a loss of positions, the elimination of positions within the same
50 classifications/title will be determined according to the following criteria:
 - 51 a. Employees within the initial six-month evaluation period;
 - 52 b. Employees who have received a written warning within the past twelve months;
 - 53 c. Performance evaluations (i.e., employees who have received less than a
54 satisfactory performance evaluation within the past eighteen months);
 - 55 d. Employees who have the least seniority in terms of years of service using the
56 UA-PTC service date.
- 57 3. A reduction in a program or service which results in the termination of employment due to (1) a
58 bona financial exigency or (2) formal academic planning (such as Board-approved changes in
59 institutional missions, substantial program changes under Board Policy 620.1, or major
60 reallocations of resources for academic or support services) may occasionally be necessary. In
61 such a case, UA-PTC will follow UA Board Policy 405.5 on retrenchment, in addition to any
62 provisions in this policy that are consistent with Board policy. In most cases, however, it is not
63 anticipated that a restructuring will implicate a retrenchment under Board policy, even if
64 positions are eliminated.

65 Each employee terminated through implementation of these procedures will be given advance notice of
66 at least thirty (30) days (in the case of staff and administrative employees) or sixty (60) days (in the case
67 of faculty who have received a letter of reappointment) in accordance with Board Policy 405.4.

68 Alternatively, faculty may be subject to non-reappointment as part of a restructuring.

69 Human Resources will perform the following support services to assist management in implementing
70 any restructuring or reduction in force activities:

- 71 1. Assist department management in executing a reduction in force.
72 2. Provide information to affected employees regarding compensation and benefits.
73 3. Assist affected employees in resume development.

REQUIRED APPROVALS	NAME/SIGNATURE/TITLE	DATE
Originator(s):	UA-PTC Review	Oct 2019
Ratified by:	UA-PTC Provost	Dec 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 1, 2019
UA Policy Alignment:		