

D.2.5.3 (Procedure) Workforce Reduction

Responsible Department: Talent, Organization & Strategic Innovation

Based on Board Policy: D.2.5 – Hiring Authority, Status, Assignments and Duties

Approved: 9-17-10

Last Amended: 11-14-22



Purpose

This procedure applies to down-sizing organizational units to support operational or funding changes. The College District reserves the right to realign positions and staffing; eliminate positions that become unnecessary or unsustainable; reassign employees when necessary; and best utilize all staffing opportunities and employee knowledge, skills and abilities in the service of students. The limitations of this Procedure and severance benefits described in Procedure D.5.2.3 apply only to positions which are institutionally funded. Positions funded by grants are subject to the respective grant terms and conditions, may only be maintained for so long as that grant funding is continued, and are subject to the soft-money letter(s) issued to the employees in those grant positions.

Evaluating Vacant Positions

When any positions are vacated, they shall be reassessed by the Chancellor or designee to determine their best use.

Refilling Positions and Staff

Positions shall be posted on a limited basis within a department(s) when posting more widely would displace an existing member of the staff. The positions will initially be limited to employees of the affected department/functions(s) or similar functions in other departments. If posting within the department(s)/similar functions does not produce qualified candidates, the limited internal posting would be extended to similar departments at other locations or within the other departments reporting to the same President's/Vice Chancellor for another week. If the second posting does not produce a suitable candidate, the job will be posted for internal candidates throughout the Alamo Colleges or a reassignment to the position may be made.

When positions are posted on a limited basis within a department(s) the posting will be for at least 10 working days. Notification of a limited internal posting will be made to all eligible employees by the Talent, Organization and Strategic Innovation (TOSI). All applications made in response to a limited internal posting will be submitted to TOSI.

Employees selected for reassignment and transfer due to position elimination will be promptly transferred if selected for a position. If a reduction of an FTE is necessary, the following actions will first be taken to avoid any unnecessary elimination of an existing regular full-time employee in that job title in that department:

- 1st. Temporary personnel assignments for that job in that department will be cancelled;
- 2nd Employment of new hires scheduled to begin work in the department in that job title will be cancelled;

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3rd. The transfer of employees scheduled to transfer into the department will be cancelled and the employees will remain in their current position in their current department;

4th. When all other factors are equal, full-time employees of the department, in that job title, with the fewest years of continuous service with the College District will be selected first for reassignment.

The District is not bound to reassign employees or reassign employees to comparable position levels. If an employee is reassigned to a position that is not a comparable level, a salary adjustment will be made in accordance with the College District's Compensation Regulations. If a salary reduction is necessary, the reduction in pay will become effective 90 days after the date of transfer.

Performance in a new position will be evaluated 90 days after the date of transfer.

In order to preserve employment, employees may transfer from a hard-money position to an available soft-money position, but no assurance of return to a hard-money position or continuation of employment can be provided if funding for the position is discontinued.

The Associate Vice Chancellor for Talent, Organization & Strategic Innovation or their designee and relevant President/Vice Chancellor or their designee will review proposed reassignment plans to ensure a fair and consistent selection procedure. If the proposed changes involve multiple departments or colleges, all administrators who will be affected by the change will participate in the review process.

Reassignment Process

Reassigned employees are not required to accept reassignment. If the employee is not placed, the employee will be considered to have resigned in good standing and be eligible for rehire.

When a large number of employees with same or similar jobs or skills must be reassigned, TOSI will work with the employees to determine their assignment preferences. To the extent possible, and reasonable, preference information may be taken into consideration. TOSI will participate in the consideration of any employee preferences to ensure a fair and equitable consideration process.

Recordkeeping

Statistical information regarding reassignment, realignment and position elimination activity will be gathered and monitored by the department of Talent, Organization and Strategic Innovation.