

**3354:1-43-04.1 Reduction in force procedure for non-bargaining employees.**

- (A) In accordance with the College's assignment and reduction in force of non-bargaining employees policy, the President or the President's designee may initiate a reduction in force.
- (B) Whenever practical, the College will give impacted employees two months advance notice of a reduction in force and will notify the employees' supervisors in advance of notifying the impacted employees.
- (C) The Office of Human Resources will oversee the delivery of any assistance the College may choose to provide to administrative and support staff employees displaced as a result of a reduction in force program.
- (D) This procedure does not apply to employees covered by the College's collective bargaining contracts.
- (E) The President or the President's designee shall take all steps necessary and appropriate for the implementation of this procedure.

Effective date: May 3, 2006

Prior effective date: December 15, 2005

Procedure amplifies: 3354:1-43-04