

**Cochise College  
District Board Policy**

**Category: All Employee Groups**

**Policy Number: 639**

**Title: Reduction in Force**

Budget considerations, reallocation of available resources, reorganization, and program restructure may require the consideration of alternative staffing measures, which may lead to a reduction in the college's workforce. The college may reduce positions in any job classification or title as deemed in the best interests of the college by the president and approved by the governing board.

**Procedure 639.1  
Reduction in Force**

1. A reduction in force may be enacted based upon the following criterion:
  - a. Maintenance of sound and balanced educational programs that are consistent with the functions and responsibilities of the college
  - b. Allocation of resources to best meet the needs of the college in support of the college's mission, vision, and goals
2. Once a decision has been made to reduce, eliminate, or restructure programs or services that may result in a reduction in force, considerations of impacted employees shall include:
  - a. The employee's length of service
  - b. The employee's level of performance and professional versatility, such as the ability to teach or work in additional disciplines or areas
  - c. The employee's institutional involvement, including curriculum development, committee work, student activities, and professional development efforts
3. Employees impacted by a reduction in force shall be considered for:
  - a. Reassignment to an open position for which the employee fulfills the position requirements
  - b. Transfer to another location in an open comparable position
4. Once a reduction in force is being considered, a written statement of intent and the manner in which this intent shall impact the employee's position shall be given to the employee a minimum of thirty (30) calendar days prior to the effective date of the proposed action.

**Procedure 639.2  
Request for Review**

1. Within ten (10) calendar days of receiving a notice of an intended reduction in force, the employee may request in writing a review of the action by the president. Review shall be solely to determine whether the decision was arbitrary or capricious with respect to that individual. Such review must be completed within seven (7) calendar days of the receipt of the request for review.
2. Employees who refuse reassignments or transfers as a means of reduction in force shall be recommended for separation without prejudice.
3. The governing board shall review the recommended reduction in force and vote on the approval of recommended reductions.
4. The employee shall be provided written notice of the governing board's decision.
5. Reduction in force actions are not subject to the appeal process outlined in Board Policy 641 Problem Resolution.

**Procedure 639.3  
Employment Rights**

1. Employees separated under provisions of this policy shall be given the right of recall to the same position for a period of one year following the date of separation, provided they continue to be qualified to perform the duties of the position, including any required certification(s). Upon being rehired into the same position, the employee would not lose years of service accumulated prior to the reduction in force as it relates to years credited for service award recognition, leave benefits, or sabbatical qualification.
2. It is the separated employee's responsibility to keep Human Resources informed of their current address and telephone number.
3. If offered rehire, the separated employee must accept the position in writing within fifteen (15) business days following the certified delivery date of the notification by the college. Failure to do so shall constitute a waiver of all recall rights.
4. Former employees not recalled within one year shall continue to be eligible to apply for employment opportunities along with other interested applicants.
5. Employees impacted by a reduction in force shall be eligible to continue health and dental coverage through the provisions of COBRA, Arizona State Retirement System account options, and unemployment compensation.