RIF Approval Request

Prior to approval, department must provide AHR with the following info:

1). Please provide:
   Employee Name/UMID:
   Age/Race/Sex:
   Position:
   Date of Hire:
   Years of service:

2). What is the current organizational structure for this particular area?

3). What is the proposed organizational structure (if re-organization is applicable)?
   a). Please provide a statement as to why this area is unique,
   compared to other areas in the Department.

3). Description of the employee's current duties, responsibilities, and experience.

4). Reason for the proposed RIF (i.e. re-organization, lack of funds, lack of work).

5). If position is being eliminated due to work going away, describe the functions, tasks, and percentages that will be going away.

6). If work will be redistributed, describe the duties that will be redistributed, and the associated percentages, and who will perform those duties.

7). Have there been attempts to place the employee in a different position within the department?
   a). If it is not possible to place the employee in a different position, state why?

8). Describe the efforts made to prevent this RIF

9). State the employee's role, duties, experience, skills, knowledge and why s/he does not have the skill set to perform the other position(s).

10). Note efforts to assist employee in placement outside the department.

11). Is the affected employee's job performance satisfactory in all respects?

12). Are there other employees in the classification title in the department who have shorter lengths of service, but who are being retained because they have specific skills and abilities that

are not possessed to the same degree by the employee who you are proposing to RIF. (SPG 201.72 Section I Policy C. and II REGULATIONS B. 3. A. and b.)

        a). If so, please identify the individuals and the involved skill differential.

13).   What is the communication plan (i.e. employees impacted, other employees, University Communications, Benefits, Contracting Office, community partners)?

14). Are there other important factors that should be considered?