


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 475.6	
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Section:	Personnel	Subject:	Layoff or Reduction in Force of Full-Time Employees

PURPOSE

The purpose is to outline the procedure of Layoffs or Reduction in Force (RIF) which allows the reduction in the number of full-time employees.

PROCEDURE

1. Definition

- a. Layoff is when Arizona Western College (the College) does not have work available for an employee, this type of termination can be temporary or permanent.
- b. Reduction in Force is when the College ends the employee's employment due to an unexpected reduction of college fiscal resources.

2. Authority

- a. The College President may initiate a Layoff or RIF after consultation with the appropriate Vice President and/or the Chief Human Resources Officer.

3. At-Will Status

- a. All employees are at-will employees and may be terminated for any reason or no reason, with or without advance notice. The College is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information (including results of genetic testing), or any other status protected by applicable state or local law.

4. Notification

- a. The President or designated representative will give the employee written notice of the decision for termination and the effective date. Notification will either be by certified mail, courier or will be served in person.
- b. The College does not guarantee that any employee will receive advance notice of any layoff or reduction in force.
- c. An employee adversely impacted by a layoff or reduction in force will receive payment for unused accrued vacation.
- d. When reasonably practical, the employee will participate in an exit interview.