



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Reduction in Force, Elimination of Externally Funded Positions, and Reduction of Hours

Policy HR0145 is designed to provide a consistent and equitable method of eliminating positions as the result of reorganization, curtailment of operations, or lack of funding. Departments should consult the HR Employee Relations Office when considering reduction of staff positions.

Below are some general steps for departments:

1. Identify the need for a Reduction in Force, Elimination of Externally Funded Position, or Reduction of Hours, and contact Human Resources at (865) 974-6642.
2. Develop a reduction proposal memorandum that articulates the grounds for the action, the rationale for each decision, lists the unit and/or individuals affected (including the account number(s) and employee ID numbers), and explains how the workload will be allocated after the reduction is implemented.
3. Draft a business plan in conjunction with HR **before** obtaining signatures.
4. HR and general counsel (if applicable) will review the final draft of the plan and notify the department once the plan is ready for final approvals in the form of administrator signatures.
5. The department preparing the plan should notify the affected employee(s) in writing no less than thirty days from the approved effective date outlined in the business plan. The department will send a copy of the employee notification letter to HR for the employee's file.

For questions about the process contact Human Resources at (865) 974-6642 and press three for Employee Relations.

For more information, [visit Policy HR0145 on Reduction in Force, Elimination of Externally Funded Positions, and Reduction of Hours.](#)