

Instructions

- Both pages of this form should be completed and submitted to the **Office of Human Resources, Organization and Human Resource Consulting**, 1590 North High St., when it has been determined that a reduction in work force is necessary for Unclassified or Classified Civil Service staff due to reasons of economy, lack of work, lack of funds, or reorganization for efficiency.
- The Office of Human Resources will disseminate approvals of the requests to the appropriate college/administrative unit.
- After the request for abolishing **Unclassified staff** has been approved by the Office of Human Resources, Organization and Human Resource Consulting, written notice must be given by the appropriate administrative authority to the staff member affected by the reduction in work force (refer to Policy 9.15). If the affected employee is eligible for severance (refer to Policy 2.40), he or she must be notified in writing of the applicable dates of the severance period including time frames of the working notice period and the start of the severance pay period.

After the request for abolishing **Classified Civil Service staff** has been approved by the Office of Human Resources, Organization and Human Resource Consulting will provide the appropriate college/administrative unit with written notice notifying the staff member affected by the reduction in work force of his or her rights. In addition, they will provide a letter that will detail the option of severance.

*Refer to Reduction in Work Force Policies [9.15](#) and [9.20](#), Severance Policy [2.40](#), and the [Reduction in Work Force Manager Guide](#) for further guidance and information.

Please provide the following information concerning the staff member affected by the position abolishment:!

Name	Employee ID#	Date of Birth
Sex	Race	Disabled
<input type="checkbox"/> Male	<input type="checkbox"/> Black	<input type="checkbox"/> Yes
<input type="checkbox"/> Female	<input type="checkbox"/> American Indian	<input type="checkbox"/> No
	<input type="checkbox"/> Asian-American	
	<input type="checkbox"/> Hispanic-American	
	<input type="checkbox"/> White	
Veteran		Over 40
<input type="checkbox"/> Yes		<input type="checkbox"/> Yes
<input type="checkbox"/> No		<input type="checkbox"/> No
Position Title		

***For internal reporting purposes only**

Return this form to the Office of Human Resources, 1590 N. High St., Suite 300, or fax to (614) 292-0549.

