UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish the procedures for a Reduction in Force (RIF) for nonfaculty employees.

Procedures and Responsibilities

1. GOVERNING REGULATIONS
   1.1 Prairie View A&M University will adhere to all requirements contained within System Regulation 33.99.15 Reduction in Force for Nonfaculty Employees.

2. GENERAL
   2.1 The President will determine when a formal Reduction in Force (RIF) is needed.
   2.2 Based on the necessity and circumstances, a vice president must provide a RIF Analysis and Business Plan to the President through the appropriate administrative channels for final approval. Procedures for conducting a RIF are contained in System Regulation 33.99.15 Reduction in Force for Nonfaculty Employees.
   2.3 The Office of Human Resources (OHR) is designated to coordinate the RIF action in conjunction with the department conducting the RIF.

3. APPEAL
   3.1 An employee who receives written notice of a RIF may appeal, as applicable, in accordance with System Regulation 32.01.02 Complaint and Appeal Process for Nonfaculty Employees or System Regulation 08.01.01 Civil Rights Compliance, except that the appeal must be filed within five (5) business days of receiving written notice of the RIF.
   3.2 Appeals to RIF decisions will be submitted through the OHR to the Office of the President. The President will appoint one or more vice presidents, as needed, to review the appeal. The vice president appointed to review the written appeal will not be responsible for the department and/or office in which the RIF occurred and must not have participated in the RIF process.

4. HUMAN RESOURCES ASSISTANCE
4.1 Certain services will be available upon request to employees affected by a RIF. These services include referral to vacant positions, retirement counseling, and insurance benefit counseling.

Contact Office

Office of Human Resources  936-261-1730