Rule Statement

Reason for Rule

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; however, circumstances may provide the necessity for a Vice President to recommend a RIF to the President through Administrative channels. Procedures for conducting the RIF are contained in System Regulation 33.99.15.

3. APPEAL
   
   3.1 Appeals to RIF decisions will be submitted through the Office of Human Resources to the President. The President will appoint one or more Vice Presidents (as needed to review the appeal). The Vice President 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.

   3.2 An employee will have five days to initiate an appeal after receiving written notice of dismissal, reduction in salary, or reduction in percent effort.

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