

RIF actions on SHRA career status employees may occur due to a loss of funding and/or work, or due to reorganization.

- ◆ The institution must demonstrate that it has considered all available options to continue the employment of the affected RIF candidate, including:
 - reductions in programmatic/administrative budgets;
 - elimination of currently vacant positions;
 - separation of probationary, time-limited, student, temporary, or contract employees;
 - placement in a similar or lower-level position, either within the work unit or elsewhere in the institution;
 - reduction in salary or FTE, not to be reduced below 0.75 FTE; or
 - restructuring of duties across several positions.
- ◆ The RIF candidate must be placed in a vacant position in the same job family (at the same or lower market rate) if the employee meets the minimum qualifications and essential skills for the position and could be trained within 3-6 months to perform the duties sufficiently.
 - Vacancies in other job families may also be considered.
 - If placement is not available within the work unit, then institutional human resources will determine if placement is available elsewhere. If multiple vacancies are available, then human resources will determine how to prioritize placement decisions.
 - Hiring supervisors must hire a RIF candidate to avoid separating the employee if human resources determines the candidate meets the minimum qualifications and essential skills for the vacant position.
 - Placement will continue to be assessed through the candidate's separation date. After separation, the RIF candidate receives only RIF priority reemployment over substantially equal external candidates.
- ◆ When the RIF candidate will be separated or will not be "kept whole" (same classification, FTE, and salary), a RIF Plan must be submitted to the UNC System Office for approval prior to employee notification.
 - *Separation*: RIF candidate may be separated from employment with applicable notice, severance payment, and priority re-employment status.
 - *Retained but not kept whole*: RIF candidate receives only priority re-employment status.
 - Reporting/approval from the UNC System Office is not required if the RIF candidate can be kept whole, regardless of whether or not the RIF candidate remains in their work unit.
- ◆ Department management may provide affected employee(s) written notification of a RIF/restructuring action once the RIF plan has been approved by the UNC System Office (if required).
 - *For RIF separation actions*: The affected employee(s) must receive written notification at least 30 calendar days prior to the separation date.
 - *For all other restructuring actions*: The affected employee(s) must receive written notification of any personnel action change. Although the 30 calendar day notice is not required, it is recommended.
 - Institutions may provide notice of separation to RIF candidates without yet having received severance approval the Office of State Budget Management (OSBM). Severance payments (on state funds only) must be approved by OSBM prior to the institution disbursing the funds to the RIF candidate.
- ◆ Department management should expect to begin the review and approval process for a RIF action at least two months prior to the expected separation or effective date.
- ◆ RIF Plan Review
 - Institutional HR submits the RIF plan information and severance forms to UNC System Human Resources [via an online smartsheet](#). System HR completes RIF plan approval and then submits to OSHR for their records.
 - OSHR will notify System HR of the RIF plan approval separately from any approval of severance on state funds.

This document provides implementation guidance for the reduction in force (RIF) policies established by the Office of State Human Resources for SHRA employees. It supplements, but is not intended to replace or supplant, official State policy, which governs:

OSHR RIF Policy: <https://oshr.nc.gov/policies/reduction-force-policy>

OSHR RIF Priority Policy: <https://oshr.nc.gov/policies/reduction-force-priority>