

Reduction-in-Force Severance Program and Payment for Administrative Employees

Process

Severance payments are in addition to any final payments that must be made in compliance with the [Prompt Notice of Termination and Prompt Final Payments Policy](#). The following table describes the steps involved in developing a reduction-in-force program and making severance payments after a program has been approved. Each step is explained in the sections that follow.

Step	Action
1	Develop a program
2	Submit program for approval
3	Complete and submit an Oracle Information Change Form
4	Enter information into the computerized business system

1. Develop a Program

A reduction-in-force program must be developed at a campus location when it becomes necessary for the location to eliminate administrative positions. The following items must be included in the program:

- A rationale for the program.
- The current and proposed organizational structures for the units affected by the program. In the current organizational structure, include:
 - a. the number of positions to be eliminated and the number of employees whose employment will terminate.
 - b. a review of each employee's age, gender, and ethnicity to ensure no [adverse impact](#) will occur as a result of the reduction-in-force.
- The estimated cost of severance payments for eligible employees (if funds are available). The estimated cost must include the number of weeks of pay for which employees are eligible in accordance with the Severance Payment Policy.

2. Submit Program for Approval

The reduction-in-force program must be submitted to the Research Foundation (RF) president or designee for approval at least 10 days prior to its implementation. The Foundation president will notify the RF operations manager or designee of program approval.

A copy of the approved reduction-in-force program will be retained by the campus RF human resources office and human resources at central office.

3. Complete and Submit Oracle Information Change Form

Termination

The appropriate sections of the [Oracle Information Change Form](#) must be completed when an employee in an administrative position is terminating from RF employment because of an approved reduction-in-force.

Severance Payments

If a severance payment will be made, the following information must be included in a written request to payroll, or a separate change form containing the following information must be completed and submitted to payroll:

- the number of weeks of pay
- the amount to be paid

A copy of the written request or form must be retained at the campus location.

4. Enter Information into the Computerized Business System

Campus Locations - Entering Termination Information

Information regarding the termination of employment for administrative employees because of an approved reduction-in-force is entered into the computerized business system by choosing the appropriate element from the list of values. The Termination Procedure for [Involuntary Termination of Employment](#) should be followed. The work instruction "Terminate an Employee" describes the steps to use for entering appropriate termination information into the computerized business system.

Change History

- **June 29, 2009** – Revised the “Develop a Program” section to incorporate items that must be included in a reduction-in-force program and included a definition of the term “adverse impact”; revised the “Submit Program for Approval” section to require campuses to submit a program to the RF president for approval 10 days in advance of its implementation and revised the information regarding where a copy of the program should be maintained at the campus; and revised the “Complete and Submit Oracle Information Change Form” (Severance Payments) section to add information about where written requests for severance payments should be submitted and retained.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.