

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 5100

**TITLE:** PERSONNEL REDUCTION

**BASED ON POLICY:** 5.10 CRITERIA FOR STAFF REDUCTION

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES/HUMAN RESOURCES

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I. Purpose:

To provide the criteria to reduce College personnel as may be necessary to reduce expenses

II. Procedure:

- A. The president shall implement personnel reductions for reasons of, but not limited to:
  - a. Shortage of funds
  - b. Lack of work
  - c. The elimination of a position
  - d. Material changes in job requirements or organizational structure.
- B. Appropriate consideration will be given to other alternatives prior to reducing personnel. Alternatives may include, but are not limited to, delays in filling open positions, reductions in work hours for part-time employees, and furloughs.
- C. Should personnel reduction be necessary, such reductions will be determined by the needs of the College and will be implemented as compassionately as possible.
- D. Consideration shall be given to the essential nature of each position and the educational qualifications, performance, compatibility, character, length of service, and capacity to the meet the needs of the College when determining personnel reductions.
- E. The following criteria will be utilized if it becomes necessary to reduce College personnel:

1. When possible, an individual whose position has been eliminated will be considered for a vacancy for which the individual is equally qualified in another department or program.
2. Employment of annual contract personnel will, except in rare instances, be terminated before those on continuing contract.
3. Continuing contract faculty who are to be released because of discontinuation of a program or academic subject area shall receive notice as soon as practicable after the decision of discontinuation is reached.
4. Personnel who are to be released will be identified and notified as soon as possible. At least one month's notice will be provided when feasible.
5. The College shall commit itself to a priority review of the qualified applications from both full-time and part-time personnel for re-employment within one year of reduction.

**HISTORY: Adopted: 12/08/20**

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**Reviewed:**

**Revised:**