

**NEW RIVER COMMUNITY AND TECHNICAL COLLEGE  
OPERATING RULE 24 (OR-24)  
Effective Date – February 1, 2018**

**RULE:** Reduction in Force (Classified Employees)

**RATIONALE:** To establish guidelines for reduction in force for classified employees.

**OPERATING RULE STATEMENT**

New River Community and Technical College will ensure compliance with WV State Code 18B-7(3) entitled Reducing Workforce. Based on WV State Code, the College will establish guidelines and procedures governing the reduction in force for full-time classified employees.

The guidelines as set forth by WV State Code are as follows. For layoffs for reason of lack of funds or work, or abolition of position or material changes in duties or organization, the institution may layoff the incumbent in the position being eliminated. In the case of elimination of some but not all of the positions of the same job title, consideration shall be given to an employee's documented quality of work performance as demonstrated in performance evaluations of record (including, but not limited to, disciplinary records), skills, seniority as measured by years of service, or other factors, as determined by the Board of Governors.

If the organization desires to lay off a more senior employee, the organization may offer to the more senior employee a severance package, the value of which shall not exceed the more senior employee's salary for one year.

The College will establish procedures to further outline the guidelines within this rule.

**DATE APPROVED: 2/1/2018**

**DATE REVISED:**

**RELATED RULES/POLICIES/PROCEDURES:** Reduction in Force (Classified Employees) Procedure No. 46

**RESPONSIBLE OFFICE:** President