



MEMORANDUM

To: LCCC President's Cabinet

From: Tammy Maas, Executive Director of HR

Date: September 11, 2020

Subject: Sub-Criteria Supplement for Reduction in Force

As LCCC continues to grapple with the budget reductions tasked to the President by the Board of Trustees, it is highly likely positions at the college will need to be eliminated. If these positions are currently occupied, then the college's Policy 6.9 and Procedure 6.9P on Reduction in Force will need to be followed.

More specifically, section 5.0, A., of Procedure 6.9P includes general parameters for the order of retention of impacted employees. The procedure states:

2) Order of Retention of Impacted Employees

In the event of any RIF action, the manager over the functional/operational area will retain incumbent employees in descending priority order, according to the following criteria:

- a. Ability to meet the needs of a necessary curriculum, program and/or service based on education and experience related to a position to meet the needs of the College and the quality of service as documented by the College's employee evaluation process.**

To assist you in the analysis of potentially impacted employees, we have developed the following sub-criteria. We ask that you follow these when you are analyzing positions for reduction in force. The final analysis and determination will be approved by HR and the President.

For the purpose of addressing the Fall 2020 financial crisis, sub-criteria to be utilized for consideration under this section include the employee's:

1. Possession of credentials, qualifications, and/or expertise that would be most broadly applicable to the current and future needs of LCCC. Examples include:
 - a. Holding multiple credentials pertinent to the College's current/future needs;
 - b. Extent to which the employee possesses the preferred qualifications for the position;

- c. Possessing relevant and/or multiple certifications pertinent to the College's current and future needs; and/or
 - d. The extent (breadth and depth) of experience in the field or position.
- 2. Performance on the objective, functional, and behavioral components of the LCCC performance management process. Examples include:
 - a. Level of performance evaluation ratings;
 - b. Historic trends of performance and productivity; and/or
 - c. Absence of discipline, conduct, or investigations within employee records.
- 3. Impacts to the available financial resource of the College.
 - a. Extent of comparable impact of the position's cost to the LCCC budget as compared to similarly situated employees holding the same job title.

Thank you for following this directive. If you have any questions or need assistance in using these criteria in your analyses, please do not hesitate to reach out to me.

LCCC RIF Rubric

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