

5.33 Reduction in Force

Last Revised: March 2025

Policy: Piedmont Community College (PCC) may institute a Reduction in Force if there is a significant decline in financial resources resulting in a major curtailment or elimination of a program.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the procedures surrounding a reduction in force (RIF) decision.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority. The President and Vice President, Administrative Services/CFO have monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. A RIF may be instituted to allow PCC to remain financially viable in the event of a financial exigency.
 - 1.1.1. Prior to any declaration of a state or financial exigency, PCC will take all available steps to avoid termination of personnel through a reduction of expenditures within non-salary areas of the budget.
 - 1.1.1.1. These steps should not compromise the mission of the College.
- 1.2. If a major curtailment, elimination, or reorganization of any area of the College becomes necessary and it requires the termination of a PCC employee, the President will:

- 1.2.1. review all pertinent data to determine the appropriate course of action for the future of the College.
 - 1.2.2. inform the Board of Trustees of the action taken at the next Trustees' meeting.
- 1.3. If the release of an employee during a contract period is necessary because of financial exigency or program curtailment, the employee will be given a 30-day written notification.
 - 1.3.1. An employee who has separated as the result of a RIF may be entitled to priority consideration over other applicants when applying for a different position under N.C.G.S. 126-7.1(f, f1,f2).
- 1.4. Employees who lose their jobs due to of a RIF will continue to have coverage under the State Health Plan for up to 12 months, as long as the employee:
 - 1.4.1. was covered by the Plan at the time of separation from service
 - 1.4.2. has 12 or more months of service or is an employee of local school administrative unit and has completed a contract term of employment of 10 or 11 months.
 - 1.4.3. Employees who do not have the required months of service to qualify for RIF benefits may continue health coverage for themselves and their qualified dependents under COBRA at full cost.

Legal Citation: [N.C.G.S 115D-20\(2\)](#); [N.C.G.S. 126-7.1](#); [State Health Plan](#)

History: Effective February 2009; Revised April 2014, October 2015, October 2021, March 2025