**CONFIDENTIAL MEMORANDUM**

**TO:** Insert Name

 Associate Vice Chancellor for Human Resources

**FROM:** InsertName

 Insert Title

**DATE:**

**SUBJECT:**  SHRA Reduction-in-Force (RIF) Plan

|  |  |  |
| --- | --- | --- |
| The | (department/unit) | requests review and approval of a reduction-in-force as a result of: |
|  |  |

[*In the space provided above, please note specific causes or factors -- such as a mandated budget reduction, declining revenues, end of external funding, organization restructuring, lack of work, etc*]

|  |  |
| --- | --- |
| The RIF will result in the abolishment of the following position(s) effective on |  |

 **(Day, Month, Year)**

**NOTE**: *This date must be at least 30 days after Human Resources approval of the RIF plan and the scheduled notification to employee(s).*

|  |  |  |  |
| --- | --- | --- | --- |
| ■ Position number(s) |  | and position titles(s) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ■ Incumbent name(s) |  | Race |  | Gender |  | Veteran | **Yes** **No** |

 (**Circle Y/N)**

Before proposing this reduction in force, we took the following actions:

[*In the space provided below, please note specific efforts already implemented to find alternate solutions, such as cost cutting measures - imposing limits on travel, training, purchasing, abolishing vacant positions, not hiring, cutting temporary or probationary appointments, etc.*]

|  |
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|  |  |  |
| --- | --- | --- |
| The | (department/unit) | considered a number of factors in making the decision to RIF |

 this (these) particular position(s), including:

cc: Next Higher-Level Administrator

 Provost or Vice Chancellor (if not already copied)

Attachments:

Organization Chart

Comparative Analysis Worksheet