



## **College of The Albemarle Policy**

**Policy Number: 3.3.9**

**Pages: 1 of 3**

---

**Title: Reduction in Force - Involuntary Leave without Pay**

**Related Policy and Procedures: Policy 3.3.5 Contract Non-Renewals and Resignations**

**Division of Responsibility: Human Resources**

---

### **I. POLICY STATEMENT**

The College may terminate employment or may require any employee or class of employees to take involuntary leave without pay at any time because of: 1) a financial exigency; or 2) a program change for institutional reasons.

### **II. DEFINITIONS**

- A. Employee means full-time and part-time employees who are not considered "at will".
- B. Financial Exigency means any decrease in the College's financial resources that are brought about by decrease in enrollment, decrease in funding from any source (federal, state, local, institutional, etc.), or by other action or events requiring the immediate expenditure or diversion of College resources that prevent or inhibit the College's ability to continue the employment or level of the employee's compensation or a class of employees and cause a need for reduction in force and/or involuntary leave without pay.
- C. Impermissible Grounds means the use of the employee's race, religion, color, national origin, sex, gender identity, sexual orientation, age, disability, genetic information, political affiliation, or status as a covered veteran in accordance with all applicable federal, state, and local laws; or if the decision is otherwise a violation of state or federal law.
- D. Involuntary Leave without Pay means a period of mandatory separation from work during which an employee may not take or use any form of paid leave. All state mandated benefits shall continue to accrue during any period of leave without pay.
- E. Program Change means any elimination, curtailment, or reorganization of an educational offering or support department which may or may not be related to a financial exigency.
- F. Reduction in Force means the termination of employment during a contract period as a result of financial exigency or program change. A non-renewal is not considered a reduction in force under this policy; see Policy 3.3.5 Contract Non-Renewals and Resignations.



## **College of The Albemarle Policy**

**Policy Number: 3.3.9**

**Pages: 2 of 3**

---

### **III. INVOLUNTARY LEAVE WITHOUT PAY/REDUCTION IN FORCE**

#### **A. General Criteria for the President's Decision**

All decisions made under this Policy will take into consideration the needs of the population being served with respect to the College's mission and goals while attempting to minimize the level of impact and quality of services provided. Responsibility will rest with the president working collaboratively with senior level administrators to determine the employee(s) affected by involuntary leave without pay or reduction in force based on recommendations from vice presidents, department heads, and/or other management personnel associated with the departments where proposed actions will be implemented.

Further, the president will consider relevant factors when considering a reduction in force or, if applicable, involuntary leave without pay, which may include, but are not limited to:

1. Written recommendations regarding staffing needs from supervisors;
2. Specific and overall program enrollment history and needs;
3. Source of available funds and applicable restrictions;
4. Other beneficial service by an employee to the College;
5. Length of service in the North Carolina Community College System with a higher priority being given to the length of service for the College; and
6. Employee performance evaluations.

These factors are not listed in any particular order or priority.

#### **B. President's Decision and Notice to Affected Employees**

Once the president makes their decision, they shall give written notice of termination and/or involuntary leave without pay to each affected employee. The written notice will be given as soon as practicable, and in any event, no less than ten (10) business days prior to the effective date of termination and no less than five (5) business days prior to a period of involuntary leave without pay. The written notice shall include: 1) a statement of condition requiring termination and/or involuntary leave without pay; 2) a general description of the procedures followed in making the decision; and 3) a copy of this Policy. The president shall also send a copy of the notice to the Chair of the Board of Trustees ("Chair").

#### **C. Continuation of Health Insurance**

If an employee has at least twelve (12) months of service and is terminated in accordance with this Policy due to a financial exigency, the employee may retain health insurance coverage for up to twelve (12) months. The College shall continue to pay the employer portion of the cost of health insurance coverage for twelve (12) months, but the employee must continue to pay the employee portion of the cost of coverage. A



## College of The Albemarle Policy

**Policy Number: 3.3.9**

**Pages: 3 of 3**

---

former employee covered by this section shall lose eligibility if the former employee is provided health insurance coverage on a non-contributory basis by a subsequent employer.

Legal Reference: N.C.G.S §135-48.40(b)(8)

June 13, 2023

October 10, 2023

October 10, 2023

---

**Date Approved by Board of Trustees**

---

**Date of Last Review**

---

**Date of Last Revision**