



Title: OVPR Reduction in Force (RIF) Policy

Policy Statement

This policy defines the process for OVPR units to follow in the event of the need to implement a reduction in force (RIF). Reduction in force may be necessary due to a reorganization or lack of funding or work. Reduction in force is not the appropriate way to address disciplinary concerns. Units should review SPG 201.72 and then consult OVPR-HR as soon as possible if contemplating a potential RIF situation.

U-M SPG 201.72 lays out a required notification timeline and process which must be followed by OVPR units. In addition, OVPR HR requires additional time to work with units prior to the notification period on various aspects of this process including the following:

- Developing a comprehensive plan for handling duties of the position being eliminated.
- Consulting with University Human Resources (UHR) before any action is taken
- Preparing the required notification letter
- Planning for the notification of the employee

Policy Applies To

All OVPR regular staff employees

References

[SPG 201.72](#) – Reduction in Force

Relevant Definitions

OVPR – U-M Office of the Vice President for Research

RIF – Reduction in Force

UHR – University Human Resources

Responsible for Reviewing and Updating Policy:

OVPR Director of Human Resources

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