



STAFF REDUCTION-IN-FORCE REQUEST

A reduction-in-force (RIF) occurs when changing priorities, a reorganization, lack of work, budgetary constraints, or legislative actions for the position and a budgetary unit determines that the elimination of the function oposition is necessary. When the need for a RIF occurs the appropriate administrative official must determine the reductions in staff that will have the least detrimental effect on institutional operations. This form aides in the procedural steps that must be taken and must be approved BEFORE any RIF be implemented

Institution:	
Department Name:	
Date of Request:	
Name RIF Unit:	

Location of RIF Unit: UT48 re f 52f 52 i9.9o

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