

## Temporary Reduction in Workforce for University Staff Employees

**Effective Date** Tuesday, November 25, 2008

**Status** Final

**Last Revised** Tuesday, July 20, 2021

**Policy Type** [University](#)

**Contact Office**

[UVA Human Resources](#)

**Oversight Executive**

[Vice President and Chief Human Resources Officer](#)

**Applies To**

Academic Division The College at Wise

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### Reason for Policy

Permits the University to temporarily reduce a University Staff employee's work hours and pay or to temporarily place the employee in a non-working status. The policy provides an option for the University to use when it is necessary to reduce budgets in times of financial stringency and to avoid layoffs.

### Definition of Terms

#### [University Staff Employees \(University Staff\)](#)

Those salaried, non-faculty employees hired on or after July 1, 2006, and those salaried non-faculty employees and administrative and professional faculty electing to participate in the UVA Human Resources System established by the Board of Visitors under the authority granted by the *Restructuring Act* and the *Management Agreement*. (The term "University Staff Employee" includes all three categories of University staff employees - Operational & Administrative, Managerial & Professional, and Executive & Senior Administrative.)

#### [Management Agreement](#)

The [agreement](#) between the University and the Commonwealth required by Subsection D of § 23.1-1004 of the *Restructuring Act*.

#### [Restructuring Act](#)

The [Restructured Higher Education Financial and Administrative Operations Act](#), Chapter 10 of Title 23.1 of the Code of Virginia.

## Policy Statement

Appropriate staffing is critical to the University's mission of excellence in teaching, research, and public service. However, when faced with changing economic and programmatic imperatives, the University may have to temporarily adjust its work force. The University will administer workforce adjustment actions in as equitable, humane, and consistent manner as possible. The University will seek to minimize any potential harmful impacts on employees by implementing a workforce reduction limited to no more than four consecutive months in a year and protecting certain employee benefits during the period of reduction.

The Temporary Workforce Reduction Policy established by the Commonwealth of Virginia Department of Human Resources Management ([Policy 1.65](#): effective September 16, 1963 and revised effective May 16, 2006), shall be, in all respects except where noted, applicable to University staff employees of the University. The University adopts the Temporary Workforce Reduction Policy 1.65 pursuant to the authority granted in the Restructuring Act and the Management Agreement. By the same authority, and to the extent permitted by the Restructuring Act and the Management Agreement, the University reserves the right to change, amend, or delete in whole or in part the provisions of Temporary Workforce Reduction Policy 1.65 without prior review or approval by any state agency, and shall not be bound by any future change, addition, deletion, or amendment in whole or in part of the Temporary Workforce Reduction Policy 1.65 by any agency of the state unless such change, addition, deletion, or amendment is required by the Restructuring Act or the Management Agreement. "Agency Management" as used in DHRM Policy 1.65, refers to all University of Virginia Executive level support (i.e., Deans, Vice Presidents, and above) who have the authority to initiate a temporary reduction in the workforce with regards to their respective Schools/Departments/Units.

### Compliance with Policy:

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination in accordance with relevant University policies.

Questions about this policy should be directed to [UVA Human Resources](#).

### Related Information

[1.65, Temporary Workforce Reduction](#)  
[HRM-015: Layoff for University Staff Employees](#)

**Major Category** [Human Resource Management](#)

**Next Scheduled Review** Thursday, November 21, 2024

**Revision History** Added Agency Management definition 11/16/21; Added Compliance section 7/20/21.

### Applies To Text

Academic Division and the College at Wise.

**Last modified** February 5, 2024 - 3:07pm

**Approved By** Executive Vice President and Chief Operating Officer

**Approved Date** November 25, 2008 - 12:00pm