

**Subject: Reduction in Force**  
**Policy Number: G-3**  
**Pages: 1**  
**Original Date: 04/13/2013**  
**Review Date:**  
**Approval Date: 04/13/2013**  
**Approved by: Resolution Number 13-66**

## **POLICY**

### **REDUCTIONS IN FORCE**

An employee may be subject to a reduction in force because of changes in duties or organization (other than Tribal elections), lack of work or funds. Whenever possible, an employee subject to a reduction in force from one department or division will be transferred to a suitable position elsewhere. Whenever possible, at least two weeks' notice will be given an employee prior to a reduction in force. All reductions in force must be authorized by the Chair.

Reductions in force will be carried out on the basis of demonstrated job performance and efficiency, with employees evaluated to be most proficient on their last performance evaluation being retained the longest. Reductions in force will not be considered disciplinary actions.

#### **Following Reductions in Force**

A person, who was subject to a reduction in force, including a former temporary employee separated upon completion of duties, may be routinely recalled to work at any time, provided the person remains qualified to perform the duties of the position.