



4.4.095

Reorganization Policy

Date of last board of trustees review: February 18, 2026

The originator of this policy is People and Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

1. Policy

Administrators, in consultation with People and Workplace Culture, may authorize the reorganization or elimination of employee positions within their department consistent with the procedures in this policy.

2. References

- A. Guidelines for Reduction in Force, Utah Bd. of Higher Education r. 843.
- B. Guidelines for Payment in Lieu of Notice, Utah Bd. of Higher Education r. 845.
- C. Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review, Utah Bd. of Higher Education r. 481.



4.4.095

Reorganization Procedure

Date of last executive cabinet review: November 18, 2025

The originator of this procedure is People and Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

3. Definitions

- A. Department: a budget center unit of the college with distinct functions.
- B. Employees: any individual hired by the college into a full- or part-time position.
- C. Layoff: a separation from employment due to a lack of work or budgetary resources and not related to employee performance. This may be temporary or permanent.
- D. Payment in Lieu of Notice: a payment made to full-time employees placed on layoff status for reasons other than cause and without timely notice of a layoff.

See [Personnel Definitions](#)

4. Procedures

- A. Reasons for Reorganization
 - 1. A supervisor may reorganize or eliminate employee positions within their department for any legitimate business reasons that support the college's mission, including, but not limited to:
 - a. budget or funding reduction;
 - b. process improvement or better utilization of available resources;
 - c. outsourcing of work or work shortage;
 - d. changing department or organizational needs; and
 - e. restructuring or changes in strategy.
 - 2. This policy does not supersede SLCC's [Academic Freedom, Professional Responsibility, and Tenure Policy](#).
- B. Procedures to Reorganize
 - 1. A proposed reorganization plan will be submitted to the appropriate vice president.

2. The supervisor must complete and submit a [Request for Reorganization Form](#) to People and Workplace Culture (PWC).
3. Once this form is submitted, it must be approved by the appropriate vice president in consultation with PWC and the supervisor.
4. If an approved reorganization results in an employee's loss of job, the affected employee has the following rights:
 - a. The employee must be given written notice of the position termination according to the time requirements in section 4.D.1 of this policy.
 - b. Reorganization shall not be used as a substitute for corrective action or other performance-related issues.
 - c. Separation of employment may still be subject to the [Reduction in Force Policy](#).
 - d. Loss of job is limited to informal grievance procedures in the [Employee Grievance Policy](#).

C. New Positions Resulting from Reorganization

1. The replacement positions must significantly differ from the positions to be eliminated.
 - a. The associate vice president of PWC or their designee will determine this after consulting with the new position's supervisor.
2. Significant Difference Comparison Factors
The replacement position will be compared with the employee's eliminated position in the following areas:
 - a. pay grade;
 - b. education and work experience requirements;
 - c. major job functions; and
 - d. job classifications.

D. Notice of Layoff Resulting from a Reorganization

1. Timeliness of Notice
 - a. The college will provide written notice of layoff as follows:
 - (1) Administrators will be given a minimum of 28 calendar days' notice.
 - (2) Regular staff members will be given a minimum of 28 calendar days' notice.
 - (3) Faculty members will be provided six calendar months' notice as required by the [Academic Freedom, Professional Responsibility, and Tenure Policy](#), section 4.E.6.b.(4)(b).

- b. This notice requirement does not apply to part-time, temporary, or probationary employees; however, the college will make every effort to provide a minimum of 28 calendar days' notice.
2. Content of Notice

The written notice must include the following information:

 - a. effective date of layoff;
 - b. reasons for the reorganization;
 - c. benefits information;
 - d. severance agreement, if any; and
 - e. opportunities available for reinstatement rights.
3. If an eligible employee is not provided timely notice, they may qualify for a payment in lieu of notice as outlined in section 4.H of the [Reduction in Force Policy](#).