

POLICY: 6Hx28:3F-04



Responsible Executive:

Executive Vice President, Administrative Services

Policy Contacts: Chief Human Resources Officer

Specific Authority: 1001.64, F.S.; F.A.C. 6A-14.0411

Law Implemented: 1001.64, F.S.; F.A.C. 6A-14.0411

Effective Date: 05-07-2026

Date of Last Policy Review:
05-07-2026

Reductions in Force or Consolidation or Reductions in Programs

Policy Statement:

- I. Valencia College (“College”) is committed to maintaining a stable and supportive work and learning environment while also ensuring the effective and strategic use of its resources. In response to changing enrollment patterns, budgetary constraints, shifts in strategic priorities, or organizational restructuring, it may become necessary to consolidate operations, reduce or eliminate a position(s) or a program(s), and/or reduce the workforce position(s).
- II. When College operations, program(s), and/or workforce changes or reductions are deemed necessary, the College will implement them in a manner that is fair, transparent, and consistent with applicable laws and institutional values. Efforts will be made to provide advance notice, minimize disruption to applicable employees and students, and explore alternatives to involuntary separations when feasible.

The College President or designee(s) may adopt procedures to implement this policy.

Policy History:

Adopted 1-19-83; Amended 11-18-92; Amended 5-7-26; Formerly 6Hx28:08-12

Related Documents/Policies:

College Policy 6Hx28: 3E-02 Award of Continuing Contracts and Evaluation of Professors, Associate Professors, Counselors, and Librarians

College Policy 6Hx28: 3E-08 Disciplinary Action

College Policy 6Hx28: 3F-01 Employment Transitions, Separations, and Exit Process

College Policy 6Hx28: 3F-03 Suspension, Dismissal, Return to Annual Contract, or Non-Renewal of Contracts

Procedures:

- I. General Procedures (Applicable to All Employee Groups)
 - A. When College operations, program(s), position(s) and/or workforce change(s) and/or reduction(s) are deemed necessary, the responsible senior leader or their designee(s) will conduct a thorough analysis of operational, financial and strategic factors to identify the specific need(s) for reduction, consolidation, or elimination of a program(s) and/or a position(s), as deemed appropriate.
 - B. Recommendations must be reviewed and approved by Organizational Development and Human Resources (ODHR) in collaboration with applicable senior leadership.
 - C. Legal review will be conducted when necessary to ensure compliance with contracts, employment law, and institutional obligations.
 - D. Any notice(s) of potential reductions in force, consolidation, and/or reduction(s) in a program(s) that result in a position elimination shall be made in conjunction with ODHR to the impacted employee(s).
 1. Upon notice of a position elimination, the impacted employee(s) will receive information from ODHR about available transition support, such as resume assistance, internal job openings, and benefits guidance.
 2. If the impacted employee(s) has exhausted all transition support and a final employment separation action is initiated by the College, the respective supervisor of the impacted employee(s) is responsible for initiating the employee separation process in accordance with College Policy 6Hx28: 3F-01 Employment Transitions, Separations and Exit Process.
 - E. A change to an employee's employment status resulting from a reduction in force, position elimination, and/or program reduction or elimination are based on identified operational/administrative needs and therefore not eligible for a grievance in accordance with College Policy 6Hx28: 3E-09 Employee Dispute Resolution.

II. Employees on Continuing Contracts (6A-14.0411, F.A.C.)

- A. Should the District Board of Trustees (“Board”) have to choose from among its employees who are on continuing contracts as to which should be retained, among the criteria to be considered shall be identified in College Policy 6Hx28: 3E-02 Award of Continuing Contracts and Evaluation of Professors, Associate Professors, Counselors, and Librarians. Evaluations of these criteria may also include reviews of employee behavior and performance as articulated in College Policy 6Hx28: 3E-02.
- B. Whenever the Board is required to or does consolidate or reduce a program, the Board may determine on the basis of the foregoing criteria from its own employees and any other instructional employees, which College employees shall remain employed for service at the College and any employee no longer needed may have their position eliminated.
 - 1. Any employee returning to a continuing contract that was previously on an administrative leave from a continuing contract shall be subject to the provisions of this policy.
 - 2. If a continuing contract position is identified to be eliminated, the impacted employee will not be separated from employment if they are able to be placed in a comparable role (i.e., Professor) with comparable credentialing requirements.
- C. The decision of the Board shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the Board shall be final.

III. Employees on Annual Contracts

- A. An employee serving on an annual or other employment contract (other than a continuing contract) shall not be entitled to the expectancy of employment beyond the term of the contract. Non-renewal of an employment contract shall not entitle an employee to the reasons for non-renewal or to a hearing as outlined in College Policy 6Hx28:3F-03 Suspension, Dismissal, Return to Annual Contract, or Non-Renewal of Contracts.
- B. An annual contract employee may be subject to a non-renewal of contract based on programmatic or financial necessity.
 - 1. If a programmatic reduction or elimination of a position is warranted and following a consultation with a representative with ODHR, a dean or the appropriate supervisor must initiate a written notice of a contract non-renewal to an impacted employee at least sixty (60) calendar days prior to the end of the current contract term, or otherwise as soon as possible.

2. If the immediate elimination of a position is required before the end of the contract term, separation terms must be approved by ODHR and steps followed as outlined in Procedures Section I. above.

IV. Employees Not on Employment Contracts

- A. Reductions involving an at-will employee must follow consistent, non-discriminatory criteria and be approved by ODHR and applicable senior leadership.
- B. If a programmatic reduction or elimination of a position is warranted and following a consultation with a representative from ODHR, the appropriate supervisor must initiate the written notice of such decision to the impacted employee at least sixty (60) calendar days prior to the final date of employment, or otherwise as soon as possible.
- C. If immediate elimination of a position is required, separation terms must be approved by ODHR and may include a temporary reassignment for the impacted employee until the identified last day of employment.

Procedure History:

Adopted 5-7-26

Date of Last Procedure Review: 05-07-2026