

Sample "Script" for Reduction in Force

"As you know, the University has had to experience cuts which affect our budgets, including reducing personnel. Each department was asked to look at their functions to ascertain their continuity. Unfortunately, I have to inform you that your position has been cut from the budget. Your position will end _____. (Pause)

"Let me explain how the decision was reached."

(Focus on that the decision was based on function, not the person's work performance.

Individuals need to know a process was used and that it was fair).

"The University is very concerned about the continued welfare of its people. To assist you, a packet of information has been assembled which covers services available to you. These include job search assistance, counseling and information on your benefits. I encourage you to take full advantage of these services. There is also a list of telephone numbers of people to contact to ask questions about their services and to set up an appointment."

"I am truly sorry, This has been a very difficult decision. I am sure you have many questions."

(Answer Questions)

"I want you to know I'm available if you have any other questions or concerns. Again, I am truly sorry these reductions affect you. You have been a valuable asset to our department."