

**SOUTHWESTERN ILLINOIS  
COLLEGE  
DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY  
STATEMENT**

**POLICY ISSUE:** Reduction in Number of Personnel

**POLICY CODE:** 3025

**DATE ADOPTED:** July 1991

**DATE(S) REVIEWED:** October 2010

**DATE(S) AMENDED:** November 2010

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It is the policy of Southwestern Illinois College to operate within the limits of its financial resources. Accordingly, when financial conditions dictate the need for a reduction in expenditures, the college will take the actions required to achieve this expenditure reduction, including a reduction in the number of personnel employed by the college.

The resolution of the financial exigency is in accordance with the Board's statutory obligation. The college administration shall demonstrate to the college community through open communication processes the financial condition of the college, enrollment projections by specific program as well as by campus and college-wide total, and the need for a reduction in force.

The Board of Trustees recognizes that the full-time faculty and staff provide the college with the sense of ownership, experience and continuity required to make the college an effective educational institution. When it is necessary to terminate the employment of full-time faculty and staff due to financial exigency, this reduction in force shall be implemented in accordance with the provisions of the applicable collective bargaining agreement or personnel policy manual. Consideration shall be given both to seniority and to matching the human resource needs of the college with the knowledge, skills, and abilities of its existing faculty and staff.

The college utilizes part-time faculty and staff to complement the efforts of the full-time faculty and staff. The part-time faculty and staff serve a key role in allowing the college to meet the needs of students more fully and to accomplish its mission and goals. The utilization of part-time faculty and staff is based primarily upon the need for flexible staffing levels in times of fluctuating enrollment. When it is necessary to terminate the employment of part-time faculty and staff due to a reduction in the need for human resources, this reduction shall be accomplished in accordance with the provisions of the applicable collective bargaining agreement or personnel policy manual.