

**RIF has been approved.**  
Including the decisions of both priority interview and priority selection consideration.

Those affected staff with a most recent performance evaluation below Successful (university) or Achieves Expectations (health system) or current corrective action are assigned to layoff status.

**Affected staff are notified of RIF.**

Workforce Transition Services begin.

**Entity/Unit Reassignments.**  
Meeting with staff member and supervisor to identify transition plan. Individuals qualified for reassignment to be moved within 3 work days.

**Entity/Unit Bumping.**  
Qualified individuals have 3 work days to exercise bumping rights.

**Redeployment occurs within 60 days of notification.**  
Candidates fall into one of 3 categories and are identified as Priority Interview or Priority Selection Consideration.

Immediately Qualified Candidates

Qualified with limited and directed training during 60-day period.

Not Qualified

**Placement.**  
Job and 90-day trial period begins.

**Decline Offer.**  
Resignation effective. No severance, priority selection consideration, or recall.

**Layoff Status.**  
Affected staff member enters layoff status for one year.

