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Policy Buzz

Reduction in Force Policy FAQs

Policy Name	Reduction in Force (HR926)
Planned Publication Date	7/1/2020
New or Revised Policy	Revision of HR607
Policy Manual Name	JHHS/JHM Human Resources Manual

Purpose of the Policy

The Participating Organization strives to maintain an efficient, effective, and qualified workforce that furthers the Organization's mission and vision, and reflects the Organization's values. From time to time, Participating Organization may need to reorganize or reduce its workforce (collectively, "restructure" or "restructuring") in response to economic conditions, market forces, technological advances, fiscal constraints, contractual arrangements, or other internal or external conditions. Whenever the Participating Organization determines a restructuring is necessary, the Participating Organization works to ensure the fair and consistent treatment of employees affected by the restructuring.

Scope

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

What You Need to Know

- ✓ Streamlined criteria and process across JHM:
 - Selection criteria defined to encompass knowledge, skills, & abilities, corrective action records, performance evaluations, employment status, and length of service at the current employer
 - At least 4 weeks notification period for all entities
 - Uniform Reduction in Force template
- ✓ Organizational Equity must complete the disparate impact analysis prior to notification to the employee

For questions pertaining to this policy, please contact your local HR Business Partner or HR department.

More Information: See the entire policy by clicking on this link:

https://hpo.johnshopkins.edu/enterprise/policies/157/44631/policy_44631.pdf

