

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-028

**SUBJECT:** Reduction in Work Force

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** July 1987

**Policy:**

If it becomes necessary to reduce the number of staff due to budgetary requirements, organizational changes, or lack of available work, etc., quality of job performance and length of service will weigh heavily in the decision to retain/release individual personnel.

**Procedures:**

1. A minimum of two weeks' notice will be given to an employee (one month for management personnel) should they be released through a reduction in force due to budgetary requirements or organizational changes. Every effort will be made to also give a two week notice to an employee should they be released through a reduction in force due to lack of production work.
2. Employees released through a reduction will be eligible for termination benefits.
3. Employees released through a reduction in force will participate in an exit interview (see policy 03-027 #3)