



# SCHOOL OF MEDICINE

Department of Medicine  
Chairman's Office

## DOM Departmental Policy

SUBJECT: Eliminating Positions or Implementing Alternative Work Schedules

EFFECTIVE DATE: October 1, 2011

PURPOSE: To clarify the Departmental procedures for eliminating staff positions and implementing alternative work schedules.

POLICY: The Chairman's Office is a resource to assist Division Administrators in determining the best solution when positions must be eliminated or have a reduction in hours worked due to funding exigencies. Requests to eliminate both regular status HSF and UAB positions or to implement reduced schedules for regular status staff must be discussed with and approved by the DOM HR Administrator prior to any discussions with the affected employee.

### PROCEDURE:

1. Contact the HR Administrator in the Chairman's Office, 934-5237, prior to any discussions with the affected employee.
2. Chairman's Office HR Administrator will review and discuss information with SOM and UAB Human Resource Management or HSF Human Resource Management and obtain approval to proceed with the position elimination or implementation of an alternative work schedule to reduce hours worked.
3. Chairman's Office HR Administrator will notify the Division Administrator when approval is obtained and when the decision can be communicated to the affected employee.

RESPONSIBILITY: Division Administrator

### SIGNED BY:

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Professor and Chair  
Department of Medicine  
Spencer Chair in Medical Science Leadership

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