

LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS

POLICY MANUAL

no. 40.05B

category: Employee Relations

title: Staffing Reductions

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PURPOSE:

To provide for procedure for staff reduction.

BACKGROUND:

To provide quality patient care, the Lee Memorial Health System (LMHS) must adequately staff its operating units with a qualified, motivated, trained and skilled workforce. Adequate staffing is influenced by economic conditions and by the need to operate in a competitive environment. Due to changes in economic conditions, natural or other disasters, fluctuations in patient census or volumes, restructuring, reorganization, reengineering of health care delivery services or other reasons, LMHS may need to reduce its staffing at one or more of its operating units, i.e., hospitals, outpatient businesses, physician offices and other related businesses.

POLICY:

Prior to instituting significant layoffs, management will explore a variety of options as an alternative to a permanent reduction in force. These alternatives include, but are not in priority or limited to:

- Reducing staff through attrition
- Rigorous review and control of hiring for new or replacement staff, including hiring freezes
- Discontinuing use of temporary staff
- Reducing or eliminating planned overtime
- Reassigning staff within the System

After approval by the Board of Directors, the LMHS President has the authority to initiate a permanent and temporary reduction in force based on Administrative Policies and Procedures. Affected employees may be eligible for separation and outplacement consideration based on prevailing economic conditions at the time of a reduction in force to the extent determined by the LMHS President .