

REQUEST FOR RIF REPORT REVIEW

PART 1 TO BE COMPLETED BY EMPLOYEE

NAME: _____ L Number: _____

I request that the following items be reviewed:

- RIF Unit Placement (list correct RIF unit and explain why)
 Seniority (describe errors in your seniority total)
 Certification (Check ADD or DELETE box for each change listed):

ADD	DELETE	Course/Activity Title	Course Number
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Employee Signature: _____ Date: _____

Please attach additional page(s) for explanations.

PART 2 TO BE COMPLETED BY DIVISION DEAN (if needed)

A) I have reviewed the certification changes requested above and Agree Disagree.

If you agree with employee's request to add/delete course certifications, you MUST complete a Faculty Certification Form and the employee and you must sign the Faculty Certification Form.

The Faculty Certification Form is attached.

If you disagree with employee's request to add/delete course certifications, a written explanation must be included

A written explanation of disagreement is attached

B) I have reviewed to recommendation for change in RIF unit and Agree Disagree

A written explanation of agreement or disagreement is attached

Division Dean Signature _____ Date _____

Please use additional page(s) for explanations.

PART 3 TO BE COMPLETED BY EXECUTIVE DEAN (if needed)

I have reviewed the recommendation for change in RIF unit and Agree Disagree

Executive Dean Signature _____ Date _____

Please use additional page(s) for explanations.

PART 4 TO BE COMPLETED BY HUMAN RESOURCES

Seniority Revision: Approved Denied By: _____ Date _____

Explanation for denial is attached

Corrected Seniority _____ Entered by _____ Date _____

Corrected RIF unit _____ Entered by _____ Date _____