

## LAY OFF CONSIDERATIONS

Prior to selecting positions, determine which locations, divisions, departments and/or types of jobs will be affected based on goals/objectives developed.

When determining positions to be selected, are there any that are redundant?

Are there positions whose job duties could be performed by other positions?

Review the preliminary list of selected employees to determine if an adverse impact exists for protected classes.

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Review the Collective Bargaining Agreement, Article 14, pgs 12-15 for guidance:

<https://hr.nmsu.edu/documents/SEARCHABLE-Signed-Final-CBA-eff-08.25.2022.pdf>

Review the Administrative Rules and Procedures, 7.65, Reductions in Force, for guidance:

<https://arp.nmsu.edu/7-65/>

Review the preliminary list of selected employees. Does it meet the business need? Does the end result satisfy the stated objective and/or budget?

Consult with the Office of People Relations on the approval process and steps for notification to affected employees.

Conduct RIF one-on-one sessions with affected employees in a private location.

If laying off more than 5 staff, contact OPR to coordinate a group meeting (to be held after giving individual notices) to give information about final pay, health benefits, COBRA election process and 401(k) options, recall options, resume/job search assistance, etc.

Develop a plan on how the workload will be adjusted to accommodate for the reduction of staff.

Consider a meeting with the staff not affected to discuss the layoff and workload adjustments following the layoff.