

Layoff Process - BARGAINING UNIT

Contingent Upon Funding

60 calendar days' notice, to include effective date and reason for layoff

BUE is eligible for interview assistance through notice period.

BUE must complete an application no later than 15 days prior to the effective date of the layoff

BUE is responsible for monitoring vacancies and requesting a priority interview from OPR

OPR will submit applications those who meet qualifications directly to the department for an interview

Not Contingent on Funding

60 calendar days' notice, to include effective date and reason for layoff

Prior to layoff, BUE must be ask to indicate their desire regarding part-time employment, retirement/early retirement, intra-NMSU transfer.

Must make good faith effort to relocate to a vacant position that the employee is fully qualified

Order of Layoff:

1. Temporary
2. Probationary
3. Regular BUEs in order of NMSU Seniority, with lowest seniority laid off first

BUE's laid off may be recalled within 90 days from the effective late of the layoff, provided the BUE meets the minimum qualifications for the offered position. BUEs will be recalled in reverse order of layoff.

Documents needed to request approval of layoff:

1. Checklist and Request for Layoff - External funding
Additional items may be needed as indicated on the Checklist
2. Memo Requesting Approval
3. Draft Notice of Layoff to employee

Office of People Relations to provide templates for the above

Prepare to include:

1. Job posting indicating "Contingent upon Funding"
2. Signed offer letter indicating "Contingent upon funding"
3. Documentation that shows funding loss, early ending, cancellation, etc.

Documents needed to request approval of layoff:

1. Checklist and Request for Layoff - I&G Funding
Additional items may be needed as indicated on the Checklist
2. Memo Requesting Approval
3. Draft Notice of Layoff to employee

Office of People Relations to provide templates for the above

Prepare to include:

1. Any documentation that explains the reason for layoff