

Layoff Process - NON BARGAINING UNIT

Contingent Upon Funding

No specific universal plan.

Departmental plans may be developed and submitted to the provost and senior vice president for academic affairs (thru the AVP for Human Resources services).

Layoffs must be approved by the AVP of Human Resources and the President/Provost.

Not Contingent on Funding

No specific time for giving notice, although a 30 day notice is a common practice.

There is no policy for the order of layoff for positions. Just like with the bargaining unit, seniority (university and department) and past work performance are reasonable criteria.

The university will attempt to transfer any non-probationary, satisfactorily performing employee who will be laid off.

Employees may be transferred to like positions for which they are qualified on the basis of seniority (service time both in university and department, along with past work performance) as vacancies occur.

Laid off employees may be recalled on a seniority basis, up to 90 calendar days after layoff.

The transfer or recall of employees to other positions may result in a different rate of pay, level and job title.

Layoffs must be reviewed by the AVP of Human Resources and approved by the President/Provost.

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