

## **Reduction in Force / Layoff Frequently Asked Questions For Supervisors**

### **What documentation do I submit for my layoff requests?**

There are at least 2 required documents that will become part of the approval package 1) Request for Approval Memo, and 2) Layoff Checklist and Justification (requires Dean's signature). Templates for both of these documents are provided to you by ELR. A copy of your Budget Realignment Plan will also support your request.

### **Once a job classification has been identified for elimination, what factors determine which employees will be laid off?**

For Bargaining Unit Employees, seniority is the primary factor (job and university). For other employees, seniority is the commonly used factor, but other factors may be considered such as job duties and responsibilities, and past work performance. ELR will help identify or verify employees in affected job titles/classifications.

### **How long does it take for my layoff requests to be approved?**

Assuming that there are no delays in preparation of the required documents, it will probably take 2 weeks.

### **Who approves my layoff requests?**

Your requests are first reviewed and approved by the AVP of Human Resource Services. Final approver is the President (for non-academic positions) or the Provost (for academic positions).

### **How much notice am I required to give my staff who are being laid off?**

Non-Exempt Bargaining Unit employees must receive 60 days (calendar) notice. All other staff receive a minimum of 30 days notice.

### **How do I notify my staff who are being laid off?**

ELR has a template for the Notice of Layoff and will work with you on language and timing of the notice(s).

### **When can I notify my staff who are being laid off?**

ELR will let you know when you may notify your staff. You must not notify your staff until the review and approval process is complete.

### **Once I give the notices, how do they find out about their benefits, final pay, transferring to another job?**

ELR has developed a slide presentation on its Job Separation / Reduction in Force page that answers many of the questions they may have. On the same page is a link to a document dedicated to Benefits questions. ELR is also available to consult with employees individually. When 5 or more employees are being laid off, ELR can prepare a group presentation via Zoom.

### **Can an affected employee be placed in another position within my unit?**

Yes, while you are reviewing your budget reduction plan, you should look for other vacant positions that the employee might apply for. ELR will assist with the transfer process and can help with arranging priority interviews.

### **What policies do I need to follow when considering layoffs?**

For Bargaining Unit employees, you must follow the AFSCME Contract Requirements in Article 14, Layoff and Recall. For all other employees, you must follow Administrative Rules and Procedures (ARP) 7.65: Reductions in Force.

**Is there a different process for Reduction in FTE?**

The process for Reduction in FTE is the same process as the layoff process.