



STAFF EMPLOYMENT MANUAL

Title: 3.0 Employment Practices

Chapter: 3.07 Reductions in Staff and Recall

Issuance Status and Effective Date: July 2011

1. General Objective

The University strives to provide stable employment and avoid reductions in staff whenever possible. Sometimes, however, for economic reasons or in order to ensure efficient operations, it becomes necessary to decrease staff or rescind an open position. Ordinarily, such reductions will affect those working directly in the positions curtailed; however, these employees will be given consideration, based on their job performance and attendance records, qualifications and fitness for the work, for reassignment by transfer to other open positions. They may also be considered for positions made available by laying off employees in orientation status or less qualified and/or less satisfactorily performing employees in other areas.

- a. Whenever qualifications, job performance and attendance records and fitness for the work are equal among employees under consideration for retention or transfer under this policy, the employee with the greatest length of service will be given preference.
- b. An employee scheduled to be laid off will be counseled by HRD and offered a plan of assistance toward finding a new position if feasible and desired by the employee.
- c. For employees covered by collective bargaining agreements, in cases where a conflict exists between the union contract and this Manual, the union contract shall prevail.

2. Procedures for Staff Reduction

- a. Approval from the Executive Director of HRD or designee must be obtained before notifying an employee of termination. (See also **6.10, Termination of Employment.**)
- b. As much notice as is practical, but at least two weeks, should be given to an affected employee.
- c. Laid off employees are eligible for benefits in accordance with **5.18, Severance Pay.**

3. Rehire Status

- a. Laid off employees who have successfully completed orientation status prior to the layoff will be eligible for rehire based on job performance and attendance records, qualifications and fitness for the work.
- b. Employees who have rehire status and are recalled from layoff within one year of the layoff will be issued an adjusted service date. (See also **3.04-5, Adjusted Service Date.**)