2020 BUDGET DEFICIT LAYOFF FLOW PROCESS

Explore non-layoff solutions & consult w/ staff on creative ways to handle the budget

Contact Employee Relations (ER) Consultant to discuss possible departmental changes

Department develops Layoff Plan and schedules consultation w/assigned ER Consultant

ER Consultant and Department discuss Layoff Plan, Notice Requirements and Contract/Policy review

Department shares proposed Layoff Plan w/ designated Dean/Provost/VC and obtains approval to proceed

Department notifies ER Consultant of approval

ER provides Layoff Plan to Office of the President

Department calculates seniority points and determines order of layoffs accordingly

Department completes Layoff Proposal/Spreadsheet for each employee affected

Consider voluntary layoffs-some contracts allow for voluntary layoffs

Department provides Layoff Proposal/Spreadsheet, & Seniority Calculations to ER Consultant for review

ER Consultant reviews documentation for accuracy, and to ensure compliance with applicable policies/contracts

ER Consultant provides Layoff information to EEO to screen for potential Adverse Impact

EEO provides Adverse Impact Analysis to ER Consultant and Department is informed of outcome

If approved, ER Consultant provides Department with template Layoff & Severance election notices

Department issues all written Layoff documentation to employee(s) according to contract/policy requirements (30-60 day notice)

Meet with remaining employees to address concerns about the layoff and how work will be distributed.