

ARTICLE 27 – LAYOFF

- 27.1 Layoff. The University shall determine the basis for, the extent of, and the effective date(s) of layoffs in accordance with the provisions of this Article. A reduction of regularly scheduled hours for a permanent status employee of a position of anything greater than two-tenths (0.2) FTE will be considered a layoff and will permit an employee to exercise layoff rights.
- 27.2 Layoff Notice. A permanent status employee shall receive at least thirty (30) days written notice of layoff, including no less than five (5) working days in which to select placement on layoff list(s) and/or an option in lieu of layoff.
- 27.3 The least senior permanent employee in the classification identified for layoff shall be the first laid off, provided the other employees in the classification possess the necessary knowledge, skills, and abilities to accomplish the essential functions of the remaining work.
- 27.4 Only employees represented by the Union are covered by the provisions of this Article. All other University employees are specifically precluded from bumping or reverting into covered positions.
- 27.5 For Bargaining Unit 16 Only: the least senior permanent employee in the bargaining unit identified for layoff shall be the first laid off, provided the other employees in the bargaining unit possess the necessary knowledge, skills, and abilities to accomplish the essential functions of the remaining work.
- 27.6 Layoff Options. Regular and cyclic employees who have completed their probationary period and who are designated for layoff shall
- 27.6.1 Be given the option to move to an available comparable position in the employee's current classification.
 - 27.6.2 If the employee has no option to a position in their current classification, they shall be given the option to take an available position in a lower classification in the occupational category/class series in which the employee has held permanent status, in descending salary range order. The Employee does not have to have held permanent status in the lower classification.
 - 27.6.3 If continued employment is not available, the employee's name shall be placed on the University layoff list in accordance with Section 27.7.
- 27.7 Available Positions. A position is considered available if it is within the bargaining unit, and is vacant or held by a less senior employee. The employee must be able to meet the minimum qualifications of the position and possess the necessary knowledge, skills, and abilities to accomplish the essential functions of the work with minimal refresher training.
- 27.8 Layoff List. The University shall maintain an internal layoff list for employees who have been laid off. Employees shall be given layoff list rights to classifications in which they

have held permanent status, and all lower classifications in the occupational category/class series that are within the bargaining unit.

- 27.9 An employee shall have his or her name removed from the internal layoff list for any of the following: accepting an offered position, refusing to accept an offered position as identified above, failing to respond within seven (7) days to an offer sent to the last known address of the employee; or two (2) years following the effective date that the employee was laid off.
- 27.10 Reinstatement of Benefits Following Layoff. If an employee accepts appointment into a position from the layoff list, the Employee will be placed at the salary equal to the employee's base salary at time of layoff, not to exceed the salary range maximum. An employee appointed from a layoff list shall be credited with the sick leave balance accrued at time of layoff. An employee appointed from a layoff list shall be reinstated with the seniority and unbroken service the employee had at time of layoff.