

Employee Layoffs

Summary/Purpose: The reasons as to when a department head may lay off a permanent employee along with what factors to consider in accomplishing the layoff are given. Regulations are also given regarding notification to the affected employee, when and how to notify the Department of Human Resources, and how long the layoffs should last.

A department head may lay off a permanent employee by reason of a shortage of work or funds, student recesses, or other reasons that do not reflect discredit on the service of the employee. Layoff of personnel will be accomplished by giving consideration to such factors as (1) work performance, (2) seniority in length of service, and (3) other pertinent considerations. The employee affected should be given two weeks' notice. Layoffs should be reported immediately to the Department of Human Resources on an HR Form 3 for all employees. Layoffs should be for short periods of time, no longer than one year, with expectation of reemployment.