

## LAYOFF

**Section 1.** Layoff is defined as a separation from university employment due to reorganization, lack of work, or budgetary constraints. A layoff shall not reflect negatively on an employee.

**Section 2.** The university may consider factors including, but not limited to, operational needs, skillset, seniority, and performance, when determining which employee(s) to lay off. An employee shall be notified of the layoff with as much reasonable written notice as possible, but no less than ten (10) calendar days' notice prior to the effective date of the layoff, providing written rationale for the layoff.

**Section 3.** An employee who is laid off shall be given consideration for any University job they apply to that the employee is qualified for.

**Section 4.** The decision to lay off an employee is not grievable under GRIEVANCES ARTICLE.



I (Feb 28, 2025 21:36 PST)