



## Overview

### UNCLASSIFIED Layoff and Job Abolishment Process

MAY 2020

#### Process Overview

##### Step 1 Planning

- Assess organizational service and staffing needs based upon budget parameters (20% cut).
- Identify all possible positions for potential layoff/job abolishment.
  - ▶ Layoff: less than twelve months
  - ▶ Job Abolishment: permanent
- Prepare statement of rationale: narrative overview and supporting documentation for the proposed layoff and job abolishment.
- Review, revise and finalize with Human Resources (see attached contact list).

##### Step 2 Implementation

- Human Resources will:
  - ▶ Administer processes: training, communications, consultation to Dean/VP and supervisors.
  - ▶ Review and prepare all required documentation.
  - ▶ Notify employees: led by Human Resources and supported by the respective employee's supervisor and Dean/VP as necessary.
  - ▶ Lead employee transition process: available resources (IMPACT, job readiness training, continuing benefits).
  - ▶ Continue support services after transition date.

#### Roles and Responsibilities

##### College, Division, Unit

- Prepare FY21 Budget.
- Identify staffing needs and list of impacted positions.
- Prepare statement of rationale.
- Engage with Human Resources to implement staffing changes.

##### Human Resources

- Support unit in preparing their budget, staffing implications and statement of rationale.
- Prepare all required documentation.
- Deliver training, communications and consultation.
- Communicate with affected employee and support the transition.

#### References and Resources

For more detail regarding the process as it pertains to policy 3342.6-04.1, please contact your Human Resources representative (see attached contact list).