



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Employee Layoffs**

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### Policy:

A department head may recommend the lay off a permanent employee due to 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 considering such factors as: (1) work performance, (2) seniority/length of service, and (3) other pertinent considerations. The employee affected should be given two weeks' notice.

Layoffs should be for short periods of time, no longer than one year, with the expectation of reemployment.

The process for approval of layoffs is the same as that for terminations, requiring approval of the Vice President or Provost, and the University President/IEO.