

**Layoff Policy for University Staff
(Effective July 1, 2015)
Breakout Session**



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Agenda

- Background
- Key Elements of the Layoff Policy
- Q & A

Background

Why is a Layoff Policy Needed?

- The University must have its own employment policies in place beginning on July 1, 2015.

To Whom Does This Policy Apply?

- All University Staff (beginning on July 1, 2015, Classified Staff will be University Staff) employees except those in Temporary Employee and Fixed-term Finite appointments.

Reasons for Layoff

Lack of Funds

- If a reduction in the workforce is necessary due to a lack of funds, the employing unit Dean or Director determines the title in which layoffs will occur and the number of employees to be laid off within each title.

Organizational Change and Shortage of Work

- A reduction in the work force may result from a reorganization to more effectively operate the University for financial reasons, or for lack of work that is expected to be permanent.

Layoffs by Operational Area

Layoffs will be identified by title within the operational area

- An operational area is defined as an area of focus or function in a college, school or division, department or office. Operational areas are identified at hire. New or modified operational areas are sent to the Office of Human Resources (OHR) for approval and may only be changed after receiving OHR approval.

Layoffs Will be Based on Years of Service

University Staff layoffs will be primarily based on adjusted years of continuous University of Wisconsin-Madison permanent service.

Consideration may be given to objective, job-related standards which may include differences in knowledge, skills and abilities. In these unique circumstances, a justification must be sent to OHR for approval prior to the division moving forward with the layoff.

Layoffs and Performance

No Layoffs Based on Performance

- The layoff process may **not** be utilized to address inadequate performance, poor attendance or misconduct. Such issues must be addressed through a performance review or the disciplinary process.



60 Days Notice

University Staff employees designated for layoff must be provided written notice as soon as is practicable, but no less than 60 days prior to the layoff date.



Reemployment Rights

An employee shall have the right to mandatory placement into the same title within the same division from which the employee was laid off for one year from the layoff date.

Additionally, an employee identified for layoff or who has been terminated due to layoff shall receive interviews for all positions in similar titles within the University for which the employee applies and appears qualified.



Audience Q & A

Thank You!

