I. INTRODUCTION

This Policy provides a basic overview of how University staff may be affected in the event the University is required to engage in staff level reduction.

II. POLICY OVERVIEW

Laid-off employees may be given preferences in hiring University-wide when suitable openings become available. To transfer or to be eligible for re-employment under this Policy, an employee must be eligible for employment under the University's Rehire Policy 3.30.030. A laid-off employee who is offered such a suitable alternative position and declines the offer will be considered to have made a voluntary termination.

Nothing in this Policy should be read as giving a guarantee of re-employment to employees who are laid-off as a result of staffing level reductions or reorganization. See Policy 3.40.060 Tuition Waiver Benefits and Policy 3.40.020 Benefits Eligibility as affected by termination.

III. PROCESS OVERVIEW

In any particular case of staff level reduction, the functional needs of the department and the University will determine which employee(s) will be terminated.

IV. DEFINITIONS

None