



**Responsible Department:** Human Resources and Inclusive Community

**Recommended By:** Provost, VC Human Resources and Inclusive Community

**Approved By:** Chancellor

**Policy Number**  
3.30.020

**Effective Date**  
6/8/2018

## 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