

LAYOFF SUMMARY CHART FOR SUPPORT STAFF EMPLOYEES

UNION	REQUIRED LAYOFF NOTICE	CRITERIA TO DETERMINE WHO RECEIVES LAYOFF NOTICE <i>(HR Staffing Services Makes Final Determination)</i>	UNIVERSITY-WIDE BUMPING/BYPASS RIGHTS	LAYOFF PAYMENTS	RECALL RIGHTS TO OPEN POSITIONS
APA	45 calendar days	Within structural unit and where the ability to do the remaining work in the unit is equal, select based on the following order: <ul style="list-style-type: none"> • Temporary • Probationary • Documented unsatisfactory performance • Least senior at the level (based on university seniority) 	<ul style="list-style-type: none"> • No bumping provision • Recalled through bypass to university-wide vacancies at same or lower level within the bargaining unit 	<ul style="list-style-type: none"> • Accrued vacation is paid out after layoff date • Layoff Transition payment in place of recall eligibility for employees with at least 6 years of service: 4 to 15 weeks' pay based on university seniority • Upon expiration of recall rights, a portion of unused sick leave credits is paid out to employees with at least 2 years of service 	Based on years of service at layoff, recall can be length of seniority up to 5 years as follows: <ul style="list-style-type: none"> 0 – 2 years = length of seniority 2 – 10 years = 2 years 10 -15 years = 3 years 15 – 20 years = 4 years 20 years plus = 5 years
APSA	45 calendar days	Same as APA	Same as APA	Same as APA	Same as APA
CTU	60 days (includes 15 working days and 45 administrative days)	Within structural unit the following order must be utilized: <ul style="list-style-type: none"> • Probationary • Least senior at the level (based on university seniority), provided ability to do the remaining work in the unit is equal 	<ul style="list-style-type: none"> • Bumping of least senior CTU employee within the University at an equal or lower level; provided ability to perform the work • Recalled through bypass to vacant University positions within the bargaining unit in equal or lower level 	<ul style="list-style-type: none"> • Accrued Vacation is paid out after layoff date • Project Tech- 1 week of severance pay for each year of service (5-week maximum) • Accrued Vacation is paid out after severance pay • Holiday Pay - If an employee is paid the day before and the day after a holiday the employee will receive holiday pay 	Seniority or 2 years from last <u>paid</u> date, whichever is less
Non-Union	30 calendar days	Where ability to perform the remaining work in the department is <u>equal</u> , select based on the following order: <ul style="list-style-type: none"> • Temporary • Probationary • Least senior at the level 	No bumping/bypass rights	Accrued vacation is paid out after layoff date	Seniority or 2 years from last day worked, whichever is less
999	14 calendar days	Seniority (based on bargaining unit seniority) in Occupational group	Bumping a less senior employee within occupational group at equal and lower levels	Accrued vacation is paid out after layoff date	Seniority or 2 years from last day worked, whichever is less
1585	14 calendar days	<ul style="list-style-type: none"> • Temporary • Probationary • Least senior (based on bargaining unit seniority) in seniority unit 	Bumping the least senior employee in level university-wide, then descending levels	Accrued vacation is paid out after layoff date	Seniority or 2 years from last day worked, whichever is less

LAYOFF PROCESS FOR SUPPORT STAFF EMPLOYEES

Please refer to the following process if it is determined that you must make support staff reductions through layoff:

1. Determine the potential number of layoffs required.
 - a. For administrative professional positions, assess layoffs in terms of where the ability to perform the remaining work is equal.
 - b. For clerical positions, layoffs will be primarily driven by seniority in the grade level involved.
2. Human Resources Staffing Services will determine the specific individuals to be laid off.
 - a. Union contract provisions for determining layoffs vary by group, therefore, it is important to work directly with Human Resources Staffing Services **before you announce to any individual that he/she will be laid off.**
 - b. In most cases, departments have financial obligations to the individual being laid off. In budget planning, it is important to understand those obligations, which include:
 - ✓ Most union contracts require at least a 30-day notice of layoff (see Layoff Summary Chart for Support Staff Employees), during which time the unit is responsible to continue the employee's pay.
 - ✓ Units must pay all accrued vacation (which cannot be offset by the layoff notification period). For APA, APSA and CTU staff, if the laid off employee is bypassed into a vacant position and subsequently fails the evaluation/requalification period, the unit from which the individual was laid off will be responsible for the payout of any additional vacation accrued during that evaluation/requalification period.
 - ✓ Paying a layoff transition benefit (for APA and APSA employees) if the individual has at least six years of service and terminates his/her recall rights after being on layoff status for at least 120 calendar days. This benefit varies from 4 to 15 weeks' pay based upon the individual's length of employment with MSU. For example, an APA employee can be on layoff status for up to 5 years (determined by seniority) and can receive a layoff transition payment if they end their recall rights during that 5-year layoff period. The unit from which the individual was laid off pays this transition payment. The employee also receives a portion of his/her sick leave accruals (determined by seniority). The sick leave accrual payment is not charged to the unit. For individuals meeting the official retirement requirements, the regular sick leave payoff policy applies.
 - ✓ For laid off CTU Project Technicians, units must pay a severance benefit of one week's pay for each year of university service to a maximum of five weeks' pay.
3. Human Resources Staffing Services determines who receives layoff notices and provides the official notice to units/supervisors to give to the affected individuals.
4. You should inform your staff about the layoffs to be made and any related changes in job assignments. Keep in mind that layoffs are difficult for all employees. It is important to continue dialogue with your staff and respond to the various issues that are likely to arise. Contact Human Resources Staffing Services for additional resources on navigating change and communicating during challenging times.
5. Human Resources Staffing Services will schedule informational meetings with those individuals being laid off. The informational meetings will cover:
 - ✓ Employee options and placement opportunities
 - ✓ Impact of layoff on benefits
 - ✓ Unemployment benefits
 - ✓ Resume preparation and interviewing skills
6. Human Resources Staffing Services will inform the unit of needed documentation, the status of various payments, the status of laid off employees, bypass arrangements for laid off employees eligible for recall, etc.