

## Layoff Operational Guidelines

### *Criteria for Selection of Programs, Services, Departments, or Units of the College for Layoff Selection*

Where appropriate, the president's cabinet will create criteria related to selection of programs, services, departments, or other units of the college to consider for layoffs.

### *Criteria for Establishing Order of Layoff and Process for Employee Selection*

Positions to be eliminated will ordinarily be selected by the manager of the affected unit in consultation with the appropriate cabinet-level executive. If there is more than one employee in the affected unit where the reduction will be implemented, the manager of that unit must consider the following when making that selection:

- The ability of each employee to perform the work following staff reduction, including past performance evaluations or documented employment history.
- To narrow the pool to the best qualified candidates, consider the following:
  - The skills, knowledge and abilities of the position description;
  - Previous work experience as it relates to the essential duties of the position description;
  - Previous work performance at the college or equivalent.
- If the employees are found to possess equal abilities, i.e., equally able to perform the remaining work, the unit manager will consider the following criteria:
  - Affirmative Action: In an effort to meet diversity goals and improve Affirmative Action status of the college, a department/unit will give strong consideration to qualified candidates from under-represented groups.
  - Length of Service: All other factors being equal, length of service should be strongly considered. Length of service is based on the employee's credited service. The human resources business partner will assist in determining the credited service.

### *Presidential Approval*

The president's approval, in writing, is required prior to notifying employee(s) of their transition to layoff status.

### *Notification Procedure*

You will generally receive 60 days written notice of a pending transition to layoff status. During this period, you will remain on the active payroll and continue to work until the effective layoff date.

Human resources will perform the following steps to process a layoff action:

- Provide you with a formal written notice of the pending layoff to include the reason for the layoff, effective layoff date, and the name of the human resources business partner assigned to assist you throughout the layoff period;
- Send a copy of the formal written notice to you, your supervisor, and human resources business partner; and,
- Provide you with a copy of the layoff information packet.

### *Review Procedure*

If you have been notified of layoff, you may petition human resources for a procedural review of the layoff determination. That review will only consider whether the layoff process was followed, and that decisions made were not arbitrary.

## Benefits and Options for Laid Off Employees

### *Transitional Health Insurance Continuation*

You have the right to remain in the benefit group for health insurance purposes. You will pay your share of the premium, and the Board will pay its share of the health insurance premium for a period of 90 days, after which you will be required to pay the full premium in order to continue health insurance coverage.

### *Accrued Vacation Benefits*

Vacation is accrued through the last day worked. Accrued but unused vacation may be paid to you, up to a maximum accumulation based on credited years of service. The amount is to be paid in a lump sum in the last scheduled pay check.

Your supervisor will inform you of this procedure when notice of layoff is provided. The unit will obtain a forwarding address for the W-2 form Wage and Tax Statement and enter it on the transaction in Workday.

### *Continuing Education*

You will retain eligibility for the Employee Scholars Program at the college.

### *In-Placement Support*

You will be added to an email distribution list to receive all job postings at the college.

### *Outplacement Support*

Your supervisor will support your requests for time off to document job skills, develop job hunting materials, start job searches, and keep job search related appointments during the notice period. You will be given access to the resources of the Madison College Career and Employment Services Office. Your supervisor will provide you with a letter of reference if requested.

### *Property Return*

Your supervisor will work with you to establish a time by which all college property will be returned and personal property removed.