**Overview of Layoff Process and Template for Justification**

**Timeline for Layoffs:**

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| --- | --- | --- |
| **Employee type** | **Required number of weeks’ notice to HR before effective date (inclusive of notice to employee)** | **Required number of days’ notice to employee** |
| Professional Staff, SEIU, WFSE, ASEs | 10 weeks | 30 days |
| Research Scientists | 12 weeks | 45 days |
| Postdoctoral Scholars | 14 weeks | 60 days |

UWT HR and UWHR need at least six weeks of processing time. UWT HR will review the justification template and work with the leader to make any necessary edits. UW HR will then review and complete any necessary seniority checks for Classified Staff. UWHR will notify Labor Relations if the employee is in a union. UWHR will provide a final layoff letter for the Chancellor’s signature along with a packet of layoff resources for the employee. One the notice day, the supervisor will deliver this packet to the employee with UWT HR.

**Example for an employee with a 30-day notice period:** If you would like an employee’s last day to be September 1st, you should send your draft Layoff Template (below) to UWT HR by June 15th, and the employee must be notified on or before August 1st.

**Considerations when planning a layoff:**

**Plan layoffs based on what work is being eliminated.** The decisions about which position to lay off must be based on what body of work is no longer needed or no longer funded. You cannot base layoff decisions on performance or interpersonal relationships. You can base them on the skills an individual has, since that directly impacts what work they can or cannot do. If you have multiple employees who do the exact same work in the same classified job profile, then the classified employee with the least years of service should be laid off first. You will need to justify why the position needs to be eliminated in terms of the work or the funding- i.e. why this particular work is no longer needed, can be absorbed by another position, or is changing in a way that this individual’s skills are no longer needed.

If you eliminate a position and some duties must be absorbed by others on the team, you should consider additional compensation for these team members.

* If a **Classified staff** member takes on higher level duties, we are obligated by the contract to give them a Temporary Salary Increase if these duties will be temporary or reclass them if the higher-level tasks are permanent.
* **Overtime eligible employees** must be compensated for any additional hours they work.
* It is strongly suggested that you provide additional compensation to overtime-exempt **Professional Staff** if their additional work is higher level and/or will result in a significant increase in hours worked.
* We must apply these decisions about additional compensation equitably across UWT.

 **Employment Options:**

An impacted employee who is covered by a bargaining unit with an employment option shall be offered the following employment option in descending order:

* A funded vacant position within the same job classification and layoff unit.
* The opportunity to replace the most junior employee in the same classification within the layoff/seniority unit. [this is often called “bumping rights”]
* A funded vacant position in a lower classification within the same series within the layoff unit.
* The opportunity to replace the most junior employee in a lower classification within the same series within the department.

 If you are planning to lay off a bargaining unit employee, HR can advise on which other employees within UWT may be at risk for being bumped by that laid off employee.

Example: If Student Affairs lays off a Program Coordinator who has 6 years of service, and there is another Program Coordinator in Finance & Administration with 4 years of service, the Student Affairs Program Coordinator has an option to bump the Program Coordinator in Milgard. That Program Coordinator in Milgard would then be laid off.

**Effective date:** If a UW employee works one 8-hour day in a month, they are eligible for health insurance for the rest of that month. With this in mind, consider a layoff effective date for the first of the month so that the employee maintains their health insurance for that full month.

**Bargaining unit work must remain within the bargaining unit:** A professional staff employee cannot take on duties that were previously done by a classified staff position.

Example: If you lay off a Fiscal Specialist 1, you cannot ask a professional staff member to perform those duties. That is called “skimming,” and can result in a grievance.

**Justification Template**

Use this template to write a justification for the layoff you are planning. Send your draft to UWT HR for review.

1. **Context**
* What position does the person hold in what department?
	+ Xxxxxxx was hired in month, year and holds a position as xxxxxxx[job title] in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_% FTE.
	+ What are the position’s duties? His/her position involves doing xxxxxxx[tasks/core responsibilities] as part of the xxxxxxx program.
	+ The duties for this position are broken down as such:
		- 60% FTE: Training and working with [etc].
		- 30% FTE: General data analysis [etc].
		- 5% FTE: Supply orders.
		- 5% FTE: Other miscellaneous duties.
* If there’s a grant or a trial or a program, what are the purpose, funding, scope, and leadership?
	+ That trial does xxxxxx, and is funded by the xxxxxxx grant, under the direction of xxxxxxx [PI or director’s name].
* Will the funding end? If so, when?
	+ That grant expires xxxxxxxx[date].
1. **Decision**
* Why is it necessary to lay off this individual? Include clear description of business issues/changes that are the basis for the reduction/elimination. Include a clear articulation of the reasons for affecting the selected position.
	+ The xxxxxx[tasks] that Xxxxxx was doing will no longer be necessary as of xxxxx [date] because xxxxxxx.
* Answer the question, why did you choose this particular position to eliminate or reduce and explain that. Are there other positions that perform the same /similar work? Why this position?
	+ Lowest seniority
	+ The remaining staff members of the lab have higher level skillsets that include yyyyy while Xxxxx’s skillset only includes zzzzzzz.
	+ The work requires knowledge in yyyyyy and the xxxxxx position is cross-trained and certified to do yyyyy, while the xxxxxx position is not.
	+ The study has moved to the next phase and no longer needs xxxx work to be performed. It now requires zzzzz work to be performed. Xxxxx doesn’t possess the skill set that the work requires.
* What will happen to the duties this person performed? (e.g., will someone else do them? If so, what’s that position’s title? Is that someone else in a bargaining unit? Which? Or will the duties simply not be done? If the work has gone away/decreased we need to know specifically what that is and by what %FTE it has decreased. If the work will be moved to other positions we need a clear description of where the work is going & what FTE % is going where. NOTE: Classified Staff Duties may not be performed by Professional Staff. Bargaining unit work cannot move out of the bargaining unit.)
	+ The duties performed by Xxxxxx (or the xxxxx position) will not be assumed by another position due to xxxxx.
	+ Any remaining duties associated with Xxxxxx’s position will be assumed by the PI, who will be the only remaining person on the study until a new grant is obtained.
	+ xx% FTE: Some ongoing (non-training related) care of animals – this will be completed by [Job Title].
	+ xx% FTE: Data maintenance - this will fall to [Job Title].
1. **Summary**
	* Due to the (description of business issues/changes that are the basis for the reduction/elimination) the Department can no longer support the xxxxx [job title] position.
	* The position will be eliminated effective xxxx [date]