

Employee Information

EMPLOYEE NAME:

EMPLOYEE'S SUPERVISOR:

DEPARTMENT:

CLASSIFICATION:

ANTICIPATED EFFECTIVE DATE:

Alternatives

The decision to layoff an employee should not come lightly and departments should look at every possible alternative before making this decision. Please identify what alternatives you would be willing to pursue in order to avoid laying this employee off:

Reduction of Employee's FTE

Unpaid leaves of absence

Placement in another unit within department/vacant position

Temporary interruptions of employment (ex. Move from 12 to 9 mo. position)

Increasing FTE v. Hiring new EE

Job Share Opportunities

If there are no alternatives, please provide a statement confirming that you have considered the above and describing why none of these alternatives will work in this particular situation:

Considerations

- Do you have classified temporary employees in the same classification? Yes No
- Has the employee received a letter of clarification or discipline in the past 6 months or have there been any performance concerns? Yes No
- What criteria are you using when considering what positions to eliminate (i.e. seniority, duties, experience, etc.)?
- How will this employees duties be eliminated or shifted?
- Once notice is provided (minimum 30 days), ELR will be placing employees as soon as a vacancy becomes available. If this is an operational burden please describe below:

Justification

Please describe why you are laying off this employee. (Check one)

Programmatic decision

Example: A function of your unit will no longer be occurring and therefore the position is no longer needed

Department Restructure

Example: A restructuring of positions or reporting structures has eliminated the need for the position.

Lack of Funds

Example: Your department no longer has the funding to be able to pay for this position. **(Note: further justification is needed if you are laying off an employee due to lack of funds.)**

Other