



Procedure on Layoff and Recall for Regular Exempt Employees

(Approved by the President on January 18, 2005)

I. PURPOSE

The purpose of this document is to establish a procedure for layoff and recall of Regular Exempt Staff.

II. BACKGROUND

The subject of layoff for Exempt employees was previously covered under BOR VII – 1.30 Policy on Layoff for Unclassified and Classified Personnel. That policy still covers Nonexempt (formerly called Classified) employees.

III. DEFINITIONS

Unit Head - means the applicable Center Director, Vice President of a Central Administration Unit, or the President.

IV. LAYOFF AND NOTICE

- A. When a Supervisor determines that a layoff may be necessary because of a reduction or termination of funds, program change, change in departmental organization, or stoppage or lack of work, the Supervisor shall notify the Unit Head or designee immediately.
- B. Upon determination that a layoff is, indeed, necessary (whether on grant/contract funds or state funds), a Unit Head shall submit a written request and justification for the layoff to the Assistant Vice President for Human Resources prior to informing the affected employee (s) of the layoff.
- C. The Assistant Vice President for Human Resources shall discuss the situation with the President or designee to determine whether the proposed layoff is appropriate.
- D. If the layoff is approved, the Assistant Vice President for Human Resources shall provide a Unit Head with an approved letter informing the employee of the layoff and any applicable rights and privileges.

V. RECALL STATUS

The UMBI Office of Human Resources will maintain a list of Exempt employees who have been laid off for the purposes of determining their recall status.

APPROVED: Jennie C. Hunter-Cevera