**University Staff Layoff Plan Review**

1. **Division:** **and UDDS Number:**
2. **Reason for layoff (click “choose an item” and select a reason from the list):** Choose an item.
   1. Please provide brief explanation for the layoff:
3. Full or partial layoff (click “choose an item” and make a selection): Choose an item.

If partial, what percent:

1. **Title:** (Separate layoff plan for each title.)
2. **Number of positions to be vacated:**
3. **Number FTE:**
4. **Effective date of layoff.** (Choose the last work day of pay period whenever possible.)

End of Working Day Click here to enter a date.

1. **All employees in layoff group** (**including any employees on leave of absence):** (May attach Excel Spreadsheet. Use current payroll data.) Include these fields:

Division

Name

Appt Type

Title Code

Title Name

Bargaining Unit

Total Appt Percent

Seniority Date.

Date of Birth

Gender

Racial/Ethnic Code

Disability Status

1. **If bypassing most senior employee in operational area being laid off, please provide explanation** Choose an item.

State *none,* or state *attached* and include a separate document detailing the specific reason consistent with applicable provision.

1. **Names of employees who will be sent layoff notices and date of layoff:**
2. **Order of release of temporary, limited term and probationary employees and date:**

(Release date must be prior to layoff date of ongoing employees being laid off. Include names and datesof employees in categories listed below who will be released).

**Important Note:** Probationary employees, temporary and limited term employees in the title should be terminated prior to laying off other employees.

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***Retain copy of the layoff plan in a layoff file with:***

Copies of all letters sent to employees regarding the layoff which explained their options, names of anyone who volunteered for the layoff and was separated in lieu of a less senior employee, and documents that support layoff exemptions if any were used.

For Questions about this layoff plan, please contact your workforce relations representative.