

## URA-AFT Layoff Guidelines

The following information is provided to offer guidance regarding employees represented by the URA-AFT who may be selected for layoff, and is intended to ensure that the provisions of the collective negotiations agreement are observed. Please contact the Office of Labor Relations or your Human Resources Consultant at (848) 932-3020 prior to the layoff of a union-represented employee.

A summary of the layoff provisions of the URA-AFT collectively negotiated agreement is listed below. Relevant provisions are contained in Article 20 – Layoff Notice and Article 39 – Seniority. The complete agreement can be viewed at <http://uhr.rutgers.edu/lr/lragreements.htm> .

Employees must be given a layoff notice period of five (5) working days for each full year of service, with a minimum of thirty (30) working days and a maximum of one-hundred twenty-five (125) working days notice.

The employee in the position to be eliminated will be laid off except where one or more employee(s) in the same title performing the same functional tasks in the same work unit is being laid off, the layoff shall be implemented in reverse order of seniority, provided the senior employee has the requisite qualifications and abilities to perform the work available.

Employees should be encouraged to contact University Human Resources to discuss applicable rights.

Please complete and submit a [Class 1 Staff Layoff form](#) to University Human Resources. Units in Newark and Camden should send an additional copy of the completed form to their respective campus human resources office.

During a laid off employee's notice period, he/she may request time to seek other employment either through use of vacation, administrative leave, adjusted work schedule, or leave without pay. Such requests shall not be unreasonably denied. The employee will be compensated for any earned vacation that might remain at expiration of notice period. Employees will also be compensated for any unused Paid Leave Bank Days. Departments should take into account such payments in assessing the actual budgetary reduction achieved by the layoff.

The Office of Labor Relations, University Human Resources, and the Newark and Camden human resources offices are prepared to assist you during the layoff process. Please do not hesitate to contact these offices as you develop and implement your plans.