

LAYOFF OR INVOLUNTARY REDUCTION IN TIME
FOR NON-SENATE ACADEMIC APPOINTEES

CHECKLIST

To initiate a layoff or reduction in time:

- 1. Review all employees in the unit in the same title or title series before determining which appointee(s) would be laid off or subject to reduced time;
- 2. Forward a draft of the layoff letter and the “Intent to Layoff” form, to the Chair for review and signature; forms should be forwarded to the Dean’s office for review and signature.
- 3. Dean’s office forwards all documentation to Academic Personnel for review. After the Vice Provost has reviewed and signed the required documentation, the Dean’s office will be notified (signed Intent to Layoff letter will be returned).
- 4. Layoff unit will provide the individual(s) with the original layoff letter with copies provided to the Dean, Academic Personnel, and Labor Relations. Allow for at least a thirty day notice to the appointee or pay in lieu of notice with Chancellor/designee approval. In some cases, a different notice period is provided in the policy depending on the title or title series applicable to the appointment. (Refer to [APP 4-16](#), [Appendix I](#) for notice periods.)
- 5. Supervisor/Unit Head notifies the appointee of his or her right to grieve the layoff decision/reduction in time under the provisions of APM 140 or Standing Order of the Regents 103.9, depending on teaching or non-teaching title;
- 7. Prepare appropriate separation documentation in accordance with PPS guidelines;
- 8. Remind the appointee to contact the Benefits Office for information regarding continuation of health benefits (COBRA);
- 9. Make provisions in the department or unit to review this appointee for each available position which may occur during that appointee’s period of layoff status;
- 10. For any appointment made during this time, consider eligible appointees on layoff status. If not selected, indicate the reason(s) they were not selected.