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POLICY

Layoff and Recall

LAST REVISED ON 12/2024

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This policy applies to: All staff. (Those represented by a collective bargaining unit should refer to their agreements.)

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I. Policy

A layoff is defined as an action involving the reduction of staff necessitated by lack of work or other reasons. As described more fully below, employees will be selected for layoff on the basis of a criteria-based evaluation of ability, performance and seniority, with the greatest emphasis being placed ability, then performance, and then seniority. Recalls to work will generally be in the reverse order of layoffs.

Note: Department administrators **must** contact Human Resources (HR) for assistance with planning the restructuring of their organizations and planning and implementing layoffs.

ADDITIONAL RESOURCES

Determination and Implementation of Staff Layoffs (http://www.rochester.edu/ working/hr/policies/ pdfpolicies/ 354_Layoff_Guide.pdf)
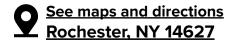
MyURHR guides and training link (https://www.rochester.ed u/human-resources/ professional-success/ myurhr/training/)

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