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LAYOFF AND RECALL

POLICY

Layoff and Recall

LAST

REVISED

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2024

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

Table of Contents

I. POLICY

II. GUIDELINES

III. PROCEDURE

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.

ABOUT THIS POLICY

Policy Number

354

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

Dominica Ranieri

Contact Information

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ADDITIONAL RESOURCES

Determination and Implementation of Staff Layoffs

[http://www.rochester.edu/
working/hr/policies/
pdfpolicies/
354 Layoff Guide.pdf](http://www.rochester.edu/working/hr/policies/pdfpolicies/354_Layoff_Guide.pdf))

MyURHR guides and training link

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