



Layoff Guide

Although OSU is committed to providing an environment of stable employment for staff, we have established policies and procedures when reductions in workforce become necessary due to the lack of funds, program discontinuations, technological replacements or other conditions of serious financial distress (PP 3-0711 and 3-0731).

These procedures provide assurance to employees that alternative solutions have been considered and impartial decisions have been made to minimize negative impact on vital programs and equal employment gains. Reductions in force can result in litigation and/or dissatisfaction among employees, to those affected and those who remain employed, as well as the community.

Human Resources is available to provide assistance to unit administrators in considering alternatives, implementing positive placement efforts, and developing effective layoff plans. Advance planning and positive communications with employees regarding layoff often can reduce serious employee discontent, even legal action against the supervisor and OSU.

When a budget or necessary reorganization causes one or more staff members to be laid off, positive placement efforts within the college/division will be made by the department head, dean, and/or appropriate vice president, whenever possible. When it is not possible, then Human Resources will assist employees in identifying open positions in other areas of the campus. With interaction with Human Resources, it may be possible to transfer employees facing potential layoff. Careful planning by affected units in utilizing normal attrition as a means to absorb vacant positions is encouraged to avoid layoff of employees. The following is the process unit administrators should use in determining whether or not to lay off a position and in determining who will be laid off.

Layoff Process

- Situation resulting in potential layoff is identified by the unit administrator and discussed with the appropriate Director, Department Head, and Dean. Alternative possibilities are considered. The outcome may be that layoff is determined to be absolutely necessary.
- Functions, titles, performance, and seniority of individual employees in affected area are reviewed to determine employee(s) to be laid off. Layoff is determined by level of performance and then seniority.
- Positive placement possibilities within the college/division are examined.
- Written request for layoff with documentation is presented to Human Resources for review and forwarded to Affirmative Action. Plan is submitted to the appropriate Vice President for final approval.
- Written notice is prepared for each employee to be laid off. Written notice includes:
 - effective date of the layoff (30-60-90 days notice);
 - total payment of annual and compensatory leave;
 - leave of absence without pay for remainder of 12 months;

- benefit status and continuation options during layoff;
- rights for callback and date callback rights will expire in accordance with policy;
- statement advising the incumbent of eligibility to apply for unemployment compensation at the Oklahoma Employment Security Commission.

A sample letter that meets policy criteria and packet of information is available from Human Resources.

- Appointment can be made with Human Resources for laid off employee to discuss concerns and explore OSU placement possibilities.
- Appropriate paperwork (EA form) completed by the unit now and until employee is separated or transferred.

Layoff Plan

The written request for layoff should include the following information:

- Documented reasons for the layoff (be specific);
- Proposed layoff date;
- Current department organization chart with names in positions;
- Name, employee identification number, title, class code, pay, FTE, age, sex, and race of employees in department;
- Last three appraisal ratings (if applicable);
- University-wide continuous service date (years at OSU);
- Name of employee(s) to be laid off;
- Annual leave and compensatory time accrued.

Human Resources Assistance

No one is pleased when loss of employment becomes a reality. Human Resources will assist supervisors and managers in making appropriate decisions and employees who are affected by these changes. How an employee is notified of the layoff (and communication with the rest of the department) can be critical to minimizing poor morale that accompanies a layoff and legal complications. Please let us know how we may assist you further.