2-2-104 Lay Off.

Employees, both indefinite and definite term, may be laid off at any time due to lack of work, lack of resources, reorganization, or other circumstances where the position is eliminated, reduced or made unnecessary as determined in the discretion of the University. Thirty (30) calendar days written notice of layoff will be given to affected employees to the extent resources permits, as determined in the discretion of the Board or President.

2-2-105 Recall.

The names of full-time, definite term employees who are laid off shall be maintained on a recall list for 360 calendar days from the effective date of layoff. Persons on a recall list shall have a right of first refusal for any exempt position vacancy at the University for which they are qualified based upon a comparison of the job description for the vacant position and the person's qualifications. Qualification shall be determined by the President. If more than one person on a recall list is qualified for the same vacancy, the best qualified, as determined by the President, shall be entitled to priority for recall. Any person selected for recall shall be notified, in writing, of the position vacancy, and their right of first refusal, by certified mail return receipt requested, addres

file maintained by the University. Such right of first refusal must be exercised within seven (7) calendar days of the date when delivery of notice is made or attempted as determined by postal certificate. If the person elects to accept the position, they shall be required to begin employment within thirty (30) calendar days of the date of delivery or attempted delivery of notice as determined by postal certificate unless a longer period is otherwise agreed to or required by the University. Upon reemployment pursuant to this procedure the employee shall be entitled to be restored to a level of compensation comparable to that provided to other employees in similar positions with like terms of service at the University (inclusive of all service prior to layoff) as determined by the University. If the best-qualified person refuses recall, the position shall be offered to the next best-qualified person in descending order until a person accepts or all qualified persons have been offered the position, whichever occurs first.

2-2-106 Grievance Procedure.

2-2-106(1) Resort To Other Procedures. In recognition of the fact that the commitment of the University and the grievant to this process is necessary in order to achieve its designed objectives, if the grievant seeks resolution of the subject matter of a pending grievance in any forum or by any set of procedures

other than those established in this procedure, whether

Policy History

2-2-106 GRIEVANCE PROCEDURE.

Subsection 2-2-106(3)(c) Definitions amended (Jan 2012)