

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	LAYOFF POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

If it is necessary to reduce the number of University employees because of a reduction of work or funds, program restructuring, or other reasons, the University will give consideration to skills, abilities, and work performance in designating the employee or employees to be laid off. When in the University's judgment, the skills, abilities, and job performance are equal among employees; the employee with the least amount of service with the University will be laid off first.

Employees separated under these conditions with at least one year of continuous, full-time service shall be given priority for re-employment at the University for one year from the date of layoff if a vacancy occurs in the same department and same job classification that the employee occupied prior to layoff. Employees with at least five years of continuous, full-time service at the time of layoff will be given priority for re-employment for two years from the date of layoff. Employees rehired in this manner will return to employment at the same vacation accrual rate that they had on their layoff date. Laid-off employees may also apply for other positions for which they are qualified and will be given consideration in the University's normal recruitment and hiring process.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS