

## Appendix 19-C

### Checklist for Layoff for TITLE:

Pay Range:

Name:                      Empl ID/Empl Record:                      Employing Unit:  
Last Date Worked:                      Effective Date of Layoff:

\*\*Remember to periodically update the layoff spreadsheets in the Tracking Layoffs folder in S: shared drive for tracking purposes and certainly at the end of the layoff.

#### **1. Pre-layoff**

Does the employing unit have any vacancies in the title? No

Does the employing unit have any employees in the title on probation? No

If yes to either question, review situation. Layoff may not be necessary. Maybe just place the employee at risk and then reassign.

#### **2. At-risk letter**

Employing unit sends appropriate at risk letter with WISCERS pamphlet attached to all affected by layoff. (At risk letters are in on-line policy and procedure manual, [Chapter 19.](#))

When CHR receives copy of the at-risk letter:

Give at-risk letter to the Certification Unit who enters it into WISCERS system. They write on the at risk letter the date entered into WISCERS.

Send copy to employee's personnel file

Create entry in the layoff spreadsheet in the shared drive for tracking purposes

#### **3. Layoff Plan**

Employing unit appointing authority submits layoff plan to CHR.

Print from current payroll a list of employees in titles affected by layoff by employing unit, by class title, by seniority. Sort by appt type, seniority. Include birth date, gender, and heritage code. Attach to layoff plan.

#### **CHR Responsible for:**

Approve the layoff plan

Fax layoff plan for signature to Office for Equity and Diversity Attention: Luis Pinero and (Bonnie) Veronica Sundal. (Also send e-mail to alert OED).

Draft layoff letter\*\*, which is signed and sent by employing unit appointing authority. (Not less than 15 calendar days prior to layoff date.)

Create entry in the layoff spreadsheet in the shared drive for tracking purposes

**NOTE: Prior to layoff, LTEs, original probations and projects in class must be terminated prior to layoff date.**

*Additional Note: Since UW-Madison has staffing delegation, we also have delegation for layoffs.*

Copy of signed layoff plan goes to Mark Walters CHR.

#### **4. \*\*Layoff letter**

Check HRS AND employee's personnel file to identify classes in which employee previously held permanent status in class to ID bumping rights. In the letter, clearly identify the classes to which the employee has restoration rights.

#### Enclosures with layoff letters:

Check the applicable layoff letter template for a complete list of the appropriate enclosures and sources of the enclosures.

Check with training office to see if any Job Transition Workshop is scheduled. If not, consider providing the layoff workbook: Surviving a Layoff if not given earlier. These booklets are now in Patrick Sheehan's office.

**Note: Since appointing authority signs layoff letter, CHR should provide the enclosures to the employing unit.**

**5. When layoff date is reached, and if layoff actually occurs:**

- Copy the current relevant computer listing of seniority list by BU by EU for layoff file for pay period in which layoff occurred (Use Interactive Query Library Human Resources-EPM>Human Resources Sensitive-EPM>HR Sensitive Personnel Data Query).
- Place copy of layoff letter in employee's personnel file.
- Retain copy in your "working layoff file".
- Send copy of layoff letter to Benefits Services via email to [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)
- Give copy of completed form "UW-Madison Layoff Restoration Sheet" to Certification Unit to enter into CHRIS.

*NOTE: If an employee chooses to NOT hand in the above information at the time of layoff, the HR Specialist MUST still give Certification the employee's name and class titles to which the employee has a restoration that are listed the layoff letter. The Certification Unit should refer such person's name as only to the employing unit from which employee was laid off. Such laid off employees will be referred to other units only after we receive the "UW-Madison Layoff Restoration Sheet".*

- Send the completed form "Access to UW Facilities including WISCWORLD" to [NETID@ohr.wisc.edu](mailto:NETID@ohr.wisc.edu)
- Update both layoff spreadsheets in the shared drive for tracking purposes
- Retain completed checklist in Layoff File