

Layoff Process Checklist for Classified Employees

**Refer to Chapter 19 – LAYOFFS – Classified Employees
for detailed information about these steps**

1. Employing Unit identifies programs/functions to be reduced or eliminated.
2. Human Resources Representative (HR Rep) is informed of likely filled position reduction. HR Rep notifies Classified Human Resources Specialist (CHR Specialist).
3. HR Rep identifies classification titles of positions that perform the work in the programs/functions to be reduced or eliminated. (Layoffs occur by seniority, least senior first within the employing unit.)
4. HR Rep and CHR Specialist work together to identify employees in other work units within the employing unit who might be *bumped* or *displaced*.
5. HR Rep, in conjunction with CHR Specialist, develops layoff plan at least six weeks prior to layoff date.
6. CHR Specialist notifies the appropriate union.
7. The employing unit appointing authority sends an “At Risk” letter to each employee who might be laid off and any employee(s) at risk of being *bumped* or *displaced*.
8. Layoff letters are sent to employees that explain their choices, rights and responsibilities per applicable contracts or policies for non-represented employees.
9. Layoff occurs if alternative placement does not occur.

Note: Some of the steps may be occurring simultaneously.

The employing unit HR Rep should be consulted on all aspects of this process. The HR Rep works closely with the CHR Specialist throughout these steps.