

AFSCME Local 1761 (COLT) and Local 888 Layoff Guidelines

The following information is provided to offer guidance regarding employees represented by AFSCME who may be selected for layoff, and is intended to ensure that the provisions of the collective negotiations agreements are observed. Please contact the Office of Labor Relations or your Human Resources Consultant at (848) 932-3020 prior to the layoff of a union-represented employee.

Summaries of the layoff provisions of the AFSCME collective negotiations agreements are listed below. Consult these provisions when determining which employees to layoff. The complete agreements can be viewed at <http://uhr.rutgers.edu/lr/lragreements.htm>.

AFSCME Local 1761

Relevant provisions are contained in Article 9 – Seniority and Layoff and Article 30 – Layoff, Resignation Notice.

AFSCME Local 888

Relevant provisions are contained in Article 7 – Seniority.

Employees must be given a minimum of twenty-five (25) calendar days written notice of layoff, except in cases of emergency.

Employees may be entitled to bumping privileges under the terms of the respective agreements and should be encouraged to contact University Human Resources to discuss their applicable rights.

Whenever an employee is laid off, a [Class 1 Staff Layoff Form](#) must be submitted to University Human Resources. Units in Newark and Camden should send an additional copy of the completed form to their respective campus human resources office.

Staff employees who are laid off should be encouraged and may be required to take any accrued vacation time prior to the layoff effective date if it is practical for the department. During a laid off employee's notice period, he/she may request time to seek other employment either through use of vacation, administrative leave, adjusted work schedule, or leave without pay. Such requests shall not be unreasonably denied. The employee will be compensated for any earned vacation that might remain at expiration of notice period. Employees will also be compensated for any unused Paid Leave Bank Days. Departments should take into account such payments in assessing the actual budgetary reduction achieved by the layoff.

The Office of Labor Relations, University Human Resources, and the Newark and Camden human resources offices are prepared to assist you during the layoff process. Please do not hesitate to contact these offices as you develop and implement your plans.