

## MPSC Layoff Guidelines

The following information is provided to offer guidance regarding MPSC employees and other employees not covered by a collective negotiations agreement. Please contact the Office of Labor Relations or your Human Resources Consultant at (848) 932-3020 prior to the layoff of an employee.

The basis of any layoff decision must be a determination as to which positions can be eliminated with the least consequence to the unit's ability to perform its most critical functions.

Generally, there are no particular choices to make in those situations where there is only a single individual who performs the function to be eliminated, or if all the individuals who perform the function will be eliminated. Choices must be made in those situations where there are several individuals who perform the same or substantially similar functions and only some of the positions will be eliminated. In those cases, layoff decisions should be based upon an assessment of the following factors:

- The quality of the employee's service as documented in the employee's recent annual performance appraisal and elsewhere, including disciplinary and attendance records;
- The capacity of the employee to perform a wider range of activities that may be necessitated by the layoffs; and
- An employee's length of service in the particular title within the department and at the university.

As provided in University Policy [60.4.3](#), MPSC and other nonaligned regularly appointed employees are to receive five (5) working days notice of impending layoff for each full year of service, with a minimum of twenty (20) working days and a maximum of one-hundred twenty-five (125) working days.

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.

In general, staff employees who are laid off should be encouraged 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. If applicable, 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.

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.