

EOF, FOP–P/S, IUOE, Doctors Council, and IAFF Layoff Guidelines

The following information is provided to offer guidance regarding employees represented by the above named units who may be selected for layoff, and is intended to ensure that the provisions of the collective negotiations agreement 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 collectively negotiated agreements are listed below. The complete agreements can be viewed at <http://uhr.rutgers.edu/lr/lragreements.htm>.

EOF

- Layoff provisions are contained in Article 18 – Layoff.
- Employees must be given a layoff notice period of five (5) working days 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.
- Employees should be encouraged to contact University Human Resources to discuss their applicable rights.

FOP–P

- Layoff provisions are contained in Article 9.
- The least senior officer on the affected campus, based upon length of continuous service in the bargaining unit, shall be laid off.
- The collective negotiations agreement does not contain a requisite notice period.
- Officers may be entitled to bumping privileges under the terms of the agreement and should be encouraged to contact University Human Resources to discuss their applicable rights.

FOP–S

- Layoff provisions are contained in Article 10 – Seniority and Layoff.
- The least senior officer in the affected title on the affected campus, based upon length of continuous service in the bargaining unit, shall be the first to be laid off.
- The collective negotiations agreement does not contain a requisite notice period.
- Officers may be entitled to bumping privileges under the terms of the agreement and should be encouraged to contact University Human Resources to discuss their applicable rights.

IUOE

- Layoff provisions are contained in Article 7 – Seniority.
- Employees must be given a minimum of twenty (20) calendar days notice except in the case of an emergency.
- Employees may be entitled to bumping privileges under the terms of the agreement and should be encouraged to contact University Human Resources to discuss their applicable rights.

Doctors Council

- Layoff provisions are contained in Article 21 – Layoff.
- Layoff decisions are based on consideration of university length of service and the needs of RUHS.
- The collective agreement requires a notice period of five (5) working days 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. Additionally, the department must notify the Office of Labor Relations of any layoff at least thirty (30) days prior to the anticipated effective layoff date.

IAFF

- Layoff provisions are contained in Article 9 – Seniority.
- The collective negotiations agreement does not contain a requisite notice period.
- The employee in the position to be eliminated will be laid off except where one or more employee(s) in the same title performing the same functional tasks in the same work unit are being laid off, the layoff shall be implemented in reverse order of seniority, provided the senior employee has the requisite qualifications and abilities to perform the work available, other than teaching duties.

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.

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.