

UFF PROPOSAL

November 2021

Article 13

Layoff and Recall

This article shall remain unchanged except as to changes and modifications referenced below.

13.4 Notice. ~~Employees should be informed of layoff as soon as practicable and, where circumstances permit.~~ Employees with three or more years of continuous University service ~~should~~ shall be provided at least one (1) year's notice; those with less service with at least six (6) month's notice. Employees who have received notice of layoff shall be afforded the recall rights granted under Articles 13.3 above and 13.5 below. Formal written notice of layoff is to be sent by certified mail, return receipt requested, or delivered in person to the employee with written documentation of receipt obtained. The notice shall include effective date of layoff; reason for layoff; ~~reason for shortened period of notification, if applicable;~~ a statement of recall rights; a statement of appeal/grievance rights and applicable deadlines for filing; and a statement that the employee is eligible for consideration for retraining under the provision of Article 22.4, for a period of two years following layoff.