

## THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

### LAYOFF POLICY

<b>Number</b>	06.02.02
<b>Division</b>	Administration - Human Resources
<b>Date</b>	October 1, 2011; Reviewed/Revised April 18, 2025
<b>Purpose</b>	To describe the circumstances and procedures that relate to termination of employment due to layoff at The University of Alabama in Huntsville ("UAH" or "University").
<b>Policy</b>	<p>A robust and productive workforce is essential to fulfilling The University of Alabama in Huntsville's academic and research missions. Occasionally, it is necessary to reorganize units within the University in response to changes in funding or to address other business needs. While such actions are necessary to ensure operational efficiency and fiscal responsibility, the University also endeavors, whenever practicable, to provide employees with sufficient notification of changes in employment status and the resources to assist with those transitions.</p> <p>A layoff occurs when an employee is separated from the University because of proration, lack of funding, reorganization, or reductions in force. Departments must determine layoff decisions based upon business needs, which may include but are not limited to factors such as seniority, the retention of staff with unique skill sets, the identification of work functions that are no longer needed or obsolete, and employee work performance. The department head is ultimately responsible for determining which factors are relevant and applicable to the department's operational and fiscal needs. When feasible, departments are encouraged to consider reductions in FTE as an alternative cost-saving measure when layoffs are being considered.</p> <p>If the layoff occurs because of re-structuring, departments will be encouraged to place the employee in another position within the department, if such a position is available and provided that the employee meets the basic job requirements for the new position. When a position is eliminated because of re-organization, the department will not be allowed to refill the position for one year.</p> <p>All layoff decisions must be reviewed and approved by the Office of Human Resources prior to notifying the employee. State funded employees who are terminated as a result of a layoff will be given a 90-day minimum notice in writing. However, if the layoff occurs because of a lack of funding, employees will receive a 30-day minimum notice in writing. Layoff notification letters are issued by the Office of Human Resources.</p>

After the notice of layoff is provided to the employee, the department head may, at the department head's discretion, allow a flexible work arrangement so that the laid-off employee may seek other job opportunities. If an employee resigns his or her position prior to the effective date of the layoff, they will be paid through the last day he or she actually worked, plus any accrued annual leave due to the employee in accordance with University policy.

A laid-off employee will be encouraged to meet with Human Resources staff to discuss other employment opportunities within the University that may be of interest based on the employee's education and prior work experience. Human Resources staff will work closely with hiring managers throughout the selection process to ensure that the University complies with applicable Federal, State, and local regulations. However, the hiring decision is ultimately made by the hiring manager.

The University will provide laid-off employees with access to computer terminals in the Salmon Library for up to one year after their termination date subject to the laid-off employees' compliance with applicable law and University policies and procedures. To receive access to computer terminals, laid-off employees must present a photo I.D. and register at the Library front desk.

**Review**

The Human Resources Office is responsible for reviewing this policy every five (5) years (or whenever circumstances require).