

# Classified Layoff Process

Employee Guide



MARCH 2016  
OFFICE OF HUMAN RESOURCES

Oregon State  
UNIVERSITY

# An Employee Guide for the Classified Layoff Process

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## **Introduction**

Budget reductions and reorganizations may require departments to eliminate classified positions. Through the layoff process an employee has the opportunity to discover new opportunities and challenges that may be available.

## **Employee Notification**

Your supervisor has provided you with the “official” written notification from the Office of Human Resources (OHR). In addition, you have been given a copy of your seniority report. The first decision you need to make is whether you will accept layoff, or choose to exercise your layoff rights and begin the process of pursuing a new opportunity. Be sure to respond to the Employee Relations contact person listed on your layoff notification letter with your decision within 5 work days. Should you choose to exercise your layoff rights, you need to take action immediately so that the search for a new opportunity can begin. You may want to get started by immediately completing an Employment Profile.

## **Completing an Employment Profile**

To complete an Employment Profile through the OSU Jobs website, go to <http://oregonstate.edu/jobs>. This website is designed to prompt you to provide as much information as possible. You need to make sure you include all of your relevant employment experience, skills, and education in the Employment Profile. Be as complete and as specific as possible. Also, proofread the information very carefully to ensure that the information is accurate, spelling is correct, and there are no “typos”. If you have difficulty in entering the information to your Employment Profile, you can email a message to [employment@oregonstate.edu](mailto:employment@oregonstate.edu) for help. Your Employment Profile should be up to date within five work days, as failure to do so may limit your opportunities. The Employment Relations contact will evaluate your qualifications for placement into another position. The information you provide allows the Employee Relations contact to consider all alternatives. Once you have completed or updated the Employment Profile, inform your Employee Relations Contact so we will know it is available for the placement search. The update of the Employment Profile may be completed on work time.

## **Opportunity Search**

Once your Employment Profile has been completed, the Employee Relations contact can begin working to determine if there are vacant positions for which you are qualified and can be placed in. To be considered for placement the vacancy must be in your same classification, geographical area (within 15 miles of your current work site), and matches your full or part-time status. In addition, to be considered, you must be able to meet the minimum qualifications for the position and be able to perform the specific requirements of the position within two weeks. After all available vacancies are considered, vacancies at lower level salary ranges will be reviewed. Keep in mind that you will never be

expected to accept a position that is more than 5 salary ranges below your current level. The collective bargaining agreement is clear on this point; however, you are free to apply to any available position.

When a viable position becomes available, your Employee Relations contact will communicate with the hiring manager and forward your Employment Profile. You will receive a copy of the job posting. The manager will provide feedback about your prior work history to ensure you are able to perform the requirements of the job. Also, we expect you to provide information to us if you do not have the skills to perform the job. Our goal, always, is to place you in a position in accordance with the terms and conditions of the collective bargaining agreement. Should you or the hiring manager provide comments or feedback that a match may not exist; additional information will be requested to work through all considerations. If there appears to be a match, a meeting with the hiring manager will be scheduled. Although not an interview, it is best to interact as though you were in an interview sharing your positive attributes that demonstrate to the new supervisor that you are actively engaged in the process.

### **Bumping**

If no vacancy is available, you will have to decide if you will bump another employee from their position. Your right to bump is based on your being an employee in good standing. An employee who has been disciplined by denial of a merit salary increase, reduction in pay, demotion, or suspension within the previous twelve (12) months and whose discipline is not currently under appeal through the Grievance and Arbitration Procedure is not eligible to displace another employee. Your ability to bump another employee is also based on seniority. Seniority is calculated as one point for each full month of unbroken classified Oregon University System service (pro-rated for part-time employment). This includes employment in all classifications in which you have worked, provided you have not had a break in service of more than two years. There are many variables associated with seniority calculations (e.g. employment with other OUS institutions, proration of part-time employment).

### **Employee Placement**

Placement is not voluntary. You cannot choose the position that you will be placed into; neither can the receiving department choose whether or not to accept you into the position. Should you decline a placement, either through transfer or bumping, you will be laid off. It is highly recommended that you manage your placement. You have the right to apply for other opportunities that are not included in your layoff rights. Once placed, you may also choose to continue to apply for another position that best fits your needs.

### **Recall List**

Should you accept a layoff or be laid off because no opportunities became available for placement; you will be placed on the layoff recall list. You will be placed on the list for the classification, employment category, and work site from which you were laid off. You will remain on the recall list for one year. You may choose to be designated for recall for a geographic location different from your current work site. However, that request must be submitted in writing to your Employee Relations contact. You have the

right to refuse an offer once while on the recall list. Upon a second refusal of an offer, your name will be removed from the recall list.

## **Additional Resources**

### **Job Loss website**

<http://oregonstate.edu/admin/hr/jobloss/employee>

### **OSU Job Site**

<http://oregonstate.edu/jobs>

**The Employee Assistance Program (EAP)** is a source of support for you during this time. Cascade Centers, Inc., the University's EAP provider, has been actively involved in assisting employees and supervisors during layoffs over many years. The staff at Cascade Centers is experienced in helping employees deal with feelings of frustration, anger, and depression that can occur while trying to sustain a positive and productive career search. You are encouraged to take advantage of Cascade Centers' support and experience. They may be reached at (800) 433 2320.

### **Oregon Unemployment Division**

<http://www.oregon.gov/EMPLOY/Unemployment/Pages/default.aspx>

### **Benefits**

The benefits team can assist with questions regarding your benefits including health insurance and retirement contributions. The benefits team can be reached at (541) 737-2805 or at [employee.benefits@oregonstate.edu](mailto:employee.benefits@oregonstate.edu). Visit the website at:

<http://hr.oregonstate.edu/benefits>

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