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Working Document for Workforce Reductions (Layoff & Reductions in Time)

Please complete this document in its entirety for represented and non-represented layoffs and reductions in time, whether indefinite or temporary. The following information should be provided to Employee and Labor Relations (ELR) *prior to issuing the layoff/reduction in time notice to the affected employee(s)*.

- 1. Provide the reason(s) for the layoff.**
- 2. Provide the following data points for each employee in the same job title within the layoff unit. The list of layoff units can be found [here](#).**
 - a. Employee Name**
 - b. Job Title**
 - c. Appointment Percentage**
 - d. Most Recent Date of Hire**
- 3. If the layoff is out of seniority:**
 - a. Identify the special skills needed for the position to be retained;**
 - b. Provide the job description for the position to be retained;**
 - c. Describe the process used to determine the lack of knowledge, skill and/or ability to perform the work of the position; and**
 - d. Describe the training and length of time needed in order for the individual to perform the duties of the lower level position;**
- 4. Provide the current organizational chart identifying the position being eliminated and provide an organizational chart reflecting the department post-workforce reduction.**
- 5. What will happen to the work being eliminated?**

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- a. **If the work is being redistributed to other positions, provide copies of current and proposed job descriptions for those employees whose work will be impacted.**
- 6. Has overtime been eliminated in the department? If no, explain why.**
- 7. Were alternatives to workforce reductions considered?**
 - a. **If so, which alternatives, and why were they rejected?**
 - b. **If no alternatives were considered, why not?**
- 8. Are there any limited or casual-restricted (student) employees in the department? If so, provide the job descriptions for those employees.**

Once each of the above questions have been answered, please open an ELR ServiceHub case and include a link to this working document and any other documents referenced in your responses.