

LAYOFF AND RECALL

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2 **Section 1.** Layoff is defined as a separation from university employment due to a reduction in
3 force or a reduction in a department for financial reasons. Layoff shall not reflect discredit on a
4 student worker.

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6 **Section 2.** The order of layoff will be based on seniority. If two or more student workers have
7 the same hire date, layoffs shall be by birth date. A layoff shall be implemented by providing the
8 Union with as much written notice of separation as possible, but no less than thirty (30) days
9 before the effective date of the layoff, stating the reasons for the layoff.

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11 **Section 3.** A student worker who is laid off shall be given first priority for any University job they
12 apply to that they are qualified for.

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