September 30, 2020

Dear CWU Employees,

Earlier today, President Gaudino sent a letter to the university community providing information about upcoming layoffs of permanent employees. I am following up to provide more details regarding these actions.

Layoff Details
Fifty-six (56) positions will be eliminated as of November 6, 2020. Earlier this year, funding was pulled for 140 positions. That’s a total reduction of almost 200 positions. The 56 positions include forty-five (45) civil service positions and eleven (11) exempt positions. These positions are located in Facilities Management, Housing Services, Dining Services, Enrollment Management, and Information Services. All affected positions are related to direct student support. When the number of students decreases, either in enrollment or residence halls, the amount of work also decreases.

All laid off employees will:
- Have benefit coverage for the month of November;
- Are eligible for unemployment insurance;
- Receive support from Human Resources. HR has created an outplacement resources website available at: www.cwu.edu/hr. Members of my team will be reaching out to each employee to provide resources. We have teamed with Career Services and WorkSource to provide information on job search, resume writing, networking, etc.

The Future
There will be no furloughs or reductions in FTE during December 2020. If you haven’t used your vacation, this would be a good opportunity to take some time away. As Dr. Gaudino has said, we have more work to do in response to the pandemic and its effect on our institutional financial health and the larger economy. While these layoffs will help reduce our losses, the university must identify, and implement, strategies to address short and long term financial effects of the pandemic. It is likely more positions will be eliminated in response to the Washington State economy. Each vice president is examining their area to identify potential savings.

Communication
FAQs are being added and updated regularly on both the CWU website and the HR website. You may have questions about layoffs, mitigation strategies, COVID-19, etc. Many of them can likely be answered on the FAQs page.
At *Tuesday Talks with HR* we provide information, encouragement, and community. Check us out at 10 a.m. on Tuesdays. The agenda is posted in *Central Today* on Tuesday mornings. If you haven’t attended before, sign up is required at [https://cwu.zoom.us/webinar/register/WN_iJQOEFUxQyKzfaZ7OjMQNg](https://cwu.zoom.us/webinar/register/WN_iJQOEFUxQyKzfaZ7OjMQNg). You can also find a recording of the most recent talk on the HR website.

There are three things that the experts continue to tell us are the most important behaviors during COVID-19:

- Wash your hands.
- Wear a mask.
- Stay home if you feel sick.

This pandemic has challenged many of us in ways that we couldn’t have imagined. I continue to hear wonderful stories about people helping people. Be kind. Continue to show compassion. Walk a mile in someone’s shoes before making judgment.

As always, reach out to us in HR (509-963-1202, [HR@cwu.edu](mailto:HR@cwu.edu)) if you think we can help. Our commitment is to be here for you. I know we can do anything together.

#CWUTogether

Staci Sleigh-Layman  
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