

Overview of Layoff Processes

The following is an outline of the key elements of the layoff process for each employee group. Common to each is the coordination that is necessary for any potential layoff through the Human Resources Department to be assured of compliance and appropriate notification pursuant to each specific rule. Any questions should be directed to the [HR representative](#) assigned to your area.

Civil Service Employees (non-represented)

- Layoff units
 - All divisions (excluding represented employees).
 - Project positions (excluding represented employees) are separate and exclusive layoff units, by project.
- Seniority (Employment Retention Rating)
 - Most recent period of unbroken classified service
 - Adjusted for leave without pay under certain conditions
 - Eligible veterans and surviving spouses of eligible veterans receive additional credit toward seniority
- Options
Employee must meet competencies and other position requirements
 - Initial review
 - Vacant and comparable position in which employee holds permanent status at the time of layoff
 - Additional review (completed only if initial review does not result in a viable layoff option)
 - Vacant and comparable position in which employee has held permanent status at the same salary range at the time of layoff
 - Vacant and comparable in lower class series or other series in which employee has held status
 - Can bump least senior employee
 - Vacant and non-comparable jobs in any job at same or lower salary range
 - Can bump probationary employee only
- Comparable position
 - A position in the same geographic area, having the same number of hours worked per week, and the same designation of cyclic or non-cyclic, as the position from which an employee is being laid off
- Special notes
 - Temporary FTE reductions and furloughs possible without triggering process
- References
 - WAC 357-46
 - [CWUR 3-70-060](#) (University layoff procedure)

Overview of Layoff Processes

Civil Service Employees (covered by PSE collective bargaining agreement)

- Layoff units (PSE covered positions)
 - Unit A: Student Health, Counseling and Wellness Service Department limited to Licensed Practical Nurses, Medical Technologists, Physician Assistant/Advanced Registered Nurse Practitioners and Registered Nurses
 - Project employment
 - All other employees
 - Unit B: Clerical and Technical: all PSE classified positions excluding Student Health, Counseling and Wellness Service Department positions listed in Unit A
 - Project employment
 - All other employees

- Seniority
 - Adjusted for leave without pay under certain conditions
 - Eligible veterans and surviving spouses of eligible veterans receive additional credit toward seniority
 - PSE employees as of date of certification
 - First day of employment with the University
 - Employees who transfer into a PSE bargaining unit after the date of unit certification
 - First day of employment in a bargaining unit position

- Options
Employee must meet competencies and other position requirements.
 - Initial Review
 - Vacant and comparable position allocated to the classification in which the employee holds permanent status at the time of layoff
 - Additional review (completed only if initial review does not result in a viable layoff option)
 - Vacant and comparable position in which the employee has held status (at the same salary range) as the current classification
 - Vacant and comparable position in a lower classification in an occupational category/classification series in which the employee has held permanent status, in descending salary order
 - Can bump least senior employee
 - Vacant and less comparable position
 - Can bump probationary employee

- Comparable position (same as for non-represented staff)
 - A position in the same geographic area, having the same number of hours worked per week, and the same designation of cyclic or non-cyclic, as the position from which an employee is being laid off

- Special notes: some actions are NOT layoffs
 - Reduction/increase in employment year of .2 or less
 - Reduction/increase in FTE of .2 or less

Overview of Layoff Processes

- References
 - PSE Collective Bargaining Agreement – Layoff and Seniority Articles
 - [CWUR 3-70-060](#) (University layoff procedure) - for definition of “comparable”

Civil Service Employees (covered by WFSE collective bargaining agreement)

- Layoff units (WFSE covered positions)
 - Grants
 - Contracts
 - Project employment
 - All other non-supervisory WFSE classified
- Seniority
 - Length of unbroken classified service
 - Adjusted for leave without pay under certain conditions
 - Eligible veterans and surviving spouses of eligible veterans receive additional credit toward seniority
- Options
 - Employee must meet competencies and other position requirements.
 - Initial Review
 - Vacant and comparable position within current classification
 - Additional review (completed only if initial review does not result in a viable layoff option)
 - Filled and comparable position held by least senior employee within current classification
 - Vacant and comparable position at the same or lower salary range in an occupational category/classification series in which the employee has held permanent status, in descending salary order
 - Filled and comparable position held by least senior employee at the same or lower salary range in an occupational category/classification series in which the employee has held permanent status, in descending salary order
 - Additional Options
 - May be offered vacant comparable positions or less than comparable vacant positions
- Comparable position (same as for non-represented staff)
 - A position in the same geographic area, having the same number of hours worked per week, and the same designation of cyclic or non-cyclic, as the position from which an employee is being laid off
- Special notes: some actions are NOT layoffs
 - Temporary reductions of no less than 20 hours per week
 - Temporary layoff up to 90 calendar days

Overview of Layoff Processes

- References
 - WFSE Collective Bargaining Agreement – Layoff and Recall and Seniority Articles
 - [CWUR 3-70-060](#) (University layoff procedure) - for definition of “comparable”

Exempt Employees (covered by the Exempt Employees’ Code)

- Should try to place employee in other suitable position
- Severance does not apply
- Special notes: provisions for employee’s who were previously civil service (CS)
 - Employee has reversion rights to highest CS position previously held
 - Time in exempt position deducted from seniority date
- Reference
 - [CWUP 6-0](#) Exempt Employees’ Code