

# Modified Layoff Provisions in Effect During the Reduction in Force

Applies to employees who began work in a regular position on or before June 30, 2011, and who have been continuously employed in a regular position through the time of layoff notification. Employees hired on or after July 1, 2011, please see [Separation of Employment policy](#).

1. Employees who are laid off will be given four weeks working notice, and they will receive a lump sum payment at the end of their employment of two weeks' pay for each year of service, with a minimum payout of four weeks and a maximum payout of 52 weeks. (For example, an employee with one year of service would work for four weeks and be eligible for a 2 week lump sum based on the policy, but will get a four week lump sum package based on the minimum in the enhanced policy.) This package does not apply to grant-funded positions or employees covered by the collective bargaining agreements.
2. For affected employees currently enrolled in health benefits, the College will make a one-time payment to the employee of an amount equal to three months of the College contribution to the individual's health insurance plan. This pay is considered income and will be taxed. At the employee's discretion, it can be used to maintain health care coverage through COBRA. This payment will be "grossed up" to reflect deduction of federal income taxes.
3. Employees whose hours are reduced 20% or more (e.g., 1.0 FTE goes to .80 FTE or less) may decline the position at reduced hours and instead elect to be laid off. Employees whose hours are reduced in any amount are eligible for a healthcare premium adjustment through December 31, 2011. The adjustment is equal to the resulting difference in the individual's current premium costs and the costs the employee would normally incur with that level of hours/FTE/pay. On January 1, 2012, the appropriate health premium costs for elections in effect at that time will be applied. Employees who accept a reduction in hours, who are reassigned to another position of different pay or grade or who are temporary or hired under term appointments are not eligible for benefits under the layoff policy.
4. Employees will not be required to sign a separation agreement in order to receive the benefits outlined above.
5. Employees who are covered by a union contract will receive the benefits available to laid-off employees under the contract.

*The modified layoff provisions are in effect for those employees notified of a reduction in force pursuant to the Strategic Budget Reduction and Investment (SBRI) process.*

Last Updated: 1/28/2014, 7/24/2018