

Top 10 HR Tips to Keep in Mind During a Budget Crisis

10. All staff lay-off procedures are delineated in all collective bargaining contracts.
9. Partial reduction in time base is considered a lay-off and may invoke the bumping by seniority process.
8. Staff employees on medical leave, workers' compensation, or any other leave can not be targeted lay-off. The seniority process must be used.
7. The contractual order of staff layoffs is as follows: Staff = Temporary and Intermittent, including Retired Annuitants, Probationary, and Permanent by seniority points.
6. The seniority bumping process is based on a classification, skill level, or occupational group, not a working title.
5. Although your department makes no staff reductions you may receive and lose an individual, through the bumping process.
4. Student Assistants can not be increased to supplement vacancies created through layoffs. Student Assistant numbers can lower but can not increase during a layoff.
3. Manage the impacts of budget reductions to the work environment through continued communication and information sharing. You can discuss ways to manage budget reductions, but please do not say there will be layoffs. This decision is made by the President and must be communicated to the Chancellor's Office and then the Unions before it is discussed with employees.
2. Utilize available resources for you and your staff. EAP referrals may increase during this time.
1. Maintain contact with Human Resources; especially prior to taking employee actions. Consistency across the university is required and Human Resources can assist in meeting this objective.