

ACADEMIC STAFF:

YOU CAN APPEAL YOUR LAYOFF!



REASONS FOR APPEALING COULD INCLUDE:

- Your supervisor, unit, or OHR does not follow proper procedures or give you enough notice.
- If you believe there is no valid grounds for your layoff (e.g.: If you are laid off because of budget cuts, could the money be cut in other areas?)
- If you believe the layoff is "arbitrary, capricious, for reasons prohibited by law, or in violation of Academic Staff Policies and Procedures."

START THE APPEALS PROCESS

Submit a written request for review of a layoff decision to the dean or director and send a copy to the Secretary of the Academic Staff office within 20 working days of receipt of the written notice of layoff.

Even without filing a grievance, you are entitled to information.

Supervisors must justify the layoff in writing and you are entitled to that justification, so why not check their work? Layoffs, whether they are full or partial reductions in your appointment percentage, must be approved by the employing unit and dean, director, and the Office of Human Resources. They must notify you in writing with the rationale, effective date, and your appeals rights. If you are on a fixed-term renewable or probationary appointment, you must be given at least 1-4 months notice (based on years of service).

See **Academic Staff Policies and Procedures: Chapter 5 – Layoff for Reasons of Budget or Program**

**CONTACT UFAS FOR HELP:
LAYOFFS@UFAS223.ORG**

