

POLICY ON LAYOFF OF UNCLASSIFIED AND CLASSIFIED PERSONNEL

A. The Frostburg State University policy on layoff for Unclassified and Classified personnel will be consistent with the provisions of the policy on Layoff for Unclassified and Classified Personnel as approved by the Board of Regents of the University of Maryland System on April 25, 1991 (see Board of Regents Manual VII-1.30).

B. Unclassified and Classified employees will be laid off when positions are abolished, discontinued, or vacated because of a lack of supporting funds, program change, change in departmental organization, or stoppage or lack of work at Frostburg State University.

C. The following definitions will be controlling when implementing this layoff policy:

1. Unclassified employees are defined as "all unclassified professional employees appointed under the policies and procedures of the former Board of Trustees of the State Universities and Colleges".

2. Classified employees are those employees appointed under and subject to COMAR 06.01.01.44 and .44-1 or subsequently adopted employment provisions created in the development of a University of Maryland System employment policy.

3. The Office of the President; the Division of the Vice President for Academic Affairs; the Division of the Vice President for Administrative Services; the Division of the Vice President for Student and Educational Services; and the Division of the Vice President for University Advancement are the five "departments" designated at Frostburg State University for purposes of layoff and identified in the University of Maryland System Department List for Layoff and Reinstatement.

4. "Job series" means a group of two or more classes in the same occupational area which requires the application of the same knowledge, skills, and abilities at varying levels of proficiency or responsibility.

D. The layoff of an Unclassified employee who enjoys faculty tenure, from an Unclassified administrative position, shall not affect any tenure rights which that employee may hold in an academic department at Frostburg State University.

E. The Director of Human Resources shall

maintain and make available a listing of classifications by job series as provided by the Chancellor or designee as reference for those dealing with layoff.

F. The President will provide written notice of layoff to all affected Unclassified employees and Classified employees will be provided written notice of layoff by the Department Head as defined in C. 3. above, as specified in the Frostburg State University Procedure When Implementing The Layoff of Unclassified and Classified Personnel.

G. The Office of Human Resources shall be available to work with each laid off employee to provide the broadest support base practicable during the period of notice of layoff.

Ref. BOR VII - 1.30

PN 3.034

PROCEDURE WHEN IMPLEMENTING THE LAYOFF OF
UNCLASSIFIED AND CLASSIFIED PERSONNEL

The following procedure will be used at Frostburg State University when effecting the layoff of Unclassified and Classified personnel.

I. Unclassified Personnel:

A. Period of Notice -- Only after consultation with the University's Director of Human Resources, the President shall provide written notice of those employees who are to be laid off, as determined by the appropriate department head, at least 30 calendar days before the effective date of the layoff. The President shall provide the Director with a list of the employees notified. In cases in which grant funds are reduced or terminated with less than 30 days notice, the President shall notify the affected employee(s) within five working days following the department's receipt of notice and shall specify the period which shall coincide with the date of fund termination or reduction.

B. Displacement and Restoration -- No Unclassified