

**POLICY 2
EMPLOYMENT AND SEPARATION**

Rule 2.07 - Seniority/Layoff and Retreat Rights

Seniority lists by Civil Service class will be maintained by the campus human resources office for each place of employment.

Regulations

2.071 Seniority Lists

Seniority lists which include the names of all status employees in each class in order of their seniority will be maintained in accordance with Civil Service Rule 250.120 by the campus human resources office. Seniority is accumulated on the basis of hours in a pay status, exclusive of overtime. Once earned in a class, an employee's seniority for that class is retained during any period of continuous employment for purposes of determining the order of layoffs and reemployment and retreat rights.

2.072 Retreat Rights

An employee who fails to complete a probationary period in a new class or is laid off from a class prior to completing probation because of a workforce reduction, may exercise retreat rights to a position in another job class in which the employee holds seniority. An employee who is laid off after completing probation may have retreat rights to another position in the employee's current class or to a position in another job class in which the employee holds seniority. The exercise of retreat rights shall be in accordance with State Universities Civil Service procedures and campus policies. Salaries of employees exercising retreat rights will be determined according to procedures established by each campus human resource office.

2.073 Layoffs

Layoffs shall be handled in accordance with State Universities Civil Service System Rule 250.110(c). Whenever it becomes necessary to lay off one or more employees, the employee who has the least amount of seniority or service in the class shall be laid off first, and additional layoffs shall be made in the ascending order of the place of the employee on the service and seniority list for the class at that place of employment.

2.074 Return from Layoff

When it is possible to reemploy one or more employees in a class, the employee listed on the reemployment register with the most seniority shall be reemployed first.