

POLICY 2 EMPLOYMENT AND SEPARATION

Rule 2.08 - Work Reduction/Layoff

Any reduction in the size of the Civil Service workforce will be accomplished to the extent feasible by attrition. A layoff of one or more status employees for other than a temporary period will require approval according to the layoff procedures established by each campus.

Regulations

2.081 Employee Notice

The State Universities Civil Service System requires that a status employee shall receive a written notice of layoff at least thirty (30) calendar days in advance of the effective date when such layoff is to exceed thirty (30) consecutive workdays. The effective date of the layoff may be delayed up to fifteen (15) days without the requirement of further notice. Work of short duration requiring reemployment of one or more employees will not require a new written thirty (30) day advance notice of layoff if the work period is to be five (5) consecutive working days or less and the work is emergent in nature.

In the event of a shorter term layoff--less than thirty (30) consecutive workdays--a status employee, whenever possible, shall receive a written notice at least fifteen (15) working days in advance of the effective date of layoff.

2.082 Civil Service System Notice

The Director of the State Universities Civil Service System shall be notified of layoff transactions. Such notification will indicate if the employee is on leave or layoff for more than 30 consecutive work days, in accordance with procedures established by the State Universities Civil Service System.

2.083 Learner, Trainee, or Apprentice Workforce Reductions

When a reduction in workforce is made in a class in which there are current learner, trainee, or apprentice appointees, selection for layoff (and subsequent recall) between appointees to the class and appointees to the training program will take into account both the short-range and the long-range staffing needs of the class, ratios of skilled workers to trainees, the supply of fully trained applicants available, equal employment opportunity obligations, and all other applicable regulations. An employee in a training program whose position is being canceled shall be granted a special leave (see Policy 11, Approved and Unapproved Absences) to continue until recalled, but such special leave shall not exceed two (2) years. While on special leave, the employee's name will be maintained on a training recall list. An employee whose name is on a training recall list shall have preference for reemployment within the respective program over all other training applicants or candidates.

**POLICY 2
EMPLOYMENT AND SEPARATION**

Rule 2.08 - Work Reduction/Layoff

Regulations (Continued)

- 2.084 Insurance Benefits for Employees in Layoff Status
Employees in layoff status are provided limited insurance coverage in accordance with State of Illinois insurance provisions (see Rule 12.03).