

*4.094 Layoff/Reduction in Force and Recall—Administrative/Professional/Non-Union Classified Employees (Reaffirmed 11/28/23)*

- A. When it is necessary, an administrative/professional/non-union classified employee may be laid off or subjected to a reduction in force due to elimination of a job, lack of available funds, or other circumstances unrelated to the employee's performance.
- B. Four weeks notice will be given prior to layoff/reduction in force.
- C. For incumbents holding the same job description, layoffs/reductions in force will be on a seniority basis provided skill and ability are equal.
- D. Every effort shall be made to transfer an employee subject to layoff/reduction in force.
- E. All employees laid off/subject to a reduction in force shall be entitled to pay-out of vacation time accrued at the date of layoff.
- F. All employees enrolled in the College's health insurance plan, when laid off/subjected to a reduction in force, shall be eligible to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) provided the employee pays all premiums for a period not to exceed eighteen (18) months. No other fringe benefits are available during the layoff/reduction in force period.

As soon as the College is able to re-employ, those who have been laid off/subjected to a reduction in force within the previous twelve (12) months will be considered for job openings for which they qualify. Former employees rehired within the previous twelve (12) months will be given credit for past work experience at the College.