

April 17, 2009

Subject: INFORMATIONAL: Layoff Resource Guides Available

TO: Deans, Directors and Department Chairs

FROM: Vicki Bradley, Senior Director, Employment, Classification & Compensation Office of Human Resources

The Office of Human Resources has prepared two resource guides for SPA layoffs -- a manager version and an employee version. We hope that these guides will be useful if your department has to make the difficult decision to lay employees off.

The manager guide is available here:

<http://hr.unc.edu/guides/layoff-guides/LayoffGuide-Mgr.pdf>

The employee guide is available here:

<http://hr.unc.edu/guides/layoff-guides/LayoffGuide-Emp.pdf>

We recommend that managers and HR Facilitators review the manager guide, along with the layoff policy, in advance of any planned layoff. The guide is another resource to help you through the process. Managers or Facilitators can make the employee guide available to employees receiving their written layoff notice. Employees will receive a copy of the guide at their scheduled layoff meeting with OHR staff.

Because these guides may change, please do not save copies onto your hard drive. Instead, please go to the OHR Web site addresses above for the most recent versions.

Managers and HR Facilitators with questions about SPA layoff policy and process should contact their Employment & Staffing specialist. Employees with questions should contact the department's Employee & Management Relations specialist.

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