

May 4, 2009

Subject: FORMAL NOTICE: Revision to Layoff Policy

TO: Deans, Directors and Department Heads HR Facilitators

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

The University's SPA Layoff Policy has been streamlined and updated. Modifications include updating the language to reflect career banding terminology and align with the state's new appeals criteria. We believe the new text will clarify areas where managers and employees have had questions.

The revised SPA Layoff Policy is effective immediately and is available on the Human Resources Web site at: <http://hr.unc.edu/Data/SPA/recruitment/layoff>. The newly announced Employee and Manager Resource Guides for SPA Layoff are also available at the same Web site.

All managers and HR Facilitators should review the policy to ensure that they are familiar with it in the event that they need to consider layoffs and so that they can answer employee questions.

An information session will be provided to HR Facilitators to review the layoff policy and process. This session is scheduled for the following date/time:

-- Wednesday, May 13, 1-3 p.m., Hamilton Hall, Room 100

If you are a department manager and have questions about the layoff policy, contact the Employment and Staffing Specialist in the Office of Human Resources assigned to work with your department.

Employees with questions about the layoff policy can contact the Employee and Management Relations Specialist in the Office of Human Resources assigned to work with their department.

You can find the name and contact information for your assigned specialists at <http://hrconnect.unc.edu>.

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