University Policy 200.35
WORKFORCE REDUCTION/LAYOFF
Responsible Administrator: Office of the President
Responsible Office: Office of Human Resources
Originally Issued: July 2020 Revision Date:
Authority: Office of the President
Policy Statement
It is the policy of Claflin University to maintain a workforce of highly qualified,
competent, and dedicated workers to preserve the University's excellence as an
educational institution. However, situations such as reduction in funds, lack of
work, or reorganization may require a reduction in workforce.
Should the University experience the need to reduce its operating budget or
restructure its workforce, it may be necessary to implement a workforce
reduction/layoff plan. Such a plan would consider the University's financial
viability as well as matters of accreditation and institutional integrity.
A reduction in workforce does not apply to restricted positions that are funded for a

Personnel Measures Related to Workforce Reduction/Layoff

10. Demotion in Lieu of Layoff - The movement of an employee in one position into a different position with a lower salary grade and lower level of responsibility.

11. Former Position - Position held by the employee prior to being placed on layoff or being placed into another position.

12. Furlough - Temporary layoff from which employees are expected to be recalled when the University reopens after having remained totally closed or partially closed for an indefinite period due to a public health emergency or other appropriate reasons.

13. Lateral Transfer - The assignment of an employee from one position to another in the same pay grade in the same or different division.

14. Layoff - Separation from employment for reasons which may include, but are not limited to, budgetary constraints, operational needs, or restructuring.

15. Layoff or Transfer/Reassignment Notice - Written notification to an employee at least two weeks before the date of layoff or reassignment.

16. Placement - The assignment of an employee to a different position

COVID-19.

a. Substantially the Same Work

Employees will be identified within the same work unit and salary grade who are

ÅRecommend that employees verify, in accordance with South Carolina
law, their eligibility for unemployment benefits with the South Carolina Department of Employment and Workforce; and
ÅGrant pre-layoff leave on an intermittent/consecutive basis to employees
who will be impacted by layoff unless business needs of the University
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preclude approval (must be scheduled and approved with the supervisor
before it is used).
RECALL RIGHTS (PLACEMENT OPPORTUNITIES AFTER LAYOFF)
A. Duration of Recall Rights
Recall rights are in effect for 12 consecutive months from the effective date of layoff,
placement in a position that resulted in a reduction in salary, or demotion in lieu of
layoff. However, recall rights cease if:
ÅThe employee is employed in a position that is in the same or higher salary
grade as the former position and the employeeôs salary meets or exceeds
the pre-layoff salary;
ÅThe employee resigns;
ÅThe employee is terminated; or
ÅThe employee retires.
B. Seniority
Employees are normally recalled tE>4ê00opre

employment
rights for five years as stated in the Uniformed Services Employment and
Reemployment Rights Act (USERRA).
Layoff benefits will be made available to eligible employees on Military Leave
Without Pay upon return if their positions were eliminated during their absence and
no other placement option is available upon their return.
WorkersôCompensation
Employees receiving WorkersôCompensation benefits may receive notice of layoff.
The layoff effective date will be the date designated by the University regardless of
their WorkersôCompensation status.
NOTE: The University will be responsible for contacting the Office of Workersô
Compensation at least two weeks prior to the employeeôs effective date of layoff to
ensure that the WorkersôCompensation benefits and the layoff are coordinated
accurately.
UNIVERSITY SERVICES
During a time of workforce reduction, every reasonable effort will be made to
maintain the critical needs and services of the University. Therefore, the University
may require all available faculty and staff to provide essential services as appropriate.
RELATED POLICIES
200.09 - Sick Leave
200.10 - Vacation Leave
200.11 - Grant Funded Sick Leave ï Vacation Leave
200.12 - Family and Medical Leave

200.17 - Equal Employment Opportunity (EEO) Policy
200.20 - Separation of Employment
200.23 - Workerôs Compensation