

---

Effective Date: **June 1, 2015**

**POLICY**

---

**EMPLOYMENT**

# **Employee Handbook – Section 205**

## **Reduction in Workforce**

---

RESPONSIBLE OFFICE

**Human Resources**

---

---

## **205 Reduction in Workforce**

In the event that it becomes necessary for Boston University to eliminate positions, the University will, whenever practical, eliminate open positions that result from employee turnover (attrition). Should the University find it necessary to reduce its workforce by eliminating filled positions, affected employees will be laid off in accordance with the provisions of this policy.

### **205.1 Notification of Layoff**

If it is necessary for Boston University to lay off an employee, the employee will be notified of the effective date of the layoff as far in advance as is practical. Such notice will normally be given at least one (1) month in advance of the effective date of the layoff.

Employees are encouraged to use the notification period to explore other employment opportunities at Boston University. Special job placement assistance is provided by Human Resources to employees whose positions are designated for elimination.

## **205.2 Layoff and Recall**

An employee who is designated for layoff and has not obtained another position at Boston University must choose between the following options prior to the layoff date: (a) layoff with the right to be recalled to the same job if it is reestablished within twelve (12) months of the date of layoff; and (b) severance with severance pay (if eligible) that completes the employee's separation from University employment. Employees who do not notify their Human Resources Consultant of the option they have selected by the required date will be presumed to have selected layoff.

An employee who has been laid off (retaining the above right to be recalled) may, if his or her position is reestablished during the twelve (12) month period, either return to the position or elect severance with severance pay. The selection of severance pay may affect the employee's eligibility for Unemployment Compensation.

An employee who has been laid off (retaining the right to be recalled) may elect severance with severance pay at any time during the twelve (12) month period provided that his or her position has not been reestablished.

## **205.3 Severance Pay**

Employees whose positions have been eliminated and who have completed three months of continuous service are eligible for severance pay subject to 205.2 above. Severance pay is based on the employee's most recent date of hire and is pro-rated for a partial year. Severance pay is calculated at the rate of one (1) week's pay for each full year of continuous service at Boston University.

## **205.4 Related Provisions**

Employees who have been notified of layoff may elect to continue participation in the University's group health care plans for up to eighteen months (or a period as provided by law) from the date of layoff by arranging to pay 102 percent of the cost of the coverage. Employees

must contact the Benefits Section of Human Resources to make arrangements for continuation of health plan coverage. (Please refer to the [Faculty and Staff Benefits Handbook](#) .)

If an employee is laid off by the University and re-employed within one (1) calendar year, the University will credit the employee with whatever Continuous Service the employee had accumulated on the date of layoff. Credit for Continuous Service will not be given for time spent on layoff.

Employees who resign prior to the effective date of layoff may not be eligible for the provisions of the Reduction in Workforce policy.

---

---

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

---

---

END OF POLICY TEXT

---

---

## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

## Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Exit Process](#)

Categories: Employment, Non-Represented Staff Keywords: Employee Handbook, layoff, reorganize, retrench, severance, severance pay