



**Instructions:**

**Name** Enter the names of all employees in the classification being considered for layoff

**PE** Enter the employee’s performance evaluations ratings from the two previous performance evaluation periods preceding the Business Plan. In the event an employee did not receive a performance evaluation, the rating will be considered satisfactory. Performance evaluation rating Codes: Unsatisfactory Performance – UP (1); Improvement Needed – IN (2); Meets Expectations – ME (3); Above Expectations – AE (4); Exceptional Performance – EP (5).

**SKAs** Indicate with a yes/no whether the employee identified for layoff possess the relevant SKAs relevant to other positions in the same layoff unit, classification and salary grade. Critical sources of information to review in determining relevant skills, knowledge and abilities are the Employee Requisition Forms used to hire the employees, the job description associated with the employee’s role and resumes for each employee.

**Discipline** Enter documented disciplinary actions for the two year period preceding the Business Plan. Disciplinary Rating codes: Warning – WRN; Suspension – SPN; Warning in lieu of Suspension – WILS; Final Letter of Warning – FLW; Demotion – DEM

**Seniority** Enter the employee’s months of University service

**Evaluation** Provide a justification of the reasons why the identified employee is being laid in lieu of other employee is the classification and layoff unit based on an evaluation of the employee performance, disciplinary records, skills, knowledge and abilities and seniority.

**Example** – A Department has five Analyst Vs. Due to budget reductions, the department determines that it is necessary to layoff one position in the Analyst V classification. In this situation, all five analysts are performing the same job functions. The following illustrates how the decision was made to identify the employee subject to layoff.

Name	PE		SKA's	Discipline	Seniority	Evaluation	Layoff
	1st Yr	2nd Yr					
Employee A	ME (3)	AE (4)	Yes	N/A	24 months	Employee A received an above expectations rating in the most recent performance evaluation period and is being retained due to their higher level of performance.	
Employee B	ME (3)	ME (3)	Yes	N/A	120 months		
Employee C	ME (3)	ME (3)	Yes	N/A	70 months		
Employee D	ME (3)	ME (3)	Yes	N/A	65 months	Employee D has less seniority than Employee B, C and E and therefore has been identified for layoff.	<b>X</b>
Employee E	ME (3)	ME (3)	Yes	N/A	70 months		