

Support Staff Budget Reduction Layoff Checklist

- ☐ Based on your reporting structure copy the President's Office, EVPA Office, or Provost Office on your request to HR
- ☐ Confirm that your Unit Administrator (i.e., Dean, VP, AVP) for your MAU/Department has been copied on the layoff checklist information.
- ☐ Attach the following additional layoff information:

- ☐ The layoff request template
- ☐ The **reasons/business justification** for the layoff (including whether the work of the potential laid-off employee will be **reassigned or eliminated**)
- ☐ The job description(s) of potential laid-off employee(s)ⁱ
- ☐ Copy of the unit's most current organizational chart
- ☐ Desired layoff date, which should follow the employee notice period below
 - ☐ The notice period for APA employees is 60 calendar days
 - ☐ The notice period for APSA employees is 60 calendar days
 - ☐ The notice period for CTU employees is 15 working days plus 45 calendar days
 - ☐ The notice period for 1585 employees is 14 calendar days
 - ☐ The notice period for SSTU employees is 14 calendar days
 - ☐ The notice period for 324 employees is 7 calendar days
 - ☐ The notice period for IATSE 274 employees is 60 calendar days
 - ☐ The notice period for POAM employees is 21 calendar days
 - ☐ The notice period for NURS employees is 60 calendar days
 - ☐ The notice period for Non-Union employees is 60 calendar days



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Note: If the department is planning to place employee(s) on paid administrative leave after receiving layoff notice through the effective date of the layoff, please indicate below.

Do you plan to place employee(s) on paid administrative leave after receiving layoff note through the effective date of the layoff ☐ Yes ☐ No

ⁱ Please note the incumbent in the position to be eliminated may not be the individual subject to the reduction-in-force.