

LAYOFF INFORMATION BY BARGAINING UNIT **
2007-2009 AGREEMENTS

Bargaining Unit	Notice Period	Meet & Confer	Order of Layoff	Severance Eligibility	Severance Benefit	Timing of Severance Benefit Payout	Vacation Payoff	Insurance*	Retraining
Administrators Note: Administrators are not subject to seniority based layoff or recall procedures	3 months, or longer if required under 1.03, sub 3	N/A	N/A	10 years continuous state employment as manager or 5 years continuous employment as MnSCU administrator or 20 years continuous state service	40% of accumulated unused sick leave balance (balance plus bank)	Upon Separation	Annual leave is paid at current rate, to accumulated balance to a max of 34 days	None	
AFSCME	30 calendar days when practicable Not less than 21 calendar days to employee and Local Union President. Notice to include reasons. Union may request a meeting to discuss alternatives	Yes, must meet and confer regarding planning processes or management studies that may result in layoff. Meet and confer during both planning and implementation phases.	Note: Provisional, temporary & emergency employees must be terminated prior to layoff of permanent or probationary employees in same class, employment condition and geographic area -Provisional employees: separated in inverse order of date of provisional appointment Appointing Authority shall determine the position(s) in class, class option, if one exists, and employment condition and work location which is to be eliminated	Upon permanent layoff, 20 years or more with separation for any reason, less than 20 years upon layoff (except seasonal layoff)	40% of accumulated but unused sick leave balance to 900 hours, plus 12.5% accumulated balance over 900 hours, times regular rate of pay at time of separation For employees with 20 or more years of continuous service, severance is paid into Health Care Savings Plan, except for amounts less than \$500.	For budget reasons, an Appointing Authority may elect to distribute the severance payment over a period of up to two years from the date of separation.	Paid at current rate to a max of 260 hours	6 months from date of layoff for employees with 3 or more years of continuous service	Retraining can be agreed to by MOU
Commissioner's Plan	1 week (seasonal) 3 weeks (all others)	N/A Appointing Authority shall meet with covered employees to explore intent in reducing hours, sharing jobs, etc.	Appointing Authority determines position to be eliminated. Must reassign incumbent to vacant position in same class, employment condition and agency within 35 miles, before laying off	Upon permanent layoff (other than seasonal)	40% of accumulated but un used sick leave balance to 900 hours, plus 12.5% of accumulated but unused balance over 900 hours, times regular rate of pay at time of separation	Same as above	Paid at current rate to a max of 260 hours	6 months from date of layoff for employees with 3 or more years of continuous service	No

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IFO	20 th class day of the fall term to be effective on the last day of the next spring term for tenured faculty with less than 20 years of service. (Tenured faculty with 20 or more years of service receive notice that position is being eliminated, but have 3 additional years of employment). August 1 for probationary and NTT faculty to take effect at the end of the subsequent academic year.	Yes, once or twice before issuing retrenchment notices. Must provide supporting information and documents. President must consult with Chancellor.	1. Adjunct, community faculty, fixed-terms, NTT: no priority, 2. Probation 3. Tenured by seniority	Faculty are eligible as follows: 1. All faculty with 20 years or more of service in state university and 2. probationary or tenured upon layoff 3. internally funded NTT or fixed-term with 10 or more years in the state university 4 externally funded fixed-term to extent external funding permits 5. faculty who meet Rule of 68	40% of accumulated but unused sick leave balance up to max of 125 days, times daily rate of pay at time of separation; faculty with 25 or more years of service are computed at 45%, with 1 additional percent for every year over 25 to a max of 50%	Upon layoff—all payments of \$500 or more are paid into the Health Care Savings Plan.	N/A	12 consecutive months from date of layoff (for eligible tenured faculty members with 3 or more years of continuous service)	Yes, at employer's discretion expense; can be "retraining leave" or "sabbatical leave"
Managerial	3 weeks		Appointing Authority determines position to be eliminated.	Upon permanent layoff	35% of accumulated but unused sick leave balance	For budget reasons, an Appointing Authority may elect to distribute the severance payment over a period of up to two years from the date of separation.	Paid at current rate to a max of 275 hours	6 months from date of layoff for employees with 3 or more years of continuous service	No

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<p>MAPE Note: MAPE Unclassified employees are not subject to seniority based layoff procedures.</p>	<p>Classified: 21 calendar days Academic Unclassified: 45 calendar days Non-Academic Unclassified: (i.e., Rule 10) -no minimum notice required</p>	<p>Yes, must meet and confer regarding mgmt. planning processes or management studies that may result in layoff of classified employees.</p> <p>Meet and confer during both planning and implementation phases.</p>	<p>Inverse seniority within the class/class option, employment condition (full time unlimited, part-time unlimited, seasonal full-time, seasonal part-time, or intermittent and geographic area within 35 miles of the work location) of the position to be eliminated.</p>	<p>Upon permanent layoff for classified employees OR involuntary separation due to a reduction in force for unclassified employees who have more than one year of continuous employment in an Academic Professional 1-4 position that is a minimum of 50% of a full-time equivalent position in state service or unclassified employees who have two or more years of continuous employment in a Academic Professional 5 or 6 position that is a minimum of 50% of a full-time equivalent position.</p> <p>Customized Service Reps with 3 or more years without break in same position.</p> <p>Separate eligibility and benefit standards apply to MnSCU employees affected by co-location under a Board Approved Plan.</p>	<p>40% of accumulated but unused sick leave balance to 900 hours, plus 12.5% of accumulated but unused balance over 900 hours, times regular rate of pay at time of separation.</p>	<p>Upon layoff</p>	<p>Paid at current rate to a max of 260 hours, in cash</p>	<p>6 months from date of layoff for classified employees with 3 or more years of continuous service; unclassified service must be at 50% time or greater with 1 year of continuous service.</p> <p>6 months for customized training rep with 3 or more years without break in same position</p>	<p>Retraining can be agreed to by MOU</p>
<p>MMA Note: MMA Unclassified employees are not subject to seniority based layoff or recall procedures.</p> <p>The termination of an unclassified position is not a layoff.</p>	<p>Classified: 21 calendar days (must include reasons) Academic Unclassified: 45 calendar days for position/job elimination Non-academic Unclassified: (i.e. Rule 10) -no minimum notice required</p>	<p>Yes, must meet and confer regarding mgmt. planning processes or mgmt studies that may result in <u>layoff</u> of classified employees.</p> <p>M/C during both planning & implementation phases.</p> <p>Notice of layoff and position elimination must be given to Executive Director.</p>	<p>The Appointing Authority shall designate the position(s) in the class/class option which is to be eliminated.</p> <p>A more senior supervisor in the same classification may be laid off out of seniority order upon his/her request and the approval of the Appointing Authority.</p>	<p>Upon permanent layoff for classified employees only</p>	<p>Regular rate of pay multiplied by 35% of unused sick leave.</p>	<p>Such severance pay shall be paid over a period not to exceed 2 years from termination of employment</p> <p>Supervisors with 20 or more years of service who are laid off will have 100% severance paid into Health Care Savings Plan, except where severance and vacation payout total less than \$500.</p>	<p>Paid at current rate to a max of 260 hours</p> <p>Supervisors with 20 or more years of service will have 100% vacation payout placed in Health Care Savings Plan. <u>See</u> severance for exception.</p>	<p>6 months from date of layoff for all unclassified and for those classified employees with 3 or more years of continuous service</p>	<p>Retraining can be agreed to by MOU</p>

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MNA	At least 14 calendar days Before effective date of layoff	No meet and confer but must notify union as soon as possible, but no later than 14 calendar days before effective day of layoff	By inverse seniority order by class/class option; seniority unit and employment condition	Upon permanent layoff	40% of accumulated but unused sick leave balance up to 900 hours and 12.5% of remaining balance, if any	Upon permanent layoff (<i>seasonal layoff not eligible</i>) May be paid over a period of 2 years from date of layoff	Vacation leave to the nurse's credit at time of separation, paid at current rate. Shall not exceed 260 hours	6 months from date of layoff for employees with 3 or more years of continuous service	No
MSCF (former MCCFA)	Unlimited Full Time (UFT): Nov. 1 st , to be effective the end of spring semester Unlimited Part Time (UPT): Nov. 1 st , to be effective the end of spring semester Apr 1 st effective the end of fall semester.	Yes, discuss it at Shared Governance Council meeting prior to Nov. 15.	1. Temporary faculty 2. Probationary faculty 3. Unlimited part time faculty in order of inverse seniority. 4. Unlimited full time faculty in order of inverse seniority.	All UFT and UPT faculty who are laid off will receive Severance	40% of accumulated but unused sick leave balance to 112 days, plus 12.5% accumulated sick leave bank balance, times daily rate of pay at time of separation	Faculty member may elect to receive severance pay at anytime during the 4-year recall period, but will be paid at the rate at the time of layoff.	N/A	12 months from date of layoff (for faculty members with 5 or more years of continuous service)	For UFT faculty, 21 semester credits of paid reassignment; 24 graduate semester credits of full tuition support at any MnSCU institution
MSCF (former UTCE)	Unlimited Full Time (UFT): Nov. 1 st , to be effective the end of spring semester Unlimited Part Time (UPT): Nov. 1 st , to be effective the end of spring semester Apr 1 st effective the end of fall semester.	Yes, discuss it at Shared Governance Council meeting prior to Nov. 15.	1. Temporary faculty 2. Probationary faculty 3. Unlimited part time faculty in order of inverse seniority. 4. Unlimited full time faculty in order of inverse seniority.	Basic: All UFT or UPT Enhanced: 15 years of service and age 55 prior to layoff	Basic: 40% of accumulated but unused sick leave balance to 112 days, plus 12% of accumulated but lapsed unused sick leave, times daily rate of pay. Enhanced: 50% of accumulated but unused sick leave balance to 112 days, plus 12.5% of accumulated but lapsed unused sick leave, times daily rate of pay.	Faculty member may elect to receive severance pay at anytime during the 4-year claiming period, but will be paid at the rate at the time of layoff.	N/A	6 months for UFT employees having 4 years of service; 1 year for UFT employees having 5 or more years of service	For employees with 5 or more years of service: 1. \$6,500 in tuition support, claiming and recall rights -OR- 2. \$12,000 lump sum payment, waiver of claiming and recall rights

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MSUAASF	Externally funded with less than 4 years: 90 days Fixed Term 45 days Externally funded with greater than 4 years: 180 day notice *Probationary, first 2 years: 90 days *Probationary, after 2 years: 180 days *Permanent: 270 days	Yes, prior to layoff.	1. Fixed-term, externally funded, probationary in program 2. Least senior permanent in program in same or lower salary range Art.22A Subd.3.	All ASF members with over 20 years of service in MnSCU. All permanent and probationary ASF members upon layoff Externally funded ASF members with 15 or more years upon Reduction in Force Any ASF member with 10 years of service who reaches Rule of 68	45% of accumulated but unused sick leave balance to 1,000 hours times' current rate of pay. Percent may increase based on length of service. 100% to Post Retirement Health Care (PRHC) Plan.	Severance upon permanent layoff Art. 16A, Subd. 2	Paid at current rate to a max of 272 hours	12 months from date of layoff for employees with 3 or more years of continuous service for probationary and permanent employees only.	Campus required to provide out-placement assistance upon request.

*Includes employer contribution to group insurance coverage for benefits the employee carried at the time of the layoff at the same employer contribution rate previously in effect.

**This matrix is a quick reference only and is not intended as a substitute for reading and understanding the terms of the contracts and plans.

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