



Layoff

[*Owner: Office of Human Resources*]

Layoff is an involuntary separation from employment due to the elimination of a position. This may result from reorganization within the Diocesan offices, a reduction in force due to lack of funds or a decreased need for services.

Layoff decisions are made in a non-discriminatory manner without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information or other protected characteristic. Evaluative factors used in determining layoffs shall include, but not be limited to, an employee's qualifications, performance record, current job function, experience, and length of service.

Employees scheduled for layoff will receive written notification at a personal meeting with their Director, Chief Operating and Financial Officer and Director of Human Resources. Employees will be given advance notice when possible. The layoff will be finalized through Human Resources.

Laid off employees are paid through the last day worked, paid all unused paid vacation and are entitled to severance pay (see Policy 2.2.8.6 (Severance Pay) of this Manual).

Employees who have been laid off shall be given first consideration for any job openings for which they are qualified within 90 days of the layoff provided their performance record was satisfactory at the time of layoff