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To Deans, Directors and Chancellor's Cabinet

From Brian D. Rogers, Chancellor

A handwritten signature in black ink, appearing to read 'Brian Rogers', is placed over the name in the 'From' line.

Date February 23, 2010

As many of you are aware, some positions at UAF have been cut due to unit-based budget decisions. This has resulted in layoff of UAF employees. This occurrence is an occasional negative consequence of the year-to-year uncertainty of external funding. It has happened in the past at UAF and will likely occur again in the future.

University regulations assign an affirmative responsibility to assist employees in layoff status in finding suitable employment within the university system. Even if regulation did not set this expectation, good judgment, and a sense of corporate responsibility call for such action. In an organization of our size, one can reasonably expect vacancies that match the skill sets of a small number of staff who find themselves in the unfortunate position of having worked in a unit or department experiencing budget shortfalls.

I ask each of you to accept the collective sense of responsibility to assist laid-off employees. As vacancies come open in areas under your authority, keep in mind that HR maintains a layoff list. While employees remain in layoff status, HR will review each open position and match it to the knowledge, skills, and experience of employees in layoff status. HR will contact hiring departments to request a review of the resume and credentials of a laid-off individual before moving forward on recruitment. Hiring authorities may interview laid-off individuals outside the typical recruiting process. If a laid-off employee is a suitable fit for a position, direct placement or transfer of the employee can be effected. Your unit could save weeks in the recruitment and hiring process and a fellow employee in layoff status would be brought back to work.

No requirement exists nor is being suggested that hiring authorities must accept employees on layoff status; the ultimate decision will remain with the hiring manager after review of credentials. However, it is good business practice to hire qualified individuals that come trained and familiar with university practices and procedures. If it is a good fit for your unit and the employee in layoff status, everyone benefits.

Currently we have twenty-one affected employees at UAF, primarily from three departments. In a different year, it could be any of your units. Please assist the university, your unit, and the employee group as a whole by considering employees on layoff status as vacancies occur in your areas of hiring responsibility. We have a responsibility under University regulation and an obligation as members of the UAF community to do so.

Feel free to contact Bob Shefchik, Executive Officer, or Kris Racina, Human Resources Director, if you have any questions or concerns about this issue.