



UNIVERSITY OF MANITOBA POLICY

Policy:	POSITION DISCONTINUENCE, LAY-OFF AND RESIGNATION
Effective Date:	November 23, 2004
Revised Date:	
Review Date:	November 23, 2014
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	Employees [Excluded Management, Administrative and Professional Staff]

Part I Reason for Policy

- 1.1 To establish accommodations that are necessary in the event of the severance of employment through a lay-off of an employee or in the event of the resignation by an employee.

Part II Policy Content

- 2.1 The University of Manitoba, in recognition of the fundamental value of its human resources, strives at all times to provide a secure working environment and continuity of employment for its employees. However, organizational and/or financial limitations or changing needs in a department may result in the discontinuance of positions and the necessity to lay-off employees.

- 2.2 In these situations, the University recognizes the need for care and understanding on the part of the employer, as well as the need for employees to be willing to face reasonable readjustments to avoid lay-offs.
- 2.3 Departments are encouraged to consider alternatives such as part-time or seasonal positions, reduced appointments and internal transfers wherever possible. In the event that alternate employment is not available, the University will provide reasonable notice and severance arrangements as provided in Procedures: Position Discontinuance, Lay-Off and Resignation of Excluded Management, Administrative and Professional Staff.
- 2.4 The University also wishes to promote the retention of support staff for career development. However, this is not always possible and employees may wish to resign from the University. It is the intent of the University to have such resignations occur in an environment of cooperation and understanding.
- 2.5 The applicable notice period required of an employee is identified in Procedures: Position Discontinuance, Lay-Off and Resignation of Excluded Management, Administrative and Professional Staff.

Part III Accountability

- 3.1 The University Secretary or the President is responsible for initiating a formal review of this Policy.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.
- 3.3 Human Resource Services is responsible for assisting departments in the event of staff reductions.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

Part V Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is November 23, 2014.

- 5.2 In the interim, this Policy may be revised or rescinded if the Approving Body deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
 - b) are in turn rescinded.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes the following:
- a) all previous Board/Senate Policies, Procedures and resolutions on the subject matter contained herein;
 - b) all previous administrative Policies, Procedures, and directives on the subject matter contained herein: and
 - c) Policy 1104: Position Discontinuance, Lay-Off and Resignation of Professional and Confidential Support Staff

Part VII
Cross References

Procedures: Position Discontinuance, Lay-off and Resignation