



Lay Off

SEC strives to provide a secure working environment and continuity of employment for employees. However, there are circumstances such as financial limitations, declining enrollments, and/or adjustment of needs in a department that may result in the discontinuance of positions, non-renewal of contingent positions (dependent upon funding) and the necessity to lay-off employees.

Where it is necessary to reduce or alter positions, SEC will be as fair and equitable as possible in reducing staff size. The need for care and understanding is recognized by the school and it is expected that employees are willing to make reasonable adjustments to avoid lay-offs.

Where it has been determined by SEC that lay-offs must occur, the procedures outlined in the attachment shall be followed in coordination with appropriate legislation governing lay-offs.

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