

FAQs Regarding Retrenchment and Layoffs

Please submit other questions to payroll@wpunj.edu and the FAQs will be updated if applicable.

1- What is a layoff?

A layoff is an involuntary separation unrelated to performance, in response to fiscal and organization restructure. Further, under New Jersey Civil Service Regulations, a layoff is the act terminating a permanent employee's job, a demotion, or reduction in hours, for economic reasons. This process is not a tool to impose discipline.

2- How many employees is William Paterson expecting to lay off (i.e., AFT Professional staff, CWA, HEM)?

The Voluntary Separation Program (VSP), transition to retirement, and job freezes/hiring internally have reduced the projected numbers. However, the University is not in a position to specify numbers of employees impacted due to ongoing fiscal and enrollment factors.

3- When will I receive notification of layoff?

AFT – All potentially affected AFT bargaining unit employees will be notified on June 15, 2021.

CWA and IFPTE – All potentially affected IFPTE and CWA bargaining unit employees will be notified on November 15, 2021.

Higher Ed Managers and non-aligned staff - This employee population is "At Will" and have no formal notice period. Historically, the practice is to provide two-weeks' notice or two weeks "pay in lieu of notice."

Please Note: There are "No layoff" agreements in effect until January 1, 2022 for AFT, CWA and IFPTE bargaining unit employees.

4- What job protection rights do employees have as an AFT bargaining unit employee?

In accordance with the contract, AFT full time **non-tenured or non-multi-year** employees who are laid off will be placed on a reemployment list established by the university. These employees shall remain on the reemployment list until the end of the annual contract on which they were employed on the date of layoff.

AFT employees serving a **multi-year contract** on the date of layoff shall remain on the reemployment list for the duration of the multi-year contract.

AFT employees who are **tenured** on the date of layoff shall remain on the reemployment list for the period of five (5) years from the date of layoff.

5- What job protection rights do employees have as a Career Service (CWA or IFPTE bargaining unit) employee?

Civil Service regulations provide the following protections:

A “lateral right” or “lateral title right” means the right of a permanent employee to displace (or “bump”) another employee holding a title determined to be the same or comparable to the affected title of the employee.

A “demotional right” or “demotional title right” allows a permanent employee to displace another employee in a lower title in the same layoff unit.

Both lateral and demotional title rights are based on seniority. For purposes of layoff, seniority is defined as the amount of continuous permanent service regardless of title.

Laid off permanent employees also have “special reemployment” rights. This means they have the right to be placed on a list generated by the State, for rehire to the same position when such position becomes available. This list is available for use by all State agencies. Special reemployment lists do not have an expiration date.

6- What job protection rights do Higher Ed Managers have?

Higher Ed Managers and non-aligned staff are considered “At Will” employees and not subject to protection available to collective bargaining covered employees. The University however has created a policy regarding Higher Ed Managers and non-aligned staff to ensure a better understanding regarding notice and enhanced benefits available under these circumstances.

7- How will potentially impacted employees be notified?

Managers will contact impacted employees directly.

8- May an impacted employee apply for retirement upon notification of layoff?

Yes, an impacted employee may apply for retirement if eligible and subject to the State of New Jersey retirement process.

9- I have elected to retire and received separation information from the University, can I apply for unemployment benefits?

Regardless of reason, the University is required to provide instructions for claiming NJ unemployment benefits to all separating employees. Determination is made by the State of New Jersey regarding eligibility to receive unemployment benefits.

10- Am I eligible to receive a severance package upon layoff?

The only group of employees eligible for severance are Higher Ed Managers and non-aligned staff.

11- What is the severance package available to Higher Ed Managers and non-aligned staff?

Non-aligned employees will receive two-weeks' notice or two-weeks "pay in lieu of notice". Additionally, they will be offered compensation at their current salary for 12 weeks upon signing a Separation Agreement and a "general release" in exchange for this benefit.

12- What happens to my earned leave time? (Leave time may include vacation, COMP Time, ADL, PLB and sick leave)

Please note that sick and vacation leave balances displayed in WP Connect reflect a combination of earned and unearned leave time. Leave balances will be adjusted to reflect actual earned leave balances upon determination of separation date. Applicable payouts are limited to earned unused leave balances and will be included in your last pay check.

Administrative Leave (ADL) – is only applicable to Career Service (CWA/IFPTE bargaining units) employees. ADL must be used before separation. There is no payout option available.

Earned sick leave payout, Supplemental Compensation On Retirement (SCOR) is only applicable to retiring employees, excluding Faculty.

COMP Time – Earned official comp time will be paid upon separation to Career Service (CWA/IFPTE bargaining units) employees.

PLB – Paid Leave Bank days earned in FY21 are not eligible for payout upon separation.

13- Where can I see the internal job opportunities?

All internal vacancies are posted on the “Employment Opportunities” page and can be accessed via WPCconnect under “HR Info & Services” section.

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