

# UNIVERSITY OF WISCONSIN-MILWAUKEE

## UNIVERSITY STAFF LAYOFF COMMITTEE

### BYLAWS

#### ARTICLE I PURPOSE AND RESPONSIBILITIES

The University Staff Layoff Committee serves all university staff by reviewing layoffs proposed by a division/school/college/department/program/or unit.

Layoffs of University staff carry profound material consequences both for the individual laid off and the department issuing the layoff. Therefore, layoffs should be an absolute last resort. The primary role of this committee is to advocate on behalf of at-risk staff through the formulation and proposal of viable alternatives to staff layoffs that will satisfy the fiscal needs of the unit and university. To that end, prior to the issuance of a notice of layoff, the committee shall work with the at-risk individual and pertinent representatives of the employing unit to discern alternative cost saving measures and those not previously considered by the employing unit. Should thus proffered solutions be rejected by the employing unit, the committee shall continue to advocate for the at-risk employee to the fullest extent.

#### ARTICLE II: MEMBERSHIP

The Committee is a 5-member body representing all UWM University Staff. One member will be the Chair of the University Staff Senate or Co-Chair if the Chair is unable to attend. One member from each of the three University Staff Proportional Distribution Categories will represent all University Staff. The fifth member will be from any one of the three categories. There will be one additional non-voting/ex-officio member who will provide support from the Secretary of the University's office.

#### ARTICLE III: MEETINGS

**Scheduling:** Meetings will be held as needed, prior to and when layoff notices are received by the Chair of the Senate. The individual affected by the presumptive layoff and a representative from the school/college/department/program/unit affected shall attend the meetings to discuss the layoffs and alternatives to layoffs. The Chair of the Layoff Committee will report to the University Staff Senate on the committee's activities. An annual written report is required of the committee and shall be submitted by the Chair to the University Staff Senate at its June meeting.

**Attendance:** Each member is expected to attend at all meetings. Attendance is defined as remote or face-to-face meetings. The committee will ask the University Staff Nominations Committee to replace any member who needs replacement.

**Leave of Absence:** If a member knows s/he will not be able to attend meetings for a period of time, s/he may request a leave of absence from these assigned responsibilities. Leaves may be requested for up to one calendar year. Replacement members will have full voting rights and privileges. Members requesting a leave longer than one year are encouraged to resign from the

committee.

**ARTICLE IV. CHANGING THE BYLAWS**

The bylaws may be changed by submitting changes to the Codification Committee for review. The bylaws shall be reviewed at least annually by the committee and revised as necessary.