

**The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES**

9.17 POSITION ELIMINATION

Classification: Personnel -
Robarts Clinical Trials - Eligible
Staff

Effective Date: 01JUL08

Supersedes: (New)

POLICY

- 1.00 When a position is eliminated, due to reorganization or financial constraints, it is the University's intent to maintain a staff member's employment whenever possible. If termination is necessary for the above reasons only, the University will endeavour to provide reasonable advance notice, assistance in finding alternative employment, and support through the Employee Assistance Program.
 - 1.01 As each case of position elimination is different, the options available to staff members will vary.
- 2.00 Robarts Clinical Trials Management must contact the Director, Human Resources (Staff Relations), regarding a position elimination to review alternatives. This discussion may include reduced responsibility, normal attrition, lay-off, early retirement, temporary replacement of individuals on long-term leave, etc. Where the position identified for elimination is one of two or more similar positions, the Robarts Clinical Trials Management must provide rationale for the elimination of that specific position to the Associate Vice-President (Human Resources), or designate.
- 3.00 The person whose position is to be eliminated must be informed through a discussion with Robarts Clinical Trials Management, or designate of the impending termination or reassignment and the reasons for it.
 - 3.01 At this meeting a letter will be provided by Robarts Clinical Trials Management, or designate specifying that the position is to be eliminated and the reasons for it; the date of the elimination; and written notice or pay in lieu thereof, or some combination of the two, equal to a minimum of one month plus an additional one-half month for each year of service beyond the first year.
 - 3.02 A letter of reference will be provided by Robarts Clinical Trials Management, or designate for University or external use with a copy forwarded to Human Resources. To ensure that the staff member feels the letter reflects a fair and accurate representation of performance, the staff member may be encouraged to participate in drafting this reference letter. The appropriate supervisor will review and amend it where necessary and provide a final copy for use by the staff member within two weeks from the date the staff member was notified of the position elimination.
- 4.00 After notification by Robarts Clinical Trials Management the staff member will be referred directly to an Human Resources Consultant (Staff Relations) for information and confidential counselling regarding employment opportunities both within and outside the University.
 - 4.01 The Human Resources Consultant (Staff Relations) will discuss employment opportunities, early retirement options, résumé preparation, and other support services available through the Department of Human Resources. Staff members have the right to be accompanied by another member of the University community to this and future meetings.
 - 4.02 The staff member and the Human Resources Consultant (Staff Relations) are encouraged to discuss any flexibility in the arrangements contained in the position elimination letter.
 - 4.03 The Human Resources Consultant (Staff Relations) will thoroughly review the option of "lay-off". Effective the proposed termination date, the staff member would be laid off for the duration of the six month preferential period (see 5.00). At the end of this period, if another position has not been secured, the staff member would then be terminated.

- 4.04 Services provided by the Employee Assistance Program will be available throughout the preferential period (see 5.00) following termination.
- 4.05 Effective the termination date, any unused accrued vacation will be compensated.
- 5.00 All staff members whose positions have been eliminated under this policy are entitled to preferential treatment for regular full-time positions which they have the skills, abilities and qualifications. The staff member are eligible to apply up to their termination date and for six months thereafter.
 - 5.01 Non-acceptance of the offer of a reasonably comparable position by any candidate may result in the forfeiture of preferred rights under this policy.
- 6.00 Under certain circumstances, options in excess of those provided for in this policy may be available to a terminating staff member. In such instances, the staff member may be required to sign a release absolving the university from all future obligations including preferential treatment.