

**FSU Procedures**  
**USM Policy on Layoff and Recall of Regular Exempt Staff Employees.**

(Approved by the USM Board of Regents, December 3, 1999, effective January 2  
and January 12, 2000; Amended October 9, 2015)

**I. Purpose**

Administration of USM Policy VII-1.32 – Policy on Layoff and Recall of Regular Exempt and Staff Employees.

**II. Definitions**

- A. Unit of Layoff** – A department or portion of a department identified in the “University System of Maryland Unit List for Lay-Off and Reinstatement.” This List, developed with the Presidents’ designation of departments at their respective institutions, is approved by the Chancellor or designee and may be revised from time to time.
- B. Displace/Displacement** – The ability to take the job of another employee to avoid separation because of a layoff.
- C. Notification Period** – The period between the date when an employee is notified a layoff will occur and the effective date of separation as a result of layoff.
- D. Job Series** – A group of two or more job classes in the same occupational area which requires the application of the same knowledge, skills, and abilities as a result of layoff.

**III. General Guidelines**

The Office of Human Resources (OHR) is designated as administrator of the afore-referenced policy. All questions regarding FSU procedures in regard to the policy should be referred to that office.

**IV. Other**

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

**V. References**

*USM Policy VII -1.32, Layoff and Recall of Regular Exempt Staff Employees*  
*FSU Employee Handbook*

All policies and procedures are available on:

- FSU Web Page
- USM Web Page