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**ARTICLE 20  
LAYOFF**

**Section 1.** Layoff is defined as a separation from university service during the period of a GTF appointment due to a reduction in force or a reduction in a department **for financial or academic reasons.** **and Layoff** shall not reflect discredit on a GTF.

**Section 2.** ~~Whenever possible, layoff among GTFs will take place as part of a plan requiring reductions in force among some or all other University personnel.~~ Order of layoff will be based on reasonable criteria. Layoff shall be implemented by providing **the** GTFs with as much written notice of separation as possible, but no less than ~~fifteen (15)~~ **thirty (30)** days before the effective date **of the layoff** stating the reasons for layoff. Affected GTFs shall be compensated for preparation time actually performed up to 20 hours, and for any actual work performed in addition to preparation time.

~~**Section 3.** Absent a University department plan requiring reduction in force among GTFs, individual the department shall lay off GTFs only in the event a class is canceled due to inadequate course enrollment and all other appointment possibilities in the department have been exhausted. GTFs laid off due to inadequate course enrollment shall be paid for preparation time actually performed up to 20 hours, and for any actual work performed in addition to the preparation time.~~ **GTFs will not be laid off due to inadequate course enrollment.**

**Section 4.** A GTF who is laid off shall be put on a departmental priority reappointment list until the end of that academic year or until another appointment of equal duration is made, whichever comes first. The department shall, upon request, provide the Union with its priority reappointment list. It is agreed that GTFs on said list shall receive first consideration by the department for other suitable appointment before employing new GTFs **for the duration of the original appointment.**

In the event of **layoff related to the** elimination or partial elimination of departments or programs, GTFs shall be notified in accordance with Section 2 and their names placed on a priority reappointment list **held by the contract administrator.** GTFs on said list shall receive first consideration for suitable appointments in departments or programs of a cognate field and for non-academic appointments **for the duration of the original appointment.**

**Section 5.** If layoff occurs after ~~the first day of compensable employment in any academic term the established appointment start date for the quarter (see Article 21, Section 5, "Appointment by Quarter") or start date of the appointment in the case of summer appointments,~~ affected GTFs shall continue to have a tuition waiver, per Article ~~21~~ **22** (Tuition Waiver), for the term in which the layoff occurs ~~and for the next academic term, excluding summer.~~

**Section 6.** A laid-off GTF on the priority list who declines a subsequent appointment offer by the University that is substantially similar to the position from which he/she has been laid off and for which he/she is qualified, shall be taken off the priority reappointment list for that term **and will no longer receive the tuition waiver.**