

Request to Layoff Classified Staff

Complete items 1-3, sign, date and send or deliver to Brandi Terwilliger, Director of Human Resources, mailstop 4332, at least four weeks prior to intended date of position elimination. Forms may be sent electronically to brandit@uidaho.edu.

STEP 1 – To be completed by department/unit and submitted to HR

Develop a plan for reduction of positions and send to the Provost or appropriate Vice President. Identify any positions to be excluded from the reduction plan. Please attach a copy of the approved plan for reduction of positions in the unit. You must use a separate form for each classification affected by the plan.

Please identify the classified position (PCN) that is to be eliminated .	
PCN	Position Title

OR

Please identify the classified position (PCN) that is to be reduced .		
PCN	Position Title	% of position to remain