<Enter today’s date>

To: <Name>

<Address>

<City, State, Zip>

RE: **NOTICE OF LAYOFF AND RIGHT TO RECALL**

Dear <Name>

Pursuant to Article XIII, Section C, of the Collective Bargaining Agreement (CBA) By and Between Eastern Michigan University and the Part-Time Lecturers’ Unit of the Eastern Michigan University Federation of Teachers (EMUFT), we regret to notify you of a <full or partial> layoff effective <Enter effective date>.

The layoff is due to <Enter reason for layoff>.

This layoff supersedes EMU’s offer letter issued on <Enter Issue date of offer letter> and signed by you on <Enter date offer letter was signed>. It affects the following course(s):

CRN Course Number Schedule Type Credit Equiv Salary

<Click here to enter course information>

While on layoff, you will retain the same access to general EMU facilities as Employees not on layoff. For example, you may visit and use museums, galleries, special collections, and libraries with regular faculty borrowing privileges. You will also retain full rights to EMU’s email system. Further, contingent upon payment of the appropriate fees, you may continue to use campus parking and recreational sport facilities, and obtain athletic tickets.

Right to Recall

As a laid-off Part-Time Lecturer, you are entitled to recall rights for two years or until you have rejected offers of recall in two consecutive semesters, whichever is sooner.

In order to retain these rights, please note that you are responsible for providing current contact information and updated application materials to the academic unit; checking the EMU web-based posting system for appointment opportunities; and filing applications on EMU’s Jobs website for existing or potential openings in other disciplines. You will retain your same rights to notice and opportunities for recall while on layoff until two years has passed or you have rejected offers of recall in two consecutive semesters.

If you decide to reject an offer of recall, you must provide to the academic unit written notice with the reason(s) for the rejection. You must provide the notice of rejection in a timely manner as defined in the notice of potential recall. If you do not respond in writing to an offer of recall, then the academic unit has no obligation to offer you another recall opportunity.

You should refer to Article XV, Section E of the CBA in order to fully understand your rights and responsibilities related to a potential recall. You may find a copy of the CBA at the following URL: <http://www.emich.edu/ahr/PDFs/Contracts/EMUFT-PTL2013.pdf>.

We regret the necessity of this action and wish you the best in your professional and personal endeavors.

Sincerely,

<Name of Department Head/Director>

<Title>

<Department>

CC: Academic Human Resources