
WESTERN MICHIGAN UNIVERSITY

5/28/2020

Name: Bradley Horstman
Home Address:
1726 HIGHLAND AVE
KALAMAZOO, MI 49048-1967

Empl ID: [REDACTED]
University Seniority Date: 8/13/2001
Position Number: 00003383
Grade: G
RIFU: President

Dear Bradley,

Due to the economic impact of the COVID-19 pandemic crisis, Western Michigan University is implementing measures to ensure the financial stability of the University. The current pandemic situation has impacted our business significantly, and as a result, we find that we must make some difficult personnel decisions.

It is my responsibility to advise you that the position you hold as Web Content Spec Sr in the Ofc Marketing & Strategic Comm is being eliminated.

In accordance with Western Michigan University policy, we are providing you with Layoff Notice effective 5/28/2020 through 11/26/2020. The effective date of your layoff is 11/27/2020. During the Layoff Notice period, you are expected to report for work as regularly scheduled until notified otherwise by your supervisor.

Your pay and benefits will continue through 11/26/2020, in accordance with the provisions of the Reduction in Force Policy as outlined in the Western Michigan University Human Resources Policy and Procedure Manual (PPM) – Section 11. After 11/26/2020, you may elect to continue, at your expense, health insurance coverage under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). You will receive COBRA information at your home address of record from the University's third-party administrator, Benefit Administrative Services International Corporation (BASIC).

You will retain recall rights for the position from which you were laid off until 11/27/2021, in accordance with the provisions of the Reduction in Force Policy, PPM – Section 11.

You may continue to apply as an internal applicant for positions posted through the Job Opportunity Program until you are recalled or until 11/27/2022, whichever occurs first, in accordance with the provisions of the Reduction in Force Policy, PPM – Section 11.

In accordance with the Reduction in Force Policy as outlined in the Western Michigan University Human Resource Policy and Procedure Manual (PPM) – Section 11, an employee in a regular, continuing position who has received Layoff Notice may, using their University Seniority date, replace the employee holding a regular, continuing position, with the least amount of University Seniority first in the same job title, then in the same pay grade in their Reduction in Force Unit.

Human Resource Services will determine whether a regular, continuing position exists for which you are eligible to bump based on your University Seniority date, job title, and pay grade. If Human Resource

Services is able to identify such a position, you must possess the necessary knowledge, skills and abilities to perform the job identified.


After your layoff notice ends and you are placed on layoff, you may be eligible for unemployment benefits. The Unemployment Insurance Agency (UIA) makes the final determination on unemployment compensation eligibility. Go to the UIA Website below for detailed information related to Michigan unemployment benefits, eligibility, and how to apply.

<https://eligibility.com/unemployment/michigan-mi-unemployment-benefits>

As necessary, we will communicate with you periodically. If your personal phone number, email or mailing address has changed recently, please immediately update your current contact information on GoWMU at My Self Service.

If you find alternate employment during this period and do not intend to return to work at WMU, please notify human resources immediately of your voluntary resignation.

Sincerely,



Tony Proudfoot

Vice President for Marketing and Strategic Communications