

DISMISSALS AT AU

ADVICE, SERVICES AND GUIDANCE

What can you do to take care of yourself and to help your colleagues cope during the current round of dismissals at Aarhus University?

Good advice in a difficult time

In the period 24-26 February, Aarhus University will inform a number of its employees that the university intends to dismiss them. This is a serious situation that affects employees and colleagues before, during and after this period.

People react at different times and in very different ways to cutbacks and dismissals. Some may be relatively unaffected, while others will experience uncertainty, anxiety, and stress or crisis reactions. You can always ask your immediate supervisor or union representative if you are in doubt about any aspect of the cutbacks or the process, and/or if you need support.

Don't isolate yourself with your worries. Reach out to people you trust, and who you can share your thoughts and worries with.

Sincerely
AU HR

Read more about psychological reactions at:
medarbejdere.au.dk/2014/reaktioner

ABOUT THE INTERVIEWS ON 24-26 FEBRUARY 2014

During this period, affected employees will be notified of the university's plans to dismiss them in a personal interview with their immediate supervisor.

The specific details of how the interviews will take place are being deliberated in the local liaison committees, and employees will be informed about how the process will take place in their unit once plans have been finalised.

The interview will be brief, and its focus will be on informing the employee of the planned dismissal. The main content of the letter of notice of intent to dismiss and the interview will be that the planned dismissal is motivated by the university's financial situation and the reason for the dismissal is based on an overall assessment made in accordance with the criterion of criteria set for the unit in question.

Letters of notice of intent to dismiss will be handed out during the interviews.

Well in advance of the interviews, you should **consider** whether you want a companion to accompany you if you are summoned to an interview 24-26 February, and if so, whether you want to bring your union representative or another person.

There will be a **period of consultation** after the announcement of the intent to dismiss, during which the employee has the right to comment on the dismissal.

Managers are **bound not to disclose** which employees the university intends to dismiss until final notice of dismissal has been given. However, employees are free to inform their colleagues that the university intends to dismiss them if they wish.

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What you can do to cope if you're....

... dismissed:

- Talk to someone you're comfortable with who will listen and understand. For example, a family member, a colleague or your union representative.
- It's completely normal to experience physical and psychological reactions.
- Be aware of the support services AU offers.
- Give yourself time to react before you act: be careful not to act too impulsively in relation to your future.

Remember that you can contact your union representative or occupational health and safety representative if you need help, guidance or practical advice.

Find your union representative at:

medarbejdere.au.dk/en/administration/hr/recruitment-and-employment/findtr

... the colleague:

- Don't avoid your dismissed colleague.
- Be open and honest in relating to your colleague and to what has happened.
- Be attentive, listen, and accept your colleague's reactions.
- Offer your support if you feel that it's needed, and be there for your colleague if he or she needs to talk.
- It's normal to feel relieved on your own behalf and sorry on behalf of a colleague at the same time, and it's OK to say so out loud.

... the immediate supervisor:

- Follow up on employees who've been dismissed, and be aware of the support services AU offers.
- Take the initiative to arrange follow-up interviews where employees can ask questions, for example about the letter of intent to dismiss or practical aspects.
- Be accessible to your employees before, during and not least after 24 - 26 February.
- Keep the well-being of your entire staff in focus, and make time for discussion and reactions.

EXTERNAL CONSULTANCY OFFERS SUPPORT

For all employees:

Free psychological counselling. You can get three hours of counselling anonymously by contacting Prescriba at 7022 1266, or you can ask your own manager to authorise five hours of counselling.

Special services for employees who are dismissed:

Employees who are dismissed will receive individual help in searching for a new job - what's known as an outplacement programme.

More information will be provided on outplacement in connection with the announcement of dismissals.