



University of Colorado Denver

Administrative Policy

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| Policy: | Layoffs of Classified Staff |
| Source: | Human Resources |
| Prepared by: | Human Resources Director |
| Approved by: | Dr. M. Roy Wilson, Chancellor |
| Effective Date: | March 16, 2009 |
| Referral: | State Personnel Board Rules and Director Administrative Procedures - Chapter 7 |
| Replaces: | January 1, 2009 |
| Applies: | All campuses |

A. Introduction

This administrative policy establishes the layoff procedure, process, and Matrix for the University of Colorado Denver (UCD). This policy is pursuant to the State Personnel Board Rules and Director's Administrative Procedures.

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C. Policy Statement

In accordance with the State Personnel Board Rules, the only reasons for layoffs are lack of work, lack of funds, or reorganization. Appointing authorities make business decisions in order to accomplish their mission, and should consider alternatives to minimize the need for layoffs. Appointing authorities cannot use the layoff process as a substitute for disciplinary or corrective action.

Although the process outlined here is to be applied specifically to employees in the state personnel system, the appointing authority must thoroughly consider all employee groups when managing a reduction in force. Therefore, substantial financial and work loss should be distributed appropriately among employee groups. Eliminating positions in a group and creating positions in another employment group that perform similar duties will not be allowed.

In accordance with State Personnel Board rules, a Layoff Matrix is established as part of this policy to address retention order when there are affected employees within the same seniority time bands.

D. Procedure

Appointing authorities must consider seniority and performance when making layoff decisions. Before a layoff notice is issued for any reason, the appointing authority shall develop a business plan that includes a description of the planned changes to the fundamental structure, positions, and functions, a revised organizational chart, reasons for the change, the anticipated benefits and results including any cost savings, and a general description of the expected changes and their effects on employees, a description of how the work will be distributed, a list of the classes in which positions will be eliminated, and a list of positions where minimum and special qualifications have been modified within the last sixty days.

The plan and an organizational chart shall be sent to the Assistant Vice Chancellor for Human Resources or Director of Employment Services for approval. Once approved, the business plan shall be posted for ten calendar days prior to issuing any layoff notices, in a conspicuous place where employee(s) in the work unit(s) can view the plan. Comments and suggested changes should be directed to the appointing authority for consideration before issuing any layoff notices. It will also be placed on the UCD HR website.

The length of current state employment places certified employees in designated three-year time bands. Qualified, active US military service (or such service of a deceased spouse of an unremarried widow/widower) can add up to 10 years to the longevity on a year for year basis, upon presenting a DD214, unless the employee or deceased spouse had twenty or more years of military service.

Layoff notices must be signed by the Director of Employment Services or designated Employment Services HR Consultant before the appointing authority notifies the affected employee(s). The Classified Staff Layoff Notice is available in Employment Services.

Once a layoff plan is received and approved, Human Resources will 'freeze' all actions (e.g., hires, promotions, reallocations) in similar classes in order to review possible retention rights of the affected employees. UCD will process a layoff of a classified employee as outlined in the State Personnel Board Rules.

Below is the UCD Matrix that shall be used to rank employees within a time band.

E. Layoff Matrix

When Human Resources uses the matrix to place a displaced employee, job class and qualifications will be the fundamental considerations as outlined in the State Personnel Board Rules. Within each time band, employees will be ranked based on the criteria outlined below.

1. Performance

For employees within the same time band, an average of the last three annual evaluation ratings is used exclusively (100%) to rank employees within the time-band.

2. Longevity

If affected employees within the same time band have identical average performance ratings, total length of state service will be used to break the tie. Non-veterans will be displaced before veterans. The military and state services are combined and the veteran(s) is placed in the top of that time band.