

## Separation - Indefinite Layoff/ Involuntary Reduction in Time UCSC Local Procedures

(A.32) Rev. 9/29/2008

### I. Policy Summary

It is the University's sole discretion to determine the need for layoffs, the classifications of employees to be laid off and the layoff unit(s).

If, in the judgment of the University, budgetary or operational considerations make it necessary to curtail operations, reorganize, reduce the hours of the workforce and/or reduce the workforce, staffing levels will be reduced in accordance with policy or collective bargaining agreements.

It is the policy of the University to minimize the effects of indefinite layoffs and reductions in time of employees in career positions when such actions are necessary due to lack of funds or lack of work, including lack of work due to reorganization or redefinition of needs.

Prior to layoff, the unit head shall identify opportunities for transfer or reassignment in the department in accordance with policy or collective bargaining agreements.

### II. Related Policies, Contract Articles and References

A. Personnel Policies for Staff Members (PPSM) - employees not covered by a collective bargaining agreement:

- [PPSM 12-Nondiscrimination in Employment](#)
- [PPSM 14-Affirmative Action](#)
- [PPSM 20-Recruitment](#)
- [PPSM 21-Appointment](#)
- [PPSM 60-Layoff and Reduction in Time from PPSM Career Positions](#)

B. [Contract Articles](#) - employees covered by a collective bargaining agreement

C. [Management Guide to Layoff](#)

### III. Authority

The Unit Head is delegated the authority to determine when layoffs are necessary and to select employees for layoff in accordance with policy or collective bargaining agreements.

### IV. Criteria

Layoffs are permanent or temporary involuntary actions that affect the employee's status such as:

- Indefinite layoff
- Indefinite reduction in time
- Temporary layoff
- Temporary reduction in time
- Reassignment to a partial-year career position resulting from the elimination of a full-year career position.
- Transfer to a limited position resulting from the elimination of a career position.

### V. Process Overview

Layoff occurs when the University determines the need for layoffs due to the lack of funds, lack of work, or lack of work due to reorganization. An indefinite layoff is a layoff for which no date for return to work is specified, or no date of restoration to the former appointment percentage of time is specified.

- The Unit Head\*** consults with their HR Service Team Representative (HRSTR) regarding staffing options due to the lack of funds, lack of work or lack of work due to reorganization, including positions affected by the layoff.
- If indefinite layoff/reduction in time remains the appropriate option**, the Unit Head identifies positions within the layoff unit for whom the indefinite layoff/reduction in time is proposed. Normally, the layoff unit is the area over which the unit head has budgetary authority, or as specified by the collective bargaining unit.
- The HRSTR** calculates the seniority for employees within the classification(s) and layoff unit to be affected by the indefinite layoff/reduction in time and completes the Layoff Worksheet for each employee to be affected. The order of indefinite layoff/reduction

in time within a job classification, within a layoff unit, is in inverse order of seniority.

- D. **The Unit Head** identifies employee(s) selected for layoff and notifies the appropriate divisional office and their HRSTR.
- E. **The Unit Head** completes the [Layoff Worksheet](#)(s) for those employees selected for layoff and forwards to the HRSTR.
- F. **The HRSTR** completes the *Layoff Notice(s)*, requests *Layoff Resources Packet(s)* from Employment, and forwards to the supervisor(s) of affected employees. Advance notice to employees varies from 30 to 60 days dependent upon policy or contract provision. Pay in lieu of notice may be provided. The Layoff Notice shall include date of layoff, reason for layoff, amount of seniority, the period of preferential rehire and recall, and the number of weeks of severance available (if applicable).
- G. **Upon receipt of Layoff Notice** copy from HRSTR, **Employment** places employee on preferential rehire list.
- H. **The Supervisor** meets with the employee to discuss the layoff decision and provides the Layoff Notice and Layoff Resource Packet.
- I. **The Employee has 14 days to respond to HRSTR** from date of Layoff Notice if they wish to elect severance pay in lieu of preferential rehire and recall rights. If employee selects severance pay, but should resign prior to their layoff date, they shall not receive severance pay as they are not laid off. The separation will be recorded as a voluntary resignation.
- J. **If the employee elects severance pay in lieu of preferential rehire and recall rights**, HRSTR advises Employment. Based upon the employee's election and rights, employee's name is removed from the preferential rehire and recall list.
- K. **If the indefinite layoff is resulting in a separation of the employee**, the HRSTR processes separation paperwork and final paycheck and meets with the employee on their last day to deliver final paycheck and Termination of Employment Benefits Checklist.
- L. **If the indefinite layoff is resulting in a permanent reduction in time**, the HRSTR enters information into PPS. Refer to PPS User Manual-Staff Actions-Change in Percent of Appointment.

\***Unit Head** can also refer to manager or supervisor.