

## CIVIL SERVICE REGULAR LAY-OFF (Permanent Position)

Campus Department

1. Determines that a permanent position must be eliminated because of financial constraints or the function of the position is no longer needed within the department. Lay-off procedures will not be used for the purpose of addressing performance problems or for separating an employee from employment within the university.

**NOTE:** When a permanent position is eliminated, the financial resources allocated to that position will be transferred to the Chancellor's Office unless the elimination of the position results from the loss of grant funds or a deficit in a cost-recovery operation. The department eliminating the position may petition the Chancellor for the release of transferred funds.

2. Contacts Dean/Director for written approval to eliminate the position

**NOTE:** Written justification for the elimination of the position must be submitted by the unit when requesting approval for the elimination. When applicable, the justification must include specific information on the elimination of a grant or the size and nature of the deficit creating the need to eliminate the position.

Dean/Director

3. If request is approved, identifies vacant position in area of responsibility and places employee whose position is being eliminated in the open position. If no vacant position exists, contacts Vice Chancellor for approval.

Vice Chancellor

4. If request is approved, identifies vacant position within area of responsibility and places employee whose position is being eliminated in the open position. If no open position exists, contacts Human Resources at least 60 days in advance of lay off. A copy of the justification and the vice chancellor's written approval of the lay-off will be provided to Human Resources.

**NOTE:** Dean/Director and Vice Chancellor will initially seek to place employee whose position is being eliminated into other areas under their own jurisdiction. Only after this procedure will it be possible for an employee to bump on a campus-wide basis.

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| Human Resources   | <p>5. Determines if there is a vacant position in the appropriate classification campus-wide. If a vacant position exists, Human Resources will request that the department head accept the employee whose position is being eliminated in the open position.</p> <p><b>NOTE:</b> If a department cancels the request to fill the vacancy in order to not accept the employee whose position is being eliminated, that position, (temporary or permanent), cannot be filled in that department for one year.</p> |
| Human Resources   | <p>6. If the employee is not placed in an open position, Human Resources determines if the employee has bumping rights for continued employment. If the employee has bumping rights, the employee will be placed in the least senior position in the classification.</p>   |
| Campus Department | <p>7. If the employee has no bumping rights, notifies employee in writing that the position will be eliminated. Status employee must be given at least 30 calendar days written notice.</p> <p>8. Completes Change of Assignment, Title or Conditions of Assignment for Civil Service Staff and a FAR, if applicable, transferring funds to the Chancellor's Office, and forwards for appropriate administrative approval.</p> <p>9. Instructs employee to contact Human Resources.</p>                          |
| Employee          | <p>10. Contacts Human Resources.</p>   |
| Human Resources   | <p>11. Counsels laid off employee on reemployment rights.</p>  |
| Human Resources   | <p>12. Places laid off employee on appropriate register.</p>   |
| Fiscal Officer    | <p>13. Prepares Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form. Consults Employee Records regarding payment for unused, accrued vacation and sick leave time (the employee may elect to take a pay out). Advises the employee to make an appointment with Employee Benefits</p>  |
| Dean/Director     | <p>14. Signs the Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form.</p>   |
| Employee          | <p>15. Meets with Employee Benefits, bringing the completed Faculty, Administrative/Professional and Civil Service Staff Resignation/Separation form to the appointment.</p>   |