

Procedure 60: Layoff & Reduction in Time from Professional & Support Staff Career Positions

Responsible Office: Human Resources

Issued: March 2016

Reviewed/Revised: June 2023

A. Purpose and Scope

UC Irvine Personnel Procedure 60 implements [PPSM-60](#), Layoff & Reduction in Time from Professional & Support Staff Career Positions. This procedure applies to all non-represented regular status (non-probationary) career employees. Represented employees should consult their collective bargaining agreement (CBA).

B. Authority and Responsibility

The Vice Chancellor and Chief Human Resources Officer is responsible for developing implementation procedures for Policy 60. Department heads and designees have authority and responsibility for determining organizational structure and staffing needs. Departments must consult with their assigned Human Resources Business Partner prior to taking any layoff or reduction in time action. The Human Resources Business Partner, in consultation with Workforce Relations (WR), will confirm that the planned action is appropriate and in accordance UC Policy.

C. Guidelines

It is the desire of the University to minimize layoffs required by budget reductions and to consider staffing reductions only after other creative solutions have been considered. These may include: Identifying opportunities for streamlining and efficiency, generation of new income streams, reducing services, temporary layoff/RIT, Employee Initiated Reduction In Time (ERIT), voluntary reduction in time, and/or reassignment to active, open vacancies at the same salary/grade.

In the event layoff cannot be avoided, department heads must consult with Human Resources to navigate layoff processes and transitions, including reduction in force planning, notification, and department communications.

D. Procedures – Layoffs or Reduction in Time

Identification of Impacted Layoff Units and Individuals

1. Identify essential functions or services that will be discontinued or reassigned in the affected area(s).
2. Determine the title code(s) for the function(s) and position classification(s) to be eliminated or indefinitely reduced.

3. Define the special skills, knowledge and abilities required to perform the functions of all remaining positions regardless of funding source.
4. Contact the assigned Human Resources Business Partner to request a layoff unit report for each affected position classification (title code). The report from will list employees by seniority, calculated by hours on pay status. Employment prior to a break in service will not be counted.
5. Normally, limited and casual/restricted employees are separated before career employees. However, departments may review limited and casual/restricted positions to determine whether any may be retained based on special skills or knowledge. Consult with Human Resources when limited or casual/restricted positions are retained.
6. When a PSS employee has been identified for layoff, and if a vacancy exists in an active career position in the same unit at the same classification and grade, the employee should be reassigned to that position, so long as they are qualified to perform the duties and responsibilities of the position.

Temporary Layoff or Reduction in Time

Once the department has identified impacted units/individuals, department heads, or designees, may implement temporary layoff or reduction in time, not to exceed a cumulative total of four months in a calendar year.

1. Department consults with assigned HR Representative to identify opportunities for temporary placement.
2. If no such opportunities are found, the department consults with assigned HR Representative to determine noticing requirements of applicable collective bargaining agreement or PPSM.
3. Department issues Notice of Temporary Layoff.

Indefinite Layoff or Reduction in Time

Departments should document the following when implementing an Indefinite Layoff or Reduction in Time:

1. Once the department impacts have been determined, department head prepares Layoff/RIT plan and submits to department HR at least thirty (30) or sixty (60) calendar days, depending on applicable policy or CBA, before effective date.
 - a. The plan should include a list of all employees and seniority in impacted classifications, special skills, knowledge, and abilities required for remaining functions, assessment of documented job performance, list of active vacancies in impacted layoff unit and justification of why vacancies will not be filled with impacted employees, associated position descriptions, organization charts, etc.

2. Assigned HR Representative consults with WR to review materials for policy compliance.
3. In accordance with applicable PPSM or CBA, the department provides written notices to employees designated for indefinite layoff or reduction in time at least thirty (30) or sixty (60) calendar days, depending on CBA, if applicable, prior to the effective date (see Notice of Indefinite Layoff and Notice of Layoff - Reduction in Time). If less than full notice is given, the employee will receive pay in lieu of notice for each additional day the employee would have been on pay status had full notice been given.
4. Include with the written notice of layoff, a copy of [PPSM 60](#) or applicable CBA article, and a copy of the [Severance Election form](#), if applicable.
5. Send a copy of the Notice of Indefinite Layoff or Notice of Layoff - Reduction in Time to Human Resources.

E. Layoff Options

Severance

A regular status employee who has been laid off indefinitely or whose time has been reduced indefinitely will have the option of severance pay in lieu of preference for reemployment and the right to recall. The severance pay amount is based on the number of whole years of service.

1. This option will be offered to the employee in the [Notice of Indefinite Layoff](#) or [Notice of Layoff - Reduction in Time](#).
 - a. The notice will indicate the number of workdays or weeks of base pay the employee will be eligible to receive.
 - b. In accordance with applicable PPSM or CBA, the employee selecting the severance option must send the completed [Severance Election form](#) to the assigned HR Representative and notify their department of the election as soon as possible and no later than fourteen (14) calendar days from the date of the notice of layoff.
2. Once notified, the department will contact Payroll to process the severance payment.
3. The employee will receive their severance payment on their last day worked.

Preference for Reemployment/Right to Recall

If an employee who has received a layoff notice does not elect severance, they are entitled to Preferential Rehire/Right to Recall.

1. In accordance with applicable PPSM or CBA, the employee selecting the “Preference and Recall Only” option must send the completed [Severance Election form](#) to the assigned HR Representative and notify their department of the election as soon as possible and no later than fourteen (14) calendar days from the date of the notice of layoff.

Preference for Reemployment

A regular status employee who has been separated or given written notice of indefinite layoff or reduction in time will have preference for reemployment effective the date of the layoff notice.

- a. Time from the date of notice to the date of layoff is included in the total calculated year(s) of service used to determine preference for reemployment.
- b. TA Operations will:
 - i. Send departments the applications and resumes of employees on preferential rehire status who have applied for positions at the same salary grade or lower and at the same or lesser percentage of time, and for which they appear to meet the minimum qualifications.
 - ii. Inform employees of the consequences of refusing offers of employment for career positions at the same or higher salary level and at the same percentage of time.
 - iii. Maintain a record of refusals in its layoff log.
 - iv. Following two refusals of offers of employment, notify an employee in writing that the rights to recall and preference for reemployment have been terminated.

Right to Recall

If an opening occurs in the department in the same classification, the same salary grade (in the event of a classification assigned to different salary grades), at the same or lesser percentage of time, and within three years from the date of layoff, a laid off employee who meets minimum qualifications for the position shall be recalled into that position.

- c. If the employee does not meet minimum qualifications, the reasons must be documented and sent to the assigned Human Resources Representative and WR for review.

F. Reemployment from Indefinite Layoff

Hiring Department Responsibility

The Vice Chancellor and Chief Human Resources Officer is responsible for developing implementation procedures for Policy 60. Department heads and designees have authority and responsibility for determining organizational structure and staffing needs. Departments must consult with their assigned Human Resources Business Partner prior to taking any layoff or reduction in time action. The Human Resources Business Partner, in consultation with Workforce Relations (WR), will confirm that the planned action is appropriate and in accordance UC Policy.

1. Prior to interviewing non-preferential candidates, departments must:
 - a. Contact TA Operations to identify any preferential rehire candidates.

- b. Consider all applicants on preferential rehire status.
 - c. Notify Human Resources in writing of the reasons for not selecting a preferential rehire candidate. The reasons will be based on the skills, knowledge, and abilities required to perform the essential functions of the position.
2. Trial Employment
- a. Departments may, with advanced written notification, require an employee who is recalled or rehired under preference for reemployment to serve a trial employment period of up to six months.
 - b. An employee may at any time during the trial employment period return to layoff status at the employee's or the department's discretion. If the department decides to return the employee to layoff status, the notification to the employee must be in writing ([Return to Layoff Status Letter](#)), and a copy of the notice sent to Human Resources.
 - c. Time spent in trial employment will not count against the period of eligibility for recall or preferential rehire (see [PPSM 60](#), III.F.3).

G. Rights to Appeal

Pursuant to [PPSM 70](#), Complaint Resolution, professional and support staff career employees may appeal a layoff action; however, they may appeal to Step III of Policy 70 only matters pertaining to notice, order of layoff, recall, or preference for reemployment.

E. References

Personnel Policies for Staff Members:

- [Policy 20](#), Recruitment
- [Policy 21](#), Appointment
- [PPSM 60](#), Layoff and Reduction in Time from Professional and Support Staff Career Positions
- [Policy 70](#), Complaint Resolution

F. Forms & Resources

Sample Letters

- [Notice of Indefinite Layoff](#)
- [Notice of Layoff - Reduction in Time](#)
- [Return to Layoff Status Letter](#)