

Layoff Information for Managers:

The only reasons an occupied classified position may be abolished are: lack of work, lack of funds, or departmental reorganization. Managers considering a layoff should first consult with Employment Services to determine that layoff is the appropriate option given the circumstances. The Employment Services representative will help determine necessary timelines and provide the appropriate documents and templates as needed should a layoff be necessary.

**** Please note - the layoff process is not an alternative for engaging in the progressive discipline process for employees who are not performing satisfactorily. ****

If, after consultation with an Employment Services representative, it is determined that a layoff is the only option, a layoff plan must be developed and signed by the appointing authority. This plan must include the following:

- A description of the planned change of the fundamental structure of the unit
- The reasons such changes are required
- How work will be absorbed by remaining staff
- The anticipated benefits and results, including any cost savings
- Which job classes will be effected
- An organizational chart (current and proposed) showing the changes in the unit

This plan must be submitted to and approved by Employment Services and University Counsel before any layoff(s) can proceed. Once the plan is approved it must be posted in a conspicuous place where all impacted parties have access for 10 calendar days. Prior to a layoff plan being posted, the appointing authority is encouraged to have an informational meeting with the effected employee(s). The purpose of this meeting is to explain the reasons for the layoff, give the employee a chance to ask questions and make suggestions, and provide notice to the employee before the layoff plan is made public.

At the end of the posting period, certified employees must receive written notice at least 45 calendar days prior to the effective date of layoff. This notice will instruct the employee to contact Employment Services for information about the retention rights process. Probationary employees must be given at least 10 business days notice but are not eligible for retention rights.

A layoff notice must be given to a classified employee when a position is being abolished; when a position is reduced from full-time to part-time; or when a position is increased from part-time to full-time. Letter templates are available from Employment Services that contain all the required notification information. The letter must be signed by the appointing authority for the subject position. If you are unsure who the appointing authority is, please check with System Human Resources office. When a layoff letter is issued, a copy of the letter and a current performance evaluation for the employee must be provided to Employment Services.

Please call Employment Services at 303-492-6475 for further information regarding layoff and retention rights processes. Please see the Layoff Matrix for System Administration on the Policies & Procedures page of the UCB Human Resources website: <http://www.colorado.edu/humres/policies/?a=5>.