LAYOFF OR INVOLUNTARY REDUCTION IN TIME 
FOR NON-SENATE ACADEMIC APPOINTEES 

CHECKLIST

To initiate a layoff or reduction in time, you should:

____ 1. Supervisor/Unit Head reviews all employees in the unit in the same title and title series before determining which appointee(s) would be laid off or subject to reduced time;

____ 2. Supervisor/Unit Head forwards a detailed request to the appropriate approval authority, i.e., Chair, Dean documenting need for the layoff or involuntary reduction in time and includes a draft of the layoff letter;

____ 3. Department notifies Academic Personnel in writing of the intent to request a layoff or reduction in time and explains the order of layoff for administrative review and includes copy of the draft layoff letter;

____ 4. Supervisor/Unit Head notifies the appointee in writing of the intent of a layoff or involuntary reduction in time after approval by the Office of Academic Personnel;

____ 5. Supervisor/Unit Head notifies the appointee of his or her right to grieve the layoff decision/reduction in time under the provisions of APM 140 or Standing Order of the Regents 103.9, depending on teaching or non-teaching title;

____ 6. Supervisor/Unit Head allows for at least a thirty day notice to the appointee or pay in lieu of notice with Chancellor/designee approval. In some cases a different notice period is provided in the policy depending on the title or title series applicable to the appointment.

Once the layoff or reduction in time has been approved and notice has been given to the appointee, remember to:

____ 1. Prepare appropriate separation documentation in accordance with PPS guidelines;

____ 2. Remind the appointee to contact the Benefits Office for information regarding continuation of health benefits (COBRA);

____ 3. Make provisions in the department or unit to review this appointee for each available position which may occur during that appointee’s period of layoff status;

____ 4. For any appointment made during this time consider eligible appointees on layoff status. If not selected, indicate the reason(s) they were not selected.

Form UCI-AP-70