

UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF MEDICINE DEAN'S OFFICE HUMAN RESOURCES GUIDELINES/PROCEDURES		PAGE	OF	CATEGORY
		1	2	EMPLOYEE RELATIONS
		PREPARED BY		
		APPROVED		Human Resources
		Michelle Quint		Director
NUMBER	SUBJECT	ISSUANCE DATE	EFFECTIVE DATE	
405	Standard Indefinite Layoff and Indefinite Reduction in Time	April 16, 2014	April 16, 2014	

SUPERSEDES

None

PURPOSE

Provides a procedure for internal review and approval of proposed indefinite layoffs or reductions in time for School of Medicine career employees in accordance with applicable guidelines.

OVERVIEW

The department shall determine if and when layoffs are necessary. Layoff is defined as an involuntary separation, or indefinite reduction in time affecting a career position prior to the established end date, of which no date for return to work, or no date of restoration to the employee's former appointment rates as a result of appropriate funding becoming unavailable or departmental reorganization. This procedure outlines the School of Medicine's internal procedure for review and approval from the Dean's Office. Departments cannot move forward with these personnel actions without approval from the School of Medicine's Human Resources Director.

PROCEDURES

In the event of layoff, the department shall provide the following documentation to the School of Medicine Dean's Office for consideration:

1. A written request for layoff or reduction in time. This request should include the following:
 - a. The reason for layoff:
 - i. If for lack of funds, a brief synopsis of the financial reasons (e.g. grant end date, evolution of funds, etc.) must be submitted.
 - ii. If for reorganization, the business reason behind reorganization as well as old and new organizational charts must also be submitted.
 - b. The names of employees affected by the layoff or reduction in time.
 - c. The names of employees (both staff and academic) on the grant and funding source who will be retained after the effective date of layoff, in addition to the projected end dates for their positions (an indication of indefinite must be noted should their appointments be indefinite).
2. A seniority report which is calculated by the number of career full-time equivalent hours for the affected classification (title code) within the department. Seniority reports must be generated from the central Payroll office.
3. Job descriptions for affected employees. Please indicate on the job description if the duties will be eliminated or transferred. If transferred, please identify the position that will assume these duties.
4. If the request identifies a represented employee that will be laid off out of seniority order, please also include the appropriate request and documentation (see 406 procedure)

5. If the request identifies a non-represented employee that will be laid off out of seniority order, please also include documented performance issues and/or information about other positions in the same classification that cannot be performed by the identified employee.

CONSIDERATIONS

Any adverse action (e.g. layoff, reduction in appointment, termination, suspension, demotion, etc.) requires vetting by executive campus management. These offices (OEOD, Whistleblower, Campus Counsel) are checking for possible retaliation associated with the adverse action. This process takes approximately 4-5 business days.

Any request for layoffs out of seniority order for represented employees require additional review by the Office of Equal Opportunity and Diversity.

Any request for layoffs of more than 5 employees in one layoff unit will require an impact analysis performed by Office of Equal Opportunity and Diversity. Please include demographic information with the submission of the layoff request.

SUBMISSION

Submit all supporting documents to the School of Medicine Dean's Office at somhr@uci.edu for consideration