

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

Responsible Officer:	UCOP Chief Human Resources Officer
Effective Date:	5/5/2025
Scope:	<p>Professional & Support Staff</p> <p>Employees represented by a union should consult their applicable collective bargaining agreement. Policy-covered academic appointees should consult the Academic Personnel Manual.</p> <p>UCOP local procedures apply only to UCOP employees. Employees at other UC locations should consult their respective local procedures.</p>
Contact:	UCOP Local HR Procedure

I. PROCEDURE SUMMARY

This procedure provides requirements for implementation of the systemwide [Personnel Policies for Staff Members \(PPSM\) 60: Layoff and Reduction in Time from Professional & Support Staff Career Positions](#) for local University of California Office of the President (UCOP) employees.

II. PROCEDURE TEXT

A. Responsibility

The [Chief Human Resources \(CHRO\) of UCOP Local HR](#) is responsible for designating departmental or other organizational layoff units.

The division/department head or designee will determine when indefinite or temporary layoffs or reductions in time are necessary due to lack of funds or lack of work, including lack of work due to reorganization.

Layoffs may not be used in lieu of administering progressive discipline. Proposed layoffs or reductions in time must be reviewed by the department's [HR Business Partner](#), the CHRO and [UC Legal](#) before implementation.

B. Layoff Process

1. Department Business Plan

Each affected division/department head will assess the impact of changes such as lack of funding, lack of work, or reorganization. The department should analyze and determine which essential functions will continue to be performed by the layoff unit and which functions and positions will be eliminated.

UCOP Local HR – Local Procedure 60: Layoff and Reduction in Time from Professional & Support Staff Career Positions

Once it is determined there is a need for a layoff, the department head must prepare a business plan that includes information to support the business need and reason(s) for potential layoffs or reductions in time. The plan must include the following:

- Description of changes related to lack of funds (e.g., grant not renewed), lack of work (e.g., a project was completed), or reorganization (e.g., adoption of new technology eliminated the need for certain tasks to be performed);
- Identification of functions or services to be continued and/or eliminated in the layoff unit;
- Identification of special skills, knowledge and abilities required to perform the functions of all positions, regardless of funding source;
- Determination of the number and level of positions required to perform those functions or services;
- Consultation with the HR Business Partner to determine whether position descriptions and classifications need to be reviewed and vetted by Local HR Compensation;
- Analysis of the necessity for existing probationary, limited, and casual/restricted positions within the layoff unit (refer to [PPSM-3: Types of Appointment](#) for more information);
- Identification of any currently vacant positions;
- Identification of positions(s) to be eliminated or reduced within the layoff unit; and
- Department organization charts that show the department structure before and after the proposed layoff.

2. Layoff Proposal

a. Evaluation

In addition to a business plan, the department must also develop a layoff proposal that includes information about affected employees' skills, knowledge and abilities (SKAs); documented performance; and length of service/seniority. The following elements are required:

- Review and documentation of employees who have the SKAs required to perform the ongoing functions of the department and those who do not
 - For employees who are determined not to have the required SKAs, a justification must be prepared that includes information such as position descriptions, employment history, training, and education.
 - Situations in which a less senior employee is determined to have the required SKAs and a more senior employee is not.

UCOP Local HR – Local Procedure 60: Layoff and Reduction in Time from Professional & Support Staff Career Positions

- When multiple employees who may be affected by layoff have similar SKAs, their two most recent performance appraisals should be reviewed and carefully evaluated.
- For each employee in the classification and layoff unit:
 - Job descriptions
 - Current resumes
 - Corrective action records for the two-year period preceding the proposed layoff (including letters of warning, letters of suspension, letters of warning in lieu of suspension, and final letters of warning)
 - The two most recent performance appraisals (or more) for each employee in the classification and layoff unit
- Documentation of length of service/seniority

If all of the positions in a classification (including a single position classification) are identified for layoff, the evaluation of the relevant SKAs, documented performance, and length of service is not required. In lieu of the required evaluation, the department must state that all positions in the classification are being eliminated (or there is only one incumbent in the classification) and to identify the employees to be laid off.

b. Identification for Layoff

In consultation with the HR Business Partner and consistent with University policy, the department will determine which employees are best equipped to effectively perform the critical functions of the department and identify for layoff the employees whose SKAs and documented performance are least consistent with the effective performance of those functions.

Seniority points are calculated based on the full-time equivalent service of the affected employees. One point will be assigned for each month on pay status at 100 percent time through the proposed date of layoff. A proportionate percent of a point will be assigned for each month on pay status less than 100 percent time. Employment prior to a [break in service](#) will not be counted when calculating seniority points.

When multiple employees have the same SKAs and are performing equally, employees with greater seniority will have priority for retention. If an employee with greater seniority would prefer to be designated for layoff, they may submit such a request in writing to the division/department head.

3. UCOP Local HR Review

UCOP Local HR Business Partner in consultation with the HRBP Director will review all department business plans and layoff proposals in accordance with PPSM-60: Layoff and Reduction in Time from Professional & Support Staff Career Positions and UC Legal review. This review will consider all required elements of

UCOP Local HR – Local Procedure 60: Layoff and Reduction in Time from Professional & Support Staff Career Positions

the plans described in this procedure and University policies governing equal opportunity. **Reassignment, Transfer, Severance, and Right to Recall/Preference for Reemployment**

UCOP employees covered by this local procedure must be provided with opportunities for reassignment or transfer prior to indefinite layoff or indefinite reduction in time when reassignment or transfer opportunities arise and are operationally feasible.

In addition, UCOP employees covered by this local procedure have the option to elect severance pay or right to recall/preference for reemployment. An employee **must elect either** 1) severance or 2) right to recall/preference for reemployment within 14 calendar days of receiving a notice of layoff. In the event an employee does not make an election within 14 calendar days, the employee will receive severance pay.

An employee who receives a notice of layoff is encouraged, as early as possible in the layoff process, to discuss applicable benefits with [UCOP Benefit Services](#) in order to determine which benefits may be continued or converted.

1. Managing Right to Recall/Preference for Reemployment

Prior to advertising or posting a career vacancy, a department must consult with UCOP Human Resources Business Partner to ensure that no employee has recall rights to the vacant position.

When a laid off employee with right to recall/preference for reemployment applies to a vacant position, the employee's relevant SKAs, documented performance, and length of service will be taken into consideration to ensure that the employee is qualified for the position. If the employee is not selected for the position, the hiring manager must provide the reasons for non-selection in writing.

The applicable HR Business Partner provides the preferential rehire list to the Talent Acquisition Director. To invoke preferential rehire rights, a laid off employee with right to recall/preference for reemployment must apply for preference to the UCOP Local HR Preferential Rehire Coordinator for each position of interest as soon as possible, and no later than the first review date.

2. Trial Employment

An employee who is re-employed based on recall or preference for reemployment may, upon prior written notice, serve a trial employment period of six months. Time spent on leave with or without pay is not qualifying service for completion of the trial employment period. At least one performance appraisal evaluation will be completed during the trial employment period.

At any time during the trial employment period, either the employee or the department head and/or manager/supervisor may request a return to layoff status for the employee in consultation with the HR Business Partner and the ELRM. An employee who is returned to the preferential rehire list at management's discretion will be given written notice of the effective date of such action. Time spent in trial employment will not count against the period of eligibility for recall or preferential

UCOP Local HR – Local Procedure 60: Layoff and Reduction in Time from Professional & Support Staff Career Positions

rehire.

III. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Procedure

The [Chief Human Resources Officer \(CHRO\) of UCOP Local Human Resources \(HR\)](#) is the Responsible Officer for this procedure and has the authority, in consultation with the appropriate UCOP leadership, to implement the procedure. The Responsible Officer may develop other supplementary information to support the implementation of this procedure.

These procedures apply to all units under the jurisdiction of UCOP, including UCPath.

B. Revisions to the Procedure

UC local procedures supplement [systemwide Presidential policies](#). When a systemwide policy is updated, the corresponding local procedure will be updated accordingly.

The CHRO of UCOP Local HR has the authority to initiate revisions to the procedure and ensure that procedures are regularly reviewed and updated, consistent with other UC policies, procedures, and applicable law.

C. Approval of Actions

All actions applicable to employees covered by this procedure that exceed this procedure (i.e. exceptions) must be approved by the CHRO of UCOP Local HR, consistent with the requirements of the applicable systemwide policy. Requests for exceptions to the applicable systemwide policy must be made to the officer described in that policy.

D. Compliance with the Procedure and Applicable Systemwide Policy

If there is a conflict between a local procedure and a systemwide policy, the content of the systemwide policy governs. Individual departments may maintain documented processes applicable to their internal operations or activities, but those processes may not conflict with this procedure or the applicable systemwide policy.

The CHRO of UCOP Local HR is responsible for the administration of this procedure.

IV. RELATED INFORMATION

- [PPSM-60](#): Layoff and Reduction in Time from Professional & Support Staff Career Positions (referenced in Section I)
- PPSM [62](#), [63](#), and [64](#) (referenced in Section III.E)
- [PPSM-2](#): Definition of Terms
- [PPSM-3](#): Types of Appointment
- [PPSM-20](#): Recruitment and Promotion

UCOP Local HR – Local Procedure 60: Layoff and Reduction in Time from Professional & Support Staff Career Positions

- [PPSM-22](#): Probationary Period
- [PPSM-70](#): Complaint Resolution
- [Frequently Asked Questions](#)
- [UCnet Benefits](#)
- [Termination of Employment Fact Sheet](#)
- [Continuing your Benefits](#)
- [Being laid off](#)

V. REVISION HISTORY

May 5, 2025: Revisions made to:

- Streamline and clarify the information provided
- Eliminate redundancy
- Reorganize content
- Update web links and office titles
- Ensure compliance with Web Content Accessibility Guidelines (WCAG) 2.0

January 1, 2012: Initial issuance of procedure