Classified Staff Layoff Process
Information for Supervisors

Departments considering a layoff must first consult with the Department of Human Resources (HR), Employee Relations Office. This office will partner with you to determine if a layoff is the appropriate option and strategically guide you through the process. State Personnel Board rules govern the classified employee layoff process, including the reasons for a layoff, timelines and notifications, positions affected, and the options available to impacted employees. The State Personnel Board rules permit layoffs for the following reasons: lack of work, lack of funds, or departmental reorganization.

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

**Layoff Plan**

If, after consultation with HR, it is determined that a layoff is appropriate, Employee Relations will provide the layoff plan template to the department. A layoff plan is required and must be developed by the department in consultation with Employee Relations and University Counsel. Employee Relations will provide advice and feedback on the initial draft of the layoff plan. The final plan must be signed by the appointing authority and approved by Employee Relations and University Counsel before a layoff can occur.

The layoff plan must include the following:

- A description of the planned change to 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 positions will be affected
- A decision matrix for how a particular position was chosen for layoff
- An organizational chart (current and proposed) showing the changes in the unit

**Timelines and next steps**

Once the layoff plan is approved it must be posted in a conspicuous place within the department for 10 calendar days. Prior to a layoff plan being posted, the appointing authority should have an informational meeting with the affected employee. The purpose of this meeting is to provide notice to the employee including the process timeline before the layoff plan is made public, explain the reason for the layoff, and provide the employee with an Employee Relations contact. Employee Relations can answer questions, explain rights and provide resources to the employee. Please see the Guide to Managing Layoffs for more information on how to communicate a layoff decision.
At the end of the ten day posting period, a certified employee must receive a written layoff notice confirming that his/her position will be abolished at least 45 calendar days prior to the effective date of the layoff. The notice template is available from Employee Relations. The notice must be signed by the appointing authority, delivered to the employee and a copy provided to Employee Relations.

Classified employees who are within 5 years of retirement eligibility as of January 1, 2013 (age plus years of service equal 75) are eligible for retention rights and will be given three days to contact Employee Relations to initiate their retention rights procedures. Probationary employees must be given at least 10 business days’ notice but are not eligible for retention rights.

Please call Employee Relations at 303-492-0956 to speak further about the layoff process.

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