60/Layoff and Reduction in Time
From Professional and Support Staff Career Positions

I. REFERENCES AND RELATED POLICIES
A. UC PPSM 12 - Nondiscrimination
B. UC PPSM 14 - Affirmative Action
C. UC PPSM 20 - Recruitment
D. UC PPSM 21 - Appointment
E. UC PPSM 60 - Layoff and Reduction in Time From Professional and Support Staff Career Positions

II. POLICY
A. The department head has the authority to layoff an employee for an indefinite period following review of the proposed action for conformance to policy by the Employee Relations Division of Human Resources and the Human Resources Department Equal Opportunity and Staff Affirmative Action Division.

B. An employee who has received a notice of layoff must initiate a meeting with the Human Resources Department Employment and Staffing Services Unit to activate the preferential rehire status. Preferential rehire rights will not be conferred until requested by the employee.

III. PROCEDURES
A. Departmental Layoff Proposal
1. Prior to notifying affected employees, the department shall submit an electronic layoff proposal, with necessary attachments, to the Human Resources Department Employee Relations Division. The completed layoff proposal should be submitted for review at least thirty (30) calendar days in advance of the proposed effective date.

2. When developing a layoff proposal, the department shall consider all employees in career positions in the title code as a group, regardless of funding source or percent of time.

3. Seniority points are calculated by the department based on full time equivalent service. One point is received for each month on pay status at 100% through the proposed date with the proportionate percent of a point for each month on pay status less than 100% time. Employment prior to a break in service shall not be counted when calculating seniority points. If an employee wishes to waive seniority, contact the Human Resources Employee Relations Specialist.
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4. The Human Resources Employee Relations Specialist is available for consultation regarding the necessity for layoff and to review the layoff proposal.

B. Review of Departmental Layoff Proposal
   1. The Employee Relations Division of Human Resources will review the layoff proposal for conformance with UC Personnel Policies for Staff Members, 60/Layoff and Reduction in Time From Professional and Support Staff Career Positions.

   2. The Human Resources Office of Equal Opportunity and Staff Affirmative Action will review the layoff proposal to insure compliance with affirmative action policies.

C. Notice of Layoff or Reduction in Time
   1. An employee will receive at least (thirty) 30 calendar days' advance written notice prior to indefinite layoff or reduction in time.

   2. If less than thirty (30) calendar days notice or no notice is given, the employee shall receive pay in lieu of notice for each additional day the employee would have been on pay status had the employee been given thirty (30) calendar days' notice.

D. Severance Pay
   A regular status employee who has been laid off indefinitely or whose time has been reduced indefinitely will be provided severance pay in lieu of preference for reemployment and the right to recall in accordance with the requirements of UC Personnel Policies for Staff Members, 60/Layoff and Reduction in Time From Professional and Support Staff Career Positions, Section J – Severance Pay.

E. Reemployment from Indefinite Layoff
   In lieu of severance pay, a regular status employee may elect recall and preference for reemployment. If the employee elects recall and preference for reemployment, the following applies.

   1. Right to Recall
      Upon notice of a career vacancy, the department will review the department employees who have elected recall and preference for reemployment who are in the same classification to determine if any are eligible and qualified to fill the vacancy. Consideration is based on relevant skills, knowledge and abilities and may include documented performance and length of service. If no layoffs meet the qualifications required for the essential duties, the position can then be recruited.
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2. **Right for Reemployment**
   a. An employee on who has elected recall and preference for reemployment must apply with preference for each position of interest by the filing deadline.

   b. The Human Resources Employment and Staffing Services Division will determine eligibility for Early Referral (see UC Personnel Policies for Staff Members, 20/Recruitment).

3. **Trial Employment (recalled or rehired under preference for reemployment)**
   a. Upon written notification, an employee recalled or rehired with preference to a career position must serve a trial employment period of up to six months.

   b. At any time during the trial employment period, either the employee or the department head may request a return to layoff status for the employee.

   c. Upon return to layoff status, the employee's eligibility for preference and recall shall be restored for the period remaining prior to the beginning of the trial employment period.

   d. Time on leave with or without pay is not qualifying service for completion of the trial employment period.

4. **Disqualification for Recall and Preference to a Vacant Position**
   a. The hiring authority can disqualify a preferential rehire candidate if he or she does not possess the minimum qualifications for the position. The reasons for rejection shall be provided by the hiring authority in writing to the Human Resources Department Employment and Staffing Services Unit.

   b. The reason(s) for the disqualification shall be related to the minimum requirements for satisfactory job performance and based on information obtained from the application, interview, reference checks, work samples, or other job-related sources.

IV. **RIGHTS TO APPEAL**
Pursuant to UC Personnel Policies for Staff Members, 70/Complaint Resolution, Review Process for Professional and Support Staff, career employees may appeal an action pertaining only to notice, order of layoff, recall or preference for reemployment.