

# Layoff Procedure for Classified Non-Union Staff

**Effective Date:** July 1, 2005

## I. Scope/Purpose

This is the procedure the University of Washington follows when layoff is necessary for classified non-union staff covered by Department of Personnel Rules. The procedure describes: key terms used in the layoff process; how a UW Classified staff employee is notified of layoff; how the employee is provided with his or her layoff options; and how the employee is provided with other information related to the layoff process.

## II. Terms & Definitions

### A. Layoff Definition

A layoff is an action that is taken because of a lack of funds, lack of work, or organizational change that results in:

1. Separation from University employment; or,
2. Employment in a class with a lower salary range maximum; and/or,
3. Reduction in the number of months worked during a year; and/or,
4. Reduction in the number of hours worked during the work week.

Additionally, a permanent employee may choose not to continue in a position that has been permanently increased in hours of work. In this situation, the employee has layoff rights in accordance with this layoff procedure.

### B. "Comparable Position" (definition is per the requirement of WAC 357-46-035)

A position is considered comparable to the one from which an employee is being laid off if it is the same in:

1. Percent time worked;
2. Annual work cycle; and,
3. geographic location (i.e., city).

### C. Layoff Units

A layoff unit is an administrative entity (department, division, college etc) or a combination of such entities within which an employee scheduled for layoff may have the option for placement into another position (the "employment option") if one is available. The University has established layoff units that provide options to employees scheduled for layoff while minimizing disruption of the University's operation. The University's layoff units are listed in Appendix 1 of this procedure.

## III. Procedures

### A. Notifying UW Human Resources that it is necessary to layoff a classified non-union employee

The employing official or department administrator:

1. Determines that the need for layoff exists because of a lack of funds, lack of work or organizational change.
2. Determines the position or positions affected.
3. Notifies UW Human Resources of the need for layoff as described at:  
<http://www.washington.edu/admin/hr/roles/mgr/endemplmnt/layoff.html>

## **B. Determining an employee's layoff option**

UW Human resources determines the position, if one exists that will be identified as an employee's layoff option according to the following criteria.

The position must be:

1. In the employee's layoff unit; and,
2. The same class as the employee's current position; or
  - a. If no option to a position in the current class is available, the employee's option is to a position in a class in which the employee has held permanent status in the last period of unbroken service that is at the same salary range: or,
  - b. If the employee has no option to take a position at the same salary range, the employee must be given an opportunity to take a position in a lower class in an occupational category/class series in which the employee has held permanent status during the last period of unbroken service, in descending salary order. The employee does not have to have held permanent status in the lower class
3. Comparable to the employee's current position as defined in this procedure; and,
4. Vacant, or if no vacant position is available, occupied by the incumbent having the lowest employment retention rating, and
5. The employee must meet the position's competency and other requirements.

If a position meeting the above criteria is not available then, the employee is offered a position meeting the following criteria, if one exists:

1. In the employee's layoff unit; and
2. The position is at the same or lower salary range maximum as the position the employee is being laid off from, and;
3. The position is vacant and less than comparable or held by a probationary employee; and,
4. If more than one qualifying position is available, the position with the highest salary range maximum is the one that must be offered; and,
5. The employee must meet the position's competency and other requirements.

## **C. Determining an employee's employment retention rating**

UW Human Resources determines employee retention ratings. The employment retention rating is the total length of an employee's most recent period of unbroken qualifying service calculated as follows:

- Length of service in calendar days for most recent period of unbroken classified non-union employment (a period of contract classified service separating periods of classified non-union service, is not considered a break in service, but is not counted as seniority. It is treated like leave without pay)
- Leave without pay except that military leave without pay is not deducted from seniority
- + Veterans eligibility calculated according to WAC 357-46-060
- = Total layoff seniority (employment retention rating)

In the event that there is a tie in employment retention ratings, the tie will be broken by the University choosing lots.

#### **D. Criteria for "legitimate business requirements" that may be considered in determining layoff options.**

The University may exclude a position from consideration as an employment option based on "legitimate business requirements". Legitimate business requirements include those circumstances or characteristics that render a position uniquely sensitive to disruption in continuity. Examples include the need to meet critical deadlines, continuity in patient care, the need to achieve critical research goals. UW Human Resources determines whether there are "legitimate business requirements" that justify a position's exclusion from consideration as a layoff option.

#### **E. Preparing the layoff notice, layoff notice content, and serving the layoff notice**

UW Human Resources prepares the layoff notice document for appointing authority signature, and ensures that the employee scheduled for layoff receives at least 15 calendar days' notice of layoff. The layoff notice includes:

1. The reason for layoff;
2. The employee's seniority (employment retention rating) calculation;
3. The employee's layoff options;
4. Notification of any requirement for the employee to serve a transition review period if a layoff option is selected;
5. The specific layoff list(s) on which the employee is entitled to request placement, if any;
6. An explanation of how the employee requests placement on the statewide layoff list;
7. How the employee must notify the University of the employee's layoff option selection; and,
8. Notification of the employee's right to appeal the layoff.

#### **F. Selecting a layoff option and completing and submitting the option selection form**

Each employee scheduled for layoff will receive the layoff notice and an employee option selection form. The employee scheduled for layoff is responsible for completing and returning the completed option selection form to the location, and by the deadline specified on the form. The form must be received by the specified deadline or the employee will be considered to have resigned from employment, and the employee not be eligible for an employment option or placement on a layoff list.

The University may accept a option selection form that was submitted after the specified deadline if the employee can show that the inability to meet the form submission deadline was beyond the employee's control because the employee was incapacitated to the degree that completion and submission of the form were not possible.

#### **G. Employee options for avoiding or reducing the impact of layoff?**

An employee may seek to avoid or reduce the impact of layoff by applying for other University positions through the University's employment process.

An employee may notify his/her supervisor of his/her willingness to take leave without pay, to voluntarily take a reduction in per cent time or work year, or to voluntarily demote. An employee's willingness to take such measures will be considered but does not ensure that it will be possible to avoid the necessity of layoff.

#### **G. Notification of Separation for Probationary Employees**

A probationary status employee who is separated from employment because of lack of funds, lack of work, or organizational change will receive at least one day's written notice. Probationary employees are not eligible for placement on a layoff list or an employment option. UW Human Resources is responsible for preparing the notice of probationary period separation, obtaining the appointing authorities signature on the notice and arranging for service of the notice of probationary period separation.

## Layoff Units for Classified Non-Union Positions

1. Office of the President
2. Applied Physics Laboratory
3. Libraries
4. Vice President for Minority Affairs
5. College of Ocean and Fishery Sciences
6. College of Engineering
7. College of Architecture and Urban Planning
8. School of Law
9. Graduate School of Public Affairs
10. School of Social Work
11. College of Forest Resources
12. School and Graduate School of Business Administration
13. College of Education except for Experimental Education Unit
14. Experimental Education Unit
15. School of Dentistry
16. School of Nursing
17. School of Pharmacy
18. School of Public Health and Community Medicine
19. Facilities Services
20. Arts and Sciences, College of Arts
21. Arts and Sciences, College of Humanities
22. Arts and Sciences - Social Sciences
23. Arts and Sciences - Applied Mathematics, Astronomy, Chemistry, Mathematics, Physics, Statistics
24. Arts and Sciences - Biology, Botany, Genetics, Psychology, Speech and Hearing, Zoology, Earth Sciences
25. Arts and Sciences - Dean's Offices; Assistant to the Dean, Finance and Administration; Development; Associate Dean - Research, Computing, Facilities
26. Vice President of Student Affairs
27. Vice President for University Relations
28. Vice President for Development
29. Office of the Executive Vice President
30. Vice President for Human Resources
31. Publications Services
32. Purchasing and Stores
33. Vice President for Financial Management
34. Special Employment Programs
35. Academic Services; Center for Educational Resources
36. Health Sciences Administration - Center on Human Development and Disability; Research Center in Oral Biology; Alcohol and Drug Abuse Institute
37. Health Sciences Administration - Hall Health; Environmental Health and Safety
38. Regional Primate Research Center
39. All other - Budget and Administration, Health Sciences and Medical Affairs, News and Community Relations, HSC Minority Student Program, Institute on Aging, IAIMS, Office of the Executive Director
40. Office of the Vice President for Medical Affairs and Dean, School of Medicine, Associated University Physicians, Regional Medical Program

School of Medicine Departments to be broken down as follows:

41. Anesthesiology
42. Biochemistry
43. Biological Structure, Molecular and Cellular Biology Program, Bioengineering, Microbiology, Molecular Biotechnology, Department of Neurology, Program for Neurobiology and Behavior
44. Clinical Research Center
45. Comparative Medicine
46. Family Medicine
47. Immunology
48. Laboratory Medicine

49. Medical History and Ethics, Medical Education
50. Medicine
51. Neurological Surgery
52. Obstetrics/Gynecology
53. Ophthalmology
54. Orthopedics
55. Otolaryngology
56. Pathology
57. Pediatrics
58. Pharmacology
59. Physiology and Biophysics
60. Psychiatry and Behavioral Sciences
61. Radiation Oncology, Radiology
62. Rehabilitation Medicine
63. Surgery
64. Urology
65. Computing and Communications

Harborview Medical Center

66. Executive Director, HMC and all other HMC units not listed below
67. Associate Administrator - Clinical Support services, HMC
68. Associate Administrator - Ambulatory Care and Allied Services
69. Associate Administrator - Patient Care Services, HMC
70. Associate Administrator - Finance, HMC
71. Medical Director

UW Medical Center

72. Executive Director, UWMC and all other units not listed below
73. Associate Administrator - Chief Nursing Officer
74. Associate Administrator - Planning, Marketing, Design & Construction
75. Associate Administrator - Service Lines
76. Associate Administrator - Ambulatory and Surgical Services
77. Associate Administrator – Chief Financial Officer
78. Patient Financial Services
79. Medical Center Information Systems
80. Consolidated Laundry
81. Senior Operations Officer
82. Associate Executive Director
83. Medical Director's Office
84. Planning and Budgeting - Vice Provost for
85. Provost, Office of the - all Provost's units not delineated as separate units
86. Educational Outreach - Vice President for
87. Vice Provost for Research and Dean of Graduate School
88. Bothell Campus
89. Tacoma Campus

Revision History: Revised 04/17/07 (clarify employment options)  
Revision History: Revised 02/21/08 (clarify employment options)