


<p><b>CAMPUS POLICY</b></p>  <p><b>UNIVERSITY OF COLORADO at COLORADO SPRINGS</b></p>	<p>POLICY NUMBER: 300-015</p>	<p>PAGE NUMBER: 1 of 2</p>
	<p>CHAPTER: Human Resources</p>	
	<p>SUBJECT: Classified Staff Layoff Policy</p>	
	<p>EFFECTIVE DATE: February 26, 2009</p>	
<p>OPR: Human Resources</p> <p>VC: Administration and Finance</p>	<p>SUPERSESION:</p> <p>APPROVED: by Pamela Shockley-Zalabak, Chancellor, on February 26, 2009</p>	

I. POLICY

This policy establishes a requirement for the creation of a Classified Staff Layoff Matix at the University of Colorado at Colorado Springs.

II. AUTHORITY FOR CAMPUS POLICIES

Authority for the creation of campus administrative policies is found in the *Laws of the Regents*, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, the Board, and as may be delegated by the president.

III. PURPOSE

The purpose of a Classified Staff Layoff Policy is to provide the University with a statement outlining how UCCS will respond when a reduction in force impacts staff in the state personnel system. The only reasons for layoffs are lack of work, lack of funds, or reorganization.

IV. DEFINITIONS

- A. Layoff Plan: Includes a description of the fundamental changes to positions and the department/college and its effect on employees, the reasons for the change, the anticipated benefits, results and cost savings, how the work performed by eliminated positions will be absorbed by the department/college, a revised organizational chart, a list of eliminated positions, and a list of positions where minimum and special qualifications have been modified in the last 60 days.
- B. Time Bands: Seniority is established into three year time bands based on continued state service as defined in the State Personnel Board Rules (including additional years of military service for those eligible for veteran's preference).

- C. Layoff Matrix: The matrix ranks employees within the time bands. The Matrix will be posted on the Human Resources website.
- D. Retention Rights: Employees with lower matrix ratings will be displaced before employees with higher rankings, except no veteran can be displaced before a non-veteran, regardless of rank.
- E. Retention Area: Only classified positions within UCCS are considered when determining retention rights.

V. PROCEDURES

- A. Human Resources will apply the rules established by the State Personnel Board Rules and Director's Administrative Procedures when administering layoffs of classified staff.
- B. Human Resources shall develop and promulgate the Layoff Matrix for UCCS.

VII. HISTORY

VIII. ATTACHMENTS:

Attachment A-UCCS Layoff Matrix  
<http://www.uccs.edu/~hr/web/docs/LayoffMatrixUCCS.doc>