Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. An unclassified unrepresented position may be abolished due to lack of work, lack of funds or reorganization for greater efficiency, upon approval of the appropriate Vice President.

2. An unclassified position may be removed as a result of a job abolishment.

3. The administrative authority/supervisor considering termination of an unclassified position should contact Employee Relations prior to taking such action.

4. The employee shall be given written notice prior to job abolishment.

5. A minimum of one (1) month of notice is required for termination in cases of program, grant or funding discontinuation or expiration or financial exigency.

6. The employee is expected to report for work as scheduled during the notice period when applicable. In some cases, at the discretion of the Department Manager, the terminated employee may be asked to serve the notice period offsite. The terminated employee must be available to answer questions regarding departmental work product or to report to the work site when requested.

7. An unclassified employee subject to reduction is encouraged to apply for vacant positions within the university.

Procedure

1. Departments considering the abolishment of an unclassified position should contact Employee Relations prior to taking such action.
2. The department shall prepare a letter requesting abolishment of the position and obtain the appropriate administrative approval within the unit.

3. The department shall forward the completed letter of request along with all supporting documentation to the Chief Human Resources Officer or their designee for review. Supporting documentation should include, but is not limited to, information on budget cuts, grant losses, where work will be assigned (or eliminated), and which employees are affected. Organizational charts must also be attached showing the current organizational structure and the structure that will exist after the abolishment is complete. The employee’s last two performance evaluations must also be attached.

4. If the above information is not attached to the letter of request, the abolishment will not be reviewed and will be returned to the department.

5. Following Human Resources’ approval, the department administrator will meet with the employee and provide an explanation of the decision to abolish the position. Written notice of layoff is given to the staff member at the meeting.

6. The department should follow the procedures outlined in Policy 12-05, Separation.