



UNIVERSITY OF  
**NORTHERN  
COLORADO**

## **Classified Staff Layoff Plan**

*In accordance with State Personnel Director's Administrative Procedure 7-6(B) for any and all layoffs, after making its business decisions, the University shall post a Layoff Plan ("Plan"), signed by the President, both in a conspicuous place where all impacted parties have access to view the posting and on the University's webpage. The Plan is posted in the Office of Human Resources and online on the Human Resources website, [www.unco.edu/hr](http://www.unco.edu/hr).*

### **Context:**

The University of Northern Colorado (UNC) faces significant financial challenges due to lower-than-expected enrollment, limited state funding, and inflationary cost pressures. Personnel costs comprise two-thirds of UNC's operating expenses, necessitating reductions in both filled and vacant positions. These actions are critical to right-sizing the institution in alignment with current enrollment and revenue realities. Twenty (20) classified positions and thirty (30) professional administrative positions will be eliminated through layoffs, along with approximately thirty-seven (37) vacant positions across both employee categories. Faculty roles will be affected through attrition or non-renewal. The total savings target from these actions is estimated at \$8 million annually, contributing to long-term financial stability.

### **Process for Identifying Budget Reductions:**

Individual units were tasked with identifying both personnel and non-personnel expenses for reduction, considering the impact on the University's programs and services, the University's financial resources and the best interests of the University as a whole. Recommendations were reviewed by the Budget Office and approved by area Vice Presidents.

### **Budget Reductions to be Implemented:**

As a result of the planning process, several across-the-board measures were identified and implemented. These include reductions to personnel, including both filled and vacant positions, and non-personnel expenses. Non-personnel expense reductions are currently being reviewed for the 2025-2026 fiscal year as well as potential future reductions to the 2026-2027 fiscal year expenses.

### **Planned Changes:**

The following classified positions have been identified for elimination:

C01394 Enrollment Services  
C01512 Bursar's Office

Human Resources Specialist II  
Accounting Technician II

C00433	College of Natural and Health Sciences	Materials Handler I
C01629	Purchasing and Contracts	Accounting Technician III
C00010	Facilities Management	Electrical Trades I
C00067	Facilities Management	Pipe/Mech Trades II
C00087	Facilities Management	Grounds & Nursery I
C00157	Facilities Management	Equipment Mechanic II
C00515	Facilities Management	Structural Trades II
C00999	Facilities Management	Grounds & Nursery I
C01111	Facilities Management	Structural Trades II
C01205	Facilities Management	Structural Trades II
C00790	Information Management and Technology	IT Business Analyst II
C00803	Information Management and Technology	IT Developer III
C01042	Information Management and Technology	Information Technology I
C01152	Information Management and Technology	IT Support Services II
C01401	Information Management and Technology	IT Developer III
C01456	Information Management and Technology	Information Technology I
C01547	Information Management and Technology	Materials Handler II
C01597	Information Management and Technology	IT Infrastructure I

Note: Incumbent employees in these positions will be laid off. Duties will be redistributed to minimize hardship on the remaining staff. Work in progress will be transitioned to other team members.

#### **Anticipated Benefits:**

The elimination of the above positions will result in estimated savings, including fringe benefits, of \$0.9 million for the remainder of FY26 and \$1.8 million for FY27.

#### **Ranking Factors and their Relative Weights:**

In making layoff decisions, UNC ranked employees based upon seniority (25%), performance (75%), and applicable veterans' preference. Performance was determined by the last three years of performance ratings. When two or more employees had the same performance ranking, seniority, as defined by Article 13.2 of the Partnership Agreement, served as the deciding factor in determining which employees would be laid off.

Pursuant to § 24-50-124, C.R.S., as of January 1, 2013, eligibility for retention rights within the state personnel system has changed. Retention rights for those who qualify under current law will be determined in accordance with the State Personnel Board Rules and Director's Administrative Procedures outlined in Chapter 7. Affected staff members will receive written notice at least 45 days prior to the elimination of their position or anticipated layoff. In cases where an employee has retention rights, UNC will make every effort to minimize the resulting impact.


#### **Modifications to Special Qualifications for Positions Affected by the Layoff Business Plan:**

No special qualifications have been modified.

#### **Organizational Chart(s) for Named Department:**

See Attachments.

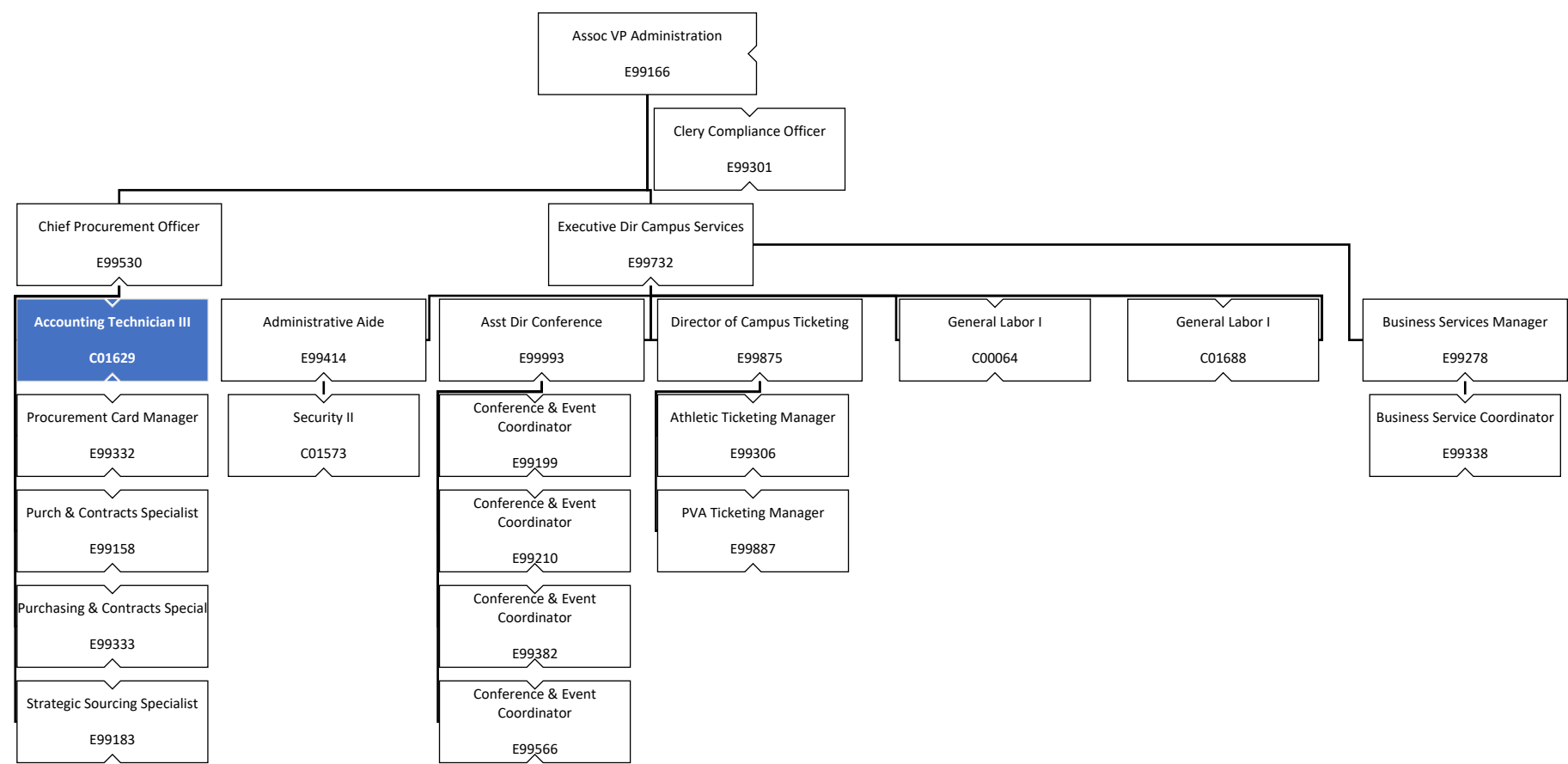
Approved:

  
*President/Vice President/Authorized Designee*

Date:

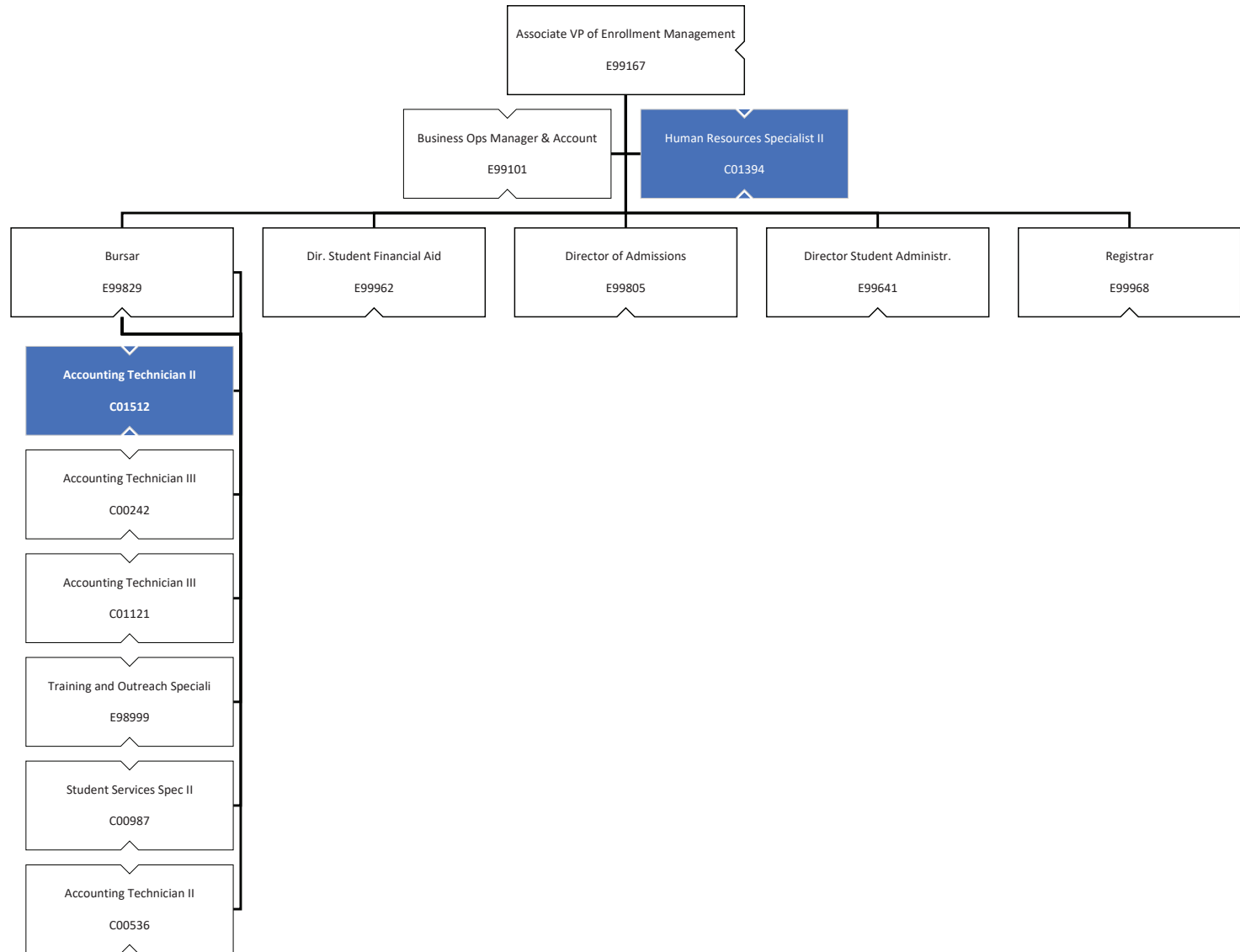
11/5/25

Associate Vice President for Administration



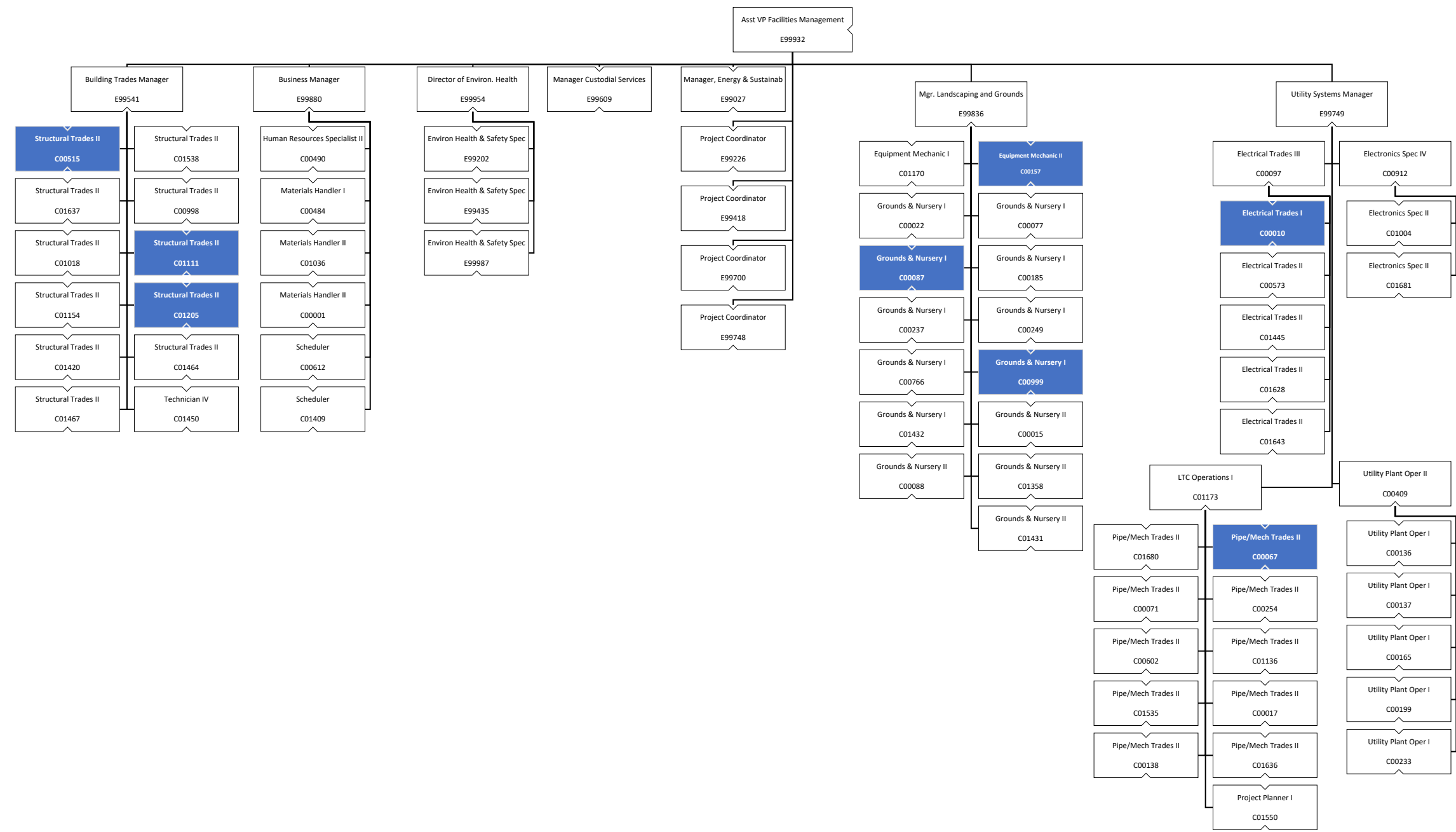
NOTE: The highlighted positions only indicate changes to classified positions.

# Enrollment Management

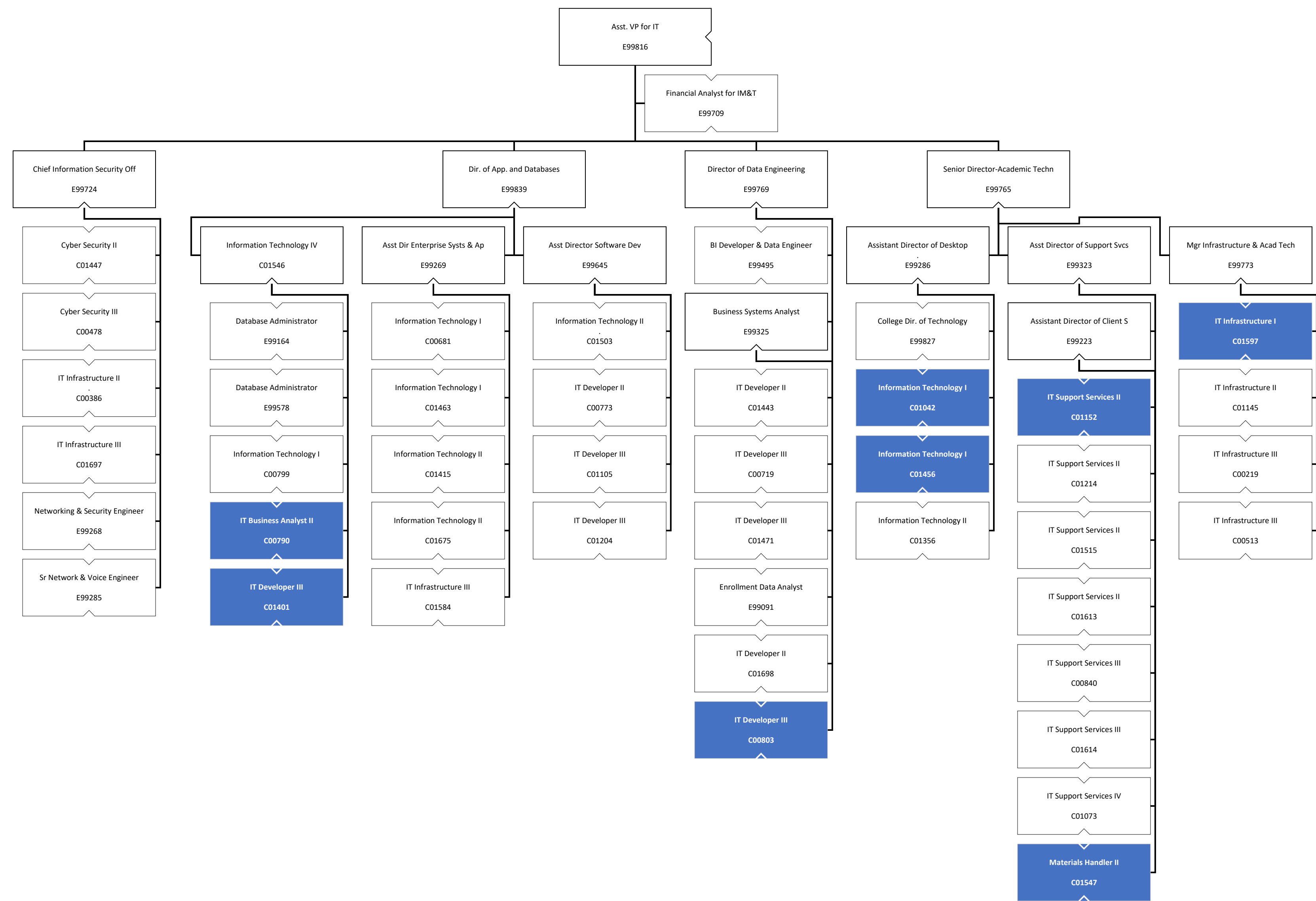


NOTE: The highlighted positions only indicate changes to classified positions.

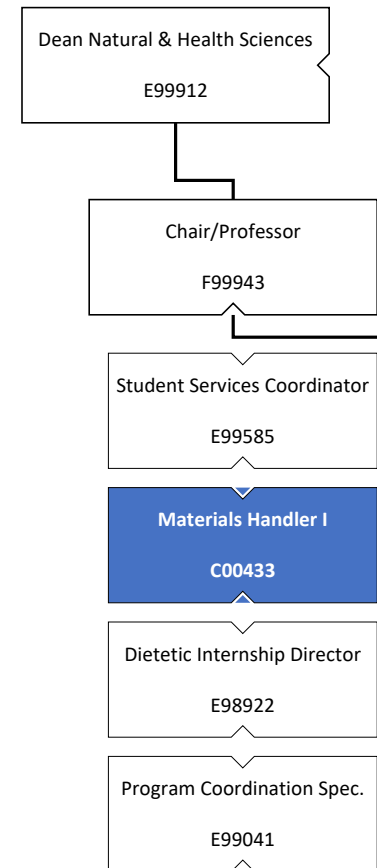
Facilities Management



NOTE: The highlighted positions only indicate changes to classified positions.



College of Natural and Health Sciences  
Kinesiology, Nutrition & Dietetics



NOTE: The highlighted positions only indicate changes to classified positions.