



## Classified Layoff Business Plan

*In accordance with State Personnel Director's Administrative Procedure 7-6(B) for any and all layoffs, after making its business decisions and ten days prior to issuing the first layoff notice, the University and Department shall post a Layoff 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 purpose of this layoff plan is to facilitate strategic planning prior to the abolishment of any classified staff position(s) and to provide an open and transparent explanation for the elimination of position(s) and/or service(s).*

### **Historical Context**

Over the past 18 months, University of Northern Colorado (UNC) leaders have determined that the financial position of the University is sufficiently serious and urgent to warrant implementation of permanent cost-savings measures that include a Reduction in Force (RIF).

Historical factors contributing to the deficit include: fewer high school graduates resulting in lower demand for higher education; increased competition from other higher education institutions; the inability to meet anticipated growth enrollment targets; and depleting cash reserves.

Since fall 2018, UNC has engaged in a continuing process of evaluating and prioritizing programs, academic and non-academic alike, to develop an action plan to address the University's urgent financial situation. In FY2018/19, UNC leaders scrutinized all vacancies to determine whether filling each of them was necessary. Several budget-saving alternatives were implemented to minimize the need for layoffs. Despite these efforts, UNC eliminated 11 occupied and 80 vacant positions in spring 2019. Unfortunately, the 2019 layoffs were not substantial enough to address the entire deficit, and the University is faced with a remaining \$5 million structural deficit (without accounting for the expected financial impact of the COVID-19 pandemic).

### **Current Situation**

In summer 2019, UNC engaged in a comprehensive assessment of our organizational design. Results identified a clear need for UNC leaders to systematically redirect human and financial resources to stabilize the University financial condition. A major issue identified was the fragmentation of administrative work. UNC's current personnel structure consists of over 100 employees (approximately 70 state classified and 30 professional administrative) with 37 distinct position titles performing traditional forms of administrative support in a decentralized model across campus. These employees' duties generally fall into 3 categories: human resources/payroll, accounting, and communications functions. Significant technological advancements in the past decade have changed how transactional work is completed, which has resulted in the automation and simplification of tasks. As a result, some tasks are more efficient but also more complex. UNC has made incremental changes and adaptations to performance of administrative functions, but we had not previously conducted a systematic review of how these important tasks are performed across campus.

### **Decision: Implement Shared Services Model**

As a result of the factors identified herein, UNC leaders realized the need to reallocate personnel resources toward the implementation of a campus-wide shared-services model called Administrative Service Centers (ASC). The new ASCs will reduce fragmentation in roles and emphasize specializations by using a shared services approach. ASCs will be staffed with personnel who handle the transactional tasks that are currently handled by staff in administrative support roles. Examples of these transactional tasks include travel, p-cards, journal entries, payroll/IT access data forms, submitting hiring documents, coordinating searches, work orders, official functions, and many other tasks.

An ASC will be implemented in each of UNC's academic colleges as well as in each of the administrative divisions (Finance & Administration, Student Affairs, Athletics, and University Advancement). The baseline ASC team will consist of the positions outlined below with an example of the relevant job duties.

<b>ASC Position</b>	<b>Example of Duties</b> (not comprehensive)
Business Operations Manager (professional admin)	strategic budget, enrollment/course offering analysis, evaluation coordination, committee support, workload verifications, supervision of the other ASC personnel
HR Specialist II (classified)	hiring documents, contracts, payroll/IT access data forms, search administration, independent contracts, sabbatical/promotion/tenure applications and tracking
Accounting Technician II (classified)	Travel, p-cards, accounts payable, journal entries, purchase orders, deposits, work orders
Communications Specialist II (classified)	internal and external event planning, internal/external communications to students and staff, official functions, website management/maintenance

As a result of this new shared services structure, many of UNC's existing administrative support roles will be eliminated, resulting in layoffs.

### **Other Position Eliminations**

In addition to the organizational changes brought about by implementing the ASC model, UNC leaders have identified the need to eliminate additional positions in auxiliary services (i.e., housing and dining). This need is due to decreased revenues and lower-than-anticipated student enrollment in the current academic year and decreases in forecasted enrollments for the upcoming academic year.

### **Planned Changes for the Department of Dining Services:**

Through the process listed above, Board Operations has identified nine (9) classified positions to be surrendered.

The impacted vacant positions are:

C01510 - Admin Assistant II (1.0 FTE)

C00654 - DS I (0.83 FTE)

C01580 - DS II (1.0 FTE)

C00473 - FSMI (1.0 FTE)

The impacted non-vacant positions are:

C00685 - Materials Handler II (1.0 FTE)

C01473 - DSI (0.42 FTE)

C01244 - DSI (0.83 FTE)

C00297 - DSIII (1.0 FTE)

Psn to be eliminated: C01305 - DSIII (1.0 FTE)

This position will be eliminated, current staff member will be receiving a promotion and filling the current vacant position C00862 - DSIV (1.0 FTE) Person in this psn is being promoted-he will not be laid-off-(NO LAY-OFF CONVERSATION NEEDED), promotion will take effect on 5-1-2020.

Implementation of these positions will contribute to the interests of the institution.

### **Anticipated Benefits:**

Elimination of these positions and realignment of job duties will result in significant savings and thus ensure the remaining services can be supported within the available budget. The cost savings associated with these reductions will benefit the University. Careful and serious consideration has been given to the decision-making process and qualified senior staff reviewed each team to assess duplication of efforts, responsibilities, skill set and need. All job descriptions and job responsibilities within the affected department have been reviewed and adjusted.

**Specific Personnel Actions:**

The Board Operations portion of Dining Services is reducing Classified Staff by 8.08 FTE to help meet the University's financial directives. This will allow for streamlining of operational processes and procedures throughout the department. The reduction of these positions requires operational restructure.

The decision for recommending these particular positions included the following:

- 1.) current vacancies
- 2.) responsibilities that could be reassigned to student staff
- 3.) process efficiencies
- 4.) level of impact to student services
- 5.) level of impact to remaining Classified and Exempt staff

**Work Absorption:**

Specific job duties will be eliminated, reassigned to remaining Classified &/or Exempt staff, or supplemented by student labor.

- 1.) Elimination of C01510 Admin Assistant II (1.0 FTE) - Position is currently vacant and job responsibilities have been redistributed.
- 2.) Elimination of C00654 DSI (0.83 FTE) - Position is currently vacant and job responsibilities have been redistributed.
- 3.) Elimination of C01580 DSII (1.0 FTE) - Position is currently vacant but necessary, will reallocate personnel from another reorganized unit within Dining Services to fill roles and responsibilities.
- 3.) Elimination of C00685 Materials Handler II (1.0 FTE) - Elimination will leave Board Operations with one Material Handler II to service both dining halls. By using our inventory software CBORD, the Material Handler will be able effectively process orders and manage invoices for both units. Additional duties, securing inventory, storage area maintenance and product pulls will be assigned to Unit Chefs, Sous Chefs and production staff.
- 4.) Elimination of C01473 DSI (0.42 FTE) - Elimination of this position will require student labor to complete job duties.
- 5.) Elimination of C01244 DSI (0.83 FTE) and C00297 DSIII (1.0 FTE) - Elimination of these 2 positions are contingent upon Tobey-Kendel Dining Room closing for service both Saturday and Sunday.
- 6.) Elimination of C01251 FSMI (1.0 FTE) - Elimination of this position requires combining management duties of both Holmes and Tobey-Kendel. Will be handled by remaining FSMI for Dining Services and Assistant Director of Board Operations/Senior Nutrition
- 7.) Elimination of C01305 DSIII (1.0 FTE) - Elimination of this position requires posting and filling position C00862 DSIV (Sous-Chef) at Holmes Dining Hall

**Effect of Changes on Employees:**

As some of these positions have been vacant for an extended period of time, some of the workload has been reassigned as needed. The impact to the current employees is anticipated to be manageable as processes have been altered and efficiencies identified to account for the elimination of these vacant positions. For the four positions to be eliminated, impact to the remaining Classified and Exempt employees and Student Staff is anticipated to be significant due to the addition of responsibilities and new processes.

**Ranking Factors and their Relative Weights:**

If it is determined that any of the staff members in the affected positions has retention rights, the University will utilize the ranking set forth in the published layoff matrix for the University of Northern Colorado which was developed pursuant to Chapter 7 of the State Personnel Board Rules and Director's Administrative Procedures, to determine any impacts resulting from an exercise of retention rights under Board Rule 7-18.

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 are eligible under current law will be determined following the State Personnel Board Rules and Director's Administrative Procedures in Chapter 7. Affected staff members will receive a written notice at least 45 days in advance of their position being eliminated or anticipated layoff. In the event an employee has retention rights, UNC will strive 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: \_\_\_\_\_  
*Supervisor*

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
*President/Vice President/Authorized Designee*

Date: \_\_\_\_\_

