



UNIVERSITY OF  
NORTHERN COLORADO

## 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).*

### **Context**

In June 2020 amidst the COVID-19 pandemic, the University of Northern Colorado (UNC) projected a revenue shortfall of \$24 million for FY 2020-21 due to the substantial decrease in state support plus declines in enrollment and lower demand for housing and dining. The University addressed the projected revenue shortfall in three ways: (1) through general fund and cash reductions of \$6 million that were administered as a result of summer furloughs, operating expense slowdowns, seasonal utility savings, the elimination of planned salary increases, and travel restrictions; (2) identifying temporary and permanent reductions of \$10 million through the work of the University's Financial Task Force; and (3) the use of \$8 million in operating reserves.

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

Comprised of faculty, students, staff, and administrators, UNC's Financial Task Force reviewed the budget and provided input to guide decisions. Each division head then developed cost saving measures and presented proposals to the task force in late July and early August 2020.

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

As a result of the planning process, several across the board measures were identified and implemented. These include extended travel budget reductions, restricting moving expense eligibility, and further reductions to professional development funds and the central budget for search firms. Salaries for the president and all vice presidents were reduced by 10% for FY 2020-21. Additionally, UNC will offer an early retirement option to faculty and classified staff with 15 or more years of service.

### **Need for Layoffs**

Through the process described above, UNC leaders have identified the need to eliminate additional positions across the campus but primarily in auxiliary services (i.e., housing and dining). This need is due to decreased revenues and decreases in forecasted enrollments for the upcoming academic year due to the COVID-19 pandemic.

**Planned Changes for Dining Services:**

UNC projected a revenue shortfall of \$24 million for this upcoming year (FY 2020-21) due to the substantial decrease in state support plus declines in enrollment and lower demand for housing and dining meal plans. Specifically, Dining Services has been instructed to help address the financial impacts facing UNC as a result of COVID-19, and to cut our budget by \$1.9 million.

Opening occupancy is forecasted below 60% which equates to lower meal plan sales.

As a result, TK Dining Room will be converted from a full-service dining room to a Gourmet to Go operation. Additionally, the Pie Café, Concessions, Coffee Corner at Kepner, and the UC Food Court will all be closed, and Catering will be very limited.

As a result of these closures and changes, the following 16 classified positions have been identified for elimination and 1 position will be reduced in FTE:

<b>Position #</b>	<b>Position Title</b>
C00302 VACANT	Dining Services II
C00903 VACANT	Dining Services V
C01251 VACANT	Food Serv Mgr I
C01474 VACANT	Dining Services I
C01579 VACANT	Dining Services II
C00261	Dining Services I
C00268	Dining Services I
C00506	General Labor I
C01006	Food Services Manager I
C01239	Dining Services III
C01241	Dining Services I
C01246	Dining Services V
C01482	Dining Services V
C01500	Dining Services I
C01501	Dining Services I
C03024	Dining Services I
C01408 VACANT FTE REDUCTION ONLY	IT Professional

**Anticipated Benefits:**

Implementation of this layoff plan will meet the best interests of the institution by addressing the need for drastic budget reductions within Dining Services.

Savings from the elimination of these positions (both vacant and occupied), including salary and fringe benefits, is \$954,575.

**Specific Personnel Actions:**

Dining Services will eliminate the 16 positions identified above and reduce the FTE for 1 position.

**Work Absorption:**

Redistribution of duties from the selected positions described above will be transitioned to other members of the department.

**Effect of Changes on Employees:**

The incumbent employees in the positions identified for elimination will be laid off.

**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:**

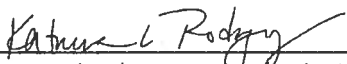
No special qualifications have been modified.

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

See Attachments.

Approved:   
Supervisor

Date: 08-31-2020

Approved:   
President/Vice President/Authorized Designee

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