

University of Northern Colorado
Human Resources Procedure
Spring 2020
Impacted Employee Layoff List Instructions

Scope:

This procedure applies to classified and professional administrative staff whose positions are eliminated or reduced as a result of the cost savings efforts in the spring of 2020. There is no legal obligation to create the list described below, but the University is interested in retaining qualified staff in other positions if their position is eliminated as part of the cost savings efforts. UNC is creating this process to facilitate awareness of available positions and streamline the application process as possible within applicable personnel rules.

Definitions:

Classified Staff- staff employed under the terms of the state classified system

Professional Administrative Staff- staff employed under the terms of the UNC Board Policy and Regulations

Authority:

State of Colorado Personnel Rules, UNC Board Policy and Regulations

Initial Assessment:

Classified Staff

- Human Resources determines if affected employee has any position retention rights in accordance with state personnel rules
- If yes, state personnel rule retention rights process is followed
- If no, employee's name is placed on an internal list maintained by the Human Resources office

Professional Administrative Staff

- Employee's name is automatically placed on an internal list maintained by the Human Resources office

Instructions:

1. List will be maintained until 07/31/2021
 - a. When a classified position is approved to be filled after 07/01/2020:
 - i. HR will review the internal list to see if anyone on the list is previously certified in the classification for the open position.
 - ii. HR will notify all qualified employees (previously classified or not) on the list of the vacant position and provide information on how to apply within the classified system.
 - b. When a professional administrative staff position is approved to be filled after 07/01/2020:
 - i. HR will notify all qualified employees on the list of the vacant position and provide information on how to apply.
 - ii. Qualified applicants, as determined by HR, will be moved to the interview stage for the vacant position.

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Contact for Questions: Kyle Mathes

Issued By: Marshall Parks, Director of Human Resources