

UC Davis Academic Personnel Manual

General University Policy Regarding Academic Appointees

Section UCD-145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time

Date: 9/27/11

Supersedes: 6/12/95

Responsible Department: Academic Affairs

Source Document: UC APM-145

I. Purpose

The purpose of this policy is to establish equitable UC Davis procedures for the implementation of APM 145.

II. Policy

A. Alternative to Layoff or Involuntary Reduction in Time

When a reduction in non-Senate academic personnel is determined to be necessary, the department head shall consult with the dean of the appropriate school or college or comparable administrative authority, who shall in turn consult with the Vice Provost--Academic Affairs, to assure that efforts are made to find suitable openings within the University for appointees subject to layoff or involuntary reduction in time, and that the order of layoff, involuntary reduction in time, or recall, conforms to applicable policies before the action is implemented. In the case of contemplated layoff or involuntary reduction in time of an appointee paid from extramural funds in connection with a research grant or contract, the principal investigator shall be consulted.

B. Notice of Layoff or Involuntary Reduction in Time

1. It is the responsibility of the department head to make reasonable efforts to ensure that potentially affected appointees are informed of the date of possible layoffs or involuntary reductions in time as far in advance of the layoff or involuntary reduction in time date as feasible.
 - a. The department chair shall attempt to ascertain, at reasonable intervals, the likely ending date of a project or program. If a likely ending date is determined, potentially affected appointees shall be promptly notified in writing.
 - b. If, between reviews of project or program ending dates, the department head determines a likely ending date, or determines that there is a reasonable chance that a project or program will end prior to a date previously announced, potentially affected appointees shall be promptly notified in writing.
2. Notice period
 - a. In the event that layoff or involuntary reduction in time is determined to be necessary, the department chair must give the appointee written notification of layoff or involuntary reduction in time. Except in cases where the Regents have declared a financial emergency pursuant to Standing Order 100.4, the department chair shall provide notice to the appointee not less than 60 days prior to the separation date. A draft layoff or involuntary reduction in time notice must be reviewed and approved by Academic Affairs prior to delivery to the appointee.
 - b. If a financial emergency as described in Standing Order 100.4 has been declared,

the department chair shall deliver the written notice to the appointee not less than 30 days before the anticipated separation date.

- c. The department chair may provide payment in lieu of notice. The calculation of the amount of payment should be determined in consultation with Academic Affairs.

C. Reemployment

The Vice Provost--Academic Affairs shall maintain a current roster of all persons who have been laid off during the preceding 12-month period. Appointees who have been laid off or who have received a layoff notice should send a curriculum vitae and a cover letter outlining their interests to Academic Affairs. Academic Affairs will forward the information to the Dean's Offices for distribution to and consideration by hiring Departments. Academic Affairs shall refer appointees who have been laid off to available listings of open academic positions at UC Davis. Preference for reemployment does not extend to positions in the professorial series or to positions in any other faculty teaching titles, except as otherwise provided in an MOU for faculty who are not members of the Academic Senate.

D. Leave in Lieu of Layoff or reduction in time

When indications are that an employee to be laid off or involuntarily reduced in time has an opportunity for transferring to another University position, a leave of absence without pay and without right of reinstatement may be granted in lieu of layoff or involuntary reduction in time. Such a leave requires concurrence of the Vice Provost--Academic Affairs. After a period of 90 days on such leave, the employee shall be placed on layoff or involuntary reduction in time status if he or she has not obtained a transfer.