

UI Policy and Interpretive Guidelines for the
Elimination or Reduction of Classified Positions
Revised February 2020

1. Procedures Effective Immediately

All classified (FLSA non-exempt) positions that a unit needs to fill must be reviewed by Employment Services (HR) prior to any advertising or initiation of established procedures for filling vacancies. Employment Services will be responsible for ensuring that any layoff roster which has been developed for that position classification is utilized according to UI policy.

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appropriation are limited in application do not have to be factored into the evaluation of whether or not there are sufficient funds.

- g. "Insufficient work" means that the unit will accomplish its work with fewer employees and that temporary employees will not be used to accomplish the workload.
- h. "Layoff roster" is the list of all classified ~~nd~~ temporary employees who have been laid off and is maintained by Employment Services in HR.
- i. "Category" refers to the four groups listed below. Employees in category (4) are to be laid off before any in category (3) are laid off and so on. Within each category the employee with the lowest number of retention points is the first to be laid off.
 - (1) Disabled ~~w~~ veterans ~~sd~~

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Step 3: If classified positions are to be eliminated or reduced, identify the classifications that have insufficient work, insufficient funds, or are being eliminated/reduced due to a reorganization of the unit.

Step 4: Complete the information on the Request to Layoff Classified Staff form found on the HR webpage or by contacting hrrp@uidaho.edu. The administrator should not lay off any staff member of potential layoff. The person to be laid off is determined by category and number of retention points by Employment Services (HR). Employment Services (HR) will review the position elimination/reduction request and respond to the unit administrator.

Step 5: Following determination by Employment Services (HR) of which person or persons in each classification is/are to be laid off, Employment Services (HR) will prepare appropriate notices for the affected classified employees and give them to the unit administrator for delivery. Notices will be provided to the administrator following the HR process which includes approval and signature from the President. The notice must be delivered at least 2 weeks (14 calendar days) before the effective date of the layoff.

4. Layoff Policy: Implementation of FSH 3930

- a. Classified positions may be eliminated when there is insufficient work or insufficient funds or in the event of a reorganization of a unit.
- b. If the elimination of a position results in the layoff of a classified employee or employees, layoffs occur within the unit, according to category and retention points. When determining retention points, any month for which there is no evaluation will be counted as a satisfactory month and given points per the table above
- c. Early consultation among the unit administrator and Employment Services (HR) is essential to ensure the correct identification of positions to be eliminated, and that the assignment of category and retention points is supported by the records maintained by HR.
- d. Effect of Layoff:

- 1) At the time Employment Services (HR) prepares the notice of layoff, Employment Services will also make every effort to place the employee in a position of the same UI classification code and relative value/market rate with comparable job duties. If another position is not available, the employee's name is placed on a layoff roster. An employee who resigns or retires voluntarily, is terminated for cause, or fails to satisfactorily complete the required probationary period is not eligible to be placed on the layoff roster. Further, employees with contingency language in the offer letter, the job posting and advertisement, the job description or other written documentation acceptable to Human Resources that indicates the continuation of the position is contingent on work and/or the continuation of funding, and who are in a classification affected by a layoff have no preference for reemployment and their names are not placed on the layoff roster.³

³ comparable to IDAPA 15.04.01.146

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