

# UIC POLICIES AND PROCEDURES

		NUMBER 1202
MANUAL Human Resources	SECTION Separations	PAGE 1 of 4
SUBJECT Support Staff Position Elimination		EFFECTIVE 12/31/1994
ISSUED BY Vice Chancellor for Human Resources		REVISED 06/25/2007
		APPROVED BY Chancellor

## PURPOSE

To avoid unnecessary disruption of University operations and to provide more effective management of Support Staff positions.

## SOURCES AND BACKGROUND

General Rules Concerning University Organization and Procedure  
University of Illinois Policy and Rules  
State Universities Civil Service System Statute and Rules  
Union Collective Bargaining Agreements

## APPLICABILITY

All UIC (Campus, Medical Center and University Administration positions located in Chicago) departments and employees affected by elimination of support staff positions

## POLICY

Civil Service support staff positions on the UIC campus can only be eliminated for financial exigency or if the function of the position is no longer needed within a unit. Elimination of any position requires the approval of one of the following officers: the Chancellor, a Vice Chancellor, or the Vice President for Business and Finance.

The Officers involved will work together to determine an acceptable solution or arrangement to accommodate the bumping of employees, during designated periods of position elimination.

The above officers will initially seek to place employees whose positions are eliminated into other units under their own jurisdiction or continue to fund the individual's position until a vacancy occurs or is created. The vacancy could be under a different officer. The least senior employee in that category campus-wide could be laid off if that employee has no other seniority rights. If a unit cancels the requisitioned vacancy in order to not accept the person whose position is being eliminated, that position, or another position performing similar duties and responsibilities, cannot be filled in that unit for one year.

Under University and State Universities Civil Service System rules, a support staff employee who is subject to layoff may move to a vacant position in the same class or a class requiring similar job skills. Barring any vacancies, that employee may exercise seniority rights to displace another employee who has least seniority in the class. Employees exercising such rights may earn salaries which exceed those budgeted for the positions assumed. This salary difference must be made up by the unit eliminating the position, in order to transfer the employee into the new position.

## DEFINITIONS

**Officers** - The Chancellor, Provost and Vice Chancellor for Academic Affairs, the Vice-Chancellors and the Vice President for Business and Finance.

**Assignment Coordinators** - Each Officer designates an Assignment Coordinator and a back-up to provide definitive information to them and affected units and authorize these representative(s) to make assignment decisions for support staff

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under their jurisdiction in coordination with Human Resources.

**Administrative Supervisors** - Directors, Department Head or designee charged with the responsibility to notify the employee.

**Bumping** - Displacement of one employee by another employee due to seniority rights.

**Requisitioned Vacancy** - An existing funded position, which is currently not filled, and for which an Employee Requisition has been approved and received by the Human Resources Department.

## PROCEDURES

When reduction in the workforce becomes necessary, the following procedures shall apply:

- Positions may be eliminated on a continuous basis. There are no time restrictions on the submission of eliminations. However, bumping/layoffs will occur no more than twice a year.
- Each Officer will designate an Assignment Coordinator and a backup to provide definitive information to the Assistant Vice President for Human Resources (and affected units) and authorize representative(s) to make assignment decisions for support staff under that jurisdiction.
- The Officer, based upon operational needs, as recommended by the Assignment Coordinators, will determine date of issuance of Bumping/Layoff notices.

### I. APPROVAL

The department will seek written approval for the elimination from the Officer or designee (Assignment Coordinator) upon identification of a need to eliminate an occupied position. Positions that are occupied by employees that have a history of discipline or who have performance problems will not be allowed to be eliminated pending review by the Assignment Coordinator.

- A. Departments will inform their Assignment Coordinator as they identify the need to eliminate positions. The Assignment Coordinator will maintain an initial list of position eliminations and will attempt to place the affected employee into a vacancy.
- B. Employees not placed, will have their names added to an official list that will be forwarded to the Human Resources Department (HRD) at designated times of the year.
- C. Departments submitting positions to be eliminated must provide an up to date employee evaluation and current work assignments of the employee whose position is being eliminated.

### II. NOTIFICATION OF POSITION ELIMINATION

- A. Once approved by the appropriate Assignment Coordinator, Position Elimination Notices will be generated and dispersed by Human Resources.
- B. Administrative Supervisors will distribute notifications to affected employees.

### III. PLACEMENT

- A. Assignment Coordinators, and HRD, will work with affected individuals in an attempt to place them into vacant

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positions.

- B. Vacancies within the eliminating department's Vice Chancellor's Unit, must be utilized for placement prior to names being submitted to the campus Human Resources Department. Such vacancies will be filled by reassignment.
- C. Departments that cancel vacant positions to avoid accepting affected individuals, will be prohibited from filling those positions or similar positions for a period of no less than one year.
- D. Hiring may be subject to encumbrance pending Assignment Coordinators review and approval.
- E. If an individual refuses an offer of employment within their same class, they will be placed on layoff status.

## IV. BUMPING

- A. At times designated by the Assignment Coordinators, employees names will be submitted to HRD for the purposes of creating an Official Position Elimination List and creating "Bumping Trees."
- B. Prior to issuing the Layoff/Bumping notices, the department must eliminate all Extra Help positions that are performing similar duties and responsibilities of the an impacted status employee, before a status employee is laid off.
- C. All individuals involved in the "Bumping Trees" will then be given not less than a thirty-calendar day notice of their impending Bump/Layoff.
- D. The Medical Center/Clinics became a separate place of employment, as approved by the Civil Service Merit Board on October 2, 2000. Employees hired/working at the Medical Center/Clinics on or before May 22, 2000, will have bumping rights onto the UIC campus.
- E. UIC Campus employees will not be able to bump into the Medical Center/Clinics.

## V. FUNDING

- A. Any department that accepts an individual whose position is being eliminated, and has "bumped" another employee, will be transferred the difference between what that employee is currently earning and any additional salary earning, if a Union Step adjustment is required, by the initiating department.
- B. This policy will apply to all "bumping" transfers between units at the University of Illinois at Chicago, as well as transfers to Campus University Administration and Medical Center positions. This policy also applies to employees transferring into vacant positions. All Funding Transfers must be permanent funding transfers made from one state account to another state account.
- C. A department that has a current vacancy or creates a vacancy to accept an individual affected by the position elimination process, will be transferred the difference between the minimum of the class and the current salary of affected employee.
- D. The department that initiated the position elimination may fund the payment for all accrued terminal benefits earned prior to the time the employee transferred to the new position. The Assignment Coordinators will review and determine how this payment will be made.

## VI. PERMANENT BUDGET TRANSFER OF FUNDS

During Position Elimination any unit (department) which has initiated a position elimination, and the subsequent "bumping" situation by which an employee exercises seniority rights, will be required to transfer sufficient permanent funds to cover the required salary differences to fund the employees' salaries. This includes the transfer of funds to the initial receiving department as well as to all other departments impacted in the "bumping" sequence which may occur due to displacement of the receiving unit's employee.

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The department that has a current vacancy (not involved in a bumping scenario), for which an impacted employee is placed, will be transferred the difference between the "minimum" of the classification and the "current" salary of the impacted employee by the initiating position elimination department.

This transfer of funds is considered a Permanent Budget Transfer. Human Resources completes the form used to initiate this transfer. The following information must be provided for this transaction:

- FOAPAL (State Account)
- Amount of salary differential
- Name of initiating department required to provide funding
- Initiating department's FOAPAL
- Name of employee receiving funds
- Name of department receiving the permanent funding transfer
- Receiving department's FOAPAL
- Reason for transaction (Position Elimination).

When the form is completed with required information, it is forwarded to the Office of Business and Financial Services. The funds will automatically be transferred from the initiating department to the receiving department. Human Resources will track the employees associated with this funding transfer of funds for one year from date of layoff.

Should there be a change in employee status during this one-year tracking period, such as retirement, termination, resignation, demotion or transfer out of department (movement from on VC area to another VC area), HR will notify the appropriate Assignment Coordinators for action. Funds may revert back (prorated amount) to the initiating department for adjustment, should there be a change in status.

NOTE: All funding transfers relating to Position Elimination must be State Funds ONLY.

## Review of Policy

This policy and procedure is subject to review and modification according to the needs of the Campus or the University.