

SUMMARY OF LAYOFF AND REDUCTION IN TIME POLICIES FOR NON-SENATE ACADEMIC TITLES

	<b>Non-Senate Faculty (Teaching) Titles</b>	<b>Other Non-Senate (Non-Teaching) Titles</b>
<b>Titles included</b>	Adjunct Professor series Clinical Professor series Acting Assistant Professor Visiting Professor titles Lecturers (see MOU for applicable guidelines) Supervisor of Teacher Education (see MOU for applicable guidelines) Teacher – UNEX Teacher – Special Programs (see MOU for applicable guidelines)	Professional Research Series (and visitors) Project (e.g. Scientist) Series Postgraduate Researcher (and Visiting Postdoc) Specialist Series Continuing Education Specialist Academic Coordinator Academic Administrator Librarians (see MOU for applicable guidelines)
<b>Policy references</b>	APM 145, 140, Regents Standing Order 103.9	APM 145, 140
<b>Definition</b>	Layoff: separation from employment prior to expiration date of appointment because of lack of work, lack of funds, or programmatic change.  Reduction in time: involuntary reduction in percent time of appointment which occurs during the term of the appointment because of lack of work, lack of funds, or programmatic change.	Layoff: separation from employment prior to expiration date of appointment because of lack of work, lack of funds, or programmatic change.  Reduction in time: involuntary reduction in percent time of appointment which occurs during the term of the appointment because of lack of work, lack of funds, or programmatic change.
<b>Selection and Order</b>	Order of layoff and involuntary reduction of time in the same unit and same title series is based on special skills, knowledge, or ability as determined by head of unit. If 2 or more with no substantial difference, order shall be in inverse order of seniority.	Order of layoff and involuntary reduction of time in the same unit and same title series is based on special skills, knowledge, or ability as determined by head of unit. If 2 or more with no substantial difference, order shall be in inverse order of seniority.
<b>Layoff Unit</b>	Department, Division, or Program	Department, Division, or Program
<b>Notice</b>	Generally, for layoff or involuntary reduction in time at least 30 calendar days advance written notice must be given. Where advance notice is not practicable, pay in lieu of notice will be given with Chancellor/designee approval.  For the Adjunct Professor series (APM 280), the Clinical Professor series, and Acting Assistant Professor (APM 235), the following notice should be given:  30 days notice - appointee with up to 2 years of service 60 days notice - appointee with more than 2 years of service	Generally, for layoff or involuntary reduction in time at least 30 calendar days advance written notice must be given. Where advance notice is not practicable, pay in lieu of notice will be given with Chancellor/designee approval.

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	<b>Non-Senate Faculty (Teaching) Titles</b>	<b>Other Non-Senate ( Non-Teaching) Titles</b>
<b>Recall within same layoff unit</b>	Appointees who are laid off or whose time is involuntarily reduced shall be recalled into any vacant position for which the appointee is qualified and when the position is in the same department or unit and is in the same title or title series from which the appointee was laid off. If more than one qualified person is on layoff status or is involuntarily reduced in time, the order of recall or increase in percent shall be in inverse order of layoff. Eligibility for rehire or increase in percent time under this provision is limited to the period of layoff status.	Appointees who are laid off or whose time is involuntarily reduced shall be recalled into any vacant position for which the appointee is qualified and when the position is in the same department or unit and is in the same title or title series from which the appointee was laid off. If more than one qualified person is on layoff status or is involuntarily reduced in time, the order of rehire or increase in percent shall be in inverse order of layoff. Eligibility for rehire or increase in percent time under this provision is limited to the period of layoff status.
<b>Preferential Re-employment Same Campus</b>	Appointees who are laid off or whose time is involuntarily reduced shall be recalled into any vacant position for which the appointees is qualified and when the position is in the same title or title series, and at the same or lower rank from which the appointee was laid off at the same campus. If more than one qualified person is on layoff status or is involuntarily reduced in time, the order of recall or increase in percent shall be in inverse order of layoff. Eligibility for recall or increase in percent time under this provision is limited to the period of layoff status.	Appointees who are laid off or whose time is involuntarily reduced shall be recalled into any vacant position for which the appointee is qualified and when the position is in the same title or title series, and at the same or lower rank from which the appointees was laid off at the same campus. If more than one qualified person is on layoff status or is involuntarily reduced in time, the order of recall or increase in percent shall be in inverse order of layoff. Eligibility for recall or increase in percent time under this provision is limited to the period of layoff status.
<b>When reemployment or recall rights terminate</b>	Upon expiration of layoff status  Layoff status applies to those who have been laid off or involuntarily reduced in time and is limited to one year. May be less than one year if the appointment would normally have expired or reappointment or restoration of the percent time occurs within the campus to the same or equivalent position.	Upon expiration of layoff status  Layoff status applies to those who have been laid off or involuntarily reduced in time and is limited to one year. May be less than one year if the appointment would normally have expired or reappointment or restoration of the percent time occurs within the campus to the same or equivalent position.
<b>Benefit Coverage</b>	Appointee on layoff status may participate in employee benefit programs as allowed by the University's Group Insurance Regulations. Eligibility to participate is limited to period of layoff status subject to payments of full premiums by appointee. Contact Benefits Office for COBRA rights.	Appointee on layoff status may participate in employee benefit programs as allowed by the University's Group Insurance Regulations. Eligibility to participate is limited to period of layoff status subject to payments of full premiums by appointee. Contact Benefits Office for COBRA rights.
<b>Grievances, Appeals</b>	Appealable under APM 140 or Regents' Standing Order 103.9	Appealable under APM 140