Overview of Reorganization and Layoff Process

The reorganization and layoff process is governed by Policy 9.48 of the Original Handbook of Operating Procedures: Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources not Realized. Link: [http://www.utexas.edu/policies/hoppm/h0948.html](http://www.utexas.edu/policies/hoppm/h0948.html)

Scope:
The policy provides guidelines for reorganizations in which positions are eliminated. It applies to all classified and A&P staff, not including Administrative Officers, regardless of the length of employment or percent time assigned. Some temporary employees in positions with a specific end date are excluded. Please consult with Strategic Workforce Solutions (SWS) in HRS for more information, (512) 475-7200.

Authority:
The President has delegated authority to the Vice Presidents and Executive Vice President and Provost to approve reorganizations for their respective portfolios, after HRS review.

Notice:
Sixty (60) days notice is typically provided. The department may give formal notice only after the formal request document has been approved by the appropriate Vice President or Executive Vice President and Provost in writing and provided to the department and HRS.

Process Overview:
If a department needs to do a reorganization, the department must prepare a request document for approval. The department will contact SWS for assistance. SWS will consult with the department in analyzing their situation, discussing options, preparing the approval request document, and discussing the notice process and any special circumstances. The approval document will include the reason the action is being taken, it will identify which positions are affected and how (e.g., reductions in percent time), and why these specific positions have been identified. Once the document is ready for signature, department management up to the Dean or Director (for administrative units) have authority to approve the action. Then the request will be sent to HRS for final review and signature of the Associate Vice President of HRS. HRS will then send the request to the appropriate Vice President or Executive Vice President and Provost for approval. The appropriate Vice President or Executive Vice President and Provost’s office will send the approved document back to the department and a copy to HRS. The department will work with HRS to prepare the official notice letters for the affected employees.
Re-employment, Special Consideration, NextJob, and Resources

Employees who are laid-off are provided first right of refusal for re-employment if the same position which was eliminated is reinstated within 12 months of their separation date. Employees also may join the Special Consideration Program for 12 months. The Special Consideration program provides the department the option to hire with diminished administrative procedures and provides preference in hiring if the employee is deemed to be as equally qualified as a non participant. Employees are also provided resources through NextJob, a service contracted by HRS to provide resume and job search assistance to laid-off employees. Employees may also elect to set individual appointments with HRS staff in Benefits and Leave Management to discuss their specific situations and options.

If the reorganization affects a large number of employees, HRS will conduct a group meeting in coordination with the department to provide overall HR information to the affected employees in addition to the option for individual meetings.
REORGANIZATION PROCESS

Department consults with HRS in regards to analyzing their situation, discussing options and business reasons, determination of staff impacted and basis for selection. HR Partner consults with managers involved in the decision making to guide them through the process.

Department drafts the Reorganization Memo in consultation with HRS. The memo requires the review and approval signatures in the following order:
1. Dean or Department Head
2. Associate Vice President of Human Resources, and
3. Provost or appropriate Vice President

Once approved, the Department drafts the Notification Letter for affected employees and distributes the letters.

(Date of separation is typically 60 days following notification.)

The notification letter will include:
1. Reason for layoff and effective date
2. Information about services available (Special Consideration, Program, Resume and Job Coaching through NextJob)
3. Contact information for HRS Services (Benefits and Leave Management)

HR Partner communicates to NextJob about affected employees. NextJob will consult with employees before date of separation.