

Overview of Reorganization and Layoff Process

The reorganization and layoff process is governed by [Policy 5.2410](#) in the Handbook of Operating Procedures: Dismissal Procedures in Cases of Reorganization, Reduction in Staff, or Funding Sources Not Realized.

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. Please consult with Strategic Workforce Solutions (SWS) in Human Resources (HR) for more information, (512) 475-7200.

Authority:

The President has delegated authority to the Vice Presidents and the Executive Vice President and Provost to approve reorganizations for their respective portfolios, after HR 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 to SWS.

Process Overview:

If a department needs to do a reorganization, the department must prepare a request document for approval. The department will contact their [SWS Consultant](#). SWS will consult with the department in analyzing their situation, discussing options, preparing the request document, and discussing the notice process and any special circumstances. The request document will include the reason the action is being taken, it will identify which positions are affected and how and why these specific positions have been identified.

Once the request 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 document will be sent to SWS for final review and signature of the Associate Vice President of HR. HR will then send the request document 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 request document back to the department with a copy to HR. The department will work with SWS 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 may choose to join the Special Consideration Program at the time they are notified of layoff or at any time within the 12 months following their separation date. Regardless of when an employee joins the program, Special Consideration ends 12 months after separation date. The Special Consideration program provides a hiring 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-Special Consideration participant. Employees may also choose to receive services through NextJob, NextJob is an outplacement vendor contracted by HR to provide resume and job search assistance to laid off employees. Employees are given direction on how to request Special Consideration and NextJob in their notification letter.

Affected employees are welcome to schedule individual appointments with HR Benefits to discuss their specific situations and options. Additionally, [Employee Assistance Program \(EAP\)](#) counselors are available to discuss change and transition strategies.