

STAFF HIRING AND EMPLOYMENT POLICIES

LAYOFFS AND REORGANIZATIONS

All staff employees are eligible. Excluded are faculty and those claiming student status (including teaching and research assistants). In the event of a discrepancy between these policies and procedures and a collective bargaining agreement, the terms of the collective bargaining agreement will govern.

A layoff (reduction in workforce) is the elimination of a department, unit or office. Reorganization is the elimination of one or more job functions (positions) within a department, unit or office. The need for a layoff or reorganization may be due to financial exigency or programmatic redefinition.

A layoff or reorganization may not be initiated until an action plan for the layoff or reorganization has been reviewed and deemed acceptable by Personnel Services. Before submitting an action plan to Personnel Services, the department head must first have the plan approved and be given authorization to proceed by the appropriate dean or vice president.

The action plan must include the following information:

1. the justification/explanation for layoff or reorganization (including verification of financial performance if financial exigency is cited);
2. a plan for how existing services will be transferred or eliminated;
3. identification of the positions to be eliminated, along with the objective criteria used for eliminating those particular positions rather than others in the department;
4. a list of all staff employees in the affected department;
5. demographic information for all staff employees in the affected department, including the length of service in the department and with the university, ethnicity, gender, age, grade level, salary and title;
6. copies of the affected staff employee(s) offer letters, written promises, or contracts of employment;
7. job descriptions for all positions being eliminated and all positions which are being created in a reorganization;
8. the current and new organization charts;
9. a list of all current vacant or posted positions and a list of other new positions within the school or division which may be created at some point in the near future which are not directly related to the layoff or reorganization.

The university's non-discrimination policy applies to layoffs and reorganizations. After the action plan has been reviewed by Personnel Services, it will be submitted to the Office of the General Counsel for final review. If the action plan is acceptable, Personnel Services will notify the department. Once the department has received written confirmation, the home department coordinator should be contacted and given appropriate instructions on proceeding with termination paperwork. Prior to initiating any action to terminate a staff employee, a department must contact Personnel Services.

The affected staff employee(s) should be advised in writing of the impending termination as soon as Personnel Services has advised the department the layoff or reorganization may proceed, and no later than one month prior to the date of termination. Sample letters may be obtained from

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University of Southern California

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Personnel Services on the University Park campus at (213) 821-1111 or on the Health Sciences campus at (323) 442-1010. If the department does not provide a full month's advance notice, the department must pay the staff employee one month's salary less any pay for time worked by the staff employee following the notice of termination. During the period of notice, the staff employee should be given reasonable time to interview for other employment opportunities.

In the event of a recall within the unit, priority should be given to staff employees terminated due to layoff or reorganization, based on job seniority; however, the needs of the department will take priority.

Severance pay of five (5) days pay for each full year of university service, up to a maximum of twenty (20) days, based on adjusted hire date, must be paid upon layoff or reorganization, except in cases where the staff employee was employed for a specific period of time only (e.g., in a position funded by contract(s) and/or grant(s)) where an end date was communicated in writing to the staff employee at the time of hire or during employment. Accrued personal days and vacation accruals must be paid. Severance pay is in addition to pay in lieu of notice. Severance pay may differ for hospital employees.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.

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