

POSITION ELIMINATION AND REASSIGNMENT PROCESS FOR SUPERVISORY-EXEMPT MERIT STAFF AND MERIT STAFF IN POSITIONS DESIGNED AS “CONFIDENTIAL”

The following information is provided by the University of Iowa’s Human Resources department; please refer To [Chapter 681-3.104\(4\) of the Iowa Administrative Code](#) to view the applicable provisions.

There are two types of merit employees that are excluded from the AFSCME collective bargaining unit. They are merit employees in supervisory exempt classifications and merit employees in individual positions that have been designated as “confidential” – even though they are in a classification that would otherwise be included. For purposes of effecting a reduction in force, all of the positions in a particular classification that have been designated as confidential are treated as if they were in a separate classification.

Individuals subject to layoff may:

- Accept the layoff and be placed on a reemployment eligibility list, or,
- In lieu of layoff, elect voluntary demotion to the next lower classification in the same series, or,
- In the absence of a lower classification in the same series, to a classification which the employee has formally occupied while in the continuous employment of the institution.

In order to demote to the next lower classification in the same series or be reassigned to a previously held classification, the employee must possess any special qualifications required and have the ability to perform the essential functions of the position. Additionally, such demotion or occupying of a formerly held class will not be permitted if the result thereof would be to cause the layoff of a permanent employee with a greater total of retention points. To exercise the right of voluntary demotion or to occupy a formerly held classification in lieu of layoff, the employee must notify the resident director in writing of such election not later than five calendar days after receiving notice of layoff.

If reassignment is not possible, the individual will be laid off and, at their request, their name will be placed on a reemployment eligibility list for a period of up to two (2) years, for the classification from which they were laid off, and lower classifications in the same series from which they were laid off, and classifications formally occupied while in the continuous employment of the institution. Individuals affected by the reductions will be individually counseled to help them understand their options.

Questions and Answers for Supervisory Exempt Merit Classifications & Confidential Positions:

1. How is the order of reduction determined?

Within each affected classification and organizational unit, employees are assigned retention points based on length of service and performance evaluations:

- a. Length of service: employees will receive one point for each month of service. The institution will include all continuous periods of employment between the date of the original appointment and the date of the layoff or as provided otherwise by law. Periods of leave without pay exceeding 30 days will not be counted.
- b. Performance evaluations: employees will receive one point for each month of satisfactory service. No credit will be allowed for service rated less than satisfactory. If there is no record of

performance evaluation for a specific time period, it shall be presumed that the employee's performance is satisfactory.

2. Must I displace another employee or can I elect to voluntarily accept the layoff?

You may voluntarily accept the layoff and, at your request, "your name will be placed on the recall list for the classification from which you are laid off for up to two years from the date of layoff" [merit rule 3.104(4) j].

3. I am a new employee and will not have completed my initial probation period prior to the effective date of the reductions in my classification. Do I have any priority referral status?

No. However, you should update your electronic merit application and monitor the job postings on "Jobs@UIOWA" (<http://jobs.uiowa.edu/>).

4. If I am laid off, can I collect unemployment?

You may be eligible; Iowa Workforce Development determines eligibility and awards benefits. You should contact the Iowa Workforce Center located nearest you to discuss your specific set of circumstances and eligibility. The Iowa City office is located in the Eastdale Plaza (First Avenue and Lower Muscatine Avenue), (319)351-1035.

5. Can I displace someone else in my department who has the same job title that I have?

Reassignments are at the discretion of management. If you have more retention points than another individual and possess the skills necessary to perform the duties of the position, you may be reassigned within your department, but may also be reassigned elsewhere in the University.

6. Can I displace someone else in my department who has a different job title than I have if I have more retention points than that individual?

No, reduction is done by classification.

7. Will I be able to select the position to which I will be reassigned?

No, you will be reassigned to a position that will maintain you in your current classification level. For part-time staff, this reassignment may result in an increased percentage of time.

8. Will I be able to select the shift or work location of the position to which I am reassigned?

No, reassignments are at the discretion of management. We encourage employees to be proactive in applying for other positions so that they may select shifts and work locations that meet their preferences.

9. If I am reassigned to a position that I do not like, what can I do to change to a different position and how soon can I do it?

You may seek a different position immediately through the process identified in Question #10.

10. What can I do to be pro-active about finding another position with The University?

You can apply for posted merit vacancies through the lateral transfer, promotion, and/or voluntary demotion process. To do this, you should contact the HR Employment Services office (335-2656) located in 102 University Services Building to arrange an appointment with an employment representative to discuss your individual options. You may check the job listings at "Jobs@Uiowa" (<http://jobs.uiowa.edu/>).

11. Will I be offered a severance package?

No, there is no provision for a severance package. The notice periods provided are intended to provide you with time to explore options for employment.

12. Can I get help with interviewing or writing a resume?

Interviewing tips are available on the Employment Services web site at http://www.uiowa.edu/hr/employment/interview_applicant.html. The UI provides courses or coaching on writing a resume and interviewing. If there are a number of staff interested in a particular area, some courses can be brought directly to your work site. For additional information view the web site at <http://www.uiowa.edu/learn/> or call UI Staff Development at 335-2687. The UI Employee Career Development Advising Service provides free consultation on resume writing, interviewing and career development, and can be contacted at 335-2664. The Dual Career Network can also offer a brief 30-minute review of your resume and additional tips on job interviewing, and can be contacted at 335-3530. The Career Development Advising Service website is at http://www.uiowa.edu/hr/careerdev/advising_svc.html.

13. Who else can I talk to on campus about the stress related to a possible reassignment and/or layoff, or involuntary reduction in time?

The UI provides an Employee Assistance Program. This confidential service offers up to 4 counseling sessions at no charge to an employee (and their family) regarding personal, family or work related problems. A counselor will help identify the concerns and discuss possible solutions. Referrals for a free financial consultation are also available through the EAP. You may call the EAP at 335-2085 or email them at: EAPhelp@uiowa.edu.

14. If I accept a reassignment to a position in a lower classification in lieu of being laid off, how do I get back to my previous classification?

Your name will be placed on the reemployment list, in highest retention points order, for the classification you held permanency in prior to your demotion. You will be referred to an appropriate vacancy when one is available.

15. What is the reemployment list?

The reemployment list is a list of individuals, in highest retention points order, who have a priority referral status for one, or more, merit positions.

16. Who is eligible for referral under the reemployment provisions of the Regents merit rules?

Anyone who has attained permanent status as a merit system employee, who is in a supervisory exempt position that is reduced or eliminated, and for whom no appropriate position was identified for reassignment. His/her name will be placed on the reemployment list for the classification from which he/she was laid off, either the lower classification(s) in the same series or a classification formerly held, or both.

17. What happens if I turn down a referral or job offer for a position for which I am qualified and have been referred from a priority status?

You will no longer have a priority status for the referral and hiring process.

Additional questions may be directed to Lyra W. Dickerson, University Human Resources Employment Services at 335-2721 or lyra-dickerson@uiowa.edu.