

## REDUCTION IN FORCE AND REASSIGNMENT PROCESS FOR SEIU COVERED STAFF

*The following information is provided by the University of Iowa's Human Resources department; please refer to [Article XVII](#) of the collective bargaining agreement negotiated between the Board of Regents, State of Iowa, and SEIU Local 199 (CBA) to view the actual contract provisions.* Each individual clinical unit will determine the staffing levels it must maintain. Once it has been determined which classifications must be reduced and the number of positions to be reduced in each classification, the affected individuals will be identified.

1. The clinical unit identifies the least senior member of classification in clinical unit:
  - a. Seniority may be excepted as necessary to retain employees with special skills, training, and abilities.
  - b. If least senior has less than one (1) year of seniority, Employer may terminate without invoking layoff process.
2. Notice periods are based on seniority. They may not apply if notice of such duration would seriously impair the financial integrity of a major administrative unit.
  - a. Less than one (1) year seniority: at least thirty (30) days
  - b. At least one (1) year seniority: at least sixty (60) days
  - c. At least four (4) years seniority: at least ninety (90) days
  - d. At least eight (8) years seniority: at least one-hundred & twenty (120) days
3. Options available to employees with at least one year of seniority in lieu of layoff during notice period:
  - a. Employees have transfer rights to vacant bargaining unit positions in the current classification for which they are qualified.
  - b. Employees have reinstatement rights to vacant bargaining unit positions in a previously held classification for which they are qualified. Employee's rate of pay may not exceed maximum for the classification.
  - c. Employees have priority status to vacant bargaining unit positions for which they are qualified and which are at the same or lower pay grade. Employee's rate of pay may not exceed maximum for the classification.
  - d. Employees may elect to displace the least senior employee in their classification or in a classification previously held in another clinical unit, provided:
    - i. Employee notifies management (David Bergeon, UI Human Resources) in writing within ten (10) days;
    - ii. The displaced employee has less than one (1) year of seniority;
    - iii. The senior employee is fully qualified for the position; andCurrent position is not a grant funded research position.
4. Recall:
  - a. Laid off employees shall have their names placed on a recall list for the classification from which they were laid off and any previously held classifications for one (1) year.
  - b. Employees who accept temporary work shall remain on the recall list.
  - c. When there is a vacancy, employees in the clinical unit may exercise their transfer rights prior to the laid off employee's exercise of recall rights.

- d. When Employer fills a position from the recall list, the position is offered to employees on the recall list in order of seniority.
- e. Employees must notify Employer of acceptance of recall within seven (7) calendar days. Failure to accept a recall to a position offered shall negate any further rights.
- f. Recall rights continue for one year if recalled to a different classification than that from which laid off or at a lesser FTE than that from which laid off.

## Frequently Asked Questions

### 1. I have received notice that my position is being eliminated. What are my rights if I have at least one year of seniority?

- You have transfer rights to vacant bargaining unit positions in the current classification for which you are qualified.
- You have reinstatement rights to vacant bargaining unit positions in a previously held classification for which you are qualified. Your rate of pay may not exceed maximum for the classification.
- You have priority status to vacant bargaining unit positions for which you are qualified and which are at the same or lower pay grade. Your rate of pay may not exceed maximum for the classification.
- You may elect to displace the least senior employee with less than one year of seniority in your classification in another clinical unit or a previously held classification if you are qualified for the position. (Note this does not apply to grant funded research positions.)
- If these options are not successful and you are laid off, you are eligible for recall to your own classification and any previously held classifications in the bargaining unit for a period of 1 (one) year from the layoff date.

### 2. How do I learn about vacancies?

You should go to the JOBS@UIOWA (<http://jobs.uiowa.edu/>) website to learn about vacancies within the hospital and other parts of campus. In addition, nursing staff may utilize The Point to learn about positions within the Department of Nursing. See your rights regarding priority for transfer in question #1.

### 3. How do I exercise displacement rights?

You must notify David Bergeon, [david-bergeon@uiowa.edu](mailto:david-bergeon@uiowa.edu), UI Human Resources in writing of this decision no later than 10 calendar days after receiving layoff notice. Human Resources will work with you to identify the position(s) for displacement.

### 4. How does recall work?

If you have not secured other employment by the time your notice period ends, you will automatically be placed on a recall list. You must provide a current address and phone number so you can be reached. When there is a budgeted vacancy within a classification for which you qualify for recall, you will be placed in that position if you meet the qualifications. You must accept the recall within 7 calendar days. If you fail to accept the recall, you lose further rights to reinstatement.

### 5. Can I work on a temporary basis while on recall?

Yes, you can do that and still remain eligible for recall to a budgeted position.

**6. If I am laid off, can I collect unemployment?**

Iowa Workforce Development determines eligibility and awards benefits. You should contact the Iowa Workforce Development 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), 351-1035.

**7. Will I be offered a severance package?**

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

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

Interviewing tips are available on The Career Development Advising Service and the website is at [http://www.uiowa.edu/hr/careerdev/advising\\_svc.html](http://www.uiowa.edu/hr/careerdev/advising_svc.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 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.

**9. Who else can I talk to on campus about the stress related to a possible lay off, furlough 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](mailto:EAPhelp@uiowa.edu).