

Summary of Proposed Revisions PPM 230-7

- Title change to “Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time.”
- Merger of PPM 230-7 with PPM 230-9.2 (Termination of Appointment for the Adjunct Professor Series) and PPM 230-9.3 (Termination of Appointment for the Clinical Professor Series).
- Addition of references and related policies.
- Clarification of “good cause” for layoff and involuntary reduction in time for consistency with APM 145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time (Section II.B).
- Clarification that policy does not apply in corrective or dismissal actions (Section II.B).
- Addition of definitions: “Involuntary reduction in time” (Section III.A), “layoff” (Section III.B), “layoff unit” (Section III.C), “layoff status” (Section VIII.A), “recall” (Section VIII.B), and “preferential re-employment” (Section VIII.C).
- Clarification and update of Chair responsibilities, including addition of Chair’s duty to maintain roster of appointees in layoff unit who are on layoff status, and Chair’s duty to notify those on layoff status of open positions for which they may be qualified (Section V.A).
- Updates to reflect recent revisions to APM 035, Affirmative Action and Nondiscrimination in Employment (Sections V.A.3, V.B.4, and V.C.4).
- Clarification of campus reviewers’ responsibilities (Section V.B).
- Removal of information regarding the specific campus reviewers of proposals for layoffs and involuntary reductions in time, and addition of this information to the Authority and Review chart on APS Web site (Section V.B).
- Clarification of responsibilities of administrator with approval authority (Section V.B).
- Update of language regarding review and authority for proposed layoffs and involuntary reductions in time to reflect delegation of this authority to the administrator with authority for initial appointment (Section V.C).
- “Alternatives to and Postponement of Layoff” section added, clarifying procedures for postponement of layoff, and implementation of a leave without pay or temporary reduction to non-salaried status in conjunction with a layoff proposal. (Section VI.B)
- Addition of guidelines regarding timely submission of proposals for layoffs and involuntary reductions in time (Section VI.D).
- Addition of procedures for withdrawal of a proposal for layoff or involuntary reduction in time (Section VI.F).
- Clarification of procedures for recall and preferential re-employment (Section VIII).
- Update of grievance language for consistency with PPM 230-5 and APM 145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time (Section IX).
- Update of form used for proposing layoffs and involuntary reductions in time to clarify and to include additional procedural information. Form to be relocated from policy to APS Web site (provided as attachment for review).
- Removal of outdated or duplicated information.
- Technical (non-substantive) edits.

July 1, 2011