Summary of Proposed Revisions
PPM 230-7

- Name change to “Non-senate Academic Appointees/Layoff and Involuntary Reduction in Time.” (Currently, “Policy on Layoff and Involuntary Reductions in Time for Non-Senate Academic Appointees.”)

- References and related policies added.


- Clarification of “good cause” for layoff and involuntary reduction in time has been added for consistency with APM 145, Non-senate Academic Appointees/Layoff and Involuntary Reduction in Time. (Section II.B)

- Clarification added that policy does not apply in corrective or dismissal actions. (Section II.B)

- Definitions added: “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)

- Responsibilities of Chair clarified and updated, 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 in on layoff status of open positions for which they may be qualified. (Section V.A)

- Updates made to reflect recent revisions to APM 035, Affirmative Action and Nondiscrimination in Employment. (Sections V.A.3, V.B.4, and V.C.4)

- Responsibilities of campus reviewers clarified. (Section V.B)

- Information regarding specific campus reviewers of layoff and involuntary reduction in time proposals has been removed from policy and relocated on UCSD Authority and Review chart on APS Web site. (Section V.B)

- Responsibilities of administrator with approval authority clarified. (Section V.C)

- Language regarding the authority and review of layoff and involuntary reduction in time proposals has been updated to reflect delegation of authority for layoff and involuntary reductions in time to 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)

- Information added on procedures for withdrawal of a layoff or involuntary reduction in time proposal. (Section VI.F)

- Procedures for recall and preferential re-employment clarified. (Section VIII)

- Grievance language updated for consistency with PPM 230-5 and APM 145, Non-senate Academic Appointees/Layoff and Involuntary Reduction in Time (Section IX)

- Form for proposing layoffs and involuntary reductions in time has been updated for clarity, and to include additional procedural information. Form relocated from policy to APS Web site.

- Outdated or duplicated information has been removed.

- Technical (non-substantive) edits have been made.

November, 2014