



POLICIES AND PROCEDURES

CORPORATE POLICY

Subject: Layoff Policy

Policy No.: 208

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A. Policy

The policy of the Cal Poly Pomona Foundation, Inc. is to provide stability of employment within the limits of projected financial resources and the service needs of the campus community.

Short- and long-term planning for employment stability will consider the effects of reduced enrollment, new technology, reduction of service levels, elimination of selected services, reduced financial resources, and other factors which affect the Foundation staffing levels.

LAYOFF PROCEDURES (See Definitions on Last Page)

B. Authority and Consultation

Final decisions as to services to be provided and levels of staffing to be retained rest solely and exclusively with the Executive Director of the Cal Poly Pomona Foundation who shall make such decisions in consultation with the Chairperson of the Foundation Board of Directors. The composition of the work force, number of employees to be retained in the respective job classifications, number of hours to be worked, assignment of work and decisions affecting length of employment are the responsibility of the respective Unit Managers who shall make such decisions in consultation with the Director of Employment Services subject to the



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following procedures.

C. Student Assistants

The retention of Student Assistants is based on the Unit Managers' determination of required services and the merit and competency of the respective Student Assistants.

D. On-Call and Temporary Employees

The retention of on-call and/or temporary employees is based on Unit Managers' determination of service needs and merit and competency of the respective employees in relationship to the service need. Seniority among On-call and Temporary employees may be considered, but is not controlling in determinations of layoffs of on-call temporary employees.

E. Regular Employees

The retention of Regular employees is based on the Unit Manager's determination of service needs and merit and competency of the respective employee in relationship to the services needed, as well as job classification. Seniority at Foundation or in a specific job classification is considered in making decisions in the determination of layoffs for this group of employees.

An employee selected for layoff may apply for an open Foundation position. When such an employee is qualified and meets the minimum criteria for that new position, the employee will receive the new position without competition from other non-Foundation employees. If two or more Foundation employees apply for the same position, the employee who is best qualified for the position will have priority over the other employees.

F. Employees Paid from Grant/Contract Awards

Employees paid from grant or contract awards serve only for the duration of the available funding of the specific grant or contract award.

Employees in this group are retained on the basis of grant/contract needs and individual merit and competency. The number of employees to be retained in any classification is the responsibility of the respective manager.

In the event two or more employees have essentially similar positions and equal merit and competency, the junior employee will be laid off first. Where it is determined the more senior employee does not possess the qualifications of the junior employee or additional training would be required for the senior employee, the junior employee may be retained. Where such decisions are made, they shall be objectively documented and explained to the affected individuals.

G. Employees in the Management Compensation Plan (MCP)

Employees in the MCP are employed for their individual merit and competency and Foundation needs. Assessment of needs or individual effectiveness are made without regard to the provisions of this layoff policy. Continued employment of employees classified as MCP is at the pleasure of the Executive Director of the Foundation and the President of the Foundation Board of Directors.



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H. Pay Schedules for Demoted or Transferred Employees

Employees who elect demotion or transfer shall take the rate of the new position. Where the employee's prior salary rate exceeds the rate of the new position, they will be placed at the highest step of the new classification rate.

I. Definitions

- SERVICE UNIT is any of the following (the below list is representative and not necessarily all inclusive):
 - A specific Grant or Contract Kellogg West Conference Center and Hotel
 - Los Olivos Dining Commons
 - Campus Center Marketplace
 - Bronco Student Center
 - Starbucks
 - Denny's
 - Foundation Housing Service (University Village)
 - Research Office & Sponsored Programs
 - Facilities/ Maintenance Services
 - Foundation Administration
 - Foundation Financial Services
 - Foundation Employment Services
 - Bronco Bookstore
 - College of Extended University
 - Specific Academic or University Support Units.

- JOB CLASSIFICATION is the specific job classification assigned to the individual or other positions which are substantially similar as to content and the qualifications of individuals. Positions which would require additional training of individuals are not considered to be substantially similar.

- ON-CALL and/or TEMPORARY EMPLOYEE is an employee hired for a limited duration, a specific project, or on an "on-call" basis as operational needs.
- REGULAR EMPLOYEE is a "full-time" employee and is not employed pursuant to a grant/contract award or other special funding, and is regarded as a full benefited employee.

- LAYOFF is a separation of the employee for lack of work. Temporary unit layoffs during the summer or other slow periods are not covered by this policy.