



University of Colorado
Colorado Springs

UCCS Bookstore Department Layoff Plan

5/26/2020

The purpose of this Layoff Plan is to inform the UCCS Bookstore staff of a layoff because of the effects of the COVID-19 pandemic on UCCS Bookstore business operations and financial viability. In accordance with the provisions of the Layoff Principles section within the State Personnel Board Rules and Personnel Director's Administrative Procedures, the UCCS Bookstore department is providing the following written plan for a proposed layoff of classified staff.

Per State Personnel Board Rules and Director's Administrative Procedures, for any and all layoffs, after making its business decisions and ten days prior to issuing the first layoff notice, the department shall post a Layoff Plan, signed by the designated appointing authority of the department, in a conspicuous place where all potentially impacted employees will have access to the Layoff Plan, in an email to all potentially impacted employees of UCCS Bookstore, and on the University of Colorado Colorado Springs Human Resources website <https://www.uccs.edu/hr/furlough-and-layoff-resources>. The purpose of the Layoff Plan is to facilitate strategic planning prior to the abolishment of any positions, and to provide an open and transparent explanation for the elimination of positions and/or services.

Reason for the change:

UCCS Bookstore provides affordable, fast, and convenient copy and printing needs for the campus through its Copy Center. The UCCS Bookstore budget is completely funded by self-generated means (auxiliary funds). Due to COVID-19 and the substantial loss of auxiliary revenue, reduction in staffing is needed to address the budget shortfall. The UCCS Bookstore Copy Center will maintain basic functionality, at a reduced level of the sole position in the Copy Center, to maintain the basic needs of the department.

Description of the planned changes in the fundamental structure, positions, or functions:

The fundamental structure of the UCCS Bookstore will remain the same but the staffing level to support these operational functions and services will have to be reduced to meet the new financial limitations created by the impact of the COVID-19 pandemic on the Auxiliary funded services. Therefore, the sole position in the UCCS Bookstore's Copy Center will need to be reduced by 50%.

Anticipated benefits and results, including any cost savings:

With the 50% reduction in FTE of the sole classified position in the Copy Center of UCCS Bookstore, there will be an annual salary savings of \$24,275.



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General description of the expected changes and their effects on employees:

Reducing the position to part-time will allow the UCCS Bookstore to have someone available for copying responsibilities when staff and students return to campus, with the expectation that eventually the position may move back to full-time, dependent on the needs of the campus and changing financial conditions.

Description of how the work performed by the eliminated position(s) will be absorbed by the department:

The tasks associated with this position will be reduced to address those of the campus community remaining on campus during the shutdown requiring UCCS Bookstore Copy Center services. No work is being absorbed, the sole position in the UCCS Bookstore's Copy Center is a classified staff position, which is being reduced by 50%, and the UCCS Bookstore Copy Center will accordingly provide reduced services.

A listing of the classes in which positions will be abolished as contemplated in the Layoff Plan:

Classified Title: Retail Business Analyst II

Any modification to the special qualifications for positions affected by the layoff plan within sixty days or less prior to publication of the layoff plan:

No minimum qualification modifications were made to any positions within UCCS Bookstore during the sixty days prior to the publishing of this plan.

Layoff plan ranking factors and relative weights:

1. Performance – An average of the last three annual evaluation ratings is used exclusively (100%) to rank employees in positions with the same job code.
2. Longevity – Those with identical average performance ratings, their total length of state service will be used to break the tie.



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Approved:

Robin A. Margolin

Robin A. Margolin (May 26, 2020 14:42 MDT)

Robin A. Margolin
Executive Director Auxiliary Services

May 26, 2020

Date

Carlos Garcia

Carlos Garcia (May 26, 2020 14:50 MDT)

Carlos Garcia
Interim Vice Chancellor for Student Success

May 26, 2020

Date

Venkat Reddy

Venkat Reddy
Chancellor

May 26, 2020

Date











Revised - Classified Staff Layoff Plan - Bookstore/Copy Center

Final Audit Report

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