



University of Colorado  
Colorado Springs

## **Facilities Services Department Layoff Plan**

**5/26/2020**

The purpose of this Layoff Plan is to inform the Facilities Services staff of a layoff as a result of the effects of the COVID-19 pandemic on Facilities Services 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 Facilities Services 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, an email to all potentially impacted employees of Facilities Services, 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:

The Facilities Services department's primary responsibility is to service all buildings and properties on the University of Colorado Colorado Springs (UCCS) campus. It is comprised of the service groups: Custodial, Outdoor Services, Electrical, Maintenance, HVAC, Plumbing, Acquisitions, and Distribution. The Facilities Services budget is comprised of General Funds and Auxiliary Funds (student supported funds). Due to campus financial constraints, including financial difficulties related to COVID-19, there have been changes to the funding that Facilities Services receives from these sources. At this time, certain Auxiliary Services funds are being withdrawn, creating a budget shortfall that Facilities Services is unable to make up for on its own. Therefore, Facilities Services will need to abolish several Auxiliary Services funded classified staff positions. As noted above, the financial issues extend beyond Auxiliary Services funding, and the Chancellor has asked that all vacant General Fund positions be held and that those funds be captured by the Vice Chancellor for Administration and Finance to balance the Fiscal Year 2020-2021 budget.

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

The fundamental structure of the Facilities Services Department will remain the same and will have staff in all of the service groups listed above, but the staffing levels to support these operational functions and services will have to be reduced by six Custodial I and four Structural Trades II positions to meet the new financial



University of Colorado  
Colorado Springs

limitations created by the impact of the COVID-19 pandemic on the auxiliary funded services.

Anticipated benefits and results, including any cost savings:

Facilities Services supports in the maintenance of facility structures on UCCS and as stated above, the services each service group provides will continue. The six Custodial I and four Structural Trades II positions are auxiliary funded positions, and because that funding has been withdrawn, Facilities Services does not have the funds to support these positions. The layoffs will provide UCCS \$516,953 in salary savings.

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

The employees absorbing these changes within the department will feel the pressure of maintaining historical standards and expectations even though service level standards will be revised to meet staff reductions and campus population levels.

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

The tasks associated with these positions will be reallocated to the remaining staff with the same classified class designation. Campus service levels will be adjusted to align with the adjusted staffing levels.

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

Classified Title: Structural Trades II  
Classified Title: Custodian I

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 Facilities Services 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.

See new organizational chart.



University of Colorado  
Colorado Springs

Approved:

Robert D. Dougherty

Robert D. Dougherty (May 26, 2020 13:48 MDT)

Robert Dougherty  
Sr. Executive Director Facility Services

May 26, 2020

Date

Carlos Garcia

Carlos Garcia (May 26, 2020 14:48 MDT)

Carlos Garcia  
Interim Vice Chancellor for Student Success

May 26, 2020

Date

Charles Litchfield

Charles Litchfield (May 26, 2020 15:57 MDT)

Chuck Litchfield  
Vice Chancellor for Administration  
& Finance

May 26, 2020

Date

Venkat Reddy

Venkat Reddy (May 26, 2020 17:51 MDT)

Venkat Reddy  
Chancellor

May 26, 2020

Date








# Revised - Classified Staff Layoff Plan - Facilities

Final Audit Report

2020-05-26

Created:	2020-05-26
By:	Rebecca Stephens (rmenkhus@uccs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuRBhO2TP4YMEWFA9mnqWiAqDp-cFj-fw

## "Revised - Classified Staff Layoff Plan - Facilities" History


-  Document created by Rebecca Stephens (rmenkhus@uccs.edu)  
2020-05-26 - 7:45:01 PM GMT- IP address: 128.198.208.72
-  Document emailed to Robert D. Dougherty (rdougher@uccs.edu) for signature  
2020-05-26 - 7:47:29 PM GMT
-  Email viewed by Robert D. Dougherty (rdougher@uccs.edu)  
2020-05-26 - 7:47:40 PM GMT- IP address: 128.198.145.35
-  Document e-signed by Robert D. Dougherty (rdougher@uccs.edu)  
Signature Date: 2020-05-26 - 7:48:31 PM GMT - Time Source: server- IP address: 128.198.145.35
-  Document emailed to Carlos Garcia (cgarci12@uccs.edu) for signature  
2020-05-26 - 7:48:32 PM GMT
-  Email viewed by Carlos Garcia (cgarci12@uccs.edu)  
2020-05-26 - 8:47:38 PM GMT- IP address: 128.198.132.87
-  Document e-signed by Carlos Garcia (cgarci12@uccs.edu)  
Signature Date: 2020-05-26 - 8:48:14 PM GMT - Time Source: server- IP address: 128.198.132.87
-  Document emailed to Charles Litchfield (chuck.litchfield@uccs.edu) for signature  
2020-05-26 - 8:48:16 PM GMT
-  Email viewed by Charles Litchfield (chuck.litchfield@uccs.edu)  
2020-05-26 - 9:57:29 PM GMT- IP address: 67.190.125.216
-  Document e-signed by Charles Litchfield (chuck.litchfield@uccs.edu)  
Signature Date: 2020-05-26 - 9:57:49 PM GMT - Time Source: server- IP address: 67.190.125.216
-  Document emailed to Venkat Reddy (vreddy@uccs.edu) for signature  
2020-05-26 - 9:57:51 PM GMT

 Email viewed by Venkat Reddy (vreddy@uccs.edu)

2020-05-26 - 11:51:21 PM GMT- IP address: 174.209.22.225

 Document e-signed by Venkat Reddy (vreddy@uccs.edu)

Signature Date: 2020-05-26 - 11:51:55 PM GMT - Time Source: server- IP address: 174.209.22.225

 Signed document emailed to Robert D. Dougherty (rdougher@uccs.edu), Rebecca Stephens (rmenkhus@uccs.edu), Carlos Garcia (cgarci12@uccs.edu), Venkat Reddy (vreddy@uccs.edu), and 1 more

2020-05-26 - 11:51:55 PM GMT



Adobe Sign