Office of Information Technology
Layoff Plan

5/26/2020

The purpose of this Layoff Plan is to inform the Office of Information Technology (OIT) staff of a layoff as a result of the effects of the COVID-19 pandemic on OIT's 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 OIT 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 were all potentially impacted employees will have access to the Layoff Plan, an email to all potentially impacted employees of the Office of Information Technology, 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.

Reasons for the change:
>   The OIT supports the entire UCCS campus IT functions, including enterprise services, university software development, network structure, general business operations, and student support functions. The OIT budget includes funding from both organizational support funds and auxiliary funds (student funded sources). Due to campus financial constraints, including financial difficulties related to COVID-19, there have been changes to the funding OIT receives from these sources. Certain Auxiliary Services funds are being withdrawn, creating a budget shortfall that OIT is unable to make up for in OIT's budget. Therefore, OIT needs to abolish the Auxiliary Services funded classified staff position. 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:
>   Auxiliary Services funds three positions in OIT, one of which is an IT Professional position. The Auxiliary Services funding will no longer exist, and the elimination of funding for the vacant positions in the base operating budget thus means OIT cannot absorb that position by other means in the budget. The other two Auxiliary Services funded positions, which consist of university staff, will be furloughed.

Anticipated benefits and results, including any cost savings:

There are no real benefits resulting from this budget reduction, but OIT will be able to maintain campus-wide IT services that are critical to the university's operation. The IT Professional position, with a salary of $56,868, is funded by Auxiliary Services, and Auxiliary Services has pulled the funding for that position. Because OIT does not have funding to pay for the Auxiliary Services position, it must eliminate the position.

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

The User Services group all provides similar duties, just for different departments on campus. As a result of the reduction in funding by Auxiliary Services, one classified position that provided services to Auxiliaries Services is being abolished and thus will result in a layoff of the IT Professional position. The remaining employees in the unit will be handling tasks that were assigned to this position.

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

The job functions that were performed by the position will be re-allocated and split up between the Director of User Services, the User Support Manager, the Academic Support Manager, an Academic Support Analyst, and two members of the operations team. This includes:

- Support for on-campus computer purchasing
- Assistance with student employee training
- Assistance with service and product release
- Technical assistance to auxiliary services units

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

Classified Title: IT Professional

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 where made to any positions within OIT during the sixty days prior to the publishing of this plan.

Layoff plan ranking factors and relative weights:
1. Performance – Identical position criticality will be broken with an average of the last three annual evaluation ratings is used exclusively (100%) to rank employees.
2. Longevity - Identical average performance ratings, total length of state service will be used to break the tie.

UCCS University of Colorado
Colorado Springs

Approved:

Harper Johnson
Harper Johnson (May 26, 2020 13:54 MDT)

Harper Johnson
AVC and Chief Information Officer

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

Venkat Reddy

Venkat Reddy
Chancellor

May 26, 2020

Date

Revised - Classified Staff Layoff Plan - OIT

Final Audit Report   2020-05-26

Created:	2020-05-26
By:	Rebecca Stephens (rmenkhus@uccs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-2Ob2KPeS4EbMkZJyvtT8qbiabEwqQF1

"Revised - Classified Staff Layoff Plan - OIT" History

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2020-05-26 - 7:34:25 PM GMT- IP address: 128.198.208.72

📧 Document emailed to Harper Johnson (hjohnson@uccs.edu) for signature
2020-05-26 - 7:36:08 PM GMT

📄 Email viewed by Harper Johnson (hjohnson@uccs.edu)
2020-05-26 - 7:53:41 PM GMT- IP address: 73.217.67.66

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Signature Date: 2020-05-26 - 8:48:50 PM GMT - Time Source: server- IP address: 128.198.132.87

📧 Document emailed to Venkat Reddy (vreddy@uccs.edu) for signature
2020-05-26 - 8:48:51 PM GMT

📄 Email viewed by Venkat Reddy (vreddy@uccs.edu)
2020-05-26 - 9:42:58 PM GMT- IP address: 128.198.226.64

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Signature Date: 2020-05-26 - 9:43:20 PM GMT - Time Source: server- IP address: 128.198.226.64

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