Layoff Seniority Point Calculation Guidelines and Resources

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Campus office: Employee and Labor Relations – Human Resources

GUIDELINES FOR DETERMINING LAYOFF SENIORITY

BASED ON FULL-TIME EQUIVALENT HOURS OF UNIVERSITY SERVICE

The following information has been compiled to assist in the understanding of the campus seniority point calculation procedures and is not intended to supersede applicable Personnel Policy for Staff Members and bargaining unit contracts. Please note that some bargaining units utilize a skill-based criterion for layoff selection, in which cases seniority may be a second criterion or tie-breaker.

Seniority

For most staff positions, seniority is based on full-time equivalent hours of total University service, including career, casual/restricted, limited, and academic appointments. At the Riverside campus, seniority for these staff positions is calculated by each hour on pay status from the most recent date of hire.

Seniority is further defined in the policy/contract applicable to the affected job classifications. Following is a basic summary:

Bargaining Unit	Seniority Calculation	If tied
99, CX, K5, PA, RX, RA, TX	Full-time equivalent months (or hours) of university service in any job classification/title	Most recent date of hire (employee with the most recent date of hire is the "less senior" employee)
EX, SX	Most recent date of hire in a staff career position.	When bargaining unit employees in the same layoff unit have the same date of hire, seniority shall be determined according to total hours on pay status since the most recent date of hire into a career position.

HX	Most recent date of hire in staff career position	When employees have the same date of hire, seniority shall be determined according to alphabetical order of the last name.
IX (NSF)	Seniority is based on the number of terms of service (quarters or semesters) on pay status in the bargaining unit, in the same layoff unit.	If two or more NSF have the same number of terms of service, the number of terms at 50% or greater shall be used to determine which NSF has greater seniority. If two or more NSF have the same number of terms of service and the number of terms at 50% or greater, the tie breaker shall be earliest hire date in the department, program, or unit.
LX	Number of months of continuous service in the Librarian series or other academic title at 50% or more	None identified
NX	Most recent date of hire into a career nurse position	The nurse with the lower number formed by the last four digits of their California registered Nurse license number will be considered the most senior Nurse.
PX	None. Layoff occurs due to lack of funding or termination of the research project.	n/a
DX	Most recent date of hire into a career position at the University, and including any conversion credit as provided in Article 4: Positions and Appointments.	The doctor with the lowest number formed by the last four digits of her/his CA medical license number will be considered the more senior.

Factors that affect layoff seniority credit:

1. **Eligible Hours**
   - Only employment while on pay status counts toward seniority.
   - Hours on pay status include: sick leave, extended sick leave (workers' compensation), vacation and compensatory time off.
   - Overtime hours in excess of full time and shift differential do not count towards seniority points.

2. **Break in Service**

Employment prior to a break in service (separation from employment status) does not count towards seniority credit, except when an employee returns to pay status from an approved leave without pay, furlough, temporary layoff, indefinite layoff during a period of preferential rehire and right to recall, or on the next working day following a separation, which is not a break in service and shall be counted towards the overall seniority points.

Break in service:

   - One or more days if an employee terminates his/her position.
   - Four or more months if an employee is off pay status, except in the case of approved leaves without pay.

3. **Preferential Rehire and Recall Rights**

Re-employment within the period of right to recall and preference for reemployment or from temporary layoff or furlough provides continuity of service credit for the purpose of layoff seniority. In this situation, the break in employment during the layoff/furlough period is not considered a break in University service.

4. **Seniority Service Credit from Prior UC employment**

Employees transferring from another UC campus without a break in service shall carry forward their seniority hours from their separating campus.

Additional Considerations (Layoff Seniority Credit, Employment Service Credit and UCRP Service Credit)

Layoff seniority credit is not the same as employment service credit or UCRP service credit. These three figures may differ depending upon the employee's specific situation.

Examples:

   - A break in service will zero out the employee's seniority credit, but will not zero out employment or UCRP service credit.
   - UCRP service credit may be adjusted, causing it to differ from employment service credit. One example is the one-time allocation for the limited appointment policy.

Layoff Selection Criteria based on Seniority

1. Employees within the same classification (job code) and the same layoff unit are ranked by order of seniority, with the most senior employee listed first. The least senior employee(s) receives the layoff notice letter.

2. Exceptions to seniority are on a case-by-case basis and are reviewed by Employee and Labor Relations based upon written justification from the department.

3. When employees have the same number of full-time equivalent hours, the employee with the most recent date of appointment is laid off first.

DEPARTMENTAL RESPONSIBILITIES

Layoff seniority credit needs to be determined for the incumbent in the position to be laid off **and for all other incumbents in the same classification within the same layoff unit.**

Prepare to Calculate Layoff Seniority

1. Identify:

   ➢ Your layoff unit
   ➢ Which positions will be eliminated or reduced in your department

2. Make a list of all employees in the layoff unit who have the same job classification as the position(s) scheduled for layoff using the sample Layoff Selection Worksheet as a tool. Include the completed worksheet in the layoff proposal packet that is submitted for review to the Employee and Labor Relations Analyst assigned to the organization. Refer to section below, Steps for Calculating Seniority Points, for instructions on how to prepare this list.

HUMAN RESOURCES RESPONSIBILITIES

1. Review the seniority point calculations for accuracy and compliance with policy and applicable bargaining unit contracts.

2. For employees with a hire date prior to July 1, 2015. Human Resources will provide the seniority points from the Payroll Personnel System (PPS), specifically, the Layoff Seniority Credit (ILSC) Screen.

3. For employees with a hire date prior to 2/1/1995 (date of PPS implementation), Human Resources will confirm the layoff seniority credit with the use of archived payroll records. Determination of layoff seniority credit may require review of microfiches from the campus Accounting/Payroll Office.

4. If the employee is an inter-campus transfer without a break in service, Human Resources will review the inter-campus transfer packet for verification and will contact the separating campus payroll office to obtain the employee's working hours.

STEPS FOR CALCULATING SENIORITY POINTS AND DETERMINING THE ORDER OF LAYOFF

1. Use sample Layoff Selection Worksheet to create a list of all incumbents in the job classification identified for layoff. Gather the following information from the Human Resources Data Warehouse or UCPath to populate the worksheet:

    a. Employee ID and name
    b. Home department code and name
    c. Job Code and Description
    d. Bargaining Unit
    e. Current appointment percentage. In case of a reduction in time, include new appointment percentage as well.
    f. Annual salary
    g. Demographic information for Affirmative Action review: (Age, gender, ethnicity)
    h. Most recent hire date at UCR
    i. Original date of hire, if different than most recent date of hire

2. For each employee, complete the Seniority Point Calculation worksheet (use template for bi-weekly or monthly employee as appropriate).

    Instructions for the Seniority Point Calculation Worksheet:

    a. Run a Superdope report to obtain the hours on pay status since the most recent date of hire. Remove ineligible compensation such as shift differential, special performance awards and overtime hours in excess of full time.

        Superdope Reporting Period:
        ➢ **For employees hired on or after July 1, 2015**, include all eligible working hours (refer to page 3) since the most recent hire date to present.
        ➢ **For employees hired before July 1, 2015**, PSS is the source for seniority points from the most recent hire date through 11/30/2017 (last record available). Departments should request the PPS seniority credit screenshot from Human Resources. Run a Superdope report for working hours from December 1, 2017 to present. Add up both calculations (PPS and SuperDope) to obtain the total seniority points.

    b. Convert seniority points to years of service for severance purposes (for all employees EXCEPT IX, LX, PX and RA as their bargaining unit agreements do not provide for severance pay).

- ➢ Total the employee's hours on pay status since the most recent hire date without a break in service through the effective date of the proposed layoff action. Employment prior to a break in service shall not be counted. Reemployment within the period of right to recall and preferential rehire and return to work from temporary layoff provides continuity of service credit, and is not a break in service.
- ➢ Use the payroll calendar and appointment percentage to estimate hours earned between preparation of layoff proposal and effective date of layoff.
- ➢ Divide the total hours by 2088 (average number of working hours in a year) rounding down to zero decimal places to derive the number of years of service.

c. Calculate the Severance,

To calculate the employee's severance pay you will need:

- ➢ The employee's base annual salary
- ➢ The employee's number of full year(s) of University service
- ➢ The employee's FTE (appointment percentage)

Use the Severance Calculation Worksheet in the "Severance" tab to determine the severance pay. For non-represented professional and support staff in career positions and some represented employees, unless otherwise stipulated in their collective bargaining agreement, the severance amount is one week (5 workdays/40 hours) of base pay for each year of University service up to a maximum of 16 weeks.

3. Use the data from the Seniority Point Calculation Worksheet to fill out the seniority and severance sections of the Layoff Selection Worksheet and identify the employee(s) with the least seniority.

In most cases the employee who will be laid off is the employee with the least seniority. If you are attempting to retain an employee out of seniority order due to special skills consult with Employee and Labor Relations. A justification is usually required by collective bargaining agreements and will be subject to review by the union.

4. Attach all worksheets to the layoff packet that is submitted to the Employee and Labor Relations analyst for review.

Sample worksheets available from Employee and Labor Relations:
- Sample Layoff Selection (Seniority Order) Worksheet
- Sample Seniority Point Calculation Worksheet for Monthly Employees
- Sample Seniority Point Calculation Worksheet for bi-weekly Employees
- Severance Calculation Worksheet (included in the Seniority Point Calculation Worksheet)

For assistance, please contact Employee and Labor Relations at employee.relations@ucr.edu or mariela.bridges@ucr.edu.