

I. Summary

Campus Special Transfer Opportunity Program (C-STOP) is a campus program that allows organizational units to facilitate the placement of employees identified or confirmed for layoff into a vacant position, which is outside the eligible employee's organizational unit.

II. Related Policies and References

[Personnel Policy 60](#) – Layoff and Reduction in Time

III. Definitions

- A.** Hiring Department - The department in which a position is vacant and the recruitment process is in the planning stages.
- B.** Employee Identified for Layoff - An employee who has been identified for layoff and the organizational unit head has approved the action and forwarded the Layoff/RIT Proposal form & draft letter to Employee & Labor Relations. However, the employee has not yet been provided with a written Notice of Indefinite Layoff.
- C.** Employee Confirmed for Layoff – An employee who has received a Notice of Indefinite Layoff, but is still on the job.

IV. Procedures

A. Notifying Employee & Labor Relations

1. Once an employee is identified for layoff, the department submits the Reduction In Time (RIT)/Layoff Proposal form and draft letter to the organizational unit for approval.
2. The organizational unit forwards the Layoff/RIT Proposal form and draft letter to Employee & Labor Relations (ELR) for review and approval.
3. If the employee is an employee confirmed for layoff, steps #1 and #2 above have already occurred.

B. Posting the Vacancy

When a vacancy occurs and there is interest in considering employees from other organizational units who have been identified/confirmed for layoff, the organization unit will:

- a. post the basic position information on the dedicated SharePoint website so that all organizational units have access to view the vacancy.
- b. initiate the recruitment process via iRecruit.

C. Matching Potentially Qualified Employees Identified or Confirmed for Layoff with C-STOP Vacancies.

1. The organizational unit contacts the department with employees identified or confirmed for layoff and the hiring department to determine if a potential match exists. The employee must currently hold a position with the same or higher salary range maximum than the vacant position.

2. If there is a potential match, the hiring department forwards the job description to the department with the employees identified or confirmed for layoff.
 - The department provides the job description to the employee identified or confirmed for layoff.
 3. Once the employee identified or confirmed for layoff receives the job description, they have three (3) working days to forward their resume to the hiring department indicating an intent to apply.
 4. The hiring department:
 - a. may review the personnel file of the employee identified or confirmed for layoff and if desired conducts an interview.
 - b. makes a selection based on skills, knowledge and abilities.
 5. If an employment offer will be made, the hiring department provides a C-STOP Offer Letter, which includes the job title, salary and start date to the employee.
 6. If the employee is an employee confirmed for layoff and they voluntarily accept a career position at the same classification level and salary, the layoff action is rescinded and their preference for rehire and recall rights are no longer applicable since the employee was never laid off.
 7. If the employee is an employee confirmed for layoff and they voluntarily accept a career position at a lower classification level and salary, recall may be retained in some situations (contact ELR for additional information).
- D. Recordkeeping**
1. The original signed C-STOP Offer Letter should be kept in the employee's personnel file.
 2. A copy of the signed C-STOP Offer Letter should be provided to the employee and to Human Resources.