

Staff Personnel Manual (SPP)

SPP 216: Reorganization for University Staff

Effective: 7/1/2013

Revised: 11/1/2023

Purpose

To describe the university's policy on reorganizations resulting from budget constraints, funding reductions, and/or reorganizations due to program or function changes, modification, elimination, or redirection.

Sources

Arizona Board of Regents Policy Manual - 6-510

University policy

Applicability

All regular [university staff](#) and [non-faculty administrators](#), including those employed in sponsored, grant-funded positions, unless funding has ended

Advisory Notice

The benefits explained in this policy **do not** apply to employees dismissed for reasons other than a reorganization. (See [SPP 808](#), "Performance Management for University Staff.")

Nothing stated in policy or verbally by any supervisor is intended to create an employment contract or to modify the at-will employment status.

Policy

Reorganization

Budget constraints, funding reductions, and/or reorganization may necessitate elimination of positions and reorganization or severance from employment of employees within a department or academic unit. Positions may only be eliminated for reason of a reorganization if the [department](#) or academic unit has no need for that position for at least six months.

Employees receive advance notice of reorganization based on length of continuous university employment and are entitled to other benefits described below.

Determining Affected Employees

Designated [administrative officials](#) work with the Office of Human Resources (OHR) to identify the job classifications within the department specified for the reorganization and to determine which employees in the job classifications will be affected based upon the following criteria:

- comparison of skill sets of all employees in the position that is being eliminated comparison and review of employee performance, as evidence by EDGE Conversations summaries or other documents

and

- other business-related and nondiscriminatory criteria, depending on the current operational needs.

Dean, vice president, or designee-level approval is always required for a reorganization recommendation, and OHR must be consulted in the reorganization decision prior to any notification to identified employees.

Reorganization Notice Periods

University staff or non-faculty administrators identified for reorganization will receive a written notice of that determination and will receive a [reorganization notice period](#) based on [continuous employment](#) as follows:

Years of Service	Length of Notice
less than 3 years	1 month
3–5 years	2 months
more than 5 years	3 months

Note: University staff or non-faculty administrators who were employed as service professionals or non-faculty administrators on or prior to 6/30/2013 are eligible for a 90-day notice period regardless of years of service.

Reemployment Program

The purpose of the reemployment program is to give employees who have been notified or reorganized priority consideration for comparable university vacant positions during the reorganization notice period and [reorganization period](#). The reorganized employees should not expect to retain their current salary or current campus location. Employees who are reorganized under this policy will be referred for [comparable](#) positions on all campuses. However, if an employee wishes to be considered only for specific campus(es), the employee must make this decision during the initial reemployment meeting with OHR. Once the decision is made, it **cannot** be changed. Employees who limit the campus(es) for job referrals should recognize that they may be reducing opportunities for reemployment. Salary offers are established in accordance with [SPP 403–02](#), “Establishing Rates of Pay,” and the hiring department’s funding.

Reorganized employees who are meeting performance expectations are eligible for the reemployment program. The reemployment program extends from the notice of reorganization to three months after the actual reorganization or until another position is accepted, whichever occurs first. Within 15 working days after receiving notice of reorganization, the employee must meet with OHR to identify positions comparable to the employee’s minimum qualifications. Once positions and locations have been identified for the reemployment process, they cannot be modified.

An employee on the reemployment list is given priority consideration for positions that become vacant after the person is notified of reorganization and during the reemployment period. These positions are identified prior to the position being advertised. The employee must notify OHR Recruitment & Selection a week in advance if they are not going to be available to interview for positions. Failure to provide appropriate notice may impact an employee’s participation in the reemployment program. A reorganized employee who meets the minimum qualifications and other relevant or desired

qualifications listed in the job posting must be interviewed. If the employee from the reemployment list is not selected, the hiring official must submit written justification for the nonselection to OHR Recruitment & Selection for approval or disapproval before advertising the position.

A reorganized employee who refuses two interviews and/or job offers or a combination of an interview and a job offer for comparable positions is removed from the reemployment list as of the date of the second refusal. Employees are notified of their removal from the reemployment list. As a result of the two refusals, the employee forfeits all the reemployment opportunities afforded to them by the university staff reorganization policy.

Post-reorganization Benefits

Tuition Assistance

Reorganized university staff or non-faculty administrators, along with their spouses and eligible dependent children, may continue to receive tuition assistance for any semester or summer session when registration for classes has occurred at least one day before the reorganization effective date or when classes start during the employee's reorganization notice period.

Reorganized university staff or non-faculty administrators who were employed at least five consecutive years at the university immediately prior to their reorganization effective date and who did not have performance concerns within six months of the effective date of the reorganization, along with their spouses and eligible dependent children, may continue to receive tuition assistance for a period not to exceed 12 months from the reorganization effective date.

For purposes of ABOR 6-902, "Qualified Tuition Reduction Program", a reorganization under this policy is equivalent to a layoff, as that term is used in the ABOR policy.

Insurance Benefits

Reorganized university staff or non-faculty administrators may continue group health insurance for up to 18 months under federal COBRA regulations at the end of their reorganization notice period if they are not reemployed by the university (see [SPP 504-01](#), "Insurance Coverage").

Vacation and Sick Leave

Reorganized university staff or non-faculty administrators do not accrue vacation or sick leave during the reorganization period. Sick leave benefits accrued prior to reorganization are retained during the reorganization period, but may not be used during the reorganization period. Affected employees are paid for accrued vacation on the effective date of reorganization consistent with [SPP 702-01](#), "Vacation Leave Benefits."

Retirement Status/Withdrawal of Employee Contributions

Reorganized employees should consult OHR staff regarding their retirement rights and benefits.

Cross-References

For more information, refer to:

1. [SPP 403-02](#), "Establishing Rates of Pay"
2. [SPP 504-01](#), "Insurance Coverage"
3. [SPP 702-01](#), "Vacation Leave Benefits"

and

4. [SPP 808](#), "Performance Management for University Staff."