

1 **Workforce Reorganization - P&S**

2 Effective: Policy moved to Policy Library from P&S Handbook

3 Updated/Revised: December 1, 2013

4 Reviewed and Updated: August 9, 2016

5 Contact: [University Human Resources \(UHR\)](#)

6 **Introduction**

7 This policy pertains to employees in the Iowa State University professional and scientific (P&S)
8 classification.

9 **Policy Statement**

10 Workforce reorganization is defined as a restructuring of a university function based on careful
11 analysis of the workforce needs and financial resources. Reorganizations are done in response to
12 reductions in work, the need to improve efficiencies, and to address budget reductions. Since
13 reorganization impacts positions, departments are required to contact university human resources
14 (UHR) when they have identified a need that may result in reorganization.

15 **Reorganization Plan, Approval, and Timing**

16 A written reorganization plan is required when the restructuring involves position elimination or
17 position realignment, and the addition of positions. In consultation with UHR, a reorganization plan
18 form will be provided. A reorganization plan is not required to effect a change in supervisory
19 relationship, for the elimination of vacant positions, or the mere transfer of a unit or subunit that does
20 not result in reclassification or loss of filled positions.

21 Following the development of the reorganization plan, the department will seek approval of the plan
22 from the respective dean, director, or vice president, and the respective senior vice president or the
23 president (or his/her designee). UHR shall review the approved plan to assure policy compliance
24 and will work with the department to implement the final plan.

25 When reorganization involves position elimination or reduction, written notification to affected
26 employees shall be made with a minimum notice period of 90 calendar days. If a P&S employee is
27 dismissed due to reorganization, the dismissed employee's position shall not be filled by
28 replacement within a period of two years unless the dismissed employee has been offered the
29 position and has declined or has failed to reply to the offer in writing within fifteen (15) calendar days
30 after confirmed receipt of such offer.

31 **University Assistance**

32 The university shall assist employees dismissed or those for whom the position has been reduced
33 due to reorganization as follows:

- 34 • The employing unit shall advise the employee to contact UHR to obtain assistance.
- 35 • For a period of six months from the date of notice, if an employee requests consideration for and
36 is qualified for an Iowa State University P&S vacancy, the employee will be assured of an
37 interview for the position. In the event that the dismissed employee is not selected for the
38 position, the employing unit must obtain approval of the vice president for university human
39 resources (VP-UHR) before making an offer to another candidate.
- 40 • The employing unit shall provide outplacement services to the staff member dismissed under this
41 policy, if requested.

- 42 • An employee reinstated within one calendar year under the provisions of this policy shall regain
43 previously held length of service and accumulated sick leave, and shall be employed at no less
44 than his/her former salary. (Any exceptions due to insufficient funding must be reviewed by the
45 VP-UHR or his/her designee in consultation with the respective senior vice president or the
46 president.)
- 47 • Staff dismissed under this policy are eligible to apply for unemployment compensation. The
48 university will not protest an unemployment claim for an employee dismissed or reduced under
49 this policy.

50 **Appeal**

51 An employee dismissed under this policy shall have the right to appeal the decision, asserting a
52 violation of policy or procedure. Within ten (10) working days of the receipt of notification of
53 dismissal, the employee shall submit a letter to the VP-UHR appealing the dismissal decision and
54 providing a rationale for the appeal. A reorganization decision will be upheld if the unit provides bona
55 fide reasons for reorganization and the elements of the reorganization are rationally related to the
56 purposes of the reorganization. The VP-UHR or his/her designee shall provide a written response to
57 the appeal within ten (10) working days.

58 If the employee believes the dismissal decision was due to discrimination, the employee may utilize
59 the complaint procedures as defined in the discrimination and harassment policy.

60 **Resources**

61 **Links**

- 62 • [University Human Resources \(UHR\)](#)
63 • [Professional and Scientific Council](#)
64 • [Discrimination and Harassment Policy](#)

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