HOW TO CALCULATE SENIORITY AND SEVERANCE FOR LAYOFF/REDUCTION IN TIME

1. Prepare to calculate seniority
   a. Identify:
      - Your layoff unit (insert link to list of layoff units)
      - Which positions will be eliminated or reduced in your department
   b. Make a list of all employees in the layoff unit who have the same job classification as the positions scheduled for layoff

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

<table>
<thead>
<tr>
<th>Unit</th>
<th>Seniority Calculation</th>
<th>If tied</th>
</tr>
</thead>
<tbody>
<tr>
<td>99, CX, K5, NSF, PA, RX, TX</td>
<td>Full-time equivalent months (or hours) of university service in any job classification/title</td>
<td>Most recent date of hire (oldest date is most senior)</td>
</tr>
<tr>
<td>EX, HX</td>
<td>Most recent date of hire in staff career position</td>
<td>Alphabetical order of last name (Lower letter is most senior)</td>
</tr>
<tr>
<td>IX</td>
<td>Full time equivalent number of months of service in bargaining unit, in department on pay status, calculated on the basis of 50% or more appointment</td>
<td>None identified</td>
</tr>
<tr>
<td>LX</td>
<td>Number of months of continuous service in the Librarian series or other academic title at 50% or more appointment</td>
<td>None identified</td>
</tr>
<tr>
<td>NX</td>
<td>Most recent date of hire into a career nurse position</td>
<td>Last 4 digits on DL (lower number is most senior)</td>
</tr>
<tr>
<td>PX</td>
<td>Not defined</td>
<td>n/a</td>
</tr>
</tbody>
</table>
b. To determine layoff seniority credit, access the ILSC screen in PPS. In the upper left corner of the screen the “total of all hours” is displayed for the employee. The total includes all hours in all appointments. Hours in each job code title are also listed separately, and include bargaining unit information from which you can calculate applicable service hours to determine seniority credit, as appropriate. Contact Labor Relations if the employee has seniority credit from employment at another UC campus with no break in service. When an employee has a hire date prior to February 1, 1995 and a seniority calculation is required, please contact Labor Relations.

c. Other factors that affect seniority:
   - Only employment while on pay status counts toward seniority.
   - All types of paid time (e.g., vacation, Workers' Compensation) count toward seniority.
   - Employment before a break in service (separation from employment status) does not count when calculating seniority points, 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.

3. Convert seniority points to years of service (for all employees EXCEPT EX, HX & NX):
   a. Total the employee’s hours on pay status since the last break in service and through the effective date of the proposed layoff action. Use payroll calendar and appointment percentage to estimate hours earned between preparation of layoff proposal and effective date of layoff.
   b. Divide the total hours by 2088 to derive the number of years of service.
4. **Identify the employee with the least seniority:**
   a. In most cases the employee who will be laid off is the employee with the least seniority.
   b. If you are attempting to retain an employee out of seniority order due to special skills consult with Labor Relations.

5. **Calculate severance:**
   a. Calculate employee’s full year(s) of University service. University service is calculated by each hour on pay status without a break in service. Employment prior to a break in service shall not be counted. Reemployment within the period of right to recall and preferential rehire from temporary layoff provides continuity of service credit, and is not a break in service.
      1. Total the employee’s hours on pay status (without a break in service)
      2. Convert these hours into years by dividing the total hours by 2088, and rounding down to zero decimal places.
   b. Calculate the employee’s Severance Pay.
      1. You will need to know
         1. The employee’s base annual salary
         2. The employee’s number of full year(s) of University service
         3. The employee’s FTE appointment percentage
      2. Determine severance calculation method by reviewing Personnel Policy for Staff Members or the applicable collective bargaining agreement.