

To: Metropolitan State University of Denver classified community  
From: Dr. Janine Davidson, President  
Date: July 2020  
Subject: Layoff Plan

In accordance with State Personnel Director's Administrative Procedure 7-6 B., for any and all layoffs, after making its business decisions and ten days prior to issuing the first layoff notice, the University shall post a Layoff Plan, signed by the President, both in a conspicuous place where all impacted parties have access to view the posting and on the University HR website. In addition, this notification is also being provided via email to all classified employees. The purpose of this layoff plan is to facilitate strategic planning prior to the abolishment of any classified staff position(s) and to provide an open and transparent explanation for the elimination of positions and/or services.

**Description of process:** The University is suffering a budget crisis and has taken many steps to try to alleviate impact to its employees. The University first offered voluntary incentives to help with the budget crisis and will still need to proceed with layoffs. Based upon the budget shortfall impacting the State of Colorado, University leaders reviewed how work could be streamlined and assessed critical functions and positions. Prior to the budget crisis, new technology eliminated the need for manual processing in some areas.

**Planned changes:** Through the above-described process, the classified position was identified for layoff due to technology replacing the need for manual processing. Additionally, the institution went to an automatic admit process, thus eliminating the need for manual processing. The impacted class is an Administrative Assistant II.

**Anticipated benefits:** Since technology was implemented it replaced the duties of the impacted position. The gross savings from this reduction in force, which includes one (1) classified positions, is approximately \$48, 700.

**Specific personnel actions:** The classified position found to be no longer essential to the operations of the institution are as follows:

1. **Administrative Assistant II.** This position is in the Admissions department. Since the university implemented new technology to support the automatic admittance process, there is no longer a need for manual processing.

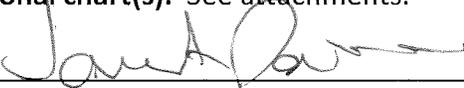
**Effect of Changes on Employees:** The incumbent of the position identified to be discontinued will be laid off.

**Ranking Factors and their Relative Weights:** Because there is only one position impacted, a ranking system is not necessary.

**Modifications to Special Qualifications for Positions Affected by the Layoff Plan:** No special qualifications have been modified.

**Organizational chart(s):** See attachments.

Approved:



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President

Date:

July 10, 2020