

## Summary of Layoff/Preferential Rehire Practices

<p><b>Berkeley</b></p>	<p>The campus provides a temporary "Transition Assistance" Program. The link below contains the overall description of the program and the assistance provided. The program is temporary because there is no ongoing funding for it. The campus cannot commit to providing the ongoing services to any groups.</p> <p>Following is the link: <a href="http://hrweb.berkeley.edu/transition.htm">http://hrweb.berkeley.edu/transition.htm</a></p>
<p><b>Davis</b></p>	<p><b>"Career Transition Workshop for UC Davis Employees"</b> Specifically designed for layoff candidates. <a href="http://lms.ucdavis.edu">http://lms.ucdavis.edu</a> Career Management</p>
<p><b>UCDHS</b></p>	<p><b>UCDHS</b> provides an in-depth orientation hosted by various Human Resources units to those who are laid off or reduced in time.</p> <ul style="list-style-type: none"> <li>▪ Training and Development provides assistance with resumes, interview preparation and additional training classes.</li> <li>▪ Employee and Labor Relations reviews their layoff rights, specifically preferential rehire/recall, in accordance with the appropriate contract and/or policy.</li> <li>▪ Recruitment provides an overview of the application process for those who elect preference and covers in detail the terms and conditions of electing preference.</li> <li>▪ Benefits addresses how the layoff affect their benefits and retirement.</li> <li>▪ ASAP shares information about the services and resources they provide to assist with coping.</li> </ul>
<p><b>San Francisco</b></p>	<p>The campus has an individual solely dedicated to the Preferential Rehire process and Career Development Workshops hosted by our Development &amp; Training department, which are free to employees. Attached are the materials and flyer for the workshops.</p>
<p><b>UCSFMC</b></p>	
<p><b>Los Angeles</b></p>	<p>Career counseling services that enhance employability including</p> <ul style="list-style-type: none"> <li>▪ Receive an individual assessment</li> <li>▪ Update resume and cover letter</li> <li>▪ Polish interviewing skills</li> <li>▪ Review successful job search strategies</li> <li>▪ Identify campus tools and resources</li> <li>▪ Create a career development plan</li> </ul> <p>Each laid <i>off</i> employee who chooses preferential rehire meets with the Layoff Coordinator to activate their preference _____ and discuss job opportunities in the campus and medical enterprise.</p>

<p><b>UCLAMC</b></p>	<p>Each laid off employee who chooses preferential rehire meets with the layoff intake coordinator to activate their preference and discuss opportunities.</p> <p><b>Services offered:</b>  Resume writing /interviewing skills classes offered  Outplacement services (usually at the higher levels)</p>
<p><b>Riverside</b></p>	<p>Recall/Pref Rehire policy information by bargaining units at:  <a href="http://hr.ucr.edu/docs/labor_relations/PrefRehireSeveranceAt-A-Glance%20Aug%202010.pdf">http://hr.ucr.edu/docs/labor_relations/PrefRehireSeveranceAt-A-Glance%20Aug%202010.pdf</a></p> <p>Comprehensive collection of resources for laid off employees at the HeRe to Help website: <a href="http://hr.ucr.edu/employee/heretohelp.html">http://hr.ucr.edu/employee/heretohelp.html</a></p> <p>The HR Staff Employment and Development unit provides the following services for the laid off employee:</p> <ol style="list-style-type: none"> <li>1. Meeting to discuss preferential rehire rights, recall rights and severance</li> <li>2. Consultation on resume writing, cover letters, and interviewing skills</li> <li>3. Review of resources available, e.g. — HeRe to Help website, temporary agencies, local resources, etc.</li> <li>4. Access to regularly scheduled workshops sponsored by Human Resources are available free of charge during the Preferential Rehire period. Some restrictions may apply to courses that are specifically related to University functions or presented by facilitators other than Human Resources staff.</li> </ol>
<p><b>Santa Cruz</b></p>	<p><b>A-Right Management Outplacement Services</b>  -on-site facilitated and outplacement workshops  -change management workshops, career counseling and career exploration services</p> <p><b>B-Staff Human Resources Lay-off Information Packets-hard copies containing a subset of what is available on-line is provided to the impacted employee along with the layoff notice to include:</b></p> <ol style="list-style-type: none"> <li>1. Cover letter under Employment Manager's signature which includes a reference to the on-line resources noted above.</li> <li>2. "Surviving a Layoff" booklet; published by Dahlstrom &amp; Co.</li> <li>3. UC EAP flyer</li> <li>4. UC Indefinite Layoff Benefits Checklist</li> <li>5. UC COBRA Information and rates</li> <li>6. FAQ's: Severance Pay; Preferential Rehire &amp; Recall programs</li> <li>7. UCSC 1-on-1 career coaching program</li> <li>8. "Conducting an Effective Job Search booklet; published by UCSC Staff Human Resources Employment</li> <li>9. California Unemployment Insurance Program: various brochures and checklists</li> <li>10. Workforce Santa Cruz County Career Center programs and services</li> <li>11. California Training Benefits Program</li> <li>12. List of local Employment Agencies</li> </ol>

<p><b>Santa Barbara</b></p>	<p>The UCSB Career Transition/Outplacement Program provides a wide range of outplacement services and resources at no cost to UCSB employees subject to layoff. Outplacement services are optional, individually customized services designed to minimize the impact of layoffs by assisting staff in dealing with job loss and career transition. The UCSB program provides this support through in-kind services offered through various Human Resources units, such as the Academic &amp; Staff Assistance Program, Employment, Benefits, as well as an employer-paid individual career transition sessions provided by a local consultant. More information available at: <a href="http://hr.ucsb.edu/labor/ucsb_career_transition_outplacement_program.php">http://hr.ucsb.edu/labor/ucsb_career_transition_outplacement_program.php</a></p>
<p><b>Irvine</b></p>	<p><b>DEVELOPMENTAL OPPORTUNITIES AND COUNSELING SERVICES</b>  <b>STAFF DEVELOPMENT AND TRAINING</b>  Regularly scheduled workshops sponsored by Human Resources are available free of charge during the first six months of the Preferential Rehire period. Some restrictions may apply to courses that are specifically related to University functions or presented by facilitators other than Human Resources staff.</p> <p>A list of courses can be found on the Human Resources website at <a href="http://www.hr.uci.edu">www.hr.uci.edu</a> - click on Development and Training.</p> <p><b>UCI EXTENSION WOMEN AND MEN'S OPPORTUNITIES CENTER</b>  The UCI Extension Women's Opportunities Center (WOC) provides career, educational and personal guidance to women and men throughout the community. The Center offers career counseling, workshops, networking and access to the Career Resource Center for the latest reference materials including the internet. For a full listing of their offerings visit <a href="http://www.unex.uci.edu/woc">www.unex.uci.edu/woc</a>.</p> <p><b>Employee Assistance Program</b>  An enhanced Employee Assistance Program (EAP) is available to faculty and staff employed on campus. EAP now includes three different components: clinical, personal, and work/life services. This program will be administered by Cascade Centers, with oversight from Human Resources. The Employee Assistance Program (EAP) is a free confidential service. All of the services provided under EAP are available by a single point of contact via a toll-free telephone number at (800) 433-2320, 24/7. Multilingual counselors are also available. Faculty, academics, and staff need to identify themselves as employees of UC Irvine.</p> <p>More information about these services is also available from the "Employee Assistance" section of the Cascade Centers Web site at <a href="http://www.cascadecenters.com">http://www.cascadecenters.com</a>. Employees can watch a brief orientation video at <a href="http://www.cascadecenters.com/catalogFiles/cfil11221.wmv">http://www.cascadecenters.com/catalogFiles/cfil11221.wmv</a></p> <p><b>ENHANCED SERVICES</b>  There are two elements to the UC1 Re-employment Program.  The first element involves continuation of the employee's medical insurance coverage for an additional four months beyond that which would normally occur, unless specifically declined by the employee. The University will pay the employer portion of the medical insurance premium and the employee will be responsible for their portion of the gross premium, including any administrative fees. The Benefits Department is available for assistance in coordinating such additional coverage.</p> <p>The second element establishes an additional incentive for managers filling vacant positions to give serious consideration to employees being laid off or to individuals already on the preferential rehire list. When a campus department hires such an individual, funding for one full month of the person's salary will be provided through centralized funding sources. This, coupled with the six-month trial employment period, not only provides a direct reemployment incentive but also recognizes the re-training costs often experienced by hiring departments. This incentive is available for UCI Campus-funded career positions filled by laid-off UCI Campus employees.</p>

<b>UCIMC</b>	No additional programs for TX employees. No RX employees at the medical center.
<b>San Diego</b>	<p>There are variables in terms of what is offered based on the appointment type (MSP/PSS) and if the laid off employee selected severance or preferential rehire but here are some of the basics we offer all layoffs.</p> <ul style="list-style-type: none"> <li>- Resume review services</li> <li>- Career Transition workshop</li> <li>- Access to Career Connection classes and workshops</li> <li>- Access to Mock Interviews/Video Interview</li> <li>- Guarantee interview for UC San Diego Temporary Employment Services</li> </ul>
<b>UCSDMC</b>	<p>UCDHS provides an in-depth orientation hosted by various Human Resources units to those who are laid off or reduced in time.</p> <ul style="list-style-type: none"> <li>▪ Training and Development provides assistance with resumes, interview preparation and additional training classes.</li> <li>▪ Employee and Labor Relations reviews their layoff rights, specifically preferential rehire/recall, in accordance with the appropriate contract and/or policy.</li> <li>▪ Recruitment provides an overview of the application process for those who elect and covers in detail the terms and conditions of electing preference.</li> <li>▪ Benefits addresses how the layoff affect their benefits and retirement.</li> <li>▪ ASAP shares information about the services and resources they provide to assist with coping.</li> </ul>
<b>Merced</b>	Refer to UCOP Website employment site, so that the person was made aware of employment opportunities in the System.
<b>LBNL</b>	<p>The Lab has a contract with an outplacement company, Torchiana, Mastrov and Sapiro. The standard is for employees affected by layoff to be offered a 4-hour session with TMS; the services will be tailored to the individual's needs (career counseling, resume writing, interview skills workshop, etc.). This service is paid for by the division and it is optional. In some cases, divisions choose not to offer it (this generally happens when the laid off employees are in scientific positions and the division doesn't feel the services TMS provides will be useful). There have also been situations in which a division has chosen to offer up to 30 days of career counseling to some individuals.</p>