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<td>Layoff, FTE Reduction</td>
<td>Bargaining Unit, PSS</td>
<td>Requests for seniority points should have been submitted to the OE-HR team (attention Steve Hoffman, <a href="mailto:stevehoffman@berkeley.edu">stevehoffman@berkeley.edu</a>) by 1/31. This was previously communicated to Unit Leaders and their designees.</td>
<td>ER will acknowledge receipt of material <strong>within 48 hours</strong> and respond regarding draft materials <strong>within 4 work days of submission to OE-HR</strong></td>
</tr>
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|                          |                            | Once seniority points have been provided, submit to OE-HR team the following:  
|                          |                            | • Seniority points list  
|                          |                            | • Layoff letter, Attachment A  
|                          |                            | • New and old organizational charts  
|                          |                            | • Job description for the position proposed to be eliminated  
|                          |                            | • If there is a job that is being proposed to be protected by a skills test, submit that job description as well  
|                          |                            | Enter change into HCM once action is complete  
|                          |                            | [See HR website for additional resources: http://hrweb.berkeley.edu/er/policies/ppsimplmenting/policy-60](http://hrweb.berkeley.edu/er/policies/ppsimplmenting/policy-60) | **The University can decide to reduce an appointment; reduction in time is covered under layoff** |
|                          |                            | **Effective 1/1/2011, PSS bumping rights extend only to same classification (job title) within the layoff unit**  
|                          |                            | **Seniority provisions vary by contract; HR will assist with clarification**  
|                          |                            | **All other regular processes apply** |
| MSP                      |                            | Submit to OE-HR team, attention Steve Hoffman (stevehoffman@berkeley.edu) the following:  
|                          |                            | • Layoff letter with years of service  
|                          |                            | • Attachment A (questions 1, 4, 5, 7 only)  
|                          |                            | • New and old organizational charts  
|                          |                            | • Job description for the position proposed to be eliminated  
|                          |                            | Enter change into HCM once action is complete  
|                          |                            | [See HR website for additional resources: http://hrweb.berkeley.edu/er/policies/ppsimplmenting/policy-65](http://hrweb.berkeley.edu/er/policies/ppsimplmenting/policy-65) | **ER will acknowledge receipt of material **within 48 hours** and respond regarding draft materials **within 4 work days of submission to OE-HR** |
|                          |                            | **Attachment A documentation is required for all OE eliminations to ensure work simplification objectives are met**  
|                          |                            | **Additional time may be needed to prepare separation agreements with LR**  
|                          |                            | **All other regular processes apply** |
| Expected Attrition       | All                       | Submit to OE-HR team, attention Steve Hoffman (stevehoffman@berkeley.edu):  
|                          |                            | • Attachment A  
|                          |                            | Enter change into HCM once action is complete  
|                          |                            | **All other regular processes apply** |
## RESTRUCTURING NEXT STEPS AT-A-GLANCE

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| Comp Review Required      | Going from any supervisor / manager to an individual contributor job title (PSS or MSP) | Submit new job description and new and old organizational chart to OE-HR team, attention Steve Hoffman (stevehoffman@berkeley.edu) for classification by Compensation Unit  
**NEW:** When you receive confirmation from Compensation, provide employee with the new job title, salary grade, salary administration plan (i.e. PSS/MSP) and effective date of change using the “OE Notification Letter: Classification Change for Supervisors/Managers” template available on the Operational Excellence–HR web page at: [http://hrweb.berkeley.edu/toolkits/managers-supervisors/oe-hr](http://hrweb.berkeley.edu/toolkits/managers-supervisors/oe-hr) | • OE-HR will acknowledge receipt of material within 48 hours  
• Compensation will complete classification review within three to four weeks of submission  
• For PSS employees, if classification to a lower graded job title is declined, this action becomes a constructive layoff. Follow procedure for PSS layoff above.  
• A classification change that results in an employee moving into the bargaining unit may entail notice to and review by the union  
• Please refer to the Distinctions Between Supervisor/Manager vs. Lead Roles matrix for additional guidance on how to document typical lead activities in new job description at [http://hrweb.berkeley.edu/files/attachment/s/supervisor-manager-lead-matrix.pdf](http://hrweb.berkeley.edu/files/attachment/s/supervisor-manager-lead-matrix.pdf) |
|                           | Going from any PSS or MSP job title into a bargaining unit position | Submit new job description and new and old organizational chart to OE-HR team, attention Steve Hoffman (stevehoffman@berkeley.edu), along with:  
- List of all bargaining unit employees in same department/classification  
- Salary proposal for employee moving into bargaining unit  
**NEW:** When you receive confirmation from Compensation, provide employee with the new job title, rate of pay, bargaining unit and effective date of change using the “OE Notification Letter: Classification Change to Bargaining Unit Position” template available on the Operational Excellence–HR web page at: [http://hrweb.berkeley.edu/toolkits/managers-supervisors/oe-hr](http://hrweb.berkeley.edu/toolkits/managers-supervisors/oe-hr) | Enter new rate of pay, job code and ERC code into HCM once action is approved by HR and communicated to employee:  
- New job code Action: “Job Reclassification”  
- ERC code changes from C to E |

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4/12/2011
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| New JD Required for Internal Department Records (no Comp Review required) | In Professional title if losing supervisory responsibility | Update job description internally for department records and share with employee. **NEW**: Provide employee with new job description and an overview of the change using the “OE Notification Letter: Change in Job Duties for Professional Employees” template available on the Operational Excellence–HR web page at: [http://hrweb.berkeley.edu/toolkits/managers-supervisors/oe-hr](http://hrweb.berkeley.edu/toolkits/managers-supervisors/oe-hr). Change ERC code in HCM from C to E. | - No classification action is required  
- Please refer to the Distinctions Between Supervisor/Manager vs. Lead Roles matrix for additional guidance on how to document typical lead activities in new job description at [http://hrweb.berkeley.edu/files/attachments/supervisor-manager-lead-matrix.pdf](http://hrweb.berkeley.edu/files/attachments/supervisor-manager-lead-matrix.pdf) |

#### Severance Reimbursement

| All | Once layoff is complete, code HCM event as Layoff, and email PPS record of severance payments to smetz@berkeley.edu by no later than one month following the effective date. Severance action must be completed and effective in HCM by June 30, 2011 to qualify for reimbursement | - At the end of each month, OE Program Office will verify layoffs/severance with HR, and will process financial journals to move qualifying severance expenses from the original unit chartstring(s) to the OE Program Office chartstring  
- Reimbursement requests will be processed once per month |

#### Supervisor Change, Increased Span (New JD Required)

| All | Enter new Supervisor ID into HCM for subordinate employee once the change has been communicated and the action is complete.  
- Applies to all changes where an employee is reporting to a new supervisor/manager  
- Follow directions for “New JD Required” if duties are changing for manager who is assuming increased span of direct reports. |

#### Transfer

| All | Enter new department and Supervisor ID into HCM once action is complete |

#### New Hire

| All | Follow normal procedures |

#### More Info Required

| All | Contact the OE-HR team, attention Steve Hoffman (stevehoffman@berkeley.edu), to provide missing information regarding nature of planned action in order to update and resolve potential tracking questions |