

SPECIAL TRANSFER OPPORTUNITY PROGRAM (STOP)

STOP is a modified recruitment process by policy that allows Dean's/Vice Chancellor's offices to assist their units in placing layoff candidates from their respective program areas and within their same bargaining unit without posting the position for an open recruitment process. It is important to note that "trial employment" does not apply when using STOP.

1. When a proposed layoff is identified, the **layoff department** notifies the Dean's/Vice Chancellor's office of their need to layoff an employee or employees. At the same time the department initiates the layoff process and forwards it to their Employee Relations Consultant in Human Resources for review and approval.
2. As vacancies occur within the School/College/Administrative Units, the hiring department contacts the Dean's/Vice Chancellor's office to determine whether there are any eligible candidates through STOP. If an eligible candidate exists, the department submits the position description for HR classification review through the Dean's/Vice Chancellor's office using the PeopleAdmin system.

Once the classification level is established, the Dean's/Vice Chancellor's office notifies the hiring department to submit a requisition for a direct hire using the PeopleAdmin system. The url for the direct hire requisition is provided to the Dean's/Vice Chancellor's Office by the HR Recruiter to allow the Dean's/Vice Chancellor's office to provide the url to the eligible employees of the school/college/administrative unit who are:

proposed for layoff;

OR

have received an official layoff notice, but are still on the job, **and** hold a position with the same or higher salary range maximum as the open position in accordance with policy or collective bargaining agreements.

3. The eligible employee(s), if interested, submits an employment application to the hiring department using the PeopleAdmin system.
4. The hiring department interviews the individual(s) and makes a selection based on skills, knowledge, and abilities
5. The hiring department notifies the Dean's/Vice Chancellor's Office of their intent to hire the individual and forwards a letter documenting the job offer, job title, salary, and start date outside of the PeopleAdmin system.
6. Dean's/Vice Chancellor's Office contacts their Employee Relations Consultant to notify them that they have successfully placed the individual into a new position and provides the job title, salary, and start date.

7. The hiring department completes the hire decision in the PeopleAdmin system and enters the hire into PPS noting in the comments section in PPS and in PeopleAdmin "STOP Hire" and orients the individual to their new position and department.

NOTE:

If the layoff candidate accepts any career position through this process, their preferential rehire rights are terminated. Please refer to the appropriate policy or collective bargaining agreement to determine if the employee retains recall rights.

CAMPUSWIDE SPECIAL TRANSFER OPPORTUNITY PROGRAM (CSTOP)

In addition to the efforts at the Dean's/Vice Chancellor's office to place individuals within their school/college/administrative units, Human Resources has expanded the STOP program to allow for placements throughout the campus. It is important to note that "trial employment" does not apply when using STOP.

When a Dean's/Vice Chancellor's office is aware of an opportunity in another area of the campus for a layoff candidate from their organization or has an opportunity in their organization for a STOP candidate from another area of the campus they contact their HR Recruiter to start a campuswide STOP process.

The HR Recruiter, working with the Employee Relations Consultant, identifies all eligible layoff candidates with preference for the position including those with potential layoff status and those who are no longer employed. If an eligible candidate exists, the interested hiring department is advised by the HR Recruiter to submit the position description for HR classification review through their Dean's/Vice Chancellor's office using the PeopleAdmin system.

The HR Recruiter then e-mails the position description to all of the eligible layoff candidates in accordance with campus policy and collective bargaining agreements. If there is interest in the position, the hiring department is advised by the HR Recruiter to submit a requisition for a direct hire using the PeopleAdmin system. Those layoff candidates who responded with an interest in the position are provided with the url for the direct hire requisition by the HR Recruiter and asked to submit an employment application for consideration using the PeopleAdmin. If the layoff candidate meets the minimum qualifications for the position; their application is forwarded to the hiring manager for consideration.

The hiring department interviews the individual(s) and makes a selection based on skills, knowledge, and abilities.

The hiring department notifies their HR Recruiter and their Dean's/Vice Chancellor's of their intent to hire the individual and forwards a letter documenting the job offer, job title, salary, and start date outside of the PeopleAdmin system.

The HR Recruiter contacts the Employee Relations Consultant to notify them that they have successfully placed the individual into a new position.

The hiring department completes the hire decision in the PeopleAdmin system and enters the hire into PPS noting in the comments section in PPS and also in PeopleAdmin "STOP Hire" and orients the individual to their new position and department.

NOTE:

If the layoff candidate accepts any career position through this process, their preferential rehire rights are terminated. Please refer to the appropriate policy or collective bargaining agreement to determine if the employee retains recall rights.