
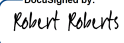


<b>Priority Placement and Opportunity Program</b>	
<b>Original Effective Date:</b>	11/16/2023
<b>Last Revised:</b>	6/11/2024
<b>Type of Process:</b>	Institutional Process
<b>Approved by:</b>	<p>AVC of HR:</p> <p><small>DocuSigned by:</small>   Date <u>6/12/2024   10:11 AM CDT</u>  <small>F7F33C8B81E4FB...</small></p> <p>VC Finance and Admin:</p> <p><small>DocuSigned by:</small>   Date <u>6/25/2024   9:04 AM PDT</u>  <small>69F6C0F419F048E...</small></p>
<b>Authority</b>	<p><a href="#">Layoff of Academic Staff (ACS 14)</a>  <a href="#">University Staff Layoff Policy</a>  <a href="#">UPS Operational Policy Gen:13</a>  <a href="#">UW System Administrative Policy 1275</a></p>
<b>Purpose</b>	To provide priority placement and the opportunity to fill vacancies at an expedited process to UW Oshkosh employees affected by layoff or termination due to reasons of budget or program decisions.
<b>Definitions</b>	<p><b>Layoff:</b> Separation from employment for reasons of budget or due to the discontinuance, curtailment, modification, or redirection of a program.</p> <p><b>Candidate:</b> For the purpose of this document, a candidate is an employee that has applied to PPOP and been found eligible and accepted to the program by UWO Recruitment.</p> <p><b>Reappointment Rights:</b> Where layoffs occur for reasons of budget or program decision, no person may be employed in that operational area at that institution within three years to perform reasonably comparable duties to those of the staff member laid off without first offering the laid off staff member on layoff status reappointment without loss of rights or status. UWS 12.09</p> <p><b>Operational Area:</b> An area of focus or function in an institution, campus, school, college, division, department, or office. An operational area will generally be a subset of an institution, campus, school, college, division, department, or office, and need not encompass the whole unit.</p>

# Standard Operating Procedures

## Priority Placement and Opportunity Program



### **Disclaimer**

**\*The timelines and eligibility terms may be adjusted if the process warrants, upon approval of the Associate Vice Chancellor of Human Resources.**

## Overview

The Office of Human Resources and Workforce Development will be responsible for administering the ***Priority Placement and Opportunity Program (PPOP)***.

Through the University of Wisconsin Oshkosh ***Priority Placement and Opportunity Program***, eligible employees who have received notice of layoff or have otherwise been terminated due to budget or program decisions, are provided the opportunity to apply for non-instructional vacancies at UW-Oshkosh before they become available to the public. This program's purpose is to provide priority placement, in accordance with UW-System and local policy, and to provide the opportunity to fill vacancies through an expedited process and retain talent on campus. Employees will have the opportunity to opt-in to the program following layoff notification until January 31, 2024. Employees are eligible to participate in the program for three years from their date of layoff or termination due to budget or program decisions.

This program will also assist with monitoring reappointment rights for eligible positions and employees. This program does not guarantee an interview or mandatory job offer. Every effort will be made to maintain active positions for employees so long as this effort does not adversely affect the operational area's budget or impede the area's ability to fulfill its mission.

## Initial Program Eligibility

To be eligible to participate, an employee must have received a written notice of layoff or termination due to budget or program decisions from the Department of Human Resources and Workforce Diversity at the University of Wisconsin Oshkosh. These notices were issued to impacted employees in fall of 2023 as part of the reduction in force under the Institutional Realignment plan. The employee's HRS record must reflect that they have been affected by layoff or termination due to budget or program decisions.

## Opting-In and Maintaining PPOP Status

### Opting In

Eligible individuals must submit their initial interest via the invitation link to the PPOP PageUp application that they received from UW Oshkosh Human Resources and Workforce Diversity. The individual must complete their application form and upload a resume and letter outlining their qualifications by January 31, 2024, to be considered for the Priority Placement and Opportunity Program.

All applications received for PPOP will be screened by the Office of Human Resources Workforce Diversity (HRWD) to determine overall program eligibility. Eligible individuals will be moved forward into active PPOP status. Ineligible individuals will be withdrawn and notified of their status.

### **Maintaining PPOP Status**

Priority Placement and Opportunity Program eligibility will be withdrawn after three years or if an individual:

- Receives notice that their layoff has been rescinded prior to 1/20/2024.
- Resigns, retires, or otherwise separates from employment at UW Oshkosh prior to 1/20/2024.
- Is reappointed to the position from which they were laid off.
- Accepts an alternative continuing appointment within UW System.
- Declines to accept a formal offer of appropriate alternative appointment with UW Oshkosh. This would include any verbal and/or written offer of employment from the Office of Human Resources and Workforce Diversity.
- Fails to opt-in annually to the PPOP by submitting their application with current address, employment status, and indicate desire to remain in layoff status.

### **Pre- Layoff PPOP Process (Prior to 1/20/24)**

The period between when an employee receives notification of layoff, and the actual date of layoff/termination is identified as the “pre-layoff notification period.” Should a non-instructional vacancy occur during this period, priority consideration may be given to those who have opted in and been deemed eligible as a candidate for PPOP.

Participants in the Priority Placement and Opportunity Program will receive an email notification regarding each new non-instructional vacancy that has been approved for the program. PPOP participants will have 10 calendar days to submit their application for that posting.

After 10 calendar days, HRWD will screen those applications to determine if applicants meet the minimum job qualifications. Candidates who meet the minimum job qualifications will then be reviewed in consultation with the hiring authority. HRWD and the hiring authority will schedule interviews, discuss candidates, and determine if an offer is appropriate.

If a formal offer is extended for a position that is at an equivalent or greater FTE to the position they were laid off from, and the individual declines the offer this will forfeit the individual's eligibility as an applicant in the PPOP. If a formal offer is extended and the employee declines that offer, the hiring authority and HRWD will revisit the PPOP applicant pool to determine if another offer is appropriate. Reasons for non-selection of candidates who applied to an opening via PPOP but are deemed unsuccessful by a hiring manager must be documented to the satisfaction of HRWD. If no candidate is deemed appropriate, the position will be moved forward for external recruitment.

## **Post Layoff PPOP Process (After 1/20/24)**

Departments/units with a staffing need will submit their request to fill a vacancy via the normal PageUp process for review and approval. Several variables including the positions operational area, position classification, and duties of the position will be used to determine if the position will move forward in the PPOP process, if an employee may be rehired and/or if reappointment rights may apply, or if the vacancy will move directly through the external recruitment process.

### ***Priority Placement - Reappointment***

A vacancy will be evaluated by HRWD to determine reappointment rights specific to the position title and classification. If the position has reappointment rights, the process will be treated as a priority placement. Most often, individuals eligible for reappointment would fall into positions that shared the same title or a position that consisted of reasonably comparable duties, scope and operational area to the vacancy being filled, typically within the same job family and subfamily.

In the event two or more laid-off staff members are considered eligible for reappointment, the decision on who shall be offered the position could be based on multiple factors such as seniority, operational needs, etc. Such needs must be documented to the satisfaction of the Chancellor or designee.

HRWD will hold a meeting with the hiring manager to discuss pending reappointment. The individual identified for reappointment will be contacted with a formal offer by HRWD. If the individual accepts the offer of reappointment, they shall be reappointed with a salary rate at least equivalent to the salary rate when laid off, together with such other rights and privileges which may have accrued at that time.

If a formal offer is extended for a position that is at an equivalent or greater FTE to the position they were laid off from, and the individual declines the offer this will forfeit the

individual's eligibility as an applicant in the PPOP. If there are other individuals eligible for reappointment for that vacancy HRWD will consult with the hiring authority and may extend another formal offer.

If there are no other individuals qualified for reappointment rights, HRWD will advise the hiring manager and notify all eligible PPOP participants of their right to apply for the vacancy. The PPOP participants then have 10 calendar days to apply for that position. After 10 calendar days, HRWD will screen those applications to determine if applicants meet the minimum job qualifications. Candidates who meet the minimum job qualifications will then be reviewed in consultation with the hiring authority. HRWD and the hiring authority will schedule interviews, discuss candidates, and determine if an offer is appropriate.

If at any time the individual is no longer interested in being considered for the position, and a formal offer has not been made to that individual, they may withdraw their application for that position. Withdrawing an application before an offer has been extended to the individual does not affect layoff status and/or the option to participate in the Priority Placement and Opportunity Program.

If a formal offer is extended for a position that is at an equivalent or greater FTE to the position they were laid off from, and the individual declines the offer this will forfeit the individual's eligibility as an applicant in the PPOP. The hiring authority and HRWD will revisit the PPOP applicant pool to determine if another offer is appropriate. Reasons for non-selection of candidates who applied to an opening via PPOP but are deemed unsuccessful by a hiring manager must be documented to the satisfaction of HRWD. If no candidate is deemed appropriate, the position will be moved forward for external recruitment.

### **Opportunity – Priority Consideration**

If no reappointment rights exist for a vacancy, all participants in the Priority Placement and Opportunity Program will receive an email notification regarding a new non-instructional vacancy that has been approved for the program. PPOP participants will have 10 calendar days to submit their application for that posting.

After 10 calendar days, HRWD will screen those applications to determine if applicants meet the minimum job qualifications. Candidates who meet the minimum job qualifications will then be reviewed in consultation with the hiring authority. HRWD and the hiring authority will schedule interviews, discuss candidates, and determine if an offer is appropriate.

If at any time the individual is no longer interested in being considered for the position, and a formal offer has not been made to that individual, they may withdraw their application for that position. Withdrawing an application before an offer has been extended to the individual does not affect layoff status and/or the option to participate in the Priority Placement and Opportunity Program.

If a formal offer is extended for a position that is at an equivalent or greater FTE to the position they were laid off from, and the individual declines the offer this will forfeit the individual's eligibility as an applicant in the PPOP. The hiring authority and HRWD will revisit the PPOP applicant pool to determine if another offer is appropriate. Reasons for non-selection of candidates who applied to an opening via PPOP but are deemed unsuccessful by a hiring manager must be documented to the satisfaction of HRWD. If no candidate is deemed appropriate, the position will be moved forward for external recruitment.

## **PPOP Integration into Standard Process (Eff. 7/1/2024)**

Effective July 1, 2024, the priority consideration portion of the program will discontinue, including the separate 10-day PPOP only posting and recruitment process. When a staffing need arises, the department will submit their request to fill a vacancy for review and approval via the normal recruitment and PageUp process. If approved to be filled, the position will be posted via the standard recruitment procedure. Those who wish to be considered for a vacancy would need to apply via the public posting on the HR careers website by the application deadline to ensure consideration for the position.

Following the application deadline, the candidate pool will be reviewed by HRWD to determine if reappointment rights exist. This includes a review of several variables including the position's operational area, position classification, and duties of the position to determine if any applicant has reappointment rights. If it is determined that reappointment rights exist, HRWD will pursue the reappointment of that individual. If no reappointment rights exist, the full pool of applicants will be forwarded to the search and screen committee to be reviewed in alignment with standard recruitment processes.

## **Position Accountability and Integrity Review (PAIR)**

There will be additional controls in place to ensure the university stays accountable to the Institutional Realignment Plan (IRP) that was implemented to address the \$18M structural deficit. These additional controls, referred to as the **Position Accountability and Integrity Review (PAIR)**, will ensure the university realizes the permanent salary savings identified through the IRP.

After a Job Requisition is approved through the PAIR recruitment process to be filled.

- Non-instructional positions will be required to go through the PPOP process outlined above.
- Instructional positions can move straight to external recruitment.

Every recruitment shall be an active process consistent with sound personnel management practices and in a manner that assures a diverse, highly qualified group of applicants. Selection shall be made according to merit selection principles through a competitive process ([UW System Administrative Policy 1275](#))

- Please view our PageUp recruitment guide on our website for step-by-step instructions for the standard recruitment process.