University of Colorado at Boulder  
Institute of Behavioral Science  
483 UCB  
Boulder, Colorado 80309-0483

MEMORANDUM

To:  Faculty and Staff of the Institute of Behavioral Science

From:  Steve Graham, Administrative Officer

RE:  Layoff Notification/Plan

Date:  21 April 2008

The purpose of this memo is to inform the faculty and staff of the Institute of Behavioral Science of the inactivation of a position and the attendant layoff of the staff person assigned to it. Per University guidelines, for any and all layoffs, after making its business decisions and ten days prior to issuing the first written layoff notice to the affected employee, the department shall post a Layoff Plan, signed by the Executive Director, head of a principal department or designee, both in a conspicuous place where all impacted parties have access to view the posting and on the department’s internet or intranet websites. The purpose of the Layoff Plan is to facilitate strategic planning prior to the abolishment of any positions and to provide an open and transparent explanation for the elimination of positions and services.

Description of planned changes: Administrative services are provided to the Institute’s various programs by staff supported in large part by the returned indirect costs generated by expenditures on grants. Unfortunately, beginning July 1, 2008, we are faced with a significant reduction in these returned indirect costs. After an analysis of the current expenditures supported by these returned costs, we have reluctantly come to the conclusion that a staff position must be eliminated in order to maintain fiduciary responsibility to the unit and to the University.

Organizational chart changes: This 1.0 FTE position will be abolished. In response to this event, we will be redistributing tasks to the remaining available 3.5 indirect cost funded FTE administrative support positions. In addition, we will be hiring student assistant help as needed to fill anticipated gaps in Program coverage.

Reasons for the change: Cost savings to the unit in order to maintain operations within budget restrictions.

Anticipated benefits and results: The Institute will reduce administrative costs by approximately $40,000.

Expected changes for Institute personnel: Reduced physical presence of administrative staff within two of the Institute’s Programs. We anticipate reductions in non-critical administrative processes support. However, there will be no significant change in the level of critical processes support, which we will distribute across the remaining administrative personnel. As necessary and appropriate, non-critical support will be provided by student assistants.

Work absorption: The duties currently assigned to this position will be redistributed among the remaining administrative staff and student assistant help as is necessary.

Classes affected: Administrative Assistant III.

Please contact Steve Graham if you have any questions about this notice.