University of California, Irvine

Reorganization Planning Guidelines

Checklist

Reorganization Business Need
☐ Change in Funding Resources/Budget
☐ Change in Services
☐ Other _____________________________________________

Prepare a Reorganization Plan (Include the following):
☐ Identify the Business Need
☐ Organization Charts (Past and Future)
☐ Job Descriptions (Current and Revised)
☐ Identify the Business Area requiring change
☐ Identify impact to positions
  o Layoffs (get seniority list from Payroll; may need OEOD review)
  o Reductions
  o Reassignments
  o Promotions
  o MSP terminations
  o Probationary releases
  o Stipends
  o Reclassifications
☐ Identify how the new business structure will offer
  o Cost Savings to the unit, department or coordinating point
  OR
  o Enhanced Business Practices
☐ Identify services no longer provided
☐ Obtain approval from a Human Resources employee relations consultant
  for the Reorganization Plan and other issues or concerns, as necessary
☐ Obtain approval from the Office of Equal Opportunity and Diversity
  (OEOD)
☐ Obtain approval from your Dean or Administrative Department Head on
  the Reorganization Plan

Reassignment
☐ Use the Reassignment Matrix to determine appropriate action
☐ Confer with a Human Resources employee relations consultant for actions
  that involve MSP or represented employees
Job Reassignment Opportunity Process
- Identify the position(s) that will be eliminated
- Identify the duties and responsibilities of the eliminated position(s) that must be reassigned to another position in the school or administrative office
- Notify the employees in the school or administrative unit that there is an opportunity to be assigned additional duties
- Employees who are interested in the opportunity notify the unit manager that they would like to be considered for the opportunity
- The department manager selects the employee who appears to be the most qualified
- Depending on the duties that are reassigned, the selected employee is either reclassified upward or laterally or there is no change in classification
- Communicate to selected and non-selected staff

Skill Set Analysis Process
- Identify the position(s) to be eliminated
- Identify the remaining position to absorb the duties of the eliminated position(s)
- Determine whether or not the incumbent identified to absorb the duties has the necessary skill set
- Document in writing why the employee chosen to absorb the duties was selected and include write-up in the Reorganization Plan
- Depending on the duties that are reassigned, the selected employee is either reclassified upward or laterally or there is no change in classification
- Communicate to selected and non-selected staff

Prepare a Communication Plan
- Methods of communication
- Appropriate timing
- Audience
- Organization charts (old and new)
- Business reason for reorganization
- Priorities of organization going forward
- Impact on services
- Enhanced business services
- Impact on positions (layoffs, reclassifications, probationary terminations)
- Reassignment opportunities (Job Reassignment Opportunity process or Skill Set Analysis process)
- Physical office space
- Implementation timeline