

**UC Davis
Staff Employment
Layoff Referral Procedures**

The following procedures are outlined for employees with preferential rehire rights. Employees may apply for any position for which they believe they are qualified but the following applies to those positions for which preferential rehire exists. For eligibility criteria, please refer to the specific policy or contract article.

1. Job Listings

- Visit the UC Davis HR Jobs website (<http://employment.ucdavis.edu>), which contains current job opportunities at the UC Davis campus. This site also contains links to open postings at the UC Davis Health System (UCDHS).
- Access job postings at the Human Resources Administration Building, which is open Monday through Friday (8-12, 1-5, **closed during the lunch hour**) and is located on Orchard Park Road, (one block south of the intersection of Russell Blvd., and La Rue Road).

2. Employment application process

- **Review Job Posting:** You will need to apply for each separate position you are interested in using the on-line application system. Be sure to completely answer all questions and submit any required materials (e.g., resume, cover letter, etc.) before submitting. You will only be able to apply for the position once.
- **Application screening:** An Employment & Outreach Services Consultant/Recruiter will review your application to determine if you meet the minimum qualifications. If you don't meet the qualifications they will contact you to discuss: If you meet the minimum qualifications, your application will be referred to the department, which will contact you to schedule an interview.
- **Withdrawal from the position:** If you determine you are not qualified or the position is not what you expected, you may withdraw from the position. Immediately contact the E&OS Consultant/Recruiter for that position if you make this decision.
- **Selection for the position:** If you are offered the position, you and the department will agree on a starting salary; you may be offered up to your present salary if the department has sufficient funds.

- **Declining a job offer:** Declining a position once offered may affect your preferential rehire rights. It is important to check the specific policy or contract you are covered by for specific details.

3. Disqualification from position

- **Notifying employee:** If a department determines that you are not qualified for the position, a memo of disqualification will be sent to Employment and Outreach Services (E&OS) indicating job-specific reasons. The E&OS Consultant/Recruiter will contact you and indicate the reasons the department has determined that you are not qualified. If you decide to submit a rebuttal to the department's response you may contact the E&OS Consultant/Recruiter to obtain a copy of the disqualification memo. However, the E&OS Consultant/Recruiter must receive your rebuttal in writing **48 hours** after you have been initially informed by E&OS of the department's decision. Other applications in the file will not be referred to the hiring department until your application has been further considered.
- **Reconsideration:** Should you decide to submit a rebuttal to request reconsideration, the E&OS Consultant/Recruiter will review your response and determine if there are sufficient reasons to recommend that the department reconsider your application. The department may grant a second interview. If you are then re-interviewed and determined qualified you will be offered the position.
- **Disqualification:** If the additional information provided is not sufficient, you will be disqualified from the position. The E&OS Consultant/Recruiter will alert you of the determination.
- **Appeal of Decision:** If you still disagree with this decision, you may formally appeal the decision to the Employee and Labor Relations office.