

**POLICY 3**  
**POSITION CLASSIFICATION**

**Rule 3.05 - Classification Requests During Layoff Periods**

Requests to reclassify or reallocate positions in classes with pending layoff activity will be subject to review by the head of the campus human resources office. A classification request will not be honored for any position where the employee has been notified of a pending layoff. No unit will be allowed to reclassify or reallocate positions to avoid possible employee displacement or placement.

**Regulation**

3.051 Pending Layoff Period

The pending layoff period will begin with the date an affected employee is notified of pending layoff in accordance with Civil Service Rule 250.110(c)(1) and will end when the layoff is effected or resolved.