Colorado School of Mines  
Capital Planning and Construction  
Reorganization Plan

I. Description of Planned Changes

The Colorado School of Mines, Capital Planning and Construction department ("CPC") is implementing a reorganization plan to achieve proper alignment of its work units and facilitate improvements in order to: 1) more effectively utilize personnel resources; 2) create efficiencies by providing a higher level of project management and a more equitable distribution of a complex work load within the department.

CPC currently employs three (3) licensed architects, one (1) licensed mechanical engineer, one (1) license-track mechanical engineer, one (1) license-track electrical engineer, and one (1) Project Planner I to manage projects. The reorganization will involve eliminating Position #480560, currently classified as a Project Planner II, and filling Position #487100, a professional, license-track, exempt Project Manager. The overall size and number of FTE/employees within the Division will remain unchanged.

II. Reasons for the Change and Anticipated Benefits and Results

Capital Planning and Construction (CPC) has experienced a significant increase in both the quantity and complexity of design and construction projects on campus. To manage this workload efficiently, and provide project management services at the level required by Mines, CPC has determined that it is necessary to acquire an additional professional employee with the training, experience and decision making skills of a licensed professional architect or engineer or an accredited construction manager. Project Planner duties will be assigned to the new Project Manager and others in the department. CPC anticipates it will be able to assign a greater number of projects, and a greater number of complex projects, to the new position, which will result in a more equitable distribution of the CPC workload, and an overall increase in department productivity. There is no cost savings associated with this change but service to the school will be improved.

III. Effect of Changes on the Department Employees and Colorado School of Mines

In developing this Plan, CPC considered how to minimize the impact to the employees of the unit. The changes associated with this Plan should allow CPC to maximize its efficiency and effectiveness. The effect of the changes associated with this Plan for the positions directly impacted is as follows:

One position will be abolished.
• Position #480560, currently classified as a Project Planner I, will be abolished. The incumbent in the position, a certified employee, will be subject to the layoff process pursuant to Chapter 7 of the State Personnel Board Rules and Director's Administrative Procedures.

One new position will be created.

• Position #487100, a professional exempt Project Manager will report to the CPC Associate Director.

The overall size and number of FTE/employees within the Division will remain unchanged.

Regarding impact to the staff member in the position identified for abolishment, Pursuant to § 24-50-124, CRS, eligibility for retention rights within the state personnel system under current law will be calculated following the State Personnel Rules Chapter 7, which sets forth the priorities for determining layoff and retention rights. The affected staff member will receive a written notice at least 45 days in advance of their position being eliminated. While it has been CPC's goal to avoid a layoff, our primary focus continues to be providing quality human services to the citizens of Colorado. We believe this organizational change will allow CPC to more effectively utilize personnel resources, create service efficiencies, and strengthen the support provided by CPC to the Colorado School of Mines.

IV. Communication Plan

The Department has developed the following communication plan to provide information to staff about the reorganization and associated staffing change:

1. The Director of CPC will meet with department staff to announce the upcoming reorganization plan, the reasons for it, and a general timeline for reorganization process. Staff members will be provided an opportunity to ask questions about the reorganization.

2. Throughout this process, the Appointing Authority and HR staff will communicate an open-door policy for all staff to meet with any questions or concerns about how the reorganization process is proceeding.

V. Layoff Plan & Post-Employment Compensation

In accordance with State Personnel Director's Administrative Procedure 7-14, CPC will publish the layoff plan at least 55 calendar days before the layoff is effective. Additional notice
requirements, including notifying applicable staff members of their eligibility for retention rights, as defined by Law and Rule, will be adhered to by CPC.

In conjunction with the publishing of the layoff plan, CPC will be offering a Severance package to the impacted staff member. In accordance with C.R.S. 24-50-124 and the Mines Post Employment Compensation Plan, CPC will offer one week's worth of paid salary for each one year of State service, not to exceed 18 weeks. The impacted staff member will be provided a separate agreement outlining the terms and conditions of the Severance package, and provided an opportunity to review and seek any clarifying information relating to the impact the agreement has on their rights as defined under applicable statutes and the State Personnel Rules.

Approved By:

[Signature]
Kirsten M. Volpi
Executive Vice President and
Chief Operating Officer
Colorado School of Mines

8-15-16
Date