

**University of Minnesota
Civil Service
Seniority Units**

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Employee Relations
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COLLEGIATE UNITS

Biological Sciences, College of

The College of Biological Sciences is a single seniority unit, with the following clarifications.

Two departments are shared by the College of Biological Sciences (CBS) and the Medical School:

Department of Biochemistry, Molecular Biology and Biophysics

Department of Genetics, Cell Biology and Development

Civil Service employees in these shared departments, who are associated with a College of Biological Sciences entity number (TCBS), belong to and accrue unit seniority in the CBS seniority unit. Such employees have layoff and bumping rights within the CBS seniority unit.

Civil Service employees in the shared departments, who are associated with a Medical School entity number (TMED), belong to and accrue unit seniority in the designated Medical School seniority unit. Such employees have layoff and bumping right within their respective Medical School seniority unit (see the Medical School seniority unit description for further information).

Carlson School of Management

The Carlson School of Management is a single seniority unit.

Continuing Education College of

The College of Continuing Education is a single seniority unit.

Design, College of

The College of Design is a single seniority unit.

Education and Human Development, College of

Each department within the College of Education and Human Development is its own seniority unit.

Applied Research and Educational Improvement, Center for
College of Education and Human Development, Administration
Curriculum and Instruction, Department of
Early Education and Development, Center for
Educational Psychology, Department of
Family Social Science, Department of
Institute of Child Development
Institute on Community Integration
Kinesiology, School of
Organizational Leadership, Policy, and Development, Department of
Postsecondary Teaching and Learning, Department of
Social Work, School of
Student Services
University of Minnesota Child Care Center

Food, Agricultural and Natural Resource Sciences, College of

Each department within the College of Food, Agricultural, and Natural Resource Sciences is its own seniority unit.

College of Food, Agricultural and Natural Resource Sciences Administration

Alumni Relations

Budget and Finance

Communications

Development

Human Resources

Information Technology and Data Management

International Ag Programs (includes Minnesota Agricultural Student Trainee – MAST)

Minnesota Agricultural Experiment Station Administration

Student Services Office

Agricultural Education

Agronomy and Plant Genetics

Animal Science

Applied Economics

Bell Museum of Natural History

Bioproducts and Biosystems Engineering

Cloquet Forestry Center

Entomology

Fisheries, Wildlife, and Conservation Biology

Food Science and Nutrition

Forest Resources

Horticultural Science

Minnesota Landscape Arboretum

Plant Pathology

Soil, Water, and Climate

Water Resources Center

North Central Research and Outreach Center, Grand Rapids

Northwest Research and Outreach Center, Crookston

Rosemount Research and Outreach Center

Southern Research and Outreach Center, Waseca

Southwest Research and Outreach Center, Lamberton

West Central Research and Outreach Center, Morris

Hubert H Humphrey Institute of Public Affairs

The Hubert H. Humphrey Institute of Public Affairs is a single seniority unit.

College of Science and Engineering

Each department within the College of Science and Engineering is its own seniority unit, exceptions noted below.

Note: Centers not listed are in the seniority unit of their respective departments.

Aerospace Engineering and Mechanics
Astronomy
Biomedical Engineering
Technological Leadership Institute
Charles Babbage Institute
Characterization Facility
Chemical Engineering and Materials Science
Chemistry
Civil Engineering
Computer Science and Engineering
Electrical and Computer Engineering
Geology and Geophysics
History of Science and Technology
CSE Dean's Office
CSE Student Affairs
Industrial Partnership for Research in Interfacial & Materials Engineering (IPRIME)
Institute for Mathematics & Its Applications
Materials Research Science & Engineering Center
Mathematics, School of
Mechanical Engineering
Nanofabrication/Nanostructure Center
Minnesota Geological Survey
Physics
St Anthony Falls Laboratory
Theoretical Physics Institute
University Industry Television for Education (UNITE)

Law School

The Law School is a single seniority unit.

Liberal Arts, College of

Each department within the College of Liberal Arts is its own seniority unit.

African American and African Studies
American Indian Studies
American Studies
Anthropology
Art
Art History
Austrian Studies, Center for
Asian Languages and Literatures
Chicano Studies
CLA Admin
 Dean's Office
 Development and Alumni Relations
 Faculty
 Fiscal Administration
 Human Resources
 Media & Public Relations
 OIT
 Planning
 Research and Graduate Programs
 Student Services
 Undergraduate Programs
Classical and Near Eastern Studies
Communication Studies
Cultural Studies and Comparative Literature
Economics
English
French and Italian
Gender, Women, and Sexuality Studies
Geography
German, Scandinavian, and Dutch
Global Studies, Institute for
History
Institute of Linguistics
Immigration History Research Center
Jewish Studies, Center for
Journalism and Mass Communication
Language Center
Medieval Studies, Center for
Music
Philosophy
Philosophy of Science, MN Center for
Political Science
Psychology
Sociology
Spanish and Portuguese Studies

Speech-Language-Hearing Sciences
Statistics
Theatre Arts and Dance
Writing Studies

Extension

Minnesota Extension Service has 2 seniority units for non-bargaining unit Civil Service employees.

Seniority Unit 1

Campus Based Administration

Dean's Office
Human Resources
Finance and Planning
Communications
Government Relations
Operations
Resource Development/Extension Store
I.T.
Ag Experiment Station Administration

Extension Admin Centers/Campus Based

Community Vitality
Youth Development
Family Development
Nutrition, Food, and Health
EFANS

Seniority Unit 2

Field Based Offices

Work locations within a 50 mile radius of each other.

Note: In the event of a layoff, the employee's bumping rights would be as follows:

To the least senior (based on unit seniority) or probationary employee who is performing essentially the same duties with the same unit and classification within a 50 mile radius of the position being eliminated if no such position exists then to the position within a 50 mile radius defined as per section 12.3.2.2 of the cs rules same class and unit duties aren't essentially the same bumping employee is qualified for the position the employee to be bumped is less senior based on unit seniority than the bumping employee.

ADMINISTRATIVE UNITS

Academic Health Center

Dentistry, School of

The School of Dentistry is a single seniority unit.

Duluth School of Medicine

The Duluth School of Medicine is a single seniority unit.

Medical School

Each department within the Medical School is its own seniority unit.

MMF – Minnesota Medical Foundation

MMF is a single seniority unit.

Nursing, School of

The School of Nursing is a single seniority unit.

Pharmacy, College of

The College of Pharmacy is a single seniority unit.

Public Health, School of

The School of Public Health is a single seniority unit.

Senior Vice President, Academic Health Center

The following areas are within the Senior Vice President, Academic Health Center seniority unit:

AHC Senior Vice President's Administrative Office (excluding Education and Research)

AHC AIS

AHC Communications and Public Relations

AHC Facilities

AHC Human Resources

Shared Units, Academic Health Center

The following areas are within the Shared Units, Academic Health Center seniority unit:

AHC Special Programs

AHC Office of Education

Bioethics

Bioinformatics
Bionet
Cancer Center
CTSI – Clinical and Translational Science Institute
Community University Health Care Center
Comparative Medicine
Drug Design Center
Genomics
Infectious Disease Research and Policy
IHI – Institute for Health Informatics
Research Animal Resources
Spirituality and Healing

Veterinary Medicine, College of

Each of these departments within the College of Veterinary Medicine is its own seniority unit:

Veterinary and Biomedical Sciences (VBS)
Veterinary Clinical Sciences (VCS)
Veterinary Population Medicine (VPM)
The Raptor Center (TRC)
Veterinary Diagnostic Laboratory (VDL)
Veterinary Medical Center (VMC)
Academic and Student Affairs (ASA)
CVM Administrative Units (Admin)

Academic Affairs and Provost, Senior Vice President for

The following areas are within the Sr. VP for Academic Affairs & Provost seniority unit:

Senior VP and Provost's Office
Institute on the Environment
Office of the Vice Provost for Distributed Education and Instructional Technology
Office of the Vice Provost for Faculty and Academic Affairs

Academic Support Resources

Academic Support Resources is a single seniority unit and includes the following areas:

Admissions
Classroom Management
One Stop Student Services
Office of Student Finance

Alumni Relations

Alumni Relations and University Relations are one seniority unit.

Athletics

Athletics is a single seniority unit.

Audits

Audits is a single seniority unit.

Auxiliary Services

Auxiliary Services departments are considered a single seniority unit.

Addressing and Mailing Services
Bindery Services
Bookstores
Campus Mail
Concerts and Lectures
Equipment Services, Office of
Fleet Services
Housing and Residential Life
Parking and Transportation Services
Printing Services
U Card Office
U Stores
University Dining Services

Board of Regents

The Board of Regents is a single seniority unit.

Boynton Health Service

Boynton Health service is a single seniority unit.

Budget and Finance

Budget and Finance is a single seniority unit.

Campus Security

The following areas are within the Campus Security seniority unit:

- Environmental Health & Safety
- Building Code Division
- Emergency Management
- Police Department
- Central Security

Controller, Office of the

The Office of the Controller is a single seniority unit.

Development, Office of

Development is a single seniority unit.

Equity and Diversity, Vice Provost for

The following areas are within the seniority unit of the Vice Provost for Equity and Diversity:

- Office of the Vice Provost for Equity and Diversity
- Disability Services
- Equal Opportunity and Affirmative Action
- Gay, Lesbian, Bisexual, Transgender, Ally Programs Office
- Multicultural Center for Academic Excellence
- Office for Diversity in Graduate Education
- Women's Center

Facilities Management

Facilities Management is a single seniority unit.

General Counsel, Office of the

Office of the General Counsel is a single seniority unit.

Global Programs and Strategy Alliance

The following programs are within the Global Programs and Strategy Alliance seniority unit.

Center for Advanced Research on Language Acquisition
China Center
Confucius Institute
Learning Abroad Center
International Student and Scholar Services

Graduate Education, Office of the Vice Provost and Dean for

The Office of the Vice Provost and Dean for Graduate Education is a single seniority unit.

Human Resources, Office of

The Office of Human Resources is a single seniority unit.

Information Technology, Office of

The Office of Information Technology is a single seniority unit.

Investments and Banking, Office of

The Office of Investments and Banking and the Bursar's office are one seniority unit:

President, Office of the

The Office of the President is a single seniority unit.

Real Estate

Real Estate is a single seniority unit.

Recreational Sports and Student Unions and Activities

The Offices of Recreational Sports and Student Unions and Activities are a single seniority unit.

Scholarly and Cultural Affairs

The following areas are within the Vice President for Scholarly and Cultural Affairs seniority unit.

Concerts and Lectures
Institute for Advanced Study
University Ticketing
Weisman Art Museum

Student Affairs

The following areas are within the Vice Provost for Student Affairs seniority unit:

Vice Provost for Student Affairs' Office
Aurora Center
Central Career Services
Parent Program
St. Paul Campus Career Center
Student Conduct and Academic Integrity
Student Conflict Resolution Center
Student Engagement
Student Legal Services
Student Parent Help Center
University Counseling and Consulting Services

System Academic Administration

The following areas are within the Sr. VP for System Academic Administration seniority unit:

Sr. VP System Academic Administration Office
Business and Community Economic Development
Center for Transportation Studies (CTS)
Center for Urban and Regional Affairs (CURA)
College Readiness Consortium
Conflict Resolution
Interdisciplinary Center for the Study of Global Change
Planning and Analysis
Institutional Research
Measurement Services
Space Management
Public Engagement
UMore Park Academic Initiatives
Urban Research and Outreach/Engagement Center (UROC)

Undergraduate Education, Vice Provost for

The following areas are within the seniority unit of the Vice Provost for Undergraduate Education

Vice Provost and Dean's Office
Admissions
McNamara Academic Center for Student Athletes
Orientation and First Year Programs
ROTC
SMART Learning Commons
University Honors Program
UROP

University Libraries

University Libraries is a single seniority unit.

University Relations

University Relations and Alumni Relations are one seniority unit.

University Senate

University Senate is a single seniority unit.

University Services, Vice President

The following areas are within the VP, University Services seniority unit:

Office of the VP, University Services
University Services – Human Resources
University Services – Finance
University Services – Information Services

Research

OVPR - IT

OVPR - IT is a single seniority unit.

Hormel Institute

The Hormel Institute is a single seniority unit.

Office for Technology Commercialization – Venture Center

The OTC – Venture Center is a single seniority unit.

Human Research Protection Programs

HRPP is a single seniority unit.

Sponsored Project Administration

Sponsored Project Administration is a single seniority unit.

Office of Animal Welfare

OAW is a single seniority unit.

University Press

The University Press is a single seniority unit.

The Minnesota Population Center

The MPC is a single seniority unit.

The Minnesota Supercomputer Institute

The MSI is a single seniority unit.

OVPR - Central

OVPR - Central is a single seniority unit.

COORDINATE CAMPUSES

Crookston

Crookston Campus is a single seniority unit.

Duluth

The information provided below indicates the four Civil Service Seniority units for the UMD campus. If a layoff occurs, bumping rights as described in Civil Service Rule 12 will be based on Unit Seniority.

VICE CHANCELLOR FOR ACADEMIC ADMINISTRATION (VCAA)

Academic Administration

Academic Administration, Vice Chancellor
International Education
Sea Grant Program

Business and Economics, Labovitz School of

Business and Economics Administration
Accounting
Economic Development, Center for
Business and Economics Research
Economics
Economic Education, Center for
Finance and Management Information Sciences
Management Studies
Marketing
Business Administration Program, Master of

Continuing Education

Education and Human Service Professions

Instructional Development
Education Administration
Education Student Affairs, College of
Communication Sciences and Disorders
Health, Physical Education and Recreation
Education
Psychology
Social Work, Department of
American Indian Learning Resource Center
Children's Place

Fine Arts, School of

Fine Arts, Administration
Art and Design
Music
Music Organizations
Theatre

Theatre Productions
Marshall Performing Arts
Tweed Museum of Art
Glensheen
Weber Music Hall
Fine Arts Academy
Fine Arts Museum Shops

Information Services

ITSS

Library

Library and Learning Resource Services

Liberal Arts, College of

Liberal Arts, Administration
American Indian Studies
Communication
English
Foreign Language and Literature
Geography
History
Alworth Institute
Master of Advocacy and Political Leadership
Philosophy
Political Science
Sociology-Anthropology
Upward Bound/Vision Quest
Women's Studies
Writing Studies

Science and Engineering, Swenson College of

Science and Engineering Administration
Large Lakes Observatory
Aerospace Studies
Biology
Chemical Engineering
Chemistry and Biochemistry
Electrical and Computer Engineering
Computer Science
Geological Sciences
Mechanical and Industrial Engineering
Mathematics and Statistics
Civil Engineering
Physics

Duluth School of Medicine

Medicine Admin, School of
Biomedical Anatomy
Behavioral Sciences
Biochemistry and Molecular Biology
Family Medicine
Family Practice Center
Medical Microbiology and Immunology
Pathology and Laboratory Medicine
Pharmacology
Medical and Molecular Physiology
American Indian and Minority Health, Center of
Animal Services

Pharmacy, University of Minnesota Duluth, School of

Natural Resources Research Institute (NRRI)

VICE CHANCELLOR FOR ACADEMIC SUPPORT AND STUDENT LIFE (VCASSL)

Academic Support and Student Life

Academic Support Program, Vice Chancellor
Career Services
Supportive Services
Admissions
Disability Resources
Financial Aid/Registrar
Cultural Diversity
First Year Experience
Health Services
Knowledge Management Center
Kirby Student Center
RSOP
Student Community Standards

VICE CHANCELLOR FOR FINANCE AND OPERATIONS (VCFO)

Finance & Operations

Finance and Operations, Vice Chancellor
Accounting Records and Services
Campus Police
Human Resources
Office of Equal Opportunity

Auxiliary Services

Bookstore

Food Services
Housing
Burntside Hall
Griggs Hall
Lake Superior Hall
Parking Services
Printing and Graphic Arts

Facilities Management

Maintenance and Operation Supervisor Services
Repairs Maintenance
Custodial
Mechanic Repair Operator
Electrical Repair Maintenance
Campus Maintenance
Heat

CHANCELLOR'S OFFICE (Includes Vice Chancellor for University Relations) (VCUR)

Chancellor's Office

Chancellor, Office of the
Vice Chancellor for University Relations, Office of
Development, Office of
University Relations
KUMD
Intercollegiate Athletics
Athletics
Women's Athletics

Morris

Morris Campus is a single seniority unit.

**Note: The College of Continuing Education - Morris Campus has seniority to the College of Continuing Education in the Twin Cities, not at the Morris Campus.*

Rochester

The University of Minnesota, Rochester campus is a single seniority unit.

Definitions

(Civil Service Rules, April 1999)

Administrative Unit – Any administrative, department, collegiate, campus, or central unit.

Classification Seniority – Classification seniority shall mean length of service (total paid straight-time hours) in a particular classification; an employee accumulates and retains classification seniority in each of the classes in which the employee has worked. Classification seniority for continuing appointments shall be acquired only after the completion of the probationary period in each classification, but shall begin at the date of entry into each classification. Classification seniority for temporary appointments shall be acquired only after the completion of more than one calendar year of service in a 50 percent time or more appointment within the same classification, within the same administrative unit but shall begin at the date of entry into the classification.

Seniority Credit - Credit given in personnel processes to the length of service of an employee in a particular kind of work in a specific seniority unit, determined and granted in the manner established by these Rules.

Seniority Unit - The unit in which employees earn seniority. This can be a department, a group of departments, an administrative unit, a college, or an entire campus. Seniority units are determined at the collegiate or vice presidential level, with the approval of the Vice President.

Unit Seniority - Unit seniority shall mean cumulative length of service (total paid straight-time work hours) in all classifications held within a unit by an employee; an employee retains unit seniority in each of the units in which the employee has worked. For an employee who is hired into a continuing appointment, seniority shall be acquired only after the completion of the probationary period, but shall begin at the date of entry into the class in the unit. For an employee who is hired into a temporary appointment, unit seniority shall be acquired only after the completion of three calendar years of service in a 50 percent time or more appointment, within the same position, including reclassifications of that position, within the same administrative unit (see Rule 6, Section 6). Unit seniority shall begin on the first day after the three-year anniversary and is not retroactive to the date of entry into the class.