



GUIDELINES FOR PLANNING UNITS REGARDING CLASSIFIED STAFF JOB ABOLISHMENTS

Planning Unit Heads are required to file documentation justifying a reduction in force with the Chief Human Resources Officer thirty (30) days in advance of the anticipated reduction. This documentation must include the following information:

1. A general rationale statement with supporting documents (see below).
2. An individual rationale statement for each employee impacted (see below).
3. Table of organization from both BEFORE and AFTER the layoff/abolishment
4. List of employees whose jobs are to be abolished and a list of those being reassigned duties.
5. Effective date of the job abolishment.
6. List of all available vacancies within the planning unit.

As the rationale is prepared, it is important to consider the following:

- All documents prepared are subject to public records law and should be carefully considered.
- Emphasize duties that are no longer necessary or justified; not individual employee's attributes or faults.
- Rationale must be provided for EACH reason cited for the job abolishment. Upon challenge, each reason for the job abolishment will be judged independently.

PREPARATION OF RATIONALE STATEMENTS:

Rationale must consist of both a general and individual position rationale for each position identified for job abolishment.

General Rationale Statement

The general rationale documentation must include the following information:

- Objective of the department, college, planning unit.
- Reason(s) for the job abolishment
- Number of employees to be affected by abolishment and by reassignment
- Affected positions (by classification)
- Cost savings, if any

There are only three (3) reasons allowed by the Ohio Revised Code to abolish positions: lack of funds, lack of work, or abolishment of specific positions due to reorganization resulting in lack of work, efficiency, or economy.

1. Lack of funds

Definition: The planning unit and/or department has a current or projected deficiency of funding to maintain current, or to sustain projected levels of staffing and operations. The Planning Unit Head is responsible for determining whether a lack of funds exists.

2. Lack of work

Definition: The planning unit has a current or projected decrease in the workload which requires a reduction of current or projected staffing levels. The determination of lack of work shall indicate the current or projected decrease in the workload of a department or planning unit and whether the current or projected staffing levels of such will be excessive.

The planning unit is required to submit adequate information to establish that a lack of work exists, which may include:

- (a) comparison between current work levels and work levels when a lack of work did not exist;
- (b) statistical data and additional supporting materials;
- (c) reason for the elimination or diminution of duties;
- (d) allocation of any duties remaining after the layoff. When reassigning duties across classifications, the new classification must provide for the ability to perform the duties, or the duties must not be performed more than 20% of the employee's time.

3. Abolishment of Positions

Definition: The permanent deletion of a position or positions from the organization or structure of the planning unit due to a lack of continued need for the position, as opposed to a general layoff by classification(s) due to a lack of funds or lack of work.

Abolishment of specific positions within your table of organization may be done for any one or combination of the following three (3) reasons:

A. As a result of reorganization for the efficient operation of the planning unit.

Planning Unit must submit well documented information such as:

- Studies relative to delivery of services
- Improvement in productivity
- Cost effectiveness of services
- Discussion of changes in organizational emphasis and goals. (This reason should be used when the planning unit has no other cost savings other than salary and benefits and can point to unnecessary services, duplicate services, outdated services, and better ways of accomplishing tasks, or changes in philosophy or programming that requires the reallocation of resources. All of this should result in a much more efficient operation outside of simply transferring the duties to fewer employees.)

B. Reasons of Economy

A statement of rationale to support an abolishment for greater economy should include detailed information of prior, current, and projected budgets and financial factors. Reasons of economy should be used if:

- The planning unit's operating budget is reduced by the Board of Trustees.
- A current or projected deficiency in funding is expected to make it difficult to maintain current service levels.

When computing savings for reasons of economy rationale, ensure that all expenditures after job abolishment are included (i.e., ERIP costs, unemployment costs, and moving and changing office equipment costs).

C. Lack of Work

A lack of work may be due to legislative change or elimination of services or programs.

Individual Rationale Statement

Once the planning unit has developed the general reason for the reduction, a determination must be made regarding the specific positions that will be impacted. An individual rationale for each position must be developed.

The individual position rationale shall include:

- The position control number and addresses the duties of that position (refer to the position description).
- Which duties were never performed or are no longer performed.
- Specifies which position will be assuming the remaining duties and ensure that this will not have a significant impact on the person assuming the duties. It must also be determined whether the classification specification of the position assuming the abolished duties allow for the performance of the transferred duties. (Example: Administrative Coordinator position is abolished and you wish to transfer some of those duties to an Administrative Assistant. The Administrative Assistant may not be qualified to perform the transferred duties.)

You may not transfer the duties of the abolished position to one individual, unless it will be less than 20% of that position. There are two reasons for this:

1. If duties are transferring from one classification to another, any duties from the laid off classification which result in the remaining employee performing those duties more than 20% of the time could result in the employee being misclassified.
2. If there is a need to transfer a substantial portion of duties of a laid off employee to another employee, perhaps the abolishment of that position is not needed.

The actual percentages of time spent performing each duty is helpful in defending your case at the State Personnel Board of Review (SPBR).

****CAUTIONARY TIPS****

- The abolishment must be done in good faith
- If the funding is reduced for a specific program, then the abolishment must be from that program's staff
- If the funding reduction is not for a specific program, then the most appropriate position to abolish must be determined.

Approval by Luis Lewin, Chief Human Resource Officer, must occur prior to any communication to the affected employees.

University Human Resources, Employee and Labor Relations will handle all official notifications to the employees affected.