

Report to the Classified Senate

March 16, 2006

The Classified Senate has requested I respond to the following questions which were posed to the Senate from an employee(s):

- 1.) "...for Jim Kemper to explain the displacement process according to ORC123 and 124 and
- 2.) "...how it compares to his authority as the Hiring Authority to move displaced employees because of budget cuts."
- 3.) "Also, can he explain layoffs relative to Vision Ohio."

Answers to questions #1 and #2:

Ohio University is required to follow the provisions of Ohio Civil Service Law as defined in the Ohio Revised Code (ORC), chapter 124.

The provisions of ORC 124.321 to 124.328 dictate the layoff and displacement process for Classified staff. And, university policy 40.046 was modeled after the same section of the ORC.

The highlights of the process are as follows:

- employee retention points are calculated on university continuous service
 - each employee is credited with a base of 100 points
 - 1.0 retention point earned each bi-weekly pay period (on active pay status) as a full-time employee
 - .50 retention point earned each bi-weekly period (on active pay status) as a part-time employee
- bumping order (following job abolishment):
 - first, fill any vacancy
 - then, bump the person with the fewest retention points in the same classification
 - or, bump the person with the fewest retention points in the next or successively lower classification in the classification series
 - or, the same process as above for a classification in which the person was certified within the past 5 years
- timing:
 - May 1 is notification date to University Human Resources regarding Classified positions (policy requires 30 days; we have been given 60 days via cabinet support); soon after this date impacted employees will be contacted by University Human Resources
 - between May 1 and mid-June UHR will prepare records and processes for bumping; and, transfer any impacted individuals following the same process as noted in the bumping procedures above
 - approximately June 14-16 University Human Resources will post the official retention points list(s); and, University Human Resources will notify the impacted employees not yet placed, with an official 14-day job abolishment letter; from this date the employee will have 5 days to

determine whether he/she chooses to exercise his/her bumping rights or to be laid off; the last approximately nine (9) days of June, University Human Resources will implement the bumping process

- employees ultimately laid off have one (1) year recall/re-instatement rights
- layoffs can be appealed to the State Personnel Board of Review

As the ‘appointing authority’ the Assistant Vice President for Human Resources has the right and responsibility, according to ORC 124 and policies 40.044 and 40.046, to transfer employees to avoid layoff.

123:1-47(7) “Appointing Authority: means the officer...having the power of appointment to, or removal from, positions in any office, department, board or institution.”

124:14(f) grants the appointing authority responsibility to the chief human resource officer at the institution of higher education.

Answer to question #3:

Vision OHIO is a long-range, strategic plan for Ohio University. The plan is not the cause of layoffs.

Any job abolishment or non-renewal for programmatic reasons (administrators) currently being considered by the university is due to budget reduction and realignment.