Classified Reduction in Force Information
Applicable Policy References

• **40.046** - Layoff and Position Abolishment for Classified Civil Service Employees
• **41.015** - Reduction-in-Force Benefit Programs for Administrators and Classified Staff
Information on Displacement or “Bumping”

• An employee may be displaced from their position as a result of a position abolishment or by another individual that has rights to assume their position because the position that the employee held was abolished.

• Order of Layoff and Layoff Displacement rights are governed by ORC Section 124.
Displacement Procedure

• Employee is given notice of their forthcoming displacement 14 days prior to the effective date of the action.

• Employee is given 5 days to decide if they want to exercise their displacements rights or take layoff as a result of the displacement.

• Employees are not given specific information in regards to positions that are available.
If an employee chooses to exercise their displacement rights...

• If a **vacancy** exists, the employee is placed in the vacancy
  • The vacancy must be the classification (same job family, sub-family and level)
If an employee chooses to exercise their displacement rights...

- If a **vacancy does not exist** the employee has the right to displace the employee with the fewest retention points in the following order:
  
  - (1) **Within the classification from which the employee was laid off**; (Same family, same sub family, and same level)
  
  - (2) **Within the classification series** from which the employee was laid off; (Same family, same sub family, lower level)
  
  - (3) **Within the classification the employee held immediately prior** to holding the classification from which the employee was laid off, except that the employee may not displace employees in a classification if the employee does not meet the minimum qualifications of the classification or if the employee last held the classification more than **three years prior** to the date on which the employee was laid off.
Important Considerations...

• Displacement and “Bumping” activities are limited to each campus. (An employee from Athens may not bump someone on a regional campus and vice-versa).

• Employees are displaced and laid-off in order of their status:
  • Part-time employees may not displace full-time employees
  • Full-time employees may be given the option to displace part-time employees if no full-time opportunities exist.
  • If a full-time employee displaces a part-time employee, the full-time employee will be placed on a recall list for any full-time opportunities that may arise.
Recall

• Employees who have been laid off or displaced into lower classification in their classification series, shall be placed on appropriate recall lists.

• The Employee Service Center manages these lists.

• Before new jobs are posted, the Employee Service Center consults these lists and makes offers to eligible employees.

• An *employee is removed from the list* after 1 year from the effective date OR if the employee refuses a position that is offered to them while on the list.
Reductions in Force Severance Benefits: Internal Candidate Status

Affected employees may continue to apply for posted positions as internal university candidates for one year after termination. The “Rule of 3” would apply to the candidate based upon the planning unit from which they were separated.
Scenario 1:

• Employee A is an full-time administrative specialist (TAS 4) in Fine Arts whose position has been abolished.

• Employee has been here for 10 years with continuous service. Thus, employee has 360 retention points (100 Points at Hire + 1 point per bi weekly pay period for 10 years)

• HR checks for vacancies across the institution in the administrative specialist (TAS 4) classification. There happens to be a vacancy in HCOM at the administrative specialist (TAS4) classification.

• Employee’s options: Assume this vacancy OR take layoff. (Employee forfeits reinstatement rights if they elect layoff in this scenario).
Scenario 2:

- Employee B is a full-time administrative specialist (TAS 4) in Fine Arts whose position has been abolished.
- Employee has been here for 10 years with continuous service. Thus, employee has 360 retention points (100 Points at Hire + 1 point per bi weekly pay period for 10 years).
- HR checks for vacancies across the institution in the administrative specialist (TAS 4) classification and there aren’t any.
- HR run retention point roster for the administrative services classification series and identified the employee with the least amount of retention points in the TAS 4 classification. If Employee B has more retention points than the identified employee, they are eligible to “bump” employee C.
- Employee B’s Options: Displace employee C or take layoff and forfeit recall rights.
Alternate Scenario 2:

- Employee B is a full-time administrative specialist (TAS 4) in Fine Arts whose position has been abolished.
- Employee has been here for 10 years with continuous service. Thus, employee has 360 retention points (100 Points at Hire + 1 point per bi-weekly pay period for 10 years).
- HR checks for vacancies across the institution in the administrative specialist (TAS 4) classification and none exist.
- HR runs retention point roster for administrative services classification (TAS 3). Employee B has more retention points than at least 1 person in this classification.
- Employee B’s Options: Displace employee D or take layoff and keep reinstatement rights to the first TAS 4 level position in one year.

** If employee B would have less retention points than any employees at the TAS 3 level, the TAS 2 level would be examined. If employee B had less retention points than any employee in the TAS 2 level, the TAS 1 level would be examined.

**If the employee was not able to “bump” in their classification, UHR would examine any positions that had been held by the employee in the last 3 years.
Scenario 3:

• Employee D is an full-time administrative specialist (TAS 3) in Fine Arts was ‘bumped’ by employee B during displacement process.

• HR runs retention point roster for the administrative services classification (TAS2) and identifies the employee with the least amount of retention points in the TAS 2 classification

• Employee D’s Options: If employee D has more retention points than any employees a the TAS 2 level they could displace the employee with the least amount of retention points OR they would elect layoff with reinstatement rights to the TAS 3 level position for 1 year.
## Reductions in Force- Severance Benefits Eligibility

<table>
<thead>
<tr>
<th>Employment Details</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Administrative and Classified* Staff with an FTE &gt;= .5</td>
<td>Eligible</td>
</tr>
<tr>
<td>Regular Administrative and Classified Staff with an FTE &lt; .5</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Temporary, Term, Intermittent Administrative and Classified Staff</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Administrative and Classified Staff funded more than 50% by grants or restricted</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>funds OR who were given research appointments</td>
<td></td>
</tr>
<tr>
<td>Employees who have faculty rank and also hold administrative appointments</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>

*Only classified staff who are unable to be placed into a vacancy and elect layoff over “bumping” are eligible.
Reductions in Force Severance Benefits: Salary; Health and Life Insurance Continuation for Eligible Employees

<table>
<thead>
<tr>
<th>Years of Continuous Service</th>
<th>Salary Continuation Post Notice Period</th>
<th>Heath and Life Insurance Post Notice Period**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1</td>
<td>0 Months</td>
<td>6 Months</td>
</tr>
<tr>
<td>More than 1 up to 3</td>
<td>1 Month</td>
<td>6 Months</td>
</tr>
<tr>
<td>More than 3 up to 10</td>
<td>2 Months</td>
<td>6 Months</td>
</tr>
<tr>
<td>More than 10</td>
<td>3 Months</td>
<td>6 Months</td>
</tr>
</tbody>
</table>

- **Former employee will be responsible for co-payment of premiums at the active rate currently applicable to university employees.
- Departments will be responsible for the costs of salary continuation and the normal departmental benefits charges during the severance period.
- Severance pay and the continuation of health and life insurance will cease if the former employee begins full time employment with the university or another employer, receives disability benefits, or retires under OPERS, STRS, or the alternative retirement plan.
Reductions in Force Severance Benefits: Educational Benefits for Eligible Employees

Employees or covered family members currently enrolled as students at Ohio university will continue to receive tuition assistance, (one hundred per cent of instructional fees), for the number of years needed to obtain the degree for which they are enrolled, not to exceed three continuous years at the undergraduate level or one year at the graduate level. Course work eligible for tuition assistance does not include workshops, non-credit courses, audited courses, OPIE courses, courses or programs delivered in partnership with an outside vendor, or special course fees.