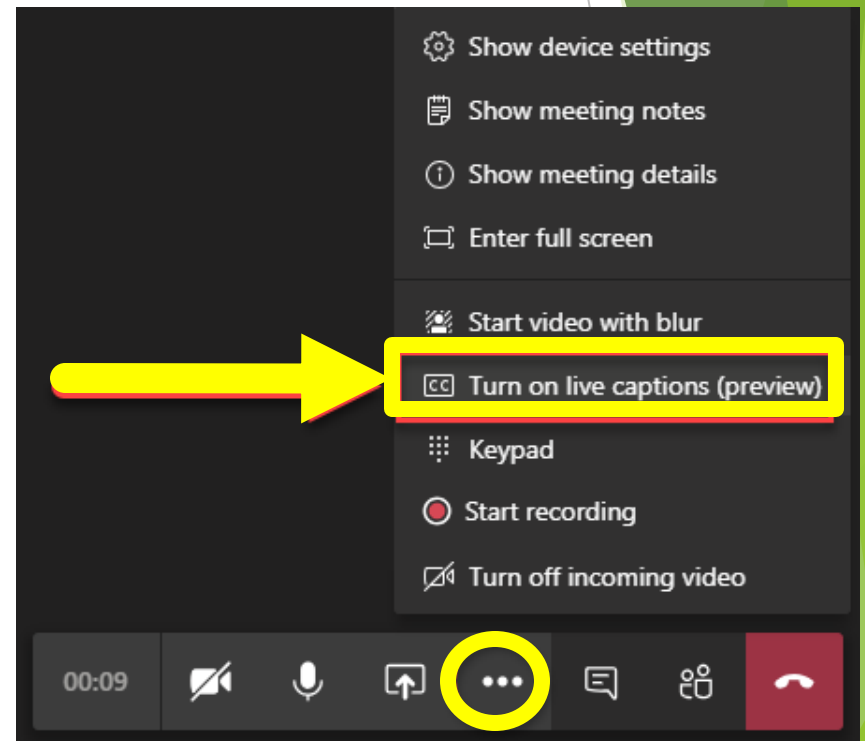




Classified Civil Service Modernization

Some Quick Session Reminders

- ▶ Please keep **microphones muted** unless called upon.
- ▶ Please keep **video stream off** for enhanced call quality.
- ▶ Use **captioning** for enhanced accessibility!
- ▶ **Questions may be submitted via the Qualtrics survey** which will be shared in the chat at the end of this presentation



Background

IUC CHRO and Legal Affairs committee members collaborated and petitioned the legislature for CCS modernization

HB 187, CCS reform passed in December 2006

Ohio University's Board of Trustees passed Resolution 2007-3017 permitting UHR and Legal Affairs to review and create new CCS policies and procedures in accordance with HB 187

IUC CHRO and Legal Affairs committee members developed guidelines and communications for implementing HB 187

Need For CCS Modernization

Changing labor market - universities need to operate with speed and agility to compete for and hire most talented and diverse staff

Changes in workplace - nature of staff job duties has shifted dramatically requiring a new conceptualizing of employment selection

Need for efficiency - state funding for higher education has remained flat or declined over the past decade requiring greater efficiency to pursue our mission

Streamlines the application and hiring process

Need For CCS Modernization - con't

Aligns definition of CCS with federal definition of hourly-paid employees under the FLSA

Regulatory changes - many federal and state laws addressing and ensuring employee protections have been passed (FMLA, ADAAA, etc.)

Belief that current CCS regulations are unnecessarily antiquated and must be modernized in the best interests of the university, employees and public constituencies.

CCS Modernization - areas eligible for review

Classification plans

Recruitment, selection and appointment process

Performance, discipline and termination process

Layoff and reduction-in-force process

Employee leaves and holiday leave

Appeal process for classification, reduction, abolishment and disciplinary actions

Metrics and measures for modernization implementation

CCS Modernization - areas with proposed rule modifications

Performance, discipline and termination process



Appointments



Employee leave



Layoff and reduction-in-force process

CCS Modernization - Consultative Process

Consult

Consult with institutional committees,
Presidents Cabinet and Classified Senate Chair

Interact

Interact with appropriate constituent group

Draft

Post draft rules in a reasonable and open
manner for at least 30 days

Hold

Hold open forums to share information and
receive input from stakeholders before final
implementation of rule change

Ohio University - Proposed New Rule/Policy Performance, Discipline, Termination

- ▶ **Ohio Revised Code § 124.321: Reductions in work force - layoffs- job abolishment**
- ▶ **Ohio Administrative Code § 123:1-31-01: General Procedure for Removals, Reductions, Suspension, or Fines**
- ▶ Proposing a reduction of hours worked per week or number of months worked per year that does not result in a change in current benefits eligibility, or participation in the Ohio Shared Work program or future program of similar nature, will not be considered a reduction in force, layoff or job abolishment and will not entitle employee to exercise displacement rights.
- ▶ Related Policies:
 - ▶ 40.041: Change of Classified Position Status
 - ▶ 40.046: Layoff and Position Abolishment for Classified Civil Service Employees

Ohio University - Proposed New Rule/Policy Performance, Discipline, Termination

- ▶ **Ohio Revised Code § 124.34: Reduction in Pay or Position - Suspension - Removal**
- ▶ **Ohio Administrative Code § 123:1-29: Performance Evaluation System**
- ▶ Proposing classified civil service employees' pay may be reduced to achieve budgetary savings, permit the institution to implement a furlough, participate in the Shared Work Ohio program or other similar program, or to achieve other cost saving measures.
- ▶ Proposing classified non-bargaining unit employees receive an annual performance evaluation in accordance with Ohio University's performance management schedule. Employee receiving a rating of less than "effective" on their annual evaluation will lose their displacement rights until such time as they receive an "effective" rating.
- ▶ Related Policies:
 - ▶ 41.016: Employee Furlough
 - ▶ 40.045: Separations and Reinstatements of Classified Employees
 - ▶ 40.042: Performance Evaluation for Classified Employees

Ohio University - Proposed New Rule/Policy Appointments

- ▶ **Ohio Revised Code § 124.271: Provisional Employees**
- ▶ Proposing provisional employee status be extended from 120 days to 180 days.
- ▶ Related Policies:
 - ▶ 40.042: Performance Evaluation for Classified Employees

Ohio University - Proposed New Rule/Policy Employee Leave

- ▶ **Ohio Revised Code § 125.385: Disability Leave Benefits**
- ▶ **Ohio Administrative Code § 123:1-30: Disability Separations - Reinstatement**
- ▶ Proposing to place employee on disability separation after the employee has exhausted all approved FMLA time and/or exhaustion of paid sick leave.
- ▶ Proposing a classified civil service non-bargaining unit employee may be granted unpaid leave for medical reasons during 12 weeks of FMLA eligibility only.
- ▶ Related Policies:
 - ▶ 40.033: Leaves of Absence for Classified Employees

Ohio University - Proposed New Rule/Policy Layoff and Reduction-in-Force

- ▶ **Ohio Revised Code § 124.324: Layoff and Displacement Rights**
- ▶ **Ohio Revised Code § 124.326: Layoff Jurisdictions**
- ▶ **Ohio Administrative Code § 123:1-41-11: Layoffs (Displacement and appeal rights of employees)**
- ▶ Proposing an employee who is reduced in force and declines placement into an entitled position forfeits their reinstatement rights.
- ▶ Proposing an employee's reinstatement rights are forfeited once an employee is eligible to retire pursuant to Ohio University retirement policy.
- ▶ Proposing performance ratings will be used to determine reinstatement rights. An employee who does not achieve at least an "effective" rating on their performance evaluation, will forfeit their reinstatement rights until such a time as an "effective" rating is achieved.
- ▶ Proposing displacement jurisdiction is first into any vacancies on the current campus within the current classification then in that classification within the work department based on retention points.
- ▶ Related Policies:
 - ▶ 40.045: Separations and Reinstatements of Classified Employees
 - ▶ 40.046: Layoff and Position Abolishment for Classified Civil Service Employees
 - ▶ 41.015: Reduction-in-Force Benefit Programs for Administrators and Classified Staff

Proposed Timeline

4/28
Presentation to
Classified
Senate

4/29 - UHR
finalize draft of
proposed rule
changes

4/30 - 5/28
Propose rule
changes posted
to UHR website
and hold open
forums

5/29 New
rules/policies
implemented