

The Ohio State University Office of Human Resources
CCS Modernization – Reduction in Force (RIF) Rules Update – Effective January 1, 2010
Summary of Major Changes

WHAT'S NOT CHANGING...

- What causes or justifies a RIF (examples: lack of money/budget, lack of work, reorganization)
- Units must consult with and get approval from the Office of Human Resources before any RIF occurs
- Employees will continue to have displacement (bumping) rights if their positions are abolished (see below for changes)
- How retention points are awarded (1 point for each 520 hours of continuous service)
- Written notice of layoff/displacement must be provided to employee within 14 days (hand-delivered) & 17 days (mailed)
- What information must be included in written notice to employees, and when it must be delivered
- Employees retain reinstatement rights for 12 months
- Appeal of layoff or displacement
- Holiday, overtime, and vacation payment
- Layoff during leave

WHAT IS CHANGING...

Justifying a Reduction in Force

- Written plans are required when departments need to implement a RIF due to reorganization.

Abolishing Positions

- If more than one employee is in the same classification, which individual(s) will be impacted will be determined by:
 - Needs of the department (how are things changing...what are the new requirements, etc.)
 - Certification status (an individual is certified if she/he has passed probation)
 - Combination of skills and abilities, documented performance and length of employment at Ohio State
- Employees on probation will automatically be laid off

Order of Layoff Will Be

- Certification status, then
- A combination of skill and abilities, documented performance, and length of Ohio State employment

Displacement (Bumping) Procedures

- Staff **WILL RETAIN** their displacement (bumping) rights, with these modifications:
 - Individuals with documented history of poor performance (three consecutive “below meets” performance reviews) or on active major corrective action will **not** have displacement rights
 - Displaced employees affected by further reduction will be able to displace to current or most recent certified classification at discretion of the Office of Human Resources
 - Displaced employees must be able to perform the minimum requirements of the job
 - Displaced employees who match qualifications of vacant position will be placed in the vacancy. If no vacancy exists, displacement will take place
 - Displaced employees will be paid according to the target hiring range assigned to the new position or classification.
 - Displacement rights cease when an employee declines placement into a vacancy or the identified position to which they are entitled due to their retention points

Retention Points

- In cases of a tie (same retention points & continuous dates of service), performance, skills, and abilities will be considered

Jurisdiction

- Order of layoff and displacement (bumping) occurs only within the same jurisdiction

Notice of Layoff and Timing of Displacement

- Requires hand delivery to employee by supervisor or unit hr representative/designee or mailed by certified mail to the employee's last known address
- Effective date of displacement when a vacancy exists is within a reasonable time not to exceed 30 days
- Effective date of displacement if a vacancy does not exist is 60 days

Reinstatement

- Employee requests reinstatement to a specific position that has been posted
- Reinstatement is contingent upon successful pre-employment screening