

MEMORANDUM

To: University Classified Civil Service Staff
From: Larry M. Lewellen, Vice President for Human Resources
Date: November 23, 2009
Subject: Changes in CCS Rules governing
Reduction in Force of Classified Civil Service Employees

In December 2006, the Ohio General Assembly passed Substitute House Bill 187, an effort to reform Ohio's laws governing civil service employment. This Act gives our Board of Trustees the authority to amend provisions of CCS rules governing Ohio State employees.

In July 2009, you received notification from me that we had drafted revised reduction-in-force Classified Civil Service rules and processes. You were invited to one of four forums and given the opportunity to provide feedback at a forum, via e-mail or through U. S. or campus mail. I hope that you took the opportunity to share your feedback.

The Ohio State University Board of Trustees reviewed and approved the revised reduction in force rules at their October 29, 2009 meeting. This message serves to notify you that the **approved rules and processes will go into effect on January 1, 2010.**

Although it is not possible to predict Ohio's economic future, these rules are not being updated because we anticipate an increase in layoffs – it is merely a part of our regular update process.

Significant changes are outlined on the following page. Please review these changes, as well as all [Classified Civil Service rules](#) and Human Resources Policies and contact the [Talent Management Consultant](#) assigned to your unit if you have questions.

As the Office of Human Resources continues to review and propose amendments to the CCS rules, we will include staff in the process and request suggestions and feedback. Please monitor the [CCS Modernization web site](#) we have dedicated to this effort for updates.

Please note that over the next month you will also receive e-mails about the next set of rules we will be updating which relate to Performance Management, Corrective Action, and Probation.

**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