



# Reduction in Work Force Classified Civil Service Staff Policy 9.20

## Office of Human Resources

---

Applies to: Classified civil service staff

### POLICY

---

Issued: 10/01/1973

Revised: 08/01/2004

Conditions may arise that necessitate the reduction of the University work force. Abolishment of Classified Civil Service positions may occur for reasons of budget, lack of work, or reorganization.

### POLICY GUIDELINES

---

#### I. Reduction in Work Force

- A. All reductions in work force are subject to approval by the Office of Human Resources.
- B. [Ohio Revised Code](#), Chapter 124, regulations will be followed as these pertain to notification, order of layoff, layoff jurisdiction, reinstatement, retention points, displacement, and appeal.
- C. Reductions of staff represented by labor unions must be in accordance with terms of applicable collective bargaining agreements.
- D. Reduction in work force situations should be approached with sensitivity. Organizational needs must be balanced with human resource considerations, including impact on affirmative action objectives, compliance with University policies, and applicable collective bargaining agreements. Appropriate administrative officers should consult with the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), prior to initiating a reduction in work force.
- E. Reductions in work force will become effective no later than 90 days after the date an employee receives official notice from the Office of Human Resources that the employee's position is to be abolished.
- F. Classified civil service employees may have displacement rights, commonly referred to as "bumping", under specific circumstances. The [Ohio Revised Code](#) and [Rules for the Classified Civil Service](#) set displacement procedures. In general, displacement means that an employee whose position is abolished may fill a vacancy or displace the employee with the fewest retention points in the classification of the position being abolished. Because displacement is extremely disruptive to the institution, employees whose positions are abolished are strongly encouraged to begin an internal job search as soon as they receive notification of the abolishment. [OHRC](#) will provide assistance with the job search.
- G. Employees whose positions are scheduled to be abolished will receive initial consideration for job vacancies in their job classifications.
- H. Employing units should identify comparable alternative vacancies within the unit for individuals who possess displacement rights and whose jobs are abolished. If no position is identified in the releasing unit, the employee should be reassigned to an existing vacancy in the college/VP unit. Within 90 days from the date of official notification of abolishment, the affected employee may be assigned to any existing University vacancy. After 90 days from the date of official notification of abolishment, the affected employee shall be assigned to a University vacancy or exercise displacement in accordance with the Rules for the Classified Civil Service.
- I. It is important for units to manage unsatisfactory performance issues separately from the reduction in work force process. Staff performance problems should be addressed appropriately through performance management and corrective action.
- J. Departments should review use of temporary staff prior to reducing regular staff.



# Reduction in Work Force Classified Civil Service Staff Policy 9.20

## Office of Human Resources

---

Applies to: Classified civil service staff

### II. Impact of Reduction in Work Force on Benefit Programs

#### A. Vacation and compensatory time

Payment for vacation and compensatory time is made at the time of termination. If a specific date of return to employment has been established, the staff member may make a written request that payment for accrued vacation not be made.

#### B. Sick leave

There is no payment for sick leave at time of termination.

#### C. University group insurance plans

Medical, dental, and vision insurance plans may be continued in accordance with COBRA, which generally allows for coverage continuation for 18 months beyond the termination date at the staff member's expense.

#### D. Retirement contributions

Contributions to retirement plans are discontinued at time of termination. Contributions with the [Ohio Public Employees Retirement System](#) (OPERS) may be left on account or withdrawn after 90 days of separation from the University. Guidelines are governed and administered by OPERS.

#### E. Unemployment compensation

Staff members who are terminated as a result of reduction in work force may be eligible for unemployment compensation. Guidelines are governed and administered by the [Ohio Department of Job and Family Services](#).

#### F. Rehire, recall, or reinstatement

Regular staff whose positions are abolished and who are subsequently rehired, recalled, or reinstated within one year of the effective date of termination maintain their original hire date for purposes of eligibility for certain benefits.

#### G. Application for employment

Staff members who are terminated due to reduction in work force are eligible to continue applying for University vacancies as an internal applicant for 12 months from the effective date of termination.

## PROCEDURE

---

Issued: 10/01/1973

Revised: 08/01/2004

### I. Unit Responsibilities

- A. Consult with the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), when a reduction in work force is being considered. The unit administrator should consult before submitting the request for reduction in work force.
- B. Develop an internal strategy for potential reassignment of the civil service staff member. Plan a temporary work arrangement during job search, if needed and for reassignment within the college/VP unit if the job search is unsuccessful. Submit this plan to [OHRC](#) with the request for reduction in work force.
- C. Complete a [Notice of Reduction in Work Force](#) form with supporting information and justification and submit it to [OHRC](#).



# Reduction in Work Force Classified Civil Service Staff Policy 9.20

## Office of Human Resources

---

Applies to: Classified civil service staff

- D. Submit requests to the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#) as early as possible so as to allow adequate official notification to the affected employee(s).
- E. Deliver the letter of notification/lay off to the employee as soon as possible. [OHRC](#) prepares the letter of notification/lay-off and sends it to the unit after approval of the request.

### II. Staff Member Responsibilities

- A. Contact [OHRC](#) to review the process and discuss Staff Severance Program options (refer to [Policy 2.40](#)).
- B. Contact [OHRC](#) to begin an internal job search. Prepare a resume and other materials and actively participate in a job search.

### III. Office of Human Resources Responsibilities

- A. Analyze reduction in work force requests. Approve or disapprove the reduction based on criteria in the [Reduction in Work Force Implementation Guidelines](#).
- B. Consult with units on philosophy and procedures for reduction in work force.
- C. Assist affected staff with job search within Ohio State.
- D. Notify affected staff through the appropriate administrative officer.
- E. Provide job search information to the affected employee. If the staff member declines the staff severance program the employee should be reassigned to an existing vacancy in the college/VP unit. Within 90 days from the date of official notification of abolishment, the affected employee may be assigned to any existing University vacancy. After 90 days from the date of official notification of abolishment, the affected employee shall be assigned to a University vacancy or exercise displacement in accordance with the [Rules for the Classified Civil Service](#).
- F. Make the final determination in which classification(s) layoffs will occur.
- G. Make the final determination about which staff member(s) will be laid off.

## RESOURCES

---

### For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)  
(614) 292-2800, [ohrc@hr.osu.edu](mailto:ohrc@hr.osu.edu)

### For forms ([hr.osu.edu/forms](http://hr.osu.edu/forms)):

- Notice of Reduction in Work Force form [hr.osu.edu/forms/positionabolish.pdf](http://hr.osu.edu/forms/positionabolish.pdf)

### For more information:

- Reduction in Work Force Implementation Guidelines [hr.osu.edu/hrpubs/guidelinesrifccs.pdf](http://hr.osu.edu/hrpubs/guidelinesrifccs.pdf)
- Human Resources [Policy 2.40](#), Staff Severance Program [hr.osu.edu/policy](http://hr.osu.edu/policy)
- University Rules for the Classified Civil Service [hr.osu.edu/policy/ccs](http://hr.osu.edu/policy/ccs)



# Reduction in Work Force Classified Civil Service Staff Policy 9.20

## Office of Human Resources

---

Applies to: Classified civil service staff

- Ohio Public Employees Retirement System (OPERS) [opers.org](http://opers.org)
- Ohio Revised Code [codes.ohio.gov/oac/124](http://codes.ohio.gov/oac/124)
- Leaving University Employment [hr.osu.edu/events/termemployment.htm](http://hr.osu.edu/events/termemployment.htm)
- Ohio Department of Job and Family Services [unemployment.ohio.gov](http://unemployment.ohio.gov)