



Applies to: Staff

Responsible Office

Office of Human Resources

POLICY

Issued: 03/18/2002
Revised: 01/03/2021

The university provides a staff severance program for eligible staff who are terminated during a **reduction in force**.

Purpose of the Policy

To provide guidance on implementation of the severance program for eligible staff.

Definitions

Term	Definition
Continuous service	Employee's years of service at the university without a break in service.
Full-time equivalency (FTE)	The percentage of full time (40 hours per work week) hours worked during the period covered by a given position (for example, 10% full-time equivalency [FTE] equals four hours of work per work week).
Grant(s) and/or contract(s)	Fund types, including but not limited to, private grants/contracts, state grants/contracts, federal grants/contracts
Reduction in force	A decrease in the number of positions at the university's initiative due to a lack of funds, lack of work, reasons of economy, or reorganization for efficiency.
Severance pay	The amount paid to an eligible employee based upon continuous years of service with the university when their position is abolished.
Unit	College or administrative unit.

Policy Details

- I. Staff Severance Program Eligibility
 - A. Regular unclassified staff at 50% **full-time equivalency (FTE)** or greater whose positions are abolished and who are involuntarily terminated in accordance with [Reduction in Force Unclassified Staff 9.15 policy](#) are eligible for the severance program. See the [Staff Employment 4.20 policy](#) for the definition of regular staff.
 - B. Regular Classified Civil Service staff at 50% FTE or greater whose positions are abolished and who are involuntarily terminated in accordance with [Reduction in Force Classified Civil Service Staff 9.20 policy](#) are eligible for the severance program. See the [Staff Employment 4.20 policy](#) for the definition of regular staff.
 - C. A signed Severance Agreement and Release of Claims is a condition of eligibility for **severance pay**.
 - D. Emergency, seasonal, temporary, term, and intermittent employees, as defined in the [Staff Employment 4.20 policy](#), are ineligible for this program.
 - E. Individuals who have previously retired from the university are ineligible for this program.
 - F. The provisions of the respective bargaining unit agreements will govern participation in this program by members of a union.
 - G. Staff members who are terminated for reasons other than a reduction in force are ineligible for the severance program.
 - H. Grant(s) and/or Contract(s)
 1. Staff members whose positions are fully funded by **grant(s) and/or contract(s)** are ineligible for the severance program.
 2. Staff members whose positions are partially funded by grant(s) and/or contracts must have at least 50% of their position funded by funding sources other than grants and/or contracts to qualify for the severance program, and only the percentage of the funding source(s) other than the grant(s) and/or contract(s) will be used to determine the total severance pay.



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- 3. During the time period when **units** are waiting to determine if a grant or contract will be renewed or canceled, units may temporarily change funding sources or reduce the FTE in accordance with the [Reduction in Force Unclassified Staff 9.15 policy](#). In those instances, this change may not exceed six months; otherwise, the staff member whose position is abolished becomes eligible for the severance program. Staff members whose positions are abolished during this six-month period are not eligible for the severance program.

II. Staff Severance Program Design

- A. Severance pay is based upon **continuous service**. Eligible staff receive a base severance pay of two weeks, plus one and one-half weeks for each completed year of continuous service with the university (rounded up to the next whole week). Eligible staff who have completed less than one year of continuous service will receive four weeks of severance pay. Some severance pay includes half weeks, and all half weeks are rounded up to a full week. The maximum is 26 weeks of severance pay.

Staff Severance Program Calculation

Completed Years of Continuous Service	Total Weeks of Severance Pay
1 or less	4
2	5
3	7
4	8
5	10
6	11
7	13
8	14
9	16
10	17
11	19
12	20
13	22
14	23
15	25
16+	26

- B. Severance pay is issued in one lump sum payment.
- C. The staff member’s base pay and FTE level determine the rate of severance pay.
- D. If displacement occurs for a Classified Civil Service employee, the unit initiating the reduction in force and causing the displacement is responsible for the cost of the severance to the displaced employee.

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PROCEDURE

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- I. Implementing the Staff Severance Program
 - A. Prior to implementing a reduction in force, units must:
 1. Verify the funding source for the position and submit supporting documentation to Employee and Labor Relations regarding the funding source.
 2. Complete the [Request for Reduction in Force](#) with supporting documentation and justification.
 - B. Following the approval of the reduction, units must deliver or send affected employee(s) a letter of notification that includes their effective termination date as specified in the [Reduction in Force Unclassified Staff 9.15 policy](#) and the [Reduction in Force Classified Civil Service Staff 9.20 policy](#).
 - C. If an affected employee is eligible for severance, then simultaneous with delivering or sending the letter of notification to the affected employee, the unit must also provide the employee with the Severance Agreement and Release of Claims (Agreement) for their review.
 - D. The effective termination date is not delayed or extended by the timelines associated with the employee's review or execution of the Agreement.

Responsibilities

Position or Office	Responsibilities
Unit	<ol style="list-style-type: none"> 1. Prior to implementing reduction in force, verify funding source for position and submit supporting documentation to Employee and Labor Relations. 2. Obtain approval of reduction in force per Reduction in Force policies 9.15 or 9.20. 3. Following approval of reduction by Employee and Labor Relations, deliver or send letter of notification to affected employee(s) as set forth in this policy. 4. Provide a Severance Agreement and Release of Claims to employees eligible for severance pay as set forth in this policy.

Resources

Forms

Request for Reduction in Force, hr.osu.edu/wp-content/uploads/form-workforce-reduction.pdf

Governance Documents

Ohio Revised Code Chapter 124, codes.ohio.gov/orc/124

Reduction in Force-Classified Civil Service Staff 9.20 policy, hr.osu.edu/policy/policy920.pdf

Reduction in Force-Unclassified Staff 9.15 policy, hr.osu.edu/policy/policy915.pdf

Staff Employment 4.20 policy, hr.osu.edu/wp-content/uploads/policy420.pdf

University Rules for the Classified Civil Service, hr.osu.edu/policies-forms/rules-for-ccs/

Additional Guidance

Frequently Asked Questions – Staff Severance Program, hr.osu.edu/public/documents/policy/resources/240faq.pdf

Leaving University Employment, hr.osu.edu/life-events/leaving-ohio-state/

Ohio Public Employees Retirement System (OPERS), opers.org

Reduction in Force Employee Guide, hr.osu.edu/public/documents/policy/resources/915guidelines.pdf

Reduction in Force Manager Guide, hr.osu.edu/public/documents/policy/resources/915managerguide.pdf

State Teachers Retirement System of Ohio (STRS), www.strsoh.org



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Contacts

Subject	Office	Telephone	E mail/URL
Benefits	HR Connection	614-247-myHR (6947)	HR_Connection@osu.edu
Counseling and Employee Assistance	Ohio State Employee Assistance Program, The OSU Health Plan	614-292-4472 800-678-6265	osuhealthplan.com/members/ohio-state-employee-assistance-program-eap
Payroll	HR Connection	614-247-myHR (6947)	HR_Connection@osu.edu
Policy Questions	HR Connection	614-247-myHR (6947)	HR_Connection@osu.edu

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Reflects material revision approved by President’s Cabinet and subsequent edit inserting HR Connection in the Contacts section