

Reduction in Force Employee Guide

Employee and Labor Relations
2022



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES



HR.OSU.EDU

1590 N. High Street, Suite 300 | Columbus, OH 43201 | 614-292-1050

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Introduction

Employee and Labor Relations (ELR), part of the Office of Human Resources has provided this information to assist those affected by Reduction in Force. We hope you find this to be a valuable tool for you during the separation process.

The booklet contains information to help guide you. Included is a list of internal resources available to you. We encourage you to take advantage of the resources provided by The Ohio State University.

The Office of Human Resources is available to assist you with consultation on employment services, benefit continuation, job search techniques, and referral to counseling. For questions, please contact HR Connection, hrconnection@osu.edu, 614-247-6947.

University Resources

Benefits Services

1590 North High Street, Suite 300
614-247-6947
hrconnection@osu.edu

- Claims assistance
- Continuing benefits coverage
- Retirement information
- Unemployment process
- Financial counseling referral information available

Employee and Labor Relations

1590 North High Street, Suite 300
614-247-6947
hrconnection@osu.edu

- Assistance in understanding reduction in work force, layoff and severance program policies and procedures
- Explains processes of appeal and displacement, if applicable
- Information and assistance regarding employment policies, procedures and campus employment opportunities

University Online Career Site

hr.osu.edu/careers

- Listing of new and vacant positions that are available at the university
- Updated weekly
- Assistance with creating online application and email subscription available

Employee Assistance Program (EAP)

700 Ackerman Road, Suite 580
614-292-4700

- Short-term counseling and assessment for staff members dealing with the emotional stresses resulting from a change in job status, or who are concerned about a colleague who is experiencing a change
- Confidential counseling and referral services

Additional Resources for Staff Impacted by a Reduction in Work Force:

Area of Responsibility	Name	Number
COBRA	Benefits Processing	614-247-6947
Flexible Spending Accounts	Customer Service Center	614-247-6947
Life Insurance	Customer Service Center	614-247-6947
Payroll	Payroll Operations	614-247-6947
Retirement Plans OPERS ARP	Benefits Services	614-247-6947
Unemployment Compensation	Ohio Department of Job and Family Services (ODJFS)	1-877-644-6562 1-888-642-8203 TTY

Involuntary Termination Due to Reduction in Force

Reduction in Force occurs if you are laid off, if your job is abolished, if your appointment is not renewed, if you lose your position due to a unit reorganization, or if there is a lack of funding for your position. All policies that pertain to a position abolishment can be found on the University's HR policy page at hr.osu.edu/policies-forms. Specifically, refer to these policies:

- **Policy 9.15 - Reduction in Force – Unclassified Staff**, for detailed information about position abolishments. The FAQs for this policy will be a particularly useful reference, which can be found in the Resources section of the policy.
- **Policy 9.20 – Reduction in Force – Classified Civil Service Staff**, for detailed information about position abolishments. The FAQs for this policy will be a particularly useful reference, which can be found in the Resources section of the policy.
- **Policy 2.40 – Staff Severance Program**, provides further information on severance eligibility as well as the amount of severance paid out based on years of continuous service.

Initial Steps You Should Take When Your Position is Abolished

- If you a Classified Civil Service employee, you should review your options of displacement rights, if applicable, layoff, or severance benefits.
- If you are an unclassified employee, you should review the Severance Agreement and Release of Claims, if applicable, prior to signing to be eligible for severance benefits.
- Begin compiling your questions regarding your benefits and how the position abolishment will affect them. You can contact HR Connection at (614) 247-6947 with specific questions you may have.
- If you are interested in other opportunities with the university, visit the Careers at Ohio State job board at hr.osu.edu/careers/.
 - You can apply for positions as a current employee for 12 months from the effective date of termination.

Leaving University Employment: Involuntary Termination Due to Reduction in Force

There are important considerations for you upon leaving university employment, including deadlines for continuing and/or converting benefits. Visit hr.osu.edu/benefits/life-events/leaving-ohio-state/ for information planning regarding your medical/dental coverage, Flexible Spending Account, life insurance, etc. You can also contact the Office of HR Connection at 614-247-6947 to discuss your options.

Vacation and Sick Leave Payouts

Payment for vacation is made upon your separation from the university/Medical Center. There is no payment for sick leave at the time of termination unless you are eligible to apply for retirement benefits. Please refer to the **Paid Time Off Policy 6.27** for more information.

University Medical, Dental and Vision Plans

Your benefits and coverage will terminate on your last day of employment.

After that point, you can elect COBRA at which point you can change the health/dental/vision plans you elect. Under COBRA, you may elect for coverage continuation for 18 months beyond the termination date at the expense of the faculty or staff member.

As another option, you may want to consider enrolling in health insurance offered through the Health Insurance Marketplace (Marketplace), which may be more affordable than COBRA continuation coverage. You have 60 days to enroll in the Marketplace after your University health coverage ends. For more information about the Marketplace, visit [HealthCare.gov](https://www.healthcare.gov) or call 1-800-318-2596.

For additional information about your options, you can contact HR Connection at 614-247-6947.

Retirement Plan

You may roll your account balance over to an Individual Retirement Account or other qualified account, leave your balance in your current plan, receive a refund of your balance, or elect to retire if you are eligible. Each plan is different, so contact your ARP vendor or Ohio Public Employees Retirement System (OPERS), directly for more information regarding your options. OPERS can be reached Monday thru Friday, 8:00 a.m. to 4:30 p.m. at 1-800-222-PERS (7377).

University Employment

You are encouraged to review current employment opportunities at the University Online Career Site and apply for campus job vacancies. You may apply for university vacancies pursuant to the university's [Recruitment and Selection Policy 4.10](#).

University Property

Any university property in your possession must be returned before the end of your last working day, including building keys and computer equipment.

Employee Assistance Program (EAP)

EAP provides complimentary and accessible counseling, consultation and human relations training by licensed professionals, available for Ohio State employees and their families. EAP provides tools and resources that assist individuals with personal or work-related needs that enable them to achieve greater health and wellness. Services are provided confidentially and include individual or couples counseling, stress management, legal assistance, referrals to community resources, identity theft recovery assistance, financial planning, stress management, and many other topics.

Benefits-eligible employees are permitted five (5) complimentary sessions annually with a service provider. Employees can use EAP services for up to 90 days after separation. For more information on the EAP program and services, call 1-800-678-6265 or visit the EAP website at osuhealthplan.com/programs-and-services/eap and type in username "buckeyes" to view services offered.

Parking Pass

If you participate in the pre-tax parking program and have a CampusParc parking pass, you must return it to CampusParc and cancel your participation in the program using the enclosed form. Until you do so,

you will be considered an active participant and charged a permit fee. CampusParc offices are located at the South Campus Gateway complex at 1560 North High Street, Columbus, OH 43201.

Employee Self Service - Accessing Payroll/W2 Information

Your access to the university's Employee Self Service will cease upon your termination. Therefore, if you would like copies of your paycheck stubs or past W2 forms, you should access those before your termination date. If you need access to paycheck or W2 information after that point, you can contact Payroll Services at [payrolloffice @ osu.edu](mailto:payrolloffice@osu.edu) or (614) 292-2311.

Leaving University Employment Information

Additional information about action items for which you may need to plan when leaving university employment can be found on the Office of Human Resource's web site: hr.osu.edu/life-events/leaving-ohio-state/.

Further information for those preparing to retire can be found at: hr.osu.edu/benefits/retirement/preparing-to-retire/