

Reduction in Force Unclassified Staff, 9.15 Policy Revision

Summary of Changes

Policy Effective January 3, 2021

Current [Reduction in Force Unclassified Staff, 9.15](#).

Summary of Substantive Changes

- Aligned policy language with the Staff Severance Program Policy.

Individual Substantive Changes

Policy (Page 1)

- No substantial changes. (Policy, p. 1)

Definitions (Page 2)

- Adds definition: full-time equivalency and unit. (Definitions, p. 1)
- Deletes definitions: Health System and Medical Center. The same policy will apply to university, Health System, and Wexner Medical Center employees. (Definitions, p.1)
- Deletes definition: official notification. The term is only applicable to Classified Civil service employees per the Classified Civil Service Rules.

Policy Details (Page 3)

- Streamlines language regarding payment for vacation and compensatory time. An existing resource specifies the details of payments, and that resource is retained in the proposed revision. (Policy Details IIA.2)

Procedure (Pages 2-3)

- Added procedure section that sets forth responsibilities for unit leadership and Employee and Labor Relations (Procedure I, pp. 2-3)
- Added language that the employee's termination date will become effective no earlier than 30 calendar days from the official notification to the employee of the reduction in force. (Procedure I.A.6.b, p. 2).

Responsibilities (Page 3)

- Updates the table to reflect the responsibilities of offices or positions as required by the policy.

Resources (Pages 3-4)

- Lists all resources referred to in the policy.

Contacts (Page 4)

- Lists all offices referred to in the policy and their contact information.



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