



Applies to: Classified civil service staff¹

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POLICY

Issued: 10/01/1973

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Conditions may arise that necessitate the reduction of the university work force. Abolishment of Classified Civil Service positions may occur due to lack of funds, lack of work, reasons of economy or reorganization for efficiency.

Definitions

| Term | Definition |
|-----------------------|--|
| Health System | Includes Dodd Hall, James Cancer Hospital and Solove Research Institute, OSU Ambulatory Services, OSU Harding Hospital, Ross Heart Hospital, Shared Services, Specialty Care Network, University Hospital and University Hospital East. Does not include Office of Health Sciences and College of Medicine. |
| Jurisdiction | The limited location in which procedures for layoff, displacement and reinstatement may be exercised. Jurisdictions are: Columbus campus—each college and unit as defined by the Layoff Jurisdictions list; Columbus campus—medical center; Lima campus; Ohio Agricultural Research and Development Center and Agricultural Technical Institute; Marion campus; Mansfield campus; Newark campus; units located outside of Columbus in a county where a regional campus is located are part of that jurisdiction, otherwise, the jurisdiction is limited to that county only; and units located outside of Ohio are each their own jurisdictions. |
| Official notification | The date the affected employee receives notification in writing from their supervisor, the HR representative or if the notification is mailed, the date the affected employee signs for the letter. |
| Medical Center | The Health System, Office of Health Sciences and College of Medicine. |

Policy Details

- I. If a vacancy exists within the jurisdiction, the unit should develop an internal strategy for reassignment of the Classified Civil Service (CCS) staff member to avoid a reduction in work force.
- II. Reduction in Work Force
 - A. All reductions in work force are subject to approval by the Office of Human Resources.
 - B. University Rules for the Classified Civil Service will be followed as these pertain to order of layoff, displacement, retention points, jurisdiction, notice, reinstatement 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 must consult with the Office of Human Resources, [Employee and Labor Relations](#), prior to planning a reduction in work force.
 - E. Reductions of an appointment to .75 FTE or greater will not be considered a reduction in force. The unit must contact OHR Employee and Labor Relations 30 days prior to implementing such a change to an FTE to notify and discuss the proposed action with OHR Employee and Labor Relations. For multiple such reductions, prior approval by OHR Employee and Labor Relations is necessary.



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- F. All of the following are reductions in force and a RIF request must be submitted to OHR Employee and Labor Relations:
 - 1. If an appointment is being reduced below .75 FTE.
 - 2. If the original appointment is below .75 FTE and is reduced below .50 FTE.
 - 3. Any position that is eliminated, regardless of original FTE.
- G. Units should review use of temporary staff prior to reducing regular staff.
- H. Units must manage unsatisfactory performance issues separately from the reduction in work force process. Staff performance problems should be addressed through performance management and corrective action.
- I. In the event of a disaster that results in a lack of work or lack of funds due to the disaster, the university may institute alternative pay and work schedules for affected staff in lieu of reduction in work force.

III. Placement Into a Vacant Position, Displacement of Another Employee or Layoff

- A. Classified civil service employees may have displacement rights, commonly referred to as “bumping,” under specific circumstances. The University Rules for the Classified Civil Service set displacement procedures. Displacement generally means that an qualified 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.
- B. If an employee chooses to take severance, displacement and reinstatement rights cease.
- C. Employees with two consecutive “below meets” overall performance review ratings will not have displacement rights.
- D. Within 30 days from the date of official notification of abolishment, the affected employee will be assigned to a vacancy, exercise displacement or be laid off in accordance with the [University Rules for the Classified Civil Service](#).
 - 1. If a vacancy in the jurisdiction exists, then placement will occur within 30 days of the date of official notification of the abolishment. The affected employee must be able to perform the required duties of the job into which they would be placed. If they cannot perform the required functions of the position into which would have been placed, as determined by the Office of Human Resources, they will not have displacement rights.
 - 2. If no vacancy exists within the jurisdiction, then displacement will occur no later than 30 days of the date of official notification of the abolishment. The affected employee must be able to perform the required duties of the job into which they would be placed. If they cannot perform the required functions of the position into which they would have been placed, as determined by the Office of Human Resources, they will not have displacement rights.
 - 3. If no vacancy or position exists within the jurisdiction for which the employee has displacement rights, the employee will be laid off.
- E. Displaced employees shall be paid according to the target hiring range assigned to the job into which they will move; exceptions must be in accordance with Salary Administration and Classification policy 3.10.
- F. If an employee declines placement into a vacancy or declines to displace into a position to which they are entitled, both their displacement and reinstatement rights cease immediately. Termination of the employee will result within two weeks.

IV. Reinstatement

- A. Reinstatement rights and the reinstatement process are outlined in the University Rules for the Classified Civil Service.



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- B. Reinstatement is contingent upon the employee being able to perform the required functions of the position, previously documented performance and the successful completion of any pre-employment screening for a specific reinstatement position.

V. Performance Considerations

Given the demands of the workplace and the university's drive to be a high performance workforce, performance will be considered as a factor at all stages of the reduction in work force process, including:

- A. If more than one employee is in the same classification, performance will be one criteria considered to determine which individual(s) will be impacted by a position abolishment.
- B. Employees will not have displacement rights if they have had two consecutive "below meets" overall performance review ratings.
- C. If multiple positions have been abolished and the employees need to be placed into the same classification with fewer vacancies, performance will be considered in determining placement priority.
- D. If multiple employees request reinstatement into the same vacancy, performance will be considered in determining reinstatement priority.

VI. Impact of Reduction in Force on Benefit Programs for Employees Who Are Laid Off or Terminated.

- A. Vacation and compensatory time – payment for vacation and compensatory time for eligible positions is made at the time of termination. If a specific date of return to a vacation earning position has been established, the staff member may make a written request that payment for accrued vacation not be made. The vacation balance will be credited upon reemployment.
- B. Sick leave – there is no payment for sick leave at time of termination.
- C. 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 may be left on account or withdrawn after separation, based on the guidelines of the specific retirement plan. Employees are advised to consult their retirement plans for details about the impact of termination.
- 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 or reinstatement – eligible regular staff whose positions are abolished and who are subsequently rehired or reinstated within one year of the effective date of termination maintain their continuous service original hire date and their benefits service date for purposes of vacation accrual determination. A staff member who is terminated from the university due to reduction in force may only receive severance pay once for a specific period of continuous service; therefore the OSU continuous service date is restarted upon rehire or reinstatement if severance was taken.



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PROCEDURE

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Responsibilities

Table with 2 columns: Position or Office, Responsibilities. Rows include Employing Unit and Office of Human Resources.



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Resources

- Layoff Jurisdictions hr.osu.edu/public/documents/policy/resources/525jurisdiction.pdf
- Leaving University Employment hr.osu.edu/life-events/leaving-ohio-state/
- Ohio Department of Job and Family Services jfs.ohio.gov
- Ohio Public Employees Retirement System (OPERS) opers.org
- Ohio Revised Code codes.ohio.gov/oac/124
- Reduction in Work Force Employee Guide hr.osu.edu/public/documents/policy/resources/915guidelines.pdf
- Reduction in Work Force Frequently Asked Questions hr.osu.edu/public/documents/policy/resources/915920faq.pdf
- Reduction in Work Force Manager Guide hr.osu.edu/public/documents/policy/resources/915managerguide.pdf
- Request for Reduction in Work Force hr.osu.edu/wp-content/uploads/form-workforce-reduction.pdf
- Staff Severance Program, Policy 2.40 hr.osu.edu/public/documents/policy/policy240.pdf
- State Teachers Retirement System of Ohio (STRS) www.strsoh.org
- University Rules for the Classified Civil Service hr.osu.edu/policies-forms/rules-for-ccs/

Contacts

| Subject | Office | Telephone | E-mail/URL |
|------------------------------------|---|------------------------------|--|
| Policy questions | Employee and Labor Relations, Office of Human Resources | 614-292-2800 | hr.osu.edu/services/elr/ |
| Benefits, including COBRA | Benefits Services, Offices of Human Resources | 614-292-1050 800-678-6010 | hr@osu.edu hr.osu.edu/benefits |
| 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 |

History

- Issued: 10/01/1973
- Revised: 10/01/1980
- Revised: 07/01/1984
- Revised: 04/26/1991
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