

3357:13-16-091: Guidelines for Identifying Positions for Layoff (RIF-Staff)

(A) The President and Vice Presidents will review the operation of all departments to determine the appropriateness of all positions regarding a reduction in staff. They shall define the area, department or division within which a reduction in force will occur. If a reduction in staff is determined to be appropriate, when practical, every effort will be made to reduce staff according to the following guidelines (furthermore and from this point forward, seniority will reflect the most recent full-time employment date):

- (1) Prior to reducing regular, full-time staff members, consideration will first be given to the reduction of temporary, seasonal and part-time staff members. Fully grant funded, temporary and part-time positions may be excluded unless the reduction is a result of terminated grant funding/grant funded project.
- (2) Institutional funds from partially grant funded staff positions may be removed where applicable. Remaining grant-funded portions of various positions may be combined in order to maintain the full-time status of a staff member. In this event, the employment of the most senior staff member of the grant-funded positions being combined, will be maintained.
 - (a) Multiple person job classifications within an area, department or division will be reviewed to determine if all positions are needed. If a reduction is warranted, the employee with the least seniority within the classification will be laid off first. That being equal, overall seniority will be the deciding factor.
 - (b) Staff members who have received a corrective action of 1st Written Warning or higher within the past 12 months. If more than one (1) staff member meets the criteria, seniority will determine the order of layoff.
- (3) Newly created positions, reflected as “Addition” on the Position Requisition form, will be laid off beginning with the most recent and going backward, for the past three (3) years.

(B) Displacement Rights:

- (1) A staff member who is laid off may displace an individual in a position which he/she has previously held only if 1.) no more than two (2) years have passed since the staff member has left the position, and 2.) the laid off staff member has greater overall seniority. If the staff member displaces to a lower rated position, they will maintain their current rate of pay only if it is within the salary range of the new position. Otherwise, if they are above the maximum rate they will be moved to the maximum for that salary range. Laid off staff members must notify Human Resources of their intention to exercise their right to displace within two (2) working days after notice of layoff.
- (2) Staff members who exercise their displacement rights and are later returned to their original position at the time of layoff, will have their prior salary reinstated if applicable.

(C) Impact on Benefits for Laid Off Staff

- (1) Medical/Dental/Vision Insurance: Coverage will continue through the end of the month in which the layoff occurs. The staff member must pay their share of the premium during this period. Beyond that, the staff member may elect to continue health care coverage through the College group health plans for up to eighteen months if they agree to pay the full monthly premium (COBRA).
- (2) Vacation: Staff members will not accrue vacation during the period of layoff. The staff member may elect to have their vacation accrual paid out at the time of layoff or run out their accrued time. If “pay out” is elected, the lump sum payment will be paid the end of the pay period following their last normal pay. If “run out” is elected, health insurance benefits will continue through the end of the month in which the vacation accrual is exhausted.
- (3) Sick Leave: Staff members will retain accrued sick leave but will not accrue additional leave during the period of layoff. Sick leave may not be applied during the lay off period.
- (4) Personal Leave: Staff members may not elect to have personal leave paid out at the time of layoff or at anytime during layoff. Personal leave not used as of 6/30, while on layoff, will be forfeited. If still on layoff after 7/1, personal leave will not accrue until the staff member is returned to work. Personal leave will be calculated based on the policy accrual schedule and date of recall.
- (5) Retirement: Contributions to the retirement plan will be discontinued as of the effective date of the layoff. Withdrawal of funds thereafter is subject to the rules/guidelines of the STRS, SERS and ARP retirement systems.
- (6) Tuition Remission: The College will honor any approved tuition remission requests for the staff member or staff member’s dependents during the remainder of the academic year in which the layoff occurs.
- (7) Tuition Reimbursement: The College will honor any tuition reimbursement requests initiated between the start of the fiscal year through the end of the quarter in which layoff occurs. Distribution of reimbursement funds will be made in accordance with the College’s Tuition Reimbursement policy.
- (8) All other benefits shall be suspended while the staff member is on layoff.

(D) Reinstatement and Termination - The President and Vice Presidents will review the operation of all departments to determine reinstatement of laid off staff members. Laid off staff members are subject to rehire/recall for a period of up to twelve (12) months beginning from the date he/she was laid off. A staff member who declines reinstatement to their last held position shall be considered terminated and the College will have completed its obligation for reinstatement. Another staff member who is on layoff status and meets the

qualifications of the aforementioned position may then be recalled to the position. If the position salary is at least 75% of his/her last salary and the staff member declines reinstatement, the College will have completed its obligation for reinstatement

Effective: April 26, 2006

Expires: April 1, 2011

Review Dates: 03/26/11