

Reduction in Force, 2.09(a)
Chapter 2: Personnel

Procedure:**I. Selection:**

When a decision for a reduction in force is made within a business unit, the following will take place:

- A. Temporary employees, or employees working less than 50% FTE, and performing the same work as a probationary or regular annually renewable appointment employee, must be laid off or eliminated first, provided that a probationary or regular employee can perform the temporary employee's tasks.
- B. Layoff or elimination of regular appointment employees is based on one or more of the following factors:
 - Which positions are most critical in the delivery of services
 - Relative skills, knowledge and productivity of employees
 - Length of service of employees

II. Notification to Human Resources:

The College business unit will provide documentation to the Executive Director of Human Resources to include the following:

- A. Employee(s)
- B. Effective date
- C. Return date (if applicable)
- D. Reduction type (layoff or position elimination)
- E. Department

III. Notice to Employee(s):

- A. Human Resources and the Business Unit Lead will jointly notify the employee.
- B. The College will provide a minimum 7 day notice for any reduction in force. The employee will receive a written reduction in force notice including reduction type, last day of employment, benefits and compensation, unemployment compensation and other applicable information.
- C. If the employee who is laid off is not called back to work within a year, Human Resources will provide written notification that the position is eliminated.
- D. If the employee's position is eliminated due to a restructuring, Human Resources will provide written notification.

IV. Benefits and Compensation: With a reduction in force, vacation, sick leave, group health insurance, retirement, unemployment compensation, and other benefits are affected as follows:

- A. Vacation: When an employee is laid off and a specific return-to-work date is not established, accrued vacation is paid with final paycheck. When an employee is laid off with a specific return to work date, accrued vacation will not be paid and the employee will not accrue additional vacation during the layoff. At the discretion of the College President and Executive Director of Human Resources, the employee may use available vacation time to remain in a paid status during the definite period of the

layoff. When an employee’s position is eliminated accrued vacation is paid with final paycheck.

- B. Sick Leave: See Sick Leave policy.
- C. Group Health Insurance Plans: Group health insurance will remain active through the last day of the month of the employee’s last day. Coverage in the College group health plans may continue for up to eighteen (18) months if the employee agrees to pay the monthly premiums administered through COBRA.
- D. Retirement: Contributions to the retirement plan (STRS or OPERS) are discontinued as of the effective date of the employee’s last day. An individual may withdraw their contributions after their last day in accordance with the College’s retirement plan guidelines for refund of contributions.
- E. Unemployment Compensation: Employees affected by a reduction in force may be eligible for Ohio unemployment compensation.
- F. All other benefits are terminated when the employee is no longer on the College’s payroll.

History:

	Date:	Reason:
Issued:	04/28/2020	Original issue date. Corresponds with Reduction in Force policy 2.09
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy or procedure covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.