

Conditions may arise that necessitate the reduction of the college workforce. Abolishment of positions may occur for, among other reasons, reasons of budget, lack of work, or reorganization.

(A) Reduction in work force.

- (1) All reductions in work force must be in compliance with college policies and must be approved by the president. Organizational needs should be balanced with human resource considerations, including impact on affirmative action objectives and compliance with college policies.
- (2) Reduction in work force situations should be approached with sensitivity. The office of human resources and other relevant college administrators should review and recommend approval or disapproval of the reduction in work force to the president. The office of human resources should ensure that the reduction in force is not used to circumvent good performance management practices. After approval of the reduction in work force by the president, written notification is given to the affected college employee not less than two weeks (ten working days) prior to the effective date.

(B) Impact of reduction in work force in benefit program.

- (1) Vacation - payment for accrued but unused vacation is made at time of separation. If a specific date of return to a vacation earning position has been established, the college employee may make a written request that payment for accrued vacation not be made. The vacation balance will be credited upon reemployment.
- (2) Sick leave - there is no payment for sick leave at time of separation
- (3) Group insurance plans - medical, dental, and vision insurance plans may be continued in accordance with COBRA, which generally allows for coverage continuation for eighteen months beyond the termination date at the college employee's expense.
- (4) Retirement contributions - contributions to retirement plans are discontinued at time of separation. Contributions may be left on account or withdrawn after separation, based on the guidelines of the specific retirement plan.
- (5) Unemployment compensation - college employees who are terminated as a result of a reduction in work force may be eligible for unemployment compensation. Guidelines are governed and administered by the Ohio department of job and family services.

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CERTIFIED ELECTRONICALLY

Certification

03/11/2015

Date

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