

Applies to: Staff

Responsible Office

Human Resources

POLICY STATEMENT

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

Purpose of the Policy

To assure reductions in work force comply with college policies.

Policy Details

- I. Reduction in work force
 - A. 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 compliance with college policies.
 - B. Reduction in work force situations should be approached with sensitivity. The Office of Human Resources will provide appropriate assistance prior to initiating a reduction in work force.
 - C. The senior-level administrator should review use of temporary staff prior to reducing regular staff.
- II. Impact of reduction in work force on benefit programs
 - A. Vacation—Payment for accrued but unused vacation is made at 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 Contributions may be left on account or withdrawn after separation, based on the guidelines of the specific retirement plan.
 - 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—Regular staff whose positions are abolished and who are subsequently rehired within one year of the effective date of termination maintain their original hire date for purposes of eligibility for certain benefits.

PROCEDURE

Responsibilities

Position or Office	Responsibilities
Department	1. When a reduction in work force is being considered, the appropriate senior-level administrator should consult with the Office of Human Resources prior to submitting a request.

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	2. The senior-level administrator submits a request for reduction in work force with supporting information and justification to the Office of Human Resources.
Office of Human Resources	1. Researches the request and recommends approval or disapproval of the reduction in work force to the president. 2. Provides consultation to the senior-level administrator on philosophy and process for reduction in work force. Ensure that the reduction in force is not used to circumvent good performance management practices. After approval of the reduction request by the president, written notification is given to the staff member not less than two weeks (10 working days) prior to the effective date.

Resources (required for any resource referenced in the policy; divide into subcategories if possible, to help the user [e.g. forms, letters, websites, etc.]

- [Ohio Department of Job and Family Services;](#)
- [Ohio Public Employees Retirement System;](#)
- [Reduction in Workforce Guide for Employees](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Office of Human Resources	1179 University Dr Founders Hall Ste 1014	740-366-9367	http://www.cotc.edu/depts/Pages/Office-of-Human-Resources-.aspx

History

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