

Guide for reviewing the Retention Point Report

Note: The purpose of putting this information on the CSC website is to keep classified staff informed of their retention point status when compared to other BGSU classified staff employees within the same series and classifications. The retention points listed are as of the date indicated on the report. Since there are changes occurring every day, in addition to completed pay periods, this document should not be considered as final. Should any bumping be required, Human Resources will obtain an up-to-date listing of specific Retention Points within affected series and classifications.

Purpose of retention points:

1. To provide a means for determining placement of classified staff employees should there be an elimination of jobs because of one or more of the following reasons:
 - a. A reorganization for efficient operations
 - b. For economic reasons
 - c. For lack of work

Jobs must be eliminated in good faith, not as a subterfuge for discipline.

How to read the report:

The lists are divided by job series, then job titles (classifications), then by highest to lowest retention points

1. Find your job title, then your name in that classification – your total retention points as of the date indicated on the report (full-time classified employees earn 1 point per active pay period – part-time earn one-half point per active pay period)
2. You will be able to determine from your review of the retention point numbers where your position is in relation to all other employees in your classification, as well as your series

How the bumping process works:

1. Order for bumping is part-time probationary, then part-time permanent, then full-time probationary and then full-time permanent
 - a. Clarification – if an area had all the above types of positions and were to downsize, the first employees to be laid off would be the part-time probationary, followed by the order listed above.
2. A displaced employee with the most retention points has the right to displace an employee within the same classification (job title) with the fewest retention points. The purpose of this eliminates the domino effect of bumping everyone with fewer retention points than the person who is displaced.

3. A displaced employee with the fewest retention points in his/her classification, but possessing more retention points than the employee with the fewest retention points in the next lower classification in the series, may bump that employee and so forth until the employee with fewest retention points in the lowest classification of the series is laid off.

Example and very hypothetical: John Doe's position is in series 3000 with a job code of 3002 (classification) as a spaceship polisher 2. He has 175.00 retention points (the lowest in his current classification) and has been displaced by Jane Doe who has 350 points. She had to bump because her position was eliminated and there were no vacancies available.

John had the least number of retention points in the spaceship polisher 2 classification, but more than Joe Smith who is a spaceship polisher 1 (still in the 3000 series with a job code of 3001) with only 125.00 retention points; thus, John Doe can bump Joe Smith. Important note: they share the same series.

Joe Smith is the last person in his series, but since he has only been in his new job for 6 months (had he been in his job more than 3 years he would have been placed in a laid off status), he can bump someone with fewer retention points in his former series and classification (series 2000 with a classification ID number of 2002).

As luck would have it, there is a vacant position in Joe's former position as a spaceship window cleaner 2 (series 2000 with classification of 2002), so he is placed in the vacant line. Consequently, everyone is still working. The vacancy in the window cleaner 2 classification occurred because the person cleaning the windows didn't get off the spaceship in time for lift off.

Note: Human Resources works diligently to place a displaced employee in a vacant position to avoid layoffs or the domino affect.

A 9 month full-time employee cannot bump to a 12 month full-time even if the displaced employee has more retention points; however, a 12 month full-time employee can move to a 9 month full-time position