

CSC Officers and HR Meeting

Tuesday, January 20, 2009

College Park Office Building Room 1

Information by color: Blue – responses by HR; black – questions and CSC comments;
red – information that should be given special notice.

Faith Olson, Violet Serrato, Robin Bruning, Becca Ferguson, Marsha Serio

1. Layoff Plans

a. How many have been laid off?

So far this academic year there have been 2 classified employees laid off.

b. What is the process for notification? Time line? Etc?

Layoffs are coming but the exact numbers are not known at this time. We expect less than 50. Budgets are still being looked at. Becca will inform CSC Chair before the lay-off bumping process starts. The notification will go to the affected employee and his/her supervisor. If there is an available position for the displaced employee, he/she is entitled to wait 5 days before making a decision. Some Vice Presidents have requested they be part of the notification process. If the VPs are not available, area Deans may want to be a part of the process. EAP will be available for counseling, if needed.

HR is holding on to vacant positions to utilize when the lay-off process starts.

If a 12 month position is downgraded to a 9 month position, the 12 month employee has a right to a 12 month job. HR is examining if an employee has a right to waive their 12 month position for a 9 month position.

If an employee takes a position and needs training, there will be support to get the training he/she needs.

The laid-off employee has the right to keep the fee waiver option for a year.

Retention points of affected individuals will be hand checked.

c. How many classified are funded by Success Challenge dollars?

The numbers are not known at this time.

d. Is there a list of these individuals and do they know they are funded in this manner?

HR will research this.

- e. What happens to sick leave hours, vacation time and comp time when classified are laid-off?

Vacation time and comp time are paid out, but sick leave stays.

- 2. Explanation of ORC 145.297 and 145.298. Define hiring units on the BGSU campus, etc.

HR believes the hiring units are categorized by VP area but they don't know for sure. If 50 or more classified employees are laid off, HR does not know yet how this will come into play. Becca has asked Office of General Counsel for an answer.

- 3. Evaluation form and process redesign? Set a deadline.

This will be discussed at next month's meeting.

- 4. Further discussion on part-time classified being paid for holidays when University is shut down.

If the part-time employee is scheduled to work that particular holiday, they will be paid. If they are not scheduled to work, they will not be paid.

- 5. Political Reform Proposal and Catastrophic Leave Bank Proposal

CSC reported that the Office of General Counsel indicated the Political Reform Proposal cannot move forward because the ORC section that restricts participation by classified staff in various aspects of patrician elections (see page 102 of the Classified Staff Handbook) was not included in HB 187. This reform is being carried to OSCE by Lorrie Sawaie to be considered at the State level.

The Catastrophic Leave Bank Proposal is still under review by the Office of General Counsel. Several members of CSC and HR are searching for the Code that affects participation in such an endeavor.

- 6. A probationary employee in a promoted position was terminated.

HR stated an employee in a probationary period can be terminated if the new position necessitates a probationary period and the employee doesn't make the grade. This occurred recently on campus.

NOTE from Faith Olson: Following the meeting, research into the Ohio Revised Code and the Ohio Administrative Code produced these results: OAC section 123:1-23-12 (E) *Time limit for filling position; probationary period; removal or demotion* specifies that "If an employee accepts an intra-agency (within the same over-all appointing authority) promotion and is found to be unsatisfactory in the advanced position, the employee shall be demoted to the position from which the employee was promoted or to a similar position." It is the opinion of the CSC leadership team that this code section specifies what action should be taken in this situation. On-going discussions with HR concerning this situation are occurring.