

1. **Questions about layoff of classified staff employees**

- **Status of List of Questions and Answers for Separated Employees** – Marsha stated that she did not incorporate all the requests for answers to specific questions that were submitted because some of them are explained at the meeting of employees who are involved in a job change or lay-off. One that was incorporated was the question was about continuing of health benefits if the spouse of the laid-off employee works for BGSU. Individual employees are asked to contact the Benefits Department for clarification of their situation.

NOTE: Component of the question above: if a classified staff employee is laid-off and his/her spouse is also employed full-time at BGSU and is enrolled in the health care plan, the health insurance coverage could be changed because the layoff would constitute a qualifying event.

The lists of questions and answers are available upon request from Marsha Serio.

- **Layoff vs. separation – please clarify definitions** - Layoff – remains on a recall list for one year. Separation – could be permanent if an employee retires or resigns. Or, if an employee goes on disability retirement or military call-up, he/she can return to BGSU if the return date is within three years of the disability retirement or military call-up.
- **Retention point accumulation for those in layoff status and those in separation status due to military call-up or disability retirement.** Those on military call-up or disability retirement may return to BGSU employment within three years. They not only retain all their initial retention points, but receive all the retention points they would have earned had they remained in an active pay status during their temporary separation from BGSU.
- **What prevents laid-off employees from getting unemployment benefits?** Declining a job offer.

**NOTE from 3/18/09 CSC Meeting:** The following information was shared during the CSC meeting. Declining a like job while moving into layoff or while on layoff could impact an individual's unemployment benefit. But there may be exceptions.

One that was mentioned by an individual in the audience explained the following situation. An individual could refuse a job offer if it were greatly varied from the job they lost i.e., if an individual was making \$50 per hour and is offered a job at \$7.00 per hour, the job could be declined without affecting the unemployment benefits.

However, **the following caution is given** because of the number of layoffs that are occurring throughout the area there may be some changes to the rules. If a BGSU employee is offered employment at \$7.00/ hour and he/she made \$50/hour at BGSU, verify the status of unemployment benefits with an unemployment specialist at the Department of Job and Family Services. A requirement may be that the job that is offered must be taken and the difference between the hourly rate and the unemployment benefit would be made up through the Unemployment Office. Becoming informed on the rules before a choice has to be made will save a lot of headaches.

- **Tuition benefit to those being laid-off. Number of credit hours allowed? Time limit? Family benefit?** Tuition benefit for family and laid-off employee will be for 3 semesters. Family benefit includes full-time enrollment. Although employees have been restricted on the number of hours they could take during a three-semester time frame, Becca believes if an employee is laid-off and wanted to enroll full-time that the hour limitation would be lifted.

A question was asked if a laid-off employee could take classes at Owens Technical College. There may be an opportunity through Job Solutions. This is a question that we should ask Mary DeWitt.

**Note from 3/18/09 CSC Meeting:** Job Solutions would pay up to \$6,000 per year for two years, if a displaced individual were enrolled in a two-year degreed program. This includes Owens Tech and some programs at other colleges and area universities. Job Solutions would also assist with computer classes and apprenticeships programs.

- **What is the timetable for layoff counting?** A rolling six month period. This means since the first layoff occurred in January 2009 and if the number of layoffs reaches 50 or more within a Business Unit over the next six month (June 2009), then the University would be required to provide a retirement buy-out. Any employee whose position is eliminated and he/she is offered a vacant line or begins a bumping process is counted in this rolling six month period because each individual is considered laid-off until they accept another position or actually go onto layoff. Becca mentioned that the management/administration considers the Business Units of the University to be each VP area. There seems to be some discrepancy with this philosophy since layoffs, bumpings and filling of vacant lines can occur across VP areas. Main campus and Firelands are considered separate entities and displacements cannot occur between these two BGSU campus.
  - **If pay grade is the same within a series of two classifications, how is the bumping determined?** The motto of HR is “do the least amount of harm.” When there are two classifications in 1) the same series with 2) the same pay grade, the individual with the least retention points within these two classifications could be displaced through the bumping process.
  - **At ASC, Becca mentioned that she has some preliminary listings for layoffs – please clarify.** Becca indicated that the list is still a draft. She tries to delay the deadline to allow for more vacant lines to appear. Placement in vacant lines is the first step in any layoff, with bumping to follow once all the vacant lines are filled. The deadline for major layoffs will begin in less than two weeks and continue for more than three weeks. If a person is laid-off or displaced, he/she may stay in his/her position for 14 days before the move.
2. **CSC is strongly encouraging HR to restrict the advertising of upcoming classified positions to on-campus only.** The only positions to be advertised are those that cannot be filled through recall rights because there are no laid-off BGSU employees within the classifications being advertised. Individuals who are on recall can apply for BGSU advertised positions for which they are qualified. Most positions are initially advertised on-campus with all classified employees having the right to be interviewed if they meet the qualifications of that position. If a position is to be advertised on and off-campus at the same time, the position will undergo additional scrutiny. PT secretarial positions (9 and 12 months) and UNIX system administrator are a few of the positions that are filled through off-campus advertising because of a lack of internal candidates. Individuals on lay-off may consider upgrading their skills through education to qualify for such positions.
  3. **Clarification on restricting funds from a position eliminated for budget cuts.** When a position is eliminated, the duties from this position may be distributed among the employees remaining in that area or the duties were not necessary. The funds from the eliminated line cannot be used to fund another position for at least a year.
  4. **If there is more than one person in the same classification in the same office, what criteria is used to determine whose position is eliminated?** The position eliminated should be based on the Director’s decision of functions or funding of the job. Retention points are not part of the formula in determining which position to eliminate. Positions get eliminated not people. Retention points go with the employee.

5. **CSC is offering its assistance to HR to keep the CSC web site resources up-to-date.** An example would be to have ONE link to the **CSC handbook**. This would prevent multiple copies of the handbook being available on BGSU's web pages. Faith will help facilitate Violet and Lori getting together to put in the approved changes by the Board of Trustees. Because the CSC Bylaws are an appendix to the handbook, they do not require Board of Trustee approval. The Bylaws will be placed on the CSC website.
6. **Two classified staff employees were recently transferred to administrative staff contracts. Are degrees required? If not, what is the impact on salary compensation?** All positions (classified and administrative staff) are evaluated using the criteria identified in Fair Labor Standards Act. Not all administrative positions require a degree. Compensation is based on where the position falls on the administrative pay grades.
7. **Formal request for list of retired classified staff that have been rehired on Non-Student Letters of Appointment.** CSC provided HR with the names of five retired classified staff who have returned to BGSU to work part-time on non-student letters of appointment. CSC is asking HR to verify that these individuals (and/or others) are being funded through transfers from funded vacant classified staff lines. Since the law requires that vacant lines are filled first in a layoff situation, then every vacant funded classified staff line should be utilized. Becca will inform us of the information she collects.