

Understanding Layoff Procedures

Presented at the request of
Classified Staff Council

by

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Purpose of the Presentation

- Illustration and education only
- Point out changes contained in HB 187
- Not intended as and indicator of future events
- Answer questions about the process



Three Reasons for Layoffs

- Lack of Funds
- Lack of Work
- Reorganization for efficiency



Institution Wide Order of Layoff

Old

PT probationary

PT permanent

Seasonal

FT probationary

FT permanent

New

PT probationary

PT permanent

FT probationary

FT permanent

Note: BG campus and Firelands campus are separate layoff jurisdictions



How are Employees Notified?

- 14 days notice via hand delivery
- 17 days notice via certified mail



Order of Displacement

Old

New

Within classification

Within classification

Within class series

Within class series

Within previous class
less than five years

Within previous class
less than three years

Same or similar



What is a Classification Series?

12500 Typing, Steno and Secretarial

12511 Typist 1

12512 Typist 2

12513 Technical Typist

12531 Steno 1

12532 Steno 2

12551 Secretary 1

12552 Secretary 2



Retention Points

Old

Number of active payrolls

Average of last two performance evals.

(which BGSU treated as 100 points for all employees)

BGSU's Method

Number of active payrolls

100 points for all employees



How Bumping (Displacement) Works

Pay Group 7

Secretary 2 position eliminated



Secretary 2 w/ Lowest Retention Points



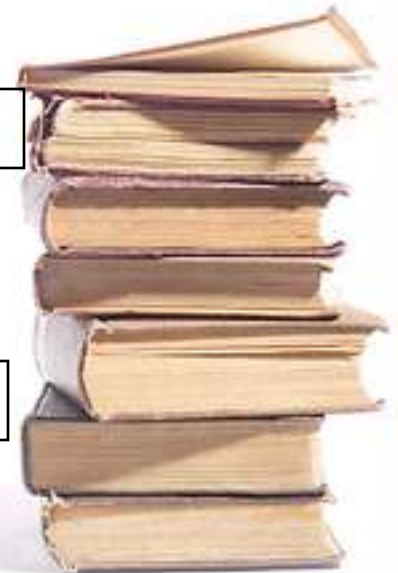
Pay Group 6

Secretary 1 w/ Lowest Retention Points



Pay Group 5

Technical Typist w/ Lowest Retention Points



Right of Recall

Within one year

Within main campus or Firelands

To classification from which
employee was originally laid off



Appeal Rights

Within ten (10) days to State
Personnel Board of Review
(SPBR)

Action is effective until
overturned by SPBR



Questions about the Process??

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