

## Notice of Reduction in Work Force Application Checklist

### **Section A:**

- Complete section A in its entirety paying. Please remember to include:
  - o Disabled
  - o Veteran

### **Section B:**

- Complete section B in its entirety with the following notes:
  - o Reduction in Work Force (for budget cuts "Reasons of economy" should be checked)
  - o Position title (Use job code description, not working title)
  - o Target Notification Date (TND):
    - Date the Chair and/or supervisor has scheduled to meet with staff member if RIF is approved by OHR (preferably 30 to 45 days after paperwork has been initiated). **ABSOLUTELY NO AFTER THE FACTS!**
  - o Target Date of Reduction (TDR):
    - **CCS:** Notification date + two weeks (minimum of 45 days if no displacement opportunities)
      - i.e. If the TND is 6/1/04 then the TDR should be 6/15/04
    - **Unclassified Staff Eligible for Severance:** Notification date + severance period
      - i.e. If an employee has 4 years of completed continuous service and the TND is 6/1/04 then the TDR should be 7/27/04 (8 weeks)
    - **Unclassified Staff NOT Eligible for Severance:** Notification date + no less than 30 calendar days
      - i.e. If the TND is 6/1/04 then the TDR should be 6/30/04
  - o Years of Completed Continuous Service

## Letter of Notification

- Pull letter from RIF Manager's Guide:  
[http://cfaes.osu.edu/facultystaff/fiscalhr/hr/documents/ManagerManual\\_000.doc](http://cfaes.osu.edu/facultystaff/fiscalhr/hr/documents/ManagerManual_000.doc)
- Fill in highlighted fields appropriately,

## Severance Program Agreement

- Prepare severance agreement for employee to sign paying special attention to:
  - o **Total Severance Period:** the length of time which combines the working notice and severance pay. This period is based upon completed continuous years of service with the University.
  - o **Working Notice Period:** the portion of the severance period in which the employees continues working in his or her current job (Must be a minimum of two weeks but not more than 2/3 of the total severance period. See severance policy for employee eligibility)
  - o **Severance Pay Period:** the portion of the severance period in which the employee receives pay and benefits, but does not report to work. This immediately follows the working notice period (See severance policy for employee eligibility).

## Manager's Reduction in Force Checklist

### Before Meeting with Employee:

- Complete OSU Notice of Abolishment form for each staff member with sufficient timeline to process**
- OHR must validate/approve each form** (CCS: OHR provides letter; A&P: Dept. provides letter)
- Develop Transition Plan** (review manager's guide; determine current commitment deadlines)
- Prepare documentation of severance period** (calculate severance benefit; refer to Policy 2.40 for severance schedule; establish dates of the working notice period and severance pay period)
- Determine work to be completed during this period** (allow time for employee job search, work on resume, networking; provide letter of recommendation, if appropriate; be flexible)
- Be prepared to discuss options with employee** (negotiate working notice; resignation)
- Prepare agenda for meeting with employee** (tell employee when you will be informing other employees)
- Schedule meeting** (conduct early in day, middle of the workweek; determine who should attend; set aside time for follow-up meetings)

### Notification Meeting: (have water/coffee/tissues available)

- Deliver the message** – quick and to the point.
- Assess reaction**
- Explain reason**
- Explain procedure:**
  - Severance (agreement for signature)
  - Notification Timeline (working period)
  - Work Expectation
  - Job Search guidelines
  - Vacation Payout (when; how much)
- Provide employee with letter, packet of resources**

### After Meeting – Next Step:

- Schedule future meeting for Q/A** (offer letter of recommendation, if appropriate; have employee complete and sign severance agreement)
- Communicate to department/team as appropriate**
- Follow up memo** (agreed work duties to complete during transition)
- Document meeting, any agreements**
- Collect University property** (keys, equipment, ID, procards; remind employee of parking refund)
- Copies of letter, displacement/severance forms, to College**

# SAMPLE

Office of **HUMAN  
RESOURCES**



## Instructions for Notice of Reduction in Work Force

1. Both pages of this form should be completed and submitted to the **Office of Human Resources, Consulting Services**, Archer House Fourth Floor, 2130 Neil Avenue, when it has been determined that a reduction in work force is necessary for Administrative and Professional Staff or Classified Civil Service staff due to reasons of economy or lack of work.
2. The Office of Human Resources will disseminate approvals of the requests to the appropriate college/administrative unit.
3. After the request for abolishing **Administrative and Professional staff** has been approved by the Office of Human Resources, written notice must be given by the appropriate administrative authority to the staff member affected by the reduction in work force. If the affected employee is eligible for severance (Policy 2.40), he or she must be notified of the severance period, including beginning and ending dates of the working notice period and the severance pay period. The written notification and the Severance Pay Agreement must be presented to the employee during the first week of the working notice period.

After the request for abolishing **Classified Civil Service staff** has been approved by the Office of Human Resources, Consulting Services will provide the appropriate college/administrative unit with written notice notifying the staff member affected by the reduction in work force of his or her rights. In addition, they will provide a letter that will detail the option of severance.

4. Upon notification of a reduction in work force, the Office of Human Resources, Employment Services, will advise the affected employee of university policies concerning reduction in work force.

\*Please provide the following information concerning the staff member affected by the position abolishment:

Name	Brutus Buckeye	Employee ID#	00000000	
Sex	Race	Disabled	Veteran	Over 40
<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Black	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Female	<input type="checkbox"/> American Indian	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No
	<input type="checkbox"/> Asian-American			Date of Birth
	<input type="checkbox"/> Hispanic-American			07/10/1995
	<input type="checkbox"/> White			

Position Title Program Assistant

\* For internal reporting purposes only

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Return this form to the Office of Human Resources, 433 Archer House, 2130 Neil, or fax (614) 292-0549.

# SAMPLE

Office of **HUMAN RESOURCES**



## Notice of Reduction in Work Force

College or Office College of Food, Ag, and Environmental Sciences Dept. # 11000  
 Department Name Agricultural Administration Phone 292-1218  
 Department Contact Person Lori Bowman Phone 247-7125  
 Prepared by Lori Bowman Title Administrative Assoc 1 Date 05/03/2004

Please provide the following information concerning the staff member affected by the position abolishment:

Name Brutus Buckeye Employee ID # 000000000

Reduction in Work Force due to:

- Reasons of economy
- Lack of work
- Reorganization for efficiency

Position Title Program Assistant FTE 1.00 Annual Salary \$28,000.00

Senior Administrative and Professional  
 Unclassified Professional Staff  
 Classified Civil Service Staff

Professional and Technical  
 Bargaining Unit Member/Members Only

Target Date of Reduction 07/12/2004 Date of Appointment to Current Position 06/01/2000  
 Target Notification Date 05/17/2004 Years of Continuous Service 4  
 Position Funded by Fed/State Grant or Contract? No Total Years of University Service 4  
 Severance Eligible (for OHR use only) \_\_\_\_\_

**Reasons for Position Abolishment** (Please provide specific reasons for the reduction in work force, including why the position is targeted for abolishment, how the duties of the position will be reassigned, and why this particular position was selected):

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Approvals:

Department Head \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Dean/Vice President (or representative) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Office of Human Resources \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Return this form to the Office of Human Resources, 433 Archer House, 2130 Neil, or fax (614) 292-0549.

## Unclassified Letter of Notification Cheat Sheet

[http://cfaes.osu.edu/facultystaff/fiscalhr/hr/documents/ManagerManual\\_000.doc](http://cfaes.osu.edu/facultystaff/fiscalhr/hr/documents/ManagerManual_000.doc)

Date

Employee Name

Department

Campus

Dear Mr./Ms. Employee:

Unfortunately, the funding that has supported your salary has been substantially reduced. I deeply regret to inform you that it is necessary to abolish your current position. The final date of your appointment will be {Target Date of Reduction}.

This action is considered a reduction in workforce under section 9.15 of the University Operating Manual. The Office of Human Resources will provide information and assistance to you through this process. Please contact Kathy Henderson in Employment Services at 292-9380 for more information.

The University's Staff Severance Program provides economic support for a period of time based upon your years of service. The program includes both a working notice period, during which you will continue to report to work, and severance pay period, when you are not required to work but you will continue to receive pay and benefits at your regular rate and pay schedule as detailed in Policy 2.40, Staff Severance Program.

Given your {completed years of continuous service} years of service to the University, your severance period will be {number (from severance chart)} weeks, ending on {Target Date of Reduction}. University policy states that the working notice period must be a minimum of two weeks but not more than 2/3's of the entire period. {Here either state the effective dates of the two periods or indicate when the two of you will discuss this.} Working notice and severance pay will cease if/when you receive other employment, begin receiving OPERS/STRS retirement benefits, or the maximum benefit is achieved. You will be required to sign an agreement, which requires you to notify me or the Office of Human Resources, Consulting Services if other employment or retirement is secured prior to the end of your severance schedule.

If you have any questions about the severance program, please contact Office of Human Resources, Consulting Services at (614) 292-2800. A copy of the Reduction in Force Policy and Staff Severance Program may be viewed on the web at <http://www.ohr.ohio-state.edu/> or a copy may be obtained upon request from the Office of Human Resources.

You are encouraged to review the University Personnel Postings bulletin and apply for suitable campus job vacancies. You will be eligible to apply for University vacancies as an internal candidate for twelve months from the date of reduction.

Thank you for your services to this department. I wish you the very best in securing other employment. Please let me know what assistance I can provide you in your job search.

Sincerely,

Department Administrator

Cc: Employment Services

Consulting Services

**SEVERANCE PROGRAM AGREEMENT**  
**Pursuant to Office of Human Resources Policy #2.40**  
**For UNCLASSIFIED EMPLOYEES**

THIS SEVERANCE PROGRAM AGREEMENT is hereby entered into by Employee's Name, an unclassified employee of The Ohio State University, in order to receive the severance program pursuant to Policy #2.40 of The Office of Human Resources Policy and Procedure Manual.

I understand that electing to participate in this Staff Severance Program in no way disqualifies me from future employment with The Ohio State University. My decision to participate in Policy #2.40 is my knowing, voluntary and informed decision.

As to my current employment, which is scheduled to end on Fill in TDR (date) due to reduction in force, my manager and I have discussed the following severance program schedule, as required under Policy #2.40. Specifically, my working notice and severance pay schedule will be as follows:

Total Severance Period (per Policy #2.40): \_\_\_\_\_ (weeks)

Working Notice Period: \_\_\_\_\_ (weeks)

\_\_\_\_\_ (dates)  
*not to exceed 2/3 of total severance period*

Severance Pay Period: \_\_\_\_\_ (weeks)

\_\_\_\_\_ (dates)

I further agree and understand that it is my responsibility to inform either my manager or the Office of Human Resources, in writing, if I accept an offer of employment, whether it be internal to the University or external, or if I begin receiving PERS/STRS benefits during the Severance Period. I understand that upon accepting new employment or retirement benefits, my severance period, under Policy #2.40, will cease. In the event the compensation of a new position is less than two-thirds the compensation of the previous position, the severance period will continue until exhausted.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Manager's Name

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Manager's Name (Printed)

*Return copy to Office of Human Resources, Consulting Services*

Revised 4/21/03