Purpose:
To define reduction in force of unclassified staff at the University of Cincinnati.

Policy

1. An unclassified position may be abolished due to lack of work, lack of funds or reorganization for greater efficiency, upon approval of the appropriate Vice President.

2. An unclassified employee may be removed as a result of a job abolishment.

3. The administrative authority/supervisor considering termination of an unclassified position should contact Employee Relations prior to taking such action.

4. The employee shall be given written notice prior to termination of employment.

5. A minimum of one (1) month of notice is required for termination in cases of program, grant or funding discontinuation or expiration or financial exigency.

6. A minimum of one (1) month of notice for each completed year of service is given to an employee whose position is abolished due to lack of work, lack of funds (see section 5) or reorganization for greater efficiency. The maximum notice period is six 6 months.

7. An unclassified employee who has been given notice of layoff is expected to report for work during the period of notice.

8. An unclassified employee who has been given notice of job abolishment/layoff and has completed two (2) years of service will be provided with outplacement services during the period of notice. (See Outplacement Services, Policy 16-08).

9. An unclassified employee subject to removal is encouraged to apply for vacant positions within the University.

Procedure

1. Departments considering the abolishment of an unclassified position should contact Employee Relations prior to taking such action.
2. The department prepares a letter requesting abolishment of the position and obtains the appropriate administrative approval.

3. The department forwards the completed letter of request along with supporting documentation to the Associate Vice President of Human Resources for review. Supporting documentation should include, but is not limited to, information on budget cuts, grant losses, where work will be assigned (or eliminated), and which employees are affected. Organizational charts must also be attached showing the current organizational structure and the structure that will exist after the abolishment is complete. The employee’s last two performance evaluations must also be attached.

4. If the above information is not attached to the letter of request, the abolishment will not be reviewed and will be returned to the department.

5. Following Human Resources’ approval, the department administrator will meet with the employee and provide an explanation of the decision to abolish the position. Written notice of layoff is given to the staff member at the meeting.

6. The department should follow the procedures outlined in Policy 21-05, Exit Process.

For detailed guidelines concerning the abolishment process, please refer to Management Tools, Separation Process, Job Abolishment/Lay-off Process on the HR web site.