



## Ohio Administrative Code Rule 3335-81-03 Abolishment of positions.

Effective: December 20, 2020

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(A) The office of human resources, in response to documentation from the appropriate college or unit, shall approve what positions will be abolished using the following criteria:

(1) Positions will be selected based on the needs of the department; and

(2) Employees will be selected first based on certification status, and then by a review of the following elements: skills and abilities applicable to the departments needs, documented performance, and length of OSU employment. Employees who are in a probationary period for a first position and not certified in any classified civil service title shall be automatically laid off.

(B) If a unit abolishes more than one position within the same classification, the employee shall have the opportunity to discuss the rationale for the reduction of the employees position with the supervisor and the human resource representative.

(C) In cases of reorganization the department shall develop a written plan as required by the office of human resources.

(D) Employees may be laid off as a result of the abolishment of a position or positions, provided that the office of human resources shall, in such layoff, follow the procedures applicable to the layoff of employees as set forth in this chapter and the human resources policy.

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