



Ohio Administrative Code Rule 3335-81-06 Retention points.

Effective: December 20, 2020

- (A) When more than one employee is within the same classification and the same jurisdiction, and they are all subject to a layoff or displacement, the university shall compute retention points for each employee in the classification that is within the jurisdiction of the abolishments.
- (B) Each employee shall be assigned retention points for length of continuous service by awarding one retention point for each five hundred twenty hours (excluding overtime hours) of continuous service.
- (C) In the event two or more employees have identical retention points as computed by this rule, the employee having the shortest period of continuous service shall be laid off or displaced first. If two or more employees have identical retention points and identical dates of continuous service from which no break in service has occurred, the office of human resources shall determine the order of layoff by using a reasonable basis for such determination to include skills and abilities applicable to the departments needs and documented performance.
- (D) Continuous service is that service unbroken by a resignation or termination from the university. Continuous service for the purposes of retention points includes:
- (1) When an employee is reinstated after a resignation or termination to the same position within twelve months, full credit for continuous service shall be given for the periods of actual employment;
 - (2) An authorized unpaid leave does not constitute a break in service, and continuous service retention points shall continue to accumulate during the term of an unpaid leave provided the employee returns to the university following the leave;
 - (3) When a laid off employee is reinstated or reemployed within twelve months from the date of layoff, the employee shall accrue continuous service retention points during the time spent on layoff and continuous service shall remain unbroken; and



(4) A disability separation does not constitute a break in service. However, continuous service retention points shall not accumulate during the period of separation.

(E) Service as a student employee, graduate associate or temporary employee shall not be credited as service for purposes of determining continuous service retention points.