



## Ohio Administrative Code

### Rule 3335-81-08 Notice of layoff and displacement.

Effective: December 20, 2020

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(A) The university shall give advance written notice of layoff or displacement to each employee subject to such layoff or displacement. Such written notification shall be issued by the office of human resources and hand delivered to the employee by the employees supervisor and the units human resource representative or human resource designee at work or mailed by certified mail to the last address on file with the college or unit. If the notification is hand delivered, it shall be given at least thirty calendar days before layoff. If the notification is mailed, it shall be mailed in order for the employee to receive the notification no earlier than thirty calendar days before the layoff begins.

(B) Each notice of layoff or displacement shall contain the following information as applicable to the individual situation:

(1) The reason for layoff or displacement;

(2) The effective date of layoff or displacement as follows:

(a) If the employee chooses displacement and a vacancy exists, the effective date is within a reasonable period of time to allow for a move to the position, not to exceed thirty days;

(b) If the employee chooses displacement and no vacancy exists, the effective date of the displacement or layoff shall be no earlier than thirty days;

(3) The employee's retention points as computed pursuant to this chapter;

(4) The employee's option to appeal to the state personnel board of review and the time within which to file an appeal;

(5) A statement advising the employee of the displacement procedures and the length of time within which the employee may displace another employee;



- (6) A statement advising the employee of the reinstatement procedures;
  
- (7) Any additional information with respect to the limits of the applicable layoff jurisdiction of the employee as specified by rule 3335-81-07 of the Administrative Code and university human resources policy;
  
- (8) A copy of the displacement and/or reinstatement procedures and/or office of human resources web site address with this information;
  
- (9) In cases of multiple reductions in the same unit and in the same classification, a specific date the employee has the opportunity to discuss the rationale for the reduction of the employees position with their supervisor and human resource representative.