



## Ohio Administrative Code

### Rule 3337-41-15 Reduction-in-force benefit programs for administrators.

Effective: July 1, 2022

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#### (A) Overview

All administrative employees as an element of their current compensation, shall be eligible for the reduction-in-force benefits set forth in this policy.

As used in this policy, "university service" means the current period of employment at Ohio university without a break in service.

#### (B) Eligibility

##### (1) Administrative staff

Regular administrative staff at fifty per cent full time equivalency ("FTE") or greater are eligible for the reduction-in-force benefit program if they are involuntarily terminated in accordance with either:

(a) Policy 41.013; or

(b) Policy 41.012, only as it relates to employees involuntarily terminated without cause, as outlined in paragraph (B) of this policy, after five years of continuous service. Employees terminated with cause are not eligible for the reduction-in-force benefit program.

##### (2) Administrative employees not eligible

The following classes of administrative employees are not eligible for the reduction-in-force benefit program:

(a) Administrative employees with less than one year of continuous service at Ohio university.



(b) Administrative employees holding term appointments or special appointments under policy 40.106;

(c) Administrative employees who are terminated for cause pursuant to policy 41.012 part (B);

(d) Administrative employees who are terminated without cause pursuant to policy 41.012 part (B), after less than five continuous years of university service;

(e) Administrative employees in positions that are funded more than fifty per cent by grants or restricted funds and employees who were given research appointments under policy 40.057.

(f) Employees who have faculty rank (as described in part II.C. of the "Faculty Handbook") and who also hold administrative appointments are not eligible for the reduction-in-force benefit program.

(C) Benefits

(1) Severance pay duration

Eligible employees shall be entitled to severance pay calculated on the basis of prior university service as follows:

(a) One year up to three years of university service: one month of severance pay for administrative employees or one hundred sixty hours for administrative hourly employees;

(b) More than three but less than ten years of university service: two months of severance pay for administrative employees or three hundred twenty hours for administrative hourly employees;

(c) More than ten years of university service: three months of severance pay for administrative employees or four hundred eighty hours for administrative hourly employees.

(2) Start date for severance payments

The severance payments shall begin upon termination of the individual's status as a university



employee.

(3) Severance pay rate

The severance payments will be made at the rate of compensation the employee was receiving at the time they received the written notice of reduction-in-force although rate of compensation may be reduced in accordance with policy 41.106. Severance pay will be paid semi-monthly or biweekly (based upon the employee's appointment at the time of the notice) and will reflect all applicable withholdings including taxes and benefits. Severance pay cannot be paid in a lump sum.

(4) Health benefits and life insurance

Eligible employees may elect to continue to receive health benefits and life insurance for an additional six months after the termination of their status as a university employee. During this period, the former employee will be responsible for co-payment of premiums at the active rate currently applicable to university employees.

(5) Sick and vacation leave

Severed employees will not accrue sick and vacation leave during the severance payment period.

(6) Early termination

Severance pay and the continuation of health and life insurance will cease if the former employee begins full time employment with the university or another employer, receives disability benefits, or retires under OPERS, STRS, or the alternative retirement plan.

(7) Educational benefits

Employees or covered family members currently admitted or enrolled as students at Ohio university as of the employee's termination date will continue to receive tuition assistance, (one hundred per cent of instructional fees), for the number of years needed to obtain the degree for which they are enrolled, not to exceed the lessor of three continuous years at the undergraduate level, one year at the



graduate level or the number of years permitted to comply with IRS section 409(A). Course work eligible for tuition assistance does not include workshops, non-credit courses, audited courses, OPIE courses, courses or programs delivered in partnership with an outside vendor, or special course fees.

(8) Internal candidate status

Affected employees may continue to apply for posted positions as internal university candidates for one year after termination.