

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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REDUCTION IN STAFF WORKFORCE  
Procedure No. 3-30(D)  
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Effective April 22, 2013

(A) Reductions in force for college staff may occur any time during the year and may be based on lack of funds, lack of work, or abolishment of positions due to reorganization for efficient operation, reasons of economy, or more than one of these reasons. Layoffs or position eliminations and any resulting displacement of staff members will generally occur in accordance with the procedures below. This policy does not apply to administrators and professional employees, and it does not apply to faculty and staff who are subject to the terms of a collective bargaining agreement.

(B) Elimination of a Position

The abolishment of a position means the permanent deletion or removal of an encumbered position or positions from the organization or structure of the college as a result of a reorganization for the efficient operation of the college, for reasons of economy, or due to a lack of work.

(C) Layoff Due to Lack of Work or Lack of Funds

A layoff is a non-disciplinary separation from employment due to a lack of funds, lack of work, or the elimination of a position(s). If the college determines that a reduction in the work force is necessary, the appropriate administrator shall determine the classification(s) in which layoffs will occur and the number of staff to be laid off within each classification.

(D) Approval

(1) The business unit of the college requesting a reduction in force must submit its request in writing to Human Resources and provide supporting information and justification. Human Resources may prescribe a form for this purpose. The submission must be made at least 30 days in advance of the proposed date for implementing a reduction in force. The documentation must explicitly state the reasons for the reduction in force.

(2) The business unit should review and reduce temporary staff prior to any reduction of non-temporary staff. Staff members to be laid off should be considered for vacancies within the college for which they are qualified.

(3) A business unit may not implement a reduction in force until approval is obtained from the Vice President of Human Resources.

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(E) Notice of Layoff or Displacement

Human Resources will notify each staff member to be laid off or displaced, in writing, at least fourteen (14) calendar days (if by hand-delivery) or at least seventeen (17) calendar days (if by certified mail) prior to the effective date of layoff or layoff due to displacement.

(F) Order of Layoffs

The order of layoffs will generally be determined by seniority. A staff person's job performance, skills, training and qualifications will also be considered. Seniority is defined as the staff member's current continuous service, which is from the most recent hire date. Staff members who change between less than full-time and full-time without lapse will be treated as one continuous employment. In the classification(s) selected for layoff, the college will lay off staff in the following order:

- (1) Part-time probationary staff in the same classification who have completed six months of continuous service in the position.
- (2) Part-time permanent staff in the same classification who have completed six months of continuous service in the position.
- (3) Full-time probationary staff in the same classification who have completed six months of continuous service in the position.
- (4) Full-time permanent staff in the same classification who have completed six months of continuous service in the position.

(G) Displacement Rights - Layoff

Laid-off staff members may have certain displacement rights and may exercise any such displacement rights in the following order:

- (1) A staff member who is to be laid off or displaced may fill an available vacancy within his or her classification.

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- (2) If no available vacancy exists, the staff member will ordinarily displace the least senior staff member within the classification from which he or she is laid off.
- (3) If the staff member is unable to displace due to having the least seniority within the classification from which he or she is being laid off or due to failure to meet requisite qualifications for a position, the staff member may displace another staff member with the least seniority in the next lower and then successively lower classifications in the classification series.
- (4) A staff member who is to be laid-off or who is displaced may fill an available vacancy, or if no vacancy exists, displace the least senior staff member in the classification the laid-off or displaced staff member held immediately prior to his or her current classification, provided:
  - (a) the classification is lower than or equivalent to the staff member's current classification;
  - (b) the laid-off or displaced staff member held a position in the previous classification within the three years preceding the layoff or displacement;
  - (c) the laid-off or displaced staff member still meets the minimum qualifications of the previous classification; and
  - (d) the laid-off or displaced staff member successfully completed his or her original probationary period.

(H) Displacement Rights - Position Elimination

If a position elimination results in a reduction of the work force, the college will follow the above procedures regarding the order of layoff, with the following modifications:

- (1) The staff member whose position has been eliminated will have the right to fill an available vacancy within his or her classification.
- (2) If the staff member whose position has been eliminated has more seniority than other staff members serving in the same classification, the staff member with the least seniority may be displaced.

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- (3) If the staff member whose position has been eliminated has the least seniority in the classification, the staff member may fill an available vacancy in a lower classification in the classification series.
- (4) If the staff member whose position has been eliminated has the least seniority in the classification, the staff member may displace the staff member with the least seniority in the next or successively lower classification in the classification series.

Staff members who are unable to exercise displacement rights will be laid off. In addition, no staff member may fill a vacancy or displace a staff member for whose position or classification requires special minimum qualifications unless the staff member desiring to displace possesses the requisite minimum qualifications or bona fide occupational qualifications for the position or the classification and is able to perform the required duties. Special qualifications are established by a position description for the position, by classification specifications, or by bona fide occupational qualifications for the position(s).

A staff member exercising displacement rights to a position, or a staff member displaced as a result of a layoff or abolishment, will be paid according to the pay range assigned to the classification into which the staff member displaced or was displaced.

Staff members must notify Human Resources, in writing, of their intention to exercise their displacement rights within five calendar days after receipt of notice of layoff or displacement.

Staff members who do not provide timely notice of their intention to displace, who decline placement into a vacant position, or who decline any displacement rights to which they are entitled, waive such rights.

(I) Benefits and Compensation

Employees who are laid off may elect to be compensated for their unused accumulated vacation at the time of layoff or at any time they are eligible for recall. The Payroll Department will provide a check for vacation compensation within fifteen days of an employee's request.

(J) Recall and Reinstatement Rights

Staff members who are laid off may exercise recall and reinstatement rights for a period of one calendar year from the date the staff member was first laid off or displaced from

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his or her original position. The college will maintain a recall-of-laid-off-staff-members list by classification in descending order of seniority. A staff member recalled from layoff will be notified of the offer of reinstatement or reemployment by certified letter. It is the staff member's duty to verify that Human Resources has an accurate mailing address on file, to notify Human Resources of any change in the staff member's mailing address, and to promptly obtain any undelivered certified mail. Absent extraordinary circumstances, a recalled staff member who does not report to work within 10 calendar days of written notice of recall waives any reinstatement rights and will be removed from the recall list.

A staff member's right to reinstatement will immediately cease if he or she secures another position at the college, retires from the college, refuses or waives reinstatement, does not successfully complete any pre-employment screening process in place, or if a year has passed since the layoff.

*New Procedure*