

Miami University
Updates to Civil Service Rules

Presented by:
Department of Human Resources
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Miami University

Updates to Civil Service Rules

What We Will Cover

- Overview of House Bill 187
- Definition of Classified/Unclassified
- Recruitment, Selection and Appointment
- Reduction in Force
- Q & A

Miami University Updates to Civil Service Rules

House Bill 187

HB 187 gives Ohio public colleges and universities the opportunity to adopt their own civil service rules

- Rule updates provide the opportunity for effective and efficient business practices
- Will be conducted in an incremental and open manner
- Shared with other four-year public universities (IUC)

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Updates to Civil Service Rules

Definition Classified/Unclassified

- Updated to match our current business practices
- Eliminated all references to other state and county agencies
- No positions have been redefined as a result of the updated rule

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Recruitment and Selection Summary of Changes:

- University determines if civil service exams are necessary
- Eliminate “Rule of 10” when tests are administered
- Extend the time frame for temporary appointments
- Eliminate the “Rule of 3” for promotions
- Clearly define “seasonal” appointments and add performance standards for call back opportunities

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Recruitment, Selection and Appointment: Overview

Vacancies will be filled by competitive selection in most cases

Limited exceptions where posting process not required:

- Temporary appointments
- Peculiar and exceptional qualifications are required (in ORC)
- Reinstatement (i.e. employee leaves & changes mind)
- Transfer

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Recruitment, Selection and Appointment: Overview

Vacancies will be filled by competitive selection in most cases

The University may limit search to internal candidates:

- Promotional postings no longer limited to the top three
- Internal search requests will be reviewed and approved by OEEO and HR

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Recruitment, Selection and Appointment: Overview

Vacancies (open/internal) will be posted in conspicuous places

- Non-tested position – Applications of all candidates who apply by the deadline, meet the minimum qualifications and are eligible forwarded to hiring department.
- Tested positions – Applications of all those who apply by the deadline, meet the minimum qualifications, pass the exam and are eligible forwarded to hiring department.

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Recruitment, Selection and Appointment: Overview

Tested Positions

- Veteran's preference remains intact
- Notice of examination requirements included in posting
- ADA accommodations will be made

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Recruitment, Selection and Appointment: Overview

Process to hire an individual:

- Hiring department will review the applications
- Continue to schedule all interviews through HR
- The hiring department will recommend hiring decisions
- HR will extend an offer of employment

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Recruitment, Selection and Appointment: Overview

Probationary Periods:

- Will serve a probation for all original appointments, promotions, lateral appointments to a different classification
- Probationary periods may not be longer than one year
- Time spent in no-pay status shall not be counted as part of the probationary period
- Employee and supervisor may ask for a 60 day extension

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Recruitment, Selection and Appointment: Overview

Seasonal Positions:

- Defined as position that is limited to increments of 90 days or less, not continuous throughout the year, and recurs in successive years
- Seasonal employees may be brought back in successive years if they have successfully performed and not disqualified for any cause during the interim
- If seasonal employee turns down work assignment, s/he is removed from the list

Reductions in Force

Reductions in Force- Summary of Changes

- Use Continuous Miami University service
- Clearly defines layoff jurisdictions
- Combines job abolishment with the layoff section.
- Defines full time as 32 hour and at least 9 months.
- Adds temporary positions to the layoff order.
- Limits displacement to the classification and related series currently held.
- One reinstatement list.
- Permits the hiring department to interview and select amongst the top 5 employees on the reinstatement list.

Reduction in Force— General Authority

- The University shall determine the **classifications** in which layoffs will occur.
- The University shall determine the **number of employees** to be laid off within each classification.

Note: This remains unchanged from the current language.

Rationale

- The reasons for a reduction in force or a job abolishment are:
 - Lack of Funds
 - Lack of Work
 - As a result of reorganization for the efficient operation of the University
 - Reasons of economy

Continuous Service & Efficiency

- Employees will be ranked according to the length of continuous Miami University service.
 - For the purpose of reductions in force, ‘continuous Miami University service’ shall begin at the original appointment date and continue until an employee quits, is discharged for cause, is laid off beyond the recall period, fails to return to work from an approved leave of absence or retires. Student employment service is excluded.
 - The tie breaker will be the lowest last four digits of the employee’s social security number.

What is Continuous Miami University Service?

- Does NOT include breaks in service such as a retirement, resignation, removal or failure to return to work from an approved leave of absence.
- Does NOT include time at other public entities.
- Is different from your service credit for retirement purposes.
- Does NOT include student employment.
- Begins at your appointment date.
- Continues through promotions or other job changes as long as there is no break in service.

Layoff Jurisdictions

- The order of layoff and displacement applies within the layoff jurisdictions.
- The layoff jurisdictions are as follows:
 - Oxford Campus, Academic Affairs
 - Oxford Campus, Student Affairs
 - Oxford Campus, Finance & Business Services
 - Oxford Campus, IT Services
 - Oxford Campus, University Advancement
 - Oxford Campus, President's Office
 - Middletown Regional Campus
 - Hamilton Regional Campus & Voice of America Center

What is Jurisdiction?

- Current Civil Service law allows a public organization to layoff by jurisdiction.
- Historically, jurisdictions have been campuses.
- Combines VOA with Hamilton Campus.
- The change is mainly for the Oxford Campus.
 - Divides Oxford campus into areas under each VP and the Provost.
 - Limits displacement to the VP areas/departments.
 - Lessens the uncertainty for employees.

What is a classification series?

- A series of jobs that perform similar work and use similar skills.
- Purpose of classification series is define jobs that are related.
- Also known as a job family.
- Classification series help ensure that employees meet minimum qualifications of the position and are capable of performing the job duties.

Example of Classification Series

- **Admin/Program Support**

- Sr. Administrative Associate
- Administrative Associate
- Administrative Assistant
- Program Associate
- Sr. Program Assistant
- Program Assistant

Classification Series

Classification

Examples of Classification Series

- Accounting/Bookkeeping
- Administrative/Program Support
- Library Support
- Copy/Printing
- Horse Groom
- Technical Services
- Building & Grounds
Supervisor/Management

What is classification?

- Refers to a type of position.
- Commonly referred to as position or job title.
- Examples include:
 - Administrative Assistant
 - Program Associate
 - Technical Service Specialist
 - Horse Groomer

List of Classifications & Classification Series

Information regarding classification series
may be found on the Compensation
section of the Human Resources web site:

www.units.muohio.edu/prs/Personnel/Compensation.html

Glossary of Terms

- Jurisdiction – a distinct organizational division
- Classification Series – a group of people doing similar jobs with like skills. Also known as Job Family
- Classification – position title. May be linked in a series with other similar positions
- Pay Zones—H2, H1, G2, G1, F2, F1, E2, E1
- Continuous Miami University service—seniority; continuous employment with Miami without a break in service.

Layoff Order

- Employees will be laid off in the following order:
 1. Part-time temporary
 2. Full-time temporary
 3. Part-time probationary
 4. Part-time permanent
 5. Full-time probationary
 6. Full-time permanent

Note: a full-time employee is defined as one who has an appointment of at least nine (9) months duration for at least 32 hours per week.

Order of Displacement— In General

- A laid-off employee has the right to displace the employee with the least continuous Miami University service in two ways:
 - Within the classification from which the employee was laid off.
 - Within the classification series from which the employee was laid off.
- Commonly referred to as Bumping

Order of Displacement— In General (contd.)

- Employees have 5 days to notify the University of their intent to exercise displacement rights
- Employees MUST displace into a position in the SAME classification in the layoff jurisdiction whether it is currently vacant or filled
- Displacement can only occur if the employee meets the minimum qualifications of the position including any position specific minimum qualifications.
- An employee exercising displacement rights to a lower position will be paid in accordance with University compensation plans (e.g. An employee at the H2 level who displaces to a position at the H1 level will be paid 4% less.)

Order of Displacement

- Displacement within a classification
 - Move to a vacancy first
 - If more continuous Miami University service, then move to the position held by an employee with the LEAST continuous Miami University service.
- Displacement within a classification series
 - Move to vacancy in next lower position in the series.
 - If more continuous Miami University service, then displace an employee who has the least continuous Miami University service in the next lower position in the series.

Order of Displacement (contd.)

- This process will continue through successively lower classifications in the classification series.
- Ultimately, the employee with the least continuous Miami University service will be laid off.

Reinstatement Rights

- Laid off employees will be placed on a list in descending order of continuous Miami University service for each classification in the classification series equal to or lower than the classification held at the time of layoff.
- Employees must select a recall option based on campus location: Oxford, Middletown, Hamilton and/or VOA
- Reinstatement Rights last for one year from the effective date of the layoff/displacement.

Reinstatement Rights—Recall

- During this one year period of time, the University cannot hire or promote anyone into a position within the classification until all persons on the layoff list is exhausted
- There will be a layoff list in descending order of continuous service for each affected classification.
- Employees who do not exercise their option to displace will only be on the layoff list for their classification.
- Employees who were probationary at the time of the layoff shall finish their probationary period at the time of reinstatement.

Removal from Reinstatement List(s)

- Accepting or declining a position in the same classification and appointment type.
- Declining a lower position in the classification series will remove the employee from all lists for lower classifications in the series than what was declined.
- Accepting a lower position than what the employee held at the time of the layoff does NOT remove the employee from the layoff list for that classification.

Appeal Rights

- Employees may appeal a layoff or displacement to the State Personnel Board of Review.
- Appeal must be filed or postmarked no later than 10 days after the receipt of layoff notice or displacement notice.
- Address is:
 - State Personnel Board of Review
 - 65 East State Street, 12th Floor
 - Columbus, Ohio 43215-4213

Example of Displacement

- The University has determined that it needs to reduce the **Administrative Assistant** positions in the department by **2** staff members.
- Important facts:
 - Layoff jurisdiction
 - Number of employees affected ← 2
 - Classification series ← Admin/Program Support
 - Classification ← Administrative Assistant
 - Length of continuous Miami University service

All Employees in Jurisdiction in Affected Classification Series

Classification Series: Admin /Program Support	Classification	Pay Band	Continuous Miami University Service Date as of January 1, 2009
Employee 1	Admin. Associate	H1	10-25-2008 (0.19 yrs)
Employee 2	Admin. Associate	H1	8-4-1991 (17.42 yrs)
Employee 3	Admin. Assistant	G2	6-25-2005 (3.52 yrs)
Employee 4	Admin. Assistant	G2	4-1-1995 (13.72 yrs)
Employee 5	Admin. Assistant	G2	8-6-1979 (29.43 yrs)
Employee 6	Program Associate	G1	7-9-2002 (6.49 yrs)
Employee 7	Program Associate	G1	5-25-1995 (13.62 yrs)
Employee 8	Program Associate	G1	8-3-1977 (31.44 yrs)
Employee 9	Sr. Program Asst.	F2	9-2-1975 (33.36 yrs)

Evaluation of Continuous MU Service

- Employee 4 has more continuous years of service than Employees 6 & 7.
 - Employee 4 is 4-1-95.
 - Employee 6 is 7-9-02.
 - Employee 7 is 5-25-95.

Employee 4	Admin. Assistant	G2	4-1-1995 (13.72 yrs)
Employee 5	Admin. Assistant	G2	8-6-1979 (29.43 yrs)
Employee 6	Program Associate	G1	7-9-2002 (6.49 yrs)
Employee 7	Program Associate	G1	5-25-1995 (13.62 yrs)
Employee 8	Program Associate	G1	8-3-1977 (31.44 yrs)

Who does Employee 4 Displace?

- Employee 6

- Why?
- Employee 6 is the employee with the LEAST continuous Miami University service in the Program Associate (G1) position in the Admin./Program Support classification series.

Employee 4	Admin. Assistant	G2	4-1-1995 (13.72 yrs)
Employee 5	Admin. Assistant	G2	8-6-1979 (29.43 yrs)
Employee 6	Program Associate	G1	7-9-2002 (6.49 yrs)
Employee 7	Program Associate	G1	5-25-1995 (13.62 yrs)
Employee 8	Program Associate	G1	8-3-1977 (31.44 yrs)

Who does Employee 6 Displace?

- No one

- Employee 9 is the only employee in the next lower classification in the classification series. Employee 9 has more continuous Miami University service than Employee 6.
- Employee 6 will be laid off.

Employee 6	Program Associate	G1	7-9-2002 (6.49 yrs)
Employee 7	Program Associate	G1	5-25-1995 (13.62 yrs)
Employee 8	Program Associate	G1	8-3-1977 (31.44 yrs)
Employee 9	Sr. Program Asst.	F2	9-2-1975 (33.36 yrs)

Evaluation of Continuous MU Service

- Employee 3 will be laid off because her continuous years of service are less than Employees 6, 7, 8 & 9.

Employee 3	Admin. Assistant	G2	6-25-2005 (3.52 yrs)
Employee 4	Admin. Assistant	G2	4-1-1995 (13.72 yrs)
Employee 5	Admin. Assistant	G2	8-6-1979 (29.43 yrs)
Employee 6	Program Associate	G1	7-9-2002 (6.49 yrs)
Employee 7	Program Associate	G1	5-25-1995 (13.62 yrs)
Employee 8	Program Associate	G1	8-3-1977 (31.44 yrs)
Employee 9	Sr. Program Asst.	F2	9-2-1975 (33.36 yrs)

Example Results

- Employees 3 is laid off.
- Employee 4 displaced Employee 6 and is working in a lower level position within the classification.
- Employee 6 is displaced by Employee 4. Therefore, she laid off.

Example of Reinstatement Rights

- Employees 3, 4 and 6 have reinstatement rights.
- Employee 3 did not displace anyone. Therefore, she only has reinstatement rights to the Administrative Assistant (G2) position.
- Employee 4 displaced into a Program Associate (G1) position. Therefore she has reinstatement rights to the Administrative Assistant (G2) position.
- Employee 6 was displaced out of her Program Associate (G1) position. Therefore, she has rights to the same.

Reinstatement Lists

- Administrative Assistant
 1. Employee 4 (4/1/95 –13.72 years)
 2. Employee 3 (6/25/05—3.52 years)
- Program Associate
 1. Employee 6 (7/9/02—6.49 years)

Questions & Answers

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To review the rule updates, please visit:

www.muohio.edu/personnel

Send feedback to:

personnel@muohio.edu