

Miami University

13.8 Proposed Position Elimination for Unclassified Administrative Staff

13.8.A Notice

Unclassified administrative staff (UAS) positions may be eliminated due to budget constraints (to include lack of funds or lack of work), reorganization, and reasons of efficiency or with the written approval of the appropriate Vice President. Full-time UAS employees are entitled to at least 2 months advance written notice of position elimination. Full-time UAS employees with five (5) or more years of continuous full-time Miami service are entitled to five (5) months advance written notice of position elimination.

UAS employment terminates at the end of the notice period or at the end of the professional leave (see Section 13.8.C) whichever is later. The employee is expected to fulfill the duties and responsibilities to which the he or she is assigned during the notice period. This policy does not apply to termination for cause (see Section 13.7) or non-renewal of an appointment.

13.8.B Assistance with Finding Suitable Employment

The University provides outplacement assistance in the form of resume writing assistance, interview training, and employment counseling.

13.8.C Professional Leave

A full-time UAS employee with at least five (5) years of continuous full-time Miami service who has not secured other employment by the end of the notice period will receive one month of professional leave with pay and benefits. Professional leave under these circumstances is for the purpose of securing other employment. Upon request, the employee may be assigned clerical support to assist in this process. Professional leave is in addition to the notice period and it is in addition to any other benefits due the employee, such as pay for accumulated vacation. Employees on professional leave do not accrue vacation or sick leave.

If other employment has not been secured by the end of the professional leave, the University will provide the full-time UAS employee with at least five (5) years of continuous full-time Miami service with severance pay. The severance pay program is intended to provide financial assistance during a period of employment transition. Eligible employees receive one week of severance pay for each completed year of continuous Miami service beyond five (5) years. Should the eligible employee retire or secure other employment prior to or within the severance pay period, he or she shall receive one-fourth of the unused severance pay in a lump sum. Employees who participate in a University Cash Bonus Retirement Incentive Program are not eligible for professional leave or severance pay.

Employees receiving professional leave or severance pay are required to notify the appropriate personnel office as soon as other employment is obtained.

13.8.D Extension of Fee Waiver

The university will extend the fee waiver benefits provided in Section 4.10 of this Manual for eligible full-time UAS employees and their eligible family members for a period of 365 days from the date of notice of position elimination.

If the fee waiver benefit is used by one or more of the employee's dependents after employment ends the benefit is taxable income to the employee.

13.8.E Relocation of the Employee

If deemed appropriate by the department and responsible Vice President, the employee may be moved to another location on campus any time after the receipt of notice through the end date of employment.

13.8.F Challenges

Employees who believe their position has been selected for elimination in violation of a University policy, practice or procedure may file a grievance under Section 13.6 of the Miami University Policy and Information Manual. Employees who believe their position has been selected for elimination in violation of the Policy Prohibiting Harassment and Discrimination may file a complaint with the Office of Equity and Equal Opportunity.

13.8.G Exclusions

This policy does not apply to vice presidents and administrative staff positions held by tenured members of the faculty, part-time, intermittent or temporary employees, the athletic director, coaches, or persons hired with grant or external funds.