



## Ohio Administrative Code Rule 3335-81-09 Reinstatement.

Effective: June 1, 2011

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(A) Certified employees who are laid off from the university can exercise their reinstatement rights within their jurisdiction by written notification to the office of human resources if a position is posted in the classification from which they were laid off. Employees applying for reinstatement must possess the requisite minimum qualifications and must be able to perform the required duties of the position. If one or more employees indicates reinstatement interest in a position, the employing unit shall consider skills and abilities applicable to the employing units needs and documented performance.

(B) An employee may exercise reinstatement rights for twelve months beginning from the layoff effective date. During this twelve month period, jurisdictional units may not hire or promote into any classification for which a laid off employee has indicated an interest in reinstatement; this does not apply to reclassifications. Reinstatement is contingent upon successful preemployment screening.

(C) A laid off employee must notify the office of human resources of their reinstatement interest before the posting end date.

(D) An affected employees reinstatement rights shall cease immediately upon the earliest of:

- (1) Securing another OSU position;
- (2) Retiring from the university;
- (3) Refusing a reinstatement position;
- (4) At the end of twelve months following the layoff effective date; or
- (5) After the date the employee is eligible to retire based upon service



(E) In the event that the university offers a severance benefit, and the employee accepts the benefit, reinstatement rights shall cease.

(F) Unsuccessful completion of any preemployment screening for a specific reinstatement position will result in denial for the position. An additional reinstatement opportunity may be granted at the discretion of the office of human resources.

(G) Employees who have completed their probationary periods at the time of layoff are not required to serve probationary periods when they are reinstated to the same classification.

(H) Employees who are certified in a classification and are serving a probationary period in a new classification at the time of layoff must serve a new probationary period upon reinstatement.