

## All University of Toledo (UT) and Medical University of Ohio (MUO) Employees:

We are proud to announce a collaborative Human Resources effort aimed at maximizing career opportunities for UT and MUO employees. Effective March 23, 2006, **non-faculty** jobs for The University of Toledo and Medical University of Ohio will be posted at both campuses.

If there are no qualified bidders/applicants selected for jobs at the originating campus, preference will be given to qualified employees of the other campus who apply within the job posting timelines, prior to an external search being conducted. For example, if a MUO or UT job is posted and no employees are qualified for the position on the campus where the job exists, strong preference will be given to employees from the other campus (MUO or UT) who meet the job qualifications and who bid on the job prior to any external applicant being considered. Exceptions to the dual-campus preferential consideration must be approved by the appropriate executive-level administrator in order for an external applicant to be selected.

Employees are encouraged to check the current job posting boards and Human Resources websites at your current campus to see jobs posted at either MUO or UT. **You must send your bid directly to the campus where the job exists either electronically or by mail/fax as directed on the job posting.**

It's important to note that currently, if a MUO employee accepts employment at UT or a UT employee accepts employment at MUO, there will be **NO** transfer of union seniority. Service time under the Ohio Public Employees Retirement system would not be interrupted in cases of moving to the UT or MUO campus. Please review the attached Frequently Asked Questions for additional information and contact your campus Human Resources Department for any additional questions that you may have about this process. Faculty employment related issues will be determined in the future with specific communications forthcoming at that time.

**UT employees interested in specific MUO jobs should visit the MUO website at:**  
<http://monitor.meduohio.edu/depts/hr/positions.html>

**or see MUO jobs posted on UT's campus and send their resume to:**  
[muojobs@meduohio.edu](mailto:muojobs@meduohio.edu)

**UT employees must use a UT campus computer to access MUO's Monitor jobs website.**

**Be sure to specify the job and posting number for which you are applying to be considered for the job.**

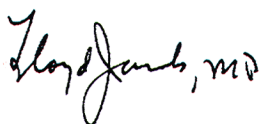
**MUO employees interested in specific UT jobs should visit UT's link on the MUO Monitor website at:**  
<http://monitor.meduohio.edu/depts/hr/positions.html>

**Click on the link:**  
**Internal UT vacancies open to MUO employees**

**(Directions on how to submit a resume are contained in this link) or see UT jobs posted on MUO's campus.**

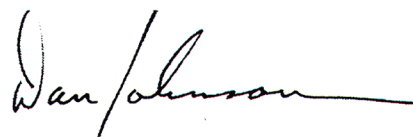
**Be sure to specify the job and posting number for which you are applying to be considered for the job.**

Signed by:



Lloyd A. Jacobs  
President, MUO

Signed by:



Daniel M. Johnson  
President, UT



## Frequently Asked Questions Concerning Campus Non-Faculty Employment Transfers Related to the UT-MUO Merger

Question:	Before July 1, 2006	On and After July 1, 2006
If I accept a job offer at the other University, who will determine my start date?	The sending and receiving managers will coordinate the employee's start date; however, the move should take place within 21 calendar days unless mutually agreed upon by the sending and receiving managers. (Example: If a UT employee is selected for an MUO job on June 1, the transfer to the MUO job should occur by June 22.)	
Do I have to give notice if I accept a job at the other University (campus)?	Yes. All employees are expected to notify their current supervisor in writing of their decision to accept a job at the other campus or in another department. This is the current process for both campuses. A minimum two week notice is recommended.	
Question:	Before July 1, 2006	On and After July 1, 2006
How will employees on both campuses hear about job openings?	<p>UT will post non-faculty MUO job openings on UT's website and on job ops. MUO will post UT job openings on MUO's internal Monitor website and job posting boards. <b>You must send your bid directly to the campus where the job exists.</b></p> <p>UT employees interested in MUO jobs should visit the MUO website at:  <a href="http://monitor.meduohio.edu/depts/hr/positions.html">http://monitor.meduohio.edu/depts/hr/positions.html</a>            UT employees must use a UT campus computer to access MUO's Monitor jobs website.</p> <p>MUO employees interested in UT jobs should visit <b>UT's link on the MUO Monitor website at:</b>  <a href="http://monitor.meduohio.edu/depts/hr/positions.html">http://monitor.meduohio.edu/depts/hr/positions.html</a></p> <p>Click on the link:  <b>"Internal UT vacancies open to MUO employees"</b>            (Directions on how to submit a resume are contained in this link).</p>	<p>UT will post non-faculty MUO job openings on UT's website and on job ops. MUO will post UT job openings on MUO's internal Monitor website and job posting boards. <b>You must send your bid directly to the campus where the job exists.</b></p> <p>UT employees interested in MUO jobs should visit the MUO website at:  <a href="http://monitor.meduohio.edu/depts/hr/positions.html">http://monitor.meduohio.edu/depts/hr/positions.html</a>            UT employees must use a UT campus computer to access MUO's Monitor jobs website.</p> <p>MUO employees interested in UT jobs should visit <b>UT's link on the MUO Monitor website at:</b>  <a href="http://monitor.meduohio.edu/depts/hr/positions.html">http://monitor.meduohio.edu/depts/hr/positions.html</a></p> <p>Click on the link:  <b>"Internal UT vacancies open to MUO employees"</b>            (Directions on how to submit a resume are contained in this link).</p>



<b>Question:</b>	<b>Before July 1, 2006</b>	<b>On and After July 1, 2006</b>
When will my benefits end at my current University?	On the last day of the month in which you leave your respective University.	On the last day of the month in which you leave your respective campus.
Will my personnel file transfer with me to the new University?	No, but a copy will be given to your new institution; however your original file will remain at your original institution.	A copy will be given to your new location; however your original file will remain at your original location, until a centralized filing system is put into place.
The employment and other policies of UT and MUO may be different. What happens after the merger?	You will be governed by the policies in effect at the institution in which you work.	You will be governed by the policies in effect at the campus in which you work until such time that policies are changed by the combined University or as specified under any applicable collective bargaining agreement.
What will my date of hire be at the new institution?	Before 7/1/06, the day you start work at the new institution will be your new date of hire and your union seniority (if applicable) will start all over that day. (Example: if you are now in the CWA union at UT, and you accept an AFSCME position at MUO, your AFSCME union seniority will begin the day you start work at MUO. Your CWA union seniority does not carry over to the MUO and vice versa).	On and after July 1, 2006, your current date of hire will remain the same and if you transfer to the new campus your date of hire will transfer with you if you are faculty, PSA or non-union employee. If you are a union employee, your union seniority will start all over the day you start working at the new campus. (Example: if you are now in the CWA union at UT, and you accept an AFSCME position at MUO, your AFSCME union seniority will begin the day you start work at MUO. Your CWA union seniority does not carry over to the MUO and vice versa).
Will my vacation time transfer to the new institution?	Before 7/1/06, your unused vacation will be cashed out just as if you were resigning. Your vacation and sick time accruals will be based on your adjusted hire date (all time worked in any Ohio public employer). Vacation eligibility at the new institution will be based upon that institution's vacation policies which may be different from your current institution's vacation policies. Again, check with the Benefits Dept. of the new institution for details <u>before</u> you accept the new job.	On and after 7/1/06, your unused vacation will carry with you to the new campus. Your vacation and sick time accruals will be based on your adjusted hire date (all time worked in any Ohio public employer). Vacation eligibility at the new campus will be based upon that campus' vacation policies which may be different from your current campus' vacation policies. Again, check with the Benefits Dept. of the new institution for details <u>before</u> you accept the new job.

<b>Question:</b>	<b>Before July 1, 2006</b>	<b>On and After July 1, 2006</b>
<b>When will my benefits start at my new University?</b>	<p>Please contact the appropriate Benefits Dept. to get all needed details about your benefits eligibility and benefit plans <u>before</u> you accept the new job.</p> <p><u>UT Unclassified</u> – date of hire  <u>UT Classified &amp; Classified Exempt</u> – 1<sup>st</sup> day of the 2<sup>nd</sup> month after the month that you work five consecutive days.</p> <p><u>MUO Unclassified</u> – date of hire for hospitalization/drug plan only. Delayed start for vision, dental, etc.  <u>MUO Classified</u> – date of hire for hospitalization/drug plan only. Delayed start for vision, dental, etc.</p>	<p>Please contact the appropriate Benefits Dept. to get all needed details about your benefits eligibility and benefit plans <u>before</u> you accept the new job.</p>
<b>What is the adjusted hire date and how does it count?</b>	<p>Adjusted hire date is credit for any Ohio public sector employment in which you have worked. Example: you began working for UT or MUO in March 2005 and now have one year of service. You also previously worked for another Ohio public employer for three years. Your <u>adjusted hire date</u> would be March, 2002. Adjusted hire date is used to calculate vacation and sick time accruals as well as longevity pay (if applicable). Your union seniority date and regular hire date with your current/new employer may be very different from your adjusted hire date.</p>	<p>Adjusted hire date is credit for any Ohio public sector employment in which you have worked. Example: you began working for UT or MUO in March 2005 and now have one year of service. You also previously worked for another Ohio public employer for three years. Your <u>adjusted hire date</u> would be March, 2002. Adjusted hire date is used to calculate vacation and sick time accruals as well as longevity pay (if applicable). Your union seniority date and regular hire date with your current/new employer may be very different from your adjusted hire date.</p>



Question:	Before July 1, 2006	On and After July 1, 2006
How will retirements and rehiring of retirees be handled?	Any employment scenario involving re-employment of a retiree will be reviewed on a case-by-case basis. The review will begin with the immediate supervisor and must be approved by management and Human Resources.	Any employment scenario involving re-employment of a retiree will be reviewed on a case-by-case basis. The review will begin with the immediate supervisor and must be approved by management and Human Resources.
Will my dependent and I still be able to use the UT tuition fee waiver if I leave and go to work at MUO?	If an employee leaves UT for a job at MUO, they, their spouse and/or dependent who are utilizing a fee waiver in the current semester will continue to receive the fee waiver for that semester in which they leave.	As of July 1, 2006, the policies in effect on June 30, 2006 will continue to apply to those employees employed at the former University of Toledo and Medical University of Ohio until such time that policies are changed by the combined University or as specified under any applicable collective bargaining agreement.
Will UT employees be able to continue to use the UT Recreation Center if they accept a position at MUO? Will MUO employees continue to be able to use the MUO Morse Center if they accept a position at UT?	<p><u>For UT Employees</u> – If UT Staff or Alumni purchased a membership to the REC, it is valid until expiration of membership, provided membership is paid in full. If a UT employee is currently enrolled in RECFIT classes, they may finish the current semester they are in, but are not eligible to sign up for any future classes.</p> <p><u>For MUO employees</u> - Your membership in the Morse Center ends upon your leaving MUO.</p>	This issue will be determined in the future.
Will my FMLA certification carry over to the University I will be working for if I accept a job there?	No. Employees who accept a position at the other University will not meet the minimum qualifications under federal FMLA laws to qualify for FMLA leave at the other University.	Yes, FMLA certifications will be recognized at the combined University.
If I am laid off from a classified position from my University and accept a position at the other University during this lay off, will I still keep my recall rights?	<p><u>For union employees</u> – your recall rights will remain for the classification and institution (e.g., UT or MUO) from which you were laid-off. You have no recall rights to the same classification at the other campus.</p> <p><u>For classified union-exempt employees</u> – your recall rights will remain for the classification and institution (e.g., UT or MUO) from which you were laid off. You have no recall rights to the same classification at the other campus.</p>	<p><u>For union employees</u> – your recall rights will remain for the classification and campus (e.g., UT or MUO) from which you were laid-off. You have no recall rights to the same classification at the other campus.</p> <p><u>For classified union-exempt employees</u> – To be determined.</p>