


Business Manager Meeting Notes

December 2, 2005

The December 2, 2005 Business Managers Meeting included presentations on the new office supply provider, OfficeMax, and budget development and position reductions/eliminations.

Tom Page, Controller, introduced Al Comley, Assistant Vice President, Auxiliary and Business Services. Al briefly discussed the new office supplies program with OfficeMax, effective January 1, 2006. Training sessions will be held for the staff persons who order supplies. Two forms are to be completed prior to the training: an Internet E-Commerce set up form and an Internet E-Commerce training registration form. The training sessions are scheduled in late December and early January. Please refer to the Purchasing web site, <http://purchasing.utoledo.edu/default.asp> for the forms

Matt Dills, Directors, Compensation and Employment Services, Human Resources, discussed the budget development guidelines and the process for potential position reduction or elimination. He distributed a handout ([Business Manager Meeting 120205.pdf](#)  24KB), which outlines the points he discussed. Related forms can be found on the Human Resources web site. The Position Reduction/Elimination form can be found at <http://humanresources.utoledo.edu/Forms.asp>. Matt also mentioned a memo, entitled University Reduced Winter Break Operations, on the same web site. With departmental management approval, a staff member may elect to take unpaid leave or work reduced hours over Winter Break, December 19, 2005 through January 6, 2006, without losing University medical and educational benefits. Refer to this memo for the specifics.

The hiring freeze continues to be in effect until further notice.

Joe Klep, Manager, Labor Relations, Human Resources, commented that the jurisdiction of position reduction/elimination is the entire University - for classified civil service employees, bumping rights based on retention points come into play when there's a position reduction/elimination. He urged decision-makers to look at the operational needs of the departments when deciding which positions to potentially reduce/eliminate.

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Agenda Items:

- FY06 Budget Development Guidelines for General Fund:
 - Due back December 8th
- Position Reduction/Elimination Forms:
 - Completed for each position whether occupied or vacant.
 - Importance of tying reductions back to criteria on pg. 3 of the Budget Development Guide.
 - Indicate clearly whether partial reduction or complete elimination.
 - Indicate how and to whom the duties will be reassigned.
 - Indicate why a particular position was selected verses others.
- Reduction/Elimination Review Process:
 - Budget will review to ensure the reallocations balance.
 - Joint HR/Affirmative Action review to assess adverse impact.
 - NOTE: either review may yield the need to revisit the proposed reductions.
- Implementation of Changes Generally:
 - Temporary 1410, 1520
 - May be eliminated without notice.
 - PSA
 - Unless otherwise stipulated in original offer letter (always check before communicating, e.g. grant funded positions), University policy provides for 90-day notice prior to position elimination.
 - CWA
 - Once the University BOT has authorized the reductions, Labor Relations will provide the Union with a thirty day notice relating to the layoffs. Within twenty four hours of providing the notice to the Union, Labor Relations and the Union will meet with the employees to inform them that their position has been abolished. (The immediate supervisor will be permitted to inform the employee after the notice to the Union but prior to the meeting with HR and the union, if the supervisor so desires). Fourteen days prior to the date of the abolishment the employee will be provided with the official layoff notice including an election to exercise their displacement rights. The employee has five days to elect to exercise their displacement rights.
- Misc:
 - Displacement (bumping) rights come into play whether a partial reduction or elimination.
 - No unapproved communications to employees regarding reductions in staff; potential of miscommunications.
 - Voluntary Reduction Memo – will send template via Robin.