



GUIDELINES FOR NON-RENEWAL/REDUCTION IN FORCE

GUIDELINES

Schools of the Archdiocese of Cincinnati strive to provide the highest level of instruction to all students. However, should economics, decrease in school enrollment, or other conditions necessitate a reduction or non-renewal of staff, school administrators will provide a standard and objective approach for reducing the size and/or composition of their teaching staff consistent with student educational needs and teacher reduction and non-renewal guidelines. A reduction in force report must be prepared by the school administrator and sent to the Director of Human Resources and the School Office Regional Director for review. Parishes considering a reduction in force of **non-school employees** should only send a report to the Director of Human Resources.

Reduction in Force: When a reduction in force is necessary, teachers and non-school employees shall be considered for reduction based on employment status, comparative job performance, disciplinary record, length of service and certification when appropriate.

Teacher Non-renewal: Teachers shall be considered for non-renewal based on the following reasons 1) unsatisfactory job performance 2) documented final warning discipline during the previous twelve month period 3) other documented performance and/or conduct issues 4) loss of certification when appropriate and/or 5) unfit for duty.

A. DEFINITIONS

Reduction in Force: Separation of a teacher/non-school employee from his/her position due to job elimination.

Job Elimination: When the school/parish determines that a job is no longer necessary.

Non-renewal: Separation of a teacher from his/her position due to unsatisfactory job performance, documented final warning discipline, other documented performance and/or conduct issues, loss of certification and/or unfit for duty.

Qualified: The present skill and ability to perform the job in accordance with the requirements of the job description, including the possession of all requisite educational credentials, licensure, certifications, registrations and fit for duty.

Fit For Duty: Employees are expected to report for work in a condition that will allow them to perform the essential functions of their job without jeopardizing the safety and security of the working environment for themselves and others. Text of this policy is available online at: [Fit For Duty](#)





B. IMPLEMENTATION

If it is determined by the principal/pastor/Director of Human Resources/School Office Regional Director that a reduction in force is necessary, the reduction of staff will **follow the order of reduction** listed below.

At-Will employees:

1. Employees on probation for performance.
2. Employees on final warning for discipline.
3. Employees with other documented performance and/or conduct issues.
4. Least qualified employee within the job classification in the department, as determined by the principal/pastor based on criteria published by the principal/pastor.

Certificated Employees:

1. Employees on probation for performance.
2. Employees on final warning for discipline.
3. Employees with other documented performance and/or conduct issues.
4. Least qualified employee within the certification area, as determined by the principal based on criteria published by the principal.

C. STATUS OF BENEFITS AFTER REDUCTION IN FORCE/NON-RENEWAL

1. **Continuation of Coverage (Health Insurance)** – If an employee's employment is terminated with the Archdiocese, health care coverage may be continued up to one year. Employees will be required to pay the full premium. Arrangements for payment of premiums must be made with the individual in charge of health care at the school or parish where the employee was last employed. If payment is not received by the first of the month for which coverage is requested, health care coverage will be terminated.

NOTE: A Health Care [Continuation Letter](#), which outlines the above options, must be given to the employee for signature.

2. **Flexible Spending Account** – The flexible spending account will end on the last day of employment. The "Benny" card will be deactivated on the termination date. Claims may be filed for charges incurred during employment. **The funds must be claimed within 90 days of termination.**
3. **Life Insurance** – Life Insurance will be continued through the end of the contract. Basic life insurance benefits may be converted and extended through a process that requires arrangements and payments made directly by the employee to The Standard. Voluntary Life Insurance may be continued with payments made by the employee directly to The





Standard. For information on the extension of these benefits, please call Charlotte Carpenter in the Finance Office 513/263-3352.

4. **Dental Insurance** - If an employee is currently on the Dental Care Plus Plan, coverage may be continued through the school/parish for a maximum of twelve months following the end of the contract. If employee is retiring, coverage may be extended indefinitely, as long as the premium is paid to the school/parish.
5. **Defined Benefit Pension** – Eligible employees with 5 years of service are vested in the Lay Employees’ Pension Plan. Contact the third-party administrator, UMR and Ms. Jennifer Bangart at (888) 640-1700. Address changes should be reported to UMR and questions concerning benefit statements, as well as pension applications, directed to Ms. Bangart.
6. **401K Pension** – Eligible employees are vested in our 401K Plan immediately. Any questions concerning an account should be directed to a Client Service Representative at the toll-free Participant Services Line. The number is 1-866-258-4777. Client Service Representatives are available 8:30 a.m. to 7:00 p.m. (ET) each open market day to answer account questions and handle any other changes.
7. **403(b) Accounts** - Employees who participated in a 403(b) account during their employment at the school should contact the company receiving these funds and advise them of the status of their employment. Please feel free to contact the Finance Office with any questions or concerns regarding these benefits.
8. **School/parish property** – All school/parish property is to be turned in to your principal/pastor at the end of the last day of work. School/parish property consists of permanent records, ID badge, keys, decals, equipment, etc.
9. **Leave of Absence/Workers Compensation** – If an employee is on a leave of absence or workers compensation at the time of reduction in force, employee will be considered for reduction along with all other employees. Employees will be terminated on the date the contract, if applicable, ends. In the case of workers compensation, employees will be terminated on the date the employee is determined qualified to return to work.
10. **Unemployment Compensation** – If an employee is terminated, he/she may be eligible for unemployment compensation benefits. Applications may be filed as early as the day after the last day of employment. To file an application with the Ohio Department of Job & Family Services, employees may call 1-877-644-6562 (toll free).

Unemployment benefits are payable at 50% of the applicant’s calculated average weekly wage but cannot exceed the state maximum levels. For claims filed in 2020 with no dependents, the maximum weekly benefit payable is \$480.00. With dependents, the maximum is \$647.00 per week.





Claims are active for a one-year period, but benefits may be exhausted after 26 weeks if the full benefit amount is collected each week. If partial benefits or no benefits are collected in some weeks, then claimants have one year to collect the maximum benefit amount payable.

To qualify for unemployment compensation, employee must meet certain eligibility criteria. The Department will process all the data provided to them and render a written determination of eligibility. If employee **obtains other contracts or offers of employment, employee generally will not be entitled to unemployment benefits. Ohio law specifies that all employees of educational institutions, who have reasonable assurance of employment in the ensuing school term, are not eligible for benefits.**

D. UNEMPLOYMENT INFORMATION WORKSHEET

Once the reduction in force/non-renewal of employees is completed, the principal/pastor must complete the Unemployment Information Worksheet with the information listed below and send to Rob Reid in Human Resources, <mailto:rreid@catholicaoc.org> and Laurie Bush at T&W, ltheaker@sbcglobal.net:

- Employee's name
- Last four digits of their social security number
- Date of hire
- Last day worked
- Last day paid
- Position held
- Reason for separation
- Gross earnings for last pay

The Archdiocese of Cincinnati is represented by T&W Employer Services, Inc., as our Third Party Administrator (TPA) regarding issues of unemployment compensation. As our official representative, it is their role and responsibility to respond and report information requested by the Ohio Department of Job and Family Services (ODJFS) on our behalf regarding any and all unemployment claims.

To ensure proper procedure is followed, if you or any other employer representative are contacted by telephone from the unemployment office, (ODJFS) or receive any requested written correspondence/documentation for response **DO NOT COMPLETE OR SUBMIT** these documents to ODJFS. Immediately contact **T&W at (614) 898-9500**, the primary contact for unemployment claims is Laurie Bush.

Additionally, employees should be informed that when filing and/or making application for unemployment benefits, the **employer account** is listed as **Cincinnati Catholic Religious**





Communities. They **should not use the location/entity name as the employer**, as this is not correct and will delay processing of unemployment benefits.

Modifications and Exceptions:

These are guidelines only, and nothing in these guidelines create a contract for employment or the provision of any benefits. The school/parish reserves the right to unilaterally delete or modify these guidelines at any time without notice. Any exceptions to these guidelines must be approved by the principal, pastor and/or board of trustees.

If you have questions about these matters, please call Rob Reid in Human Resources at (513) 263-6611, Charlotte Carpenter in the Finance Office at (513) 263-3352 or Laurie Bush at T&W Employer Services, Inc. at (614) 898-9500 or 1-800-777-1001.

INFORMATION PROVIDED TO PARISHES, SCHOOLS, AND OTHER RELATED ENTITIES OF THE ARCHDIOCESE OF CINCINNATI

