



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. A non-renewal of staff must be reviewed with the Department 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)** – The Archdiocese of Cincinnati offers continuation coverage for Anthem/OptumRx to employees and their covered dependents who lose coverage under the Plan because of their involuntary termination of employment. The continuation of coverage is available for up to twelve months and the employee is required to pay the full premium. The location administrator/business manager should contact [Bill Maly](#) or [Jeannine Frank](#) in the Finance Office for instructions. Download [Continuation Coverage](#) for more details.
2. **Flexible Spending Account** – The flexible spending account ends on the last day of employment/termination date. The “Benny” card will be deactivated on the last day of employment/termination date. Claims may be submitted for eligible expenses incurred during the Plan year and prior to termination. The last day to submit claims utilizing a [claim form](#) is September 30 following the end of the Plan Year in which the claim occurred.





3. **Life Insurance** – Life Insurance will end on the last day of employment/termination date. 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 Insurance Company. Voluntary Life Insurance may be continued with payments made by the employee directly to The Standard Insurance Company. For information on the extension of these benefits, contact [Bill Maly](#) or [Jeannine Frank](#) in the Finance Office.
4. **Defined Benefit Pension** – The Lay Employees of the Archdiocese of Cincinnati Pension Plan was frozen on December 31, 2010. An employee must be vested in the Plan to be entitled to a benefit. Contact the third-party administrator, UMR and Jennifer Fights at (888) 640-1700. Address changes should be reported to UMR and questions concerning benefit statements, as well as pension applications, directed to Ms. Fights.
5. **401(k) Pension** – Eligible employees are vested in the Archdiocese of Cincinnati 401(k) Plan. Any questions concerning an account should be directed to Empower Retirement Participant Services Line 866-467-7756. Client Service Representatives are available 8:00 a.m. to 10:00 p.m. (ET) each open market day to answer account questions and handle any other changes.
6. **403(b) Accounts** – The 403(b) Plan was formally terminated effective December 31, 2015. Lay-employee participants in the Archdiocese of Cincinnati 403(b) plan have a “distributable event” on account of its termination and should contact their 403(b) Plan vendor to elect a distribution.
7. **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.
8. **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.





9. **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 2023 with no dependents, the maximum weekly benefit payable is \$561.00. With dependents, the maximum is \$600.00 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, rreid@catholicaoc.org and Kathy Waites at T&W, twemployer@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 Kathy Waites.

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, Bill Maly in the Finance Office at (513) 263-3354 or Kathy Waites 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

