

Dear Colleagues,

Last week during the Financial Forums there were a number of important questions raised by those of you who were able to attend. Due to the frequency and importance of certain questions and some confusion about the financial impact for each campus, I would like to take this opportunity to provide additional information on several issues. First, it is important to remember that our goal is to align our resources with our strategic priorities. Our strategic goals will guide decisions on what cuts to make, including those positions that will be eliminated. In this way, we will assure the long-term success of the university.

Selection of Positions to be Eliminated

The University is committed to a position elimination process that is strategic, fair, and transparent. The vice presidents, deans, and selected other senior administrators will be following all applicable rules, collective bargaining agreements and guidelines as they work to determine which positions should be eliminated.

Civil service rules determine the layoff order for classified staff including bumping and recall rights. The University's proposed layoff rules for SATSS employees may be viewed at www.muohio.edu/personnel. The University has discussed these rules with CPAC and is holding a series of open forums for classified staff. For those classified staff in bargaining units, layoffs are controlled by the collective bargaining agreements. University guidelines govern the position elimination process for unclassified staff. The University's Guidelines for Unclassified Staff Position Elimination may be viewed at www.muohio.edu/personnel. These Guidelines have been shared with UPAC.

When position elimination is necessary, vacant positions will be used to accomplish the budget reduction, to the extent practical, to minimize the number of employees whose positions will be eliminated. The hiring freeze and the retirement incentive program were implemented to maximize the number of vacant positions available for this purpose. However, some vacant positions will need to be filled, and since the planned budget cuts are permanent, it is important that the positions selected for elimination are those that are least critical to the University's core mission and future success.

On the Oxford Campus approximately 200 positions will need to be eliminated to achieve the \$22 million budget cut that has been forecast for next year. It is estimated that about half of the 200 positions will come from positions that become vacant due to the hiring freeze and the retirement incentive plan and that about 100 employees will actually be notified that their position has been eliminated. The Hamilton and Middletown campuses are going through a similar review process to determine what changes need to be made to meet their budget objectives. The Deans of both campuses will communicate specific details with their faculty and staff in the near future.

Employees on all three campuses have expressed concern about the exact number of employees who will be notified that their positions have been eliminated, but precise numbers won't be available until the provost, vice presidents, and regional deans finalize their plans and eligible employees have decided whether or not to take advantage of the retirement incentive plan.

Timing of Employee Notifications and the Effective Dates for Position Elimination

The goal, to the best of our ability, is to notify affected employees before the end of March. The effective dates for the position eliminations or layoffs are as follows:

- Classified employees whose positions are being eliminated will end their employment with Miami on June 27. This includes both SATSS and AFSCME employees. Classified employees will have

bumping and recall rights.

- Unclassified employees with less than five years of continuous service with Miami will end their employment at the end of their current contract. For most unclassified employees, this will be June 30, unless the employee's contract period ends earlier.
- Unclassified employees with five or more years of continuous service are entitled to receive five months advance notice of position elimination. Thus, their active employment will end five months from the date they are given notice but no earlier than the end of their current contract. These employees are also entitled, based on years of service, to a period of professional leave (with pay and all benefits) if they have not obtained employment by the end of the notice period. Section 13.8 of the Miami University Policy and Information Manual contains a full description of these benefits.

University Support

The university will provide support for the transition of those employees whose positions are eliminated, including:

- Tuition waiver benefits will continue for eligible employees and members of their families through Spring Semester, 2010. Even if not currently using this benefit, these employees will be able to do so through Spring Semester, 2010.
- Health care and all other benefits will continue through the last day of employment or the last day of professional leave for employees eligible for the severance benefit. All employees will be eligible to continue their health care and dental benefits under COBRA.
- A series of workshops will be offered to provide job search assistance. This will include help with resume writing, interview training and individual counseling sessions.
- Once the announcements are made, a website will be provided that includes more information about these services and benefits, as well as other resources.

Information Availability

This information will be posted on the financial website that has been established, along with answers to other questions that have been raised. The website will continue to be updated in order to provide the most complete and up-to-date information possible. There is a lot of uncertainty throughout the university community right now, and we will do all that we can to keep everyone informed.

Sincerely,

David Creamer
Vice President, Finance and Business Services