



Department of Youth Services

Message from DYS Director Harvey Reed

Providing Resources and Answering Your Questions
December 5, 2013

Dear Staff:

I want to thank all of our staff for your professionalism and support of one another over the last couple of weeks. Please be sure to check out the resources that we are posting on Portal, the DYS internal website. If you look at "Today" at the top left of the Portal page, you will see a variety of resources for impacted employees including [helpful website links](#) and [county employment leads](#).

Last week we held Town Hall Meetings at Scioto JCF and Circleville JCF. In addition, questions have been received at Questions@dys.ohio.gov. Thank you for your questions, and please continue to send in questions as needed. "Tabletop Discussions" will be held to continue discussions and to answer questions. This will take place at Scioto JCF on December 12 from 1-3 pm, and a discussion will take place at Circleville JCF on January 7 from 1-3 pm.

Below are the questions that have been asked along with answers.

[When can we expect to know more about the expanded Table of Organization at each site?](#)

We are hoping to publish vacancies by December 16. Shifts will not be known until a later date. Please note that the expansion is considered temporary. Added positions will eventually be eliminated by attrition.

[Who is deciding the expanded Table of Organization?](#)

This has been a collaborative effort from the Deputy Director of Medical and Behavior Programming, Bureau Chief of Facility Operations, Superintendent of Schools, Bureau Chief of Human Resources and the Facility Superintendents.

[Can you add positions based on predicted retirements of staff?](#)

No, the expanded Table of Organization is being created according to institutional need, and we will not be predicting who may or who may not choose to retire.

[Can I see a seniority list?](#)

Seniority rosters for all facility union personnel will be available by December 6, 2013, along with seniority challenge forms, for each employee to review his/her seniority and verify for accuracy. The information will be given to Labor Relations Officers to share with union leadership who will then share with each union member.

[How will intake/reception of youth occur when Scioto JCF closes?](#)

Circleville JCF and Indian River JCF will handle reception of male youth. Female youth will likely be received at a DYS unit at a Community Corrections Facility (CCF). A committee is currently working on logistics.

How will youth be served when DYS no longer has a Central Medical Facility (CMF)?

The duties of CMF will be distributed to other facilities, contracts with local hospitals will be expanded, and DYS is looking into creative options such as a modular unit.

Will the expanded Table of Organization include medical positions?

Yes, and we are hoping to publish vacancies by December 16.

Can staff from Scioto JCF transfer prior to the closure?

If youth have transferred from Scioto JCF and staff are willing to transfer early, DYS intends to work with the unions to have staff transfers take place prior to May 3, 2014.

Will the Scioto JCF staff be placed into the created positions first?

Vacancies will be filled first according to seniority and retention points per the requirements of bargaining unit contracts and the Ohio Revised Code.

Does exempt staff receive layoff first?

Exempt staff receive the paper layoff first because of fallback rights. Exempt staff fallback according to the bargaining unit they belonged to previously and is based on points and job classification.

Is the Early Retirement Incentive a forced buyout?

The Early Retirement Incentive (ERI) is optional for those staff who qualify for participation. It is mandatory that DYS offers the ERI to Scioto JCF staff.

Is the buyout for time only and not money?

The Early Retirement Incentive is a credit of one year of state service. For questions about individual eligibility, contact OPERS at 1-800-222-PERS.

Can I bump outside of my district?

You cannot bump outside of your district's jurisdiction. If you would like to be placed into a job in another district, please work with Rochelle Jones, Bureau Chief of Human Resources.

Once all of the bumping and transfers have taken place, and a job becomes vacant at Circleville JCF, how will it be filled?

Vacancies for positions will be filled according to the recall/reemployment list by seniority. Please note that not all vacant positions will be filled as we work to eventually reduce back to our original Table of Organization.

If I choose a layoff, when will I know about COBRA?

Layoff packets will be explained to staff when delivered. COBRA will be explained as well as Jobs –One Stop, Education Trust and other employment and educational opportunities.

Can I bump into another agency?

No, but if you are interested in another agency, be sure to apply for the position by the deadline and follow-up by letting Rochelle Jones know that you applied for the job. Someone from Human Resources will reach out to the agency in which you are interested. Recall and

reemployment lists will be maintained and explained to you in the event that you choose a layoff.

How does recall to another agency work?

If you choose a layoff, you will be maintained on a seniority list for recall to DYS. You will also have the option to be placed on a reemployment list, specifying the counties in which you are willing to work, for reemployment to the same position or a similar position that becomes available at a state agency.

How will I know if I qualify for unemployment if I turn down a position?

Any determination of unemployment compensation is reviewed and determined by the Ohio Department of Job and Family Services.

Will tours of Circleville JCF be offered?

Yes, tours will most likely be offered in February once the bumping process has been completed.

Will parking be expanded at Circleville JCF?

Yes, a project is underway, and gravel for the expansion will be laid down before the coldest temperatures of winter. The plan is to expand the lot by as much as 40 new spaces. Paving will not occur until the spring.