

Chapter 51: Reclassifications, Certification

3335-51-01 Position audits and reclassifications.

- (A) The university may initiate audits and reviews of positions and classifications.
- (B) An employee may request from the office of human resources a review for the purposes of determining whether a position is properly classified. An employee may request only one position review per twelve month period.
- (C) When an audit or review is conducted, the following sources for that investigation include, but are not limited to, any employee, an employee's authorized representative, or college/department officer. When the office of human resources finds that inequities or improper classifications of positions exist, appropriate remedial steps may be taken to provide a more equitable, just and proper classification. The affected employee(s) shall be given a written notice of the decision of the audit or review, and:
- (1) ~~Shall notify the office of human resources, in writing, of the employee's election with respect to accepting or rejecting a reclassification as a result of a job audit within ten days of receipt of the notice of the classification change. If such notification is not received by the office of human resources by the tenth day, the employee shall be deemed to have accepted the reclassification; or~~
- (2) ~~May refuse the reclassified position, in which case the employee shall retain certification in that classification, and the office of human resources shall assign such employee to a position that has duties commensurate with the employee's classification. If the former position is no longer used by the university, such position shall be abolished in accordance with Chapter 3335-81 of the Administrative Code.~~
- (D) If a position is reclassified outside the original classification series as a result of an audit or review, the incumbent's probationary period is waived for the new classification.
- (E) Whenever a position reclassification determination is made, the office of human resources shall provide written notice to the employees. ~~The effective date of such change shall be four weeks after receipt of the request in the office of human resources shall determine the classification within four weeks of receipt of the request. , or the date of conclusive determination, whichever is earlier.~~ The effective date shall be the first day of the pay period following the conclusive determination. An employee may appeal the decision to the state personnel board of review within thirty days of receipt of the decision.
- (G) Position audits will not be performed when deemed not appropriate by the office of human resources. Such circumstances may include but not be limited to when the incumbent is serving in a temporary appointment, a probationary period, on a leave of absence, receiving disability leave benefits, or the subject of a reduction in force.

Prior Effective Date: 6/14/82, 6/22/97, B/T 9/6/2002

3335-51-02 Notification of employees.

- (A) Whenever the classification title of a position changes, other than by process of promotion or demotion, or whenever the university establishes or deletes classifications and such actions result in the reclassification of incumbent classified employees, notification shall be made in writing to any individual affected by the change.
- (B) Any classified employee may appeal the reclassification to the state personnel board of review within thirty days after receipt of the notification of reclassification or notice of results of a position audit or review.

Prior Effective Date: 6/14/82, 6/22/97, B/T 9/6/2002

3335-51-03 Certified status.

Deletions are crossed out; additions and rewrites/edits are underlined

- (A) ~~An Employees employee appointed from an eligible list achieves obtains certified status in that the classification after serving the probationary period for that classification as stated in rule 3335-67-02 of the Administrative Code. When there is no probationary period, employees obtain certified status in the classification upon the completion of 180 days with satisfactory performance.~~
- (B) ~~An employee provisionally appointed achieves certified status in that classification in accordance with the provisions of rule 3335-65-11 of the Administrative Code.~~
- (C) Certified status is not available to employees who serve at the discretion of the appointing authority.

Prior Effective Date: 6/22/97, 7/1/01

3335-51-04 Retention of certified status.

- (A) An employee with certified status who receives a classification change shall retain certified status in the new classification if:
- (1) The change is due to a change in the classification plan,
 - (2) The change is to ~~the same or~~ a lower classification within the classification series,
 - (3) ~~The reclassification is to a classification, if any, determined by rule 3335-51-05 of the Administrative Code to be a classification with duties the same as or similar to those of the classification held by the employee immediately prior to the classification change, or~~
 - (4)(3) The employee is reclassified as a result of a job audit or review, in which case the employee shall have certified status in the new classification without serving a new probationary period.
- (B) At the discretion of the university, an employee with certified status may:
- (1) Be re-employed or reinstated to the classification held at the time of separation within one year of separation from service; or
 - (2) Displace into a former classification held within the past ~~five years~~ twelve months pursuant to Chapter 3335-81 of the Administrative Code; ~~or,~~
 - (3) ~~Accept an unclassified appointment, at which time certified status expires.~~
- (C) An employee who achieves certified status in a classification will retain it for twelve months after leaving the classification.
- (D) An employee with certified status may accept an unclassified appointment at which time certified status expires.

Prior effective dates: 5/6/83, 6/22/97, 7/1/01

3335-51-05 Determination of classifications with same or similar duties.

The office of human resources has determined that there are no classifications that have the same or similar duties for purposes of transferring certification or for exercising displacement procedures.

Prior Effective Dates: 5/6/83, 6/22/97, 7/1/01

Chapter 55: Classification Program

3335-55-01 Classification of positions.

All positions in the classified service at the Ohio state university are listed in ~~placed in~~ classifications in Chapter 3335-55 of the ~~Administrative Code~~ the university classified civil service title group found on the office of human resources web site, except those exempted by law.

Prior Effective Date: 6/14/82, 3/21/97, B/T 9/6/2002

~~3335-55-02 — Parenthetical sub-titles.~~

~~When the university determines that the positions classified under any one classification include a greater variety of duties and skills than could be tested by a single uniform examination, the university may establish parenthetical sub-titles to indicate the specialized nature of positions within the general classification. Such parenthetical titles shall describe the duties performed and shall not operate to alter the pay range assignment of any employee. The university shall not require any employee to submit to an additional examination due to an assignment of a parenthetical sub-title to that classification.~~

~~Prior Effective Date: 6/14/82, 3/21/97~~

3335-55-03 Classification plan.

- (A) The university shall establish, modify, or repeal, by rule, a job classification plan for all positions, offices, and employment in the classified civil service.
- (B) The university shall assign a classification title to each classification within the classification plan.
- (C) The university shall assign each classification to a pay range established under Chapter 3335-83 of the Administrative Code.
- (D) The university shall assign a numbering system for the classification process.
- ~~(E) The following are the classifications to which the university shall assign all positions within the classified service which have not yet been reclassified under the broadbanded classification plan in rule 3335-55-08 of the Administrative Code:~~

~~Position classifications at
 the Ohio state university~~

Pay range	Class	Title description
	<u>10000</u>	<u>Account clerk series</u>
24	10001	Account clerk 1
26	10002	Account clerk 2
27	10003	Account clerk 3
29	10004	Account clerk supervisor
	<u>11000</u>	<u>Accounting series</u>
27	11001	Accountant 1
29	11002	Accountant 2
31	11003	Accountant 3
	<u>11110</u>	<u>Agricultural technician series</u>

Deletions are crossed out; additions and rewrites/edits are underlined

03	11111	Agricultural aide 1
04	11112	Agricultural aide 2
25	11113	Agricultural technician 1
26	11114	Agricultural technician 2
	<u>12000</u>	<u>Air quality technician series</u>
05	12001	Assistant air quality technician
07	12002	Air quality technician 1
08	12003	Air quality technician 2
	<u>12100</u>	<u>Aircraft maintenance and operations series</u>
06	12101	Aircraft attendant
09	12102	Aircraft mechanic 1
10	12103	Aircraft mechanic 2
	<u>12110</u>	<u>Architectural series</u>
29	12112	Architect associate
	<u>12150</u>	<u>Animal aide/caretaker series</u>
23	12151	Laboratory animal aide
23	12152	Animal caretaker
25	12153	Animal caretaker supervisor
26	12154	Animal caretaker coordinator
	<u>12160</u>	<u>Animal health technician series</u>
27	12161	Animal health technician
27	12162	Laboratory animal health technician
28	12163	Senior animal health technician
	<u>12200</u>	<u>Audio/visual technician series</u>
24	12201	Audio/visual technician
26	12202	Audio/visual repair worker
27	12204	Audio/visual services supervisor 1
28	12205	Audio/visual services supervisor 2
	<u>12210</u>	<u>Automotive trades series</u>
05	12211	Assistant automotive mechanic
07	12212	Automotive mechanic 1
08	12213	Automotive mechanic 2
29	12214	Automotive mechanic 3
	<u>13000</u>	<u>Boiler operations series</u>
04	13001	Boiler maintenance worker
06	13003	Boiler operator 2
06	13004	Boiler repair worker
08	13005	Boiler engineer
	<u>13220</u>	<u>Building maintenance series</u>
04	13221	Maintenance repair worker 1
05	13222	Maintenance repair worker 2
06	13223	Maintenance inspector
06	13224	Traffic & parking maintenance worker
07	13225	Maintenance repair worker 3
08	13226	Building systems inspector
27	13227	Building maintenance supervisor
29	13228	Building maintenance superintendent 1

Deletions are crossed out; additions and rewrites/edits are underlined

31	13229	Building maintenance superintendent 2
	13250	Building operations technician series
08	13251	Building operations technician 1
11	13252	Building operations technician 2
	13300	Business management series
28	13301	Business services officer 1
29	13302	Business services officer 2
	13310	Carpentry series
07	13312	Carpenter 1
08	13313	Carpenter 2
29	13314	Carpentry supervisor
	13330	Chemist series
28	13331	Chemist 1
29	13332	Chemist 2
31	13334	Chemical laboratory supervisor 1
	13400	Childcare series
22	13401	Early childhood teaching assistant 1
22	13402	Early intervention aide
23	13403	Early childhood teaching assistant 2
	13500	Clerk residence and dining series
02	13501	Clerk 1 R & D
03	13502	Clerk 2 R & D
	14010	Collections series
27	14011	Financial collection specialist
	14110	Computer operator series
27	14111	Computer operator 1
27	14112	Computer operations & production technician 1
28	14113	Computer operator 2
28	14114	Computer operations & production technician 2
29	14116	Computer operations & production technician 3
29	14117	Computer operation supervisor 1
30	14119	Computer operations & production supervisor
30	14120	Computer operation supervisor 2
	14150	Construction technician series
08	14151	Construction technician 1
11	14152	Construction technician 2
12	14153	Construction technician 3
	14200	Cultural support series
24	14201	Library assistant
25	14202	Library media technical assistant 1
26	14203	Library media technical assistant 2
27	14204	Library associate 1
28	14205	Library associate 2
	14300	Data processing series

24	14302	Data processor 2
25	14303	Data processor 3
26	14304	Data processing supervisor 1
29	14306	Data systems coordinator 1
30	14307	Data systems coordinator 2
_____	14310	Data technician series
25	14312	Data technician 2
27	14313	Data technician supervisor
27	14314	Data control technician
_____	14320	Delivery worker series
04	14321	Delivery worker 1
05	14322	Delivery worker 2
_____	14330	Dental technology series
24	14331	Dental assistant 1
26	14332	Dental assistant 2
28	14333	Dental assistant 3
_____	14340	Dairy worker series
04	14341	Dairy worker 1
06	14342	Dairy worker 2
_____	14400	Design and drafting series
27	14402	Drafting technician 2
_____	14410	Dietary series
02	14411	Nutrition aide
23	14413	Nutritionist specialist
_____	14420	Duplicating and printing series
25	14421	Printing machine operator 1
26	14423	Printing technician 1
26	14424	Printing machine operator 2
28	14426	Printing machine operator 3
29	14427	Printing supervisor 1
_____	14430	Electrician series
05	14431	Assistant electrician
07	14432	Electrician 1
08	14433	Electrician 2
12	14434	High voltage Electrician
_____	14440	Electronic technology series
27	14441	Electronic technician 1
28	14442	Electronic technician 2
29	14443	Electronic technician 3
_____	15000	Employment services series
29	15003	Payroll supervisor
30	15004	Payroll officer
_____	15200	Equipment maintenance series
28	15201	Equipment maintenance supervisor
30	15202	Equipment maintenance superintendent 1

Deletions are crossed out; additions and rewrites/edits are underlined

_____	15220	Farm maintenance series
04	15221	Farm laborer 1
06	15222	Farm laborer 2
28	15223	Farm manager 1
29	15224	Farm manager 2
_____	15230	Facilities support services series
28	15231	Facilities support services specialist
_____	15310	Fiscal management series
29	15311	Budget officer 1
30	15312	Fiscal officer 1
32	15314	Fiscal officer 2
_____	15320	Food management series
01	15321	Food service worker
01	15322	Food service attendant
04	15323	Catering operations assistant
04	15324	Food service supervisor 1
26	15325	Food service supervisor 2
27	15326	Food service manager 1
29	15327	Food service manager 2
30	15328	Food service manager 3
_____	15330	Food preparation series
02	15331	Food preparation worker
03	15332	Cook 1
05	15334	Cook 2
_____	15410	Grants coordinator series
27	15412	Student financial aid specialist
_____	15420	Graphic arts series
27	15421	Graphic artist
28	15422	Layout design artist
_____	15430	Grounds maintenance series
24	15431	Golf course worker 1
04	15432	Groundskeeper 1
05	15433	Groundskeeper 2
26	15434	Golf course worker 2
06	15435	Groundskeeper 3
08	15436	Groundskeeper supervisor
29	15437	Golf course supervisor
_____	15440	Housekeeping services series
02	15442	Custodial worker
04	15443	Custodial work supervisor
25	15444	Housekeeping manager 1
27	15445	Housekeeping manager 2
28	15446	Assistant superintendent of buildings
29	15447	Housekeeping manager 3
30	15448	Superintendent of buildings
_____	15500	Institutional security series

23	15501	Community service officer
26	15503	Security officer
28	15505	Security supervisor
	<u>15520</u>	<u>Inventory control series</u>
26	15521	Inventory control specialist 1
28	15522	Inventory control specialist 2
	<u>15530</u>	<u>Laboratory animal technology series</u>
24	15531	Laboratory animal technician 1
27	15532	Laboratory animal technician 2
28	15533	Laboratory animal technologist
	<u>15540</u>	<u>Laboratory machinist series</u>
28	15541	Laboratory machinist 1
29	15542	Laboratory machinist 2
	<u>15550</u>	<u>Laboratory technology series</u>
23	15551	Laboratory assistant
24	15552	Laboratory technician 1
25	15553	Laboratory technician 2
27	15554	Laboratory technologist
	<u>16000</u>	<u>Laborer series</u>
02	16001	Laborer
	<u>16110</u>	<u>Locksmith series</u>
05	16111	Assistant locksmith
07	16112	Locksmith 1
08	16113	Locksmith 2
	<u>16200</u>	<u>Maintenance machinist series</u>
05	16201	Assistant maintenance machinist
07	16202	Maintenance machinist 1
08	16203	Maintenance machinist 2
	<u>16210</u>	<u>Machinist series</u>
05	16211	Assistant machinist
07	16212	Machinist 1
08	16213	Machinist 2
	<u>16300</u>	<u>Mason series</u>
05	16301	Assistant mason
07	16302	Mason
	<u>16320</u>	<u>Medical technology series</u>
26	16322	ECG technician
	<u>16340</u>	<u>Microbiologist series</u>
28	16341	Microbiologist 1
31	16344	Microbiology supervisor 1
	<u>16350</u>	<u>Medical technology computer series</u>
26	16351	ECG system operator
	<u>16360</u>	<u>Mechanical technician series</u>

07	16361	Mechanical technician 1
08	16362	Mechanical technician 2
11	16363	Mechanical technician 3
	<u>16400</u>	<u>Miscellaneous clerical series</u>
03	16401	Mail clerk/messenger
04	16402	Mail clerk
28	16403	Mail center supervisor
	<u>16410</u>	<u>Miscellaneous maintenance series</u>
05	16411	Exterminator
	<u>16420</u>	<u>Miscellaneous trades series</u>
07	16422	Insulation worker
08	16423	Interior surfaces installer
	<u>16440</u>	<u>Mover series</u>
04	16441	Mover 1
08	16443	Moving supervisor
	<u>16460</u>	<u>Nurse series</u>
29	16462	Licensed practical nurse-Pharm, CCS
	<u>16500</u>	<u>Office machine operator Series</u>
22	16501	Office machine operator 1
24	16503	Office machine operator 2
25	16505	Office machine operator 3
	<u>16510</u>	<u>Painter series</u>
07	16511	Painter 1
08	16512	Painter 2
	<u>16520</u>	<u>Parking facility series</u>
03	16521	Parking facility attendant
	<u>16530</u>	<u>Personnel series</u>
26	16532	Personnel aide
28	16533	Personnel technician 1
28	16535	Personnel officer 1
30	16537	Personnel technician 2
30	16538	Personnel officer 2
	<u>16560</u>	<u>Photographic series</u>
28	16562	Photographer 2
	<u>16600</u>	<u>Photographic laboratory series</u>
25	16602	Photo laboratory technician 1
26	16603	Photo laboratory technician 2
28	16604	Photo laboratory supervisor
	<u>16610</u>	<u>Plant operations series</u>
08	16612	Stationary engineer 1
29	16613	Plant maintenance engineer 1
09	16614	Stationary engineer 2
30	16615	Plant maintenance engineer 2

_____	16630	Plumber series
05	16631	Assistant plumber
07	16632	Plumber 1
08	16633	Plumber 2
_____	16640	Police series
50	16641	University law enforcement officer
32	16644	University law enforcement officer supervisor
_____	16660	Project engineer series
31	16661	Project engineer 1
32	16662	Project engineer 2
_____	17000	Project inspector series
28	17002	Project inspector 2
_____	17100	Public information and inquiry series
28	17103	Publication specialist 1
30	17104	Publication specialist 2
31	17107	Publications editor
_____	17200	Purchasing series
25	17201	Purchasing assistant 1
26	17202	Purchasing assistant 2
28	17204	Purchasing agent 1
30	17205	Purchasing agent 2
_____	17210	Radio dispatcher series
25	17211	Radio dispatcher 1
28	17212	Public safety dispatcher 1
27	17213	Radio dispatcher 2
29	17214	Public safety dispatcher 2
_____	17320	Sheet metal series
05	17321	Assistant sheet metal worker
07	17322	Sheet metal worker 1
08	17323	Sheet metal worker 2
29	17324	Sheet metal supervisor
_____	17330	Sign shop series
30	17335	Sign shop superintendent
_____	17420	Steam fitter series
05	17421	Assistant steam fitter
07	17422	Steam fitter
_____	17430	Stores series
03	17431	Stores clerk
24	17432	Mechanical stores clerk
04	17433	Chemical stores clerk
05	17434	Storekeeper 1
06	17435	Chemical storekeeper 1
27	17436	Storekeeper 2
28	17437	Storekeeper 3
_____	17440	Surveyor series

30	17442	Surveyor 2
	17450	Systems technician series
07	17451	Systems technician 1
08	17452	Systems technician 2
12	17453	Systems technician 3
	17510	Therapy and institutional services series
24	17511	Hospital aide
04	17513	Patient transporter
04	17514	Patient services associate
25	17516	Therapy aide
05	17517	Perioperative technician
	17520	Treatment plant operations series
06	17521	Treatment plant aide
07	17522	Treatment plant operator
	17530	Traffic control series
26	17532	Traffic control officer
28	17533	Traffic control officer supervisor
	17560	Vehicle and equipment operator series
04	17561	Vehicle operator 1
05	17562	Equipment operator 1
06	17563	Equipment operator 2
07	17564	Equipment operator 3
08	17565	Vehicle operator 2
	17570	Welder series
07	17572	Welder 1
08	17573	Welder 2
	17590	X-ray technology series
25	17592	Radiology service associate
26	17593	X-ray technician 1
27	17594	X-ray technician 2
	18000	Zone maintenance technician series
04	18001	Zone maintenance technician 1
07	18002	Zone maintenance technician 2
11	18003	Zone maintenance technician 3
	20000	Automation technician series
07	20001	Automation technician 1
09	20002	Automation technician 2
10	20003	Automation technician 3
	21000	Dietetic clerk series
03	21001	Dietetic clerk
	22000	Phlebotomist series
25	22002	Phlebotomist 1
26	22003	Phlebotomist 2
	22100	Anesthesia series

26	22101	Anesthesia technician 1
27	22102	Anesthesia technician 2
	<u>22200</u>	<u>Sterile supply series</u>
<u>04</u>	<u>22201</u>	<u>Sterile supply technician 1</u>
<u>06</u>	<u>22202</u>	<u>Sterile supply technician 2</u>
	<u>23000</u>	<u>Unit clerical series</u>
<u>25</u>	<u>23001</u>	<u>Unit clerical associate</u>
	<u>23100</u>	<u>Hospital admitting series</u>
<u>26</u>	<u>23101</u>	<u>Admitting representative</u>
<u>27</u>	<u>23102</u>	<u>Patient admitting representative</u>

Prior Effective Dates: 5/6/83, 3/21/97, 7/1/01, B/T 9/6/2002

3335-55-04 Specifications.

- (A) ~~The university shall prepare specifications for each classification in the classified service. Specifications shall include a listing of any parenthetical sub-titles, if any are established for the classifications. A copy of each specification shall be filed with the secretary of state. The qualifications listed in the specifications shall be followed in determining admittance to competitive or non-competitive examinations. Where parenthetical sub-titles have been established, such sub-titles shall be included in the announcement of examinations.~~
- (B) ~~Each classification title in rules 3335-55-03 and 3335-55-08 of the Administrative Code shall have a corresponding classification specification that sets forth the function statement and minimum qualifications. The function statement shall set forth the mandatory primary duties that must be satisfied at least fifty per cent of the time, unless otherwise stated in the function statement.~~
- (C) ~~For the purpose of classifying positions and making job audit or review decisions only, wherever the word "supervises" appears in a classification specification, unless otherwise defined in the specification, "supervises" means that an employee assigns and reviews work, completes employee performance management procedures, rewards exemplary employee performance, recommends disciplinary action, and adjusts grievances, and requires the use of independent judgment in exercising authority.~~

Prior Effective Dates: 6/14/82, 6/22/97, 7/1/01

3335-55-05 Appropriateness of duties.

~~Classifications~~ Duties performed shall be appropriate to the based on the function statement and duties performed in the specification. ~~The appointing authority university can assign duties properly belonging to the employee's position and as may be required due to temporary characteristics of the work situation.~~

Prior Effective Date: 6/14/82, 3/21/97

3335-55-06 Changes in the pay ranges or classification plan.

The university may reassign the pay ranges of classifications and add, modify, or delete classifications. New classifications created pursuant to this rule shall be assigned to one of the established pay ranges. ~~All new or revised classifications must be filed with the secretary of state.~~

Prior Effective Date: 6/14/82, 3/21/97, B/T 9/6/2002

~~3335-55-07 Phasing in of broadbanded classification plan.~~

~~The university shall implement a broadbanded classification plan in phases. The classification plan stated in rule 3335-55-03 of the Administrative Code shall continue to govern those areas of the university where broadbanding has not become effective. Where the broadbanded classification plan is in effect, rule 3335-55-08 of the Administrative Code shall govern.~~

~~Prior Effective Date: 3/21/97~~

~~3335-55-08 — Broadbanded classification plan.~~

- ~~(A) — The university shall establish, modify, or repeal, by rule, a job classification plan for all positions, offices, and employments in the classified civil service.~~
- ~~(B) — The university shall assign a classification title to each classification within the classification plan.~~
- ~~(C) — The university shall assign each classification to a pay range established under Chapter 3335-83 of the Administrative Code.~~
- ~~(D) — The university shall assign a numbering system for the classification process.~~
- ~~(E) — The following are the classifications to which the university shall assign positions within the classified service which have been reclassified under the broadbanded classification plan and are no longer subject to the classification plan in rule 3335-55-03 of the Administrative Code:~~

~~_____ Position Classifications at
 _____ The Ohio State University~~

Pay	Class	Title Description
A1	00010	Information Assistant Series
A2	00020	Information Associate Series
A2	00030	Marketing Staff Coordinator Series
A2	00035	Medical claim specialist series
A2	00040	Office Administrative Associate Series
A1	00050	Office Assistant Series
A2	00060	Office Associate Series
A1	00070	Office Production Assistant Series
A2	00080	Office Staff Coordinator Series
A1	00090	Sales Assistant Series
A2	00095	System specialist series

~~Prior Effective Date: 3/21/97, B/T 9/6/2002~~

Chapter 67: Probationary Periods (clarification of last revision)

3335-67-01 Nature of the probationary period.

- (A) Employees serve a probationary period following:
 - (1) An original classified appointment;
 - (2) A promotion; or

- (3) A lateral change from one classification to another outside of the classification series.
- (B) Employees whose titles are changed through the reclassification process do not serve a new probationary period.
- (C) An employee shall be provided with coaching and feedback during the probationary period.
- (D) An employee shall be provided with a performance review prior to the end of the probationary period, unless terminated before the end of the period.
- (E) If an employee's job performance does not meet the expectations of the position following an original appointment, lateral change outside of the employee's classification series, or promotion, then:
- (1) Following an original appointment, an employee may be terminated at any time during the probationary period; or
 - (2) Following a promotion or a lateral change outside of the employee's classification series, an employee may be returned to the former classification at any time during the probationary period.
- (F) When an employee is terminated or returned to the former classification during the probationary period, the university shall send a written notice to the employee. This termination or return to the former classification is not subject to appeal.
- (G) Any employee terminated from employment during a probationary period, except when terminated for cause, may be eligible for rehire at the discretion of the office of human resources.
- (H) An employee terminated from employment during a probationary period, except when terminated for cause, is not eligible to reapply for the same or higher classification for a period of one year from the termination date unless an exception is granted at the discretion of the office of human resources.
- (I) Any employee terminated for cause from university employment is permanently ineligible for re-employment with the university. (B/T 6/14/82, 6/22/97, 7/1/2001, 2/5/2010)

3335-67-02 Length of the probationary period.

The probationary period for full time and part time classified civil service employees is one hundred seventy nine calendar days. Longer probationary periods, not to exceed one year, may be specified by the university. Time spent on paid leaves that exceed two weeks, and leaves of absence or layoff are not credited as part of the probationary period. (B/T 6/14/82, 6/22/97, 2/5/2010)

Chapter 73: Leave Policies

3335-73-05 Involuntary disability separation.

- (A) If the university believes that an employee can no longer perform the essential job duties of the position, then the university may request that the employee submit to a medical and/or psychological examination performed by a licensed practitioner designated by the university, and paid for by the university, prior to an involuntary disability separation unless:
- (1) The employee is hospitalized at the time such action is to be taken, or
 - (2) The employee has exhausted accumulated sick leave and medical leave of absence.

In lieu of requiring an examination, the university may utilize evidence submitted by the employee's licensed practitioner.

- (B) When the university determines that the employee is unable to perform the essential job duties of the position and after receiving the information as noted in paragraph (A) of this rule, the university shall hold a pre-separation hearing. The university shall provide notice of the pre-separation hearing at least seventy-two hours prior to the scheduled hearing.
- (C) At the pre-separation hearing, the university shall consider the information as noted in paragraph (A) of this rule, the essential job duties of the employee's position, and any additional evidence relating to the employee's ability to perform the essential job duties. After considering the evidence, the university shall either issue an involuntary disability separation order or cease the separation proceedings. The appointing authority shall notify the employee in writing of the university's decision.
- (D) An employee separated pursuant to this rule may appeal in writing to the state personnel board of review within ten days after receiving the determination of involuntary disability separation.
- (E) An employee on disability separation shall be reinstated to the same or similar position within thirty days after a written application for reinstatement. Such application for reinstatement shall be filed within three two years from the date of separation and shall not be filed after the date of service eligibility retirement. A complete reinstatement application must include a certificate from a licensed practitioner designated by the university who has examined and verified that the employee is able to perform the essential functions of the job. The university shall pay for the examination. If the employee was granted disability retirement, a licensed practitioner designated by the public employee retirement board shall conduct the examination.

Prior Effective Dates: 6/14/82, 6/22/97, 7/1/01

3335-73-06 Voluntary disability separation.

An employee who is unable to perform the essential job duties of the position due to a disabling illness, injury, or condition may request a voluntary disability separation. A voluntary disability separation occurs when an employee does not dispute the inability to perform the essential job duties of the position.

- (A) The university may grant an employee's request for voluntary disability separation based upon previously submitted medical documentation or may require the employee to submit to an additional medical and/or psychological examination. If the medical documentation supports the employee's request, the university shall grant the employee's request for voluntary disability separation. If the medical examination does not support the employee's request, the university shall not approve the employee's request for voluntary disability separation.
- (B) An employee who is granted a voluntary disability separation waives the ability to have a pre-separation hearing.
- (C) An employee separated pursuant to this rule may appeal in writing to the state personnel board of review within ten days after receiving the determination of disability separation.
- (D) An employee on disability separation shall be reinstated to the same or similar position within thirty days after a written application for reinstatement. Such application for reinstatement shall be filed within three two years from the date of separation. A complete reinstatement application must include a certificate from a licensed practitioner designated by the university who has examined and verified that the employee is able to perform the essential functions of the job. The university shall pay for the examination. If the employee was granted disability retirement, a licensed practitioner designated by the public employee retirement board shall conduct the examination.

Prior Effective Dates: 6/14/82, 6/22/97, 7/1/01

Chapter 83: Payroll and Compensation

3335-83-01 Pay ranges and payroll.

- (A) The university shall, through the office of human resources, set the pay ranges for the classification plan and publish or make available the pay range table at least once each year.
- (B) The office of human resources assigns pay ranges to all new or revised classifications.
- (C) The university determines the number of pay periods for each year.

Prior Effective Date: 6/22/97

~~3335-83-02 Recognition of exemplary performance.~~

~~A college/department may recognize exemplary employee performance. Employee rewards may include cash awards, additional leave, or other provisions as the university considers appropriate.~~

~~Prior Effective Date: 6/22/97~~

3335-83-03 Call-back pay.

- (A) Each full-time non-exempt employee who is ordered back to work by the university after the employee's normal work schedule is completed, and who reports for such work, is eligible for call-back pay.
- (B) Those hours worked immediately preceding or directly continuing the employee's regular work schedule shall not be considered for call-back pay.
- (C) An employee entitled to call-back pay receives the greater of four hours of regular hourly pay or one and one-half times the regular hourly pay for the time actually worked.

Prior Effective Date: 6/14/82, 6/22/97

3335-83-04 Temporary pay adjustment.

- (A) An employee who is temporarily assigned to duties of a position with a higher pay range than the employee's assigned pay range is eligible for a temporary pay adjustment, which increases the employee's regular base rate of pay to the greater of:
 - (1) the classification salary base rate of pay of the higher level position, or
 - (2) five per cent above the employee's regular base rate of pay.
- (B) This temporary pay adjustment shall be for a minimum of two weeks and a maximum of one hundred ~~eighty~~ seventy nine days, except when made necessary by reason of sickness or disability of a regular employee, when the adjustment may continue for the length of sickness or disability.

Prior Effective Date: 6/14/82, 6/22/97

3335-83-05 Overtime compensation.

When a non-exempt classified civil service employee is required by an authorized administrative authority to be in an active pay status more than forty hours in any calendar week, the employee shall be compensated for such time over forty hours at

one and one-half times the base rate of pay. Such compensation for overtime work shall be paid no later than at the conclusion of the next succeeding pay period. ~~No overtime can be paid unless it has been approved by the authorized administrative authority.~~

Prior Effective Date: 6/14/82, 6/22/97

3335-83-06 Compensatory time.

An employee may elect to take compensatory time off in lieu of overtime pay for any overtime worked. Such compensatory time shall be granted by the administrative authority on a time and one-half basis and at a time mutually convenient to the employee and the university within one hundred eighty days after the overtime is worked. After the expiration of the one hundred eighty day period, or upon transfer to a different college/department, the compensatory time shall be paid out at the employee's base rate of pay.

Prior Effective Date: 6/14/82, 6/22/97

3335-83-07 Holiday compensation and premium pay.

- (A) Full-time classified civil service employees shall ~~be paid for~~ receive holiday pay for holidays observed by the university and shall not be required to work on those holidays, unless failure to work on such holidays would impair department service.
- (B) If an employee's work schedule is other than Monday through Friday, the employee shall receive holiday pay for holidays observed on the employee's day off regardless of the day of the week on which the holidays are observed. A full-time employee shall receive eight hours of pay for each holiday regardless of the employee's work shift and work schedule. Part-time employees shall be paid holiday pay for that portion of any holiday for which they would normally have been scheduled to work.
- (C) A non-exempt classified civil service employee who is in active pay status for more than forty hours per week and who is required to work on a ~~day observed as a holiday observed~~ by the university shall be entitled to holiday premium pay for such time worked:
- (1) At the employee's base pay in addition to one and one-half times the base rate of pay; or
- (2) At the employee's base pay in addition to compensatory time off at time and one-half.
- (D) The university may establish holiday compensation and premium pay programs that supersede any other program defined in this section, at its discretion. When such programs are established, the university will provide notice to all affected employees.

Prior Effective Dates: 6/14/82, 6/22/97, 7/1/01

~~3335-83-08 Holiday premium pay.~~

~~A non-exempt classified civil service employee who is in active pay status for more than forty hours per week and who is required to work on a day observed as a holiday by the university shall be entitled to pay for such time worked:~~

- ~~(A) At the employee's base pay in addition to one and one-half times the base rate of pay; or~~
- ~~(B) At the employee's base pay in addition to compensatory time off at time and one-half.~~

~~Prior Effective Dates: 6/14/82, 6/22/97, 7/1/01~~

Chapter 81: Reduction in Force (clarification of last revision)

3335-81-05 Displacement procedures.

- (A) An employee who was laid-off or whose position was abolished and elects to exercise displacement shall ~~not~~ be placed into a vacancy or displace the employee with the fewest retention points provided in all instances that the employee meets the qualifications of that position, can perform the required duties, and has met expectations in the last three annual performance reviews. Employees who have not met performance expectations in the last three annual performance reviews and who have been given specific steps for improvement, or who are on major corrective action do not have displacement rights.
- (B) Displacements The process will occur as follows:
- (1) Placement into a vacancy ~~Within~~ within the employee's classification.
 - (2) Placement into a vacancy ~~Within~~ within the next lower classification and each successively lower classification in the employee's classification series.
 - ~~(3) Within a classification that has the same or similar duties as the classification from which the employee was laid off.~~
 - ~~(4)~~(3) Placement into a vacancy ~~Within~~ within the classification the employee held immediately prior to holding the classification from which the employee was laid off, provided:
 - (a) That the previous classification is of a lower or equivalent classification;
 - (b) The employee had achieved certified status in the former classification;
 - (c) The employee held the classification within the previous twelve months;
 - ~~(d)~~ (d) The employee can perform the minimum required functions of the position at the time of placement.
 - (4) If no vacancy exists as described above, the employee will displace the individual with the fewest retention points in the classification from which they were laid off.
 - (5) If no vacancies are available ~~or~~ and the employee is unable to displace due to having the fewest retention points in the classification ~~series~~ from which they were laid off or lack of qualifications, then the employee will be laid off.
- (B) If, after exercising displacement, an employee is subject to further layoff action, displacement shall be in accordance with the current or most recent certified classification, at the discretion of the office of human resources.
- ~~(C) If placement into a vacancy cannot occur, Employees employees who elect to exercise displacement shall displace only those employees with fewer retention points in their current classification. If an employee exercises displacement rights, the office of human resources shall first determine if a vacancy exists. If a vacancy exists and the employee meets the qualifications of the position, can perform the required duties, and has met expectations in the last three annual performance reviews, the employee will be placed in the vacancy. If no vacancy exists, displacement will occur in accordance with rule 3335-81-05 of the Administrative Code.~~
- (D) Employees shall notify the office of human resources of their intention to exercise displacement within ten days after receipt of notice of layoff.
- (E) No employee shall displace another employee whose position requires special minimum qualifications, as established by a position description, classification specifications, or by bona fide occupation qualifications, unless

the employee desiring to displace another employee possesses the requisite minimum qualifications for the position.

- (F) If, as a result of layoff, placement or displacement, an employee is serving in a new position or classification, such employee shall be paid according to the target hiring range assigned to the new position or classification.
- (G) If an employee declines placement into a vacant position for any reason, their displacement rights cease immediately; this provision may be waived at the discretion of the office of human resources.
- (H) If for any reason an employee declines to exercise their displacement rights into a position to which they are entitled, their displacement rights cease immediately.
(B/T 10/29/2009)

Chapter 81: Reduction in Force (new rule)

3335-81-12 Alternatives to layoff during a disaster

If a disaster occurs as contemplated under the Disaster Leave Policy, and there is a lack of work or lack of funds due to the disaster, the University may, at its discretion, find alternatives to layoff. Such alternatives may include, but not be limited to, providing compensation at a different rate of base pay or reducing an employee's work schedule.

Chapter 89: Definition of terms

3335-89-01 Definition of terms.

For the purposes of Chapters 3335-49 to 3335-89 of the Administrative Code, the following terms are defined as follows:

- (A) "Abolishment" - the elimination of a position due to lack of funds, lack of work, reasons of economy, or a reorganization for efficiency.
- (B) "Appointing authority" - the board of trustees for the university has delegated its authority regarding civil service employment matters to the vice president for human resources.
- (C) "Appointment" - the administrative process of placing a university employee on the payroll.
- (D) "Base rate of pay" - the actual salary or wage an employee receives for services rendered within the pay range of the classification.
- ~~(E) "Broadbanding" - one of the university's classification and compensation systems characterized by broader classifications, pay ranges, simplified classification administration, and market based compensation administration.~~
- (F) "Certified status" - a classified civil service status obtained for a specific classification upon satisfactory completion of the applicable probationary period or, when there is no probationary period, upon completion of 180 days in the specific classification with satisfactory performance.
- (G) "Classification" - common name for a group of positions sufficiently related with respect to duties, responsibilities, authority and qualifications so that the same descriptive classification title and same pay range may be used for each.
- (H) "Classification plan" - a system of classifications or series of jobs, with a specification and pay range assignment for each classification.

- (I) "Classified civil service" – all positions with a title under the Ohio state university's classified civil service title group, found on the office of human resources web site. Any position not included in this group is not classified civil service.
- (J) "Day" - unless otherwise specified, "day" means one calendar day.
- (K) "Demotion" - placement of an employee in a classification that has a lower pay range than that previously held.
- (L) "Displace" or "displacement" - the exercise of the procedures outlined in Chapter 3335-81 of the Administrative Code ~~that results in the substitution of one employee by another employee with higher retention points who can perform the required duties, has met expectations in the last three annual performance reviews, and is not on major corrective action.~~
- (M) "Emergency appointment" - an appointment to a position to meet an emergency situation, an exception from civil service rules, not to exceed a maximum of 179 days.
- (N) "For cause" – a type of termination from employment for one or more of the following reasons: incompetency, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of university rules or policies, any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony.
- (O) "Full-time employment" - employment where the work schedule is normally forty hours per week.
- (P) "Intermittent employment" - an appointment which serves at the discretion of the appointing authority and where the employee works irregular hours or days on an as-needed basis.
- (Q) "Jurisdiction" - the limited location in which procedures for layoff, displacement, and reinstatement may be exercised. The Columbus campus, excluding the medical center; the medical center; each regional campus; and the agricultural technical institute and Ohio agricultural research and development center are each separate and distinct jurisdictions. Units located outside of Columbus in a county where a regional campus is located are part of that jurisdiction, otherwise, the jurisdiction is limited to that county only. Units located outside of Ohio are each their own jurisdiction.
- (R) "Lack of funds" – a current or projected deficiency of funding to maintain current, or to sustain projected, levels of staffing and operations. A lack of funds shall be presumed for a position assigned to an employee who works under a grant if it is reduced or withdrawn.
- (S) "Lack of work" – current or projected decrease in workload that requires a reduction of current or projected staffing levels in the organization or its structure.
- (T) "Leave of absence" – a temporary separation from active pay status with the employee generally retaining employment status and seniority.
- (U) "Licensed practitioner" - a physician, psychiatrist, or psychologist who is licensed to perform medical or psychological examinations.
- (V) "Major corrective action" – any corrective action at the third level notice or above or in accordance with collective bargaining agreements.
- (W) "Medical center" – includes the James cancer hospital and Solove research institute, office of health sciences and college of medicine, OSU Harding hospital, OSU primary care network, OSU rehabilitation services at Dodd hall, Ross heart hospital, shared services, specialty care network, university hospital and university hospital east.
- ~~(X) "Notice level" – a step in the performance improvement process.~~

- (Y) "Original appointment" - an individual's first classified civil service appointment with the university.
- ~~(Z) "Parenthetical sub-title" - a group of positions logically falling within a single classification, but distinguished from other positions within that classification by the performance of specific functions or duties requiring specialized skill, knowledge or training.~~
- (AA) "Part-time employment" - employment where the work schedule is normally less than forty hours per week.
- (BB) "Pay range" - a division of a pay plan to which classifications are assigned.
- (CC) "Position" - a specific job requiring the performance of certain duties and responsibilities by an employee.
- (DD) "Pre-employment screening" – process of collecting information about individuals to assess job qualifications or fitness for duty. Specific examples include background checks, drug tests, and declaration of material assistance, among others.
- (EE) "Probationary period" - a period of time at the beginning of an original appointment, a promotion, or a lateral change from one classification to another that constitutes a trial or testing period for the employee, during which the employee may be terminated or returned to the former classification.
- (FF) "Promotion" - placement of an employee in a vacant position in a classification that has a higher pay range than that previously held.
- (GG) "Reassignment" - an involuntary temporary or permanent move of employment within the same or similar classification and/or work location within the same jurisdiction of the university.
- (HH) "Reclassification" - the act of changing the classification of an existing occupied position.
- (II) "Reduction in force" - a decrease in the number of positions at the university's initiative due to a lack of funds, lack of work, reasons of economy, or reorganization for efficiency.
- (JJ) "Regular employment" - employment which customarily requires the services of an employee on a regularly scheduled and continuing basis.
- (KK) "Reinstatement" - the act of returning a former employee to the same or similar position within the university classified civil service, following a period of not more than one year of separation.
- (LL) "Reorganization for efficiency" – current or projected decrease in workload that requires a reduction of current or projected staffing levels in an organizational structure; change in the nature of the work or direction or purpose of the unit; or elimination of a unit.
- (MM) "Seasonal employment" - regular employment where the service reoccurs for a specified period of time during a particular time of the year.
- (NN) "Specification" - a composite of the duties and requirements of a classification.
- (OO) "Target hiring range" – is established prior to posting a position based upon budgeted funds for the position, identified skills and/or experience, salaries paid within the college or vice president unit for similar positions, organizational scope and an assessment of the relevant competitive market. The target hiring range should normally have a spread of \$3,000 to \$8,000; the range may vary based on the circumstances at the time of posting.
- (PP) "Temporary employment" - an appointment that serves at the discretion of the appointing authority and:
(1) Is for a limited duration;
(2) Is for a specific project;

- (3) Augments regular staff due to increased work loads or staff shortages; or
- (4) Replaces a regular employee during an absence due to illness, leave of absence or vacation.

(QQ) "Termination" - the involuntary ending of an employee's employment with the university.

(RR) "Transfer" - a voluntary move of employment as a result of an application for a different position.
(B/T 6/14/82, 6/22/97, 1/2/98, 7/1/01, 6/5/2009, 10/29/2009. 2/5/2010)

3335-49-01 Procedure for adoption, amendment or rescission of rules affecting persons in the classified civil service at the Ohio state university.

- (A) The adoption, amendment or rescission of any rule affecting employees in the classified civil service at the Ohio state university shall comply with the provisions of section 111.15 of the Revised Code.
- (B) The proposed new, amended or rescinded rules shall be presented to the Ohio state university board of trustees for approval.
- (C) After the Ohio state university board of trustees has approved the proposed rules, and at least ten days prior to the effective date, all rule(s) in their final form shall be filed electronically with both the secretary of state and the legislative service commission.
- (D) The office of human resources shall make a reasonable effort to notify employees who may be affected by the adoption, amendment or rescission of any rule. The office of human resources shall make available the full text of the rule or rules as adopted or amended to any person upon request. (B/T 6/14/82, B/T 6/22/97, B/T 7/1/01, B/T 6/5/2009)

3335-49-02

To the degree that new rules have been adopted, they supersede any statute covering the subject matter in accordance with HB187. (B/T 10/29/2009)

3335-49-03 The Ohio state university opts out of the following provisions of the Ohio Revised Code:

- (A) Section 124.14 of the Revised Code, job classification – pay ranges.
- (A) Section 124.22 of the Revised Code, educational and citizenship requirements for civil service examinations.
- (B) Section 124.231 of the Revised Code, special examinations for legally blind or legally deaf persons.
- (C) Section 124.25 of the Revised Code, formal application for examination.
- (D) Section 124.26 of the Revised Code, eligibility lists – veteran's preference – provisional employees.
- (E) Section 124.27 of the Revised Code, appointments from eligibility list-probation.
- (F) Section 124.271 of the Revised Code, provisional employees.
- (G) Section 124.31 of the Revised Code, promotions.
- (H) Section 124.33 of the Revised Code, transfers – appeal – reimbursement of expenses. (B/T 10/29/2009, 2/5/2010)

3335-49-04 The Ohio state university opts out of the following provisions of the Ohio Administrative Code:

- (A) Chapter 123: 1-3 of the Administrative Code, position audits and changes to classification plan
- (B) Chapter 123: 1-5 of the Administrative Code, classified and unclassified service classification
- (C) Section 123:1-7-04 of the Administrative Code, specifications
- (D) Chapter 123: 1-10 of the Administrative Code, automatic certification
- (E) 123: 1-25 of the Administrative Code, transfers, reinstatements, and seasonal promotions
- (F) 123: 1-27 of the Administrative Code, suggestion award system
- (G) 123: 1-28 of the Administrative Code, combined charitable campaign
- (H) 123: 1-35 of the Administrative Code, payroll
- (I) 123: 1-37 of the Administrative Code, pay supplements
- (K) 123: 1-43 of the Administrative Code, overtime and compensatory time
- (L) 123: 1-44 of the Administrative Code, holidays
- (M) 123: 1-47 of the Administrative Code, definitions