

**Classified Civil Service Rules: Classification and Compensation**  
*(And corrections to RIF, Probationary Periods, & Leave Policies-Disability Separation)*  
**Major Proposed Changes to CCS Rules – 6/14/2010**

**What is NOT Changing**

- Employees may appeal the reclassification decision to the State Personnel Board of Review (SPBR).
- How and when employees are notified of reclassifications.
- Certified status is relinquished when an employee accepts an unclassified position.
- Employees may request one position review each year.
- Employees who are reclassified do not serve a probationary period.
- Each title will continue to have a specification.
- The university will publish the pay range table, assign pay ranges, and determine number of pay periods.
- Overtime, comp time, and call back pay remain the same.
- Employees will continue to be paid for holidays observed by the university (currently observe 10).

**What IS Changing**

**Chapter 51: Reclassifications, Certification**

- Based upon a change in the Ohio Administrative Code, when an audit is conducted, employees will no longer be able to refuse the reclassification.
- Effective date of reclassifications is the first day of the pay period following the final decision.
- Will not conduct position audits on temporary positions, or for those employees serving probationary periods, on leaves of absence, on disability separation, or the subject of a RIF.
- Certification is retained for 12 months after leaving a classification.
- An employee with certified status may displace into a former classification held within the last 12 months.

**Chapter 55: Classification Program**

- All CCS titles will be available on the OHR job title website rather than the CCS rules website.
- Removed all references to the implementation of Broadbanded titles.

**Chapter 83: Payroll and Compensation**

- Holiday premium pay will be paid to employees working the actual holiday rather than the observed holiday (*change to university practice, not articulated in the rules*).
- The university may establish additional or alternative holiday compensation and premium pay programs.

**Chapter 81: Reduction in Force**

- 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 find alternatives to layoff. Such alternatives may include providing compensation at a different rate of base pay, reducing an employee's work schedule, etc.

**Corrections and Clarifications...**

**Chapter 67: Probationary Periods** (*correction of rule change effective 4-1-2010*)

- Time on paid leaves exceeding two weeks and on any unpaid leave are not credited as part of the probationary period.

**Chapter 73: Leave Policies**

- Based upon a change in the Ohio Code, employees on voluntary and involuntary disability separation can apply for reinstatement within two years from the date of separation (correction of rule based on Ohio Code change).

**Chapter 81: Reduction in Force** (*clarification of rule change effective 1-1-2010*)

- If a RIF occurs, first the employee will be placed into a vacancy. First priority will be within the employee's classification. Next priority will be within the next lower classification in the series. Third priority will be with the classification held immediately before (within 12 months).
- If a RIF occurs and no vacancy exists, the employee displaces the employee with the lowest retention points in the classification from which they were laid off.
- Removed reference to same or similar duties, as specified in Chapter 51 Reclassification, Certification.