

The Ohio State University
Classified Civil Service Rules: Classification and Compensation
(And corrections to RIF, Probationary Periods, & Leave Policies-Disability Separation)
Major Changes – Effective December 1, 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, compensatory 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 state law, when a position audit is conducted, the employee may not refuse the reclassification.
- Effective date of reclassifications is the first day of the pay period following the final decision. This is consistent with our current practice, though it was not stated in the rules.
- Position audits will not be performed when deemed not appropriate by the Office of Human Resources. Such circumstances may include and are not limited to:
 - Temporary positions,
 - Positions that are the subject of a RIF (the position is not ongoing),
 - Employees serving probationary periods (the person is not certified in their current title and should not be performing duties outside of that title), or
 - Employees on leaves of absence or on disability separation (the person is not working in the position).
- Certification is retained for 12 months after leaving a classification to be consistent with the rule that an employee can be re-employed or reinstated within 12 months of separation from service. The rule did not specify any period of time before this addition.
- An employee with certified status may displace into a former classification held within the last 12 months, which is consistent with the rules regarding displacement and ensures the employee can be successful in that position. The rules previously allowed five years to displace into a former classification.

What IS Changing (continued)

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. Implementation of broadbanding has occurred and broadbanded titles are now a part of our classification structure.

Chapter 83: Payroll and Compensation

- The university may establish additional or alternative holiday compensation and premium pay programs.
- *We continue to work on a change to university practice that will result in holiday premium pay being paid to employees working the actual holiday rather than the observed holiday (this is not part of CCS rules). **The timeline for implementation of this change is not known at this point.***

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. The intent is to provide flexibility if possible for alternatives to layoff.

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 to give the employee a sufficient time period to learn the position.

Chapter 73: Leave Policies

- Based upon a change in state law, employees on voluntary and involuntary disability separation can apply for reinstatement within **two** years from the date of separation, not three years.

Chapter 81: Reduction in Force (*these are not changes, they are clarifications 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. Second 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.