

**Classified Civil Service Rules: Leaves and All Rules Cleanup**  
*(And updates to Reclassifications, Classification Program, Applications,  
Appointments, Probationary Periods, Reduction in Work Force, and Corrective Action Process)*  
**Major Changes to CCS Rules –Effective June 1, 2011**

**Leaves – What is NOT Changing**

- Vacation leave and sick leave (how they accrue and are paid out when leaving the university), jury duty/court leave, organ donation leave, military leave, and family and medical leave (FML) will not change.

**Leaves – What IS Changing (Chapter 73: Leaves Policies, Chapter 79: Sick Leave)**

- The university may place an employee on disability separation after the employee has used up their approved FML.
- An employee may be granted an unpaid leave or be placed on disability separation prior to exhausting sick leave.
- The university may establish sick leave payout programs in addition to those specified in the current rules.
- The university may place an employee on paid administrative leave during administrative investigations (not a change in how we currently do things – just an addition to the rules).

**Other Updates**

**Chapter 51: Reclassifications; Certification**

- An employee with certified status who returns from disability separation to the classification held at the time of separation is reinstated with certified status.

**Chapter 55: Classification Program**

- Required qualifications may be added to the position description. This is currently a practice by the State of Ohio.

**Chapter 57: Applications**

- The Vice President for Human Resources may waive the requirement to post new or vacant positions.

**Chapter 65: Appointments**

- Temporary and emergency appointments are limited to 12 months rather than 6 months.
- Clarify that temporary, intermittent, and emergency appointments cannot become certified (not a rule change).
- The university can reassign to the same classification across the university.

**Chapter 67: Probationary Periods**

- Probationary periods last 180 rather than 179 days. Clarify that the probationary period ends at the end (midnight) of the 180<sup>th</sup> day or at the end (midnight) of the last day in the case of probationary periods that are longer than 180 days.

**Chapter 81: Reduction in Work Force**

- Reductions of an appointment to .75 FTE or greater will not be considered a reduction in force.
- Reduced from three to two the number of “does not meet” annual review summative ratings that forfeit employee displacement rights. Clarified that performance is a criteria to be used in the “bumping” process.
- Clarify that reinstatement rights are forfeited if an employee who is RIFed declines a placement or declines to displace into a position to which they are entitled.
- Change “jurisdiction” to college/VP unit, to be defined in university policy rather than the rules; displacement and reinstatement restricted to within employee’s jurisdiction.
- Effective date of placement or layoff is 30 days rather than 60 days.
- Reinstatement rights are forfeited after the date of service eligibility retirement.

**Corrective action process changes effective June 1:**

- Employees will **not** lose displacement rights at major corrective action.
- Corrective action process for CCS includes: Written Coaching, Level 1, Level 2, and Level 3 (termination).
- Sick leave that is not approved on the leave form may now be paid. It can also be used in the corrective action process unless it is approved family and medical leave.