

**MEMORANDUM**

**To:** University Classified Civil Service Staff  
**From:** Larry M. Lewellen, Vice President for Human Resources  
**Date:** March 2, 2010  
**Subject:** Changes in CCS Rules governing **Performance Management, Corrective Action, and Probationary Period** for Classified Civil Service Employees

In December 2006, the Ohio General Assembly passed Substitute House Bill 187, an effort to reform Ohio's laws governing civil service employment. This Act gives our Board of Trustees the authority to amend provisions of CCS rules governing Ohio State employees.

In November 2009, you received notification from me that we had drafted revised Performance Management, Corrective Action, and Probationary Period Classified Civil Service rules and processes. You were invited to one of four forums and given the opportunity to provide feedback at a forum, via e-mail or through U. S. or campus mail. I hope that you took the opportunity to share your feedback.

The Ohio State University Board of Trustees reviewed and approved the revised Performance Management, Corrective Action, and Probationary Period rules at their February 5, 2010 meeting. This message serves to notify you that the **approved rules and processes will go into effect on April 1, 2010.**

Significant changes are outlined on the following page. Please review these changes, as well as all [Classified Civil Service rules](#) and Human Resources Policies and contact the [Employee Relations Consultant](#) assigned to your unit if you have questions.

As the Office of Human Resources continues to review and propose amendments to the CCS rules, we will include staff in the process and request suggestions and feedback. Please monitor the [CCS Modernization web site](#) we have dedicated to this effort for updates.

**The Ohio State University Office of Human Resources  
Performance Management, Corrective Action, and Probationary Periods  
Major Changes to CCS Rules, 3-1-2010**

**What is NOT changing...**

- When employees will serve probationary periods.
- Employees who are reclassified do not serve a new probationary period.
- Employees who do not meet job expectations during the original probationary period may be terminated at any time during the period.
- Employees who do not meet expectations during a promotional probationary period or a lateral transfer to a different classification may be returned to the former classification at any time during the probationary period.
- Employees terminated during the probationary period may not reapply for the same position for a year.
- Employees terminated for cause are permanently ineligible for re-employment with Ohio State.
- Employees who are issued Level 3 and Termination notices continue to have appeal rights to SPBR.
- How employees convicted of a felony are addressed.

**What IS changing...**

**Chapter 67: Probationary Periods**

- Employee performance must be reviewed during the probationary period, unless terminated during the original probationary period.
- Employees must be provided with coaching and feedback during the probationary period.
- Probationary period is changing from 180 to 179 days.

**Chapter 75: Performance management, removals, suspensions and terminations**

- Performance management includes expectation and goal setting, coaching, feedback, training and development, and performance review.
- Employees must be given a written performance review once a year.
- The performance review may serve as a step in the performance improvement process.
- Supervisors are required to manage deficient performance using the performance improvement process defined by the Office of Human Resources
- The university may skip steps in the performance improvement process and move directly to termination in cases that warrant immediate termination (e.g. theft, workplace violence, etc).
- The university will not use suspensions as part of performance improvement and corrective action processes.
- The university will no longer impose fines.
- Employees will be notified in writing at each notice level of the performance improvement process about the impact of not improving performance and the effect on the employee's displacement rights. Each notice will state that the employee forfeits displacement rights at Level 3 notice.
- Employees will be given a performance improvement plan at each notice level of the performance improvement process.
- Employees who are absent from duty habitually or for 3 or more successive days, without leave and without notice to the employing unit of the reasons for such absence, may be subject to removal for neglect of duty.

<b>Corrective Action Process Change (Identified in Policy, not in Rules)</b>	
<b>Process before April 1, 2010</b>	<b>Process effective April 1, 2010</b>
Corrective action process involves these steps, which may include suspension: Minor (issued by OHR) Major (issued by OHR ) 2 <sup>nd</sup> major (issued by OHR – 8 yrs or more service) Termination (issued by OHR)	Corrective action process involves these steps, which no longer include suspension: Level 1 notice (issued by department, supervised by college/VP unit) Level 2 notice (issued by department, supervised by college/VP unit) Level 3 notice (issued by OHR) Level 4 notice/termination (issued by OHR)