

Performance Management, Corrective Action, & Probationary Periods

Major Changes to CCS Rules – March 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 they are 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.

Corrective Action Process Change (Identified in Policy, not in Rules)	
Current Process	Proposed Process
Corrective action process involves these steps, which may include suspension: Written Reprimand Minor (issued by OHR) Major (issued by OHR) 2 nd 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) No additional step Level 4 notice/termination (issued by OHR)