

# Performance Management, Corrective Action, & Probationary Periods

## Major Proposed CCS Rules Changes – 12/2009

### What is NOT changing

- Employees will serve probation for original appointments and promotions.
- 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 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

- Employees will not serve probation for a lateral change to another classification series.
- Employee performance must be reviewed during the probationary period (optional now).
- 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 (theft, workplace violence, etc).
- The university will no longer use suspensions as part of the 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</b>	
<b>Current Process</b>	<b>Proposed Process</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) Level 2 notice (issued by department) Level 3 notice (issued by department with OHR approval) Level 4 notice/termination (issued by OHR)