

Chapter 81: Reduction in work force

3335-81-01 Reduction in work force.

Should a reduction in the work force become necessary due to ~~lack of funds, lack of work,~~ reasons of economy; or reorganization for efficiency; the office of human resources shall lay off employees and/or abolish positions. The office of human resources shall determine in which classification or classifications layoffs shall occur and the number of employees to be laid off within each classification. Before such layoffs, a statement of rationale and supporting documentation shall be prepared and on file with the office of human resources.

Prior Effective Date: 5/6/83, 6/22/97

~~3335-81-02 Reasons of economy or lack of work.~~

~~(A) The university shall determine:~~

- ~~(1) Whether a current or projected deficiency in necessary funds exists to maintain current or to sustain projected levels of staffing and operations; or~~
- ~~(2) Whether a lack of work exists or is projected that results in excessive current or projected staffing levels.~~

~~In the event that the university determines such a lack of funds or lack of work exists, the office of human resources shall be notified of such shortages, of the college/department in which such shortage exists or is projected, and of the amount of current or projected funds or work lacking.~~

~~(B) Upon the approval of the office of human resources, employees may be laid off for reasons of economy or lack of work. Before such layoffs, a statement of rationale and supporting documentation shall be prepared and on file in the office of human resources.~~

~~Prior Effective Dates: 5/6/83, 6/22/97, 1/2/98, 7/1/04~~

3335-81-03 Abolishment of positions.

(A) ~~The university shall prepare and retain a statement of rationale with supporting documentation that explains the lack of continued need for a position.~~ The office of human resources, in response to documentation from the appropriate college or unit, shall identify what positions will be abolished using the following criteria:

- (1) Positions will be selected based on the needs of the department; and
- (2) Employees will be selected first based on certification status, and then by a combination of the following elements: skills and abilities applicable to the department's needs, documented performance, and length of OSU employment. Employees who are in an initial probationary period and not certified in any CCS title will be automatically laid off.

~~(B) In cases of reorganization the department shall develop a written plan as required by the office of human resources.~~

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~~(B)~~(C) Employees may be laid off as a result of the abolishment of a position or positions, provided that the office of human resources shall, in such layoff, follow the procedures applicable to the layoff of employees as set forth in this chapter.

Prior Effective Dates: 5/6/83, 6/22/97, 7/1/01

3335-81-04 Order of layoff.

~~(A)~~ — ~~The order of any layoff shall be determined first by primary appointment category, then by certification status and finally by retention point totals.~~

The order of any layoff shall be determined first by certification status, then by a combination of the following elements: skills and abilities applicable to the department's needs, documented performance, and length of OSU employment.

~~(B)~~ — ~~All employees within a lower appointment category shall be laid off before any employee in the next or succeeding higher appointment category. For purpose of the application of this rule, the primary appointment categories, in the order of their priority from lowest to highest, shall be:~~

~~(1) — Seasonal employees;~~

~~(2) — Part-time regular employees;~~

~~(3) — Full-time regular employees.~~

~~(C)~~ — ~~Within each of the foregoing primary appointment categories, the order of layoff shall be accomplished in the following order:~~

~~(1) — Employees serving provisionally who have not achieved certified status;~~

~~(2) — Employees appointed from eligible lists who have not achieved certified status;~~

~~(3) — Employees who have achieved certified status.~~

~~(D)~~ — ~~Within each primary appointment category and within each category with respect to the status of certification, employees shall be laid off in the inverse order of their retention points as determined by the application of rule 3335-81-06 of the Administrative Code.~~

Prior Effective Dates: 5/6/83, 6/22/97, 1/2/98, 7/1/01

3335-81-05 Displacement procedures.

(A) An employee who was laid-off or whose position was abolished shall fill a vacancy or displace the employee with the fewest retention points ~~in the order of the following classifications~~, provided in all instances that the employee meets the qualifications of that position, can perform the required duties and has met expectations in the last two annual performance reviews. Employees with documented history of poor performance or in active major corrective action do not have displacement rights. Displacements will occur as follows:

(1) Within the employee's classification;

(2) Within the next lower classification and each successively lower classification in the employee's classification series;

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- (3) Within a classification that has the same or similar duties as the classification from which the employee was laid off;
- (4) Within the classification the employee held immediately prior to holding the classification from which the employee was laid off, provided:
- (a) That the previous classification is of a lower or equivalent classification;
 - (b) The employee had achieved certified status in the former classification;
 - (c) The employee held the classification not more than five years prior to the date on which the employee was laid off; and can perform the minimum required functions of the position.
 - ~~(d) That in the event the employee's former position no longer exists in the classification held by the employee immediately prior to the present classification, or in the event that the laid off employee is prevented from displacing into the previously held classification because of a failure to meet the minimum qualifications of the previously held classification, then such employee may displace the employee with the fewest retention points in the next previously held classification, and in successive previously held classifications, provided that the requirements set forth in paragraphs (A)(4)(a) to (A)(4)(d) of this rule are met.~~
- (5) ~~If, after paragraphs (A)(1) to (A)(4) of this rule have occurred and~~ no vacancies are available or the employee is unable to displace due to having the fewest retention points in the classification series or lack of qualifications, then the employee will be laid off.
- (B) If, after exercising displacement, an employee is subject to further layoff action, displacement shall be in accordance with the ~~original~~ current or most recent certified classification from which the employee was laid off, at the discretion of the office of human resources.
- (C) Employees who elect to use displacement shall displace only those employees with fewer retention points ~~and who are in the same or lower priority of layoff as set forth by rule 3335-81-04 of the Administrative Code.~~ If a vacancy exists and the employee's skill set is a match, the employee will be placed in the vacancy. If no vacancy exists, displacement will occur in accordance with 3335-81-04 of the Administrative Code.
- (D) Employees shall notify the office of human resources of their intention to exercise displacement within ~~five~~ ten days after receipt of notice of layoff.
- (E) ~~Any order of displacement as set forth by this rule notwithstanding, no~~ No employee shall displace another employee whose position ~~or classification~~ requires special minimum qualifications, as established by a position description, ~~parenthetical sub-title~~, classification specifications, or by bona fide occupation qualifications, unless the employee desiring to displace another employee possesses the requisite minimum qualifications for the position.
- (F) If, as a result of layoff or displacement, an employee is serving in a new position or classification, such employee shall be paid according to the pay target hiring range assigned to the new position or classification ~~that most nearly corresponds to the compensation received by that employee as of the date of layoff or displacement.~~

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3335-81-06 Retention points.

- (A) The university shall compute retention points for each employee in a classification that is the subject of a layoff or displacement.
- (B) Each employee shall be assigned retention points for length of continuous service by awarding one retention point for each five hundred twenty hours (excluding overtime hours) of continuous service.
- (C) In the event two or more employees have identical retention points as computed by this rule, the employee having the shortest period of continuous service shall be laid off or displaced first. If two or more employees have identical retention points and identical dates of continuous service from which no break in service has occurred, ~~the date on which application for employment was submitted will determine the priority of layoff, priority being awarded to the earliest date. In the event a tie is still unresolved,~~ the office of human resources shall determine the order of layoff by using a reasonable basis for such determination to include performance, skills and ability to perform the job.
- (D) "Continuous service" is that service unbroken by a resignation or termination from the university ~~or other state of Ohio civil service employment.~~ Continuous service for the purposes of retention points includes:
 - (1) When an employee is reinstated after a resignation or termination to the same position within twelve months, full credit for continuous service will be given for the periods of actual employment;
 - ~~(2) A transfer from one state department or agency to another or to or from the university does not constitute a break in continuous service for purposes of computing continuous service retention points;~~
 - ~~(3)~~ (2) An authorized leave of absence does not constitute a break in service, and continuous service retention points shall continue to accumulate during the term of a leave of absence provided the employee returns to ~~state of the~~ the university service following the leave;
 - ~~(4)~~ (3) When a laid off employee is reinstated or re-employed within one year from the date of layoff, the employee shall accrue continuous service retention points during the time spent on layoff and continuous service shall remain unbroken; and
 - ~~(5)~~ (4) A disability separation does not constitute a break in service. However, continuous service retention points shall not accumulate during the period of separation.
- (E) Service as a student-employee or graduate associate shall not be credited as service for purposes of determining continuous service retention points.

Prior Effective Dates: 5/6/83, 6/22/97, 7/1/01

3335-81-07 Jurisdiction.

- ~~(A)~~ ~~For purposes of implementing layoff, displacement, reinstatement, and re-employment procedures, the Ohio state university-main campus, each extended campus and the Ohio agricultural research and development center are each separate jurisdictions. The order of layoff and displacement shall apply within layoff jurisdictions. Each of the layoff jurisdictions, as defined in this section, is~~

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autonomous, and layoff, displacement, reinstatement, and reemployment procedures shall apply only within the jurisdiction affected by the layoff.

(B) Layoff jurisdictions at the Ohio state university are as follows:

- (1) Columbus campus;
- (2) Columbus campus – medical center;
- (3) Lima campus;
- (4) OARDC/ATI;
- (5) Marion campus;
- (6) Mansfield campus;
- (7) Newark campus;
- (8) Units located outside of Columbus in a county where a regional campus is located are part of that jurisdiction, otherwise, the jurisdiction is limited to that county only; and
- (9) Units located outside of Ohio are their own jurisdictions.

~~(B)(C)~~ Notwithstanding paragraph (A) of this rule, The layoff jurisdictions described in paragraph (B) of this rule do not apply to:

- (1) employees ~~Employees~~ who are laid off for a temporary period of up to one hundred ten consecutive days; or
- (2) ~~and employees~~ ~~Employees~~ who have specialized skills, knowledge or training necessary for the performance of the duties of their position, shall, in the event of layoff, constitute subjurisdictions of the main campus jurisdiction consisting of all employees who are laid off for a period of up to one hundred ten consecutive days or who have the same specialized skills, knowledge or training necessary for the performance of the duties of their positions, whichever subjurisdiction is applicable. Such employees shall be limited in the exercise of the layoff, displacement and reinstatement procedures to their subjurisdiction.

~~(C)~~ Employees who are not within either of the subjurisdictions established by paragraph (B) of this rule cannot use the displacement or reinstatement procedures with respect to positions determined to be in either of such subjurisdictions. Employees may only displace or reinstate into their own jurisdiction as established by paragraph (B) of this rule.

~~(D)~~ In addition to the notification requirements of rule 3335-81-09 of the Administrative Code, the notice provided to employees who are in the subjurisdictions established in paragraph (B) of this rule shall also set forth the limits of the subjurisdiction within which the employee may exercise displacement or reinstatement procedures.

Prior Effective Date: 5/6/83, 6/22/97

3335-81-08 Notice of layoff and displacement.

(A) The university shall give advance written notice of layoff or displacement to each employee subject to such layoff or displacement. Such written notification shall be issued by the office of human resources and hand delivered to the employee by the employee's supervisor and the unit's human resource representative or human resource designee at work or mailed by certified mail to the last address on file with the college/department. If the notification is hand delivered, it shall be given at least fourteen calendar days before layoff and the day of hand delivery shall be the first day of the fourteen-day period. If the notification is mailed, it shall be mailed at least seventeen calendar days before layoff and the day of mailing shall be the first day of the seventeen-day period.

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- (B) Each notice of layoff or displacement shall contain the following information:
- (1) The reason for layoff or displacement;
 - (2) The effective date of layoff or displacement becomes effective as follows:
 - (a) If the employee chooses displacement and a vacancy exists, the effective date is within a reasonable period of time to allow for a transfer, not to exceed thirty days;
 - (b) If the employee chooses displacement and no vacancy exists, the effective date of the displacement or layoff will not exceed sixty days;
 - (3) The employee's retention points as computed pursuant to this chapter;
 - (4) The employee's option to appeal to the state personnel board of review and the time within which to file an appeal;
 - (5) A statement advising the employee of the displacement procedures and the length of time within which the employee may displace another employee;
 - (6) A statement advising the employee of the reinstatement procedures;
 - (7) Any additional information with respect to the limits of the applicable layoff jurisdiction of the employee if required as specified by rule 3335-81-07 of the Administrative Code;
 - (8) A statement that, upon request by the employee, the office of human resources will make available a copy of the displacement and/or reinstatement procedures and/or office of human resources web site address with this information.

Prior Effective Date: 5/6/83, 6/22/97

3335-81-09 ~~Recall lists; reinstatement~~ Reinstatement.

- (A) ~~The office of human resources shall prepare a recall list for each classification in which employees are laid off. The names of all laid-off or displaced certified status employees shall appear on such lists in descending order of retention points, and the names of all provisional laid off or displaced employees shall appear on a second list in descending order of retention points. Except as provided in paragraph (C) of this rule, laid off employees shall be placed on recall lists for each classification within the employee's classification series that is equal to or lower than the classification in which the employee was employed at the time of layoff. Certified employees who are laid off from the university can exercise their reinstatement rights within their jurisdiction by written notification to the office of human resources if a position is posted in the classification from which they were laid off. If more than one employee indicates reinstatement interest in a position, the employing unit shall consider skills and abilities applicable to the employing unit's needs and documented performance.~~
- (B) ~~An employee's name shall remain on the appropriate recall list or lists for a period of one year beginning from the date the employee was first laid off or displaced from the original classification. During this period, colleges/departments may not hire, promote or transfer into any classification for which a recall list exists until all persons on the recall list applicable to that classification are reinstated or decline the offered position. An employee may exercise reinstatement rights for twelve months beginning from the date the employee was first laid off. During this period, jurisdictional units may not hire or promote into any classification for which a~~

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laid off employee has indicated an interest in reinstatement; this does not apply to reclassifications. Reinstatement is contingent upon successful pre-employment screening.

- ~~(C) — An employee who does not exercise the option to displace, as provided by rule 3335-81-05 of the Administrative Code, shall be listed on the recall list for the classification from which the employee was laid off or displaced but shall not be listed for reinstatement in other classifications in the employee's classification series that are equal to or lower than the classification from which the employee was laid off or displaced.~~
- ~~(D) — Each employee recalled from layoff shall be notified by certified mail of the offer of reinstatement. The notification of reinstatement shall include a statement that refusal of reinstatement shall result in removal of the employee's name from the recall list. Each recalled employee shall have ten calendar days from the date of the notification in which to respond to the notice or return to work. In the absence of extenuating circumstances (e.g., illness, injury, absence from city or state or other good cause as determined by the office of human resources) that prevented the employee from responding or returning to work within the foregoing time limit, the university may grant a reasonable extension, not to exceed sixty days. In the absence of extenuating circumstances, an individual not accepting or declining reinstatement within ten days shall be deemed to have declined reinstatement for purposes of removal from the recall list.~~
- ~~(E) — Notification of recall may be delivered to an employee by other than certified mail if circumstances created by temporary layoffs and/or emergency situations dictate otherwise. Regardless of the method of delivery of the recall notification, the period in which to return to work shall begin with the date of receipt of such notification.~~
- ~~(F) — An employee who declines reinstatement to a classification lower in the classification series than the classification from which the employee was laid off or displaced shall be removed from the recall list applicable to the offered classification and any recall lists for classifications lower in the classification series. The employee shall thereafter be eligible only for reinstatement to a classification higher than the declined reinstatement classification, up to and including the classification from which the employee was laid off or displaced.~~
- (C) A laid off employee must notify the office of human resources before the posting end date of their reinstatement interest.
- (D) An affected employee's reinstatement rights will cease immediately upon the earliest of:
(1) Securing another OSU position;
(2) Refusal of a reinstatement position; or
(3) At the end of twelve months following the layoff effective date.
- (E) Unsuccessful completion of any pre-employment screening for a specific reinstatement position will result in denial for the position. An additional reinstatement opportunity may be granted at the discretion of the office of human resources.
- (F) In the event that the university offers a severance benefit, and the employee accepts the benefit, reinstatement rights will cease.
- (G) Employees who have completed their probationary periods at the time of layoff are not required to serve probationary periods when they are reinstated to the same classification. Employees who are serving probationary periods at the time of layoff must serve a new probationary period upon reinstatement.

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(H) Employees who are certified in a classification and are serving a probationary period in a new classification at the time of layoff must serve a new probationary period upon reinstatement.

~~(H) The names of employees not removed from recall lists pursuant to paragraphs (A) to (E) of this rule shall be removed from the recall lists one calendar year after the initial date of layoff.~~

Prior Effective Dates: 5/6/83, 6/22/97; 7/1/01

3335-81-10 Appeal of layoff or displacement.

An employee may file a written appeal of layoff or displacement with the state personnel board of review. Such appeal must be filed or postmarked no later than ten days after the employee receives notice of the layoff or receives notice that another employee has exercised the displacement procedures for the aggrieved employee's position.

Prior Effective Date: 5/6/83, 6/22/97

3335-81-11 Holiday, overtime and vacation payment.

Payment for earned but unused vacation, ~~payment of any holiday pay due, and payment of any overtime and/or compensatory time will be made concurrent with the final pay settlement at the time of layoff issued in accordance with university policies.~~ However, when a specific return to work date has been established and upon request from the employee, vacation and compensatory time due will not be paid unless required by law. In instances of job abolishment where no return to work is anticipated, all vacation, holiday pay and overtime must be paid out at the time of the layoff.

Prior Effective Date: 5/6/83, 6/22/97

3335-81-12 Layoff during leave.

(A) Employees on vacation or any type of leave of absence may be laid off or displaced as any other employee and retain their ability to be reinstated ~~or re-employed~~.

(B) An employee who is laid off during a leave of absence may accept or refuse an offer of reinstatement while the leave is still active. If the employee accepts the offer of reinstatement, the employee's leave shall be terminated. If the employee refuses the offer, the remainder of the one year reinstatement time limit is postponed until the regular termination of leave date.

Prior Effective Date: 5/6/83, 6/22/97

Chapter 49: Procedure for adoption, amendment or rescission of rules affecting persons in the classified civil service at the Ohio state university and opting out of provisions of the Ohio Revised Code.

3335-49-01 Procedure for adoption, amendment or rescission of rules affecting persons in the classified civil service at the Ohio state university.

(A) The adoption, amendment or rescission of any rule affecting employees in the classified civil service at the Ohio state university shall comply with the provisions of section 111.15 of the Revised Code.

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- (B) The proposed new, amended or rescinded rules shall be presented to the Ohio state university board of trustees for approval.
- (C) After the Ohio state university board of trustees has approved the proposed rules, and at least ten days prior to the effective date, all rule(s) in their final form shall be filed electronically with both the secretary of state and the legislative service commission.
- (D) The office of human resources shall make a reasonable effort to notify employees who may be affected by the adoption, amendment or rescission of any rule. The office of human resources shall make available the full text of the rule or rules as adopted or amended to any person upon request.

Prior Effective Dates: 6/14/82, 6/22/97, 7/1/01

3335-49-02 To the degree that new rules have been adopted, they supersede any statute covering the subject matter in accordance with HB 187.

~~3335-49-0203~~ The Ohio state university opts out of the following provisions of the Ohio Revised Code:

- (A) Section 124.14(F) of the Revised Code, reasons of economy or lack of work.
- ~~(A)~~(B) Section 124.22 of the Revised Code, educational and citizenship requirements for civil service examinations.
- ~~(B)~~(C) Section 124.231 of the Revised Code, special examinations for legally blind or legally deaf persons.
- ~~(C)~~(D) Section 124.25 of the Revised Code, formal application for examination.
- ~~(D)~~(E) Section 124.26 of the Revised Code, eligibility lists – veteran’s preference – provisional employees.
- ~~(E)~~(F) Section 124.271 of the Revised Code, provisional employees.
- ~~(F)~~(G) Section 124.31 of the Revised Code, promotions.
- ~~(G)~~(H) Section 124.33 of the Revised Code, transfers – appeal – reimbursement of expenses.

Chapter 89: Definition of terms.

3335-89-01 Definition of terms.

For the purposes of Chapters 3335-49 to 3335-89 of the Administrative Code, the following terms are defined as follows:

- (A) “Abolishment” - the elimination of a position due to lack of funds, lack of work, reasons of economy, or a reorganization for efficiency.
- (B) “Appointing authority” - the board of trustees for the university has delegated its authority regarding civil service employment matters to the vice president for human resources.

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- (C) "Appointment" - the administrative process of placing a university employee on the payroll.
- (D) "Base rate of pay" - the actual salary or wage an employee receives for services rendered within the pay range of the classification.
- (E) "Broadbanding" - one of the university's classification and compensation systems characterized by broader classifications, pay ranges, simplified classification administration, and market based compensation administration.
- (F) "Certified status" - a classified civil service status obtained for a specific classification upon satisfactory completion of the applicable probationary period or, when there is no probationary period, upon completion of 180 days in the specific classification with satisfactory performance.
- (G) "Classification" - common name for a group of positions sufficiently related with respect to duties, responsibilities, authority and qualifications so that the same descriptive classification title and same pay range may be used for each.
- (H) "Classification plan" - a system of classifications or series of jobs, with a specification and pay range assignment for each classification.
- (I) "Classified civil service" – all positions with a title under the Ohio state university's classified civil service title group, found on the office of human resources web site. Any position not included in this group is not classified civil service.
- (J) "Day" - unless otherwise specified, "day" means one calendar day.
- (K) "Demotion" - placement of an employee in a classification that has a lower pay range than that previously held.
- (L) "Displace" or "displacement" - the exercise of the procedures outlined in Chapter 3335-81 of the Administrative Code that results in the substitution of one employee by another employee with higher retention points- who can perform the required duties and who have met expectations in the last two annual performance reviews.
- (M) "Economy" – current or projected deficiency of funds to maintain current or to sustain projected levels of staffing or operations.
- ~~(M)~~(N) "Emergency appointment" - an appointment to a position to meet an emergency situation, an exception from civil service rules, not to exceed a maximum of 179 days.
- ~~(N)~~(O) "For cause" – a type of termination from employment for one or more of the following reasons: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of this chapter or the rules of the director of administrative services or the commission, any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony.
- ~~(O)~~(P) "Full-time employment" - employment where the work schedule is normally forty hours per week.
- ~~(P)~~(Q) "Intermittent employment" - an appointment which serves at the discretion of the appointing authority and where the employee works irregular hours or days on an as-needed basis.
- ~~(Q)~~(R) "Jurisdiction" - the limited location in which procedures for layoff, displacement, recall, reinstatement and re-employment may be exercised; the main campus, the ~~health system and~~

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- ~~the James cancer hospital and Solove research institute medical center~~, each regional campus, and the agricultural technical institute/Ohio agricultural research and development center, and units outside of Ohio are each separate and distinct jurisdictions, except when outlying locations are within 50 miles of each other or a campus the same county, in which case those locations comprise one jurisdiction.
- ~~(R)~~(S) "Leave of absence" - temporary separation from active pay status with the employee generally retaining employment status and seniority.
- ~~(S)~~(T) "Licensed practitioner" - a physician, psychiatrist, or psychologist who is licensed to perform medical or psychological examinations.
- (U) "Major corrective action" – any corrective action at the level of a three day suspension or above or in accordance with collective bargaining agreements.
- (V) "Medical center" – includes the James cancer hospital and solove research institute, office of health sciences and college of medicine, OSU harding hospital, OSU physicians, OSU primary care network, OSU rehabilitation services at dodd hall, ross heart hospital, shared services, specialty care network, university hospital east, and university hospital.
- ~~(T)~~(W) "Original appointment" - an individual's first classified civil service appointment with the university.
- ~~(U)~~(X) "Parenthetical sub-title" - a group of positions logically falling within a single classification, but distinguished from other positions within that classification by the performance of specific functions or duties requiring specialized skill, knowledge or training.
- ~~(A)~~(Y) "Part-time employment" - employment where the work schedule is normally less than forty hours per week.
- ~~(W)~~(Z) "Pay range" - a division of a pay plan to which classifications are assigned.
- ~~(X)~~(AA) "Position" - a specific job requiring the performance of certain duties and responsibilities by an employee.
- (BB) "Pre-employment screening" – process of collecting information about individuals to assess job qualifications or fitness for duty. Specific examples include background checks, drug tests, and declaration of material assistance, among others.
- ~~(Y)~~(CC) "Probationary period" - a period of time at the beginning of an original appointment, a promotion, or a lateral change from one classification to another that constitutes a trial or testing period for the employee, during which the employee may be terminated or returned to the former classification.
- ~~(Z)~~(DD) "Promotion" - placement of an employee in a vacant position in a classification that has a higher pay range than that previously held.
- ~~(AA)~~(EE) "Reassignment" - an involuntary temporary or permanent move of employment within the same or similar classification and/or work location within the same jurisdiction of the university.
- ~~(BB)~~(FF) "Reclassification" - the act of changing the classification of an existing occupied position.
- ~~(CC)~~(GG) "Reduction in force" - a decrease in the number of positions at the university's initiative due to ~~a lack of funds, lack of work,~~ reasons of economy, or reorganization for efficiency.

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- ~~(DD)~~(HH) "Regular employment" - employment which customarily requires the services of an employee on a regularly scheduled and continuing basis.
- ~~(EE)~~(II) "Reinstatement" - the act of returning a former employee to the same or similar position within the university classified civil service, following a period of not more than one year of separation.
- (JJ) "Reorganization for efficiency" – current or projected decrease in workload that requires a reduction of current or projected staffing levels in an organizational structure; change in the nature of the work or direction or purpose of the unit; or elimination of a unit.
- ~~(FF)~~(KK) "Seasonal employment" - regular employment where the service reoccurs for a specified period of time during a particular time of the year.
- ~~(GG)~~(LL) "Specification" - a composite of the duties and requirements of a classification.
- ~~(HH)~~(MM) "Suspension" - the interruption of an individual's employment and compensation for a fixed period of time for reasons of discipline.
- (NN) "Target hiring range" – is established prior to posting a position based upon budgeted funds for the position, identified skills and/or experience, salaries paid within the college or vice president unit for similar positions, organizational scope and an assessment of the relevant competitive market. The hiring range should normally have a spread of \$3,000 to \$8,000. For certain high level or highly specialized positions, a wider spread may be appropriate.
- ~~(HH)~~(OO) "Temporary employment" - an appointment that serves at the discretion of the appointing authority and:
- (1) Is for a limited duration;
 - (2) Is for a specific project;
 - (3) Augments regular staff due to increased work loads or staff shortages; or
 - (4) Replaces a regular employee during an absence due to illness, leave of absence or vacation.
- ~~(JJ)~~(PP) "Termination" - the involuntary ending of an employee's employment with the university.
- ~~(KK)~~(QQ) "Transfer" - a voluntary move of employment as a result of an application for a different position.
- ~~(LL)~~(RR) "Working suspension" - a suspension where the individual's employment and compensation are not interrupted, but for the purposes of progressive corrective action, is equal in weight to a regular suspension.

Prior Effective Dates: 6/14/82, 6/22/97, 1/2/98, 7/1/01