

**Chapter 51: Reclassifications ; certification**

3335-51-01 Position audits and reclassifications.

- (A) The university may initiate audits and reviews of positions and classifications.
- (B) An employee may request from the Office of Human Resources a review for the purposes of determining whether a position is properly classified. An employee may request only one position review per twelve month period.
- (C) When an audit or review is conducted, the following sources for that investigation include, but are not limited to, any employee, an employee's authorized representative, or college/department officer. When the Office of Human Resources finds that inequities or improper classifications of positions exist, appropriate remedial steps may be taken to provide a more equitable, just and proper classification. The affected employee(s) shall be given a written notice of the decision of the audit or review and:
  - (1) Shall notify the Office of Human Resources, in writing, of the employee's election with respect to accepting or rejecting a reclassification as a result of a job audit within ten days of receipt of the notice of the classification change. If such notification is not received by the Office of Human Resources by the tenth day, the employee shall be deemed to have accepted the reclassification; or
  - (2) May refuse the reclassified position, in which case the employee shall retain certification in that classification, and the Office of Human Resources shall assign such employee to a position which has duties commensurate with the employee's classification. If the former position is no longer used by the university, such position shall be abolished in accordance with Chapter 3335-81 of the Administrative Code.
- (D) If a position is reclassified outside the original classification series as a result of an audit or review, the incumbent's probationary period is waived for the new classification.
- (E) Whenever a position reclassification determination is made, **the Office of Human Resources shall provide written notice to the employee.** The effective date of such change shall be four weeks after receipt of the request in the Office of Human Resources, or the date of conclusive determination, whichever is earlier. An employee may appeal the decision to the state personnel board of review within thirty days of receipt of the decision.

3335-51-02 Notification of employees.

- (A) Whenever the classification title of a position changes, other than by process of promotion or demotion, or whenever the university establishes or deletes classifications and such actions result in the reclassification of incumbent classified employees, notification shall be made in writing to any individual affected by the change.
- (B) Any classified employee may appeal the reclassification to the state personnel board of review within thirty days after receipt of the notification of reclassification or notice of results of a position audit or review.

3335-51-03 Certified status.

- (A) An employee appointed from an eligible list achieves certified status in that classification after serving the probationary period for that classification stated in rule 3335-67-02 of the Administrative Code.
- (B) An employee provisionally appointed achieves certified status in that classification in accordance with the provisions of rule 3335-65-11 of the Administrative Code.
- (C) Certified status is not available to employees who serve at the discretion of the appointing authority.

3335-51-04 Retention of certified status.

- (A) An employee with certified status who receives a classification change shall retain certified status if:
  - (1) The change is due to a change in the classification plan,
  - (2) The change is to the same or lower classification within the classification series,
  - (3) The reclassification is to a classification, if any, determined by rule 3335-51-05 of the Administrative Code to be a classification with duties the same as or similar to those of the classification held by the employee immediately prior to the classification change, or
  - (4) The employee is reclassified as a result of a job audit or review, in which case the employee shall have certified status in the new classification without serving a new probationary period.

- (B) At the discretion of the university, an employee with certified status may:
- (1) Be re-employed or reinstated within one year of separation from service;
  - (2) Displace into a former classification held within the past five years pursuant to Chapter 3335-81 of the Administrative Code; or
  - (3) Accept an unclassified appointment, at which time certified status expires.

3335-51-05 Determination of classifications with same or similar duties.

The Office of Human Resources has determined that there are no classifications that have the same or similar duties for purposes of transferring certification or for exercising displacement procedures.