

**Chapter 65: Appointments**

**3335-65-01 Time limit for selection.**

The office of human resources shall cancel the position vacancy notice if a college or unit fails to select a qualified applicant within six months of the posting of the vacancy. The office of human resources may waive this provision at its discretion. (B/T 6/5/2009, 4/8/2011)

**3335-65-02 Reinstatement after resignation.**

A classified civil service employee who resigns, having served the required probationary period may, with the consent of the office of human resources, be reinstated upon request of the college or unit to the same classification in the college or unit, at any time within twelve months from the date of resignation. This provision does not apply to employees who resign in lieu of termination or who have been notified they are ineligible for rehire. (B/T 6/5/2009, 4/8/2011)

**3335-65-03 Temporary employment.**

- (A) Temporary employment in a classified title is an appointment that serves at the discretion of the appointing authority, is not eligible for certification 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, unpaid leave or vacation.
- (B) Neither accepting nor declining temporary employment shall affect the ability of an applicant to be considered for a regular appointment, nor shall acceptance confer the ability to remain in the position as a regular employee, be promoted, transferred, or reinstated.
- (C) Periods of temporary service shall not be credited as part of the probationary period when a subsequent appointment to a regular position is made in the same classification at the university.
- (D) Temporary appointments shall have a maximum duration of twelve months except when a longer duration is made necessary by reason of sickness or disability of a regular employee, or any other circumstance approved by the office of human resources. Temporary employees replacing sick or disabled regular employees may continue in that position for the length of sickness or disability and do not obtain rights to a regular appointment.
- (E) Successive temporary appointments to the same position shall not occur. (B/T 6/5/2009, 4/8/2011)

**3335-65-04 Seasonal employment.**

- (A) Seasonal employment is a regular appointment when the service is for a specified period of time during a particular time of the year, and recurs in each successive calendar year. Persons appointed to seasonal positions who are temporarily separated from the service during the inactive season shall return to the same position each ensuing year unless the

employee is disqualified for any reason or not assigned to work for a period of twelve months due to lack of work or refusal of work by the employee.

- (B) Reduction in force, Chapter 3335-81 of the Administrative Code, does not apply when a seasonal employee completes the active work season and begins the inactive season.
- (C) Declining seasonal employment does not affect the ability of an applicant to be considered for other regular appointments.
- (D) Once an applicant accepts a seasonal appointment:
  - (1) The seasonal employee may apply as an internal candidate for positions within the university, provided the employee has completed the probationary period within that classification and is in active pay status.
  - (2) The seasonal employee may apply as an external candidate for positions within the university while the seasonal employee is inactive. (B/T 6/5/2009, 4/8/2011)

**3335-65-05 Intermittent employment.**

- (A) Intermittent employment is an appointment when the employee works irregular hours or days on an as-needed basis.
- (B) An intermittent employee serves at the discretion of the appointing authority and is not eligible for certification.
- (C) Neither accepting nor declining intermittent employment affects the ability of an applicant to be considered for a regular appointment, nor shall acceptance confer the ability to be promoted, transferred, or reinstated. (B/T 6/5/2009, 4/8/2011)

**3335-65-06 Emergency appointments.**

In case of an emergency, an appointment process may bypass Chapters 3335-49 to 3335-89 of the Administrative Code. Emergency appointments shall not exceed a maximum of twelve months, serve at the discretion of the appointing authority, and are not eligible for certification days. (B/T 6/5/2009, 4/8/2011)

**3335-65-07 Reassignment of position and/or work location.**

- (A) The university may temporarily or permanently reassign an employee within the same classification. Reassignment cannot result in an assignment to a lower pay range.
- (B) The university may temporarily or permanently reassign an employee's work location, task, or shift to another within the same classification. No employee has any vested claim to performance of particular tasks within a particular job classification.
- (C) The university shall provide reasonable notice of the reassignment prior to the effective date of the change, except when an emergency renders advance notice impractical. (B/T 6/5/2009, 4/8/2011)