

**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.
- (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) "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 one hundred eighty days in the specific classification with satisfactory performance.
- (F) "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.
- (G) "Classification plan" - a system of classifications or series of jobs, with a specification and pay range assignment for each classification.
- (H) "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.
- (I) "Day" - unless otherwise specified, "day" means one calendar day.
- (J) "Demotion" - placement of an employee in a classification that has a lower pay range than that previously held.
- (K) "Displace" or "displacement" - the exercise of the procedures outlined in Chapter 3335-81 of the Administrative Code.
- (L) "Emergency appointment" - an appointment to a position to meet an emergency situation, an exception from civil service rules, not to exceed a maximum of twelve months.

- (M) “For cause” – a type of termination from employment for one or more of the following reasons: incompetency, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of university rules or policies, any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony.
- (N) “Full-time employment” - employment when the work schedule is normally forty hours per week.
- (O) “Intermittent employment” - an appointment which serves at the discretion of the appointing authority, is not eligible to obtain certification and when the employee works irregular hours or days on an as-needed basis.
- (P) “Jurisdiction” - the limited location in which procedures for layoff, displacement, and reinstatement may be exercised. The Columbus campus – each college and unit as defined by university human resources policy; the medical center; each regional campus; and the agricultural technical institute and Ohio agricultural research and development center are each separate and distinct jurisdictions. 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. Units located outside of Ohio are each their own jurisdiction.
- (Q) “Lack of funds” – a current or projected deficiency of funding to maintain current, or to sustain projected, levels of staffing and operations. A lack of funds shall be presumed for a position assigned to an employee who works under a grant if it is reduced or withdrawn.
- (R) “Lack of work” – current or projected decrease in workload that requires a reduction of current or projected staffing levels in the organization or its structure.
- (S) “Licensed practitioner” - a physician, psychiatrist, or psychologist who is licensed to perform medical or psychological examinations.
- (T) “Medical center” – includes the James cancer hospital and Solove research institute, office of health sciences and college of medicine, OSU Harding hospital, OSU primary care network, OSU rehabilitation services at Dodd hall, Ross heart hospital, shared services, specialty care network, university hospital and university hospital east.
- (U) “Original appointment” - an individual’s first classified civil service appointment with the university.
- (V) “Part-time employment” - employment when the work schedule is normally less than forty hours per week.
- (W) “Pay range” - a division of a pay plan to which classifications are assigned.

- (X) "Position" - a specific job requiring the performance of certain duties and responsibilities by an employee.
- (Y) "Preemployment 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.
- (Z) "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.
- (AA) "Promotion" - placement of an employee in a vacant position in a classification that has a higher pay range than that previously held.
- (BB) "Reassignment" - an involuntary temporary or permanent move of employment within the same classification.
- (CC) "Reclassification" - the act of changing the classification of an existing occupied position.
- (DD) "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.
- (EE) "Regular employment" - employment which customarily requires the services of an employee on a regularly scheduled and continuing basis.
- (FF) "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; or not more than two years in cases of disability separation.
- (GG) "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.
- (HH) "Seasonal employment" - regular employment when the service reoccurs for a specified period of time during a particular time of the year.
- (II) "Specification" - a composite of the duties and requirements of a classification.
- (JJ) "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 unit for similar positions, organizational scope and an assessment of the relevant competitive market. The target hiring range should normally have a spread of \$3,000 to \$8,000; the range may vary based on the circumstances at the time of posting.

- (KK) “Temporary employment” - 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, leave of absence or vacation.
- (LL) “Termination” - the involuntary ending of an employee's employment with the university.
- (MM) “Transfer” - a voluntary move of employment as a result of an application for a different position.
- (NN) “Unpaid leave” – a temporary separation from active pay status with the employee generally retaining employment status and seniority. (B/T 6/14/82, 6/22/97, 1/2/98, 7/1/01, 6/5/2009, 10/29/2009. 2/5/2010, 4/8/2011)