

Chapter 49: Procedure for adoption, amendment or rescission of rules

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.
- (B) The proposed new, amended or rescinded rules shall be presented to the Ohio State University board of trustees for approval.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 as follows:
 - (1) Effective October 1, 2001 and expiring March 31, 2002, one electronic and one paper copy of the final rules shall be filed with both the secretary of state and the legislative service commission;
 - (2) Effective April 1, 2002, the final rules 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.