

**Chapter 71: Transfers and promotions**

3335-71-01 Reassignment of position and/or work location.

- (A) The university may temporarily or permanently reassign an employee from the same or similar classification within the same jurisdiction of the university.
- (B) The university may temporarily or permanently reassign an employee's work location within the same jurisdiction of the university.
- (C) The university will provide reasonable notice of the reassignment prior to the effective date of the change, except where an emergency renders advance notice impractical.

3335-71-02 Filling vacancy by promotion.

- (A) Whenever a vacancy occurs in a position having a classification above the lowest grade in a series, the appointing authority determines whether the position shall be filled using a promotional examination, an open-competitive examination, or performance related criteria without testing.
- (B) If the vacancy is filled by promotional examination, the Office of Human Resources determines which classes of employees who have achieved certified status are eligible to compete. Promotional examinations shall consist of a competitive examination and shall include ratings for seniority. When a promotional examination is held, the eligible list resulting from such examination shall be used to fill the vacancy.
- (C) If the Office of Human Resources determines that a promotional examination is impractical, an open-competitive examination may be used. If an open-competitive examination is held, the procedures defined in Chapters 3335-59 and 3335-63 of the Administrative Code apply.
- (D) Whenever any names are on a promotional eligible list for a given classification, that list shall be used in preference to an open-competitive list covering the same classification. Promotional and open-competitive lists may be combined by placing the names from a promotional list ahead of those from an open-competitive list.
- (E) Once the Office of Human Resources creates a promotional eligible list and submits the names of the three employees having the highest ranking to the college/department; the college/department shall make the promotional appointment within six months, or shall cancel the position vacancy notice.

- (F) If the Office of Human Resources determines that a promotional examination or an open-competitive examination are not necessary or practicable, an eligible employee may be promoted using performance related criteria without testing. In such cases, the employment records should contain appropriate documents showing the employee is entitled to promotion by reasons of effective performance, conduct, and capacity in office, and possesses the requisite qualifications. The Office of Human Resources shall, in each case, determine which persons are eligible for promotion by reason of direct previous work experience that would be preparation for the higher position.

3335-71-03 Preliminary requirements for promotion or transfer.

- (A) Employees eligible for promotion or transfer shall have all qualifications prescribed in the specifications for the position sought, unless persons fully meeting the qualifications are not available or an employee possesses other special qualifications that would make that employee a strong candidate for promotional consideration.
- (B) Prior to an employee being eligible to apply for a promotion or transfer, an employee shall achieve certified status in the employee's current classification.
- (C) A promotion is available only to employees for whom at least the two most recent performance reviews have met the expectations required of their current position.

3335-71-04 Seniority credit for promotion.

- (A) The final score of an employee in a promotional examination shall include adding percentage points to the passing score obtained on the examination for years of public service with the state of Ohio or political subdivisions thereof, as follows:
  - (1) One percentage point for the first four full years of service; and
  - (2) Six-tenths of one percentage point for each full year of the next ten years of service.
- (B) An employee must achieve a passing grade on the examination prior to the addition of percentage points for service. Points for service shall not exceed ten per cent of the highest score attainable for any examination.
- (C) The Office of Human Resources determines the type of service considered for seniority purposes for each promotional examination and shall announce that determination in the examination bulletin.