Rules for Classified Civil Service
Summary of Changes
November 2020

Applications and Announcements—Chapter 57
3335-57-01—“Job Announcements”
• Changed to reflect that there will be 1 website for all announcements, including university and med center.
• Language changed to reflect policy revisions.

3335-57-02—“Evaluating Applicants”
• Changed to reflect that probationary employees are eligible for consideration if their probationary period is ending within 5 days of the application deadline.

Appointments—Chapter 65
3335-65-03—“Temporary employment”
• Changed to replace “employment” with “position,” consistent with Workday and policy language.
• Changed to reflect that in Workday the maximum period of time for a temporary position is 12 months.
• At the end of the period, the position will be terminated.
• A temporary position cannot be extended.

3335-65-04—“Seasonal employment”
• Changed to use the term “position” consistent with Workday and policy language.
• Changed to reflect that at the end of the season, Workday requires that persons with seasonal positions be terminated from the positions and will no longer “begin an inactive season.”
• Changed to reflect that persons in seasonal positions may be rehired into the position in successive seasons, but that they will not automatically receive the position every year. The filling of the positions will be based on operational need.
• Deleted the term “active pay status” as a factor in whether a person in a seasonal position can apply for other university positions. The term “active pay status” no longer exists in Workday.

3335-65-06 “Emergency Appointments”
• Language is being deleted, we no longer have emergency appointments.

Definitions—Chapter 89
3335-89-01(B) “Appointing authority”
• Language is being changed to include Human Resource’s highest administrative official directly overseeing the Office of Human Resources, or their designee as the appointing authority.
3335-89-01(C) “Appointment”
- Language being deleted. “First Position,” definition is being added, which is the Workday language for all new employees at the university, classified and unclassified. In Workday there will only be academic appointments.

3335-89-01(K) “Extended family member” NEW
- Definition added to align with Paid Time Off policy language regarding sick leave usage.

3335-89-01 (L) “Emergency Appointments”
- Section being deleted. We no longer have emergency appointments

3335-89-01(L) “First Position” NEW
- Language changed from “Original Appointment” to align with Workday terminology.

3335-89-01(N) “Full Time Employment”
- Language is being changed to align with term “Full Time Equivalency (“FTE”), and the definition that is used within policy language and Workday.

3335-89-01(O) “Immediate family member” NEW
- Definition added to align with Paid Time Off policy language regarding sick leave usage.

3335-89-01(P) “Intermittent Employment”
- Language is being changed to “Intermittent Position” and to align with the definition used in the Staff Employment Policy and within Workday.

3335-89-01 (Q) “Jurisdiction”
- Language being changed to align with policy definition, which changed slightly at some point after the last BOT resolution.

3335-89-01 (R) “Lack of Funds”
- Language being changed to add “A term specific to position abolishments,” for clarity.

3335-89-01(S) “Lack of Work”
- Language being changed to add, “A term specific to position abolishments,” for clarity.

3335-89-01(U) “Medical Center”
- Language being changed to updated Medical Center definition.

3335-89-01(V) “Non-immediate/Non-family member” NEW
- Definition added to align with Paid Time Off policy language regarding sick leave usage.

3335-89-01 (U) “Original Appointment”
- Language being deleted, as all new employees will be entered into Workday as “first position.”

3335-89-01 (FF) “Regular Employment”
- Language being changed to reflect use of term “position” in Staff Employment policy and Workday

3335-89-01 (KK) “Temporary Employment”
- Language being changed to reflect use of term “position” in Staff Employment policy and Workday.
- Temporary positions also cannot exceed 12 months and extensions will no longer be permitted.
3335.89-01 (PP) “Unpaid Leave”
Language “active pay status” will be deleted. New definition will be
• “a period of time when an employee is not working, and their absence from work is not covered by another university leave or time off program, but the employee is generally retaining employment status and seniority.”

Leaves—Chapter 73

3335-73-01 Unpaid Leave
• Changed to delete reference to “active pay status” relative to return to work, and replace the word with the term “service.” Active pay status will not be used in Workday

• Existing language says that when someone doesn’t come back within 3 days of the completion or cancellation of their leave they can be terminated. The language is being updated to say that when this happens, it “will constitute job abandonment and” is cause for termination.

• Changed language to reflect that the university may pursue a disability separation of an employee, and not “place” an employee into a disability separation.

3335-73-02 Military Leave
• Replaced language to make it clear that the university complies with Uniformed Services Employment and Reemployment Rights Act, and other applicable laws.

Payroll and Compensation—Chapter 83

3335-83-05 Overtime Compensation
• Removed term “active pay status” and replaced with language that aligned with Workday and the revised Scheduling Work and Overtime policy

3335-83-06 Compensatory Time
• Language updated to align with Workday.

3335-83-07 Holidays
• Removed term “active pay status” and replaced with language that aligned with Workday and the revised Holidays policy

Reduction In Force—Chapter 81
• Language updated to align with Workday

• Rule changed to delete language requiring payment for “holiday pay due,” as the university does not pay that, irrespective of whether or not there is a return to work date.

• The remaining changes are related to Workday changes relative to notice and effective dates of layoffs, which will occur no earlier than 30 days after notice, in accordance with the policy.

Sick Leave—Chapter 79
3335-79-05—Uses of Sick Leave
• Language changed to align with Workday and policy which provides more expansive use of sick leave.

• Rule does not include “extended family,” but the policy does

• Rule expands sick leave usage for death beyond immediate family, to include extended, or non-family members, as those terms are defined in the policy
• Rule expands/changes the amount of time so that it can be used consecutively or intermittently from 5 days to 40 working hours for immediate family, with an additional 5 days/40 hours possible if approved based on operational needs

• Usage is 5 working days or 40 hours continuously or intermittently for extended family

• Usage is one day for non-immediate or non-extended family member for funeral attendance.

• Clarified language to reflect that the university does not “place” employees on disability separation, but that the university may “pursue” disability separation for an employee if they cannot perform the essential functions of a position.