

# CCS Rule Revisions

## Summary of Changes

### Chapter 51---Reclassifications

#### 3335-51-01 Position audits and reclassifications.

##### 3335-51-01 (E)

- Amended to add *“Employees shall receive notice of the decision prior to the effective date of a reclassification.”*
- Amended to add that the effective date shall be determined by Compensation, and deleted language *“on the first day of the pay period following the conclusive termination.”*

*Rationale: The timing is determined by Workday, not the unit or Compensation*

##### 3335-51-01 (F)

- Amended to replace the term “appointment” with “position,” consistent with Workday and policy language.

#### 3335-51-04 Retention of certified status.

##### 3335-51-04 (E)

- Amended to replace the term “appointment” with “position,” consistent with Workday and policy language.



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### Chapter 57---Applications

3335-57-04—Character and fitness of applicant.

#### 3335-57-04 (A)

- Amended to delete the term “appointment,” consistent with Workday and policy language.
- Amended to add language to clarify that a current employee may be subject to disciplinary action if the university discovers that the employee, prior to being hired by the university, committed acts which demonstrate character traits which would be detrimental to their continued employment with the university.

3335-57-05---False statements.

#### 3335-57-05 (B)

- Amended to replace the words “after appointment” with the phrase, *“if the university discovers that an employee engaged in fraudulent conduct or made false statements during the application/recruiting process.”*



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### Chapter 65---Employment and Positions

3335-65-05—Intermittent position.

#### 3335-65-05 (D)

- Amended to replace the term “appointment” with “position,” consistent with Workday and policy language.



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# CCS Rule Proposed Revisions

## Summary of Changes

### Chapter 67---Probationary Periods

3335-67-01—Nature of the probationary period.

#### 3335-67-01 (A)(1)

- Amended to replace words “original classified appointment” with “first position,” consistent with Workday and policy language.

#### 3335-67-01 (A)(2)

- Amended to replace the term “appointment” with “position,” consistent with Workday and policy language.

#### 3335-67-01 (A)(3)

- Amended to state that an employee will serve a probationary period following a “*lateral change from one classification to another.*” Deleted language that required the lateral change to be “*outside of the classification series.*”

*Rationale: Consistent with Career Roadmap design*

#### 3335-67-01 (B)

- Deleted term “emergency.” The university no longer has emergency positions.

#### 3335-67-01 (E)

- Amended to replace the term “original appointment” with “first position,” consistent with Workday and policy language.



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3335-67-01 (F)

- Amended to delete the words “*following an original appointment*” and add the word “first” before “position,” consistent with Workday and policy language.
- Amended to delete the words, “outside of the employee’s classification series,” which referred to lateral changes in position, and to replace them with “to another classification.”

3367-67-01 (F)(1)

- Amended to delete the words, “following an original appointment” and add the words, “from a first position,” consistent with Workday and policy language.

3335-67-01 (F)(2)

- Amended so that the sentence reads,  
“An employee who has received a promotion or a lateral change to another classification may be returned to the former classification at any time during the probationary period.”

Instead of current language which reads,

“Following a promotion or a lateral change outside of the employee’s classification series an employee may be returned to the former classification at any time during the probationary period.”

*Rationale: Consistent with Career Roadmap design*

3335-67-02 Length of the probationary period.

3335-67-02 (C)

- Inserted the words “time off or other” between the words “paid” and “leaves,” consistent with Workday and policy language, which uses the term “Paid time off,” rather than “Paid leave.”

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## Summary of Changes

### Chapter 81---Reduction in Force

#### 3335-81-07-01 Reduction in work force.

- Retitled the section “Reduction in force” to make it consistent with the title change of the Reduction in Force Classified Civil Service Staff policy that became effective in 2021.

#### 3335-81-07 Jurisdiction

##### 3335-81-07 (B)(2)

- Amended to clarify what constitutes the “medical center” jurisdictions by adding *“as defined by university human resources policy are separate jurisdictions.”*

3335-81-07 (C) Deleted. The language is no longer applicable to current university policies or rules.

#### 3335-81-13 Alternatives to layoff during a disaster.

- Deleted “during a disaster” from the title of the rule to reflect that the rule could also apply if the university implements a furlough.
- Amended to add the words “or furlough” following the words, “If a disaster.”
- Amended to delete the words, *“and there is a lack of work or lack of funds due to the disaster, as a result”* because the section states, *“If a disaster or furlough occurs as contemplated under university human resources policy...”* and the policies are specific as to the triggers for laying off university employees.



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## Summary of Changes

### Chapter 83---Payroll and Compensation

#### 3335-83-01 Pay ranges and payroll.

##### 3335-83-01 (A)

- Amended language to add, *“The office of human resources shall make the pay ranges for classifications available to employees.”* Deleted, *“and publish or make available the pay range table at least once each year.”*  
*Rationale: Consistent with how the tables and pay information will be available via Workday.*

#### 3335-83-04 Temporary pay adjustment.

- Retitled the section “Interim allowance,” consistent with proposed revisions to the Salary Administration and Classification Policy, which will be retitled “Staff Compensation Policy.”

##### 3335-83-04 (A)

- Amended language to state, *“An employee who is temporarily assigned to duties of a position with increased job responsibilities, scope, and impact, as evidenced by job title and or pay range”*. is eligible for an *“interim allowance”* of a minimum of five percent above the employee’s current pay rate.” The remainder of A did not change.

##### 3335-83-04 (B)

- Amended language to delete the term “temporary pay adjustment,” and replace it with, “interim allowance.”



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### 3335-83-04 (C) NEW

- Amended to add this section and add language, “Compensation must approve unit requests to extend interim allowances that exceed 180 days when a unit has not filled a vacancy within that period of time.”

### 3335-83-07 Holiday Compensation

#### 3335-83-07 (C)

- Deleted because it was the same language as what appears in B.

#### 3335-83-07 (E) (former F)

- Amended language to delete “*part-time*,” and insert “*whose work schedule is less than 40 hours per week*,” consistent with Workday and policy language.

#### 3335-83-07 (G) (former H)

- Inserted the term “*full-time*” to add clarity.

#### 3335-83-07 (H) (former I)

- Amended language to delete term “*part-time*” and replace it with “*whose work schedule is less than 40 hours per week*,” and reorganized remaining sentence structure. Deletion of “*part-time*” is consistent with Workday and policy language.

#### 3335-83-07 (I) (former J)

- Restructured the sentence so it was consistent with other sections.



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## Summary of Changes

### Definitions—Chapter 89\*\*

#### 3335-89-01 (C) (NEW) “Audit”

- “May occur to determine whether an incumbent employee is performing duties associated with their classification, or whether the employee has begun to perform duties associated with another classification.”

#### 3335-89-01 (D) “Base rate of pay”

- Amended language to add sentence, *“It does not include benefits, shift differential, additional compensation, or other forms of compensation.”*  
*Rationale: Additional language clarifies what is not included in “base rate of pay.”*

#### 3335-89-01 (H) “Classified Civil Service”

- Amended language to delete, *“with a title under,”* and add *“identified as classified civil service positions, and within the Ohio state university’s job families.”*
- Amended language to delete that the classifications will be found on the office of human resources website, and replace it with the language, *“and available to employees.”* The remainder of the definition remained the same.

#### 3335-89-01 (J) “Demotion”

- Amended language to delete *“that has a lower pay range than that previously held,”* and to replace it with *“which has decreased job responsibilities, scope, and impact, as evidenced by job title and or pay range.”*

#### 3335-89-01 (L) “Extended family member”

- Amended language to add, *“and any other family members as defined within human resources policies.”*



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### 3335-89-01 (O) “Full-time equivalency”

- Amended language to delete existing language, and to read “*An employee’s assigned hours per work week divided by 40,*” consistent with Workday.

### 3335-89-01 (R)(2) “Jurisdiction”

- Amended language to add the language, “*as defined by the layoff jurisdictions list,*” following the words “medical center.”

### 3335-89-01 (U) “Medical Center”

- Deleted because the term is only used within the Reduction in Force rule, and within that rule, the language defers to the jurisdictions language within the Reduction in Force policy.

### 3335-89-01 (X) “Pay range”

- Amended language to define term as, “*a range of pay, with an identified minimum and a maximum that is assigned to a classification.*”

### 3335-89-01 (Y) “Position”

- Amended language to delete the phrase, “a specific job requiring,” and replace it with the word “requires,” and at the end of the sentence to delete the word “employee,” and replace it with, “*which are consistent with the classification, but which may vary based on the work location where the duties are performed.*”

### 3335-89-01 (BB) “Promotion”

- Amended to delete the words “*vacant position,*” that appeared before “*in a classification,*”
- Amended to delete phrase, “*a higher pay range*” and replace it with “*which has increased job responsibilities, scope, and impact, as evidenced by job title and or pay range than that previously held.*”

### 3335-89-01 (DD) “Reclassification”

- Amended language to delete the phrase, “*the act of changing*” and replace it with “*occurs when,*”
- Amended end of sentence to delete the word, “occupied” and add the words “is changed to a higher, lower, or lateral job classification” after the word “position.”

3335-89-01(LL) “Target Hiring Range”

- Deleted this section consistent with Career Roadmap design.

3335.89-01 (NN) “Transfer”

- Amended the definition to delete existing language and replace with, *“occurs when an employee applies for a different position and is selected for the position.”*

\*\*For purposes of readability, indicated what the section letters will be after BOT approval.”