

Rules for the Classified Civil Service

Chapter 65: Employment and Positions

3335-65-01 Time limit for selection.

The office of human resources shall cancel the position vacancy notice if a college or unit fails to select a qualified applicant within six months of the posting of the vacancy. The office of human resources may waive this provision at its discretion. (B/T 6/5/2009, 4/8/2011)

3335-65-02 Reinstatement after resignation.

A classified civil service employee who resigns, having served the required probationary period may, with the consent of the office of human resources, be reinstated upon request of the college or unit to the same classification in the college or unit, at any time within twelve months from the date of resignation. This provision does not apply to employees who resign in lieu of termination or who have been notified they are ineligible for rehire. (B/T 6/5/2009, 4/8/2011)

3335-65-03 Temporary position.

- (A) A temporary position in a classified title is a position for which the employment relationship between the university and the employee is intended for a specific, designated period of time not to exceed 12 months. The employee serves at the discretion of the appointing authority and is not eligible for certification.
- (B) Neither accepting nor declining a temporary position shall affect the ability of an applicant to be considered for a regular position, nor shall acceptance confer the ability to remain in the position as a regular employee, be promoted, transferred, or reinstated.
- (C) Periods of temporary service shall not be credited as part of the probationary period if one who has served in a temporary position receives a first position in the same classification at the university.
- (D) Employees in temporary positions who are replacing sick or disabled employees in regular positions may continue in the temporary position for the length of sickness or disability and do not obtain rights to a regular position. (B/T 6/5/2009, 4/8/2011, 11/19/2020)



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3335-65-04 Seasonal position.

- (A) A seasonal position in a classified title is a regular position for which the service recurs for a specified period of time during a particular time of the year.
 - (1) During off-season time, the units are required to terminate seasonal positions.
 - (2) Units may rehire an individual into the same position in successive years, based on the continued need for the position.
- (B) Reduction in force, Chapter 3335-81 of the Administrative Code, does not apply when an employee in a seasonal position completes the active work season.
- (C) Declining a seasonal position does not affect the ability of an applicant to be considered for other regular positions.
- (D) Once an applicant accepts a seasonal position the seasonal employee may apply as an internal candidate for positions within the university, provided the employee has completed the probationary period within that classification. (B/T 6/5/2009, 4/8/2011, 11/19/2020)

3335-65-05 Intermittent position.

- (A) An intermittent position in a classified title is a position for which the employee works irregular hours or days on an as-needed basis.
- (B) An employee in an intermittent position serves at the discretion of the appointing authority and is not eligible for certification.
- (C) The employee must work less than 50%FTE over the course of any 12 month period.
- (D) Neither accepting nor declining intermittent employment affects the ability of an applicant to be considered for a regular position, nor shall acceptance confer the ability to be promoted, transferred, or reinstated. (B/T 6/5/2009, 4/8/2011, 11/19/2020, 8/18/2022)

3335-65-06 Emergency appointments. (B/T 6/5/2009, 4/8/2011, Deleted on 11/19/2020)

3335-65-07 Reassignment of position and/or work location.

- (A) The university may temporarily or permanently reassign an employee within the same classification. Reassignment cannot result in an assignment to a lower pay range.
- (B) The university may temporarily or permanently reassign an employee's work location, task, or shift to another within the same classification. No employee has any vested claim to performance of particular tasks within a particular job classification.
- (C) The university shall provide reasonable notice of the reassignment prior to the effective date of the change, except when an emergency renders advance notice impractical. (B/T 6/5/2009, 4/8/2011)