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.
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.”