

# 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.”