CCS Rule Proposed Revisions
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.”
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.”**