

Rules for the Classified Civil Service

Chapter 89: Definition of Terms

3335-89-01 Definition of terms.

For the purposes of Chapters 3335-49 to 3335-89 of the Administrative Code, the following terms are defined as follows:

- (A) “Abolishment” - the elimination of a position due to lack of funds, lack of work, reasons of economy, or a reorganization for efficiency.
- (B) “Appointing authority” - the board of trustees for the university has delegated its authority regarding civil service employment matters to the highest administrative official directly overseeing the office of human resources, or their designee.
- (C) “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.
- (D) “Base rate of pay” - the actual salary or wage an employee receives for services rendered within the pay range of the classification. It does not include benefits, shift differential, additional compensation, or other forms of compensation.
- (E) “Certified status” - a classified civil service status obtained for a specific classification upon satisfactory completion of the applicable probationary period or, when there is no probationary period, upon completion of one hundred eighty days in the specific classification with satisfactory performance.
- (F) “Classification” - common name for a group of positions sufficiently related with respect to duties, responsibilities, authority and qualifications so that the same descriptive classification title and same pay range may be used for each.
- (G) “Classification plan” - a system of classifications or series of jobs, with a specification and pay range assignment for each classification.



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES



- (H) “Classified civil service” - all positions identified as classified civil service positions, and within the Ohio state university's classified civil service job families, and available to employees. Any position not included in this group is not classified civil service.
- (I) “Day” - unless otherwise specified, “day” means one calendar day.
- (J) “Demotion” - placement of an employee in a classification which has decreased job responsibilities, scope, and impact as evidenced by job title and/or pay range.
- (K) “Displace” or “displacement” - the exercise of the procedures outlined in outlined in Chapter 3335-81 of the Administrative Code.
- (L) “Extended family member” - any one of the following: sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the employee's domestic partner, and any other family members as defined within human resources policies.
- (M) “First Position” - an individual’s first classified civil service position with the university.
- (N) “For cause” - a type of termination from employment for one or more of the following reasons: incompetency, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of university rules or policies, any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony.
- (O) “Full-time equivalency (“FTE)” - an employee’s assigned hours per work week divided by 40.
- (P) “Immediate family member” – any one of the following:
 - (1) Spouse or domestic partner;
 - (2) Biological, adoptive, step, or foster parent;
 - (3) Individual who stood in loco parentis to an employee when the employee was a child; and
 - (4) Biological, adopted, step, or foster child; a legal ward; or a child of a person standing in loco parentis.

- (Q) “Intermittent position” - a position in which the employee serves at the discretion of the appointing authority, is not eligible to obtain certification and works irregular hours or days on an as-needed basis. The employee must work less than 50% FTE over the course of any 12-month period.
- (R) “Jurisdiction” - the limited location in which procedures for layoff, displacement, and reinstatement may be exercised. Jurisdictions are:
- (1) Columbus campus—each college and unit as defined by the Layoff Jurisdictions list;
 - (2) Columbus campus—medical center; as defined by the Layoff Jurisdictions list;
 - (3) Lima campus;
 - (4) Ohio Agricultural Research and Development Center and Agricultural Technical Institute;
 - (5) Marion campus;
 - (6) Mansfield campus;
 - (7) Newark campus;
 - (8) Units located outside of Columbus in a county where a regional campus is located are part of that jurisdiction, otherwise, the jurisdiction is limited to that county only; and
 - (9) Units located outside of Ohio are each their own jurisdictions. (See [Classified Civil Service Rule 3335-81-07](#)).
- (S) “Lack of funds” - a term specific to position abolishments. It is a current or projected deficiency of funding to maintain current, or to sustain projected, levels of staffing and operations. A lack of funds shall be presumed for a position assigned to an employee who works under a grant if it is reduced or withdrawn.
- (T) “Lack of work” – a term specific to position abolishments. It is a current or projected decrease in workload that requires a reduction of current or projected staffing levels in the organization or its structure.
- (U) “Licensed practitioner” - a physician, psychiatrist, or psychologist who is licensed to perform medical or psychological examinations.

- (V) “Non Immediate/Non extended family member” – one who is not an immediate or extended family member, as defined in this chapter.
- (W) “Part-time employment” - employment when the work schedule is less than forty hours per week.
- (X) “Pay range” - a range of pay, with an identified minimum and a maximum that is assigned to a classification.
- (Y) “Position” - requires the performance of certain duties and responsibilities which are consistent with the classification, but which may vary based on the work location where the duties are performed.
- (Z) “Preemployment screening” - process of collecting information about individuals to assess job qualifications or fitness for duty. Specific examples include background checks, and drug tests, among others.
- (AA) “Probationary period” - a period of time that constitutes a trial or testing period for a classified employee, during which the employee may be terminated or returned to the former classification. It begins:
 - (1) When a classified employee is hired;
 - (2) When a classified employee receives a promotion;
 - (3) When a classified employee makes a lateral change from one classification to another.
- (BB) "Promotion" - placement of an employee in a classification which has increased job responsibilities, scope, and impact, as evidenced by job title and/or pay range than that previously held.
- (CC) “Reassignment” - an involuntary temporary or permanent move of employment within the same classification.
- (DD) “Reclassification” - occurs when the job classification of an existing position is changed to a higher, lower, or lateral job classification.
- (EE) “Reduction in force” - a decrease in the number of positions at the university's initiative due to a lack of funds, lack of work, reasons of economy, or reorganization for efficiency.
- (FF) “Regular position” – an employment relationship between the university and the employee that is intended to be ongoing, subject to the needs of the appointing authority and to the employee meeting job performance standards.

- (GG) “Regular rate of pay” - the university adheres to the definition of regular rate of pay under the Fair Labor Standards Act, 29 CFR 207, Regular rate of pay includes the base rate, shift and weekend differentials, and non-discretionary bonuses earned during the workweek.
- (HH) “Reinstatement” - the act of returning a former employee to the same or similar position within the university classified civil service, following a period of not more than one year of separation; or not more than two years in cases of disability separation.
- (II) “Reorganization for efficiency” - current or projected decrease in workload that requires a reduction of current or projected staffing levels in an organizational structure; change in the nature of the work or direction or purpose of the unit; or elimination of a unit.
- (JJ) “Seasonal position” – a position in which the service recurs for a specified period of time during a particular time of the year.
- (KK) “Specification” - a composite of the duties and requirements of a classification.
- (LL) “Temporary position” – 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, is not eligible for certification.
- (MM) “Termination” - the involuntary ending of an employee's employment with the university.
- (NN) “Transfer” – occurs when an employee applies for a different position and is selected for the position.
- (OO) “Unpaid leave” - a period of time when an employee is not working, and their absence from work is not covered by another university leave or time off program, but the employee is generally retaining employment status and seniority. (B/T 6/14/82, 6/22/97, 1/2/98, 7/1/01, 6/5/2009, 10/29/2009, 2/5/2010, 4/8/2011, 6/7/2013, 11/19/2020, 8/18/2022)