

Staff Employment, 4.20 Policy Revision

Summary of Changes

Policy Effective January 3, 2021

Previously Appointments, 4.20.

Summary of Substantive Changes

- Changed title of the policy to Staff Employment.
- Removed all “appointment” references and replaced with “position”—with the exception of “academic appointment.”
- Discontinued use of reduced staff appointments.
- Clarified retirement contributions for staff with concurrent faculty job. Updated policy to reflect that staff members with paid faculty positions (when the faculty position is not part of their staff position) will send all retirement contributions to STRS for the period during which they teach.
 - Supplemental compensation was used to pay employees outside of their base compensation. Because the university has eliminated supplemental compensation, it was necessary to change the way we pay and capture the additional responsibilities of staff who teach, but not in the scope of their staff job.
- Added language that end of employment date must be established for temporary and term positions.
- Added section regarding staff with teaching duties.
- Established procedure for reviewing positions for employees without pay.

Individual Substantive Changes

Policy (Page 1)

- No substantial changes.

Definitions (Pages 1)

- Adds definitions: academic appointment and full-time equivalency.
- Revised employee type definitions to ensure accurate and easily reportable data, clarify benefit eligibility for employees and institutional purposes, and enable automated and streamlined Affordable Care Act reporting.
- Revised definition of term position to add that postdoctoral scholars may hold positions for up to five years.
- Deletes definitions: reduced appointment and emergency appointment.

Policy Details (Pages 1-2)

- Added information on position types (Policy Details I A, p. 1).
- Added language that an end of employment date must be established for temporary and term positions. (Policy Details I B, p. 1).
- Added language that staff and student positions cannot be combined. (Policy Details II. A, p. 2).
- Added a section regarding staff with teaching duties (Policy Details III., p. 2).

(Continued on page 2)



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Procedure (Pages 2-3)

Added information on seasonal positions. (Procedure I, p. 2)

- Established procedures for the review of positions for employees without pay. (Procedure II, p. 2)
- Revised language for multiple positions with different position types and benefit eligibility to explain when a staff member receives an academic appointment, and also adds language to make it clearer when a staff person who teaches will have their benefit contribution go to STRS rather than to OPERS or the Alternative Retirement Plan. (Procedure III, pp. 2-3)

Responsibilities (Page 3)

- Updates the table to reflect the responsibilities of offices or positions as required by the policy.

Resources (Page 3)

- Lists all resources.

Contacts (Page 4)

- Lists all offices referred to in the policy and their contact information. Adds HR Connection contact information.