

Summary of CCS Rule and Staff Compensation Related Policy Changes Effective November 1, 2022

Probationary Period, 5.10 policy-Minor Revision

Summary of Changes

- Updated “Applies to” section to add standard policy bargaining unit language, which had been located within the body of the policy.
- Added a Definitions Table, consistent with the university policy template, and added definitions that are consistent with the CCS rules and the Staff Compensation policy.
- Updated to replace the term “appointment” with “first position” or “positions,” consistent with CCS rule and Enterprise policy revisions.
- Updates language relative to serving a probationary period when an employee has a ‘lateral change,’ in their position, which is consistent with CCS rule revision.
- Updated term “certification” to “certified status” consistent with CCS rule revisions.
- Replaces “employing unit” with “unit” throughout, consistent with other HR policies.
- Updated term “paid leave” to “paid time off or other leaves,” consistent with CCS rule revisions.
- Updated language relative to the documentation required when a request for termination or demotion so that it reflects current practice and the Responsibilities table.
- Adds section that states, “A staff member who does not pass probation following a promotion or lateral job change will not be returned to their former position or previous classification within their former unit while they are subject to corrective action in accordance with the [Corrective Action and Involuntary Termination 8.15](#) policy due to serious misconduct.”
- Updated language to clarify unit responsibilities to consult with Employee and Labor Relations and Compensation for guidance on the placement, classification, and rate of pay of employees who do not pass probation period after a promotion or lateral job change.
- Minor grammatical and formatting changes.
- Updated links throughout the policy.



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1590 N. High Street, Suite 300 | Columbus, OH 43201 | 614-292-1050