

## **Chapter 51: Reclassifications**

### **3335-51-01 Position audits and reclassifications.**

- (A) The university may initiate audits and reviews of positions and classifications.
- (B) An employee may request from the office of human resources a position audit for the purposes of determining whether a position is properly classified. An employee may request only one position audit per twelve month period.
- (C) When an audit or review is conducted, the following sources for that investigation include, but are not limited to, documentation, any employee, an employee's authorized representative, or college/department officer. When the office of human resources finds that inequities or improper classifications of positions exist, appropriate remedial steps may be taken to provide a more equitable, just, and proper classification. The affected employee(s) shall be given a written notice of the decision of the audit.
- (D) If a position is reclassified outside the original classification as a result of an audit, the incumbent's probationary period is waived for the new classification.
- (E) Whenever a position reclassification determination is made, the office of human resources shall provide written notice to the affected employees. The office of human resources shall determine the classification within four weeks of receipt of the request. The effective date shall be the first day of the pay period following the conclusive determination. An employee may appeal the decision to the state personnel board of review within thirty days of receipt of the decision.
- (F) Position audits shall not be performed when deemed inappropriate by the office of human resources. At the discretion of the office of human resources, such circumstances may include but not be limited to when the incumbent is serving in a temporary appointment, a probationary period, on leave, receiving disability benefits, or the subject of a reduction in force. (B/T 6/14/82, 6/22/97, B/T 9/6/2002, 9/17/2010, 4/8/2011)

### **3335-51-02 Notification of employees.**

- (A) Whenever the classification title of a position changes, other than by process of promotion or demotion, or whenever the university establishes or deletes classifications and such actions result in the reclassification of incumbent classified employees, notification shall be made in writing to any individual affected by the change.
- (B) Any classified employee may appeal the reclassification to the state personnel board of review within thirty days after receipt of the notification of reclassification or notice of results of a position audit. (B/T 6/14/82, 6/22/97, 9/6/2002, 4/8/2011)

### **3335-51-03 Certified status.**

- (A) An employee obtains certified status in the classification upon successful completion of the probationary period for that classification as stated in rule 3335-67-02 of the Administrative Code. When there is no probationary period, employees obtain certified status in the classification upon the completion of one hundred eighty days with satisfactory performance.
- (B) Certified status is not available to employees who serve at the discretion of the appointing authority. (B/T 6/22/97, 7/1/01, 9/17/2010, 4/8/2011)

**3335-51-04 Retention of certified status.**

- (A) An employee with certified status who receives a classification change shall retain certified status in the new classification if:
  - (1) The change is due to a change in the classification plan,
  - (2) The change is to a lower classification within the classification series; or
  - (3) The employee is reclassified as a result of a job audit or review, in which case the employee shall have certified status in the new classification without serving a new probationary period.
- (B) At the discretion of the university, an employee with certified status may:
  - (1) Be reemployed or reinstated to the classification held at the time of separation within twelve months of separation from service; or
  - (2) Displace into a former classification held within the past twelve months pursuant to Chapter 3335-81 of the Administrative Code.
- (C) An employee who achieves certified status in a classification shall retain it for twelve months after leaving the classification.
- (D) An employee with certified status who returns from disability separation to the classification held at the time of separation is reinstated with certified status.
- (E) An employee with certified status may accept an unclassified appointment at which time certified status expires. (B/T 5/6/83, 6/22/97, 7/1/01, 9/17/2010, 4/8/2011)

**3335-51-05 Determination of classifications with same or similar duties.**

The office of human resources has determined that there are no classifications that have the same or similar duties for purposes of transferring certification or for exercising displacement procedures.

(B/T 5/6/83, 6/22/97, 7/1/01)