



## Ohio Administrative Code Rule 3335-51-01 Position audits and reclassifications.

Effective: September 19, 2022

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- (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. Employees shall receive notice of the decision prior to the effective date, which shall be determined and established by compensation. 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 position, a probationary period, on leave, receiving disability benefits, or the subject of a reduction in force.