



Ohio Administrative Code

Rule 123:1-19-02 Length of probation in state service.

Effective: April 23, 2020

(A) The initial probationary period for all classified employees in the state agencies, boards, and commissions hired on or after September 20, 2015 shall be three hundred sixty-five calendar days for all positions assigned to a pay range in schedule E-1 of division (A) of section 124.152 of the Revised Code. The probationary period for all classified employees in the state agencies, boards, and commissions promoted on or after September 20, 2015 shall be one hundred eighty calendar days for all positions assigned to a pay range in schedule E-1 of division (A) of section 124.152 of the Revised Code. Classified employees of the state agencies, boards, and commissions hired or promoted before September 20, 2015 into positions assigned to a pay range in schedule E-1 of division (A) of section 124.152 of the Revised Code shall serve the probationary period for the position that existed at the time the employee was hired or promoted into the position.

(B) Any positions not assigned to a classification salary base shall use the starting point for the position in lieu thereof for probationary period determination.

(C) Longer probationary periods for promotions, not in excess of three hundred sixty-five calendar days, may be authorized by the director for specific job classifications, upon request of the appointing authorities concerned, and upon the submission of proper documentation as required by the director.

(D) Time spent in no-pay status shall not be counted as part of the probationary period. Probationary periods shall be extended by an equal number of calendar days the employee spent in no-pay status.

(E) An appointing authority may, with the consent of the employee and approval of the director, extend an employee's promotional probationary period for up to sixty calendar days to allow additional time to review the employee's performance. A second extension, not to exceed sixty calendar days, may be requested by the appointing authority with the consent of the employee and the approval of the director to allow additional time to review the employee's performance. Any probationary period extension shall only be granted if an employee consents to the extension prior



to the end of the employee's normal probationary period or the end of the first extension, as applicable. In no event shall the time period covered by the probationary period and any extensions exceed a total of three hundred sixty-five calendar days in length.

(F) For purposes of step increases pursuant to section 124.15 of the Revised Code for classified and unclassified employees paid in accordance with schedule E-1 of section 124.152 of the Revised Code only, "probationary period" means the completion of one hundred eighty calendar days.