



Ohio Administrative Code

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

Effective: August 17, 2026

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- (A) The initial probationary period for all classified employees in the state agencies, boards, and commissions is three hundred sixty-five calendar days for all positions assigned to a pay range in schedule E-1 of division (B) of section 124.152 of the Revised Code.
- (B) The promotional probationary period for all classified employees in the state agencies, boards, and commissions is one hundred eighty calendar days for all positions assigned to a pay range in schedule E-1 of division (B) of section 124.152 of the Revised Code.
- (1) 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.
- (2) 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 will 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 will the time period covered by the probationary period and any extensions exceed a total of three hundred sixty-five calendar days in length.
- (C) Time spent in no-pay status is not counted as part of the probationary period. Probationary periods will be extended by an equal number of calendar days the employee spent in no-pay status.
- (D) 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 division (B) of section 124.152 of the Revised Code only, "probationary period" means the completion of one hundred eighty calendar days.
- (E) Part-time employees who work a portion of each normal working day will have their probationary period determined by the number of calendar days following appointment in the same manner as a full-time employee. Part-time employees who work less than a normal number of working days per week will have their probationary period determined on the basis of time actually worked as described:



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- (1) One thousand hours are equivalent to a one hundred eighty day probationary period.
- (2) Two thousand hours are equivalent to a three hundred sixty-five day probationary period.