



Ohio Administrative Code

Rule 123:1-23-01 Eligibility and selection for promotions.

Effective: April 10, 2026

(A) The appointing authority may make a promotion in the classified civil service on the basis of merit, conduct, and/or capacity in office.

(1) Merit. Merit may be determined by administering a civil service examination.

When an appointing authority conducts a civil service examination, the procedure defined in Chapters 123:1-15 and 123:1-17 of the Administrative Code shall be applicable.

(2) Conduct and capacity in office. The appointing authority may also take into consideration documents that reflect conduct and capacity in office, including, but not limited to, performance evaluations and active disciplinary record.

(B) No person will be eligible for promotion who:

(1) Has not satisfactorily completed the required probationary period set forth in Chapter 123:1-19 of the Administrative Code; or

(2) Lacks the minimum qualifications prescribed in the specifications for the class involved, unless evidence is presented either that persons fully meeting the qualifications are not available or that the person possesses other special qualifications that would make it desirable that the person be considered for promotion; or

(3) Has received unsatisfactory ratings on two of the last three performance evaluations.