



Ohio Administrative Code

Rule 123:1-25-01 Transfers and intra-transfers in classified service.

Effective: August 1, 2019

(A) Employees in the classified service of an agency of the state government who have satisfactorily completed their probationary period, or in the case of a new appointee who has completed their probationary period, may be transferred to a position having the same rate of pay and similar duties in another agency of the state government, upon request of the two appointing authorities concerned, with consent of the employee and approval of the director of administrative services. Where the good of the service requires, such transfer may be made without the approval of the appointing authority of the agency from which the transfer is made.

(B) Employees in the classified service of an agency in the state government who have satisfactorily completed their probationary period, or in the case of a newly appointed employee who has completed their probationary period, may be transferred to positions of a similar classification and having similar qualifications with a county agency, and employees in the classified service of a county agency may be transferred to positions of a similar classification and having similar qualifications in another agency of the county or in another county or in an agency of the state government, upon approval of the appointing authorities involved, with consent of the employee and approval of the director of administrative services and the commission, if applicable.

(C) Employees in the classified service of an Ohio city who have satisfactorily completed their probationary period, may be transferred to a county or state agency, and employees in the classified service of a state or county agency may be transferred to an Ohio city, where the positions involved are similar in duties and qualifications, with the consent of the employee subject to approval by the appointing authorities involved, the municipal civil service commission, and the director of administrative services, if applicable.

(D) Within an agency of the state or county government, an employee in the classified service may be intra-transferred where the positions involved have the same classification title.

(E) Any of the types of transfer defined in this rule may be permanent or temporary. Temporary



transfers of thirty days or less may be made without the consent of the employee. The employee shall have no right to appeal such temporary transfer unless the employee receives another temporary transfer within a six-month period.

(F) Temporary transfers for periods of more than thirty days and less than ninety-one days may be made only with written consent of the employee.

(G) A "permanent transfer" is any transfer in excess of thirty days unless the employee has consented to a longer period not exceeding ninety days.

(H) Written notice of any transfer and the reasons therefore in writing shall be given to the employee concerned. This notice shall be given at least fourteen calendar days prior to the effective date of the change except where an emergency renders it impractical. Requests for approval of all transfers shall be submitted to and approved by the director of administrative services or his designee, and/or the commission, as applicable. Each transfer action shall state the circumstances which make the transfer necessary for the efficient operation of the agency. No permanent transfer is to take effect until approval is secured by the initiating appointing authority from the director of administrative services. The word "transfer" as used in this rule shall not include any job reassignment within the same classification, within the same appointing authority which takes place in and involves a move to a different job location in the same county.

(I) The following classes have been designated as those where changes in the location of the employee's work assignment are necessary:

Classification Number	Classification Title
16751	Unemployment Compensation Examiner 1
16752	Unemployment Compensation Examiner 2
16753	Unemployment Compensation Examiner/Specialist 1
16754	Unemployment Compensation Examiner/Specialist 2
23511	Enforcement Agent
23515	Enforcement Assistant Agent-in-Charge
23516	Enforcement Agent-in-Charge



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23521	Compliance Agent
23525	Compliance Agent Supervisor 1
23526	Compliance Agent Supervisor 2
26121	Criminal Investigator 1
26122	Criminal Investigator 2
26210	Investigator Assistant
26211	Investigator
26216	Investigation Supervisor 1
26217	Investigation Supervisor 2
26711	Highway Patrol Trooper
63123	Program Administrator 2
63124	Program Administrator 3
63131	Administrative Officer 1
63132	Administrative Officer 2
63133	Administrative Officer 3
63471	Labor Relations Officer 1
63472	Labor Relations Officer 2
63473	Labor Relations Officer 3
64612	Human Capital Management Analyst
64613	Human Capital Management Senior Analyst
66111	Accountant/Examiner 1
66112	Accountant/Examiner 2
66113	Accountant/Examiner 3
66114	Accountant/Examiner 4
66115	Accountant/Examiner Supervisor 1
66116	Accountant/Examiner Supervisor 2
66127	Unemployment Contribution Supervisor
66136	Unemployment Compensation Compliance Audit Supervisor 1
66140	Financial Institution Examiner Trainee
66141	Financial Institution Examiner 1
66142	Financial Institution Examiner 2
66143	Financial Institution Examiner 3



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66144	Financial Institution Examiner 4
66145	Financial Institution Examiner 5
66146	Financial Institution Specialist 1
66147	Financial Institution Specialist 2
66148	Financial Institution Administrator
66151	Assistant Auditor 1
66152	Assistant Auditor 2
66153	Assistant Auditor 3
66155	Assistant Auditor Supervisor 1
66156	Assistant Auditor Supervisor 2
66157	Assistant Auditor Manager 1
66158	Assistant Auditor Manager 2
66181	Assistant IT Auditor 1
66182	Assistant IT Auditor 2
66183	Assistant IT Auditor 3
66411	Internal Auditor 1
66412	Internal Auditor 2
66413	Internal Auditor 3
66421	Internal EDP Auditor 1
66422	Internal EDP Auditor 2
66431	Workers' Compensation External Auditor
66435	Workers' Compensation External Auditor/Employee Services Supervisor
66535	Fiscal Specialist Supervisor
84511	Appraiser 1
84512	Appraiser 2
84513	Appraiser 3
84514	Appraisal Specialist
84521	Realty Specialist 1
84522	Realty Specialist 2
84523	Realty Specialist 3
84525	Realty Specialist Supervisor
84526	Realty Specialist Manager



84531	Property Management Specialist
84571	Permit Technician 1
84572	Permit Technician 2
84575	Permit Technician Supervisor
84581	Utilities Relocation Technician 1
84582	Utilities Relocation Technician 2
84583	Utilities Relocation Technician 3
84592	Real Estate Specialist
84595	Real Estate Specialist Supervisor
84596	Real Estate Administrator 1
84597	Real Estate Administrator 2
84598	Real Estate Administrator 3

A person considered for appointment to a position in such classes shall be informed of this policy in writing at the time of appointment or at the time of an examination. Those persons serving in such positions at the time of the adoption of this rule shall be informed of this policy in writing. The director shall approve such transfers without the submission of additional evidence. An employee serving in any of these classes shall have no right of appeal under paragraph (M) of this rule, but shall be given written notice of the transfer as provided in paragraph (H) of this rule. Transfers made under this paragraph shall be considered temporary transfers as defined in paragraphs (E) and (F) of this rule and be subject to the same restrictions placed on other temporary transfers. In no case shall transfers initiated under this paragraph be regarded as permanent.

(J) In the case of a request to transfer an employee permanently, the director shall approve the transfer only if it is determined to be necessary for the efficient operation of the work unit to which the employee would be transferred.

(K) In the case of permanent transfer, where the director determines that there is a need for a permanent change of residence, the employee shall be paid the actual and necessary expenses of moving to his or her new location. In addition, the employee shall be paid the regular per diem rate for in-state travel as established by the office of budget and management until his or her residence can be moved to his new location, but for not more than thirty days. The employee shall notify his or her appointing authority and the director of administrative services of his or her intent to move or



not to move his or her place of residence within thirty days of receiving notification from the director of administrative services that a change of residence is necessary, unless an appeal is pending, and such move must be completed within six months. If the employee chooses not to move his or her residence but commutes to the new job location from his or her former residence, no payment of moving expenses and no per diem payment shall be made. If the employee appeals the transfer, payment of moving expenses shall be delayed until a decision is rendered by the state personnel board of review. The appointing authority shall have the option of selecting or rejecting from among three or more moving estimates to relocate the employee, and may ask the employee to obtain additional estimates.

(L) During the period of a temporary transfer or during the first thirty days of a permanent transfer pending the relocation of the employee's residence, the appointing authority shall pay the employee's travel expenses in accordance with the office of budget and management travel expense regulations in effect at the time of transfer.

(M) An employee who has been notified in writing that he or she is to be transferred may, within ten days of receipt of such notice, file an appeal with the personnel board of review. In any event, while the appeal of an employee is pending before the personnel board of review, the employee shall have the obligation to comply with the transfer. In any case where the employee has relocated his or her residence pursuant to a permanent transfer and the rule of the board is that such transfer is not justified, the employee shall be fully reimbursed for the cost of relocating, as well as the cost of returning his or her residence to the original location.