



## Ohio Administrative Code

### Rule 123:1-31-01 General procedure for removals, reductions, suspensions, or fines.

Effective: August 2, 2018

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A removal, reduction in pay or position, suspension of more than forty work hours in the case of an employee exempt from the payment of overtime compensation, a suspension of more than twenty-four work hours in the case of an employee required to be paid overtime compensation, a fine of more than forty hours of pay in the case of an employee exempt from the payment of overtime compensation, a fine of more than twenty-four hours of pay in the case of an employee required to be paid overtime compensation, or the reduction or elimination of longevity, except as otherwise provided in division 123:1 of the Administrative Code, shall be made for one or more of the statutory reasons enumerated in section 124.34 of the Revised Code. The employee shall be notified in writing, on a form provided by the director or the state personnel board of review, or equivalent form, of the statutory reasons for the action and the effective date thereof. This form shall advise the employee of the right to appeal. Any such appeal shall be made in accordance with the rules of the state personnel board of review. The denial of a one-time pay supplement or a bonus to officer or employee is not a reduction in pay for purposes of this rule.

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