



Ohio Administrative Code

Rule 3337-40-106 Administrative and classified appointment.

Effective: September 28, 2022

(A) Overview

This policy defines appointment types for Ohio university. The chief human resource officer, as the appointing authority, shall administer the hiring practices of all appointments and shall review and facilitate all prospective appointment offerings. The wages, benefits, terms, and conditions of employment shall be governed by university practices, rules, policies, and procedures in effect at the time of hire and as they may be modified or amended.

(B) Regular appointments

Regular appointments can be full time or part-time and are more than one hundred twenty consecutive days.

(1) Regular administrative appointments are intended to be ongoing, can be exempt or non-exempt, and are at will, subject to involuntary termination with or without cause, in accordance with policies 41.012 and 41.013.

(2) Regular classified employees are non-exempt, intended to be ongoing, subject to the conditions included in the respective collective bargaining agreement.

(C) Term appointments

Appointments of a fixed duration greater than one hundred twenty days, but less than three years, without intention of continuing employment shall be referred to as "Term Appointments."

(1) Employees appointed to such positions will receive an offer letter, approved by UHR that clearly sets forth the limited term of their appointment.



(2) Term appointments shall not be subject to policies 41.012 and 41.013.

(3) A term appointment may be terminated prior to the expiration of the term for any reason by giving the employee written notice thirty calendar days prior to the termination date.

(D) Temporary appointments

Short-term appointments of less than one hundred twenty days shall be referred to as "Temporary Appointments."

(1) Temporary appointments shall not be subject to policies 41.012 and 41.013.

(2) A temporary appointment may be terminated prior to the expiration of the appointment for any reason.

(3) A temporary appointment may exceed one hundred twenty days for reasons noted in section 124.30 of the Revised Code "sickness, disability, or other approved leave of absence of regular officers or employees", in which case it may continue during the period of sickness, disability, or other approved leave of absence, subject to the rules of the director.

(E) Intermittent appointments

Positions in which an employee is scheduled to work only on days and hours as needed shall be referred to as "Intermittent Appointments."

(1) An appointment when an employee is required to work less than one thousand hours per fiscal year, or for a duration of a project or grant, which may exceed one thousand hours per fiscal year.

(2) Administrative employee called in as needed, or on an emergency basis.

(3) An intermittent appointment may be terminated for any reason at the discretion of the appointing authority.



(F) Special appointments designation

Positions dependent upon financial support from sources other than university general operating and auxiliary funds shall be referred to as "Special Appointments." Special appointment is a designation that can be given to any appointment types.

(1) Special appointees will receive an offer letter, approved by UHR, that states that they have "Special Appointments" that are dependent upon outside funding.

(2) Special appointments are considered at will, and are subject to termination with or without cause in accordance with policies 41.012 and 41.013.

(3) Notwithstanding policies 41.012 and 41.013, special appointments may be terminated at any time if the outside funding is decreased or eliminated. In this event, special appointees will be given notice of the termination as far in advance of the anticipated termination date as circumstances permit.

(G) Seasonal appointments

Full- or part-time contiguous positions greater than one hundred twenty days but less than nine months per year with the same schedule expected to recur in successive years. A seasonal appointment may be terminated for any reason at the discretion of the appointing authority.

(H) Non-contiguous appointments

Full- or part-time positions that may be comprised of multiple periods of work throughout the year, totaling more than one thousand hours per year and with at least one working period of greater than one hundred twenty days. For example, a non-contiguous employee may work July through December, be off work for the month of January, resume work in February through May, and be off work for the month of June. A non-contiguous appointment may be terminated for any reason at the discretion of the appointing authority.