



Ohio Administrative Code

Rule 3342-6-02.102 Operational procedures and regulations regarding waivers of posting for job vacancies.

Effective: September 15, 2025

(A) There are occasions when efficiency, productivity and fairness can best be served by appointing a uniquely qualified individual to a vacant position. When a particular candidate has the required direct experience and familiarity with the university, as well as appropriate credentials, or because internal management policy and practices provide for upward staff mobility, it is not necessary or appropriate to apply regular procedures for job communication as set forth in rule 3342-6-02.101 of the Administrative Code.

(B) The office of equal opportunity and compliance (EOC) will evaluate waiver requests to ensure consistency and obligations regarding federal contract compliance the university has under the Americans with Disabilities Act (ADA) and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA).

(C) Therefore, any department head who wishes to fill a position within his/her specific unit and to waive the job communication policy may file such a request with the designated representative in the division of people, culture and belonging (DPCB). The DPCB representative will process and provide the waiver request to the strategic hiring committee (SHC) for review and approval. The office of equal opportunity and compliance will apply the following criteria in deciding whether to support a waiver request:

- (1) Credentials of the preferred candidate match the job description and other stated requirements;
- (2) Direct experience in the unit has been established as necessary and relevant; and
- (3) The university's current composition is such that the recommended appointment would not seriously impede federal compliance progress or meeting set goals and timetables.

(D) Once the office of equal opportunity and compliance has provided a written recommendation, that information is then shared with the SHC to make an informed decision on whether the position



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is approved as a waiver of posting. Departments or units will be notified in writing whether their waiver request has been approved or denied.