



## Ohio Administrative Code

### Rule 3342-6-23.2 Administrative policy regarding inappropriate service of clerical and secretarial employees.

Effective: March 1, 2015

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(A) An employee's responsibilities should relate to the work of the office, the university and/or higher education in general.

(B) Secretarial or employees in the classified service should not be asked to perform assignment beyond the scope of their responsibilities.

(C) The director of talent management will assist in the resolution of questions regarding the scope of responsibilities, upon request.

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