AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539467

Ohio Administrative Code

Rule 3361:30-21-08 Employment: recruitment, selection and appointment of classified staff.

Effective: May 7, 2026

(A) Civil service appointments

No person shall be appointed, transferred, or promoted as an employee in the classified civil service at the university, in any manner or by any means other than prescribed in the rules herein.

(B) Job postings

Notice of all vacant or created regular classified civil service positions shall be posted on the jobs website maintained by the human resources department. The posting will include: the title, part-time or full-time status, minimum qualifications, and any testing requirements (including medical and/or psychological) required for the position. The university may use external advertisements to recruit a broad pool of applicants.

(C) Job application

(1) The university shall require applicants to submit a formal application for each position they are applying for, in which the applicant shall state their name, address, and any other information as may reasonably be required concerning the applicant's education, training, and experience.

(2) Failure of an applicant to state their qualifications as to experience or any other requirements described in the vacancy announcement will be considered sufficient cause to exclude an applicant from consideration for employment.

(3) An applicant may correct or update an application as long as any necessary corrections are made prior to the close date of the posting for the vacancy.

(D) Evaluation of applicants and candidates

(1) Classified civil service vacancies shall be filled insofar as practicable by competitive selection. The university may decide that vacancies in positions in the classified civil service shall be filled by promotion in cases when the university determines it is in its best interest to do so.

(2) Internal applicants will be eligible for consideration if they meet minimum qualifications and have passed probation. External applicants will be eligible for consideration if they meet minimum qualifications as evidenced by their application materials.

(3) The method of evaluating candidates, inclusive of the hiring committee and the human resources department's process, for each position must be documented prior to the commencement of the selection process.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539467

(4) Only applicants who meet the minimum qualifications and pass all assessments may be considered for hire.

(E) Selection of candidates based on merit and fitness

(1) The university is committed to recruiting and selecting candidates based on an assessment of merit and fitness related to the position. Evaluation of merit and fitness may include, but not limited to, experience, competencies, knowledge, skills, abilities, education, training, and physical and/or psychological fitness. Applicant assessment must be designed to fairly test the relative capacity of the applicants to perform the duties of the position. Candidate evaluation may include structured interviews; assessment centers; practical examinations; examinations of knowledge, skills, abilities and any other acceptable evaluation method.

(2) Applicants are subject to a satisfactory background check, per applicable human resources policies.

(3) All applicants must provide truthful and accurate information to the university during the entire recruitment and selection process. Fraudulent or deceptive conduct or false statements of any material fact by an applicant, or by others with the applicant's knowledge, in any application or examination, is cause for exclusion for consideration. This rule does not preclude the university from taking appropriate disciplinary action if, at any time, it discovers that an employee engaged in fraudulent or deceptive conduct or made false statements of any material fact during the application/recruitment process.

(F) Examinations

(1) All applicants for positions and places in the classified service may be subject to examination. The university shall determine the classifications for which examinations are appropriate.

(2) Applicants with disabilities who may require an accommodation to take an examination are responsible for notifying the human resources department before the date of the examination. Any reasonable accommodations will be established prior to the examination, as determined by the university.

(3) The university may cancel or postpone the examination at its discretion. Reasonable efforts will be made to notify applicants of such cancellation or postponement.

(4) University employees may be released from work without loss of pay to take an examination or assessment.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539467

(5) An applicant may not repeat an examination within four months of the date of the original examination unless an alternate form of examination is given. The human resources department may waive this rule at its discretion. A passing examination score stays on file for one year.

(6) To apply for military service examination credit, an applicant shall supply documentation, DD214, showing that they were in active military service or reserves for the United States and obtained an honorable discharge upon separation. When an applicant passes an examination, a twenty per cent military service credit and a fifteen per cent reserves service credit will be applied to their overall score.

(G) Pre-employment medical, psychological examinations, and drug tests

When positions require a medical, psychological examination, and drug tests in relation to the essential functions of the position, it will be included in the job posting and the offer of employment is contingent upon passing the examination. The university reserves the right to designate an examining licensed practitioner, at its expense.

(H) Reinstatement

An employee holding a position in the classified service, who has been separated from the university without delinquency or misconduct, and who has passed the initial probationary period, may request to be reinstated within one year from the date of separation to a vacancy in the same classification. The employee must declare their interest in reinstatement by contacting their previous manager or the human resources department and providing a letter requesting reinstatement. The decision to hire a reinstatement candidate is at the sole discretion of the hiring manager. This provision does not apply to employees who retire, those resigned in lieu of termination, or who have been notified they are ineligible for rehire. Reinstatement is not to be used on open searches, which will be considered a rehire. If a former employee is eligible for reinstatement for an open position and is awarded that position, they will be reinstated with their rate of pay upon separation, including any additional increases they would have received.

(I) Transfer or reassignment

The definition of "transfer" is moving from one department to another within the same classification. A "reassignment of duties" is reassignment that occurs when job responsibilities are changed or redistributed within their current position or classification without a change in title or pay. The university may temporarily or permanently transfer or reassign an employee within the same classification to a

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539467

different work location, task, or shift. Reassignment cannot result in an assignment to a lower pay range. No employee has a vested claim to perform a particular task within a job classification. The university will provide reasonable notice of the reassignment, except when an emergency renders advance notice impractical. This is not applicable for outside agencies.

(J) Eligibility list

(1) Upon completing all examinations and assessments, the human resources department will create an eligible list to fill each vacancy. All applicants on the eligible list will be forwarded to the hiring manager for consideration, selection, and appointment.

(2) Human resources talent acquisition will invite the applicants that are on any previous requisitions within the year to apply for the new position.

(3) Applicants on the list will be ranked either by their final test scores or via the ranking and scoring process. In cases of tied test scores, the candidate's original application date will be used to break the tie.

(K) Probationary periods

(1) Employees serve a probationary period for the following:

(a) Initial new hire probation is a six-month period. Longer probationary periods, not to exceed twelve months, may be specified by the university.

(b) Promotional probation is a four-month period.

(c) Probationary periods for employees who work in the police department shall be a one-year period.

(d) Time spent on a leave of absence that exceeds two weeks is not credited as part of the probationary period. Probationary periods shall be extended by an equal number of shifts the employee spends on leave.

(2) Employees whose titles are changed through a reclassification process do not serve a new probationary period.

(3) Employees shall be provided with feedback during the probationary period and receive a performance review prior to the end of the probationary period.

(4) If an employee's job performance does not meet the expectations of the position, then the employee will fail probation.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #539467

(a) If an employee fails probation during the initial probation, they are terminated from employment and are ineligible for re-hire in that classification.

(b) If an employee fails promotion probation, they are either returned to their former classification or, if the employee has engaged in unsatisfactory service as determined by the senior director of labor relations, terminated.

(c) Employees who fail promotional probation are ineligible to reapply for the same or higher classification for twelve months unless an exception is granted by the human resources department.

(d) Termination or return to former classification due to failure of probation is not subject to appeal.

(e) With the employee's consent, the appointing authority can request that an employee serve a longer probationary period for initial hires or promotions, by providing a written justification to the senior director of labor relations at least ten business days prior to the end of the probationary period. This extension to the employee's probationary period may not exceed sixty calendar days to allow additional time to review the employee's performance. No subsequent extensions will be made after the approval of the first request.