



State of Ohio Administrative Policy

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State Policy Authority of the
Administrative Services Director

No:

Administration
AS-D-01

Effective:

July 1, 2012

Issued By:

Robert Blair, Director

1.0 Purpose

This policy establishes the form and manner in which the director of the Ohio Department of Administrative Services carries out authority given to the Department to promulgate state administrative policy.

2.0 Policy

The Ohio Department of Administrative Services has been granted state policy authority as it relates to general government, human resources, and information technology matters. State agencies shall comply with all applicable state policies issued by the Department.

- 2.1 **Common Use:** The Department may elect to establish state administrative policy to satisfy revised and administrative code provisions and other sources of authority where guidance to agencies may be variously termed as *policies, regulations, orders, policy directives, directives, memoranda, direction, guidance* and other similarly defined policy types.
- 2.2 **Common Intent:** State administrative policies are established by the director to provide management direction to guide the use of resources on behalf of the public trust.
- 2.3 **Common Form:** Policies are written in a standardized format specified by the director and contain an effective date after which the policy is operational and requires action. Policies do not have an expiration date and are revised and rescinded as needed. The Department maintains an official online register of State of Ohio Administrative Policy. Policies are distributed to state departments, boards, bureaus, commissions, and other agencies. A reference copy of each published policy version is filed with the State Library of Ohio and previous or rescinded versions are filed with the state archivist of the Ohio Historical Society.

- 2.4 **Common Practices:** The department issues state administrative policy where there is a compelling need to prescribe direction upon which agencies must act or where there is the need to provide a range of discretion within which agencies may act. Guidance is clear on what is required, what is discretionary, and avoids ambiguity. To the extent practicable, policies provide for where discretion may be available for what constitutes compliance. The format is straightforward for ease and clarity of interpretation and implementation. “*Shall*” is used to indicate required actions, “*may*” for those that are discretionary. Common language is used. Policies are organized principally for the reader’s benefit and understanding with related topics organized together regardless of lines of responsibility within the Department. Contact information for assistance is included.
- 2.5 **Other Guidance:** The director may establish other forms of guidance such as rules, memoranda, standards, procedures, operating manuals, planning guidance, training, and aids. Such guidance and related resources are maintained and made available by the respective offices and divisions and cross-referenced where applicable to the official register of administrative policy.
- 2.6 **Quality Control Taskforce:** A policy quality control taskforce is established to maintain a standardized body of administrative policy issued by the Department and to ensure that policies are promulgated in keeping with the common practices established with this policy. The director serves as *ex-officio* chair and appoints representatives from the Office of the Director, Office of Collective Bargaining, Office of Communications and External Relations, Office of Efficiency and Results, Office of Employee Services, Office of Finance, Office of Information Technology, Office of IT Services, Office of Legal Services, Equal Opportunity Division, General Services Division, and Human Resources Division. The director appoints a chair who serves as policy coordinator for the purposes of administering the taskforce, the general policy practices of the Department, and this policy.
- 2.7 **Citation Style Guide:** When referencing administrative policy in a document, fully cite the policy in a footnote, table of references, or bibliography using the following style:

“Administrative Leave with Pay.” *Ohio Administrative Policy*, HR-D-10. (Ohio Department of Administrative Services, September 1, 2009).

Where administrative policy is a basis of authority for a work, use the following abbreviated citation style in any table of authorities:

OAP HR-D-10

3.0 Authority

Various, including but not limited to: CFR Title 41; ORC 121, 123, 124, 125, 126, 141, 143, 149, 152, 153, 1306, 1347, 4117; OAC 123; Collective Bargaining Agreements; and others

4.0 Revision History

Date	Description of Change
07/01/2012	Original policy.
07/01/2013	Scheduled review.

5.0 Inquiries

Direct inquiries about this policy to:

Christian Selch
Ohio Department of Administrative Services
30 East Broad Street, 39th Floor | Columbus, Ohio 43202
614.387.3056 | Christian.Selch@das.state.oh.us

State of Ohio Administrative Policies may be found online at
www.das.ohio.gov/forStateAgencies/Policies.aspx

6.0 Attachments

Attachment 1 – State of Ohio Administrative Policy Template



Attachment 1 – State of Ohio Administrative Policy Template

Ohio Department of Administrative Services
John Kasich, Governor
Robert Blair, Director

OhioDAS

**State of Ohio
Administrative Policy**

No: [Category]
[Number]

Effective: [Month] [Day], [Year]

Issued By:
[Director's Signature]
Robert Blair, Director

1.0 Purpose

[This brief section is a succinct description of the aim or goal of the policy. It should answer the question, "What is the problem or issue this policy is addressing?" It should provide a brief summary of the intent and objective. This section is not subnumbered.]

[If a definitions section is included as an appendix, a final paragraph to this section would read, "A glossary of terms found in this policy is located in Appendix A - Definitions. The first occurrence of a defined term is in ***bold italics.***" If including a definitions section, the first occurrence of the word in the policy body outside of a title or heading is in bold, italic type. The first occurrence of an acronym outside of a title or heading is spelled followed by a parenthetical, ex. Request for Proposal (RFP). Do not use acronyms in titles and headings for first occurrence.]

2.0 Policy

[Write a succinct high-level summary policy statement as an introduction that presents scope of expectation and include pertinent qualifying parameters. This first statement is not numbered, the remaining sections and subsections are numbered.]

2.1 [First Header]: [Write each major policy element as a statement that clearly directs behavior or establishes an expectation. Use action words like "provide," "ensure," "coordinate," "review," etc. Where behavior is limited, use "shall." Where behavior is subject to discretion, use "may." Early sections should describe major themes, later sections should describe exceptions. Double-space after each sub-section. Begin each major element with a header describing its scope. The header is bold type underlined followed by a colon with is bold but not underlined.]

2.1.1 [Provide numbered sub-statements that support or qualify the above statement as is appropriate. These do not include headers.]

The Ohio Department of Administrative Services

[Office or Division] | [Address] | Columbus, Ohio 43215 | [Assistant or Deputy Director Name], [Title]
| [Telephone] | [Email]

**Attachment 1 – State of Ohio Administrative Policy Template
(cont.)**

Arial 12 Small Caps Gray	STATE OF OHIO ADMINISTRATIVE POLICY → [TITLE]						
<p>2.2 [Second Header]: [Next major policy element.]</p> <p>2.3 Procedures: [If applicable, the second to last element provides operational procedures such as request procedures, waiver procedures, etc.]</p> <p>2.4 Implementation: [If applicable, the last element provides implementation considerations where compliance cannot be readily achieved. The section provides actions to be taken and timeframes for when compliance is expected.]</p> <p>3.0 Authority</p> <p>[This brief section is a succinct identification of the specific basis of authority for the policy, such as ORC, OAC, or CFR sections. Each type of authority in a line list should be separated by a semicolon. Each reference within a type should be separated by a comma. Contiguous references should be joined by a dash. The last element should reference the authority policy, "OAP AS-D-01." See the example below. This section is not subnumbered.]</p> <p>Example: ORC 125.18, 2909.04-06, 2913.04, 2921.41; OAP AS-D-01</p> <p>4.0 Revision History</p> <p>[The date of the original policy issuance, each subsequent revision, and the next scheduled review is written with this section. On new policies, enter the effective date and enter "Original policy" in the description of change field. On subsequent revisions, enter the revised date and a brief summary of the changes in the description of change field. For the last line, indicate the next scheduled review date.]</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">Date</th><th style="text-align: left;">Description of Change</th></tr></thead><tbody><tr><td>mm/dd/yyyy</td><td>Original policy.</td></tr><tr><td>mm/dd/yyyy</td><td>Scheduled policy review.</td></tr></tbody></table> <p>5.0 Inquiries</p> <p>Direct inquiries about this policy to:</p> <p style="margin-left: 40px;">[Contact] <- (specific name is optional, can be a generic title) [Office] [Division] Ohio Department of Administrative Services [Address]</p> <p style="margin-left: 40px;">[Telephone] [E-mail] <- (general or specific phone/email OK, but must be responsive)</p> <p>State of Ohio Administrative Policies may be found online at www.das.ohio.gov/forStateAgencies/Policies.aspx</p>	Date	Description of Change	mm/dd/yyyy	Original policy.	mm/dd/yyyy	Scheduled policy review.	<p style="text-align: right;">→ [Number]</p> <p style="text-align: right;">Page 2 of 3</p> <div style="background-color: #4F81BD; color: white; padding: 5px; text-align: center;">Arial 9 Italics Gray</div>
Date	Description of Change						
mm/dd/yyyy	Original policy.						
mm/dd/yyyy	Scheduled policy review.						

Attachment 1 – State of Ohio Administrative Policy Template (cont.)

STATE OF OHIO ADMINISTRATIVE POLICY
[TITLE]

[The first five sections constitute the DAS state policy boilerplate and are present in every policy in the general format provided. The remaining sections are in appendix format and are optional based upon need. Omit if unnecessary.]

6.0 Attachments [Optional – Omit if Unnecessary]

[Any additional large format references (forms, standards, flow diagrams, and so on) that may be pertinent to the reader’s interpretation of this policy may be added with a summary list provided here. Refer to the applicable numbered attachment when referenced in the body of the policy, ex. “Agency directors may request a waiver to this provision by submitting a waiver request (Refer to Attachment 1).” Include a short statement in this section. Note the consistent use of the word, “Attachment,” in this section as opposed to Exhibit or Appendix.]

Attachment 1 – [Title of Attachment.] [Brief summary of attachment as needed]

Attachment 2 – [Title of Attachment.] [Brief summary of attachment as needed]

Appendix A - Definitions [Optional – Omit if Unnecessary]

[This appendix defines terms like acronyms, abbreviations, forms, reports, words infrequently used, or technical jargon. At a minimum, define the major words, phrases, or terms that could be confusing or unfamiliar to your target audience. If used, the last paragraph under “1.0 Purpose” should state that a glossary of terms is provided. Place definitions in alphabetical order. The first occurrence of the word in the policy body outside of a title or heading is in bold, italic type. The first occurrence of an acronym should be spelled followed by a parenthetical, ex. “Request for Proposals (RFP)”.]

a. [First Term]. [defintion]

b. [Second Term]. [definition]

Appendix B - Resources [Optional – Omit if Unnecessary]

[This section is used to refer to helpful related policies, documents, Web pages, etc, that could assist the reader in understanding the intent of the policy. Write these in a table format using a standard reference style for published works or a standard legal reference style for authority references.]

Document Name
[Title of work in italics, Edition if applicable; Publisher, Year. URL if applicable.]



[Number]

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