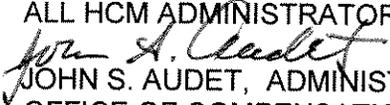




MEMORANDUM

TO: ALL HCM ADMINISTRATORS OF STATE AGENCIES

FROM:  JOHN S. AUDET, ADMINISTRATOR
OFFICE OF COMPENSATION & RECRUITMENT

DATE: SEPTEMBER 25, 2008

SUBJECT: JOB AUDIT REASSIGNMENT PROCEDURES

The purpose of this memorandum is to clarify the procedure for reassigning positions after a job audit decision is rendered by the Ohio Department of Administrative Services (DAS). DAS believes the following procedures are in the best interest of the employee and will reduce the occurrence of situations that require employees to pay back wages that have been overpaid pending the outcome of the appeal process to the State Personnel Board of Review.

Pursuant to Ohio Administrative Code 123:1-7-22, when DAS determines that the job audit should result in a reclassification that is a downgrade the employee's rate of pay shall be placed in the step within the new pay range that provides the employee with compensation that is equal to his or her current rate, or that provides the least amount of increase, but no decrease, in pay. Appointing authorities shall consider all applicable statutory pay supplements to ensure that an employee reassigned pursuant to this rule does not receive a decrease in pay. If the employee's base rate of pay exceeds the maximum rate of pay in the new pay range, the employee shall be placed in step X.

The agency shall immediately effectuate the employee's new rate of pay upon notification of the job audit decision by DAS. The effective date of such change shall be the first day of the pay period following DAS' receipt of the audit request. If the audit decision is appealed, the agency will calculate the difference, if any, in compensation that may be owed to the employee based upon the final decision by the State Personnel Board of Review.

When DAS determines that an upgrade is warranted, the employee's rate of pay shall not be changed until after the State Personnel Board of Review issues a final order if an appeal has been filed. The agency will assign the employee's new rate of pay based on the Board's final order, including calculation of any back pay owed the employee.