

STATE OF OHIO

Unclassified Service Explanation and Acknowledgment per O.R.C. 124.12

1. **Employees in the unclassified civil service of the State of Ohio do NOT have a property interest in their positions.**
 2. **Employees in the unclassified civil service of the State of Ohio will never gain a property interest in their unclassified positions regardless of the amount of time they remain in their unclassified positions.**
 3. **Employees in the unclassified civil service of the State of Ohio serve at the pleasure of the appointing authority and may be removed from their unclassified position at any time and for any legal reason.**
 4. **Employees who are removed from positions in the unclassified civil service of the State of Ohio do not have appeal rights to the State Personnel Board of Review.**
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For all employees appointed to an unclassified position:

I, _____ (name), acknowledge the following:

- I have read and understand the information provided above about the nature of employment in the unclassified civil service of the State of Ohio.
- I acknowledge that the position of _____ (position title) that I occupy at _____ (agency) is in the unclassified service per O.R.C. 124.11(A) (____).
- I sign this form and accept appointment to this position in the unclassified service knowingly and voluntarily, and I acknowledge that I serve at the pleasure of my appointing authority, and that I have no protection under the civil service laws of the State of Ohio.

Employee's Signature

Date

Additional acknowledgment for employees appointed FROM a classified position:

In addition to what is written above I, _____ (name), acknowledge the following:

- I sign this form and accept appointment to this position in the unclassified service knowingly and voluntarily, and I acknowledge that I have fall back rights as provided by O.R.C. 124.11(D).

Employee's Signature

Date