



# Memorandum

John R. Kasich, *Governor*  
Robert Blair, *Director*  
Michael Luers, *Deputy Director*

To: All HR Personnel of State Agencies

From: Michael L. Luers, Deputy Director  
Human Resources Division *MLL*

Date: December 21, 2016

Re: Process for Changing Civil Service Status

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The purpose of this memorandum is to update the procedure for changing the civil service status of positions, effective December 21, 2016.

If an agency is changing the civil service status of a filled position, the agency must submit an ePar. Simultaneously, the agency shall submit the required documentation listed in the attached checklist, via email to [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov). The ePar will not be processed until the required documentation has been received, reviewed, and approved by the Labor Relations & Human Resources Section.

If an approved ePar will change a position's civil service designation to unclassified, the requesting agency shall submit a signed acknowledgement from the incumbent employee that the agency is seeking to change the civil service status of the employee's position from classified to unclassified. This information is required to be submitted to the Labor Relations and Human Resources Section at the same time as the ePar process is initiated for review. Once a determination has been made, the ePar will be routed back to the requesting agency through the ePar system.

If an approved ePar will change a position's civil service designation to unclassified, the required unclassified acknowledgement letter signed by the employee, wherein the employee states that he/she understands that the civil service designation for the position that he/she holds has been changed to unclassified shall be attached when a decentralized agency enters the final approval. For a centralized agency, the required letter shall be attached when the agency enters the final agency-level approval prior to the ePar being routed to DAS HRD State Services.

Agencies should consult with their legal counsel with respect to any civil service status questions.

Attachment

## **Civil Service Status Change Checklist**

### **Process of Changing the Civil Service Status from Classified to Unclassified or Unclassified to Classified.**

*At the same time the ePar is submitted, this form and the required information shall be submitted to [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov) .*

#### ***The following information is required to be submitted:***

- Request/Justification letter which includes a summary of job duties that have changed and any relevant Ohio Revised Code Section.
- Signed and dated copy of the current position description.
- Signed and dated copy of the new position description.
- Current table of organization. This table of organization must allow for the tracking of the position in question up the organization's structure to the Director of the agency's position.
- Proposed table of organization. This table of organization must allow for the tracking of the position in question up the organization's structure to the Director of the agency's position.
- If applicable, the signed acknowledgement from the incumbent employee that the agency is seeking to change the civil service status of the employee's position from classified to unclassified.
- If applicable, for positions being requested to be changed from classified to unclassified status, copies of all active disciplines and a statement as to whether or not any discipline is pending or being considered for the incumbent employee.
- List of employees in the agency in the same classification and their civil service status, noting any changes in civil service status in the past four (4) years.

If you have any questions, please contact the Labor Relations & Human Resources Policy Section at [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov) or (614) 752-5393.