

123:1-5-03

**Retaining rights to the classified service upon appointment to the unclassified service.**

A certified employee appointed to an unclassified position pursuant to division (D) of section 124.11 of the Revised Code on or after March 30, 1999, shall be subject to the following:

- (A) Upon return to the classified service, an employee shall be placed back into the same classification from which the initial appointment to the unclassified service was made, or similar classification as provided in division (D) of section 124.11 of the Revised Code. The employee's total rate of pay shall be adjusted to reflect the compensation to which the employee would be entitled had he or she remained in the former classified position.
- (B) An employee appointed to the unclassified service while serving a probationary period shall serve the remainder of the probationary period of the same or similar classification upon return to the classified service.
- (C) Unclassified appointments made pursuant to division (D) of section 124.11 of the Revised Code may be rescinded by the appointing authority at any time, or upon the request of the employee. An employee may request placement back into the classified service only in the following circumstances:
  - (1) The appointing authority demotes the employee to a pay range lower than the employee's current pay range; or
  - (2) The appointing authority revokes the employee's appointment to the unclassified service.
- (D) Time spent in the unclassified service shall not count for the purposes of being automatically certified in accordance with rule 123:1-10-01 of the Administrative Code.

123:1-23-12

**Time limit for filling position; probationary period; removal demotion.**

When an examination for promotion has been completed and the result certified to the appointing authority, one of the three persons certified as standing highest shall be appointed within thirty days, and after that time, any provisional appointee or any acting incumbent of said position for which a promotional examination has been held shall vacate the position. If only one or two names can be certified, the appointing authority shall not be required to make an appointment, but the position shall not be filled except by appointment from an eligible list and if occupied by a provisional appointee, it shall be vacated. All promotions shall be for a probationary period established in Chapter 123:1-19 of the Administrative Code, and if in accordance with that chapter, the promoted employee is found to be unsatisfactory in the advanced position, the employee may be removed. ~~shall, upon submission of a report to the director showing the reasons why the employee's service was found to be unsatisfactory, be demoted to the position from which he or she was promoted or to a similar position; upon such demotion, the employee's salary shall be the same that he or she was receiving prior to promotion, except for changes in pay range that may have occurred or any step increase to which the employee would have been entitled in the lower classification.~~ If a certified employee takes an open-competitive examination for a classification having a higher base pay range than he holds at the time of the examination and is appointed from the resulting eligible list to a position in the same agency, this action shall be considered a promotion so far as the probationary period is concerned, and the employee may be ~~demoted~~ removed if his or her services are found unsatisfactory in accordance with this rule.

123:1-31-02

**Step Reduction.**

(A) For purposes of this rule, "step reduction" means reducing an employee one step in the applicable pay table for purposes of calculating the employee's compensation.

(B) At the appointing authority's discretion, an employee may receive a step reduction as a form of progressive discipline. This form of discipline shall only be imposed as an alternative to termination and shall not interfere with the employee's normal step anniversary.

123:1-32-01

**Charge Availability and charge of sick leave, vacation leave, and personal leave and compensation for sick leave of employees paid by warrant of the auditor of state.**

(A) ~~Charge of sick leave, vacation leave, and personal leave. Sick leave, vacation leave, and personal leave used by an employee whose salary or wage is paid directly by warrant of the auditor of state shall be charged in minimum units of one-tenth of one hour. Employees shall be charged sick leave, vacation leave, and personal leave only for the days and hours for which they would have otherwise been regularly scheduled to work. Sick leave, vacation leave, and personal leave shall not exceed the amount of time an employee would have been regularly scheduled to work in any pay period.~~ Availability of sick leave, vacation leave, and personal leave. Sick leave, vacation leave, and personal leave is not available for use until it appears on the employee's earnings statement and the compensation described in the earnings statement is available to the employee.

(B) Charge of sick leave, vacation leave, and personal leave. Sick leave, vacation leave, and personal leave used by an employee whose salary or wage is paid directly by warrant of the auditor of state shall be charged in minimum units of one-tenth of one hour. Employees shall be charged sick leave, vacation leave, and personal leave only for the days and hours for which they would have otherwise been regularly scheduled to work. Sick leave, vacation leave, and personal leave shall not exceed the amount of time the employee would have been regularly scheduled to work in any pay period.

~~(B)~~(C) Compensation for charged sick leave. Sick leave for an employee whose salary or wage is paid directly by warrant of the auditor of state which is credited during or subsequent to the ~~base pay period~~ paycheck which includes December 1, 1981 shall be exhausted before use of sick leave accumulated prior to the ~~base pay period~~ paycheck which includes December 1, 1981 is allowed. Compensation for sick leave used during each twelve-month period beginning with the pay period that includes the first day of first paycheck the employee receives in December shall be at the rates established below.

- (1) The initial forty hours of sick leave shall be paid at a rate equal to the employee's base rate of pay.
- (2) The next forty hours of sick leave shall be paid at a rate equal to seventy per cent of the employee's base rate of pay. Except these sick leave hours shall be paid at a rate equal to the employee's base rate of pay if the hours or portions thereof are associated with an overnight hospital stay by the employee, employee's spouse, or child residing with the employee or are used before or after the aforementioned hospital stay and are contiguous to the hospital stay.
- (3) Sick leave used in excess of eighty hours shall be paid at a rate equal to the

employee's base rate of pay.

- (4) Sick leave used to supplement an approved disability leave, workers' compensation, or adoption/childbirth leave benefit period shall be paid at a rate equal to the employee's base rate of pay.

123:1-32-07

**Personal leave with pay and charge of personal leave for employees paid by warrant of the auditor of state.**

- (A) Eligibility for personal leave. Each full-time permanent and part-time permanent employee whose salary or wage is paid directly by warrant of the auditor of state shall be eligible for personal leave with pay which may be used for any matter of a personal nature.
- (B) Credit of personal leave. Each full-time permanent employee ~~during the base pay period of each year~~ shall be credited with thirty-two hours of personal leave each year. Each part-time permanent employee shall be credited with a prorated portion of personal leave each pay period at the rate of .015375 hours per non-overtime hour in active pay status. Such credit shall be made to each eligible employee in the first paycheck the employee receives in December.
- (C) Compensation. Compensation for personal leave shall be equal to an employee's base rate of pay.
- (D) Charge of personal leave. Personal leave which is used by an employee shall be charged in minimum units of one-tenth of one hour. Employees shall be charged personal leave only for the days and hours for which they would have otherwise been scheduled to work, but shall not include scheduled overtime.
- (E) Notification and approval of use of personal leave. Employees may use personal leave upon giving reasonable notice to the employee's supervisor or other responsible administrative officer of an appointing authority. Such requests should be in writing. Requests should, when possible, be made a reasonable time in advance of the date or dates requested for use of personal leave unless the use is for an emergency situation. State agencies, boards, and commissions should establish procedures implementing the provisions of this paragraph and shall be responsible for informing all employees of the notification policy. Reasonable notification policies should be based upon the operational requirements of an agency.
- (F) Personal leave may not be used to extend an employee's active pay status for the purpose of accruing overtime or compensatory time.
- (G) Personal leave may not be used to extend an employee's date of resignation or date of retirement.

123:1-32-08

**Conversion or carry-forward of sick leave or personal leave credit at year's end for employees paid by warrant of the auditor of state.**

(A) Conversion or carry-forward of sick leave credit or personal leave credit at year end. An employee whose wage or salary is paid by warrant of the auditor of state shall have, pursuant to the following provisions, the option to convert to cash benefit payable on the first payday in December or carry forward the balance of any unused sick leave credit or personal leave credit at year's end.

(1) Sick leave credit conversion or carry-forward. An employee who accrues sick leave pursuant to section 124.382 of the Revised Code and rule 123:1-32-01 of the Administrative Code shall have at year's end the following options with regard to the portion of sick leave credit:

(a) Carry forward the balance of sick leave credit.

(b) Receive a cash benefit conversion for the unused balance of sick leave credit. An employee serving in a temporary work level or an interim appointment who elects to convert unused sick leave to cash shall do so based on the base rate of pay of his or her normal classification. Unused sick leave shall be converted at a rate based on the amount of sick leave used during or subsequent to the applicable base pay period remaining as of the last day of the pay period preceding the first paycheck the employee receives in December as described below:

(i) An employee who did not use sick leave during or subsequent to the base pay period preceding the first paycheck the employee receives in December may convert up to eighty hours of unused sick leave at a rate equal to eighty per cent of the employee's base rate of pay.

(ii) An employee who used eight hours of sick leave or less may convert eighty hours, less the amount of leave used, at a rate equal to seventy-five per cent of the employee's base rate of pay.

(iii) An employee who used more than eight hours but less than sixteen and one tenth of one hour of sick leave may convert eighty hours, less the amount of leave used, at a rate equal to seventy per cent of the employee's base rate of pay.

(iv) An employee who used more than sixteen hours but less than twenty-four and one tenth of one hour of sick leave may convert eighty hours, less the amount of the leave used, at a rate equal to

sixty-five per cent of the employee's base rate of pay.

- (v) An employee who used more than twenty-four hours but less than thirty-two and one tenth of one hour of sick leave may convert eighty hours, less the amount of leave used, at a rate equal to sixty per cent of the employee's base rate of pay.
  - (vi) An employee who used more than thirty-two hours of sick leave may convert eighty hours, less the amount of leave used, at a rate equal to fifty-five per cent of the employee's base rate of pay.
- (c) Carry forward a portion of the balance of sick leave credit and receive a cash benefit conversion of a portion of the sick leave credit as provided in paragraph (A)(1)(b) of this rule.
- (2) Personal leave credit conversion or carry forward. Employees who are credited with personal leave pursuant to section 124.386 of the Revised Code and rule 123:1-32-07 of the Administrative Code shall have at year-end the following options with regard to the unused portion of personal leave credit:
- (a) Carry forward the balance of personal leave credit up to a maximum of eight hours.
  - (b) Convert the balance of personal leave to accumulated sick leave to be used in the manner provided by section 124.382 of the Revised Code and the appropriate administrative rules.
  - (c) Receive a cash benefit conversion for the unused balance of personal leave payable on the first payday in December. The cash benefit conversion shall equal one hour of the employee's base rate of pay for every one hour unused credit that is converted. An employee serving in a temporary work level or an interim appointment who elects to convert unused personal leave to cash shall do so based on the base rate of pay of his or her normal classification.

(B) Limitations of conversion of sick leave credit at year's end.

- (1) The options for conversion of sick leave credit listed in paragraphs (A)(1)(b) and (A)(1)(c) of this rule can only be utilized for sick leave credited an employee in the year in which it is accrued.
- (2) The failure of an employee to utilize one of the sick leave conversion options

listed in paragraphs (A)(1)(b) and (A)(1)(c) of this rule shall result in the automatic carry-forward of any balance of sick leave credit.

- (C) Applicability of retirement system deductions to sick leave credit cash conversions. Any cash benefit conversions of sick leave or personal leave made at year end under the provisions of this rule shall not be subject to contributions to any of the retirement systems either by the employee or the employer.
- (D) Notification of option to convert sick leave credit or personal leave credit at year end. An employee eligible to receive a cash benefit conversion of sick leave credit or personal leave credit at year's end must indicate their desire to convert any sick leave or personal leave no later than the end of the pay period that includes the first day of November. Each appointing authority shall be responsible for reporting the conversion requests to the department of administrative services.

123:1-32-10

**Transfer of sick leave, and personal leave and vacation leave credits, restoration of sick leave, personal leave and vacation leave credit.****(A) Transfer of leave between public agencies.**

(1) Transfer of sick leave credit. An employee who transfers from one public agency to another, shall be credited with the unused balance of the accumulated sick leave credit up to the maximum sick leave accumulation permitted in the public agency to which the employee transfers. An employee who is paid directly by warrant of the auditor of state that transfers to a public agency in which employees are paid directly by warrant of the auditor of state shall be credited with the entire unused sick leave balance.

(2) Transfer of personal leave credit. An employee who transfers from one public agency to another shall be credited with the unused balance of his or her entire personal leave credit, provided that if the employee is no longer eligible to receive personal leave credit in accordance with section 124.386 of the Revised Code, the employee will receive personal leave cash conversion benefits as provided in division (E) of section 124.386 of the Revised Code.

**(3) Transfer of vacation leave credit.**

(a) An employee who transfers from one public agency to another shall be credited with the unused balance of the accumulated vacation leave credit up to the maximum vacation leave accumulation permitted by the public agency to which the employee transfers.

(b) When an employee transfers from a position that has been authorized for an annual leave accrual maximum greater than the maximum allowed in paragraph (B) of section 124.134 of the Revised Code, the employee forfeits the right to be credited with the vacation leave that is in excess of the maximum allowed by paragraph (B) of section 124.134 of the Revised Code, and instead shall receive payment for the excess leave at a rate equal to the employee's base rate of pay for the position authorizing the greater annual leave accrual maximum.

**(B) Restoration of sick leave credit upon reemployment.**

An employee shall be responsible for notifying the employee's current appointing authority of the amount of unconverted leave and that employee shall provide reasonable documentation in support of any claim. Upon request by that employee or the employee's current appointing authority, the employee's previous appointing authority shall provide the employee or the employee's appointing authority with adequate documentation regarding the previously accumulated leave of which the former appointing authority is aware.

~~Sick leave credit shall be granted upon presentation of appropriate documentation to the appointing authority, provided that the employee is reemployed within ten years of the date on which the employee was last terminated from public service. The employee shall be responsible for notifying the appointing authority of the amount of unconverted creditable sick leave and the employee shall provide reasonable documentation in support of any such claim. Upon request by an employee, previous appointing authorities shall provide the employee with adequate documentation regarding the previously accumulated sick leave of which the appointing authority is aware.~~

(1) Restoration of sick leave credit. An employee who is rehired within ten years of the employee's separation from state service shall be credited with any sick leave that has not been converted to cash and shall be prohibited from further conversion until separation from state service unless the conversion is pursuant to section 124.383 of the Revised Code.

(a) An employee who had previously accumulated sick leave credit under the provisions of section 124.382 of the Revised Code and rule 123:1-32-01 of the Administrative Code, shall, upon reemployment in the public service, have restored all unused sick leave credit which was not converted to a cash benefit under the provisions of section 124.384 of the Revised Code or any other conversion provisions provided the employee is reemployed within ten years.

(b) An employee who had previously accumulated sick leave credit under the provisions of section 124.38 of the Revised Code shall upon reemployment in the public service have restored all unused sick leave credit which was not converted to a cash benefit under any policies or provisions established by the employee's employing agency or political subdivision provided the employee is reemployed within ten years.

~~(1)(2) An employee who had previously accumulated sick leave credit under the provisions of section 124.382 of the Revised Code and rule 123:1-32-01 of the Administrative Code, shall, upon reemployment in the public service, have restored all unused sick leave credit which was not converted to a cash benefit under the provisions of section 124.384 of the Revised Code or any other conversion provisions provided the employee is reemployed within ten years.~~ Restoration of personal leave credit. An employee who had previously accumulated personal leave credit under the provisions of section 124.386 of the Revised Code shall, upon reemployment in the public service, have restored all accrued and unused personal leave credit which was not converted to a cash benefit, provided the employee is reemployed within thirty days of the date on which the employee was last separated from public service.

- ~~(2)~~(3) ~~An employee who had previously accumulated sick leave credit under the provisions of section 124.38 of the Revised Code shall upon reemployment in the public service have restored all unused sick leave credit which was not converted to a cash benefit under any policies or provisions established by the employee's employing agency or political subdivision provided the employee is reemployed within ten years.~~ Restoration of vacation leave credit. An employee who had previously accumulated vacation leave credit under the provisions of section 124.134 of the Revised Code shall, upon reemployment in the public service, have restored all accrued and unused vacation leave credit which was not converted to a cash benefit, up to a maximum allowable for the employee's new position, provided the employee is reemployed within thirty days of the date on which the employee was last separated from public service. If the employee has more vacation leave credit than allowable under the new position, the employee shall receive payment for the excess leave at a rate equal to the employee's base rate of pay for the position authorizing the greater annual accrual maximum.
- (4) Failure to notify. If an employee fails to notify the appointing authority of the employee's desire to restore leave and the leave is then converted to cash, the employee waives the ability to restore the accrued and unused leave credit.

123:1-32-11

**Leave retention options for employees appointed to positions governed by section 121.03 of the Revised Code or a similar position that does not accrue leave.**

(A) Sick leave. Upon appointment to a position governed by section 121.03 of the Revised Code or a similar position that does not accrue sick leave under section 124.38 or 124.382 of the Revised Code, an employee with accrued and unused sick leave balances may:

- (1) Receive compensation at the employee's base rate of pay for all accrued and unused sick leave accrued under section 124.38 and 124.382 of the Revised Code. The employee shall be compensated at the employee's base rate of pay at the rates established in division (A) of section 124.384 of the Revised Code, or;
- (2) Retain the accrued and unused sick leave and, upon completion of the employee's appointment, receive compensation at the employee's then current base rate of pay at the rates established in division (A) of section 124.384 of the Revised Code for all accrued and unused sick leave accrued under section 124.38 or 124.382 of the Revised Code, provided that the employee does not return to a position in the state service that accrues sick leave under section 124.38 or 124.382 of the Revised Code.

(B) Personal leave. Upon appointment to a position governed by section 121.03 of the Revised Code or a similar position that does not accrue personal leave under section 124.386 of the Revised Code, an employee with accrued and unused personal leave balances may:

- (1) Receive compensation at the employee's base rate of pay for all accrued and unused personal leave accrued under section 124.386 of the Revised Code, or;
- (2) Retain the accrued and unused personal leave and, upon completion of the employee's appointment, receive compensation at the employee's then current base rate of pay for all accrued and unused personal leave accrued under section 124.386 of the Revised Code, provided that the employee does not return to a position in the state service that accrues personal leave under section 124.386 of the Revised Code.

(C) Vacation leave. Upon appointment to a position governed by section 121.03 of the Revised Code or a similar position that does not accrue vacation leave under section 124.13 or 124.134 of the Revised Code, an employee with accrued and unused vacation leave balance may:

- (1) Receive compensation at the employee's base rate of pay for all accrued and unused vacation leave accrued under section 124.13 or 124.134 of the Revised Code, or;

(2) Retain the accrued and unused vacation leave and, upon completion of the employee's appointment, receive compensation at the employees then current base rate of pay for all accrued and unused vacation leave accrued under section 124.13 or 124.134 of the Revised Code, provided that the employee does not return to a position in the state service that accrues vacation leave under section 124.13 or 124.134 of the Revised Code.

123:1-34-03

**Civic duty leave.**

- (A) An appointing authority shall grant civic duty leave with full pay to any employee who:
- (1) Is summoned for jury duty by a court of competent jurisdiction, or
  - (2) Is subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses; where the employee is not a party to the action. This paid leave is not available if the employee is a party to the action or is summoned to testify as a result of secondary employment outside the service of the state.
- (B) An appointing authority may grant civic duty leave with full pay to any employee who:
- (1) Is appointed to serve in an unpaid position on an advisory board or a commission, or
  - (2) Is soliciting for charities for which payroll deductions are made.
- (C) Any compensation or reimbursement for jury duty or for court attendance compelled by subpoena, when such duty is performed during an employee's normal working hours, shall be remitted by a county human services employee to the payroll officer for transmittal to the county treasurer. Compensation or reimbursement for jury duty or for court attendance compelled by subpoena in excess of fifteen dollars per day, when such duty is performed during an employee's normal working hours, shall be remitted by an employee who is paid directly by warrant of the auditor of state to the payroll officer for transmittal to the treasurer of state.
- (D) An employee who is the appellant in any action before the state personnel board of review and is in active pay status at the time of a scheduled hearing before the board shall be granted civic duty leave with full pay for purposes of attending the hearing.

123:1-34-10

**Voluntary cost saving program.**

(A) Pursuant to section 124.392 of the Revised Code, the Voluntary Cost Savings (VCS) program has been created as a tool for an appointing authority to reduce costs. A VCS program provides employees who are exempt from collective bargaining and paid by a warrant of the auditor of state with the opportunity to reduce their schedule or be in a no pay status for a period of time without reducing certain benefits or requiring them to exhaust paid leave.

(B) Approval. An appointing authority shall notify the director of administrative services of its intent to establish and implement a VCS program and receive the director's approval before the program can become effective. The notice shall include:

(1) A description of the proposed VCS program indicating whether the appointing authority will offer one or both of the options outlined in paragraph (D) of this rule;

(2) A description of the proposed VCS program's compliance with paragraphs (C) through (J) of this rule;

(3) The approximate number of employees eligible to participate in the proposed VCS program;

(4) A copy of the proposed VCS program agreement to be used by the appointing authority in compliance with paragraph (I) of this rule; and

(5) The anticipated duration and availability of the proposed VCS program.

(C) Eligibility. Full-time or part-time permanent employees who are paid by warrant of the auditor of state and have successfully completed an initial or promotional probationary period shall be eligible to participate in the VCS program. The VCS program shall be administered on a strictly voluntary basis.

(D) An appointing authority may propose a VCS program that includes either or both of the options listed in this paragraph. If an appointing authority proposes both options, it must also state whether an employee may utilize both options during the same fiscal year.

(1) Reduction of hours. Full-time permanent employees may reduce their hours worked by no less than eight hours and no more than forty hours per pay period. The maximum amount of time an employee may use this option is for five hundred twenty hours in a fiscal year or for a total of six months, whichever comes first.

(2) Unpaid leave of absence. Full-time or part-time permanent employees may take unpaid leaves of absence for two to thirteen week periods within a fiscal year.

(E) Leave accrual. Employees who reduce their hours worked pursuant to paragraph

(D)(1) of this rule shall accrue vacation and sick leave on a pro-rated basis based on the number of hours spent in active pay status. Employees who take an unpaid leave of absence pursuant to paragraph (D)(2) of this rule shall not accrue any vacation or sick leave while in inactive pay status. The utilization of either option shall have no impact on an employee's accrual of personal leave.

(F) Service credit. Employees who reduce their hours worked pursuant to paragraph (D)(1) of this rule shall not incur a break in service and will be treated as full-time employees for purposes of calculating retention points. Employees who take an unpaid leave of absence pursuant to paragraph (D)(2) of this rule shall not incur a break in service and will be treated as their regular appointment type for purposes of calculating retention points as long as the employee returns to employment.

(G) Health insurance. Employees who reduce their hours worked pursuant to paragraph (D)(1) of this rule shall maintain full-time status for purposes of health care coverage, benefits, and premiums. Employees who take an unpaid leave of absence pursuant to paragraph (D)(2) of this rule are responsible for their share of insurance premiums for all insurance programs in which the employee is enrolled at the time of the leave. It is the employee's responsibility to make payment arrangements with their payroll officer prior to the leave commencing. The state shall maintain the employer's share of the premiums during utilization of this option.

(H) Unemployment benefits. Employees participating in this program shall not be eligible for unemployment benefits.

(I) VCS program agreement approval process.

(1) Employees seeking to participate in the VCS program must complete and submit a signed VCS program agreement to their appointing authority at least thirty days prior to commencement of the leave of absence or implementation of a reduced schedule. An appointing authority may waive the thirty day notice requirement and authorize a minimum of fewer than thirty days advanced notice.

(2) The appointing authority must sign the VCS program agreement for it to become effective.

(3) Even after the VCS program agreement is effective, the appointing authority retains the sole discretion to approve or deny an employee's leave request. The appointing authority must ensure that any impact on operations as a result of such work arrangements is minimal and additional costs do not result.

(4) The appointing authority shall notify an employee of the status of the request no later than seven days before the effective day of the leave of absence or the implementation of the reduced schedule.

(J) Termination. An appointing authority may terminate a VCS program agreement by providing ten working days notice in writing to the employee. An employee may terminate a VCS program agreement upon ten working days notice in writing to the appointing authority unless mutually agreed to otherwise by the employee and the appointing authority.

123:1-35-05                    **Mandatory direct deposit of compensation for certain employees.**

(A) For purposes of this rule:

- (1) "Covered position" - Means any position with an appointment type code of 01, 04, 08, 09, 11, 12, 13, 14, 17, 18, 20, or 21, where the compensation for said position is paid by warrant of the auditor of state.

(B)

- (1) Any person ~~selected and~~ appointed to a covered position on or after ~~the effective date of this rule July 1, 2006~~ shall within two weeks of appointment to the covered position either execute the required documentation to authorize the direct deposit of the person's compensation into a financial institution of the person's choice or execute the required documentation to authorize the direct deposit of the person's compensation into a financial institution designated by the auditor of state for the benefit of the person pursuant to paragraph (D) of this rule.

- (2) Any person appointed to a covered position on or after November 27, 2005, but before July 1, 2006 shall within two weeks of appointment to the covered position either execute the required documentation to authorize the direct deposit of the person's compensation into a financial institution of the person's choice or execute the required documentation to authorize the direct deposit of the person's compensation into a financial institution designated by the auditor of state for the benefit of the person pursuant to paragraph (D) of this rule.

- (3) Any person appointed to a coverer position on or after June 5, 2002, but before November 27, 2005 shall have either executed the required documentation to authorize the direct deposit of the person's compensation into a financial institution of the person's choice or have executed the required documentation to authorize the direct deposit of the person's compensation into a financial institution designated by the auditor of state for the benefit of the person pursuant to paragraph (D) of this rule.

- ~~(2)~~(4) Any person who was appointed to a covered position ~~on or after~~ before June 5, 2002, but before the effective date of this rule shall within 30 days of the effective date of this rule shall by July 31, 2006 either execute the required documentation to authorize the direct deposit of the person's compensation into a financial institution of the person's choice or execute the required documentation to authorize the direct deposit of the person's compensation into a financial institution designated by the auditor of state pursuant to paragraph (D) of this rule, unless they have a current authorization for the

direct deposit of their compensation into a financial institution of their choice on file with their appointing authority. This requirement does not apply to employees who were appointed to a covered position before June 5, 2002 who are a "public employee" as defined in section 4117.01 of the Revised Code, and whose applicable collective bargaining agreement does not require the employee to have direct deposit.

- (C) A person in a covered position who has not timely complied with the requirements of paragraph (B) of this rule, who has failed to timely comply with all the requirements of the financial institution designated by the auditor of state or the department of administrative services as required by paragraph (D) of this rule, or who has failed to timely maintain an authorization for the direct deposit of the employee's compensation as required by paragraph (E) of this rule shall be subject to progressive discipline for cause, up to and including removal. Any disciplinary actions against such a person for any violation of this rule shall be done in accordance with section 124.34 of the Revised Code or the applicable collective bargaining agreement.
- (D) The appointing authority of a person in a covered position who has failed to authorize the direct deposit of the person's compensation into a financial institution of the person's choice as set forth in paragraph (B) of this rule shall cause the person's compensation to be directly deposited into a financial institution designated by the auditor of state for the benefit of the person. A person in a covered position shall comply with all the requirements of the financial institution designated by the auditor of state under this paragraph and the department of administrative services if that person's compensation is deposited into said financial institution as a result of this paragraph.
- (E)
- (1) A person in a covered position that is required to have direct deposit pursuant to paragraph (B) of this rule may change the specific financial institution or account to which the person's compensation is directly deposited as the person chooses, however, such a person shall maintain the direct deposit of the person's compensation into a financial institution during the entire tenure of the person's appointment to a covered position.
  - (2) A person in a covered position that is required to have direct deposit pursuant to paragraph (B) of this rule who has authorized the direct deposit of the person's compensation into a financial institution of the person's choice that has had such direct deposit authorization cancelled for any reason shall within two weeks of such cancellation authorize the direct deposit of the person's compensation into another financial institution of the person's choice, authorize the direct deposit of the person's compensation into another

appropriate account at the same financial institution where the prior authorization was cancelled, or authorize the direct deposit of the person's compensation into a financial institution designated by the auditor of state for the benefit of the person pursuant to paragraph (D) of this rule.

- (3) Failure of a person in a covered position that is required to have direct deposit pursuant to paragraph (B) of this rule to comply with the requirements of this paragraph will cause the person to be subject to progressive discipline pursuant to paragraph (C) of this rule.
  
- (F) The person appointed to a covered position that is required to have direct deposit pursuant to paragraph (B) of this rule shall be responsible for all fees incurred as a result of paragraph (D) or (E) of this rule. All such fees shall be deducted from the person's compensation by the financial institution designated by the auditor of state as part of the administration of such account by said financial institution.
  
- (G) An appointing authority desiring to fill a covered position shall list on all job postings for such covered position, regardless of the format of the posting, that authorizing a financial institution for the direct deposit of all compensation of the person selected for appointment is a minimum qualification for appointment to the covered position pursuant to section 124.151 of the Revised Code and this rule.
  
- (H) This rule does not prohibit nor does it restrict an appointing authority from offering to a person appointed to a non-covered position within the appointing authority or appointed to a covered position within the appointing authority prior to June 5, 2002, the opportunity to have that person's compensation directly deposited into a financial institution of the person's choice. Participation by all persons appointed by an appointing authority in the direct deposit of the person's compensation into a financial institution of the person's choice is to be encouraged where practicable.

123:1-43-01

**Overtime.**

- (A) An employee paid by warrant of the auditor of state or an employee of a county department of human services who is eligible to receive overtime compensation and who is required by an administrative superior to be in an active pay status for more than forty hours in any calendar week shall be entitled to overtime compensation or compensatory time as provided in rule 123:1-43-02 of the Administrative Code. Sick leave and any leave used in lieu of sick leave shall not be included in the definition of active pay status for the purpose of earning overtime or compensatory time for employees whose wages are paid directly by the auditor of state. Where employees are not paid directly by warrant of the auditor of state, the political subdivision shall determine if sick leave shall be included in the definition of active pay status for the purpose of earning overtime or compensatory time.
- (B) Compensation. An employee who is eligible for overtime compensation shall be entitled to compensation for such time over forty hours at one and one-half times the employee's regular rate of pay as defined in division (F) of section 124.18 of the Revised Code. The employee may elect to take compensatory time off in lieu of overtime pay on a time and one-half basis.
- (C) Overtime exemptions. The appointing authority of each state agency, board, commission, or county department of human services may designate positions, for which the duties are professional, administrative or executive in nature, as overtime-exempt.
- (D) Holidays. When an employee who is eligible for overtime compensation is required to work on a day designated as a holiday by section 124.19 of the Revised Code, he or she shall be entitled to pay for such time worked at one and one-half times the employee's regular rate of pay as defined in division (F) of section 124.18 of the Revised Code in addition to holiday pay.

When calculating overtime for a calendar week which includes a holiday, the automatic eight hours of holiday pay is considered as time in active pay status regardless of whether or not the employee worked on such holiday. Time actually worked on a holiday is not considered time in active pay status for overtime calculations because separate compensation is already paid.

123:1-43-02

**Compensatory time.**

(A) An employee may use compensatory time earned in accordance with rule 123:1-43-01 of the Administrative Code at a time mutually convenient to the employee and his or her administrative superior within one hundred eighty days after earning such compensatory time.

(B) Compensatory time is not available for use until it appears on the employee's earnings statement and the compensation described in the earnings statement is available to the employee.

~~(B)~~(C) An employee, not designated as overtime-exempt, shall be paid for compensatory time earned in accordance with rule 123:1-43-01 of the Administrative Code which has not been used within one hundred eighty days or upon separation.

~~(C)~~(D) When payment is to be made for compensatory time not used, it shall be converted back to overtime hours by applying a factor of two-thirds and making payment at the overtime rate which was effective for the employee at the time the compensatory time was earned.

~~(D)~~(E) All compensatory time must be used before an employee is granted a leave of absence without pay, except as otherwise permitted under state or federal law.

123:1-46-01

**Weather emergencies.**

- (A) ~~In the event a~~ A weather emergency ~~is~~ may be declared by the governor; ~~or the governor's designee for purposes of limiting a state employee's obligation to travel to and from work for a specific period of time.~~ state State employees will be compensated at their regular rate of pay for the number of hours for which they were scheduled to work during the emergency period if they were instructed not to report to work or were sent home.
- (B) Employees not scheduled to work because of scheduled vacation or continuing sick leave will be charged for the leave regardless of the declared emergency. If vacation or sick leave ends prior to the end of the declared emergency, no leave time will be charged for the remainder of the emergency.
- (C) An employee who is absent, tardy or leaves work early on days when weather conditions ~~interere~~interfere with travel but when no emergency has been declared by the governor is absent without leave and therefore in no-pay status. The employee may with approval of the appointing authority account for time during which the employee was absent from his or her job due to inclement weather by working such time in addition to the employee's regular schedule or by charging it to vacation leave or compensatory time; otherwise, leave without pay will be charged. Inclement weather is not a valid reason for the use of sick leave.
- (D) During weather emergencies, those agencies required to maintain twenty-four-hour or emergency service may continue to use available personnel beyond regularly scheduled hours. Eligible employees required by their appointing authority to work beyond their regular shift shall be paid overtime for such additional hours of work, in accordance with section 124.18 of the Revised Code. Time spent in non-duty status, such as sleep or recreation shall not be compensable.
- (E) Appointing authorities with statutory authority to set rates of compensation may establish their own weather emergency policies.

123:1-47-01

**Definition of terms.**

(A) For purposes of Chapters 123:1-1 to 123:1-47 of the Administrative Code:

- (1) "Abolishment" - Means the permanent deletion or removal of an encumbered position or positions from the organization or structure of an appointing authority due to a lack of continued need for a position, as a result of a reorganization for the efficient operation of the appointing authority, for reasons of economy, or due to a lack of work, which is expected to be permanent. A lack of work is expected to be permanent if the lack of work is expected to last more than one year.
- (2) "Active pay status" - Means conditions under which an employee is eligible to receive pay, and includes, but is not limited to, vacation leave, sick leave, bereavement leave, administrative leave, compensatory time, holidays, and personal leave.
- (3) "Active work status" - Means the conditions under which an employee is actually in a work status and is eligible to receive pay but does not include vacation pay, sick leave, bereavement leave, compensatory time, holidays, personal leave, and disability leave.
- (4) "Adverse effect" - Means, for the purpose of reclassification; for an employee, a reduction in pay or reduction in duties; and for an agency, an increase in an employee's pay.
- (5) "Agency" - Means any unit of government, including a board or commission, headed by an officer or group having the power to appoint employees.
- (6) "Allocation" - Means the assigning of a position or job to a classification within a classification plan.
- (7) "Appointing authority" - Means the officer, commission, board or body having the power of appointment to, or removal from, positions in any office, department, commission, board or institution.
- (8) "Assistant" - Means an employee who aids and assists an appointing authority in the discharge and performance of duties which are of a confidential and fiduciary character and which involve the responsibility of the principal, or an employee who holds a fiduciary or administrative relationship to the agency.
- (9) "Appointment categories" - Means the appointment designation of a position such as part-time interim, full-time interim, part-time temporary, full-time

temporary, intermittent, part-time seasonal, full-time seasonal, part-time permanent, and full-time permanent.

- (10) "Available vacancy" - Means an existing funded position, not currently filled by an incumbent which the appointing authority desires to fill. The existence of vacant positions on an appointing authority's table of organization or roster of positions shall not mean that a position is an available vacancy.
- ~~(11) "Base pay period" - Means the pay period that includes the first day of December.~~
- ~~(12)~~(11) "Base rate of compensation" - Means the pay range and step rate paid an employee.
- ~~(13)~~(12) "Base rate of pay" - Means the rate of pay established under schedule B or C of section 124.15 or schedule E-1 or E-2 of section 124.152 of the Revised Code, plus the supplement provided under division (E) of section 124.181 of the Revised Code, plus any supplements enacted into law which are added to schedule B or C of section 124.15 or schedule E-1 or E-2 of section 124.152 of the Revised Code. The base rate of pay for those persons paid by warrant of the auditor of state, but not paid under schedule B or C of section 124.15 or schedule E-1 or E-2 of section 124.152 of the Revised Code, shall be the employee's actual rate of pay.
- ~~(14)~~(13) "Break in service" - Means an employee has had a separation from service of thirty-one days or more. An authorized leave of absence, granted pursuant to rule 123:1-34-01 of the Administrative Code, or any separation from service which carries with it the right to reinstatement, or reemployment as a result of a layoff, shall not constitute a break in service, provided the employee is reinstated or reemployed within the allowable time. The time the employee was separated shall not be counted towards the calculation of retention points for continuous service.
- ~~(15)~~(14) "Certification" - Means the process of providing to an appointing authority the names on an eligible list, jurisdictional layoff list, or an agency layoff list.
- ~~(16)~~(15) "Certification eligible list" - Means a list of individuals available for employment from an eligible list, a jurisdictional layoff list, an agency layoff list, or of provisionals who qualify for certified status.
- ~~(17)~~(16) "Certified against" - Means the act of replacing a provisional employee with an individual selected from a certification eligible list.

- ~~(18)~~(17) "Certified appointment" - Means an appointment from an eligible list.
- ~~(19)~~(18) "Certified employee" - Means an employee who has been appointed to his or her position from a certification eligible list, is certified in their position pursuant to an examination or the operation of section 124.26, 124.27, or 124.271 of the Revised Code and Chapter 123:1-10 of the Administrative Code, or if the employee retained certified status pursuant to the operation of section 124.311 of the Revised Code and Chapter 123:1-24 of the Administrative Code.
- ~~(20)~~(19) "Classification" - Means a group of positions sufficiently similar in respect to duties, responsibilities, authority, and qualifications so that the same descriptive title may be used for each, the same pay range assigned, and the same examinations conducted.
- ~~(21)~~(20) "Classification change" - Means a change in an employee's classification title which results in a promotion, demotion, lateral move to a different classification with the same pay range, or reassignment to another classification.
- ~~(22)~~(21) "Classification plan" - Means a system of classifications which may include pay range assignment for each classification.
- ~~(23)~~(22) "Classification salary base" - Means the minimum hourly rate of the pay range for the classification to which the employee is assigned.
- ~~(24)~~(23) "Completed service" - Means hours actually worked, including overtime, and hours of sick leave, vacation leave, compensatory time, or personal leave used, but does not include time on disability separation, leave of absence without pay, the period an employee is receiving disability leave benefits, or layoff. In the case of an employee who works on a seasonal or academic year basis but is paid on an annual basis, completed service shall not include the period of time during which the employee is paid but is not working.
- ~~(25)~~(24) "Continuous service" - Means the uninterrupted service of an employee with a state agency, a county office, or a state-supported college or university where no break in service occurs. For purposes of state paid life insurance, dental insurance, vision insurance, and disability leave benefits, continuous service means the uninterrupted service in which an employee is paid directly by warrant of the auditor of state where no break in service occurs.
- ~~(26)~~(25) "County offices" - Means those agencies, boards, commissions,

departments, and elected offices of the county which are appointing authorities and are subject to the provisions of Chapter 124. of the Revised Code, and which includes, but is not limited to the following: alcohol, drug addiction and mental health services board; auditor; child support enforcement agency; children services board; clerk of courts; commissioners; common pleas court; coroner; engineer; health department; general health district; hospital; mental health board; mental retardation and developmental disabilities board; prosecutor; recorder; sheriff; treasurer; and veterans' service commission.

~~(27)~~(26) "Days" - Means calendar days unless specified otherwise.

~~(28)~~(27) "Demotion" - Means the movement of an employee at the request of the appointing authority or the employee, from one position to a vacant position which is assigned to a different classification and a lower pay range, or lower salary where pay ranges do not exist. For the purposes of this definition, a lower pay range is determined by comparing the step one rates of the relevant pay ranges.

~~(29)~~(28) "Deputy" - Means an employee authorized by law to act generally for or in place of his or her principal and holding a fiduciary relationship to such principal, or an employee holding a fiduciary or administrative relationship to the agency.

~~(30)~~(29) "Director" - Means the director of administrative services.

~~(31)~~(30) "Disability leave" - Means the leave granted pursuant to section 124.385 of the Revised Code.

~~(32)~~(31) "Disability retirement" - Means a separation granted by a state retirement system retaining reinstatement rights per appropriate section of the Revised Code.

~~(33)~~(32) "Disability separation" - Means a voluntary or involuntary separation granted by the appointing authority and the director when an employee becomes unable to perform the essential job duties of the employee's position.

~~(34)~~(33) "Displacement" - Means for purpose of layoffs and job abolishments the process by which an employee with more retention points exercises his or her right to take the position of another employee with fewer retention points pursuant to the provisions of Chapter 123:1-41 of the Administrative Code. Displacement occurs the date an employee is notified that another employee

has exercised his or her right of displacement and that the employee with fewer retention points is to be displaced.

~~(35)~~(34) "Educational institution" - Means an institution that is approved by nationally recognized accrediting agencies.

~~(36)~~(35) "Eligible" - Means an applicant for appointment to a classification who has passed an examination, met other requirements for the classification, and who is willing to accept employment.

~~(37)~~(36) "Eligible list" - Means a list of names and scores of individuals who have taken an examination for a specific classification.

~~(38)~~(37) "Emergency appointment" - Means an appointment to a position to meet an emergency situation, not subject to civil service law, and limited to a maximum of thirty days.

~~(39)~~(38) "Exempt appointment" - Means an appointment to a position which is not subject to examination or civil service tenure. Such a position is included in the classification plan unless specifically excluded.

~~(40)~~(39) "Full-time employee" - Means an employee whose regular hours of duty total eighty hours in a pay period in a state agency or county department of human services, or any standard accepted as full time in any other county office.

~~(41)~~(40) "Headquarters county" - Means the county which the appointing authority has determined and indicated, on the position description for each position or by other appropriate means, to be the headquarters county. The determination shall be based on the status of the position as the primary location where the employee assigned to the position receives direction, performs the substantial duties of his position or where the employee's work flow is centered.

~~(42)~~(41) "Immediate family" - Means an employee's spouse, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step-parents, step-children, step-siblings, or a legal guardian or other person who stands in the place of a parent (in loco parentis).

~~(43)~~(42) "Interim appointment" - Means an appointment for an indefinite period of time, fixed by the length of absence of an employee due to sickness, disability, or approved leave of absence. Such appointment shall continue

only during such period of sickness, disability, or approved leave of absence.

~~(44)~~(43) "Intermittent appointment" - Means an appointment where an employee works on an irregular schedule which is determined by the fluctuating demands of the work and is not predictable and is generally characterized as requiring less than one thousand hours per fiscal year.

~~(45)~~(44) "Inter-transfer" - Means the act of changing an employee from one position to another, from one department to another department with a different over-all appointing authority which may be accompanied by promotion, demotion, or lateral classification change.

~~(46)~~(45) "Intra-transfer" - Means the act of changing an employee from one position to another within the same department or over-all appointing authority, requiring a change in headquarters county which may be accompanied by promotion, demotion, or lateral classification change.

~~(47)~~(46) "Laid-off employee" - Means an employee terminated by the appointing authority from a position as a result of the application of the "order of layoff." "Laid-off employee" also means an employee not working as a result of layoff or displacement.

~~(48)~~(47) "Lack of funds" - Means an appointing authority has a current or projected deficiency of funding required to maintain current, or sustain projected levels of staffing and operation.

~~(49)~~(48) "Lack of work" - Means an appointing authority has a current or projected temporary decrease in the workload or work requirements which requires or will require a reduction in current or projected staffing levels. A lack of work will be deemed temporary if the decrease in workload or work requirements is expected to last less than one year.

~~(50)~~(49) "Lateral classification change" - Means the movement of an employee, with the employee's consent, from one classification to another classification that is assigned to the same pay range or to a pay range in which the step one rate is the same as the step one rate as the classification from which the employee moves.

~~(51)~~(50) "Leave of absence without pay" - Means temporary separation from active pay status, authorized by the appointing authority, with an employee generally retaining status and seniority rights.

- ~~(52)~~(51) "Level" - Means the term used to designate the degree of relationship which one classification bears to other classifications in a series; e.g., a first-level clerk (clerk 1) holds the lowest rank in the clerk series.
- ~~(53)~~(52) "New position" - Means a budgeted position established and properly allocated which did not previously exist and is not merely the expansion or change in a previously existing position.
- ~~(54)~~(53) "No-pay status" - Means the conditions under which an employee is ineligible to receive pay, and includes, but is not limited to, leave without pay, the period an employee is receiving disability leave benefits, and disability separation.
- ~~(55)~~(54) "Open-competitive examination" - Means an examination open to anyone, whether already employed in the state service or not, who meets qualifications established for a given classification or position.
- ~~(56)~~(55) "Parenthetical subtitle" - Means a group of positions logically falling within a general classification, but distinguished from other positions within that classification by the performance of specific functions or duties requiring specialized skill, knowledge or training.
- ~~(57)~~(56) "Part-time employee" - Means an employee whose regular hours of duty are less than eighty hours in a pay period in a state agency or county department of human services, or less than any accepted full-time standard in any other county office.
- ~~(58)~~(57) "Pay period" - Means, for state agencies, the fourteen-day period of time during which the payroll is accumulated, as determined by the director.
- ~~(59)~~(58) "Pay range" - Means a division of a salary schedule to which classifications of positions are assigned.
- ~~(60)~~(59) "Permanent employee" - Means any person holding a position that requires working a regular schedule of twenty-six consecutive bi-weekly pay periods, or any other regular schedule of comparable consecutive pay periods, which is not limited to a specific season or duration. It does not include student help, intermittent, temporary, seasonal, external interim, or individuals covered by personal service contracts.
- ~~(61)~~(60) "Personal leave" - Means the leave granted by the provisions of section

124.386 of the Revised Code.

~~(62)~~(61) "Position" - Means the group of job duties intended to be performed by an individual employee as assigned by the appointing authority.

~~(63)~~(62) "Position audit" - Means the evaluation of the current duties and responsibilities assigned to an encumbered position to determine proper classification.

~~(64)~~(63) "Position control number" - Means a unique number assigned to each employment position within an agency by the appointing authority used to identify each position.

~~(65)~~(64) "Position control number change" - Means the movement of an employee from one specific employment position to another within the same agency. A position control number change may be accompanied by a promotion, demotion, lateral class change, or intra-transfer.

~~(66)~~(65) "Pregnancy-related condition" - Means pregnancy, childbirth, or related medical conditions.

~~(67)~~(66) "Probationary period" - Means a period of time at the beginning of an original appointment or immediately following a promotion, which constitutes a trial or testing period for the employee, during which the employee he or she may be terminated, (in case of original appointment) or reduced (in case of promotion). Applies to certified and provisional appointments, ~~not to unclassified.~~ For purposes of step increases only, for unclassified employees paid in accordance with Schedule E-1 pursuant to section 124.152 of the Revised Code, "probationary period" means the completion of the appropriate period as prescribed in paragraph (A) of rule 123:1-19-02 of the Administrative Code.

~~(68)~~(67) "Probationary removal" - Means the termination of an employee's employment for unsatisfactory performance during the employee's initial probationary period.

~~(69)~~(68) "Promotion" - Means the movement of an employee from one position to a vacant position which is assigned to a different classification and a higher pay range, or higher salary where pay ranges do not exist. For the purposes of this definition, a higher pay range is determined by comparing the step one rates of the relevant pay ranges.

- ~~(70)~~(69) "Promotional examination" - Means an examination open only to persons already employed in state service, in specified classifications and meeting specific qualifications, given for the purpose of determining eligibility for promotion to a higher class.
- ~~(71)~~(70) "Provisional appointment" - Means an appointment made without competition, in the classified service, in the absence of an appropriate eligible list, and continuing only until appointment from an eligible list can be made or until certification is made pursuant to section 124.271 of the Revised Code or division (B) of section 124.26 of the Revised Code.
- ~~(72)~~(71) "Reassignment" - Means the act of changing the classification assigned to an employee. This may be the result of change in or addition of classifications to the classification plan, or by action of the department of administrative services, in assigning a different classification title as a result of a position audit or classification change.
- ~~(73)~~(72) "Reclassification" - Means the act of changing the classification of an existing position. The employee, if left in the position, shall be reassigned to the new classification.
- ~~(74)~~(73) "Reduction" - Means a change of the classification held by an employee to one having a lower base pay range, a change to lower step within a salary range, or any decrease in compensation for an employee. For purposes of layoff, a "reduced employee" is one serving in a classification lower than the one from which the employee was laid off or displaced.
- ~~(75)~~(74) "Reemployment" - Means, for purposes of layoff, an appointment to a new appointing authority from a jurisdictional layoff list with retention of seniority, status, step indicator, and time toward step advancement.
- ~~(76)~~(75) "Reinstatement" - Means the act of returning a person to the same appointing authority within the allowable time, following a period of separation or a leave of absence, retaining seniority and status. For purposes of layoff, "reinstatement" means the act of selecting from the appointing authority's layoff list individuals to return to active service with the same appointing authority in the same classification series of layoff.
- ~~(77)~~(76) "Removal" - Means the termination of an employee's employment for the reasons outlined in section 124.34 of the Revised Code.
- ~~(78)~~(77) "Resignation" - Means a voluntary separation from state service by the

employee.

~~(79)~~(78) "Retirement" - Means a separation from state service in which the employee receives retirement benefits from a state retirement system.

~~(80)~~(79) "Seasonal appointment" - Means an appointment where an employee works a certain regular season or period of each year performing some work or activity limited to that season or period of the year.

~~(81)~~(80) "Specification" - Means a general description of a job classification specifying or giving examples of the kinds of tasks expected to be performed by employees holding positions allocated to that classification, which may include classification title and number, a statement of job function, a grouping of task statements by job duties (ranked by importance), approximate percentages of total job time required for performance of each duty, and may include worker characteristics or behaviors required for successful completion of all tasks within each duty, and minimum qualifications for competition for employment in the classification.

~~(82)~~(81) "Status" - Means a type of appointment, such as provisional, certified, or unclassified.

~~(83)~~(82) "Suspension" - Means a disciplinary action resulting in temporary deprivation of employment without pay as a punitive or disciplinary measure.

~~(84)~~(83) "Table of organization" - Means a listing, arranged by structural or functional units, of the number and classification of positions in a department or other agency.

~~(85)~~(84) "Temporary appointment" - Means an appointment for a limited period of time, fixed by the appointing authority and approved by the director for a period not to exceed six months.

~~(86)~~(85) "Total rate of pay" - Means the base rate of compensation plus all pay supplements.

~~(87)~~(86) "Unclassified service" - Means all offices and positions which are exempt from all examinations and which provide no tenure under the law are unclassified. Appointment to a position in the unclassified service may be made at the discretion of the appointing authority and the incumbent may be removed, suspended or reduced from the position at the pleasure of the appointing authority.

~~(88)~~(87) "Working suspension" - Means a disciplinary action in which an employee is required to report to work and receive compensation, but such period shall be recorded as a suspension.

(B) The director of administrative services may issue directives, memoranda, or internal management rules in accordance with section 111.15 of the Revised Code, setting forth procedures not inconsistent with Chapter 124. of the Revised Code and Chapters 123:1-1 to 123:1-47 of the Administrative Code relating to the conduct of the business of the human resources division.