

**TUESDAY, AUGUST 16, 2022**  
**TALENT, COMPENSATION & GOVERNANCE COMMITTEE MEETING**

John W. Zeiger, chair  
Elizabeth P. Kessler, vice chair  
Abigail S. Wexner  
Alexander R. Fischer  
Gary R. Heminger  
Lewis Von Thaeer  
Jeff M.S. Kaplan  
Tom B. Mitevski  
Hiroyuki Fujita (*ex officio*)

Location: Sanders Grand Lounge, Longaberger Alumni House  
2200 Olentangy River Rd, Columbus, Ohio 43210

Time: 9:30am-12:00pm

**Executive Session**

9:30- 11:30am

**Public Session**

*ITEMS FOR DISCUSSION*

- |  |               |
|--|---------------|
| 1. <i>Annual Trustee Ethics Training – Ms. Anne Garcia, Mr. Gates Garrity-Rokous, Ms. Jessica Tobias</i> | 11:30-11:45am |
| 2. <i>Key Critical Searches – Dr. Jeff Risinger</i>  | 11:45-11:50am |

*ITEMS FOR ACTION*

11:50am-12:00pm

3. Approval of May 2022 Committee Meetings Minutes – Mr. John Zeiger
4. Amendments to the *Bylaws of the Board of Trustees* – Mr. John Zeiger
5. Ratification of Committee Appointments FY2023-24 – Mr. John Zeiger
6. **Hand-Carry:** Approval of Personnel Actions – Dr. Jeff Risinger
7. Approval of Revisions to the Classified Civil Service Rules – Dr. Jeff Risinger



# Annual Ohio Ethics Law Training



# Annual Ohio Ethics Law Training

Anne K. Garcia  
Senior Vice President and General Counsel

Gates Garrity-Rokous  
Vice President and Chief Compliance Officer

Jessica Tobias  
Ethics Director and Compliance Investigator





## Key Takeaways

- The Board's Statement of Ethical Conduct and Leadership Integrity applies to all Trustees and Committee members and incorporates Ohio Ethics Law concepts.
- Trustees must submit an annual financial disclosure statement to the Ohio Ethics Commission.
- OSU's screening process relies on you voluntarily disclosing interests.



**“The Ohio Ethics Law prohibits public officials or employees from participating, in any way, in actions or decisions that definitely and directly involve their own interests, or those of their families or business associates.”**

**- Ohio Ethics Commission**



# Ohio Ethics Law Key Concepts

Incorporated into Board  
Statement and Protocol



## **Conflicts of Interest (O.R.C. 102.03 (D) and (E))**

- Prohibits trustee involvement on matters affecting themselves, family, or business associates
- Prohibits trustees from accepting anything of substantial value from an improper source



## **Public Contracts (O.R.C. 2921.42)**

- Prohibits trustees from using influence to secure public contracts for themselves, family, or business associates
- Prohibits trustees from having a financial or fiduciary interest in a public contract

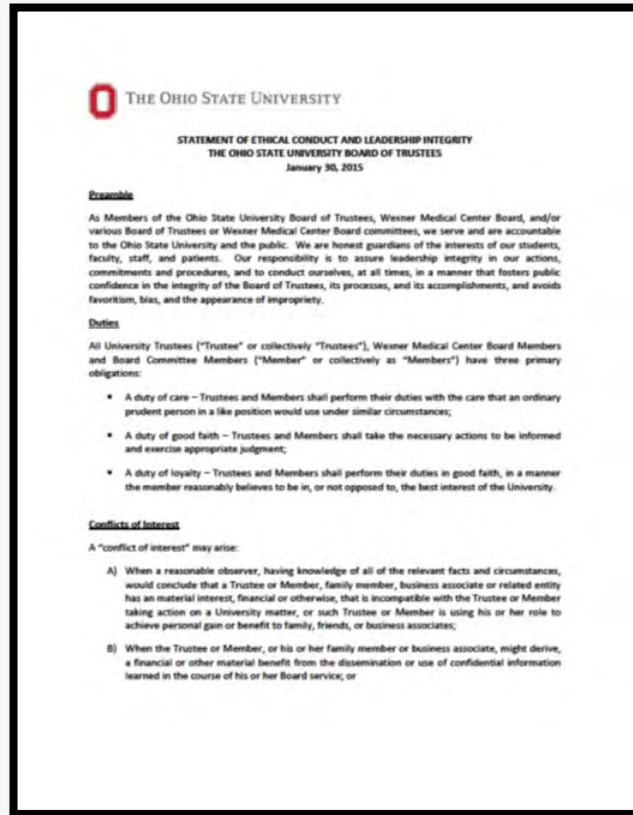


## **Representation Restrictions (O.R.C 102)**

- Prohibits trustees from being paid to perform services on a matter before a state agency (exceptions may apply)



# Board Statement and Protocol



# Board Ethics Statement and Protocol

Resources Available

**1**

## PREPARATION

Candidate Screening  
One-on-One Onboarding

**2**

## ONGOING SUPPORT

Consulting and Conflict Management Plans  
Meeting Agenda Review  
Vendor List Provision  
Interest Screening Process  
Review Financial Disclosure Filings  
Exit Meeting

**3**

## ETHICS EDUCATION

Annual Ethics Training  
Ohio Ethics Commission Guidance  
Repository of Ethics Documents



# Board Ethics Statement and Protocol

OSU's Recusal and Screening Processes



## Disclosure to OSU (voluntary)

- Entities in which you serve as a director or in another fiduciary role (both for-profit and not-for-profit)
- Entities in which you hold 5% or more of the ownership of the entity



## Agenda Review and Recusal Identifications

- Staff identify agenda items for possible recusal from university discussions, deliberations, and decisions, including Board action items



## Public Contract Screening Processes

- Staff screen purchases of goods and services for potential conflicts

# Required Reporting

- Ohio Ethics Commission Financial Disclosure Statement
- Department of Defense – Consultancies with Foreign Persons

**DoD Required Reporting of Trustee Positions or Consultancies**  
August 2021

**Overview:**

Ohio State is required to obtain and report information about its trustees who hold trustee positions for, any foreign persons. Please provide the reporting information for each position with which you hold a position that meets the reporting requirement below.

**Reporting Requirement:**

Your reporting will be made to the Department of Defense in support of Ohio State's compliance with 32 CFR Part 117.8(c)(7)(v).

Your reporting information will be provided as part of our response to the DoD's Request for Information Pertaining to Foreign Interests, question #9: "Do any of the members of your organization (including you, if you are a governing body), officers, executive personnel, general partners, regents, trustees, or other persons, hold any positions with, or serve as consultants for, any foreign person(s)?"

"Foreign Person" is defined by as: "Any natural person who is not a lawful permanent resident of the United States (U.S.C.) 1101(a)(20) or who is not a protected individual as defined by 32 CFR 117.8(c)(7)(v)."

**Reporting Information:**

Please provide the following information for each position you hold with a foreign person(s):

- The name of the foreign entity/organization(s) with which you hold the position
- The title of the position you hold with the foreign entity/organization(s)
- The location where each foreign entity/organization's parent company is located (e.g., Switzerland)
- The physical location of the branch of the organization(s) you support (e.g., Nestle USA, Inc., Arlington, VA, USA)
- Your citizenship (E.g., United States)
- Your immigration status, if applicable (E.g., N/A)

The SF-328 attachment containing the information you report will be marked to be exempt from public release under the Freedom of Information Act (FOIA).

**Contact Information:**

Please direct your questions and reporting by October 31<sup>st</sup> to:

Melissa J. Shaw, MS, JD, ISFP<sup>®</sup>  
Senior Facility Security Officer  
Office of Secure Research  
Email: shaw.810@osu.edu  
Phone: (614) 292-1954

17

Form No. OEC-2017  
OHIO ETHICS COMMISSION  
**FINANCIAL DISCLOSURE STATEMENT** This statement is to be filed in 2018  
Financial information for calendar year 2017

Please type or print clearly. See [instructions](#) for assistance with this page.

**SECTION A. PERSONAL CONTACT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Country: \_\_\_\_\_ e-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION B. STATUS (check all that apply)**

Candidate  
 Incumbent Candidate  
 Elected to an office  
 Appointed to an unexpired term in elective office  
 Public Official  
 Public Employer  
 Voluntary Filer / Other

**CANDIDATES:** Please list the date of the first election (primary, general, or general) where your name will appear on the ballot.

Month	Day	Year
		2018

**FOR OFFICIAL USE ONLY**

**SECTION C. PUBLIC POSITION, OFFICE, OR JOB**

Position/Title (example: council member, sheriff, board member, or job title): \_\_\_\_\_  Seeking  
 Held  
 Held

Public Entity you serve in 2018, served in 2017, or will serve if elected: \_\_\_\_\_

Public Salary: \_\_\_\_\_

Uncompensated	Start Date	End Date
Less than \$18,000	Month Day Year	Month Day Year
<input type="checkbox"/>		
<input type="checkbox"/>		

**SECTION D. ADDITIONAL PUBLIC POSITION, OFFICE, OR JOB**

Position/Title (example: council member, sheriff, board member, or job title): \_\_\_\_\_  Seeking  
 Held  
 Held

Public Entity you serve in 2018, served in 2017, or will serve if elected: \_\_\_\_\_

Public Salary: \_\_\_\_\_

Uncompensated	Start Date	End Date
Less than \$18,000	Month Day Year	Month Day Year
<input type="checkbox"/>		
<input type="checkbox"/>		

**FOR OHIO ETHICS COMMISSION USE ONLY**

With or Without Office:  Filer has answered every required question. Date incomplete form returned to filer: \_\_\_\_\_  
 Filer has not answered these questions. Data completed form returned to DEC: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

Page 1 of 4

# Questions?





**STATEMENT OF ETHICAL CONDUCT AND LEADERSHIP INTEGRITY  
THE OHIO STATE UNIVERSITY BOARD OF TRUSTEES  
January 30, 2015**

**Preamble**

As Members of the Ohio State University Board of Trustees, Wexner Medical Center Board, and/or various Board of Trustees or Wexner Medical Center Board committees, we serve and are accountable to the Ohio State University and the public. We are honest guardians of the interests of our students, faculty, staff, and patients. Our responsibility is to assure leadership integrity in our actions, commitments and procedures, and to conduct ourselves, at all times, in a manner that fosters public confidence in the integrity of the Board of Trustees, its processes, and its accomplishments, and avoids favoritism, bias, and the appearance of impropriety.

**Duties**

All University Trustees (“Trustee” or collectively “Trustees”), Wexner Medical Center Board Members and Board Committee Members (“Member” or collectively as “Members”) have three primary obligations:

- A duty of care – Trustees and Members shall perform their duties with the care that an ordinary prudent person in a like position would use under similar circumstances;
- A duty of good faith – Trustees and Members shall take the necessary actions to be informed and exercise appropriate judgment;
- A duty of loyalty – Trustees and Members shall perform their duties in good faith, in a manner the member reasonably believes to be in, or not opposed to, the best interest of the University.

**Conflicts of Interest**

A “conflict of interest” may arise:

- A) When a reasonable observer, having knowledge of all of the relevant facts and circumstances, would conclude that a Trustee or Member, family member, business associate or related entity has an material interest, financial or otherwise, that is incompatible with the Trustee or Member taking action on a University matter, or such Trustee or Member is using his or her role to achieve personal gain or benefit to family, friends, or business associates;
- B) When the Trustee or Member, or his or her family member or business associate, might derive, a financial or other material benefit from the dissemination or use of confidential information learned in the course of his or her Board service; or

- C) When a Trustee or Member, or their family member, business associate or related entity, has a material existing financial or other interest that impairs his or her independence, objectivity, or ability to discharge his or her duties in serving the University.

### **Commitment of Trustees and Members**

Trustees shall follow the protections of the public found in Chapters 102 and 2921.42 and .43 of the Ohio Revised Code which apply to University Trustees and other public officials (“Ohio Ethics Laws”). In addition, all Trustees and Members shall:

- Serve with integrity and professionalism, in a manner that avoids favoritism, bias, conflicts of interest, and the appearance of impropriety;
- Withdraw from any consideration or action, or any participation with University employees, on any matter as to which the Trustee or Member has a conflict of interest. In doing so, the Trustee or Member shall advise the Secretary of the Board of Trustees that the Trustee or Member will recuse from discussion, consideration and vote on the matter on which conflict of interest exists which shall be reflected in the minutes of that Board;
- Accept no compensation or emolument from a source other than The Ohio State University for service as a Trustee or Member or in relation to any matter before their Board or committee;
- Not use membership on the Board, Wexner Medical Center Board or their committee, or the name of The Ohio State University or its acronym, logos, or other official indicia, in the any manner that suggests impropriety, bias, or unapproved commercial use;
- Not use any authority, advantage, or information conferred upon or provided by virtue of their service as a Trustee or Member for their personal benefit or that of their family or business associates;
- Not use any information not available to the public at large and obtained as a result of their service as a Trustee or Member for personal gain or benefit or for the gain or benefit of others; and
- Preserve the confidentiality of information obtained that is required by law to remain confidential.

### **Procedures Applicable to Trustees and University Employees**

- A) Each Trustee is individually responsible for assuring their personal compliance with Ohio Ethics Laws.
- Annually the Secretary of the Board will circulate the Summary of Substantive Provisions of the Ethics Law and Related Statutes prepared by the Ohio Ethics Commission to each Board Member for review.
  - The University General Counsel shall supplement the Summary with a brief memorandum outlining any other applicable provisions of Ohio law with which the Trustees must be familiar.
  - Each Trustee shall attend annual ethics education as provided by the University, the Board of Regents, or comparable program.

- Each Trustee shall submit to the Board Secretary an annual acknowledgement of the filing of their financial disclosure with the Ohio Ethics Commission.
  - Members who are not Trustees of the University or paid employees of the University are not subject to the Ethics Laws but may, at their option, avail themselves of the procedures outlined in B) and C) below.
- B) The University shall establish a database of all contracts with third party vendors to the University. Once a year the Secretary of the Board shall circulate a form to each Trustee on which the Trustee may, at his or her option, list any entities in which the Trustee (1) serves as a director or other fiduciary (both for-profit and not-for-profit entities), or (2) holds (individually and/or combined with other members of the Trustee's family and/or the Trustee's business associates) five percent (5%) or more of the ownership of the entity.
- A Trustee is encouraged to update the Trustee's entity list at any time the Trustee agrees to assume a directorship or other fiduciary relation with an entity or acquires a five percent (5%) or larger ownership interest in the entity (individually and/or combined with other members of the Trustee's family and/or the Trustee's business associates).
  - Upon receipt of the annual or update entity disclosures, the University shall determine whether the University has made any purchases of goods or services from each identified entity in the last twenty-four (24) months or whether it otherwise has any contracts with each identified entity. Upon completion of its review, the Secretary of the Board of Trustees shall promptly notify each Trustee of any situation in which the University has purchased goods or services from, or has a contract with, any entity listed by that Trustee on that Trustee's entity disclosure.
  - The University shall use its best efforts to not prospectively purchase any goods or services, or enter into a contract with, any entity listed by a Trustee on the Trustee's entity disclosure without the prior written consent of (1) the Trustee and (2) the General Counsel of the University.
  - The form shall be submitted to the General Counsel along with a request for legal advice pertaining to the Trustee or Member's obligations relating to their service. The General Counsel will provide the Trustee or Member a confirmation letter as well as a summary of preventative actions the University will take as outlined above.
- C) The General Counsel of the University shall be available to advise each Trustee with regard to any issue arising under the Ethics Laws. In doing so, the Office of Legal Affairs shall maintain the attorney-client privilege with the Trustee or Member unless expressly waived in writing by the Trustee or Member. If the Office of Legal Affairs is unable to provide representation consistent with maintaining the attorney-client privilege with the Trustee or Member, or otherwise believes a conflict might exist if the Office of Legal Affairs represented the Trustee or Member, the Office of Legal Affairs shall so inform the Trustee or Member.

### **Board of Trustees Conflict of Interest Protocol**

This Protocol summarizes the process by which the Office of Legal Affairs and Office of the Board of Trustees assist individual Trustees of the Ohio State University, as well as members of the Ohio State University Wexner Medical Center Board, and members of any Board Committees, in meeting their commitments under the Board of Trustees' Statement of Ethical Conduct and Leadership Integrity ("Statement") and Ohio Ethics Laws.

---

**Candidate Screening:** The Office of Legal Affairs will support the Board of Trustees in pre-screening potential trustees, Charter Trustees, Wexner Medical Center Board members, and members of Board Committees, when known, for possible ethics or conflict of interest issues based on publicly available information, prior to their appointment.

---

**Charter and Committee Members:** The Statement of Ethical Conduct and Leadership Integrity applies to both University Trustees ("Trustees") and Charter and Committee Members ("Members"). University Trustees are also governed by Ohio Ethics Laws. Members are expected to recognize potential conflicts of interest and respond accordingly, and the Office of Legal Affairs will assist both Trustees and Members as requested.

---

**Ethics Education:** At the time of his or her appointment, each Trustee and Member shall be invited to participate in a one-on-one education session by the General Counsel. The session will cover Ohio Ethics Law as it applies to the Trustee or Member and the Statement of Ethical Conduct and Leadership Integrity.

In addition, the University will provide Trustees and Members with an annual ethics education session that will cover Ohio Ethics Law as it applies to the Trustee or Member and the Statement of Ethical Conduct and Leadership Integrity.

The Board Office will also distribute the Summary of Substantive Provisions of the Ethics Law and Related Statutes prepared by the Ohio Ethics Commission and create a repository of relevant ethics documents that is accessible to Trustees and Members online.

---

**Individualized conflict management plan:** Where requested by an individual Trustee or Member, the General Counsel will define a management plan to assist in the management of a potential conflict. Such a plan may include assisting the Board Secretary in reviewing the Board Meeting agenda, prior to a meeting, to identify the potential conflict affecting individual Trustees or Members. Depending on the nature of the potential conflict, the Board materials may be redacted and other steps taken to ensure that the Trustee or Member appropriately recuses him- or herself from the discussion.

---

**Optional Provision of List of Interests:** Once a year the Secretary of the Board shall circulate a form to each Trustee on which the Trustee may, at his or her option, list any entities in which the Trustee (1) serves as a director or other fiduciary (both for-profit and not-for-profit entities), or (2) holds (combined with other members of the Trustee's family or the Trustee's business associates) five percent (5%) or more of the ownership of the entity. A Trustee is encouraged to update the Trustee's entity list at any time the Trustee agrees to assume a directorship or other fiduciary relation with an entity or acquires a five percent (5%) or larger ownership interest in the entity. The form shall be submitted to the General Counsel along with a request for legal advice pertaining to the Trustee or Member's obligations relating to their service. The information so disclosed shall be held in confidence. Members may avail themselves of this process at their own initiative. The General Counsel will provide the Trustee or Member a confirmation letter as well as a summary of preventative actions the University will take to assist the Trustee or Member in managing the disclosed relationship(s).

---

**Potential conflicting vendor list and University purchases:** To assist Trustees in meeting their obligations under the Ohio Ethics Laws, and otherwise to manage their potential conflicts of interest, the Board Office, upon request, will provide to the Trustees the University's vendor list.

---

**Financial Disclosure Filings:** Annually, the Board Office will remind trustees of Ohio Ethics Commission financial disclosure filing requirements and upcoming deadlines, pay for filing fees, and confirm with each trustee that he or she properly filed their financial disclosure with the Commission.

---

**Agenda Review:** The Board Office will review each Board, Wexner Medical Center Board, and/or Committee agenda to identify items for action on those agendas that may pose potential conflicts of interest for individual Trustees and Members, based on previously disclosed or known information, and will consult with the individual trustee or member and the Office of Legal Affairs, as appropriate.

---

**Exit meeting:** At the time that a Trustee or Member retires from the Board or Committee, General Counsel will offer to review the ongoing ethical obligations of the Trustee or Member and offer ongoing support in interpretation of those obligations.





**OHIO ETHICS COMMISSION**

William Green Building  
30 West Spring Street, L3  
Columbus, Ohio 43215-2256  
Telephone: (614) 466-7090  
Fax: (614) 466-8368

[www.ethics.ohio.gov](http://www.ethics.ohio.gov)

---

***OHIO ETHICS LAW MEMORANDA FOR  
TRUSTEES OF PUBLIC COLLEGES AND UNIVERSITIES***

**I. INTRODUCTION TO THE ETHICS LAW AND RELATED STATUTES**

This handout contains general information about the Ohio Ethics Law and related statutes (Chapter 102. and Sections 2921.42, 2921.421, and 2921.43) as they apply to individuals serving as trustees of state colleges and universities. To assist you, this handout outlines, in general terms, your responsibilities under the Ethics Law and related statutes.

The prohibitions of the Ethics Law and related statutes protect both individuals who serve in public positions and the general public. The law includes requirements for financial disclosure by trustees of public colleges and universities, as well as general provisions that condition the conduct of public officials and employees to help protect against conflicts of interest.

- A. Intent:
  - To prevent public officials and employees with conflicts of interest from acting on those conflicts
  - To provide remedies of education, advice, and enforcement
  
- B. Application:
  - All public officials and employees at every level of government in Ohio, and those who do business with them
  - All trustees of state public colleges and universities are public officials and are, therefore, subject to Ohio's Ethics Law.
  - Limited exception for teachers and other educators with no administrative responsibilities [Ohio Revised Code ("R.C.") 102.01 (B)]
  
- C. Ohio's Ethics Law:
  - Found in Chapter 102 of the Revised Code
  - Related statutes are R.C. 2921.42 and R.C. 2921.43

**II. THE OHIO ETHICS COMMISSION**

- A. History
  - Post-Watergate enactment in 1973 [H.B. 55, effective 1/1/74]
  
- B. Purpose
  - Requiring personal financial disclosure
  - Imposing **criminal** penalties for unethical conduct
  - Establishing uniform review of questions by statewide commissions of the three branches of government

- C. Composition of the Ethics Commission
  - Six **bi-partisan** members
  - Appointed by Governor, confirmed by Senate
  - Staggered, 6-year terms
  - Compensated \$75 per meeting, up to \$1800 per year
  
- D. Authority of the Ethics Commission
  - Administers Ethics Law (R.C. 102) and related statutes (R.C. 2921.42 and 2921.43) for all public officials and employees at the state, county, municipal, township, and other levels of government *except*:
    - a. Judges and judicial employees [Contact the Board of Commissioners on Grievances and Discipline of the Supreme Court at (614) 644-5800]
    - b. State legislators and legislative employees [Contact the Joint Legislative Ethics Committee at (614) 728-5100]

### III. RESPONSIBILITIES AND PROCESSES OF THE COMMISSION

- A. General Duties - Five Major Responsibilities
  1. Public Information
  2. Advice
  3. Investigation and Referral for Prosecution
  4. Financial Disclosure
  5. Legislation
  
- B. Public Information – R.C. 102.08.
  1. Organize and provide training and information sessions regarding conflicts of interest and financial disclosure
    - Presented 137 educational sessions throughout the state in 1997
    - Sessions given by the Commission are free of charge
  2. Create and distribute informational materials regarding Ohio’s Ethics Law
  3. Provide a master copy of the Ethics Law to agencies for distribution
  4. Maintain website of electronic information [<http://www.ethics.ohio.gov>]
  
- C. Advice – Render Advisory Opinions – R.C. 102.08.
  1. The law provides assistance to you as a public official from the Ethics Commission through written advisory guidance to answer your questions about the specific application of the Ethics Law to future actions. You are encouraged to ask questions and we will do our best to answer them.
  2. Please do not hesitate to call or write to our office at the telephone and address above.
  
- D. Investigation – R.C. 102.06.
  1. Authority – Analogous to specialized grand jury
  2. **Confidential process** – Commission is prohibited by law from disclosing any information about investigations *except*:
    - a. Commission may publicly comment that a complaint has been referred to a prosecutor if no action has been taken within 90 days of the referral
      - Commission cannot comment regarding the merits of its findings
    - b. Accused can request disclosure of a complaint, if the accused has successfully defended the complaint

3. Resolution Authority – After consultation with the accused, the person filing the complaint, and any other person the Commission considers necessary, the Commission or a prosecutor may agree to settle a charge with the accused.
  4. Demand exceeds resources:
    - a. An estimated 18,000 elected office holders and 500,000 public employees subject to authority
    - b. As a result, commission must weigh the relative severity of allegations in order to prioritize which will be investigated
- E. Financial Disclosure – R.C. 102.02.
1. All state college and university trustees are required to file individual financial disclosure statements with the Ethics Commission by April 15th of each year.
  2. These statements aid trustees in identifying financial interests they hold that may present conflicts of interest for them in the performance of their public duties.
  3. The Ethics Commission provides financial disclosure statements to college and university trustees by February 15th of each year.
  4. Financial disclosure statements reflect the entire preceding year's financial interests held by the filer, even if the trustee did not serve during the preceding year.
  5. College and university trustees are required to disclose:
    - Sources of income of over \$500;
    - Sources of gifts of over \$500 (excluding most family members, but including spouses);
    - Investments over \$1000;
    - Debtors and creditors over \$1000;
    - Most ownership and leasehold interests in real property, located in Ohio.
  6. Statements filed by trustees of public colleges and universities are confidential except for any part of the disclosure that reveals a potential conflict of interest. Each confidential statement is individually reviewed by the Ethics Commission to identify sources of potential conflict. These may include a trustee's financial interests, because a trustee may not use his authority to affect his own interests if they have business or regulative relationships with the college or university.
  7. The General Assembly has mandated timely compliance with the deadline. As a result, the Ethics Commission will assess a late filing fee of \$10 per day, up to a total of \$250.00, against individuals who fail to file statements by the deadline.
- F. Legislation – R.C. 102.08.
- Recommend legislation relating to ethics, conflicts of interest, and financial disclosure
  - Recent examples:
    - H.B. 300 in 1986
    - H.B. 285 in 1994

#### IV. SUBSTANTIVE PROVISIONS OF THE ETHICS LAW AND RELATED STATUTES

**General Rule – Whenever the personal financial or fiduciary interests of a public official or employee, his family, or his business associates are involved in a situation before the official or employee, there is an ethics issue.**

In addition to financial disclosure requirements, the Ohio Ethics Law contains provisions regarding the private activities of public officials. These provisions deal with four general areas: conflicts of interest; public contracts (including nepotism) and public investments; post-employment, confidentiality, and representation; and, supplemental compensation. These general restrictions are summarized below.

- A. **Conflict of Interest – R.C. 102.03 (D), (E), (F).**
1. A trustee of a public college or university is prohibited from taking any action, including voting, discussing, deliberating, and formally or informally lobbying, on any matter where the official, his family, his business associates, or others with whom he has a relationship that would affect his objectivity, would receive anything of substantial value [102.03 (D)].
    - a. R.C. 102.03 (D) prohibits a public official from using his authority to secure anything of value that could have a substantial and improper influence upon the official in the performance of his duties. This section prohibits any formal or informal action in a matter where a substantial thing of value may benefit the official, his family, or his business associates.
    - b. The law defines “**anything of value**” to include money, goods, chattels, future employment, interests in realty, and "every other thing of value."
  2. A trustee of a public college or university is prohibited from accepting or soliciting anything of substantial value, including gifts, travel, meals, and lodging payments, and consulting fees, from improper sources including parties that are doing or seeking to do business with, regulated by, or interested in matters before the board or commission she serves [R.C. 102.03 (D) and (E)].
    - a. R.C. 102.03 (E) prohibits a public official from merely soliciting or accepting anything of value if the thing of value could have a substantial and improper influence upon the public official in the performance of his duties.
    - b. “Anything of value” could have a **substantial** influence upon a public official if the thing has a substantial value. The Ethics Commission has stated, for example, that season tickets for a professional sports team have a substantial value and cannot be provided to a public official by a party doing business with or regulated by the public agency [[OEC Adv. Op. No. 95-001](#)].
    - c. A thing of value could have an **improper** influence upon a public official if it is provided by a source that has a direct relationship with the public agency served by the official. Those sources, which are “improper” because of their relationships with a public agency, include parties doing or seeking to do business with, regulated by, or interested in matters before the public agency. Those “interested in” matters might include an association of parties doing business with the public agency.

3. The law also **prohibits a private party, or any person**, from promising or giving anything of value to a public college or university trustee if the thing of value could have a substantial and improper influence upon the public official or employee in the performance of his duties [R.C. 102.03 (E); [OEC Adv. Op. No. 90-001](#)].
  - a. One example of a situation where these restrictions have been applied is travel, meals, and lodging. A public college or university trustee is prohibited from accepting travel, meals, and lodging, from any improper source, which would include parties that are doing or seeking to do business with, regulated by, or interested in matters before the public agency [[OEC Adv. Op. No. 89-014](#)]. A trustee is also prohibited from accepting or using any frequent flyer benefits accrued while in the course of travel in his official capacity, unless the benefits are used in official travel [[OEC Adv. Op. No. 91-010](#)].

**B. Public Contract Restraints - R.C. 2921.42; R.C. 102.04.**

1. A trustee of a public college or university is prohibited from authorizing or using his position to secure authorization of a public contract for himself, a member of his family, or a business associate [R.C. 2921.42 (A)(1)].
  - a. A “**public contract**” is any purchase or acquisition of any property or services, including employment, and casual, as needed purchases, and any design, construction, alteration, repair, or maintenance of any public property [2921.42 (G)(1)].
  - b. The Commission has stated that a prohibited “**interest**” in a public contract must be definite and direct, and may be either pecuniary or fiduciary [[OEC Adv. Op. No. 78-005](#)].
  - c. The term “**a member of his family**” includes, but is not limited to, a spouse, parent, grandparent, child, grandchild, or sibling. It also includes any other person related by blood or marriage to the public official and residing in the same household with the official [[OEC Adv. Op. No. 80-001](#); *Walsh v. Bollas*, 82 Ohio App. 3d 588 (Lake County 1992)].
  - d. A “**business associate**” is a person with whom a public official is engaged in an on-going business enterprise, such as a partner in a partnership, a co-owner of a business, or an outside, private employer [[OEC Adv. Op. No. 92-003](#)].
2. A trustee of a public college or university is **prohibited from profiting from** a public contract he approved, or that was approved by the board of trustees of which he is a member, even if he abstains from the approval, unless the contract was competitively bid and awarded to the lowest and best bidder [R.C. 2921.42 (A)(3)]. This restriction applies while the official is connected with the public college or university, and for one year after he leaves his position.
  - a. This section prohibits a member of a governing board, such as a college or university board of trustees, for one year from the time he leaves his position, from accepting employment with his public agency, if the employment was authorized or the position was created during his service. R.C. 102.03 (D) (discussed above) also prohibits a member of a governing board from using his position to secure employment from the public agency he serves [[OEC Adv. Op. No. 87-008](#)]. These restrictions do not mean that a former college or university trustee is prohibited from securing employment with the college or university he had served, so long as the board of trustees did not create the position or authorize the employment

during his service, and the former trustee did not seek the employment opportunity until after he left the position of trustee.

3. **Nepotism**

- a. A trustee of a public college or university is prohibited from authorizing the hire of, or using his authority to secure the hire of, or employment benefits for, any member of his family (parents, grandparents, children, grandchildren, spouse, siblings, or any person related by blood or marriage and residing in the same household) [R.C. 2921.42 (A)(1)].

4. **Improper Interest in Public Contracts**

- a. A trustee of a public college or university is prohibited from having an interest in the profits or benefits of a public contract entered into by the institution with which he is connected [R.C. 2921.42 (A)(4)]. The term "connected with" has been defined by the Commission as being related to or associated with the institution [[OEC Adv. Op. No. 87-002](#), [89-004](#), [90-007](#)].

i. **EXEMPTION:** A trustee of a public college or university is not considered to have an interest in a public contract entered into by his college or university with a private corporation if his interest in the corporation is limited to being a stockholder of less than five percent or a creditor of **less than five percent** [R.C. 2921.42 (B)].

ii. **EXEMPTION:** A trustee of a public college or university is not prohibited from having an interest in a public contract entered into by the college or university he serves so long as: (1) the purchase is a necessary purchase; (2) the goods or services are unobtainable elsewhere for the same or lower cost, or are furnished as part of a continuing course of dealing started prior to the trustee's connection with the college; (3) the service provided is the same as or better than the service provided to other clients or customers; and (4) the public official does not participate, the contract is at arms length, and the college or university has full knowledge of the board member's interest [R.C. 2921.42 (C)].

iii. The application of these two exemptions is dependent upon the facts.

Please contact the Ethics Commission for further information.

- b. A trustee of a state college or university is prohibited from authorizing investments, or employing authority to secure investments of public funds in any security, if he, a member of his family, or any of his business associates either has an interest, is an underwriter, or receives any brokerage, origination, or servicing fees [R.C. 2921.42 (A)(2); [State v. Strabala](#) (1993)].

5. **Sale of Goods**

- a. A trustee of a state college or university is prohibited from selling any goods or services to any state entity, except through competitive bidding or as provided by exemption [R.C. 102.04 (B)].

i. **EXEMPTION:** Sales to state agencies other than the college or university served are exempted when the trustee completes and files a disclosure of the sale of goods or services, as described in R.C. 102.04 (D), before entering into the sale. The trustee must file the disclosure with the college or university he serves, the state entity to which the sale will be made, and the Ethics Commission [R.C. 102.04 (D)].

C. **Post-Employment Restrictions – R.C. 102.03(A), (B); 102.04(A),(C).**

1. **General Revolving Door – R.C. 102.03(A):**

A trustee of a state college or university is prohibited, during public service and for **one year** thereafter, from representing anyone, before any public agency, on any matter in which he personally participated while he was a member of the board of trustees. For some matters, the prohibition remains in effect for two years [R.C. 102.03 (A)].

- a. A “**matter**” is any case, proceeding, application, determination, issue, or question [R.C. 102.03 (A)(5)].
- b. “**Personal participation**” is any decision, approval, disapproval, recommendation, the rendering of advice, investigation, or other substantial exercise of administrative discretion [R.C. 120.03 (A)(1)]. Supervision of another public official or employee can be, but is not always, personal participation [[OEC Adv. Op. No. 91-009](#)].
- c. “**Representation**” is defined as any formal or informal appearance before, or any written or oral communication with, any public agency [102.03 (A)(5)]. “Representation” includes preparing documents, regardless of whether the individual himself signs them, or they are signed by someone else [[OEC Adv. Op. No. 86-001](#)]. The restriction applies even if the represented party is another public agency [[OEC Adv. Op. No. 93-011](#)]. The restriction does not apply to behind-the-scenes consultation with a client or new employer [[OEC Adv. Op. No. 92-005](#)].

2. **Representation – R.C. 102.04 (A).**

- a. A trustee of a public college or university is prohibited from receiving compensation except from the institution of higher education he serves for any service **rendered personally** on any case, application, or other matter before any state entity, except as provided by exemption [R.C. 102.04 (A)]. Ministerial matters like tax preparation and filing incorporation papers are removed from the restriction [R.C. 102.04 (F); [OEC Adv. Op. No. 89-016](#)].
  - i. **EXEMPTION:** Receiving compensation for providing services on matters pending before state agencies other than the institution of higher education served is exempted when the official completes and files a disclosure, as described in R.C. 102.04 (D), before performing the personal services. The trustee must file the disclosure with the college or university he serves, the state entity to which the sale will be made, and the Ethics Commission [R.C. 102.04 (D)].

3. **Confidentiality – R.C. 102.03 (B).**

- a. A trustee of a state college or university is prohibited from disclosing or using confidential information acquired in his state position, without appropriate authorization. There is no time limit on this restriction [R.C. 102.03 (B)].

4. **Representation - Influence peddling – R.C. 102.04 (A)(C).**

D. **Other Restrictions.**

1. **Supplemental Compensation – R.C. 2921.43 (A).**

- a. A trustee of a state college or university is prohibited from accepting compensation, other than from the college or university he serves, for the performance of his public duties [R.C. 2921.43 (A)]. Private parties are also prohibited from offering or giving supplemental compensation to university trustees [102.03 (F); 2921.43 (A)].

2. **Honoraria – R.C. 102.03 (H)**

- a. The general restriction enacted by the Legislature in 1994 that prohibits a

public official who files a disclosure statement from receiving an honorarium does not apply to any member of the boards of trustees, or any president, of state institutions of higher education. However, a trustee or president is prohibited from accepting honoraria or travel expenses from parties that are doing or seeking to do business with, regulated by, or interested in matters pending before his college or university [102.03 (I)].

3. Rate-Making – R.C. 102.03 (C).

E. Additional considerations

1. Copies of the law – R.C. 102.09 (E).

V. SUMMARY-COMMON SENSE WRAP-UP

- A. Cannot authorize a contract or use authority to secure authorization of a contract for self, family, business associates
- B. Cannot solicit or accept things of value
- C. Cannot disclose or use confidential information
- D. Cannot receive additional compensation for performance of official duties
- E. Cannot represent parties on matters in which public servant involved
- F. Cannot participate in matters where public servant has a conflict of interest – i.e., where something of value will result for self, family members, others

As previously stated, this information summarizes the Ohio Ethics Law and related statutes in Chapter 102. and Sections 2921.42, 2921.421, and 2921.43. These laws are criminal statutes designed to protect the public from decisions that could be influenced by improper conflicts of interest for those who serve the public interest. Although the majority of public officials and employees meet or exceed these standards, these provisions serve to assist in deterring or punishing the few who do not. Your careful consideration of the prohibitions is appreciated.

The Ohio Ethics Commission is an independent agency of state government charged with interpreting and administering the Ohio Ethics Law for many state and local public officials and employees. The Commission has been serving the public, and state and local governments, since its formation as part of the Ohio Ethics Law in 1973. If you have any questions about how these restrictions apply to you, or for more information about the Ethics Law in general, please contact the Ohio Ethics Commission at (614) 466-7090.

This memorandum was prepared by the Ohio Ethics Commission for informational purposes only. It is not intended as a substitute for the laws referenced or Ethics Commission advisory opinions construing those provisions.

**WHEN IN DOUBT, CALL THE ETHICS COMMISSION--(614) 466-7090**

**Check us out on the Web at <http://www.ethics.ohio.gov>**



## **SUMMARY OF ACTIONS TAKEN**

*May 18, 2022 – Talent, Compensation & Governance Committee Meeting*

### **Members Present:**

Lewis Von Thaeer  
Brent R. Porteus  
Abigail S. Wexner

John W. Zeiger  
Elizabeth P. Kessler

Gary R. Heminger (*ex officio, joined late*)

### **Members Present via Zoom:**

Hiroyuki Fujita

### **Members Absent:**

Alexander R. Fischer

## **PUBLIC SESSION**

The Talent, Compensation & Governance Committee of The Ohio State University Board of Trustees convened on Wednesday, May 18, 2022, in person at Longaberger Alumni House on the Columbus campus. Committee Chair Hiroyuki Fujita called the meeting to order 11:09 a.m.

## **EXECUTIVE SESSION**

It was moved by Dr. Fujita, and seconded by Mr. Von Thaeer, that the committee recess into executive session to discuss business-sensitive trade secrets required to be kept confidential by federal and state statutes, to discuss personnel matters regarding the appointment, employment and compensation of public employees, and to consult with legal counsel regarding pending or imminent litigation.

A roll call vote was taken, and the committee voted to go into executive session with the following members present and voting: Dr. Fujita, Mr. Von Thaeer, Mr. Porteus, Mrs. Wexner, Mr. Zeiger and Ms. Kessler. Mr. Heminger was not present for this vote.

The committee entered executive session at 11:11 a.m.

## **PUBLIC SESSION**

Dr. Fujita reconvened the committee meeting in public session at 12:01 p.m.

### ***Items for Discussion***

1. Human Resources and Workday Optimization: Dr. Jeff Risinger, Senior Vice President for Talent, Culture and Human Resources, gave an update on the latest efforts to optimize Workday. He noted that one critical issue is training the HR staff to be able to execute well within the system.



He also discussed three areas of focus for the Workday system – 1) Roles & Responsibilities, paying close attention to role clarity and accountability awareness; 2) Business Process Enhancement, with a focus on finding more optimization opportunities; and 3) Training & Knowledge, particularly around system proficiency and working through the HR team’s Workday training curve. He also touched on near-term wins and longer-term strategies.

(See Attachment X for background information, page XX)

- 2. Key Critical Searches: Dr. Risinger highlighted five high-level searches that are underway, including those for the Executive Vice President & CEO and also the Chief Financial Officer of the Wexner Medical Center. Both searches have identified finalists and are moving forward through the late stages of the search process. The searches for a Vice Provost for Strategic Enrollment Management and for the new Executive Director of the Kirwan Institute for the Study of Race and Ethnicity are down to two semifinalists each. And finally, the search committee for the Executive Director of the Wexner Center for the Arts is currently reviewing candidates.
- 3. Graduate and Professional Student Trustee Search Update: Carly Sobol, the Board’s current Graduate Student Trustee, gave an update to the committee on the status of the search for her successor. The Student Trustee Selection Committee interviewed 12 candidates for the position in February and selected five candidates to share with Governor DeWine’s Boards & Commissions Office for final consideration and selection.
- 4. Report on Departing Trustees and Election of Officers: Dr. Fujita recognized and thanked the three trustees whose terms were coming to a close – Dr. Sobol, Erin Hoeflinger and Brent Porteus. Then, Committee Vice Chair Lou Von Thaeer shared that the Talent, Compensation & Governance Committee had recommended to the full Board of Trustees that Dr. Fujita be named the next Board Chair and that the full Board of Trustees agreed unanimously with this decision. Dr. Fujita’s election to the position was slated to be voted on during the May 19 Full-Board Public Session. He will succeed current Board Chair Gary Heminger, who was appointed to the role in August 2019.

**Items for Action**

- 5. Approval of Minutes: No changes were requested to the February 9, 2022, meeting minutes; therefore, a formal vote was not required, and the minutes were considered approved.
- 6. Resolution No. 2022-120, Personnel Actions

BE IT RESOLVED, That the Board of Trustees hereby approves the personnel actions as recorded in the personnel budget records of the university since the February 10, 2022, meeting of the board, including the following appointments and contract updates:

Appointments

Name: David Cohn  
 Title: Interim Chief Executive Officer  
 Unit: The Arthur G. James Cancer Hospital and Richard J. Solove Research Institute  
 Date: July 1, 2022

Name: David Horn  
 Title: Dean, College of Arts and Sciences  
 Unit: Office of Academic Affairs  
 Term: July 1, 2022

Name: David Jenkins  
Title: Dean, College of Social Work  
Unit: Office of Academic Affairs  
Term: July 1, 2022

Name: Norman Jones  
Title: Dean, Undergraduate Education  
Unit: Office of Academic Affairs  
Term: July 1, 2022

Name: Mary Stromberger  
Title: Dean, Graduate Education  
Unit: Office of Academic Affairs  
Term: August 1, 2022

#### Appointment Extensions

Name: Mark Larmore  
Title: Interim Co-Leader  
Unit: The Ohio State University Wexner Medical Center  
Term: June 1, 2022 – August 31, 2022

Name: Andrew Thomas  
Title: Interim Co-Leader  
Unit: The Ohio State University Wexner Medical Center  
Term: June 1, 2022 – August 31, 2022

#### Contract Amendments

Name: Ryan Day  
Title: Head Coach, Football  
Unit: Department of Athletics  
Term: July 1, 2022

Name: Christopher Holtmann  
Title: Head Coach, Men's Basketball  
Unit: Department of Athletics  
Term: July 1, 2022

Name: Michael Eicher  
Title: Senior Vice President for Advancement  
Title: President, The Ohio State University Foundation  
Unit: Office of Advancement  
Term: January 1, 2022

Name: Kevin McGuff  
Title: Head Coach, Women's Basketball  
Unit: Department of Athletics  
Term: July 1, 2022

Name: Eugene Smith  
Title: Senior Vice President and Wolfe Foundation Endowed Athletics Director  
Unit: Department of Athletics  
Term: July 1, 2022

**Action:** Upon the motion of Dr. Fujita, seconded by Mrs. Wexner, the foregoing resolution was adopted by voice vote with the following members present and voting: Dr. Fujita, Mr. Von Thayer, Mr. Porteus, Mrs. Wexner, Mr. Zeiger, Ms. Kessler and Mr. Heminger.

### **Written Report**

In the public session materials, there was one written report shared for the committee to review:

- a. Human Resources Summary  
(See Attachment X for background information, page XX)

The committee adjourned at 12:17 p.m.

**AMENDMENTS TO THE BYLAWS OF  
THE OHIO STATE UNIVERSITY BOARD OF TRUSTEES**

Synopsis: Approval of the attached amendments to the *Bylaws of The Ohio State University Board of Trustees*, is proposed.

WHEREAS pursuant to 3335-1-09 (C) of the Administrative Code, the rules and regulations for the university may be adopted, amended or repealed by a majority vote of the University Board of Trustees at any regular meeting of the board; and

WHEREAS a periodic review of the board's bylaws is a governance best practice; and

WHEREAS the last revisions to the *Bylaws of the Ohio State University Board of Trustees* took place on August 19, 2021:

NOW THEREFORE

BE IT RESOLVED, That the Board of Trustees hereby approves the attached amendments to the *Bylaws of the Ohio State University Board of Trustees*.

**BYLAWS OF THE BOARD OF TRUSTEES  
OF THE OHIO STATE UNIVERSITY**

*Proposed updates*

**Chapter 3335-1**

**3335-1-01 Meetings of the board of trustees.**

(E) Quorum and manner of acting.

- (1) In order to constitute a quorum for the transaction of business at a meeting of the board or a committee of the board, a majority of the voting members at such meeting shall be present in person or via means of live, audio-enabled communication, and at least one-third of those voting members shall be present in person. A trustee who attends a meeting via means of electronic communication is considered to be present at the meeting, is counted for purposes of establishing quorum, and may vote at the meeting
- (2) Except as otherwise provided in paragraph (E)(3) of this rule, the act of the majority of the voting members present at any such meeting at which a quorum is present shall be the act of the board of trustees or its committees. In the absence of a quorum, a majority of those present may adjourn the meeting from time to time until a quorum is had. Notice of any adjourned meeting need not be given.
- (3) The concurrence of a majority of all of the board members shall be necessary to elect or to remove the president, or adopt, amend, or repeal a bylaw of the board of trustees.
- (4) A roll call vote is necessary when electing or removing a president and when ~~acting on~~making a final vote to officially enact motions involving the expenditure of university funds. On all other matters, a voice vote may be conducted instead, unless there are voting members of the board or committee of the board attending such a meeting via live, audio-enabled communications. In such an event that voting members are joining via means of electronic communications, then a roll call vote must be taken for all votes, no matter the subject. If multiple roll call votes are to be held, they may be combined for efficiency where appropriate.

(Board approval dates: 2/6/1987, 10/1/1999, 7/11/2008, 8/28/2015, 5/31/2019, 8/19/2021, 8/18/2022)

**3335-1-02 Members, officers and committees of the board.**

(C) Committees of the board.

- (1) Standing committees of the board, the members of which shall be appointed annually by the chair, shall be constituted and shall consider and make recommendations for action by the board on the various matters as enumerated below:
  - (a) Academic affairs and student life committee. The academic affairs and student life committee shall consider and make recommendations to the board regarding matters pertaining to the teaching and public service programs of the university and its faculty, staff, and students. Matters to be brought before the committee may include, but shall not be limited to: teaching and learning; student success, support and well-being; faculty and staff matters; educational policy; academic structure and organization; student welfare and housing; collective bargaining; university faculty and student rules; conferring of degrees, certificates, awards, and other honors; the university system of Ohio; regional campuses; the Ohio agricultural research and development center; agricultural technical institute; the university's land-grant mission and extension programs; athletics; and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee, one member of the university faculty, and up

**BYLAWS OF THE BOARD OF TRUSTEES  
OF THE OHIO STATE UNIVERSITY**

*Proposed updates*

to two additional non-trustee committee members, with majority membership by trustees at all times.

- (b) ~~Audit, Finance and investment committee.~~ The ~~audit, finance and investment~~ committee shall consider and make recommendations to the board regarding matters pertaining to the financial, business, and administrative management of the university, ~~and auditing of the university and related entity operations.~~ Matters to be brought before the committee may include, but shall not be limited to: ~~internal audit policies, plans, and reports; financial statements; internal financial control systems; selection of, and receiving reports from, independent auditors (in conjunction with the auditor of state); long-range financial planning; borrowing and investment policies and strategies; investment benchmarks and asset allocation;~~ capital and operating budgets and policies; ~~capital expenditure budgets and investment;~~ financing related to real property transactions; ~~financial reporting practices;~~ issuance of debt; tuition and fees; ~~endowment assets and Advancement objectives; namings of university buildings and spaces;~~ purchasing policies; ~~insurance and Self-Insurance Board appointments; self insurance trust; the research foundation; commercialization; efficiency and cost-savings efforts;~~ managed health care systems; and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee and up to three additional non-trustee committee members, with majority membership by trustees at all times.

- (c) Talent, compensation and governance committee. The talent, compensation and governance committee shall provide oversight and counsel to the president regarding matters related to the senior leadership of the university, as determined by the board and the president, and make recommendations to the board regarding matters pertaining to the organization of the board and involvement and role of trustees. Matters to be brought before the committee may include, but shall not be limited to: roles and responsibilities of trustees and senior leadership positions; position specifications and necessary qualifications; compensation strategy and comparative data; transition plans; the board structure and operation; matters related to the trustees, non-trustee committee members and charter trustee selection process; trustee orientation; reviews of the president of the university and officers of the board; expectations regarding trustee comportment; organization of the board office; and any other matter assigned to the committee by the board or the chair of the board.

The committee shall consist of the chairs of each board committee and the vice chairs of the board. In addition to the trustees appointed to the committee, the committee may also consist of up to three additional non-trustee committee members, with majority membership by trustees at all times. The chair of the board may also appoint to this committee up to one current voting member of the board who formerly served as a board officer.

- (d) Master planning and facilities committee. The master planning and facilities committee shall consider and make recommendations to the board regarding the university's physical environment to ensure they enable and advance the university's academic mission and strategic goals. The committee will serve as stewards of the campus master plans and district plans. Matters to be brought before the committee may include, but shall not be limited to: the review and recommendation for approval of the planning, design, and construction activity of the university, including the Wexner medical center; university master planning; development and maintenance

**BYLAWS OF THE BOARD OF TRUSTEES  
OF THE OHIO STATE UNIVERSITY**

*Proposed updates*

of facilities; real property matters; security and infrastructure updates; and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee and up to three additional non-trustee committee members, with majority membership by trustees at all times.

- (e) Legal, audit, risk and compliance committee. The legal, audit, risk and compliance committee shall consider and make recommendations to the board regarding oversight of the university's legal, audit, risk, and compliance functions. Matters to be brought before the committee may include, but shall not be limited to: reports regarding significant legal, legislative, and regulatory matters and initiatives; potential and active litigation; oversight and monitoring of compliance programs and activities; university and Wexner medical center enterprise risk management systems programs and business continuity planning; approval and monitoring of affiliated entities; ~~reports regarding significant legal, legislative and regulatory matters and initiatives; internal financial control systems and reporting~~; auditing of the university and related entity operations; internal audit policies, plans, and reports; selection of, and receiving reports from, independent auditors (in conjunction with the auditor of state); and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee and up to three additional non-trustee committee members, with majority membership by trustees at all times.

- (f) Research, innovation and strategic partnerships. The research, innovation and strategic partnerships committee shall consider and make recommendations to the board regarding matters pertaining to the research programs and activities of the university, Wexner medical center, faculty, staff, and students. Matters to be brought before the committee may include, but shall not be limited to: programs and activities related to research and creative inquiry; policies to support and enhance research and creative inquiry conducted at the university; the development and support of strategic internal and external relationships; outreach and engagement activities of the university's students, faculty, and staff; and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee, one member of the university faculty, and up to two additional non-trustee committee members, with majority membership by trustees at all times.

(Board approval dates: 12/2/1994, 10/1/1999, 10/4/2002, 7/11/2008, 11/7/2008, 4/3/2009, 8/30/2013, 8/28/2015, 5/31/2019, 8/30/2019, 11/21/2019, 8/27/2020, 2/25/2021, 8/19/2021, 8/18/2022)



**BYLAWS OF THE BOARD OF TRUSTEES  
OF THE OHIO STATE UNIVERSITY**

*Proposed updates*

**Chapter 3335-1**

**3335-1-01 Meetings of the board of trustees.**

(E) Quorum and manner of acting.

- (1) In order to constitute a quorum for the transaction of business at a meeting of the board or a committee of the board, a majority of the voting members at such meeting shall be present in person or via means of live, audio-enabled communication, and at least one-third of those voting members shall be present in person. A trustee who attends a meeting via means of electronic communication is considered to be present at the meeting, is counted for purposes of establishing quorum, and may vote at the meeting
- (2) Except as otherwise provided in paragraph (E)(3) of this rule, the act of the majority of the voting members present at any such meeting at which a quorum is present shall be the act of the board of trustees or its committees. In the absence of a quorum, a majority of those present may adjourn the meeting from time to time until a quorum is had. Notice of any adjourned meeting need not be given.
- (3) The concurrence of a majority of all of the board members shall be necessary to elect or to remove the president, or adopt, amend, or repeal a bylaw of the board of trustees.
- (4) A roll call vote is necessary when electing or removing a president and when making a final vote to officially enact motions involving the expenditure of university funds. On all other matters, a voice vote may be conducted instead, unless there are voting members of the board or committee of the board attending such a meeting via live, audio-enabled communications. In such an event that voting members are joining via means of electronic communications, then a roll call vote must be taken for all votes, no matter the subject. If multiple roll call votes are to be held, they may be combined for efficiency where appropriate.

(Board approval dates: 2/6/1987, 10/1/1999, 7/11/2008, 8/28/2015, 5/31/2019, 8/19/2021, 8/18/2022)

**3335-1-02 Members, officers and committees of the board.**

(C) Committees of the board.

- (1) Standing committees of the board, the members of which shall be appointed annually by the chair, shall be constituted and shall consider and make recommendations for action by the board on the various matters as enumerated below:
  - (a) Academic affairs and student life committee. The academic affairs and student life committee shall consider and make recommendations to the board regarding matters pertaining to the teaching and public service programs of the university and its faculty, staff, and students. Matters to be brought before the committee may include, but shall not be limited to: teaching and learning; student success, support and well-being; faculty and staff matters; educational policy; academic structure and organization; student welfare and housing; collective bargaining; university faculty and student rules; conferring of degrees, certificates, awards, and other honors; the university system of Ohio; regional campuses; the Ohio agricultural research and development center; agricultural technical institute; the university's land-grant mission and extension programs; athletics; and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee, one member of the university faculty, and up

**BYLAWS OF THE BOARD OF TRUSTEES  
OF THE OHIO STATE UNIVERSITY**

*Proposed updates*

to two additional non-trustee committee members, with majority membership by trustees at all times.

- (b) Finance and investment committee. The finance and investment committee shall consider and make recommendations to the board regarding matters pertaining to the financial, business, and administrative management of the university. Matters to be brought before the committee may include, but shall not be limited to: long-range financial planning; borrowing and investment policies and strategies; investment benchmarks and asset allocation; capital and operating budgets and policies; capital expenditure budgets and investment; financing related to real property transactions; financial reporting practices; issuance of debt; tuition and fees; endowment assets and Advancement objectives; namings of university buildings and spaces; purchasing policies; insurance and Self-Insurance Board appointments; efficiency and cost-savings efforts; managed health care systems; and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee and up to three additional non-trustee committee members, with majority membership by trustees at all times.

- (c) Talent, compensation and governance committee. The talent, compensation and governance committee shall provide oversight and counsel to the president regarding matters related to the senior leadership of the university, as determined by the board and the president, and make recommendations to the board regarding matters pertaining to the organization of the board and involvement and role of trustees. Matters to be brought before the committee may include, but shall not be limited to: roles and responsibilities of trustees and senior leadership positions; position specifications and necessary qualifications; compensation strategy and comparative data; transition plans; the board structure and operation; matters related to the trustees, non-trustee committee members and charter trustee selection process; trustee orientation; reviews of the president of the university and officers of the board; expectations regarding trustee comportment; organization of the board office; and any other matter assigned to the committee by the board or the chair of the board.

The committee shall consist of the chairs of each board committee and the vice chairs of the board. In addition to the trustees appointed to the committee, the committee may also consist of up to three additional non-trustee committee members, with majority membership by trustees at all times. The chair of the board may also appoint to this committee up to one current voting member of the board who formerly served as a board officer.

- (d) Master planning and facilities committee. The master planning and facilities committee shall consider and make recommendations to the board regarding the university's physical environment to ensure they enable and advance the university's academic mission and strategic goals. The committee will serve as stewards of the campus master plans and district plans. Matters to be brought before the committee may include, but shall not be limited to: the review and recommendation for approval of the planning, design, and construction activity of the university, including the Wexner medical center; university master planning; development and maintenance of facilities; real property matters; security and infrastructure updates; and any other matter assigned to the committee by the board or the chair of the board.

**BYLAWS OF THE BOARD OF TRUSTEES  
OF THE OHIO STATE UNIVERSITY**

*Proposed updates*

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee and up to three additional non-trustee committee members, with majority membership by trustees at all times.

- (e) Legal, audit, risk and compliance committee. The legal, audit, risk and compliance committee shall consider and make recommendations to the board regarding oversight of the university's legal, audit, risk, and compliance functions. Matters to be brought before the committee may include, but shall not be limited to: reports regarding significant legal, legislative, and regulatory matters and initiatives; potential and active litigation; oversight and monitoring of compliance programs and activities; university and Wexner medical center enterprise risk management programs and business continuity planning; approval and monitoring of affiliated entities; internal financial control systems and reporting; auditing of the university and related entity operations; internal audit policies, plans, and reports; selection of, and receiving reports from, independent auditors (in conjunction with the auditor of state); and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee and up to three additional non-trustee committee members, with majority membership by trustees at all times.

- (f) Research, innovation and strategic partnerships. The research, innovation and strategic partnerships committee shall consider and make recommendations to the board regarding matters pertaining to the research programs and activities of the university, Wexner medical center, faculty, staff, and students. Matters to be brought before the committee may include, but shall not be limited to: programs and activities related to research and creative inquiry; policies to support and enhance research and creative inquiry conducted at the university; the development and support of strategic internal and external relationships; outreach and engagement activities of the university's students, faculty, and staff; and any other matter assigned to the committee by the board or the chair of the board.

In addition to the trustees appointed to the committee, the committee shall also consist of at least one student trustee, one member of the university faculty, and up to two additional non-trustee committee members, with majority membership by trustees at all times.

(Board approval dates: 12/2/1994, 10/1/1999, 10/4/2002, 7/11/2008, 11/7/2008, 4/3/2009, 8/30/2013, 8/28/2015, 5/31/2019, 8/30/2019, 11/21/2019, 8/27/2020, 2/25/2021, 8/19/2021, 8/18/2022)

**RATIFICATION OF COMMITTEE APPOINTMENTS FY2023-2024**

BE IT RESOLVED, That the Board of Trustees hereby approves that the ratification of committee appointments for Fiscal Year 2023-2024 are as follows:

**Academic Affairs & Student Life:**

**JEFF M.S. KAPLAN, CHAIR**  
**ELIZABETH A. HARSH, VICE CHAIR**  
Abigail S. Wexner  
Elizabeth P. Kessler  
Reginald A. Wilkinson  
Michael Kiggin  
Susan E. Cole (faculty member)  
**HIROYUKI FUJITA (EX OFFICIO)**

**FINANCE & INVESTMENT:**

**TOM B. MITEVSKI, CHAIR**  
**JAMES D. KLINGBEIL, VICE CHAIR**  
**JOHN W. ZEIGER**  
**GARY R. HEMINGER**  
Lewis Von Thær  
Michael Kiggin  
**TANNER R. HUNT**  
Amy Chronis  
Kent M. Stahl  
**HIROYUKI FUJITA (EX OFFICIO)**

**LEGAL, AUDIT, RISK & COMPLIANCE:**

Elizabeth P. Kessler, Chair  
**MICHAEL KIGGIN, VICE CHAIR**  
Alan A. Stockmeister  
Jeff M.S. Kaplan  
Elizabeth A. Harsh  
**HIROYUKI FUJITA (EX OFFICIO)**

**Master Planning & Facilities:**

Alexander R. Fischer, Chair  
**ALAN A. STOCKMEISTER, VICE CHAIR**  
Elizabeth A. Harsh  
Reginald A. Wilkinson  
**JAMES D. KLINGBEIL**  
Robert H. Schottenstein  
**HIROYUKI FUJITA (EX OFFICIO)**

**Research, Innovation & Strategic Partnerships**

Lewis Von Thær, Chair  
**REGINALD A. WILKINSON, VICE CHAIR**  
Alexander R. Fischer  
**TANNER R. HUNT**  
Phillip Popovich (faculty member)  
**HIROYUKI FUJITA (EX OFFICIO)**

**Talent, Compensation & Governance:**

**JOHN W. ZEIGER, CHAIR**  
**ELIZABETH P. KESSLER, VICE CHAIR**  
Abigail S. Wexner  
Alexander R. Fischer  
**GARY R. HEMINGER**  
**LEWIS VON THÆR**  
**JEFF M.S. KAPLAN**  
**TOM B. MITEVSKI**  
**HIROYUKI FUJITA (EX OFFICIO)**

**RATIFICATION OF COMMITTEE APPOINTMENTS FY 2023-2024 (CONT)**

**Wexner Medical Center:**

Leslie H. Wexner, Chair

Abigail S. Wexner

Alan A. Stockmeister

John W. Zeiger

**TOM B. MITEVSKI**

**TANNER R. HUNT**

Stephen D. Steinour

Robert H. Schottenstein

W.G. Jurgensen

Cindy Hilsheimer

Amy Chronis

**HIROYUKI FUJITA (EX OFFICIO, VOTING)**

Kristina M. Johnson (ex officio, voting)

Melissa L. Gilliam (ex officio, voting)

Michael Papadakis (ex officio, voting)

**JAY ANDERSON** / Andrew Thomas (ex officio, voting)

**REVISIONS TO THE RULES OF THE CLASSIFIED CIVIL SERVICE**

Synopsis: Approval of revisions to Chapters 3335-51, 3335-57, 3335-65, 3335-67, 3335-81, 3335-83, and 3335-89 of the Ohio Administrative Code governing The Ohio State University's Classified Civil Service staff related to reclassifications, applications, employment and positions, probationary periods, reduction in force, payroll and compensation, and definition of terms, is proposed.

WHEREAS in accordance with Section 124.14(F) of the Ohio Revised Code, the Board of Trustees shall carry out all matters of governance involving the officers and employees of the university, including employees in the Classified Civil Service; and

WHEREAS Resolution No. 2008-47, adopted by the Board of Trustees in November 2007, authorizes the Office of Human Resources, as the university's Appointing Authority relating to all matters of governance involving Classified Civil Service employees, in consultation with the Office of Legal Affairs, to make periodic recommendations to the Board regarding the enactment and revision of Classified Civil Service Rules; and

WHEREAS the most recent revision of the university's Classified Civil Service Rules took place in November 2020, and the Office of Human Resources now has recommended further needed revisions in the rules with respect to reclassifications, applications, employment and positions, probationary periods, reduction in force, payroll and compensation, and definitions of terms for Classified Civil Service staff; and

WHEREAS these revisions in the Classified Civil Service Rules, as shown in the attached, will enable the university to align the rules with Career Roadmap, streamline processes, enhance efficiency and effectiveness, and provide more effective rules and general management of Classified Civil Service employees; and

WHEREAS the university has complied with Ohio Revised Code Section 111.15 in promulgating these revisions to the Classified Civil Service Rules, and the university additionally has provided reasonable notice to all affected university employees and interested groups and a period of time during which such employees or interested groups could submit comments about the proposed Classified Civil Service Rules:

NOW THEREFORE

BE IT RESOLVED, That the Board of Trustees hereby approves the revisions to the Classified Civil Service Rules as set forth in the attached amendments to the Classified Civil Service Rules, effective November 1, 2022.

**The Ohio State University  
Office of Human Resources**

**Summary of Proposed Revisions of  
the Classified Civil Service Rules**

The Ohio State University Office of Human Resources has prepared proposed amendments, deletions, and additions to the rules that govern classified civil service (“CCS”) employment at the university. The CCS rules were last revised in 2020. Revising the CCS rules will enable Human Resources to revise several Human Resources (“HR”) policies. The most significant policy revision is to the Salary Administration and Classification Policy, which will be retitled the Staff Compensation Policy.

The HR policy revisions are necessary to align policy language with the effective date of Career Roadmap, which will provide university employees with a clear and cohesive career development path. The policy revisions will ensure that the university has a uniform and equitable compensation program. The proposed revisions to the CCS rules align the rules language with the policy revisions.

**Revisions**

Following is a summary that provides a brief explanation of all changes made to the rules.

**Chapter 51---Reclassifications**

3335-51-01 Position audits and reclassifications.

3335-51-01 (E)

- Amended to add *“Employees shall receive notice of the decision prior to the effective date of a reclassification.”*
- Amended to add that the effective date shall be determined by Compensation, and deleted language *“on the first day of the pay period following the conclusive termination.”*

3335-51-01 (F)

- Amended to replace the term “appointment” with “position,” consistent with Workday and policy language.

3335-51-04 - Retention of certified status.

3335-51-04 (E)

- Amended to replace the term “appointment” with “position,” consistent with Workday and policy language.

**Chapter 57---Applications**

3335-57-04—Character and fitness of applicant.

3335-57-04 (A)

- Amended to delete the term “appointment,” consistent with Workday and policy language.
- Amended to add language to clarify that a current employee may be subject to disciplinary action if the university discovers that the employee, prior to being hired by the university, committed acts which demonstrate character traits which would be detrimental to their continued employment with the university.

**3335-57-05---False statements.**

3335-57-05 (B)

- Amended to replace the words “after appointment” with the phrase, “if the university discovers that an employee engaged in fraudulent conduct or made false statements during the application/recruiting process.”

**Chapter 65---Employment and Positions**

3335-65-05—Intermittent position.

3335-65-05 (D)

- Amended to replace the term “appointment” with “position,” consistent with Workday and policy language.

**Chapter 67---Probationary Periods**

3335-67-01—Nature of the probationary period.

3335-67-01 (A)(1)

- Amended to replace words “original classified appointment” with “first position,” consistent with Workday and policy language.

3335-67-01 (A)(2)

- Amended to replace the term “appointment” with “position,” consistent with Workday and policy language.

3335-67-01 (A)(3)

- Amended to state that an employee will serve a probationary period following a “*lateral change from one classification to another.*” Deleted language that required the lateral change to be “*outside of the classification series.*”

3335-67-01 (B)

- Deleted term “emergency.” The university no longer has emergency positions.

3335-67-01 (E)

- Amended to replace the term “original appointment” with “first position,” consistent with Workday and policy language.

3335-67-01 (F)

- Amended to delete the words “*following an original appointment*” and add the word “first” before “position,” consistent with Workday and policy language.
- Amended to delete language that required the lateral change to be “outside of the employee’s classification series.”

3367-67-01 (F)(1)

- Amended to delete the words, “*following an original appointment*” and add the words, “*from a first position,*” consistent with Workday and policy language.

3335-67-01 (F)(2)

- Amended so that the sentence reads,  
“An employee who has received a promotion or a lateral change to another classification may be returned to the former classification at any time during the probationary period.”

Instead of current language which reads,

“Following a promotion or a lateral change outside of the employee’s classification series an employee may be returned to the former classification at any time during the probationary period.”

3335-67-02 Length of the probationary period.

3335-67-02 (C)

- Inserted the words “time off or other” between the word “paid” and “leaves,” consistent with Workday and policy language, which uses the term “Paid time off,” rather than “Paid leave.”



### **Chapter 81---Reduction in Force**

3335-81-07-01 Reduction in work force.

- Retitled the section "Reduction in force" to make it consistent with the title change of the Reduction in Force Classified Civil Service Staff policy that became effective in 2021.

3335-81-07 Jurisdiction

3335-81-07 (B)(2)

- Amended to clarify what constitutes the "medical center" jurisdictions by adding "*as defined by university human resources policy are separate jurisdictions.*"

3335-81-07 (C) Deleted. The language is no longer applicable to current university policies or rules.

3335-81-13 Alternatives to layoff during a disaster.

- Deleted "during a disaster" from the title of the rule to reflect that the rule could also apply if the university implements a furlough.
- Amended to add the words "or furlough" following the words, "If a disaster."
- Amended to delete the words, "*and there is a lack of work or lack of funds due to the disaster, as a result*" because the section states, "*If a disaster or furlough occurs as contemplated under university human resources policy...*" and the policies are specific as to the triggers for laying off university employees.

### **Chapter 83---Payroll and Compensation**

3335-83-01 Pay ranges and payroll.

3335-83-01 (A)

- Amended language to add, "*The office of human resources shall make the pay ranges for classifications available to employees.*" Deleted, "*and publish or make available the pay range table at least once each year.*"

3335-83-04 Temporary pay adjustment.

- Retitled the section "Interim allowance," consistent with proposed revisions to the Salary Administration and Classification Policy, which will be retitled "Staff Compensation Policy."

3335-83-04 (A)

- Amended language to state, "*An employee who is temporarily assigned to duties of a position with increased job responsibilities, scope, and impact, as evidenced by job title and or pay range*". is eligible for an "*interim allowance*" of a minimum of five percent above the employee's current pay rate." The remainder of A did not change.

3335-83-04 (B)

- Amended language to delete the term "temporary pay adjustment," and replace it with, "interim allowance."

3335-83-04 (C) NEW

- Amended to add this section and add language, "Compensation must approve unit requests to extend interim allowances that exceed 180 days when a unit has not filled a vacancy within that period of time."

3335-83-07 Holiday Compensation

3335-83-07 (C)

- Deleted because it was the same language as what appears in B.

3335-83-07 (E) (former F)

- Amended language to delete "*part-time,*" and insert "*whose work schedule is less than 40 hours per week,*" consistent with Workday and policy language.

3335-83-07 (G) (former H)

- Inserted the term “*full-time*” to add clarity.

3335-83-07 (H) (former I)

- Amended language to delete term “*part-time*” and replace it with “*whose work schedule is less than 40 hours per week,*” and reorganized remaining sentence structure. Deletion of “part-time” is consistent with Workday and policy language.

3335-83-07 (I) (former J)

- Restructured the sentence so it was consistent with other sections.

**Chapter 89: Definition of terms**

Added new definition:

- Audit – May occur to determine whether an incumbent employee is performing duties associated with their classification, or whether the employee has begun to perform duties associated with another classification.

Updated existing definitions:

- Base Rate of Pay---Language amended to add sentence, “*It does not include benefits, shift differential, additional compensation, or other forms of compensation.*”
- Classified Civil Service---Language amended to delete, “*with a title under,*” and add “*identified as classified civil service positions, and within the Ohio state university’s job families.*”
- Demotion---Language amended to delete, “*that has a lower pay range than that previously held,*” and to replace it with, “*which has decreased job responsibilities, scope, and impact, as evidenced by job title and or pay range.*”
- Extended family member – Language amended to add, “*and any other family members as defined within human resources policies.*”
- Full Time Equivalency---Language amended to delete existing language, and to read, “*An employee’s assigned hours per week divided by 40.*”
- Jurisdiction---Language amended to add, “*as defined by the layoff jurisdictions list,*” following the words, “*medical center.*”
- Pay range---Language amended to define term as, “*a range of pay, with an identified minimum and a maximum that is assigned to a classification.*”
- Position---Language amended to delete the phrase, “*a specific job requiring,*” and replace it with the word, “*requires,*” and at the end of the sentence to delete the word “*employee,*” and replace it with, “*which are consistent with the classification, but which may vary based on the work location where the duties are performed.*”
- Promotion---Language amended to delete the words “*vacant position,*” that appeared before “*in a classification.*” Language also amended to delete phrase, “*a higher pay range*” and replace it with “*which has increased job responsibilities, scope, and impact, as evidenced by job title and or pay range than that previously held.*”
- Reclassification---Language amended to delete the phrase, “*the act of changing*” and replace it with “*occurs when.*” Language also amended to delete the words, “*occupied position*” and add the words, “*position is changed to a higher, lower, or lateral job classification.*” The word “*position*” was deleted from the end of the definition.

- Transfer---Language amended to delete existing language and replace with, “occurs when an employee applies for a different position and is selected for the position.”

Deleted definitions:

- Medical Center--- the term is only used within the Reduction in Force rule, and within that rule, the language defers to the jurisdictions language within the Reduction in Force policy.
- Target Hiring Range---Deletion is consistent with Career Roadmap design.

## **Classified Civil Service (CCS) And the Rules Change Process** **The Ohio State University**

### **Classified Civil Service Staff at Ohio State**

The university, as of autumn 2021 had 49,325 employees, and 3089 were in the classified civil service. [https://live-facts-osu.pantheonsite.io/sites/default/files/documents/2022/02/Ohio\\_State-Statistical-Summary-2021\\_2022\\_v2.pdf](https://live-facts-osu.pantheonsite.io/sites/default/files/documents/2022/02/Ohio_State-Statistical-Summary-2021_2022_v2.pdf).

CCS employees who are certified in their positions (successfully completed probationary period) are entitled to certain job-related property rights. These property rights require that appropriate due process measures are in place, with an adequate appeals process, before an employee can be demoted, subjected to job abolishment or layoff, placed on leave for disciplinary purposes, or terminated for appropriate cause.

### **Classified Civil Service Rules**

Classified Civil Service Rules provide the framework for CCS employment at Ohio State; further detail is provided through Office of Human Resources policies and their associated documents. Rules are subject to adoption by the Board of Trustees and become a part of the Ohio Administrative Code (section 3335). CCS Rules can be found at [hr.osu.edu/policies-forms/rules-for-ccs/](http://hr.osu.edu/policies-forms/rules-for-ccs/) Human Resources Policies can be found at [hr.osu.edu/policies-forms](http://hr.osu.edu/policies-forms)

### **Classified Civil Service Rules Amendment Process**

In December 2006, the Ohio General Assembly passed Substitute House Bill 187, an effort to reform Ohio's laws governing civil service employment. This Act gives our Board of Trustees the authority to amend provisions of CCS rules governing Ohio State employees. All CCS Rules are promulgated in accordance with section 111.15 of the Ohio Revised Code.

The Office of Human Resources has a strong commitment to an inclusive and transparent rules change process. The process OHR follows for CCS rules amendments is as follows:

1. Draft rules changes.
2. Review with the Office of Legal Affairs.
3. Share rules with Communications Workers of America, required by contract at least 45 days prior to public hearing date (Board of Trustees meeting).
4. Publish rules on OHR website for three weeks; announce in OSUToday (Now titled onCampusToday); send email memo describing the proposed changes and soliciting feedback to all CCS staff, their managers, and human resource professionals.
5. Refine the proposed rules as appropriate, based on feedback.
6. Review final rules with the Office of Legal Affairs.
7. Submit to the Board of Trustees for approval. After approval, the Board Office submits to the Legislative Service Commission of Ohio.
8. Update policies and practices as needed.
9. Implement rules, policies, and practice changes on the effective date as needed.
10. Provide training and education on new rules, policies, and practices as needed.

**REVISIONS TO THE RULES OF THE CLASSIFIED CIVIL SERVICE OF  
THE OHIO STATE UNIVERSITY**

Chapter 51-Reclassifications

**3335-51-01 Position Audits and Reclassifications.**

3351-51-01 (A) through (D) No change.

- (E) Whenever a position reclassification determination is made, the office of human resources shall provide written notice to the affected employees. The office of human resources shall determine the classification within four weeks of receipt of the request. Employees shall receive notice of the decision prior to the effective date, which shall be determined and established by compensation. An employee may appeal the decision to the state personnel board of review within thirty days of receipt of the decision.
- (F) Position audits shall not be performed when deemed inappropriate by the office of human resources. At the discretion of the office of human resources, such circumstances may include but not be limited to when the incumbent is serving in a temporary position, a probationary period, on leave, receiving disability benefits, or the subject of a reduction in force.

(B/T 6/14/82, 6/22/97, 9/6/2022, 9/17/2010, 4/8/2011)

3335-51-02 through 3351-51-03 No change.

**3335-51-04 Retention of Certified Status.**

3335-51-04 (A) through (D) No change.

- (E) An employee with certified status may accept an unclassified position at which time certified status expires.

(B/T 5/6/1983, 6/22/1997, 1/2/1998, 7/1/2001, 9/17/2010, 4/8/2011)

Chapter 57 Applications

3335-57-01 through 3335-57-03 No change.

**3335-57-04 Character and Fitness of Applicant.**

- (A) All statements submitted by applicants relating to character and fitness are subject to investigation by the university. Satisfactory information produced to the university that the applicant has committed acts which demonstrate character traits which would be detrimental to the successful performance of the employment sought, including but not limited to: the applicant's termination for cause from any previous employment, a conviction of a crime, an established pattern of poor work habits and performance with previous employers; may be sufficient to exclude the applicant from consideration. The university shall notify the applicant and provide the applicant with an opportunity to

respond. This rule does not preclude the university from taking appropriate disciplinary action against a current employee, if the university discovers that the employee, prior to being hired by the university, committed acts which demonstrate character traits which would be detrimental to their continued employment with the university.

(B) No change.

(B/T 10/16/2009, 4/8/2011)

**3335-57-05 False Statements.**

(A) No change.

(B) Fraudulent conduct or false statements by an applicant, or by others with the applicant's knowledge, in any application or examination, is cause for exclusion from consideration. This rule does not preclude the university from taking appropriate disciplinary action if the university discovers that an employee engaged in fraudulent conduct or made false statements during the application/recruiting process.

(B/T 6/5/2009)

**Chapter 65 Employment and Positions**

3335-65-01 through 3335-65-04 No change.

**3335-65-05 Intermittent position.**

3335-65-05 (A) through (C) No change.

(D) Neither accepting nor declining intermittent employment affects the ability of an applicant to be considered for a regular position, nor shall acceptance confer the ability to be promoted, transferred, or reinstated.

(B/T 6/5/2009, 4/8/2011, 11/20/2020)

3335-65-06 through 3335-65-07 No change.

**Chapter 67 Probationary Periods.**

**3335-67-01 Nature of the Probationary Period.**

(A) Employees serve a probationary period following:

- (1) A first position;
- (2) A promotion to another classified position; or
- (3) A lateral change from one classification to another classification.

(B) Employees that serve at the discretion of the appointing authority (e.g. intermittent, temporary) do not serve a probationary period and are not eligible for certification.

(C) through (D) No change.

(E) An employee shall be provided with a performance review prior to the end of the probationary period. An employee who is terminated before the end of the probationary period of the first position is not required to receive a performance review.

(F) If an employee's job performance does not meet the expectations of the first position, lateral change, to another classification, or promotion, then:

(1) An employee may be terminated from a first position at any time during the probationary period; or

(2) An employee who has received a promotion or a lateral change to another classification may be returned to the former classification at any time during the probationary period.

3335-67-01 (G) through (I) No change.

(B/T 6/14/82, 6/22/97, 7/1/2001, 2/5/2010, 4/8/11)

**3335-67-02 Length of the Probationary Period.**

3335-67-02 (A) through (B) No change.

(C) Time spent on paid time off, or other leaves that exceed two weeks, unpaid leave, or layoff are not credited as part of the probationary period.

(B/T 6/14/82, 6/22/97, 2/5/2010, 4/8/2011)

Chapter 81 Reduction in Force

**3335-81-01 Reduction in force.**

(B/T) 5/6/83, 6/22/97, 10/29/2009, 4/8/2011, 11/20/2020)

3335-81-02 through 3335-81-06 No change

**3335-81-07 Jurisdiction.**

3335-81-07 (A) No change

3335-07-07 (B) (1) No change

3335-81-07 (B)

(2) Columbus campus – medical center as defined by university human resources policy are separate jurisdictions;

3335-81-07 (B) (3) through (B) (9) No change.

(B/T 5/6/83, 6/22/97, 10/29/2009, 4/8/2011)

3335-81-08 through 3335-81-12 No change.

3335-81-13 **Alternatives to layoff.**

If a disaster or furlough occurs as contemplated under university human resources policy, the university may, at its discretion, find alternatives to layoff. Such alternatives may include but not be limited to, providing compensation at a different rate of base pay or reducing an employee's work schedule.

Chapter 83 Payroll and Compensation

3335-83-01 **Pay ranges and payroll.**

- (A) The university shall, through the office of human resources, set the pay ranges for the classification plan. The office of human resources shall make the pay ranges for classifications available to employees.

(B/T 6/22/97)

3335-83-01 (B)-3335-83-01 (C) No change.

3335-83-02 through 3335-83-03 No change.

3335-83-04 Interim Allowance.

- (A) An employee who is temporarily assigned to duties of a position with increased job responsibilities, scope, and impact, as evidenced by job title and or pay range is eligible for an interim allowance of a minimum of five per cent above the employee's current pay rate, which increases the employee's regular base rate of pay to the greater of:

3335-83-04 (A) (1) through (A) (2) No change.

- (B) This interim allowance shall be for a minimum of two weeks and a maximum of one hundred eighty days, except when made necessary by reason of sickness or disability of a regular employee, when the adjustment may continue for the length of sickness or disability.
- (C) Compensation must approve unit requests to extend interim allowances that exceed 180 days when a unit has not filled a vacancy within that period of time.

(B/T 6/14/82, 6/22/97, 9/17/2010, 4/8/2011)

3335-83-05 through 3335-83-06 No change.

3335-83-07 **Holiday compensation.**

3335-83-07 (A) through 3335-83-87 (B) No change.

3335-83-07 (D) and 3335-83-07 (E) relettered to (C) and (D) to reflect deletion of (C)

- (E) Holiday benefit pay for employees whose work schedule is less than 40 hours per week will be either the employee's FTE multiplied by eight hours or by the number of hours the employee would normally be scheduled to work on that holiday, whichever is greater.

3335-83-07 (G) relettered to (F) No change.

3335-83-07 (H) relettered to (G) and changed as follows:

- (G) Non-exempt full-time employees who work on a holiday premium pay date will receive holiday premium pay of one and one-half times the base rate of pay multiplied by the number of hours worked. Employees have the option of electing compensatory time.

3335-83-07 (I) relettered to (H) and changed as follows:

- (H) Non-exempt employees whose work schedule is less than 40 hours per week and who work on a holiday premium pay date will receive holiday premium pay.

3335-83-07 (J) relettered to (I) and changed as follows:

- (I) Non-exempt employees in intermittent positions who work on a holiday premium pay date will receive holiday premium pay.

3335-83-07 (K) relettered to (J) No change.

(B/T 6/14/82, 6/22/97, 7/1/01, 9/17/2010, 4/8/2011, 11/20/2020)

**3335-89-01 Definition of terms.**

For the purposes of Chapters 3335-49 to 3335-89 of the Administrative Code, the following terms are defined as follows:

- (A) "Abolishment" - No change.
- (B) "Appointing authority" - Only the lettering changed, the definition did not change.
- (C) "Audit" - May occur to determine whether an incumbent employee is performing duties associated with their classification, or whether the employee has begun to perform duties associated with another classification.
- (D) "Base rate of pay" - the actual salary or wage an employee receives for services rendered within the pay range of the classification. It does not include benefits, shift differential, additional compensation, or other forms of compensation.
- (E) "Certified status" - Only the lettering changed, the definition did not change.
- (F) "Classification" - Only the lettering changed, the definition did not change.
- (G) "Classification plan" - Only the lettering changed, the definition did not change.
- (H) "Classified civil service" - all positions identified as classified civil service positions, and within the Ohio state university's classified civil service job families, and available to employees. Any position not included in this group is not classified civil service.
- (I) "Day" - Only the lettering changed the definition did not change.



- (J) “Demotion” - placement of an employee in a classification which has decreased job responsibilities, scope, and impact as evidenced by job title and/or pay range.
- (K) “Displace” or “displacement” - Only the lettering changed, the definition did not change.
- (L) “Extended family member” - any one of the following: sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the employee’s domestic partner, and any other family members as defined within human resources policies.
- (M) “First Position” – Only the lettering changed, the definition did not change.
- (N) “For cause” – Only the lettering changed, the definition did not change.
- (O) “Full-time equivalency (“FTE”)” - an employee’s assigned hours per work week divided by 40.
- (P) “Immediate family member” – Only the lettering changed, the definition did not change.
- (Q) “Intermittent position” – Only the lettering changed, the definition did not change.
- (R) “Jurisdiction” - the limited location in which procedures for layoff, displacement, and reinstatement may be exercised. Jurisdictions are:
  - (1) Columbus campus—each college and unit as defined by the layoff Jurisdictions list;
  - (2) Columbus campus—medical center, as defined by the layoff jurisdictions list;
  - (3) Lima campus;
  - (4) Ohio Agricultural Research and Development Center and Agricultural Technical Institute;
  - (5) Marion campus;
  - (6) Mansfield campus;
  - (7) Newark campus;
  - (8) Units located outside of Columbus in a county where a regional campus is located are part of that jurisdiction, otherwise, the jurisdiction is limited to that county only; and
  - (9) Units located outside of Ohio are each their own jurisdictions. (See [Classified Civil Service Rule 3335-81-07](#))

- (S) “Lack of funds” – Only the lettering changed, the definition did not change.
  - (T) “Lack of work” – Only the lettering changed, the definition did not change.
  - (U) “Licensed practitioner” Only the lettering changed, the definition did not change.
  - (V) “Non-Immediate/Non extended family member” – No change.
  - (W) “Part-time employment” – No change.
  - (X) “Pay range” – a range of pay, with an identified minimum and a maximum that is assigned to a classification.
  - (Y) “Position” – requires the performance of certain duties and responsibilities which are consistent with the classification, but which may vary based on the work location where the duties are performed.
  - (Z) “Preemployment screening” – No change.
  - (AA) “Probationary period” – No change.
  - (BB) “Promotion” - placement of an employee in a classification which has increased job responsibilities, scope, and impact, as evidenced by job title and/or pay range than that previously held.
  - (CC) “Reassignment” – No change.
  - (DD) “Reclassification” – occurs when the job classification of an existing position is changed to a higher, lower, or lateral job classification.
  - (EE) “Reduction in force” – No change.
  - (FF) “Regular position” – No change.
  - (GG) “Regular rate of pay” – No change.
  - (HH) “Reinstatement” – No change.
  - (II) “Reorganization for efficiency” – No change.
  - (JJ) “Seasonal position” – No change.
  - (KK) “Specification” – No change.
  - (LL) “Temporary position” – Only the lettering changed, the definition did not change.
  - (MM) “Termination” - Only the lettering changed, the definition did not change.
  - (NN) “Transfer” – occurs when an employee applies for a different position and is selected for the position.
  - (OO) “Unpaid leave” – Only the lettering changed, the definition did not change.
- (B/T 6/14/82, 6/22/97, 1/2/98, 7/1/01, 6/5/2009, 10/29/2009, 2/5/2010, 4/8/2011, 6/7/2013, 11/19/2020)

**REVISIONS TO THE RULES OF THE CLASSIFIED CIVIL SERVICE OF  
THE OHIO STATE UNIVERSITY**

Chapter 51-Reclassifications

3335-51-01 **Position Audits and Reclassifications.**

Formatted: Font: Bold

3351-51-01 (A) through (D) No change.

- (E) Whenever a position reclassification determination is made, the office of human resources shall provide written notice to the affected employees. The office of human resources shall determine the classification within four weeks of receipt of the request. Employees shall receive notice of the decision prior to the effective date, which shall be determined and established by compensation. ~~the first day of the pay period following the conclusive determination.~~ An employee may appeal the decision to the state personnel board of review within thirty days of receipt of the decision.

Formatted: Font color: Custom Color(RGB(51,51,255))

Formatted: Font color: Blue

- (F) Position audits shall not be performed when deemed inappropriate by the office of human resources. At the discretion of the office of human resources, such circumstances may include but not be limited to when the incumbent is serving in a temporary appointment position, a probationary period, on leave, receiving disability benefits, or the subject of a reduction in force.

(B/T 6/14/82, 6/22/97, 9/6/2022, 9/17/2010, 4/8/2011)

3335-51-02 through 3351-51-03 No change.

3335-51-04 **Retention of Certified Status.**

Formatted: Font: Bold

3335-51-04 (A) through (D) No change.

- (E) An employee with certified status may accept an unclassified appointment position at which time certified status expires.

(B/T 5/6/1983, 6/22/1997, 1/2/1998, 7/1/2001, 9/17/2010, 4/8/2011)

Chapter 57 Applications

3335-57-01 through 3335-57-03 No change.

3335-57-04 **Character and Fitness of Applicant.**

Formatted: Font: Bold

- (A) All statements submitted by applicants relating to character and fitness are subject to investigation by the university. Satisfactory information produced to the university that the applicant has committed acts which demonstrate character traits which would be detrimental to the successful performance of the employment sought, including but not limited to: the applicant's termination for cause from any previous employment, a conviction of a crime, an established pattern of poor work habits and performance with previous employers; may be sufficient to exclude the applicant from consideration. The

university shall notify the applicant and provide the applicant with an opportunity to respond. This rule does not preclude the university from taking appropriate disciplinary action ~~after appointment, against a current employee, if the university discovers that the employee, prior to being hired by the university, committed acts which demonstrate character traits which would be detrimental to their continued employment with the university.~~

(B) No change.

(B/T 10/16/2009, 4/8/2011)

3335-57-05 **False Statements.**

Formatted: Font: Bold

(A) No change.

(B) Fraudulent conduct or false statements by an applicant, or by others with the applicant's knowledge, in any application or examination, is cause for exclusion from consideration. This rule does not preclude the university from taking appropriate disciplinary action ~~after appointment, if the university discovers that an employee engaged in fraudulent conduct or made false statements during the application/recruiting process.~~

(B/T 6/5/2009)

Chapter 65 Employment and Positions

3335-65-01 through 3335-65-04 No change.

3335-65-05 **Intermittent position.**

Formatted: Font: Bold

3335-65-05 (A) through (C) No change.

(D) Neither accepting nor declining intermittent employment affects the ability of an applicant to be considered for a regular ~~appointment, position,~~ nor shall acceptance confer the ability to be promoted, transferred, or reinstated.

(B/T 6/5/2009, 4/8/2011, 11/20/2020)

3335-65-06 through 3335-65-07 No change.

Chapter 67 Probationary Periods.

3335-67-01 **Nature of the Probationary Period.**

Formatted: Font: Bold

(A) Employees serve a probationary period following:

- (1) ~~An original classified appointment;~~A first position;
- (2) A promotion to another classified ~~appointment;~~position; or
- (3) A lateral change from one classification to another ~~outside of the classification series;~~classification.

(B) Employees that serve at the discretion of the appointing authority (e.g. ~~emergency,~~ intermittent, temporary) do not serve a probationary period and are not eligible for certification.

(C) through (D) No change.

(E) An employee shall be provided with a performance review prior to the end of the probationary period. An employee who is terminated before the end of the probationary period of the first position is not required to receive a performance review.

(F) If an employee's job performance does not meet the expectations of the first position, ~~following an original appointment,~~ lateral change ~~outside of the employee's classification series, to another classification,~~ or promotion, then:

- (1) ~~Following an original appointment, an~~An employee may be terminated from a first position at any time during the probationary period; or
- (2) ~~Following An employee who has received~~ a promotion or a lateral change ~~outside of the employee's classification series to another classification~~ ~~an employee~~ may be returned to the former classification at any time during the probationary period.

3335-67-01 (G) through (I) No change.

(B/T 6/14/82, 6/22/97, 7/1/2001, 2/5/2010, 4/8/11)

3335-67-02 **Length of the Probationary Period.**

Formatted: Font: Bold

3335-67-02 (A) through (B) No change.

(C) Time spent on paid time off, or other leaves that exceed two weeks, unpaid leave, or layoff are not credited as part of the probationary period.

(B/T 6/14/82, 6/22/97, 2/5/2010, 4/8/2011)

Chapter 81 Reduction in Force

3335-81-01 **Reduction in work force.**

Formatted: Font: Bold

(B/T) 5/6/83, 6/22/97, 10/29/2009, 4/8/2011, 11/20/2020)

3335-81-02 through 3335-81-06 No change

3335-81-07 **Jurisdiction.**

Formatted: Font: Bold

3335-81-07 (A) No change

3335-07-07 (B) (1) No change

3335-81-07 (B)

- (2) Columbus campus – medical center as defined by university human resources policy are separate jurisdictions;

3335-81-07 (B) (3) through (B) (9) No change.

~~3335-81-07~~

~~(C) The layoff jurisdictions described in paragraph (B) of this rule do not apply to employees who are laid off for a temporary period of up to one hundred ten consecutive days.~~

(B/T 5/6/83, 6/22/97, 10/29/2009, 4/8/2011)

3335-81-08 through 3335-81-12 No change.

3335-81-13 **Alternatives to layoff during a disaster.**

If a disaster ~~or furlough~~ occurs as contemplated under university human resources policy, ~~and there is a lack of work or lack of funds due to the disaster~~, the university may, at its discretion, find alternatives to layoff. Such alternatives may include but not be limited to, providing compensation at a different rate of base pay or reducing an employee's work schedule.

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Chapter 83 Payroll and Compensation

3335-83-01 **Pay ranges and payroll.**

Formatted: Font: Bold

(A) The university shall, through the office of human resources, set the pay ranges for the classification plan, ~~and publish or make available the pay range table at least once each year.~~ The office of human resources shall make the pay ranges for classifications available to employees.

(B/T 6/22/97)

3335-83-01 (B)-3335-83-01 (C) No change.

3335-83-02 through 3335-83-03 No change.

3335-83-04 ~~Temporary pay adjustment.~~ Interim Allowance.

(A) An employee who is temporarily assigned to duties of a position with ~~a higher pay range than the employee's assigned pay range, increased job responsibilities, scope, and impact, as evidenced by job title and or pay range~~ is eligible for ~~a temporary pay adjustment, an interim allowance of a minimum of five per cent above the employee's current pay rate,~~ which increases the employee's regular base rate of pay to the greater of:

Formatted: No underline

Formatted: No underline

3335-83-04 (A) (1) through (A) (2) No change.

~~(B)~~ This ~~temporary pay adjustment~~ interim allowance shall be for a minimum of two weeks and a maximum of one hundred eighty days, except when made necessary by reason of sickness or disability of a regular employee, when the adjustment may continue for the length of sickness or disability.

~~(B)(C)~~ Compensation must approve unit requests to extend interim allowances that exceed 180 days when a unit has not filled a vacancy within that period of time.

(B/T 6/14/82, 6/22/97, 9/17/2010, 4/8/2011)

3335-83-05 through 3335-83-06 No change.

3335-83-07 **Holiday compensation.**

Formatted: Font: Bold

3335-83-07 (A) through 3335-83-87 (B) No change.

~~(C) Employees must receive paid time during the week that includes a holiday to receive holiday benefit pay.~~

Formatted: Font: 12 pt

3335-83-07 (D) and 3335-83-07 (E) relettered to (C) and (D) to reflect deletion of (C)

(E) Holiday benefit pay for ~~part-time~~ employees whose work schedule is less than 40 hours per week will be either the employee's FTE multiplied by eight hours or by the number of hours the employee would normally be scheduled to work on that holiday, whichever is greater.

3335-83-07 (G) relettered to (F) No change.

3335-83-07 (H) relettered to (G) and changed as follows:

(G) Non-exempt full-time employees who work on a holiday premium pay date will receive holiday premium pay of one and one-half times the base rate of pay multiplied by the number of hours worked. Employees have the option of electing compensatory time.

3335-83-07 (I) relettered to (H) and changed as follows:

(H) Non-exempt ~~part-time~~ employees whose work schedule is less than 40 hours per week and who work on a holiday premium pay date will receive holiday premium pay. ~~if they work on a holiday premium pay date.~~

3335-83-07 (J) relettered to (I) and changed as follows:

(I) Non-exempt employees in intermittent positions who work on a holiday premium pay date will receive holiday premium pay. ~~if they work on a holiday premium pay date.~~

3335-83-07 (K) relettered to (J) No change.

(B/T 6/14/82, 6/22/97, 7/1/01, 9/17/2010, 4/8/2011, 11/20/2020)

3335-89-01 Definition of terms.

For the purposes of Chapters 3335-49 to 3335-89 of the Administrative Code, the following terms are defined as follows:

(A) "Abolishment" - No change.

(B) "Appointing authority" - Only the lettering changed, the definition did not change.  
designee.

~~(C)~~ "Audit" - May occur to determine whether an incumbent employee is performing duties associated with their classification, or whether the employee has begun to perform duties associated with another classification.

~~(E)(D)~~ "Base rate of pay" - the actual salary or wage an employee receives for services rendered within the pay range of the classification. It does not include benefits, shift differential, additional compensation, or other forms of compensation.

Formatted: Font: (Default) Times New Roman, 12 pt

~~(D)(E)~~ "Certified status" - Only the lettering changed, the definition did not change.

Formatted: Font: (Default) Times New Roman, 12 pt

~~(E)(F)~~ "Classification" - Only the lettering changed, the definition did not change.

Formatted: Tab stops: 5.06", Left

~~(F)(G)~~ "Classification plan" - Only the lettering changed, the definition did not change.

~~(G)(H)~~ "Classified civil service" - all positions ~~with a title under identified as classified civil service positions, and within~~ the Ohio state university's classified civil service ~~title group, job families, and available to employees, found on the office of human resources web site.~~ Any position not included in this group is not classified civil service.

~~(H)(I)~~ "Day" - Only the lettering changed the definition did not change.

~~(I)(J)~~ "Demotion" - placement of an employee in a classification ~~that has a lower pay range than that previously held, which has decreased job responsibilities, scope, and impact as evidenced by job title and/or pay range.~~

~~(J)(K)~~ "Displace" or "displacement" - Only the lettering changed, the definition did not change.

~~(K)(L)~~ "Extended family member" - any one of the following: sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the employee's domestic partner, and any other family members as defined within human resources policies.

~~(L)(M)~~ "First Position" - Only the lettering changed, the definition did not change.

~~(M)(N)~~ "For cause" - Only the lettering changed, the definition did not change.

~~(N)(O)~~ "Full-time equivalency ("FTE")" - ~~the percentage of full time (forty hours per work week) hours worked during the period covered by a given position. An employee's assigned hours per work week divided by 40.~~

~~(O)(P)~~ "Immediate family member" - Only the lettering changed, the definition did not change.

~~(P)(Q)~~ "Intermittent position" - Only the lettering changed, the definition did not change.

~~(Q)(R)~~ "Jurisdiction" - the limited location in which procedures for layoff, displacement, and reinstatement may be exercised. Jurisdictions are:

- (1) Columbus campus—each college and unit as defined by the layoff Jurisdictions list;



- (2) Columbus campus—~~medical center;~~medical center, as defined by the layoff jurisdictions list;
- (3) Lima campus;
- (4) Ohio Agricultural Research and Development Center and Agricultural Technical Institute;
- (5) Marion campus;
- (6) Mansfield campus;
- (7) Newark campus;
- (8) Units located outside of Columbus in a county where a regional campus is located are part of that jurisdiction, otherwise, the jurisdiction is limited to that county only; and
- (9) Units located outside of Ohio are each their own jurisdictions. (See [Classified Civil Service Rule 3335-81-07](#))

~~(R)~~(S) “Lack of funds” – Only the lettering changed, the definition did not change.

~~(S)~~(T) “Lack of work” – Only the lettering changed, the definition did not change.

~~(T)~~(U) “Licensed practitioner” Only the lettering changed, the definition did not change.

~~(U)~~ —“Medical center” —~~university hospital, university hospital east, brain and spine hospital, Richard M. Ross heart hospital, Harding hospital, Dodd rehabilitation hospital, ambulatory clinics and services, and Arthur G. James cancer hospital and Richard J. Solove research institute and outreach sites; college of medicine and its school of health and rehabilitation sciences; the office of health sciences, including the Ohio state university faculty group practice; various research centers, programs and institutes; and the Ohio state university comprehensive cancer center.~~

(V) “Non-Immediate/Non extended family member” – No change.

(W) “Part-time employment” – No change.

(X) “Pay range” – ~~a division of a pay plan to which classifications are assigned.~~ range of pay, with an identified minimum and a maximum that is assigned to a classification.

(Y) “Position” – ~~a specific job requiring~~requires the performance of certain duties and responsibilities ~~by an employee, which are consistent with the classification, but which may vary based on the work location where the duties are performed.~~

- (Z) “Preemployment screening” – No change.
- (AA) “Probationary period” – No change.
- (BB) “Promotion” - placement of an employee in ~~a vacant position~~ in a classification ~~that~~ which has a higher pay range than that increased job responsibilities, scope, and impact, as evidenced by job title and/or pay range than that previously held.
- (CC) “Reassignment” – No change.
- (DD) “Reclassification” – ~~the act of changing occurs when~~ the job classification of an existing ~~occupied position~~ position is changed ~~to a higher, lower, or lateral job classification.~~
- (EE) “Reduction in force” – No change.
- (FF) “Regular position” – No change.
- (GG) “Regular rate of pay” – No change.
- (HH) “Reinstatement” – No change.
- (II) “Reorganization for efficiency” – No change.
- (JJ) “Seasonal position” – No change.
- (KK) “Specification” – No change.
- ~~(LL) “Target hiring range” is established prior to posting a position based upon budgeted funds for the position, identified skills and/or experience, salaries paid within the college or unit for similar positions, organizational scope and an assessment of the relevant competitive market. The target hiring range should normally have a spread of three thousand dollars to eight thousand dollars; the range may vary based on the circumstances at the time of posting.~~
- ~~(MM)~~(LL) “Temporary position” – Only the lettering changed, the definition did not change.
- ~~(NN)~~(MM) “Termination” - Only the lettering changed, the definition did not change.
- ~~(OO)~~(NN) “Transfer” ~~is a voluntary move of employment as a result of an application for a different position~~ occurs when an employee applies for a different position and is selected for the position.
- ~~(PP)~~(OO) “Unpaid leave” – Only the lettering changed, the definition did not change.
- (B/T 6/14/82, 6/22/97, 1/2/98, 7/1/01, 6/5/2009, 10/29/2009, 2/5/2010, 4/8/2011, 6/7/2013, 11/19/2020)