



**3344-63-02 Employment at Cleveland state university.**

(A) Selection procedures

- (1) Classified positions at the university are filled through a competitive process. The process may include a written examination, test of skills, or an interview in the department of human resources or the hiring department. The process is designed to measure the knowledge, fitness, skills, abilities and worker characteristics necessary for successful performance

interview is scheduled during the workday (up to two interviews during any one calendar year). Employees may use vacation or compensatory time if needed for additional interviews at CSU. supervisor must approve the release time.

- (4) If an employee is selected for a new position, it is the employee's responsibility to notify his or her current supervisor. The department of human resources will coordinate the date of transfer.
- (5) Promotion compensation. A promotion constitutes advancement to a job with greater duties and responsibilities in a higher pay grade. An employee who is promoted shall receive an increase of five percent in base pay, but not less than the minimum of the new pay range, whichever is greater.

(C) Lateral transfer.

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position. On other occasions the changes involve duties which fall within the scope of the current classification.

- (3) Few positions require the entire variety of job duties appropriate to their classifications. Likewise, many positions require some duties which are also contained in other classifications. On occasion, temporary job duties will be assigned for such reasons as a shortage of staff, a reduction of regular duties, or a temporary increase in workload. Such changes do not affect the classification of a position. A classification is not reduced when temporary duties appropriate to a lower classification are assigned.

evaluation. The supervisor completes their evaluation of reviewed by the next level supervisor. The employee and supervisor then meet to discuss the evaluation.

- (3) The evaluation serves the following purposes:
- (a) It serves as a means of communication between employee and supervisor to establish annual goals, clarify standards of expected job performance, and the employee's continued development;
  - (b) It gives the supervisor and the employee an opportunity to discuss specific performance accomplishment problems and to set goals for improvement;
  - (c) It serves as the basis for merit increase eligibility.
  - (d) It forms a basis for a determination of promotion eligibility for an employee who wishes to

- (2) This review may be requested by the employee, or the audit/reclassification request form.
- (3) A human resources staff member will conduct a job audit interview and prepare a draft job description for review by the employee and supervisor. Once all parties agree to the job description, human resources will evaluate the position. The job classification which most accurately describes the duties performed shall be assigned to the position.
- (4) Potential outcomes of the reclassification process are: promotion to a higher grade, with a promotional increase; a lateral change (new title but no change in grade or pay); denial of request; or demotion. Any changes resulting from a reclassification request is effective the first pay of the period following the date of submission.
- (5) The decision rendered on position audits for non-bargaining unit positions may be appealed to the state personnel board of review. Bargaining unit position decisions may be appealed through the grievance procedure.

(I) Pay rate adjustments.

Changes in the rate of pay for employees who are members of bargaining units are set through the collective bargaining process. The university's board of trustees authorizes compensation rates for employees who are not members of a bargaining unit. Any pay rate adjustment shall only be given to individuals who are employed at the time the adjustment is made.

- (1) Wage increases. Th

overall rating of \_\_\_\_\_ or Excellent Performance for an employee to receive a merit increase.

- (2) Market adjustments. In order to maintain market competitiveness, or to aid in the recruitment or retention of employees, it may be necessary for the university to adjust pay rates. Such adjustments will be based on survey data or other facts documenting retention issues or the inability to recruit a qualified pool of applicants at current pay rates.
- (3) Equity adjustments. An equity adjustment is a special salary action to correct an inequity that cannot be corrected within normal wage administration guidelines. This adjustment is used to react to sudden changes in the competitive market where the hiring rate of a new candidate may cause an internal inequity. An equity adjustment may be applied to an individual employee or a specific classification affected by the inequity.

(J) Resignation/Retirement.

An employee planning to resign or retire shall provide a written notice of intent to \_\_\_\_\_ immediate supervisor at least thirty days before the end of service. Fewer than thirty days notice may be given with approval from her/his supervisor and human resources.

(K) Lay off and recall.

- (1) The provisions concerning layoff and reca

The order of lay-off is based on retention points (length of service within classification). An employee to be laid off ma



- (d) Personal conduct that violates state or federal law including, but not limited to:
    - (i) The use of illegal substances or abuse of prescribed medications.
    - (ii) Possession of illegal substances, the illegal possession of drugs and medication for the purpose of the sale of those substances or drugs.
    - (iii) Sexual, ethnic, racial, or religious harassment, or any other harassment prohibited by law or university policy.
  - (e) Personal conduct that interferes with the operations of the university;
  - (f) Conviction of a crime as defined in section 2901.01 of the Revised Code, or a substantially equivalent offense under a municipal ordinance, which is committed on or affects persons or property of the university.
  - (g) Conviction of an infraction or crime which affects persons or property on the university campus, or any other infraction or crime that adversely affects performance of job duties and responsibilities.
  - (h) Concealing, falsifying, altering or removing university records, including electronic data records.
  - (i) Viewing, recording, copying, or otherwise using university records for which the individual does not have a business purpose to do so.
  - (j) Producing fraudulent or falsified credentials.
- (4) Employees subject to potential disciplinary acti

conducted by the senior vice president for business affairs and finance, or designee. Suspensions and terminations must be authorized by the senior vice president for business affairs and finance, or designee.

(M) Appeal of disciplinary actions.

Bargaining unit employees may appeal an action through the grievance procedure, as specified in the applicable collective bargaining agreement. Non-bargaining unit employees may appeal certain disciplinary actions, in accordance with the procedures set forth by the state of Ohio state personnel board of review.

(N) Complaints.

- (1) The university seeks to respond promptly to employee complaints in the interest of sound employee relations. Any employee who has a complaint on the job should first discuss the matter with the immediate supervisor. If the problem is not resolved, the employee may consult with the department of human resources, or may proceed under the appropriate complaint resolution procedure.
- (2) Any claims of unlawful

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- (d) Step two of the complaint resolution procedures is the final step of the internal appeals process.
- (O) Nepotism.
  - (1) Appointment, classific