



Ohio Administrative Code

Rule 3349-8-75 Probationary periods for classified civil service employees.

Effective: [October 28, 2024](#)

(A) Purpose

To establish a rule for a probationary period for all classified civil service employees during the initial period of employment.

(B) Scope

This rule applies to all classified civil service employees.

(C) Definitions

(1) A "Classified Civil Service Employee" is an hourly employee, subject to appointment, removal, promotion, transfer or reduction by the appointing authority.

(2) A "Full-time Employee" is an employee whose regular hours of duty total eighty hours in a bi-weekly pay period.

(3) A "Part-time Employee" is an employee whose regular hours of duty are less than the eighty hours in a bi-weekly pay period.

(4) A "Permanent Employee" is an unclassified hourly employee or classified civil service employee who has successfully completed an initial probationary period.

(5) A "Probationary Period" is a period of time at the beginning of an original appointment, or immediately following a promotion or transfer, which constitutes a trial period for the employee.

(D) Body of the rule



Each classified civil service employee must serve a probationary period following any original appointment, promotion or transfer. Classified civil service employees whose services are found unsatisfactory may be removed at any time during the probationary period. Whenever an employee is given a probationary removal, a written statement of the reasons for such action, signed by the appointing authority, showing the respects in which the employee's service was not satisfactory, shall be given to the employee.

(1) The probationary period shall be one hundred twenty calendar days. After successful completion of the probationary period, the employee will be considered certified to the Ohio civil service.

(2) Time spent in no-pay status shall not be counted as part of the probationary period. Probationary periods shall be extended by an equal number of days the employee spent in no-pay status.

(3) The appointing authority may, with the approval of the immediate supervisor, extend an employee's probationary period for up to sixty days to allow additional time to review the employee's performance.

(4) Part-time employees who work a portion of each normal working day shall have their probationary period determined by the number of calendar days following appointment in the same manner as full-time employees. Employees who work an irregular schedule or who work less than the normal number of working days per week must work seven hundred hours, which is the equivalent of a one hundred twenty day probationary period.

(5) Probationary employees are not eligible to use accrued paid leave or compensatory time until the successful completion of the probationary period.