



## Ohio Administrative Code

### Rule 3349-8-85 Removals, suspensions, and reductions.

Effective: [October 28, 2024](#)

---

#### (A) Purpose

The purpose of this rule is to establish rules regarding removal, suspensions and reductions of classified civil service employees.

#### (B) Scope

This rule applies to all classified civil service employees.

#### (C) Definitions

(1) Consult rule 3349-7-01 of the Administrative Code.

(2) "Absent Without Leave" refers to any classified civil service employee who is absent from duty habitually or for three or more successive duty days, without leave and without notice to the employee's immediate supervisor.

(3) "Step Reduction" means reducing an employee one step in the applicable pay table for purposes of calculating the employee's compensation.

#### (D) Rule statement

(1) If a classified civil service employee will be subject to removal, reduction in pay or position, suspension of twenty-four or more work hours made for one or more of the statutory reasons enumerated in section 124.34 of the Revised Code, the employee shall be notified in writing, on a form provided by the director of administrative services or an equivalent form.

(a) The form shall state the statutory reason(s) for the action, and the effective date thereof;



(b) This form shall advise the employee of the right to appeal; and

(c) Any such appeal shall be made in accordance with the rules of the state personnel board of review.

(2) At the appointing authority's discretion, an employee may receive a step reduction as a form of progressive discipline. This form of discipline shall only be imposed as an alternative to termination.

(3) Any classified civil service employee who is absent without leave may be subject to removal for neglect of duty.

(4) A voluntary written agreement by a classified civil service employee to a demotion or reduction shall be considered a satisfactory basis for such action in the absence of evidence to the contrary. The salary of an employee following demotion shall be fixed by the appointing authority at an equitable rate, not to exceed the rate of pay prior to the demotion.