

**3356-7-41 Classified civil service employees.**

- (A) Policy statement. All classified civil service employees shall be hired in accordance with Chapter 124. of the Revised Code and the Administrative Code.
- (B) Parameters.
- (1) Under Chapter 124. of the Revised Code, certain employees of Youngstown state university are appointed under the state classified civil service system.
  - (2) The responsibility for administration of the civil service law and regulations as they relate to university employees in the classified civil service system shall be assigned by the board of trustees through the president and the vice president for ~~finance and administration~~ legal affairs and human resources to the chief human resources officer. The chief human resources officer serves as the designated appointing authority.
- (C) Procedures.
- (1) Recruitment to fill classified positions must be authorized by the chief human resources officer. Recruitment activities must conform to the affirmative action procedures (~~pursuant to rule 3356-2-02 of the Administrative Code~~) (see university policy 3356-2-02, "Equal opportunity and affirmative action recruitment and employment").
  - ~~(2) Classified staff are employed in full-time or permanent part-time capacities.~~
  - ~~(3)~~(2) ~~The executive divisional~~ Division officers authorize the filling of positions ~~in the divisions~~ under their direction after obtaining all required approvals.

- (4)(3) The chief human resources officer, or their designee, extends the official offer of employment upon the recommendation of the department chairperson or ~~unit director~~ hiring manager with the concurrence of the ~~executive divisional~~ division officer.
- (5)(4) Types of appointments and terms and conditions of employment of classified civil service staff not excluded from collective bargaining are outlined in the “Agreement Between the University and the Youngstown State University Chapter of the Association of Classified Employees” or the “Agreement Between Youngstown State University and the Fraternal Order of Police, Ohio Labor Council, Inc.”

Effective: 10/15/2018

CERTIFIED ELECTRONICALLY

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Certification

10/03/2018

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Date

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