

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

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: February 1999; August 2009;  
December 2012; April 2013; June 2013;  
September 2018; July 2023; September 2023  
Board Committee: University Affairs  
**Effective Date: September 20, 2023**  
Next Review: 2028

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- (A) Policy statement. Per divisions (F)(1) and (F)(2) of section 124.14 (F)(1) and (2) of the Revised Code, the board of trustees of a state university shall carry out all matter of governance, involving the officer and employees, including classified civil servants. The board of trustees also has been given all of the powers, duties and functions of the department of administrative services. All classified civil service employees shall be hired in accordance with applicable board policies and resolutions, departmental policies and 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) Classified employees may be either included or excluded from the association of classified employees (ACE) bargaining unit or fraternal order of police (FOP).
  - (3) Those classified employees included in the bargaining unit will be governed by 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.” and any applicable board policies, resolutions or state and federal laws.

- (4) Those classified employees excluded from the bargaining unit are governed by applicable board policies, resolutions and state and federal laws.
- (5) The responsibility for administration of the civil service law and policies 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 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, or their designee. 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) Division officers authorize the filling of positions under their direction after obtaining all required approvals.
- (3) The chief human resources officer, or their designee, extends the official offer of employment upon the recommendation of the department chairperson or hiring manager with the concurrence of the division officer.
- (4) Types of appointments and terms and conditions of employment of classified civil service staff not excluded from collective bargaining are outlined in their respective bargaining unit agreements.

