

PUBLIC HEARING NOTICE

Pursuant to Ohio Revised Code Section 119.03, notice is hereby given that the Department of Administrative Services intends to conduct a public hearing for the purpose of amending Ohio Administrative Code Sections 123:1-19-02, 123:1-29-01, 123:1-32-01, 123:1-32-07, 123:1-46-07, and 123:1-47-01.

The proposed to be amended rules deal with the following subject matter:

- 123:1-19-02 Length of Probation in State Service – Sets the length of probation periods for initial and promotional situations. Defines the term “probationary period” for step increases purposes for classified and unclassified employees. Defines the term “probationary period” for vacation usage only for unclassified employees.
- 123:1-29-01 Performance Evaluation – Allows the appointing authority to set the performance evaluation schedule for an agency, replaces references to “year” with “three hundred sixty five calendar days, and allows performance evaluations to be used for purposes other than just supervision and training.
- 123:1-32-01 Availability and Charge of Sick Leave, Vacation Leave, and Personal Leave and Compensation for Sick Leave Paid by Warrant of the Director of Budget and Management – Changes the usage of personal leave from a minimum of one-tenth of an hour to two hours blocks, except for certain limited circumstances.
- 123:1-32-07 Personal Leave with Pay and Charge of Personal Leave for Employees Paid by Warrant of the Director of Budget and Management - Changes the usage of personal leave from a minimum of one-tenth of an hour to two hours blocks, except for certain limited circumstances.

- 123:1-46-07 Retention of Records Relating to Disciplinary Actions – To extend to 24 months from 12 months the length of time a written reprimand will stay in an employee’s personnel file and to extend to 36 months from 24 months the length of time records of other types of discipline will stay in an employee’s personnel file.
- 123:1-47-01 Definition of Terms – Removes the special references for unclassified employees for step increases and vacation usage from the term “probationary period”.

The Department of Administrative Services shall hold a public hearing on the proposed rule amendments on Tuesday, August 4, 2015, at 9:00 a.m. in Room 2793, on the 27th floor of the James A. Rhodes State Office Tower located at 30 East Broad Street, Columbus, Ohio. At this hearing, any person affected by the rules may appear and be heard in person, by the person’s attorney, or both, may present the person’s position, arguments, or contentions orally or in writing, offer and examine witnesses, and present evidence that tends to show that the rules, if adopted or effectuated, will be unreasonable or unlawful.

Individuals desiring only to submit their position, arguments, or contentions in writing (written statement) may do so by submitting them to the following address:

Department of Administrative Services
HRD/OCB Policy Development Office
1602 West Broad Street
Columbus, Ohio 43223

Attn: August 2015 Public Rules Hearing

Any such written statements actually received by close of business on Tuesday, August 4, 2015, will be considered by the Department of Administrative Services. A person who timely submits a written statement as described above, is not required to appear at the hearing to have the written statement considered in the rule making process.