


<b>Name of Policy:</b> Appointment and classification <b>Policy Number:</b> 3364-25-62 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Chief Human Resources Officer <b>Scope:</b> All University of Toledo campuses		 <b>Effective date:</b> October 20, 2023 <b>Original effective date:</b> July 1, 2013	
<b>Keywords:</b>			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The university classifies positions in relation to the level of duties and responsibilities as prescribed by federal, state law and/or university practices. All university employees are appointed to positions on the basis of qualifications and position requirements as prescribed by federal laws, state laws and/or university practices.

(B) Purpose of policy

The following policy was developed to ensure compliance with federal and state laws.

(C) Appointment

The board of trustees is designated as the appointing authority for purposes set forth in Chapter 124. of the Revised Code. The board of trustees through resolution has designated the president and individuals holding specific titles as appointing authority. Only an appointing authority can authorize employment.

Offers of employment must be confirmed in writing and require the signature of an appointing authority.

(D) Classification types

Under the civil service laws of the state of Ohio and pursuant to the provisions of Chapter 124. of the Revised Code, positions are divided into the classified and unclassified service.

- (1) Classified civil service - Consists of all employees not specifically placed in the unclassified service. Employees may be appointed to, or removed from, positions by the appointing authority.
- (2) Unclassified – Consists of positions such as presidents, business managers, administrative officers, deans, assistant deans, instructors, teachers, and such employees as engaged in educational or research duties connected with the university, as determined by the university. Employees are appointed or removed by the board of trustees upon the recommendation of the appointing authority.

(E) Appointment types

- (1) Regular appointment – an appointment which may be classified civil service (“CCS”) or unclassified and may be full or part-time at any percentage of full time equivalency (zero to one-hundred per cent full time employee “FTE”).
  - (a) Part-time appointments are limited to a maximum average of twenty-four hours per week
  - (b) Regular CCS appointments are employment relationship between the university and the employee that is intended to be ongoing, subject to the needs of the employing unit, and meeting the standards of job performance.
  - (c) Regular, unclassified appointments are at will.
- (2) Regular appointments on an alternative work schedule – regular appointments allowing for reduced staffing during summer semester with benefit coverage for twelve months.

- (a) Staff employees will be designated with either a nine-month appointment or ten-month appointment.
  - (b) Benefit premiums will be deducted over eighteen pays.
- (3) Salaried – under the department of labor (DOL); Fair Labor Standards Act (FLSA) positions that are paid on a salaried basis (set amount each pay period); receive a minimum weekly salary per the current standard; and meet one of the standard duties tests: executive, administrative, professional (creative, learned and computer) and outside sales. Positions that meet the criteria in this policy are not eligible for overtime or compensatory time off.
- (4) Hourly – under the DOL; FLSA positions that do not meet the criteria in this policy are considered non-exempt and are paid on an hourly basis for all hours worked. These positions receive overtime pay of one-and-one-half for all hours worked over forty in a work week.
- (5) Postdoctoral - Are individuals who completed a doctor of philosophy (Ph.D.), doctor of medicine (M.D.) or comparable degree and whose goal is to acquire additional training and experience in order to enter a career in academia and/or research. These are temporary appointments, and work under the supervision of a faculty mentor who is responsible for the fiscal and intellectual activities. Appointments shall not exceed six years after receipt of a Ph.D., M.D. or comparable degree.
- (6) Temporary appointment – health science campus (HSC) – an appointment for a limited period of time, fixed by the appointing authority and approved by the appointing authority for a period not to exceed one hundred twenty-five calendar days, except if necessary by reason of sickness, disability, or other approved leave of absence of regular officers, or employees, in which case it may continue during the period of sickness, disability, or other approved leave of absence, subject to the rules of the appointing authority.
- (a) Temporary appointments are considered unclassified positions, serve at the discretion of the appointing authority and
  - (b) Are for a limited duration
  - (c) Are for a specific project
  - (d) Are limited to a maximum average of twenty-four hours per week

- (e) Augments regular staff due to increased workloads or staff shortages or
  - (f) Replaces a regular employee during the absence due to illness, leave of absence or vacation.
- (7) Intermittent-seasonal appointment – an appointment which serves at the discretion of the appointing authority and;
- (a) Are considered unclassified positions
  - (b) Works irregular hours or days on an as-needed basis
  - (c) Is required to work less than one thousand hours per calendar year and is limited to a maximum average of twenty-four hours per week.
- (8) Contingent - an appointment which serves at the discretion of the appointing authority and;
- (a) Are considered unclassified positions
  - (b) Works irregular hours or days on an as-needed basis
  - (c) Is required to work less than one thousand hours per calendar year and are limited to a maximum average of twenty-four hours per week.

<p><b>Approved by:</b></p> <p><i>/s/</i></p> <hr/> <p>Gregory Postel, MD President</p> <p><b>Date:</b> October 20, 2023</p>	<p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"> <li>• <i>None</i></li> </ul> <p><b>Original effective date:</b> <i>July 1, 2013</i></p> <p><b>Review/revision date:</b> <i>February 21, 2017</i> <i>February 7, 2020</i> <i>October 20, 2023</i></p>
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<p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"><li>• <i>Chief Human Resources Officer</i></li><li>• <i>Senior Leadership Team</i></li></ul>	<p><b>Next review date:</b> <i>October 20, 2026</i></p>
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