

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.12 POSITION ASSIGNMENT

The Superintendent will make position assignments, classification assignments, transfers, and promotions.

A. Assignments

The assignment of employees and/or their transfer to positions in the various programs shall be made on the basis of the following criteria:

1. Contribution which the employee could make to the program;
2. Qualifications, including possession of any licenses, certificates, registrations or specialized training, required by the job's position description.
3. Performance evaluations, disciplinary record and attendance
4. Ability to perform the essential functions of the position, with or without reasonable accommodation; and
5. Desire of employee regarding assignment or transfer.

B. Reassignment or Reclassification

Reassignment is the act of changing the classification assigned to an employee and reassignment is changing the classification of position. This typically occurs as a result of a change or addition of classifications to the classification plan by the Ohio Department of Administrative Services or as a result of the position being assigned to a different class following a position audit.

C. Lateral Classification Change

Lateral classification change is the movement of an employee, with the employee's consent from one classification to another classification that is assigned to the same pay range as the classification from which the employee moves.

D. Promotions

1. Promotion means the movement of an employee from one position to a vacant position which is assigned to a different classification and higher pay range, or higher salary where pay ranges do not exist. (Ref.: OAC 123: 1-47-01)

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

2. An employee will be considered for promotion to a vacancy only when he/she is determined by the Superintendent to be fully qualified for the vacant position.
 3. Each staff member who is promoted to a new position within the Agency will have a probationary period in that position for one hundred eighty working days.
 4. An employee serving a probationary period after a promotion may be returned to his/her former classification and rate of pay if work performance is not satisfactory.
- E. Transfers (Ref.: ORC 124.32 and 124.33)
1. Within the County Board, an employee is considered to have been transferred when he/she is given a different position assignment where there is no change in classification, salary or level of responsibility. Transferred employees do not serve probation.
 2. A supervisor may recommend the transfer of an employee, on behalf of an employee. However, the needs of the agency take precedence over the wishes of the employees.
 3. No transfer shall be made as follows:
 - a. From a position in one class to a position in another class.
 - b. To a position requiring essential qualifications or carrying a salary different from or higher than those required for original entrance to the position held by the person proposed to be transferred.
 4. Transfers may be temporary
 - a. Temporary transfers for thirty days or less may be made without the consent of the employee. The employee shall have no right to appeal such temporary transfer unless the employee receives another temporary transfer within a six-month period.
 - b. Temporary transfers for periods of more than thirty days and less than ninety-one days may be made only with the written consent of the employee.

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

5. Transfers may be permanent

A permanent transfer is any transfer in excess of thirty days unless the employee has consented to a longer temporary transfer, which shall not exceed ninety days.

6. Limitations on the use of the term "Transfer"

- a. The word "transfer" as used in OAC 123:1-25-01 shall not include any job reassignment within the same classification, within the same appointing authority which takes place in and involves a move to a different job location in the same county.
- b. Employees a city, a county agency or state agency may be transferred using OAC 123:1-25-01 contingent upon the approval of appointing authorities and the director of administrative services and municipal civil service commission if applicable.

F. Voluntary Demotion

1. An employee may, for any reason, request a demotion to a lower position by submitting a written request.
2. Approval of a voluntary demotion is at the discretion of the Superintendent.
3. A demoted employee will have his/her pay reduced to a level within the pay range of the lower classification.