



**RESOLUTION TO MODIFY
CLASSIFIED CIVIL SERVICE EMPLOYEES POLICY, 3356-7-41**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

Board of Trustees Meeting

September 17, 2026

YR 2027-16

3356-7-41 Classified civil service employees.

Responsible Division/Office:	Human Resources
Responsible Officer:	VP for Strategic Communications and Chief of Staff
Revision History:	February 1999; August 2009; December 2012; April 2013; June 2013; September 2018; July 2023; September 2023; September 2026
Board Committee:	University Affairs
Effective Date:	September 17, 2026
Next Review:	2031

- (A) Policy statement. Per divisions (F)(1) and (F)(2) of section 124.14 of the Revised Code, the board of trustees of a state university shall carry out all matters of governance, involving the officers and employees, including classified civil servants. The board of trustees also has been given all 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 (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 University Chapter of the Association of Classified Employees” or

the “Agreement Between the 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 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 equal opportunity procedures pursuant to rule 3356-2-02 of the Administrative Code (see university policy 3356-2-02, “Equal opportunity”).
- (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.