

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Correction Officer Contractual Selection Policy</b>	PAGE <u>1</u> of <u>4</u>
	NUMBER: 34-PRO-06
RULE/CODE REFERENCE:	SUPERSEDES: 34-PRO-06 dated 03/09/08
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 15, 2016
RELATED AUDIT STANDARDS:	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish consistent guidelines and procedures for the filling of vacant Correction Officer Positions according to the collective bargaining agreement between the State of Ohio and OCSEA/AFSCME Local 11, Article 17 and Appendix Q.

**III. APPLICABILITY**

This policy applies to all OCSEA Bargaining Unit employees of the Department of Rehabilitation and Correction (DRC).

**IV. DEFINITIONS**

Case Merit Selection File – the folder for each institution maintained with the Assessment and Hiring Section for all OCSEA employees' applications submitted during the posting period, and which are sorted by state seniority.

Demotion – the movement of an employee to a position in a classification with a lower pay range within the same agency.

Grouping Applications – the action of taking the sorted applications (see definition below) and dividing each sort into the following categories: 1) employees of the office, institution or county where the vacancy is located; 2) employees within the geographic district of the Agency where the vacancy is located, who presently hold a position in the same, similar or related class series; 3) all other employees within the geographic district of the Agency; 4) all other employees of the Agency; 5) all other employees of the State.

Higher Pay Range – a pay range in which the first or last step has a higher rate of pay than the first or last step of the pay range to which the employee is currently assigned.

Lateral Transfer – an employee requested movement to a posted vacancy within the same agency, which is in the same pay range as the classification the employee currently holds.

Lower Pay Range – a pay range in which the first or last step has a lower rate of pay than the first or last step of the pay range to which the employee is currently assigned.

Posting – an electronic announcement that is forwarded via e-mail to all the institutions to be displayed in a common area for all employees to view.

Promotion – the movement of an employee to a vacancy in a classification with a higher pay range within the Department.

Sorting Applications – the action of dividing all applications contained within a case merit file by whether the requested movement is a promotion, lateral transfer or demotion for the employee.

Vacancy – an opening in a permanent full time Correction Officer classification that the agency has determined to fill.

## **V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Corrections to fill all Correction Officer positions in a manner that complies with the collective bargaining agreement between the State of Ohio and OCSEA/AFSCME Local 11, and applicable legal requirements.

## **VI. PROCEDURES**

- A. DRC retains the right to determine which vacancies to fill by either permanent transfers pursuant to OCSEA Section 17.07 or by promotion, lateral transfer or demotion pursuant to OCSEA Sections 17.04 and 17.05.
- B. Where DRC has determined to fill a vacant Correction Officer position, the position shall be filled by adhering to the following priority:
  - 1. Permanent transfer set forth in Section 17.07
  - 2. Bumping or displacement as set forth in Article 18
  - 3. Recall as set forth in Article 18
  - 4. Reemployment as set forth in Section 18.13
  - 5. Cross geographical jurisdiction bidding as set forth in Section 18.12
  - 6. Promotion
  - 7. Lateral transfer
  - 8. Demotion
- C. Applications shall be sorted into promotions, lateral transfers and demotions.

- D. Applications from each sort shall be grouped pursuant to OCSEA Section 17.04:
1. All employees in the institution where the vacancy is located who meet the minimum qualifications.
  2. All employees within the geographic district of the Agency under Appendix J where the vacancy is located, who presently hold a position in the same or similar or related class and who meet the minimum qualifications.
  3. All other employees within the geographic district of the Agency under Appendix J where the vacancy is located.
  4. All other employees of the Agency.
- E. DRC shall issue a continuous posting for promotion opportunities in the Correction Officer Classification effective June 1, 2006.
- F. DRC shall issue a posting for lateral transfers and demotions effective the first pay period, which includes January 1 and July 1 for each year of the contract.
- G. OCSEA employees must submit an application online through the Ohio Hiring Management System (OHMS or careers.ohio.gov). Upon determination of available position, the Assessment and Hiring section shall contact the applicant and email the Correction Officer Promotion Consent (DRC1874) or Correction Officer Lateral Transfer/Demotion Consent (DRC1876) for completion. The completed form is to be scanned back to the Assessment and Hiring section. Applications will remain active during the current six (6) month posting period, then archived.
- H. For promotions, laterals and demotions, the date the application is submitted shall serve as the official activation date for the application. Employment offers extended to internal candidates with less state seniority or external applicants prior to the official activation of an OCSEA applicant with greater state seniority for promotions, or prior to the Lateral Transfer/Demotion posting period, shall be honored.
- I. The Personnel Officer or designee of each DRC facility shall complete the Request to Fill for all position numbers that have been authorized to fill and submit the request through NeoGov/OHMS.
- J. The Assessment and Hiring Section shall review the Case Merit Selection file for that institution to determine if there are any OCSEA employees that submitted applications for a promotion under Section 17.02. Applications shall be grouped into the proper categories under Section 17.04 and selections made according to Section 17.05.
- K. If the Assessment and Hiring Section is not able to make a selection according to the procedure outlined in "J" above, then the Assessment and Hiring Section shall review the Case Merit File for OCSEA bargaining unit employees who submitted applications for Lateral Transfers under Section 17.02. Applications shall be divided into proper groupings under Section 17.04. Selections for lateral transfers shall be made on the basis of state seniority. The Assessment and Hiring Section shall offer lateral transfer movements to the number of employees equal to 10% of the institution's bargaining unit vacancies during the previous calendar year, plus 10% of any new vacant positions added to the institution's table of organization for the during the current year.

Management reserves the right to exceed the 10% lateral transfer threshold.

- L. If the Assessment and Hiring Section is not able to make a selection according to the procedures outlined in “J” and “K” above, or the 10% Lateral Transfer threshold has been met, the Assessment and Hiring Section shall review the Case Merit File for OCSEA bargaining unit employees who submitted applications for demotion under section 17.02. Applications for demotion shall be grouped into proper categories according to Section 17.04. Selections for demotions shall be made on the basis of state seniority.
- M. Applicants shall be given ten (10) days from notification of selection to accept or decline the offer. All remaining institution selections submitted by the applicant (e.g. promotion, lateral transfer or demotion) shall become inactive once a final offer is made and accepted.
- N. The selected applicant shall be promoted, transferred, or demoted within two (2) pay periods after the final acceptance. The Assessment and Hiring Section shall create and approve the EPAR.
- O. Applicants must successfully pass the Correction Officer Assessment prior to the promotion, lateral transfer, or demotion effective date or have successfully completed assessment within the past twenty-four (24) months or been previously certified in the Correction Officer Classification. Applicants who do not successfully complete assessment may reapply in ninety (90) days or during the next available posting period.

**Related Department Forms:**

Correction Officer Promotion Consent	DRC1874
Correction Officer Lateral Transfer or Demotion Consent	DRC1876