



Medina County Policy Manual



Policy: Civil Service	Section: Employment	Number: 2.015
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Civil Service is a system created to protect employees in public sector jobs. Before Civil Service, it was not uncommon to have jobs given out as rewards to political supporters; and the turmoil caused by each change of administration hampered the delivery of public services. Civil Service improves public service in two ways. First, it protects workers from the loss of their job without just cause; and, secondly, it requires that new employees be chosen by an impartial selection system.

As defined under Ohio Revised Code 124.01:

(A) "Civil service" includes all offices and positions of trust or employment in the service of the state and the counties, cities, city health districts, general health districts, and city school districts thereof.

OHIO'S PUBLIC EMPLOYEES

Unlike employees in the private sector, Medina County employees working within the Ohio Civil Service have extensive and specific rights. These rights are listed in the Ohio Revised Code (ORC 124) and the Ohio Administrative Code (OAC 123:1). Medina County employees can be grouped into three different categories:

- (1) In the *classified* civil service and not covered by a union agreement;
- (2) In the *classified* civil service covered by a union agreement;
- (3) In the *unclassified* civil service.

Each group listed above is treated differently under Ohio law regarding hiring, firing, and changes in the terms and conditions of employment.

Unclassified Employees

Medina County employees in the unclassified civil service are most like their counterparts in the private sector. Unclassified employees serve at the pleasure of the Board of Commissioners and can usually be terminated without cause. The specific positions that are unclassified are listed under Ohio Revised Code Section §124.11.

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As defined under ORC 124.01:

(D) "Appointing authority" means the officer, commission, board, or body having the power of appointment to, or removal from, positions in any office, department, commission, board, or institution.

In addition, ORC, Section 124.11(A) (9) also places within the unclassified service:

... those persons employed by and directly responsible to elected county officials or a county administrator and holding a fiduciary or administrative relationship to such elected county officials or county administrator, and the employees of such county officials whose fitness would be impracticable to determine by competitive examination.

This would apply, for instance, to those department heads coming under the jurisdiction of the Medina County Board of Commissioners.

Classified Employees

Ohio Revised Code Section 124.11(B) defines, in part, classified employees as:

...all persons in the employ of the state and the several counties, cities, city health districts, general health districts, and city school districts thereof, not specifically included in the unclassified service.

Medina County employees in the classified civil service have specific legal protections regarding discipline, termination, layoff, transfer, and other changes in the terms and conditions of employment. The main source of protection for Ohio public employees in the classified civil service can be found in ORC 124.

Classified employees can only be removed for good cause. Further, classified employees have a property interest in their positions and cannot be removed from their positions without "due process of law." Due process usually means that classified employees are entitled to reasonable notice and a hearing before any significant disciplinary action is taken.

Medina County employees in the classified civil service, who are not covered by a union bargaining agreement, have a right to appeal suspensions, terminations, disability separations, layoffs, abolishments, displacements, reclassifications, transfers, and reductions in pay or position to the Ohio State Personnel Board of Review.

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Employees Covered by a Union Bargaining Agreement.

For Medina County employees covered by a union's bargaining agreement, the majority of your rights regarding the terms and conditions of your employment are explained in your union's collective bargaining agreement.