

MEDICAL COLLEGE OF OHIO

Subject: UNCLASSIFIED POSITIONS

Policy No.:05-077

Employees of the Medical College of Ohio are designated as unclassified for civil service purposes based upon the categories identified in this policy. Those employees who satisfy any of the criteria defined by a category will be placed in the unclassified service of the college by the authority of the Human Resources Department.

Educational

Employees assigned to job classifications who perform one or more of the following types of duties: facilitate or aid educational functions; provide tools and assistive devices for educational purposes, or provide technical support for educational functions; the act or process of imparting general knowledge; provide direct or indirect support of education.

Research

Employees assigned to job classifications who are involved in or perform one of the following types of duties: close and careful study or diligent and systematic inquiry or investigation into a subject in order to revise facts, theories, applications, etc.; compiling or manipulating information which is used in educational or research activities; having a direct role in any activity funded by an extramural research grant; providing tools and assistive devices for research purposes or technical support for research functions; provide direct or indirect support for research.

Administrative Officer / Business Manager

Any classification that manages or supervises; directs, conducts, or manages an assigned office or function within the college; directly assigned to the business office, controller's office, or budget and finance offices.

Student

Any student employed in any position classification.

Source: Vice President for Operations

Effective Date: 7/1/99

Revision/Review Date:

07/01/00 Reviewed
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