

Commissioner John O'Grady • **Commissioner Paula Brooks** • **Commissioner Marilyn Brown**
President

Welcome Statement

From the Commissioners

This book is designed to help you successfully navigate through the programs, services, rights and responsibilities of public service as a county employee. Included in these pages are a description of the benefits you receive, answers to some of the most frequently asked personnel questions, and information concerning conduct expectations. For the most part, information in this book is common to all of us as county employees.

Throughout the handbook you will find references to collective bargaining agreements and agency work rules. Additional information about your employment benefits and workplace rules can be found in both of these other documents. If you are in a bargaining unit, refer to your contract first. Those employees not covered by a collective bargaining agreement are to use this handbook as a starting point.

As an employee of the Board of Commissioners you are expected to conduct both your work and personal affairs in a manner that will not cause embarrassment to or bring discredit to the County. In most situations following the guidance in this handbook will lead you to actions and performance that is appropriate for Board of Commissioners employees. However, we understand that at times, knowing what to do will not always be perfectly clear from the pages of this handbook. In such situations, the first place to turn is to your supervisor or agency management. If it would be uncomfortable to discuss the situation with a member of management within your agency you are encouraged to talk with a representative of the Human Resources Department.

We offer you our best wishes for a happy and rewarding tenure with Franklin County.

Commissioners' Statement of Ethics Principles

County employees should treat their employment as a public trust, using the powers and resources of county employment only to advance the public good. County employees should exercise their duties consistent with the Code of Ethics Guidelines presented here, and in accordance with the Franklin County Board of Commissioners Employee Handbook.

In treating county employment as a public trust, you should:

PURSUE THE PUBLIC INTEREST: Diligently and in good faith pursue the public interest to the best of your abilities and subordinate self-interest to the public good.

BUILD PUBLIC RESPECT: Build public confidence that government is conducted with honesty, integrity, and a concern for justice and is, therefore, worthy of respect, trust and support. Serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.

STRIVE FOR EXCELLENCE: Strive for personal excellence and accept as a personal duty the responsibility to keep up to date on emerging issues and to administer the public's business with professional competence, fairness, impartiality, efficiency, and effectiveness.

PRACTICE STEWARDSHIP: Manage resources to maximize value for county citizens, avoid excessive and unreasonable or unnecessary expenses, and use public resources, including property and time, only for public work. Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.

EMBODY INTEGRITY: Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone. Eliminate all forms of illegal discrimination, fraud, and abuse of public funds, and support co-workers' and others' efforts to correct such discrimination, fraud, or abuse. Faithfully administer the affairs of the County. Refrain from using your county position to exert improper influence.

AVOID IMPROPRIETY AND THE APPEARANCE OF IMPROPRIETY: Avoid real or potential conflicts between private and public duties. Avoid receiving, soliciting, or otherwise obtaining anything of value from any other public official, employee, business, or citizen, which is intended to influence the performance of official duties. Disclose to the appropriate authority the nature and extent of any financial or personal interest in a County contract, legislation, or in any type of transaction involving the County.

PROTECT PRIVACY: Keep private all information acquired by your public employment except when disclosure is required. Information that is confidential should not be disclosed unless required by law.

EMBRACE DIVERSITY AND INCLUSIVENESS: Embrace diversity and inclusiveness in order to reflect the communities we serve and ensure that diversity contributes to the development of our mission and the common good in a changing society.

Introductory Notice

Inside this handbook you will find policies governing employment in the Board of Commissioners' agencies. The policies, benefits and practices presented in this handbook are subject to change without prior notice. Nothing in this handbook should be construed as a contract of employment or establish rights greater than those approved by the Board of Commissioners or provided by local, state or federal law.

Unclassified employees, while governed by the policies covered in this handbook, continue to serve at the pleasure of the Board of Commissioners.

Since this handbook has been prepared for your information about the policies, practices and benefits of Board of Commissioners employment, please review it carefully. Upon completion of your review, please sign the attached statement, and return it to your personnel officer by the due date. A reproduction of this acknowledgement appears on the following page for your records.

.....

Acknowledgement of Receipt

I, _____ (please print your name), acknowledge:

- receipt of a copy of the Franklin County Board of Commissioners Employee Handbook (either hard copy or CD)

or

- information on how to access the electronic version of the Franklin County Board of Commissioners Employee Handbook.

This Handbook outlines the goals, policies, benefits and expectations of the Board of Commissioners, as well as my responsibilities as an employee.

I understand that it is my responsibility to familiarize myself with the contents of this Handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by the Board of Commissioners (BOC). I understand that this Handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the Board of Commissioners.

The Board of Commissioners reserves the right to interpret, modify, revoke, suspend, terminate, or change any or all such policies at any time. No one other than the BOC has the authority to make any representations to employees or applicants concerning the terms or conditions of employment with the BOC that are not consistent with this acknowledgement and the information set forth in the Handbook. I understand that the Board of Commissioners Employee Handbook is not a contract of employment and should not be viewed in that manner.

Employee Signature

Date

Please return by: _____

How Employment-Related Documents Work Together

Applicable Laws—This handbook is written in plain language for use by BOARD OF COMMISSIONERS employees. It is not intended as a substitute for the federal or state law, nor will its interpretation prevail should a conflict arise between it and state or federal law.

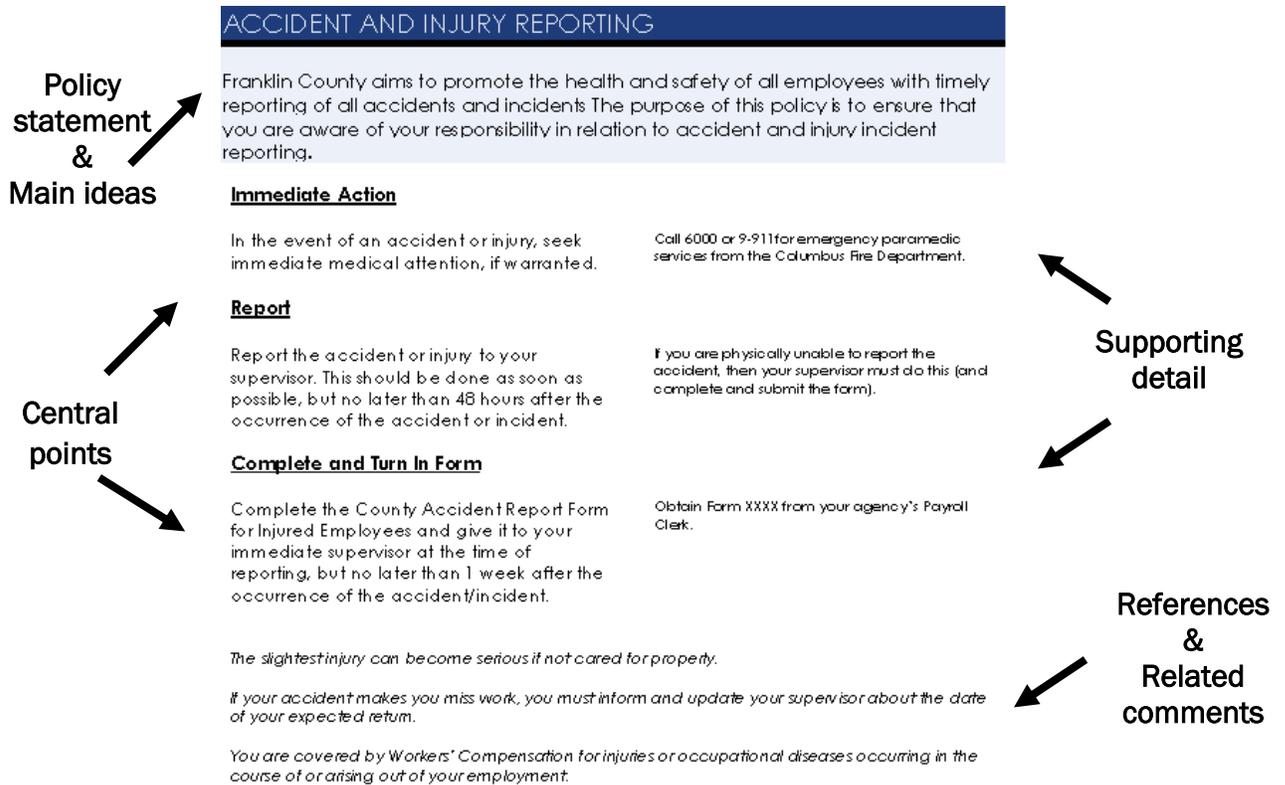
Handbook—If your position is a non-bargaining position in an agency under the appointing authority of the Board of Commissioners this handbook is your primary source for general information regarding employment policies, practices, benefits and rights.

Collective Bargaining Agreements—If your position is in a bargaining unit your unit's collective bargaining agreement is your first point of reference when seeking information about employment practices, benefits and rights. If your contract is silent on a particular matter, refer to this handbook and follow the policy positions presented here. However, you will find that some benefits in this handbook are offered only to non-bargaining employees.

Agency Work Rules—For both bargaining and non-bargaining employees, your agency work rules will provide more detail on how county policies are put into operation within your agency. Typically, the handbook will direct you to your agency's work rules in those matters where agencies are encouraged to have standard operating procedures. Agency work rules may not reduce the employment benefits and rights provided to county employees in the handbook however they may for business-related reasons restrict certain aspects of employee conduct.

When there are questions about matters covered in the handbook or in determining which document is the controlling authority, seek advice and assistance from the Human Resources Department. The Human Resources Department is responsible for overseeing all employment policies and practices for agencies under the appointing authority of the Board of Commissioners.

Policy Structure



This handbook is written in plain language and is designed to be easy to understand.

- For each topic the Board of Commissioners policy and main ideas are clearly and directly stated in the blue text box at the top.
- On the left below the policy statement, headings preview the central points found in the text. The central points on the left generally explain what you need to know, or do, in relation to the policy statement.
- The smaller text on the right is supporting detail that relates to the adjacent central point on the left. The supporting detail typically offers additional information such as definitions and qualifiers, key contact numbers and form numbers.
- In italics along the bottom are references to applicable laws and other related comments.

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**Board of County Commissioners
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Section I

Employment Expectations

ETHICS

The Franklin County Board of Commissioners conducts business and requires all its employees to perform their duties in an ethical manner. We aspire to the ideals of honesty and truthfulness in our relationships, diligently pursuing the public interest to the best of our ability, subordinating self-interest to the public good, and treating all people with fairness and respect.

In addition to our aspirations, there are also rules to which we are all expected to adhere. Since we hold our positions as a public trust, we should act to maintain that trust ensuring the reality and perception that government is conducted according to the highest principles of honesty, integrity, and a concern for justice. We also must avoid conduct which undermines public trust by creating the perception that a government position has been used improperly. Certain conduct is prohibited including:

- We may not use our public position for financial gain for (a) ourselves, (b) our households, or (c) a business with which we, or a member of our household, is associated.
- We may not use County property or facilities for private benefit.
- We may not use confidential information received because of our public position for private gain.
- We may not solicit or receive a promise of future employment with the understanding the promise will influence our official action.
- We may not solicit or receive a gift that will influence our official action.
- We may not be engaged with outside employment that conflicts or interferes with our current job.

No set of rules can anticipate all problems. New technologies and situations may arise. Occasionally, rules may be in conflict or appear to conflict. Therefore, ethical decision-making should be carried out with as wide a discussion as possible. For any questions on ethics, talk with your supervisor or your director.

References and Related Comments

You should familiarize yourself with:

Ohio Ethics Law – Chapter 102 of the Ohio Revised Code

BOC Resolution No. 821-05 on financial disclosure and prohibition of supervisors hiring their supervised employees for work outside the scope of their BOC employment

BOC Resolution No. 199-06 on adopting the statement of ethical principles.

FRAUD REPORTING

The Franklin County Board of Commissioners understand the importance of utilizing public funds in a proper manner and preventing fraud. Employees are encouraged to report fraud, including misuse and misappropriation of public money, by any public office or public official. Employees can report internally through their supervisor or to The Auditor for the State of Ohio. That office has established a system whereby employees may make anonymous complaints via the following methods:

Toll-free: 1-866-FRAUD OH (1-866-372-8364)
Web Site: www.auditor.state.oh.us
U.S. Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH. 43215

If an employee of Franklin County becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against a non-bargaining employee, the employee has the right to appeal with the State Personnel Board of Review.

If retaliatory or disciplinary action is taken against a union employee, the employee has the right to appeal as contained in their particular collective bargaining agreement.

References and Related Comments

Ohio Revised Code – Section 117.03

NON DISCRIMINATION POLICY

The Franklin County Board of Commissioners is an equal opportunity employer and does not make employment decisions in a discriminatory manner based on race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability that can be reasonably accommodated, veteran status, or genetic information. The County complies with all applicable federal and state laws, rules, and regulations.

This policy prohibits both discrimination based on any of the above-listed protected characteristics, retaliation against a person who opposes or complains about prohibited conduct, or participates in any way in the complaint, investigation, or reasonable accommodation processes.

This policy also prohibits the denial of reasonable accommodations that do not create undue hardship for disabilities and for religious beliefs.

The Board of Commissioners and its agencies may discipline conduct that violates this policy even if the conduct does not violate a law prohibiting discrimination.

References and Related Comments

BOC Resolution No. 286-08 on tolerance and diversity

CIVILITY IN THE WORKPLACE

The Board of Commissioners values a civil workplace environment and requires all County employees to treat each other, clients, customers, and visitors with respect and dignity. Incivility, bullying, and disrespectful attitudes are counter to behavior that contributes to a healthy and satisfying workplace and will not be tolerated.

As with our policies that prohibit harassment, discrimination, and violence, allegations of a violation of this policy will be promptly investigated and the effect of the behavior, not the intent of the individual who violates this policy, will determine whether disciplinary action is taken. Unintentional violations can be as harmful as intentional ones.

The following behaviors are examples of prohibited conduct:

- **Verbal:** ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the butt of jokes; threatening, abusive, and offensive remarks.
- **Gestures:** non-verbal gestures or facial expressions which convey a disrespectful message.
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities.
- **Physical:** all forms of physically aggressive behavior are prohibited under this and the Workplace Violence Policy.

Workplace incivility, bullying and disrespectful attitudes do not include:

- All interpersonal conflicts or disagreements.
- Appropriate use of performance management tools and procedures.
- Appropriate use of workplace discipline.

To promote civility among employees, productive work relationships and high-quality customer interactions:

1. Resist the urge to jump to conclusions about people and their motives. Go to the source, get the facts and then decide.
2. Remember to say “please” and “thank you”.
3. When credit and compliments come your way, spread them around to all who helped.
4. Promise only what you can deliver. If what you deliver falls short, explain why.
5. When things go wrong, resist the urge to assign blame—focus on fixing the problem.
6. Don’t participate in gossip and spreading rumors.

ANTI-HARASSMENT POLICY

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is behavior that is offensive, impairs morale, undermines the integrity of employment relationships, and causes serious harm to the productivity, efficiency, and stability of our organization.

Harassment on the basis of an employee's race, color, religion, gender (all forms of gender harassment are covered; men or women can be sexually harassed by others of their own gender or the opposite gender), national origin, age, sexual orientation, gender identity, disability that can be reasonably accommodated, veteran status, or genetic information is expressly prohibited under this policy.

Furthermore, in our increasingly diverse workplace, we will not tolerate harassing conduct on any basis. Disrupting, intimidating, or offensive behavior by or directed to managers, supervisors, co-workers, or non-employees such as clients or vendors is unacceptable. Any employee found to have engaged in such conduct will be subject to discipline up to and including removal.

You are encouraged to report any knowledge of harassment occurring in the workplace. If you are being harassed, you have a right and an obligation to ask harassers to stop offensive behavior. Supervisors are expected to foster a workplace that is free of harassment.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment.

Harassment

Harassment means persistent and unwelcome conduct or actions on any of the bases listed above. Personality conflicts are not to be construed as harassment. If the individuals involved in the conflict are unable to resolve it between themselves and the conflict is disruptive to an employee or the workplace, report the conflict to their immediate supervisor for resolution. Harassment on any basis exists whenever:

1. submission to or rejection of the conduct is made (either explicitly or implicitly) a term or condition of an individual's employment, or is used as a basis for employment decisions affecting the individual, or
2. the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

(more)

Complaint Procedure

Promptly notify your supervisor/department head or agency director. If the harasser is in your line of direct supervision, contact Department of Human Resources.

You are strongly urged to put your complaint in writing in order to more quickly begin the investigation.

An impartial investigation will be initiated promptly.

The parties of the complaint will be notified of the findings and their options.

If you are dissatisfied with the outcome, you may submit a written appeal to the Director of the Department of Human Resources or the County Administrator within 14 calendar days of receipt of the above determination.

The Director of the Department of Human Resources or the County Administrator will review all documentation and materials and make a final determination within 10 working days of receiving your appeal.

Consequences

An employee who is found to have engaged in harassment will be subject to discipline up to and including removal.

The harasser's intent is not a mitigating factor in determining the appropriate corrective action.

References and Related Comments

While any overt or covert act of retaliation is prohibited, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including removal.

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA prohibits discrimination against persons with disabilities and provides for reasonable accommodations to remove barriers, so that people with disabilities can earn a paycheck and employers can have productive workers. The County Commissioners are committed to making Board of Commissioners services, programs, and activities accessible to persons with disabilities. Reasonable accommodations remove obstacles to employment that prevent persons with disabilities from applying for and performing jobs. These barriers may be physical impediments, such as inaccessible facilities or equipment, or inflexible rules, such as when or how a job is performed.

To be eligible for a reasonable accommodation under this policy, you must be qualified to perform the essential functions of your position and have a qualifying physical or mental impairment that limits you in performing major life activities. If you require an accommodation to perform your job, please contact management in your agency. If your request is not resolved at your agency level, contact Department of Human Resources for resolution.

If you believe that your request has been unfairly denied, you may file an appeal (see below).

Request for Accommodation

Make an ADA request for accommodation with supporting medical documentation to your supervisor or agency management.

If the ADA request is not resolved at the agency level, then bring your accommodation request to Department of Human Resources.

Accommodation Appeal Procedure

Step 1: Turn in your written appeal to have your accommodation request reconsidered (with name, address and telephone number) within fifteen (15) working days of the alleged discrimination to Department of Human Resources.

Director of the Department of Human Resources,
Board of Commissioners
373 S. High Street
25th Floor
Columbus, OH 43215-4543
525-6224

Department of Human Resources will reply in writing to you within ten (10) working days.

The parties to the accommodation appeal will be notified of the findings and their options.

(more)

Americans With Disabilities Act (ADA)

Step 2: If you are not satisfied with the Step 1 response, within ten (10) working days you may forward the appeal to:

Deputy County Administrator,
Resource Management
Board of Commissioners
373 South High Street, 26th Floor
Columbus, Ohio 43215

If you are asked to provide supporting medical information use the County's Medical Certification form. Turn in the completed form to the County's Department of Human Resources.

Board of County Commissioners Policy Number: BOC-11.01

The Deputy County Administrator will convene an ADA Committee (with the HR Director and the agency director) to review the appeal and recommend action within ten (10) working days of the meeting.

The Deputy County Administrator will provide the final decision to you within ten (10) working days. A record will be maintained of all actions taken on each step of the accommodation request.

You may download a form from HR Documents or request a form from your payroll officer or from Department of Human Resources.

Your medical information will be kept confidential and Department of Human Resources will coordinate with county administrators involved in the accommodation process.

CONFIDENTIALITY

Confidentiality affects us as employees in two ways. First, we are required to treat information we receive while at work as confidential. Even though information or a document may be deemed a public record, disclosing information must be done in accordance with the County's Public Records Policy. Also, if we were to take personal advantage of information gained in the course of our jobs, this might create a conflict of interest violating the County's Ethics Policy.

Second, we want to know that information about us is kept confidential by the County. As public employees, much of the information related to us is part of a public record. However, the County is required to keep our Social Security numbers and medical information confidential. To help accomplish the maintenance of confidentiality of medical information, any medical certification documents should be submitted directly to Department of Human Resources where they will be maintained in a locked file, separate from your personnel file.

The Americans with Disabilities Act (ADA) and Family and Medical Leave Act (FMLA) require the County to treat your medical information as confidential except in the following situations:

- supervisors and managers may be informed regarding necessary restrictions on your work or job duties and necessary accommodations,
- supervisors and managers may be provided sufficient information to assist them in managing the use and designation of leave,
- first-aid and safety personnel may be informed when appropriate if your physical or medical condition might require emergency treatment, and
- government officials investigating compliance with the ADA or FMLA must be provided relevant information on request.

You do not need to tell your operational managers details of your medical condition. Again, medical certification documents (i.e., a doctor provided return to work note, etc.) go to Department of Human Resources.

Your voice mails, emails, and other electronic communications at work are not considered to be private, nor is your work area private, since there may be occasions when the County needs to have access to your office, desk, computer, or telephone.

PUBLIC RECORDS

Ohio's Public Records Laws ensure public access to public records and are a means to provide trust between the public and your office. Essentially any record created, received or maintained in Franklin County, with a few specific exceptions, is a public record.

A record can be on paper or microfilm, electronic on your computer or in a database, accessed through your website, or on a hand-held device such as a cell phone or Blackberry. Basically anything created, received, stored or maintained on or in county-owned equipment or supplies can be considered a public record. Records include files, letters, reports and memos as well as emails, text messages, phone logs, and phone messages. Keep in mind that if you conduct County business on your personal phone or computer, those records could also be considered to be public.

Public records should be maintained in a manner that provides for prompt inspection and copying within a reasonable amount of time during the agency's regular business hours. Your supervisor or director will advise you as to what records might be considered confidential. Additionally, no public records should ever be destroyed without following approved procedures, including completing the proper form documenting public record destruction.

There are a few specific exceptions in public record laws, and employees are not expected to know every exception to the definition of a public record. If you are presented with a public records request and are unsure how to proceed, tell the person making the request that you will forward it to your supervisor. Others who have been trained in Public Records Law will be responsible for releasing information.

The Board of Commissioners has passed a policy regarding public records. This policy requires that a "Public Records Policy" poster, which generally describes the availability of public records, be displayed at every location in which the public may access the records.

References and Related Comments

BOC Resolution No. 895-07 Public Records Policy

NEPOTISM

The County seeks to conduct hiring and supervision in a manner which enhances public confidence in government and prevents situations which give the appearance of partiality or a conflict of interest. Prospective employees should be referred to the Human Resources Department for consideration.

The hiring of an employee's relative is permitted provided the individual possesses the requisite qualifications for employment. However, related persons will not be placed in areas which require an employee to direct, review, or process the work of his or her relative.

Employees who marry or become members of the same household may continue employment in the same agency as long as there is not:

- a direct or indirect supervisor/subordinate relationship between the employees; or
- an actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the agency will attempt to find a suitable position within the agency to which to transfer one of the affected employees. If accommodations of this nature are not feasible, the employees will be permitted to determine which one will resign.

COMPENSATION ADMINISTRATION

The Franklin County Board of Commissioners endeavors to pay compensation in a manner that is nondiscriminatory and competitive. Additionally, all compensation policy decisions must take into consideration the County's overall financial condition and competitive position.

The Department of Human Resources is responsible for coordinating the internal review of all compensation and making sure that each job is evaluated and assigned a job grade and salary range in accordance with the established compensation pay structure.

Compensation for bargaining unit employees is governed by wage provisions of the pertinent collective bargaining agreement.

GOING GREEN

The County Commissioners are strongly committed to workplace practices that increase environmental sustainability. All workplaces have some environmental impact, through the products they purchase, the energy and water they use, the transportation associated with employee commutes, and many other factors. Similarly, the health of a business is often contingent upon a healthy environment and the availability of abundant natural resources. By improving the environmental performance of our work activities, we help to ensure a clean and healthy environment for future generations, as well as a healthy and more efficient economy.

Board of Commissioners agencies are already engaged in a number of Green initiatives including recycling, duplex copying, electronic documents, turning off lights and idle equipment, and using recycled paper, among others.

We recognize that real progress in environmental stewardship is made through long-term commitment. Specifically, we will integrate environmental and social awareness into our decision making, and incorporate it, where appropriate, as part of our review of programs and processes.

Currently, we seek input that involves staff at all levels of our organization to suggest improvements, ranging from minor adjustments to more involved programs. We will support this endeavor by helping all of us to become more educated about conservation.

References and Related Comments

See *BOC Resolutions No. 683-06, No. 435-08, and No. 928-08.*

Section II

Employment Related

APPOINTMENT CATEGORIES

The Franklin County Commissioners generally hire employees into one of three types of appointment categories: regular, temporary, or seasonal. The categories are important because they may have different requirements for the receipt of certain benefits, especially those dealing with probationary periods, holiday leave, layoff rights, and promotion/transfer/reinstatement rights.

Regular Appointments

These have no time limits set on the length of employment, after the employee completes a probationary period. They may be full-time or part-time.

Some positions are designated as “unclassified” and these employees serve at the pleasure of the Commissioners and have no appeal rights to the State Personnel Board of Review (SPBR).

Full-time employees work 2080 hours per year.

Part-time work has fewer hours than the standard full-time week, but at least 520 hours per year.

See ORC 124.11. Includes department heads, limited direct support staff to the Commissioners, and others who are directly responsible to them and who hold a fiduciary or administrative relationship to them.

Temporary Appointments

These appointments are used to fill temporary positions or permanent positions that are only temporarily vacant. They are unclassified. No time in a temporary appointment can be counted as a part of the probationary period in a later appointment to a permanent position.

Intermittent Appointments are made to positions that require an employee to work on a continuing irregular and unpredictable schedule, but generally less than 1000 hours in a fiscal year.

- Serve at the pleasure of their appointing authority (unclassified).
- No layoff rights.
- Not eligible for promotion, transfer, reinstatement.
- Not eligible for benefits that apply only to employees in a regular appointment.
- Typically last no longer than 120 days.

- Not eligible for benefits that apply only to employees in a regular appointment.

Seasonal Appointments

These are for positions that are not continuous throughout the year, but the need for them recurs year after year. They are unclassified positions.

Includes college interns.

References and Related Comments

Regular (both full-time and part-time) and seasonal employees receive holiday pay for the portion of the holiday they are regularly scheduled to work. Temporary employees do NOT receive holiday pay unless they are normally scheduled to work on the holiday.

PRIOR SERVICE CREDIT

If an employee was previously employed with any Ohio state, county, or city government agency, he or she may receive credit for prior service as applicable under the Ohio Revised Code.

Counting your prior public service may make a difference in computing your vacation leave. Bring the completed Adjusted Service Credit form (from your New Hire Packet) to orientation on your first day of work. Give the form to the Department of Human Resources personnel officer who will verify any prior service.

Retirees from county, state or city government may be rehired by Franklin County; however the retiree will not receive credit for prior service.

PROBATIONARY PERIODS

To provide a newly hired employee the opportunity to adequately learn the job and demonstrate his/her ability to perform the job, the Board of Commissioners has established a 180 calendar day probationary period for all non-bargaining employees. Time spent on leave of absence without pay shall not be counted as part of the probationary period. Probationary periods shall be extended by an equal number of days the employee spent in no-pay status.

During a probationary period, employees are evaluated on two occasions, mid-probation and again toward the end of the probationary period. You are encouraged to seek feedback from your supervisor during your probationary period and throughout your term of employment.

Bargaining unit employees are governed by provisions of their collective bargaining agreements. NOTE: Bargaining unit employees may have different lengths for their probationary period. Refer to the appropriate collective bargaining agreement for specific details.

Upon promotion, employees serve a probationary period to assure adequate assessment. The length of the promotional probationary period is dependent upon the type and classification of the position to which an employee is promoted.

Probationary Removal/Demotion

An employee may be removed or reduced in his/her classification at any time during the employee's probationary period.

PERFORMANCE REVIEWS

Performance reviews are meant to objectively, fairly, and impartially evaluate the job performance of all employees.

For a performance review to be an effective tool, the process must be viewed by all employees as fair and objective. In order for this to be realized, employees and their immediate supervisors must take an active role in the performance review process. Performance reviews are used by supervisors to:

- Work towards attainment of the Franklin County Core Principles and Agency goals.
- Inform the employee of strengths, weaknesses, and progress.
- Improve performance and productivity.
- Develop employee skills.
- Recognize accomplishments and good work.

Performance Monitoring

Appraising performance should be a continuous process. Employee performance should be observed, monitored and recorded by the rater throughout the review period. If the employee is not meeting expectations, performance monitoring allows performance deficiencies to be identified early. In that case the supervisor should initiate coaching and training where appropriate. The supervisor should communicate frequently with the employee about their work progress.

Constructive feedback is an important performance management skill and should be used throughout the performance monitoring phase. Feedback provides information that enables employees to make adjustments and correct mistakes. Feedback should be:

- Specific
- Given Frequently
- Timely
- Work-Related

Completing the Performance Review

Immediate Supervisor – Employees will be evaluated by their immediate supervisor. The supervisor may seek input from other supervisors. If an employee receives approximately equal supervision from two persons, both supervisors shall cooperate in and sign the performance review.

In completing the review the supervisor should review:

- the employee position description
- the prior performance review
- work product files
- any written observations of job performance

(more)

Performance Reviews

Board of County Commissioners
Policy Number: BOC-20.04

Special Reviews

These may be conducted at any time when a supervisor deems it necessary to address special performance concerns.

Often it is used to notify an employee of deteriorating job performance.

It could also be utilized when an employee changes positions but it does not result in a probationary period.

References and Related Comments

Completed performance reviews are to be submitted to the Department of Human Resources as soon as they are completed. Human Resources will maintain completed performance reviews in the employees personnel file.

For performance reviews during a probationary period, please see Policy Number BOC-20.03.

PERSONNEL FILES & PERSONAL INFORMATION RULES

Employee files are maintained in the Department of Human Resources. A number of types of documents are maintained and retained in the Department of Human Resources. Personal information as defined by Ohio Revised Code 1347.01 is contained in some of these records. Including, but not limited to:

- Application and Resume
- Payroll Authorization Records
- Performance Evaluations,
- Corrective Action Records,
- OPERS forms completed upon hire,
- Personnel Actions,
- Diplomas, Certificates, and Training Records
- Commendations (documenting exceptional performance of duty or demonstrating an outstanding accomplishment)

A separate confidential medical file is also maintained within the Department of Human Resources.

Access to the personnel files and confidential files is limited to Human Resource Department personnel and supervisory employees who have a legitimate and authorized work-related purpose.

Human Resources updates personal information contained in the personnel files, as needed, and when it is notified of changes by employees, and eliminates personal information about employees from the files it maintains in accordance with the applicable retention schedules and when no longer necessary or relevant to the functions of the Department, such as when an employee terminates employment, retires, etc.

The Human Resources Director shall notify County Administration of any breach of security of personal information in the personnel or confidential files in accordance with Ohio Revised Code Chapter 1347.

References and Related Comments

Ohio Revised Code Chapter 1347

The Human Resources Director ultimately is responsible for maintaining and protecting personnel files and personal information in accordance with Ohio Revised Code Chapter 1347.

The Department of Human Resources takes reasonable precautions to protect personal information from unauthorized modification, destruction, use, or disclosure by storing personnel files in a locked room and/or locked filing cabinet. Electronically stored personal information is maintained on a password protected program with controlled access.

Employees may review their personnel files. However, since it is critical that files and their contents remain in the Department of Human Resources, you need to make an appointment to review the file. The file will be reviewed in the presence of a designated representative of the Department of Human Resources.

Violation of this policy shall be deemed as grounds for disciplinary action.

CHANGE OF EMPLOYEE INFORMATION

It is important to maintain up-to-date employee records. Please notify your Agency/Department payroll officer within seven (7) days of any relevant changes. Your payroll officer will notify the Department of Human Resources.

These changes include:

- Name
- Address
- Telephone number
- Emergency contact
- Marital status
- Beneficiary designations
- Addition or deletion of dependents

Section III

Benefits

INSURANCE BENEFITS

As authorized by section 305.171 of the Ohio Revised Code, the Board of Commissioners offers a comprehensive employee benefits package. Benefits are provided through the Franklin County Cooperative Health Benefits Program and administered by the Benefits and Risk Management Department. The County Prosecutor supplies legal guidance.

As a benefits eligible employee, you automatically receive the following benefits at no cost:

- Basic Group Term Life and Accidental Death & Dismemberment
- Employee Assistance Program

In addition, you have the opportunity to elect the following benefits package with program costs shared between you and the Board of Commissioners.

- Medical
- Prescription Drug
- Behavioral Health
- Dental
- Vision

Optional Group Term Supplemental Life coverage is available with the full share of the cost paid by you through payroll deduction.

With the exception of Basic Group Term Life and Accidental Death & Dismemberment, benefits are available to your dependents as well as yourself (see list of eligible dependents).

Enrollment in the benefits program or changes to your existing enrollment are only permissible at the following milestones and strict enrollment windows are enforced:

- | | |
|------------------------|--|
| • New Hires | Must enroll within 30 days of the date of hire. |
| • Qualified Life Event | Must enroll or request coverage changes within 30 days of the life event. A life event includes but is not limited to marriage, birth, divorce, loss of coverage, etc. |
| • Open Enrollment | Must enroll or request changes within the published Open Enrollment dates. |

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If benefits for you or your dependent ends, health coverage may be continued for a period of time as allowed by the Consolidated Omnibus Budget Reconciliation Act or COBRA. You pay the full cost of COBRA premiums. Life insurance coverage may also be continued through the life insurance carrier. In order to continue health and life benefits, you must adhere to strict enrollment requirements so it is imperative that you investigate your opportunities before or very soon after your employment ends.

For more information:

- Visit the Benefits & Risk Management Department
- Refer to the Franklin County portal or Benefits & Risk Management website
- Call 614-525-5750 or 1-800-397-5884
- Email to benefits@franklincountyohio.gov

The Board of Commissioners encourages you to learn about the benefits available, engage in the many wellness initiatives, and become a responsible consumer of health care services.

For a detailed explanation of the Franklin County health benefits navigate to <http://bewell.franklincountyohio.gov/benefits/program-descriptions.cfm>.

Health and Life Benefits

Benefits eligible employee: A regular full-time employee scheduled to work at least 30 hours per week.

If an employee transitions from part-time to full-time status, the employee will be treated as a new hire for enrollment purposes with the first day of full-time employment acting as the date of hire.

Coverage effective date: For a new hire, coverage begins the first of the month after thirty (30) calendar days from the date of hire. For Qualified Life Events, coverage typically begins the date of the event, with the exception of marriage, which is the first of the month following the event. Coverage changes requested during Open Enrollment are effective as specified in the Open Enrollment

All new hire enrollments are performed through the Franklin County Cooperative's online enrollment system.

Changes made subsequent to a Qualified Life Event or during Open Enrollment are also performed online.

Beneficiary designations are maintained in your online enrollment records and can be changed at any time.

Insurance Benefits

Board of County Commissioners Policy Number: BOC-30.01

materials distributed each year.

(more)

Health benefits are offered as a 'package'. If health benefits are elected, all of the following coverages are elected, i.e. dental only cannot be elected or medical and prescription drug only cannot be elected.

- Medical
- Prescription drug
- Behavioral health
- Dental
- Vision

Basic Life and Accidental Death & Dismemberment as well as Employee Assistance Program (EAP) benefits are provided to all benefits eligible employees, regardless of whether enrollment in the health benefits package is requested.

Optional Supplemental Group Term Life is also available even if enrollment in the health benefits package is declined.

When coverage for a dependent is requested, documentation verifying the dependent's eligibility will be required. For example, in the event of a birth, we will require either a birth certificate, crib card, letter from the hospital, etc.

- Prescription drug benefits encourage the use of generics whenever possible and include both retail and mail order options.
- Behavioral health benefits provide coverage for the treatment of chemical dependency and mental health issues in both inpatient and outpatient settings.
- Dental benefits promote preventive and restorative care, including routine exams, cleanings, and x-rays, as well as, basic, major restorative procedures (crown, bridge, dentures) and orthodontic services.
- Vision benefits provide coverage for exams, lenses, frames, and contact lenses.
- Accidental Death & Dismemberment doubles the amount of insurance payable when death results from an accident. It can also pay a partial benefit in the event of severe injury such as loss of a limb, eyesight, quadriplegia, etc.
- Optional Supplemental Life coverage requests may be medically underwritten based upon the guidelines of the program.

Eligible dependents include:

- Spouse
- Domestic partner
- Children under age (Children may be natural, step, adopted, placed for adoption, ward, child of domestic partner, dependent per a Qualified Medical Child Support Order, or dependent children of a qualified dependent child.)
- From age 26 up to 28, unmarried children who are Ohio residents or at an accredited institution of higher learning, not employed by an employer that offers any health benefits, and not eligible for coverage under Medicaid or Medicare (there is an additional premium for children 26 or older).

(more)

Insurance Benefits

Board of County Commissioners Policy Number: BOC-30.01

Changes to health and life benefits are permissible when a Qualified Life Event is experienced.

When an employee no longer meets the definition of a benefits eligible employee, i.e. employment termination, resignation, reduction of hours, etc. or when a dependent is no longer eligible under the provision of the plan, i.e. an ex-spouse or child attaining the limiting age, health and life benefits may be continued.

Life events include:

- Birth
- Divorce
- Child loses dependent status
- Death
- Marriage
- Loss of coverage
- Establishment or termination of domestic partnership
- Legal Separation
- Child becomes a qualified dependent, i.e., adoption, etc.

Health benefits (Medical, Prescription Drug, Behavioral Health, Dental and Vision) can be continued under the provisions of COBRA. 100% of the COBRA premiums are paid by the employee.

When an employee becomes eligible for COBRA continuation, information regarding COBRA rates, time allowed for COBRA coverage and election period is provided.

Life benefits may be continued under the Portability and Conversion provisions of the life insurance plan.

Portability is a less expensive option than Conversion but certain criteria must be met in order to exercise the Portability option.

Notification of the intent to port or convert life insurance must be provided to the life insurance carrier within 31 days of termination of benefits. If after 31 days, the request is denied.

References and Related Comments

ORC Section 305.171

Consult the Franklin County Healthcare Benefits Guide for detailed information.

DISABILITY PROGRAMS

Franklin County offers voluntary group Short Term Disability and Long Term Disability insurance. Both plans are offered at time of hire, at the occurrence of a Life Event, and again during the annual Open Enrollment period for employee benefits. These coverages replace a portion of your income lost due to sickness, pregnancy, or accidental injury that prohibits you from working. Employees can purchase either plan or both plans. The insurance is for the purchasing employee only. It does not apply to other individuals.

The cost of disability insurance is 100% employee paid. The premiums for the coverage are deducted on a “post tax” basis as a bi-weekly payroll deduction.

Both coverages will end at the end of the month upon termination of County employment. Only Long Term Disability Insurance can be converted to an individual policy.

Short Term Disability

Benefits are paid weekly up to 26 weeks, or approximately 6 months after an initial waiting period of 14 days.

Waiting period is 14 calendar days from the onset of the disability applied to illness, injury or maternity leave.

Short Term Disability Benefit Amount

Benefit amount is 60% of your weekly pre-disability earnings.

Pre-disability earnings are the weekly amount you earned immediately before you became disabled. It is your gross (i.e. before earnings are taxed).

Maximum Benefit Amount

\$1,500 per week

Long Term Disability

Benefits are paid monthly up to your normal retirement age after an initial waiting period of 180 days.

Waiting period is 180 calendar days from the onset of the disability or until your Short Term Disability ends.

Long Term Disability Benefit Amount

Benefit amount is 60% of your monthly pre-disability earnings.

Pre-disability earnings are the monthly amount you earned immediately before you became disabled. It is your gross (i.e. before earnings are taxed).

Maximum Benefit Amount

\$10,000 per month

(more)

Waiting Period (Elimination Period)

During both the 14 calendar day and 180 calendar day waiting periods, employees must use any available permissive leave balances.

Donated Leave can also be used in the Waiting Period if the use is in accordance with BOC-44.01.

Employees with the short term disability plan, that do not have sufficient permissive or donated leave to cover the waiting periods will be considered in an Authorized Leave Without Pay status. Please see BOC-48.01

FMLA

Employees anticipating the need for a disability leave must also complete and submit paperwork to request a Family Medical Leave of Absence. Please see BOC-46.01.

FMLA is only for 12 weeks.

Leave Use And Accrual

Employees on approved medical leave utilizing either disability insurance plan will not accrue sick leave or vacation leave during this period. Except for the waiting period, employees will not be required to utilize permissive leave while utilizing either disability plan.

Continuation of Health Insurance

Employees on approved medical leave utilizing either disability insurance plan must make arrangements to pay the employee share of their health insurance in order to maintain coverage.

Please contact your Agency payroll department.

Reduction of Benefit

Your disability benefit is reduced by other income that you are paid during the same disability from other sources, including state disability benefits, OPERS, no-fault auto laws, sick, vacation pay, or other paid leave.

The disability insurance provider will be able to provide additional information.

(more)

References and Related Comments

Questions: Specific concerns regarding this program can be directed to JoinMet at 1-855-564-6638.

** A Certificate of Insurance will provide a more complete description of the Disability benefits provisions, conditions, limitations, and exclusions. If any discrepancies exist between this benefit description and the legal plan documents, the legal plan documents will govern.*

HEALTH AND WELLNESS

The Board of Commissioners is committed to providing a safe and healthy work environment that promotes employee well-being, high performance, and high productivity. To foster these outcomes beneficial to both our employees and the community we serve, the Board of Commissioners offers a variety of wellness programs for employees and their dependents.

Wellness is an active process of becoming aware of and making choices toward a healthy and fulfilling life. According to the World Health Organization, wellness is “a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.”

Wellness is achieved by practicing good health habits and eliminating harmful ones. It requires taking positive control of lifestyle choices. Adopting an orientation toward wellness can contribute to each employee maximizing his or her personal and professional potential.

The Board of Commissioners supports health management programming for County employees and the efforts of the Franklin County Cooperative Health Benefits Program’s Joint Benefits Committee to select and recommend health plans that reinforce and promote healthy choices of employees and their families. The FCCHBP’s wellness program, Thrive [On], seeks to advance the health status of its members toward a state of optimal wellness.

Thrive [On] wellness resources offered include:

- ◆ Biometric screenings
- ◆ Diabetes Prevention Program
- ◆ Mammogram screenings
- ◆ “Lunch & Learn” seminars
- ◆ Weight management activities
- ◆ Influenza inoculations
- ◆ Tetanus (tdap) boosters & tuberculosis testing for at-risk populations
- ◆ Tobacco cessation support
- ◆ Stress management activities
- ◆ Walking clubs
- ◆ Nutrition education
- ◆ Financial planning seminars
- ◆ Volunteer opportunities with community organizations

Information on health programs and resources will be posted online on the Franklin County Employee Intranet Portal, health & wellness bulletin boards, and additional methods of communication across Franklin County. For more information about Thrive [On], contact the Department of Benefits & Risk Management at 614-525-5750.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Board of Commissioners is committed not only to your physical well-being but to your emotional and financial health as well. To support this 'total health', EAP services are made available to all benefits eligible employees, their dependents and any individual residing with the employee.

Each year, one out of five employees faces a significant problem that disrupts life at home and reduces productivity at work. The EAP provides assistance with a number of these life challenges including:

- Aging Issues and Elder Care
- Balancing Work and Family
- Behavioral Health Issues
- Child Care, Daycare, and Parenting
- Chronic Illnesses
- Dependencies (alcohol, drug, gambling, etc.)
- Education, Personal Development
- Fitness and Weight Control
- Interpersonal Skills – Family, Co-workers
- Loss and Grief
- Separation or Divorce
- Stress and Coping with Change
- Family Violence

In addition, consultation services are provided for financial concerns and legal issues. The EAP can make available resources for various types of financial issues. An initial consultation with an attorney is allowed at no cost and if retained, the attorney's normal rate is discounted.

- Financial Planning
- Taxes and the IRS
- Retirement and College Savings Planning
- Legal Issues – Debt, Wills, Mortgages, etc

A vast amount of information regarding a full range of topics is available at www.liveandworkwell.com. Legal forms such as affidavits, wills, power of attorney forms, can be downloaded from the website and multiple financial tools (from saving for retirement to mortgage payment calculators) are also available.

To schedule a confidential appointment with an EAP provider or to inquire about financial or legal services, call 1-800-354-3950 or visit www.liveandworkwell.com.

Eligibility

See INSURANCE BENEFITS for a definition of a benefits eligible employee and a list of all eligible dependents.

See INSURANCE BENEFITS for information regarding effective dates of coverage.

EAP services are available to all benefits eligible employees, their dependents and members of the household even if enrollment in the health benefits package is declined. (See INSURANCE BENEFITS)

(more)

Employee Assistance Program

Board of County Commissioners Policy Number: BOC-31.02

Conditions of Utilization

EAP services are 100% confidential.

Unless requested in writing by the member, EAP records are not shared with the Franklin County Benefits Office, supervisors or managers and are not maintained as part of an employment record.

Formal or mandatory referrals may be made to the EAP.

In rare instances, when a negative change in performance is observed or a high risk to the employee or those around the employee is present, a formal or mandatory referral may be made to the EAP.

Refusal or failure to attend an EAP appointment under a mandatory high-risk fitness for duty situation is grounds for discipline.

The availability of EAP services does not exempt employees from correcting unsatisfactory performance and maintaining acceptable performance. Supervisors and managers are responsible for addressing unsatisfactory performance.

DEFERRED COMPENSATION

Deferred compensation refers to a tax-deferred supplemental retirement strategy which the employee pays into while working and collects after retirement. The purpose of deferred compensation is to provide employees with a convenient way to save on a regular and long-term basis, thereby providing for their retirement. For employees who are members of a pension plan, deferred compensation offers savings to supplement their pension.

Franklin County has two voluntary deferred compensation plans that are available to employees. Both are qualified Section 457 plans (designated by the IRS) and receive favored tax treatment.

Under a deferred compensation plan, a flat dollar amount or percentage, that you determine, is deducted from your paycheck on a pre-tax basis. The amount of income that can be tax deferred is subject to IRS limitations. Both federal and state income taxes are deferred on your deposits and interest/accumulation until you withdraw funds from your retirement account. Once distribution begins, the distributed monies are fully taxable as ordinary income for federal and state tax purposes. However, at retirement, most people will not have as much taxable income, so the tax rate is often less than the tax rate while the employee is working.

Employees may elect to participate in a Section 457 deferred compensation plan and may choose one or both of two service providers for investment selection and fund administration. Both full-time and part-time employees may participate in these deferred compensation plans.

Service providers:

- The County Commissioners Association of Ohio Deferred Compensation Plan (614-847-0500).
<http://www.ccao.com>
- The Ohio Public Employees Deferred Compensation Program (1-877-644-6457).
<https://www.Ohio457.org>

ADOPTION ASSISTANCE REIMBURSEMENT

The BOC offers financial assistance to full-time employees seeking to become adoptive parents. Employees who choose parenthood through adoption are eligible to receive reimbursement of reasonable and necessary adoption-related expenses. The benefit maximum is:

- \$5000 per adoption in cases of standard adoptions, and
- \$7000 per adoption in cases of special needs adoptions (children qualified with special needs as described under the Title 4 E Program).

Adoptions made through public, private, domestic, international, and independent means are eligible.

Adoption leave benefits are available through the Family and Medical Leave Act Benefits. Refer to the County's FMLA Policy. Assistance with the adoption process may be obtained through the EAP.

Eligibility

- **You:**

must be a full-time employee and have completed your probationary period.

If you and your spouse or domestic partner both work for Board of Commissioners, the benefit maximum may not exceed \$5000 for the adoption (\$7000 for a special needs adoption).

- **Child:**

must be under 18 years of age.

may be biologically related to either parent.

Intra-family adoptions are included on a one-time basis. For example, step-parents may receive a benefit under this policy for adopting their stepchild or stepchildren, but the benefit may be accessed only one time for the adoption of stepchildren. (Includes domestic partner's children, grandchildren and other family-member adoptions.)

If you are separated from employment before you receive reimbursement, you are no longer eligible.

Reimbursable Expenses

Upon finalization of the adoption, eligible adoption-related expenses will be reimbursed to a maximum of \$5000 (or \$7000 for a special needs adoption) including:

- Agency and placement fees
- Attorney fees, other legal fees and court costs

Not all expenses are eligible. Specifically excluded are:

- Medical exams for the adopting parents
- Costs of personal items such as clothing, food, furnishings
- Expenses incurred while not an employee

(more)

- Medical expenses related to the child's birth
- Medical maternity expenses for the child's biological mother not covered by insurance
- Required medical expenses for the child prior to adoption
- Temporary foster care expenses incurred prior to placement
- Immigration fees
- Immunization costs
- Translation services
- Transportation and lodging expenses related to the adoption

Applying for Reimbursement

Upon finalization of the adoption, provide to the BOC Human Resources Department, a completed Request for Adoption Expense Reimbursement form along with itemized receipts for eligible expenses and certified copies of original court or agency documents.

Request for Adoption Expense Reimbursement form is available on the BOC Human Resources website at www.franklincountyohio.gov/commissioners/hr.

Retain copies of the documents you submit, documents provided to BOC Human Resources will not be returned to you.

References and Related Comments

According to IRS regulations, employer provided adoption benefits are a non-taxable benefit up to prescribed amounts and provided your adjusted gross income is below an established maximum. To determine if your adoption assistance benefit is tax-exempt, visit www.irs.gov for current non-taxable benefit maximums and consult with your tax advisor.

If you are eligible to receive adoption financial assistance from any governmental or private agency for the adoption for which you applied for adoption reimbursement, the amount for which you are eligible (whether applied for or not) will be deducted from the adoption reimbursement you are eligible to receive from the County.

You may NOT be reimbursed for expenses that are covered under any health insurance plan or for expenses already covered under another adoption reimbursement plan.

If you resign, retire, or are separated for a reason other than job abolishment or layoff, you must repay the adoption reimbursement paid by the County for an adoption completed less than one (1) year prior to the date of your separation.

Section IV

Leave Benefits and Paid Time Off

VACATION LEAVE

Vacation leave is a paid leave that provides an employee an opportunity to take time away from work to relax and be refreshed. Full-time employees accrue vacation leave based upon their number of years of service with Franklin County and/or other political subdivisions of the state of Ohio. The accrual rate is computed based upon hours worked per pay period. If fewer than 80 hours are worked in a pay period, the hours accrued are prorated. Hours over 80 per pay period are not computed for vacation purposes. Vacation leave is earned while you are in an active pay status. If you are on an approved unpaid leave of absence, you do not accrue vacation hours, although your unpaid leave time counts towards service credit, which impacts your accrual rate.

If you have less than one year of service you do not earn vacation leave. Upon one year of service, you are entitled to 80 hours of vacation leave.

Turn in requests for vacation leave to your immediate supervisor on a Request For Leave form. Vacation requests require prior approval by management. The Board of Commissioners encourages you to take vacations and encourages supervisors to promptly approve vacation requests when your absence will not seriously disrupt normal operations of the department.

Accrual

Less than one year of service	No Vacation	
1 year of service but less than 5 years	3.1 hours bi-weekly	80 hours /year (10 days)
5 years of service but less than 10 years	4.6 hours bi-weekly	120 hours/year (15 days)
10 years of service but less than 15 years	6.2 hours bi-weekly	160 hours/year (20 days)
15 years of service but less than 20 years	6.9 hours bi-weekly	180 hours/year (22.5 days)
20 years or more of service	7.7 hours bi-weekly	200 hours/year (25 days)

(more)

Vacation

Board of County Commissioners Policy Number: BOC-40.01

When you move to the next level of vacation accumulation, your vacation balance for that level will be increased appropriately, plus you will start accumulating vacation at the increased rate.

- at 5 years, 40 hours are added to your balance
- at 10 years, 40 hours are added to your balance
- at 15 years, 20 hours are added to your balance
- at 20 years, 20 hours are added to your balance

Unused vacation leave continues to accumulate up to a maximum level. The maximum leave on your anniversary date is three (3) years credit at your current accrual rate. The accumulated vacation leave balance may exceed this maximum during the subsequent year, however, a balance not to exceed three (3) years credit can be carried forward at your next anniversary date.

Upon your anniversary date, any balance over the maximum amount will be forfeited.

References and Related Comments

Vacation is not available for use until it appears on your pay stub. Requesting leave in the same period it is earned could result in an unauthorized leave without pay.

Bargaining employees are governed by the provisions of their collective bargaining agreements.

If you transfer between BOC agencies, your vacation balance goes with you; however, you must resubmit any vacation requests to the new supervisor for approval.

When you leave your job you will be paid for accrued vacation balance (up to the maximum allowed – see above).

HOLIDAYS

Holidays are granted to provide paid time off from work in observance of persons and events significant to our country's history and culture.

The following holidays are regularly observed and paid if you are a full-time County employee:

1. The first day of January (New Year's Day)
2. The third Monday in January (Martin Luther King Day)
3. The third Monday in February (President's Day)
4. The last Monday in May (Memorial Day)
5. The fourth day of July (Independence Day)
6. The first Monday in September (Labor Day)
7. The second Monday in October (Columbus Day)
8. The eleventh day in November (Veteran's Day)
9. The fourth Thursday in November (Thanksgiving Day)
10. The twenty-fifth day of December (Christmas Day)
11. Any holiday (**not** day of mourning) designated by Governor or President

Eligibility

All full-time regular employees in an active pay status (actual work and/or paid leave) on the normal workday before the holiday are eligible for holiday pay.

Employees who are covered by union contracts need to refer to their collective bargaining agreement for any other requirements or qualifiers concerning eligibility.

Temporary and seasonal employees do not receive holiday pay, unless they are normally scheduled to work on the holiday.

Part-time employees are only paid holiday pay for that portion of any holiday they would normally have been scheduled to work.

Observance

If a holiday falls on Saturday, the Friday immediately before the actual holiday will be observed.

If the holiday falls on Sunday, the Monday immediately after the actual holiday will be observed.

(more)

Overtime Pay for a Holiday

If you are eligible for overtime pay and are required to work on a holiday, you are entitled to pay for such time worked at 1 ½ times your regular rate of pay **in addition** to holiday pay.

SICK LEAVE

Sick leave is a paid leave that provides a safety net to continue your income during periods of your own or immediate family member's illness and recovery. Use may be monitored and investigated. If you are sick – and especially if you are contagious – please stay home and use your sick leave. For other occasions, balance your decision to use sick leave between maintaining your health and preserving your safety net.

Full-time employees are credited with 4.6 hours of sick leave for each pay period on active pay status with the County (non-bargaining, part-time employees are credited proportionately, and part-time employees covered under a union contract need to check that contract). If fewer than 80 hours are worked in a pay period, the hours accrued are prorated. Hours over 80 per pay period are not computed for sick leave purposes. Unused sick leave continues to accumulate at that rate without limit and is paid at your rate of pay at the time the leave is taken. Sick leave is used in $\frac{1}{4}$ hour increments, and cannot be used to put you into an overtime situation.

Eligible Uses

Illness or injury of yourself or an immediate family member (supervisor may require medical certificate requiring your presence to care for family member).

Immediate family for sick leave purposes includes mother, father, sister, brother, spouse, domestic partner, child, spouse or domestic partner's child, grandparent, grandchild, mother- or father-in-law, sister- or brother-in-law, son- or daughter-in-law, legal guardian, or other person who stands in place of a parent.

Work-related injury: if you are eligible for Workers' Compensation benefits, you must choose between those payments and sick leave payments. You may not receive both for the same time period.

If you choose sick leave payments, you may be eligible for reimbursement of a portion of the sick leave hours. You must apply for the reimbursement within three months of returning to work. Contact your payroll officer.

Death of immediate family member – time may be used as an extension of bereavement leave.

Not to exceed two (2) days.

Medical, dental, psychological, or optical examination or treatment of yourself or an immediate family member.

(more)

Sick Leave

Board of County Commissioners Policy Number: BOC-42.01

Your exposure to a contagious disease that could jeopardize yourself or others.

Notification

If you are unable to report to work, follow your departmental work rules or contract provisions.

- They will tell you whom to contact; otherwise, contact your supervisor or designee.
- They will tell you when to make contact; otherwise, no later than one hour after your regular starting time.

If you become ill at work, notify your supervisor or designee before leaving the job.

Non- Compliance

Could result in no pay and/or discipline.

Sick leave must be recommended by your supervisor and approved by the department head.

Medical Certification / Return to Work

Your agency management may require that you provide a doctor's note for an absence of three (3) or more days.

Medical certification may be required to justify your use of sick leave.

Find the forms online in HR Documents or get it from your supervisor or payroll officer.

Upon a return from an extended leave, you may need to present a Return to Work form to document that you are able to perform your job duties.

References and Related Comments

Sick leave is not available for use until it appears on your pay stub. Requesting leave in the same period it is earned could result in an unauthorized leave without pay.

If, within the past ten years, you have any prior service with any political subdivision in the state of Ohio, you may receive unused sick leave balances. If you are covered by a union contract, check it for applicable provisions.

You must obtain prior service verification from your previous agency and provide it to the Human Resources Department to have the balance credited to you.

WELLNESS INCENTIVE PROGRAM - SICK LEAVE CONVERSION

The Wellness Incentive program allows full-time employees to convert a specific amount of accrued unused sick leave from the previous twelve-month period (December 1 through November 30) to either a cash payment or to an equal number of Personal Leave hours.

Once the conversion is made, the hours are eliminated from the sick leave balance. Employees who choose to convert sick leave hours to Personal Leave hours must use those Personal Leave hours within the next December 1 – November 30 wellness period. At the end of that period, any unused Personal Leave balance will be deleted and there will be no cash payment for those hours.

The number of sick leave hours that you use in a twelve-month wellness period determines the number of hours that you may be eligible to convert. Sick hours that you used, as the result of a Workers’ compensation claim will NOT be counted “against” you.

This is a voluntary program. Even if you are eligible, you do not have to convert hours; instead, you may keep them as part of your accrued sick leave balance.

Sick Leave Conversion Table

Hours used between Dec.1 – Nov. 30

Hours Converted to Dollars or Personal Leave

Use 8 hours or fewer of sick leave	May convert up to 40 hours
Use between 8.25 hour and 16 hours of sick leave	May convert up to 32 hours
Use between 16.25 and 24 hours of sick leave	May convert up to 24 hours
Use between 24.25 and 32 hours of sick leave	May convert up to 16 hours
Use between 32.25 and 40 hours of sick leave	May convert up to 8 hours

References and Related Comments

This policy is effective beginning December 1, 2012 for the next wellness period.

SICK LEAVE CONVERSION UPON SEPARATION

Under certain circumstances, you may convert a portion of your sick leave accrued balance to a cash payment after leaving County employment. Payment is based on your rate of pay at the time of separation (including resignation, retirement, removal, or lay off). Payment for sick leave on this basis can be made only once to any employee.

This is a voluntary program. You do not have to convert any hours. If you do not wish to convert hours, and if later you become reemployed with the County (within 10 years) or with another public employer (if permitted by that employer), all of your sick leave balance can be transferred. Should you decide to convert hours, you may choose to convert only a percentage or portion of the allowable amount.

Conversion Table

After 8 years of service and up to 18 years of service *

You may convert to cash up to 25% (one-fourth) of your sick leave balance.

After 18 years of service *

You may convert to cash up to 50% (one-half) of your sick leave balance.
(The maximum allowable conversion is 360 days or 2880 hours.)

References and Related Comments

You must provide a written request to your payroll officer both that you want a conversion and percentage you are requesting.

* Includes service time with the state and any political subdivisions.

Tax-Free Deferral Option

You may choose to defer converted sick leave dollars to a tax-deferred account at the time of separation. See Deferred Compensation.

PERSONAL LEAVE

See Wellness Incentive Program for information regarding personal leave.

LEAVE DONATION

Franklin County Board of Commissioners employees who are not covered by a collective bargaining agreement and who are eligible to accrue and use sick leave may participate in a leave donation program.

Collective bargaining agreements containing a leave donation program may provide the option of participating in leave donation with employees covered by other agreements or with non-bargaining employees. If the leave donation is between a non-bargaining employee and a bargaining employee, the provisions of the recipient's (donee's) program will apply.

The leave donation program allows employees to voluntarily provide assistance to co-workers who are in critical need of leave due to a serious illness or injury of that employee or a member of that employee's immediate family. For purposes of this leave donation program only, immediate family is defined as an employee's spouse, domestic partner, child, stepchild, sibling, parent, or person who stands in place of a parent.

Eligible employees can request donated leave. Requests are considered collaboratively by the employee's agency director (operational and eligibility considerations) and the Director of Human Resources (medical considerations). If the request is approved, the employee may receive donated leave up to the number of hours specified, but not to exceed a total of 2080 hours.

The leave donation program is administered pay period by pay period and any leave accrued by the recipient must be used in the next period before using donated leave. Hours donated through the program are on an hour for hour basis.

Application

Submit a written request for leave to your agency director. Your agency director will collaborate with the Department of Human Resources Director in the approval process. Your director will examine several factors including whether you have:

- a history of sick leave abuse;
- no accrued leave;
- been approved to receive other state/county paid wage related benefits; and
- applied for any paid leave, workers' compensation, or benefits program for which you are eligible.

(more)

Provide a supporting Medical Certification to Human Resources. For approval, the Department of Human Resources will determine if the medical condition qualifies as serious.

A serious illness or injury is one that generally requires surgery with a prolonged recovery period, or involves multiple traumatic injuries, or is a serious mental illness, or is life threatening. Examples include heart attack, certain cancer conditions, and organ transplants.

Normal pregnancies, chronic conditions, and short-term acute conditions are not considered for leave donation.

Donor Eligibility

Must be an active employee during the pay period leave is donated.

Complete Donor Application form specifying the recipient.

Donate leave voluntarily.

Donated leave will not be returned.

Follow guidelines for donation amount and maintained leave balance.

- Donate a minimum of eight (8) hours; and
- Retain a sick leave balance of at least eighty (80) hours – during all cycles of the donation process. Otherwise, specify other types of paid leave to be donated (i.e., vacation, compensatory, personal).

May not receive money or any other consideration for your donation.

References and Related Comments

Employee must return to work as soon as the medical condition necessitating the use of donated leave permits.

Donated leave is considered sick leave, but it cannot be converted into a cash benefit or used for the Wellness Incentive Program.

Donated leave does not count toward completion of the probationary period of an employee who receives the leave during his or her probationary period.

OVERTIME, COMPENSATORY TIME, AND ADMINISTRATIVE LEAVE

The federal Fair Labor Standards Act (FLSA) requires that most employees be paid overtime at the rate of one-and-one-half times their regular hourly rate for all hours worked over 40 per week. These employees are non-exempt for FLSA purposes.

Some executive, professional, and administrative employees are exempted from that FLSA requirement.

Non-Exempt Employees (overtime eligible)

- are paid overtime for hours actually worked in excess of forty (40) hours per workweek.
- require prior approval by the agency director or designee to work more than 40 hours per workweek; unless circumstances prevent obtaining approval.
- may elect compensatory time in lieu of overtime pay.

- will be paid for any compensatory time balance when they leave Board of Commissioners employment.

Hours worked do **not** include lunchtime, vacation, sick, and personal leave; hours worked includes paid holidays.

Unapproved overtime will be paid; however, you may be disciplined for putting that obligation on the Board of Commissioners without prior approval.

1 ½ hours of comp time is given for every hour worked in excess of 40 hours per workweek.

Time must be used within 180 days after being earned or it will be converted to overtime and paid to you.

Exempt Employees (overtime ineligible)

- receive 1 hour of administrative leave for each hour worked over eighty (80) hours in a pay period.
- may accumulate and use up to 80 hours per calendar (accumulation) year.

- may take administrative leave

Only taken with approval from your supervisor (as evidenced by an approved Request for Leave form).

(more)

Overtime and Compensatory Time

Board of County Commissioners Policy Number: BOC-45.01

- can carry forward unused, accumulated administrative leave to the next calendar year
- will not be paid for hours which are not utilized.
- will start at a balance of zero (0) if reemployed with the Board of Commissioners after having separated with an unused balance of administrative leave.
- may take their administrative leave balance with them to another exempt position in a Board of Commissioners agency.

Any balance carried forward reduces the amount you can accumulate in the current calendar year to achieve your 80 hour maximum.

No payment is made when the overtime-ineligible employee leaves the employment with Board of Commissioners.

References and Related Comments

Compensatory time or administrative time is not available for use until it appears on your pay stub. Requesting leave in the same period it is earned could result in an unauthorized leave without pay.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The County complies with provisions of the federal Family and Medical Leave Act. FMLA functions as a designation rather than a separate type of leave. Any accrued paid leave that you have and use while off on FMLA leave runs concurrently with the FMLA leave, meaning that your accrued leave is not added to extend the 12 weeks of FMLA leave.

FMLA grants eligible employees an entitlement for up to a total of twelve (12) work weeks of **unpaid** leave during any twelve (12) month period for one or more of the following reasons:

1. for the birth and care of your newborn child;
2. for placement with you of a son or daughter for adoption or foster care;
3. to care for an immediate family member (spouse, domestic partner, child, spouse or domestic partner's child, or parent) with a serious health condition;
4. to take medical leave when you are unable to work because of a serious health condition; or
5. for an immediate family member in military service
 - a. Military Family Leave - who is on active duty status or on notification of impending military active duty for "any qualifying exigency" arising out of the active duty or notified of an impending call to active duty status of a spouse, son, daughter, or parent. Applies to service members no longer on active duty status, so long as the injury manifests itself within 5 years of the service member leaving active duty status, or
 - b. Military Caregiver Leave for a spouse, son, daughter, parent or next of kin who is a "covered service member" who is seriously ill or injured - in the line of duty - rendering him or her unfit for duty. A covered service member for this type of leave includes members of both the Regular Armed Forces and the National Guard or Reserves. (This exception permits 26 weeks of FMLA entitlement. Limited to a combined total of 26 weeks. Only 12 of the 26 weeks may be for a FMLA qualifying reason other than to care for a covered service member.)

(more)

- For example Qualifying Exigencies may include:
 - i. Issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice);
 - ii. Making or updating financial and legal arrangements to address covered military members absence;
 - iii. Taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
 - iv. Any other event that the employee and employer agree is a qualifying exigency.

The entitlement period is calculated by measuring forward from the first date of your FMLA leave. You are expected to keep track of the time you take off under FMLA.

Ohio Military Family Leave (OMFLA)

OMFLA allows eligible employees to take up to 10 work days of unpaid leave each calendar year. The employee must be the parent, spouse, or legal (current or former) custodian of a uniformed services member who is called into active duty for a period greater than 30 days or is "injured, wounded, or hospitalized" while serving on active duty.

Unlike FMLA, military personnel serving domestic active duty apply to OMFLA.

Notification for leave use should be two weeks unless the leave is taken because of an injury to a family member.

Definitions

eligible employee: employed by the County:

- for at least 12 months; **AND**
- for at least 1,250 hours during the 12-month period immediately before the start of the leave

(more)

Family and Medical Leave

Board of County Commissioners Policy Number: BOC-46.01

serious health condition: an illness, injury, impairment, or physical or mental condition that involves:

- inpatient overnight care in a hospital, hospice, or residential medical care facility; **OR**
- continuing treatment by a health care provider for more than 3 calendar days or pregnancy; **OR**
- treatment for chronic, permanent long-term, or multiple treatments for non-chronic conditions

Notification Requirements

- **You:**

Turn in a Request for Leave form to your supervisor.

If leave is foreseeable – at least 30 days in advance.
If leave is not foreseeable – as soon as possible.

For a serious health condition, you will be asked to submit an FMLA Medical Certification form.

See Medical Certification and Fitness for Duty for further details on this process.

FMLA Medical Certification form is located on the Department of Human Resources' website at www.franklincountyohio.gov

- **County:**

Will designate leave taken as FMLA leave while leave is ongoing, before you return to work.

If the County is awaiting receipt of the medical certification to confirm the existence of a serious health condition or if the County was not aware of the reason for the leave, leave may be designated as FMLA leave retroactively only while the leave is in progress or within two business days of your return to work.

Will notify you in writing that an absence is being designated as FMLA leave.

OMFLA Notification Requirements

Employees applying for OMFLA will need to submit a copy of the military orders.

Attach a copy of the military orders with the Request For Leave and submit for approval. The request should be submitted two weeks in advance unless leave is requested because of injury or hospitalization while serving on active duty.

Substituting Your Paid Leave for Unpaid FMLA

FMLA permits the County to require you to use your accrued paid leave balances prior to going into unpaid FMLA leave status.

(more)

Family and Medical Leave

For leaves involving the “serious health condition” of an employee or a covered family member, the County requires you to use your accrued sick, vacation and personal leave.

For leaves involving the “family” part of FMLA, the County requires you to use your accrued sick, vacation and personal leave.

For mixed FMLA leaves (part of leave for a serious health condition and part for “bonding” with child), the accrued leave used is prorated.

Interaction with Other Leave Programs

When FMLA leave is used concurrently with Disability Leave (BOC-30.02), the leave policy for that program shall override the requirement of this policy for employees to exhaust all of their accrued leave.

Counting Other Leaves as FMLA

- Paid leave counts (see above).
- Workers’ Compensation may count

Returning to Work

Provide a Fitness for Duty document from your health provider upon your return from FMLA leave for your own serious health condition.

Benefits of Designating Leave as FMLA

Leave for a serious health condition may be taken intermittently or on a reduced schedule if medically necessary.

If you are an eligible employee, you may not be denied FMLA leave if you have:

Board of County Commissioners Policy Number: BOC-46.01

For FMLA leave for a serious illness, you must use your accrued sick, vacation, or personal leave. Once sick leave is exhausted you must use any available vacation or personal leave.

For FMLA leave involving a family member, you must use your accrued sick, vacation, or personal leave. Once sick leave is exhausted you must use any available vacation or personal leave.

Birth moms who take 12 weeks of FMLA generally have only 6 or 8 weeks count as a serious health condition during which time they must use sick leave accruals before using vacation or personal leave. The rest is bonding and adjustment time and only vacation and personal leave may be used. (Birth dads can use accrued sick leave if there is a medical certification.)

The County must properly notify you in writing that the leave will be counted as FMLA leave.

See Medical Certification and Fitness for Duty.

You could be temporarily transferred to an alternative position (equivalent pay and benefits) to accommodate recurring periods of leave.

1. met FMLA’s notice and certification requirements, and
2. not used up your leave entitlement for the year.

(more)

Family and Medical Leave

FMLA protects against loss of job (with very few exceptions) and loss of accrued benefits. Finally, it requires the County to maintain your group health insurance benefits during your period of leave.

Board of County Commissioners Policy Number: BOC-46.01

Contact your Payroll Officer to find out how to continue paying your share of the premium while on leave or upon your return.

You cannot claim entitlement to FMLA leave, after the fact, for any previous absence from work.

References and Related Comments

Time on unpaid FMLA leave is not counted as service time for seniority or vacation rights.

Check with Public Employees Retirement System (PERS) about impact on service for retirement.

NURSING MOTHERS PROGRAM

The Board of Commissioners embraces the federal Fair Labor Standards Act (FLSA), which requires that nursing mothers be allowed to take reasonable unpaid breaks in order to express milk in an acceptable lactation area for up to a year after a child's birth. Breastfeeding has been shown to:

- Reduce risk of health issues for mothers and children;
- Lower health care costs: For every 1,000 babies not breastfed, there are an extra 2,033 physician visits, 212 days in the hospital, and 609 prescriptions;
- Promote earlier return to work;
- Reduce stress related to returning to work;
- Lower absenteeism: One-day absences occur more than twice as often for mothers of formula feeding infants.¹

Reasonable Break Time

Nursing mothers are encouraged to use previously allotted paid breaks, lunch periods, compensatory time, flex time, or leave time to express milk.

Nursing mothers can also choose to use unpaid breaks to express milk.

Supervisors and nursing mothers should be flexible to create a schedule to meet both the mother's needs and agency demands.

Eligibility

Nursing mothers are requested to submit notice to their supervisors stating:

Mothers are eligible for this benefit for up to one year after a child's birth.

1. the approximate times during day when nursing breaks are needed;
2. the method the mother wishes to account for the time (i.e. paid breaks, lunch periods, compensatory time, flex time, leave time).

Nursing mothers should keep supervisor aware of schedule changes for expressing milk.

(more)

Acceptable Lactation Area

Lactation area must be free from intrusion, shielded from view, and securely locked from the inside. Area must also be within close proximity to a sink.

Cannot be a bathroom, even if it is private.

Examples of lactation areas may include the nursing mother's work area (provided it meets the requirements), an empty or unused office, or a lounge area.

Lactation areas should also have comfortable seating and a "DO NOT DISTURB" sign available.

Agencies are not required to designate a location exclusively to being a lactation area. However, it must be available as a lactation area whenever it is needed.

References and Related Comments

¹ For more information, see the Ohio Department of Administrative Services, *Nursing Mothers Policy, Directive No. HR-D-16*

Also, see U.S. Department of Labor Wage and Hour Division Fact Sheet #73

MEDICAL CERTIFICATION AND FITNESS FOR DUTY DOCUMENTATION

There are times when the Franklin County Board of Commissioners will require documentation regarding the medical condition of an employee or an employee's family member.

The Commissioners recognize the confidentiality issues surrounding medical information, so all medical documentation, including medical certifications are to be transmitted directly to the Department of Human Resources.

There are times when the Department of Human Resources and the applicable agency director will have to collaborate regarding the impact of an employee's medical situation. In these situations, medical information may be shared by the Human Resources Department with the agency director. It is also possible that circumstances could require the agency director to share certain medical information with an employee's department or immediate supervisor. The Commissioners will strive to disclose medical information only to those who have a business need to know it.

Situations that could require medical certification include:

- Extensive or frequent use of sick leave
- Request for FMLA for a serious health condition
- Request for donated leave
- Request for an authorized leave without pay
- Request for an accommodation under the ADA

An absence from work for an extended period of time due to your own illness may require you to obtain a document from your health provider indicating that you are able to perform essential job duties. If there are any restrictions (such as a limit on lifting), these need to be specified and a date established for a reevaluation.

Medical Certification Form

1. Obtain a Medical Certification form.

You may download a form from HR Documents or request a form from your payroll officer or from the Department of Human Resources.

2. Give the form to your health care provider to be completed.

Your provider may charge you for completing a form.

Medical Certification and Fitness for Duty

Board of County Commissioners Policy Number: BOC-46.03

3. Turn in the completed form to the Department of Human Resources.

Know and abide by deadlines.

When There Is a Question

Any incomplete medical certification raises questions.

You may be requested to obtain a second medical opinion from a health provider selected by the Department of Human Resources.

If the second opinion differs from that of your health care provider as reflected on the medical certification, you may be requested by the County to obtain a third medical opinion. The decision of the third provider will prevail.

Fitness for Duty

When you and your health care provider agree that you are ready to return to work, notify your supervisor of your return date.

Request your health care provider to provide a release to work or fitness for duty document and turn it in to the Department of Human Resources. (It can be faxed in.)

Occasionally, the documents are not ready when you are to return to work. If so, come to work and Human Resources will work with you to obtain the required documentation.

Remember, give a Request for Leave to your supervisor or director; however, give the Medical Certification to the Department of Human Resources.

Some types of leave have provisions for disallowance if certain deadlines are not met.

If incomplete, the County will request that you have the form completed and provide a deadline date.

A provider representing the County may, with your permission, contact your provider to obtain clarification and authentication of the medical certification.

While you are required to attend this examination, all expenses are paid by the agency.

You will be presented with a list of at least three health care providers and you choose the provider from that list for the third opinion.

This is also paid for by the agency.

This document may be very simple, essentially consisting of a note from your health care provider attesting that you are able to return to work and perform your required duties.

If there are restrictions on what you may do at work, you must submit documentation of this to Department of Human Resources.

BEREAVEMENT LEAVE

The Board of Commissioners recognizes that a time of bereavement is very difficult. To offer support during a time of loss, non-bargaining, full-time employees are provided three (3) days of paid leave upon the death of an immediate family member.

For purposes of bereavement leave immediate family members are defined as mother, father, sister, brother, spouse, domestic partner, child, spouse or domestic partner's child, grandparent, grandchild, mother- or father-in-law, sister- or brother-in-law, son- or daughter-in-law, or other person who stands in place of a parent.

Employees may supplement their bereavement leave with up to two (2) days of accrued leave.

Employees may also use other accrued leaves such as vacation or personal leave upon the loss of a relative, household member or other person not included in the definition of immediate family.

Supervisors are encouraged to be flexible in granting requests to extend leave beyond the paid bereavement leave benefit when operational needs would not be unduly adversely impacted.

MILITARY LEAVE

For any military leave, pay is provided for 22 working days (176 hours) per calendar year. After paid military leave is exhausted, an employee performing uniformed military service may use available vacation, compensatory, or personal time upon request. Then employees will be placed in “Military Leave of Absence without Pay.” The employee will remain in a leave of absence without pay until either the employee returns from uniformed service to an active work status or a new calendar year provides a new paid military leave entitlement.

Employees called to active duty for one year or more receive, from the Board of Commissioners, a yearly cash payment of \$500.00 for each dependent child in each calendar year of active duty. Contact your Personnel Officer to apply for this benefit.

Federal duty (pursuant to an Executive Order or Act of Congress) provides additional benefits after the paid military leave of 22 working days, namely a pay differential, the continuation of payment of the County’s share of health insurance benefits, and payment of basic group life insurance premiums.

Request Leave

Turn in completed Request for Leave first to your agency director who will forward it to the Department of Human Resources.

- Provide copy of your military orders.
- Include on your Request any eligible paid leaves you wish to use after the 22 days of paid military leave is exhausted.

Active Duty Status

Notify your Human Resources Officer of your active duty status. This will serve several functions.

- Start dependent child cash payment process
- Initiate active duty leave (with pay for 22 working days and without pay for remainder of calendar year)
- Obtain your decision about a continuation of health insurance coverage and provide you information on the process

Applies to both state and federal active duty.

Leave time counts as active pay status for seniority. However, unpaid time does NOT count as active pay status to accrue vacation leave and sick leave.

For state and federal active duty, the premium will be fully paid by the employer for the duration of your leave.

(more)

Military Leave

Board of County Commissioners Policy Number: BOC-47.02

- Activate pay differential process when gross military pay and allowances is less than you would have received had you remained on the County payroll – **only for Federal Active Duty**

You must provide a copy of your “Military Leave And Earning Statement” to your payroll officer for each month you remain on military leave.

Return from Active Duty Status

Make a timely application for reemployment to your former or an equivalent position.

You will receive wage adjustments that you would have earned if you had been in an active pay status.

References and Related Comments

See *BOC Resolution 748-07 Active Duty Employees Benefit.*

AUTHORIZED LEAVE WITHOUT PAY (LWOP)

The Commissioners recognize that exceptional circumstances may arise which require an employee to take time off. An example is a new employee becoming a parent before attaining eligibility for FMLA benefits and prior to accruing significant balances of paid leaves.

An employee must exhaust all accrued leave prior to being approved for authorized leave of absence without pay (LWOP) **unless the employee is granted an authorized leave of absence covered under the Disability Programs (please see BOC-30.02).**

Authorized leave without pay requires prior approval which is granted at the sole discretion of the Board of Commissioners. Your agency director or designee may recommend approval to the Board of Commissioners for personal, medical, military, or other reasons subject to final approval by the Board of Commissioners.

- For LWOP of two weeks or less, approval is delegated to your agency's director.
- For LWOP of more than two weeks, approval must be authorized by the Board of Commissioners.

Request LWOP

You may request leave without pay on a Request for Leave form. An extension must be requested prior to the expiration of the leave.

Give the form to your director or designee:

- Provide at least 2 weeks in advance, if possible.
- Include the reasons for the leave.
- Include start of leave and return to work dates.

Approval Considerations

Criteria for considering requests for a leave of absence without pay include the reason, the duration, and the needs of the department and impact on operations.

If the LWOP is for medical reasons, you must furnish a Medical Certification form.

Duration

An authorized LWOP typically will be granted for twelve (12) weeks or less.

Time on LWOP shall not be counted as time in service for purposes of determining seniority or vacation rights. Time in authorized LWOP status runs concurrently with FMLA leave, if applicable.

(more)

Authorized Leave Without Pay (LWOP)

Board of County Commissioners Policy Number: BOC-48.01

Leave may be extended beyond twelve (12) weeks.

Requires written recommendation of the agency director and with the approval of the Board of Commissioners.

If you cannot return to work within twelve (12) weeks due to a medical or disabling condition, a disability separation may be processed.

See Disability Separation/Retirement/Reinstatement.

LWOP for medical purposes typically does not exceed six (6) months. Generally, you need to provide medical certification documenting a date when you will be able to return to work within the six (6) months.

Health Care Insurance

If you are enrolled in the County's health care insurance benefit program, you may continue health care coverage while on LWOP.

Contact your Payroll Officer to find out how to continue paying your share of the premium while on leave or upon your return.

Return to Work

When you return from a leave, you will be returned to the same or similar position or classification held prior to the leave.

If the LWOP was for a medical reason, you must furnish a medical release form to be returned to work (see Medical Certification and Fitness for Duty).

Failure to return to work on the first workday following the end of a leave will place you in an unauthorized leave and could result in disciplinary action

See Unauthorized Leave.

References and Related Comments

If an LWOP is granted for two (2) weeks or more, it requires the preparation and submission of a personnel action by Human Resources.

LWOP may impact PERS service credit. Check with PERS to obtain a calculation.

UNAUTHORIZED LEAVE

You are not paid for unauthorized leave and you may be disciplined for being absent without leave (AWOL).

There are several circumstances in which you might be AWOL:

- You do not have any leave balances to use for paid leave.
- You use paid leave accruals for unauthorized purposes (such as calling off sick when you're not sick).
- Your time away from work is not covered by designated unpaid leaves (FMLA, military). This may be due to ineligibility, to circumstances that are not covered by designated leaves, or to an abuse of leave (such as not being used for the purpose for which it was given).
- You do not obtain an Authorized Leave without Pay (LWOP) from the Board of Commissioners or use it inappropriately.
- You fail to return on time from an approved leave.

The best way to avoid an unauthorized absence without pay is to communicate with your supervisor, director, and the Department of Human Resources, both when you believe you require a period of absence and, especially, during extended leaves. Timely and candid communication is critical to ensure that all forms have been properly completed and turned in and that misconceptions or miscommunications are avoided.

JURY DUTY LEAVE

Employees will be paid their full salary during an absence mandated by jury duty. The paid leave extends only for the duration of the proceeding which you are required to attend, plus a reasonable amount of time for travel. You need to be at your workplace for any significant portion of your work shift that occurs either before or after jury duty.

In the event you receive notice to report for jury duty, please notify your supervisor immediately by providing a copy of the jury summons, so that arrangements can be made to have your duties covered during your absence.

Request for Leave

Request leave from your supervisor as soon as possible.

Turn in Request for Leave form and attach a copy of the summons or other documentation.

Compensation

Any compensation you receive for service on a jury during your normal work hours must be given to Franklin County.

Employees who are covered by union contracts need to refer to their collective bargaining agreement for any exceptions.

Make a copy of the warrant or check for your records and give the original to your supervisor.

COURT LEAVE/STATE PERSONNEL BOARD OF REVIEW LEAVE (SPBR)

Court/SPBR leave with full pay will be granted to any employee who is:

- subpoenaed to appear before a court or other legally constituted body authorized by law to compel the attendance of witnesses. The employee cannot be a party to the action and/or cannot have a material interest in the outcome of the hearing; or
- called to appear before the State Personnel Board of Review as either a party or witness and is in an active pay status at the time of the scheduled hearing before the Board.

The paid leave extends only for the duration of the hearing which the employee is required to attend, plus a reasonable amount of time for travel. Any portion of your work shift not required for court/SPBR duty must be worked by you.

Whenever you are required to appear in court or at SPBR as part of your work, your time is paid work time and not court leave time.

If you will be appearing before a court or other legally constituted body in a matter in which you are a party or have a material interest, you may be granted vacation, compensatory time leave, or leave of absence without pay for purposes of attending the hearing. These matters include criminal cases, civil cases, traffic court, divorce proceedings, custody hearings, or appearing as directed as parent or guardian of juveniles.

Request for Leave

Request leave from your supervisor as soon as possible.

Turn in Request for Leave form and attach a copy of the summons, subpoena, or other documentation.

Compensation

Any compensation you receive from the court for appearing during your normal work hours must be given to Franklin County.

Employees who are covered by union contracts need to refer to their collective bargaining agreement for any exceptions.

Make a copy of the warrant or check for your records and give the original to your supervisor.

References and Related Comments

SPBR is the state agency with authority over civil service (generally, includes those who are not covered by a collective bargaining agreement) employee appeals for both disciplinary and non-disciplinary decisions of public employers that materially affect the terms and conditions of employment.

ELECTION POLL WORKER LEAVE

Any employee who is a registered voter of Franklin County and meets the other requirements established by the law and the Franklin County Board of Elections may request Election Poll Worker Leave with pay for the purposes of being an election precinct official (*i.e.*, poll worker) of an election held by the Franklin County Board of Elections. Employees who are on any paid or unpaid leave of absence are not eligible for Election Poll Worker Leave.

Obtaining Leave

Request, in advance, authorization for paid leave.

Turn in RFL through agency/departmental channels.

After the return of your copy of approved RFL, you may contact the Franklin County Board of Elections to register as a poll worker.

Use Request for Leave (RFL) form.

Approval is based on operational need and on the order in which requests from multiple employees are received.

Duration of Leave

Approved leave covers only your regular working hours on the day of an election that the Franklin County Board of Elections engages you as a poll worker.

If the Board of Elections does not need your services on Election Day – even if you had prior approval for Election Poll Worker Leave – you must report to work during your regular work hours.

Compensation

You receive leave with pay; however, this time is not considered as hours worked for the purpose of computing overtime.

You also receive the regular compensation awarded to poll workers in addition to your leave with pay.

Submit verification of your election day service with a copy of your poll worker paycheck or pay-stub.

Training

Any training courses required by the Franklin County Board of Elections should be attended outside of your regular working hours.

If this is not possible, you must obtain prior approval to use vacation, compensatory, or personal leave.

LWOP will NOT be authorized for you to attend Precinct Election Official training courses.

References and Related Comments

BOC Resolution No. 783-04 County Employee Precinct Election Official Leave Program

Section V

Employee Development

ORIENTATION

The Department of Human Resources will conduct orientation for new employees. Each new employee will be provided with a copy of their job description, organizational chart or a brief structure of their agency. The Human Resources staff will review and explain the employee handbook, employment rules and regulations. They will go over any paperwork and provide an overview of payroll and when employees will receive their first pay check. They will provide information regarding holidays, educational benefits, tuition reimbursement, required training curriculum for core classes, training opportunities and review the basics of all insurance options and plans.

Supervisors will be responsible for the orientation and training during the probationary period of new employees to their work area. The supervisor is responsible for assuring the employee receives adequate training, instruction and guidance in the rules, responsibilities and requirements of the job.

TRAINING

The Commissioners recognize that training and development are investments in employees. An effective training program can help employees carry out their responsibilities and develop their talents and interests. The benefits of training can lead to improved efficiency and effectiveness of the overall agency.

Training offered by the Department of Human Resources Training and Staff Development Office includes both mandatory core courses and a variety of optional courses.

The County conducts a wide variety of courses in the training room in the Department of Human Resources and at various work sites. Training seminars at The Ohio State University through the John Glenn School of Public Affairs MAPS program (Management Advancement for the Public Service) are also offered.

Agencies must accommodate sufficient release time for employees to attend mandated courses. Elective course should also be encouraged if the supervisor feels that a particular course will help to develop an employee's work related skills. Consult your supervisor about enrolling in other classes.

Mandatory Core Classes:

- Multi-Cultural Awareness
- Customer Service
- Ethics
- Violence in the Workplace
- Sexual Harassment Awareness

- Completion of core classes should be completed within the first year of employment with the county.

Other classes offered:

- Communication Skills
- Computer Programs and Technology
- Time Management
- Supervision & Leadership

- Consider which classes will increase your skills and efficiency and discuss enrollment with your supervisor.

TUITION REIMBURSEMENT

Employees are encouraged to further their education to improve their employee skills. Based upon availability of funds the Board of Commissioners will reimburse the instructional fees up to \$5000.00 per calendar year for approved courses successfully completed (grade “C” or better or “Pass” for a Pass/Fail course) during that calendar year. Employees are eligible for up to \$30,000 total tuition reimbursement during their employment with Board of Commissioner Agencies.

The Department of Human Resources facilitates and advises all parties of the application, approval, notification and reimbursement processes. Forms (application and payment request) for the program are available on the Human Resources website.

Bargaining employees are governed by the provisions of their collective bargaining agreements.

Who, What, Where, When?

Who Is Eligible?

Any full-time employee who has completed his or her probationary period prior to the start of the course(s) is eligible.

No employee on an unpaid leave of absence, unauthorized leave of absence, or injury leave is eligible.

What Courses Can Be Taken?

There must be a correlation between the content of the course (or degree program) and either your current job or other jobs within your agency. Courses may be denied for reimbursement based upon content even if the degree program has been approved. Submission of your request in a timely manner will permit you to seek another course which may be approved.

If you are in a degree program (not just individual courses), you must present proof from the educational institution of your acceptance to that specific degree program.

- Final determination will be made by your Agency Director.
- Seminars, conferences, and workshops are not included under Tuition Reimbursement.

You may be required to submit additional evidence to demonstrate that a specific course is approved by the educational institution as a part of the degree program previously approved.

(more)

Tuition Reimbursement

Board of County Commissioners Policy Number: BOC-52.01

Where May Course Work Be Taken?

Courses must be taken from accredited, degree granting colleges, universities, technical, and business institutions, at their established extension centers, or online.

The school must be authorized by the Ohio Board of Regents or accredited by the North Central Association of Colleges and Schools.

When May Course Work Be Taken?

Courses may not be taken during scheduled working hours.

- File scheduled hours for courses with your department director.
- Any situation requiring your presence on the job takes precedence over times scheduled for courses.

Application and Approval Procedure

- Download an Application form at www.franklincountyohio.gov/training
- Complete the application and turn in, preferably before classes start, but definitely within the term of the course.
- The HR Office will send approval to your agency so it can initiate a Purchase Order.
- Acknowledgement of the disposition of the application will be sent to you and your director.

Include a copy of the course description from the catalog, a fee schedule, and a class schedule.

- You cannot switch classes without prior approval from the Department of Human Resources.
- You must notify the Department of Human Resources when canceling a class after your application has been approved.

Reimbursement Procedure

Within four (4) weeks of course completion, present to the Department of Human Resources:

- A completed Payment Request for Tuition Reimbursement form
- A completed Employee Expense Report form
- A paid fee card or statement of account
- An official transcript of "C" or better, or "Pass" on a Pass/Fail course

There is **no** reimbursement:

- For non-instructional fees (includes lab fees, student services fees, or other expenses);
- For courses for which you receive a D or lower, or Fail in a Pass/Fail course, or
- If you are separated from employment while taking a course or before you receive your reimbursement check.

The Department of Human Resources will authorize your request and notify your agency to finalize the reimbursement processing.

(more)

Tuition Reimbursement

Board of County Commissioners Policy Number: BOC-52.01

Your reimbursement will be provided to you as part of your regular payroll.

Reimbursement payments are handled through the County payroll system.

References and Related Comments

If you are eligible to receive financial assistance or tuition from any governmental or private agency for the term during which you applied for tuition reimbursement, the amount for which you are eligible (whether applied for or not) will be deducted from the tuition reimbursement you are eligible to receive from the County.

Loans for tuition that you must repay will NOT be deducted from your reimbursement; the deduction is only for "free" money such as grants and scholarships.

If you resign, retire, or are separated for a reason other than job abolishment or layoff, you must repay the tuition reimbursement paid by the County for courses completed less than one (1) year prior to the date of your separation. This provision does not apply to individuals who accept employment with another Franklin County government entity.

CLASSIFICATION CHANGES

A classification change is an alteration in an employee's classification title which results in a promotion, demotion or transfer.

All qualified employees' applications and resumes will be considered for promotion and transfer opportunities.

Definitions

Promotion is a move to a position that is in a higher classification and higher pay range.

Promotional pay increases are either 4% or to the minimum of the new pay range, whichever is greater.

Transfer is a lateral move in the same classification and the same pay range.

The pay would not change.

Demotion is a move to a position that is in a lower classification and lower salary range.

Lateral Classification Change is a move from one classification to another classification that is assigned the same pay range.

The pay would not change.

Reclassification (Reassignment) is a change of the classification of a current employee in an existing position.

The employee's pay would only change if the new classification is in a higher pay range then they would receive either 4% or to the minimum of the pay range.

Promotions

If you have completed your probationary period, you are eligible to apply for promotional opportunities.

If you are still in a probationary period, you may be eligible for promotional opportunities only with the agreement of your agency director.

Transfers

There are two types of transfers:

- transfer within an agency and
- transfer between agencies.

Transfers may take place when the transfer serves the mutual interest of Franklin County and the transfer applicant.

Transfer within an agency:

- to increase effectiveness and efficiency of agency operations
- when employee wishes consideration for a vacancy in the same classification.

- Same agency
- Same classification
- Same pay
- No new probationary period

Classification Changes

Board of County Commissioners Policy Number: BOC-53.01

Transfer between agencies.

- Different Board of Commissioners agency
- New probationary period

References and Related Comments

Bargaining employees may have different policies and procedures for classification changes. Supervisors must abide by provisions in collective bargaining agreements when dealing with employees in unions.

Section VI

Standards of Conduct

HOURS OF WORK

County administrative offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. However, County services may be offered on a different basis, including 24-hour operations. Therefore, employees may have different work schedules based on job assignments and the operational needs of the work unit, among other factors. Your hours of work will be determined by your supervisor. Changes in work schedules, including alternate schedules and flex time, may be made to meet the operational needs of the department or agency.

It is crucial that you understand and abide by your given work schedule. People counting on you to do your job need to know that you are reliable and dependable.

The normal workweek for full-time employees is forty (40) hours. Dedicated workers, who are timely and work a full schedule, are appreciated. That is to say, you are expected to be at your desk (or work location) and attend to your duties for your assigned hours of work. Being present at work, but not engaged in your work assignment during work hours, is wasteful to the County and could jeopardize your job.

Nevertheless, the Commissioners also want you to work only your scheduled tour of duty (and, occasionally, overtime hours approved by your supervisor in advance of that work). You need time away from work both before and after your workday and during your lunch break. You are relieved of work duties during lunch and are encouraged to step away from your work site to recharge for the rest of the workday.

Maintain your assigned hours of work. They establish the expectations by which you are measured for attendance and punctuality.

FLEXIBLE WORK SCHEDULES

The Board of Commissioners approves the use of flexible schedules and alternative work schedules and arrangements as methods of promoting work/personal life balance for employees, reducing the adverse environmental impact of our workforce's daily commute, and increasing productivity and the delivery of quality services.

Supervisors and staff members are free to explore the arrangement of an alternative or compressed work schedule as long as such arrangements do not adversely impact County operations by reducing coverage, service delivery, productivity, or performance quality. Agency and department directors are authorized to approve flexible, alternative, or compressed work schedules and alternative work arrangements on a case-by-case basis when such alternatives are recommended by both the supervisor and staff member(s) directly involved.

Flexible and alternative work schedules and arrangements can include:

- **Flex-time** – varied starting and ending times on the normal eight-hour day.
- **Alternative work schedules** – fixed variations on starting and ending times on the normal eight-hour day.
- **Compressed workweeks** – completing the standard 40-hour workweek in fewer days per week.
- **Reduced hours** – part-time work or job sharing.
- **Telecommuting** – working from home or an alternative worksite for a portion of the workweek.

Lunches and/or scheduled rest periods are not to be eliminated when working a flexible schedule.

The flexible and alternative schedules and work arrangements authorized by this policy are not available to an employee in a probationary period (either initial or promotional), with an active disciplinary action in his/her record, or whose work performance does not meet his/her supervisor's expectations.

Approval of a request for a flexible or alternative work schedule/arrangement is at the sole discretion of the agency or department director or designee. An employee cannot use the grievance procedure to grieve a decision about schedules and work arrangements.

ATTENDANCE AND TARDINESS

A good attendance record is essential for effective performance, productivity, and fairness to coworkers. We rely on one another to get the work done, so we have to be reliable and dependable. This is an important way to build trust and respect in the workplace.

The Commissioners understand that issues arise that prevent employees from coming to work. These are the times to use your leave balances. It is precisely because these situations are unforeseeable that you need to preserve accrued leave.

Not only is it critical to be dependable in coming to work, it is also critical to be punctual. We all encounter occasional situations in which we will be tardy – the bus is late or the electricity went off during the night and the alarm did not ring. Follow your departmental call-in procedure to let people know what happened and when you can be expected.

Whether absence or tardiness, abuse is not permitted. Excessive call-offs (time off without prior planning) may place you in an unauthorized leave status. Unauthorized leave is grounds for discipline.

Notification

Notify supervisor or designee (as established by your agency work rules), on each day that you are unable to work or will be tardy.

- The nature of absence/tardiness;
- Expected duration of absence or delay;
- Telephone contact information.

Notify no later than one hour after your regular start time or other notification period established by your agency.

Otherwise, recorded as an unreported and unauthorized absence for that day (possibly unpaid and/or rendering you subject to discipline).

Return to Work from Absence or Tardiness

Turn in a completed Request for Leave form.

Consequences

Unsatisfactory attendance, absences without authorized leave (AWOL), three (3) consecutive days of unreported absences, or excessive tardiness will result in disciplinary action up to and including removal.

DRESS CODE

Franklin County Board of Commissioners' agencies strive to provide customers, both external and internal, with quality services. The Commissioners believe that the appearance of employees sends a clear message to our customers about the quality of service they can expect. With that in mind, dress appropriately.

Appropriate dress varies based upon a number of factors, including type of work, location of work, and amount of client and community contact. Cleanliness and neatness should prevail in determining acceptable attire. Exercise common sense and good judgment about your appearance. If you are not sure about the appropriateness of an item of clothing or accessory, then don't wear it. Choose another item.

Agency managers make the final decisions about the appropriateness of attire.

UNIFORMS

Certain work requires the wearing of a uniform to distinguish the employee from others and to enhance their ability to perform their duties. When uniforms are required they will be supplied by the county or an employee will be reimbursed for their purchase consistent with agency guidelines. The Internal Revenue Service has strict guidelines concerning clothing items that are considered uniforms. To ensure that employees who are required to wear uniforms do not have to include the cost of their uniforms in their calculations of gross income for federal and state income tax purposes be aware of the following issues.

Definition of Uniform

Any clothing, accessories, or other apparel which are...

- Provided (or with purchase reimbursed) by the County,
- Not suitable for everyday wear, and
- Required to be worn by the County as a condition of your employment.
- Clothing
- Safety shoes or boots
- Safety glasses
- Hard hats
- Work gloves

Conditions of Wear

The clothing is required to be worn during working hours.

The employee is prohibited from wearing the clothing at other times.

Exception: while traveling to and from work.

Allowance or Reimbursement from County

- Purchase must be specifically required.
- Clothing not worn or adaptable for general usage.
- Must provide evidence of amount, date and place of expense.
- Must return any excess of allowance to County within 120 days following receipt.
- The cost of uniforms paid by the county will be included in your Federal W-2 form which reports wages in boxes 1, 3, and 5.

Provide this information to any party assisting you in preparation of your tax returns.

COMPUTER, E-MAIL, AND INTERNET USAGE

As with other County resources, computers, email, and the internet are available to support us in our work efforts. In addition to lost time from conversing with friends through e-mail and surfing the web, specific activities can lead to liability for the County. For example, material viewed on or downloaded from the internet may result in destructive viruses being downloaded onto the County's computers, or can open the door to an outside person accessing the County's computers. Sexually explicit or otherwise offensive downloaded material can create a hostile work environment.

In light of these consequences, we advise you that:

1. the e-mail and computer system is owned by the County, provided exclusively for business purposes, and may be monitored when deemed necessary;
2. you should not expect that any messages exchanged via County computers, documents maintained on the computer, or usage of the internet is in any way private or confidential;
3. the computers may not be used for any illegal or improper purpose; and
4. failure to follow the policy will result in discipline, and possibly, discharge.

Prohibited Internet and computer activities include:

- Uses that interfere with normal business activities;
- Operating a business for personal gain, sending chain letters, or soliciting money for religious or political causes;
- Transmission or download of material that is obscene, pornographic, threatening, or harassing;
- Disseminating or printing copyrighted material (including articles and software) in violation of copyright laws;
- Providing access to confidential information or public information without following the existing rules and procedures of the custodial agency (see the Board of Commissioners Public Records Policy dated October 2007 and seek advice from a designated public records officer).
- Using another's on-line account or signature line;
- Intentionally or inadvertently disseminating another's personal or work-related information.

If you receive an inappropriate message, you are encouraged to report it to your supervisor.

CELL PHONES and RECORDING DEVICES

If your job duties require you to have a County issued cell phone, one will be provided to you. Although limited personal use is permitted, reimbursement will be required if personal usage exceeds 15% of the cell phone's allowable minutes. You must review and sign off on each cell phone billing for any personal usage. If the value of the calls is above the de minimis (minimal) rate of 15%, you will be required to reimburse the County for that amount.

Personal cell phone usage (both voice and text messaging) is restricted. The Commissioners recognize how important cell phones can be in communicating the location and safety of family. Use your cell phone, but keep your conversations short in duration and limited in number. When possible, make your personal calls on non-work time such as lunch or breaks.

Cell phones can be a distraction in the workplace. To reduce cell phone distractions during work hours, you are asked to leave cell phones on courtesy settings such as, silent or vibrate. If you need a cell phone, then consider attaching it to your person, not leaving it inside a bag or on your desk. In some work locations or assignments ring tones are permitted (not in standard office settings or during client/customer contact). Check with your supervisor for information on your agency's work rules.

While driving on County business, use of a cell phone for County or personal reasons is prohibited. This means that whether the cell phone is County-owned or personally owned, if you are driving during work time, you may not use the phone for phone calls, text, etc. You are required to pull off the road and stop the car.

For other tasks, studies have shown that trying to do two things at once can be disadvantageous even if the tasks are relatively simple. It simply is not true that you are as productive in your work while you have a conversation on your cell phone.

Employees are prohibited from using audio or video recording devices in the workplace without specific written authorization. This includes using cellular phones with built-in cameras and/or recorders for unauthorized purposes. This prohibition does not include the use of recording devices in the course of an official investigation or using cameras for work-related use or for the purpose of taking pictures of a social/personal nature (retirement gatherings, birthday parties, etc.) Use of cell phone cameras and video recorders without the knowledge and permission of those whose image is being recorded is prohibited. The use of cell phone cameras in areas where employees may expect privacy, such as restrooms, is strictly prohibited.

EQUIPMENT, SUPPLIES, WORK PRODUCTS

The purpose of Board of Commissioners' equipment and supplies is to support employees in performing their job responsibilities safely, efficiently, and effectively. Equipment and supplies are public resources, as are our work products. We are all responsible for what we use and how we use it. Any misuse, unauthorized use, or wasteful use of County property or supplies is not only an ethical violation, but constitutes a violation of this policy.

Equipment that is individually issued to employees during their employment must be signed for upon receipt and must be returned at the time of separation from employment. All requests for replacement equipment or supplies must be accompanied by the item to be replaced, unless this provision is waived by the agency or department for which you work. Such items include, but are not limited to, tools, identification cards, uniforms, keys, pagers, and cell phones.

Promptly report any need for repairs of any BOC-owned equipment or any damage or loss of property. If loss or damage is due to negligence or carelessness, employees may be required to repay the fair market value of the lost or damaged equipment, supplies or product information.

County communications equipment is intended for County business. When personal use is unavoidable, report any user charges and, if required, reimburse the County. However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged directly to the employee's personal credit card or account.

SOLICITATION AND DISTRIBUTION OF MATERIALS

It is expected that employees will give their full efforts to their jobs during scheduled work time. It is neither fair nor right to interfere with a co-worker who is working.

Except for programs endorsed by the Board of Commissioners, employees are not permitted to solicit another employee in work areas during working hours. The distribution of any kind of leaflets, literature, products, or other material in work areas is prohibited as distribution interferes with work performance.

Does this mean no Girl Scout cookies or band booster candy bars? The answer is “Maybe.”

First, we don't want employees to face a daily barrage of closet entrepreneurs selling stuff in the workplace. So, we say, “No!” to posting flyers, using e-mail to solicit, and actively approaching employees to ask for their patronage. These activities take time away from work, and, perhaps more importantly, put us all in the position of having to protect ourselves from unwanted pitches.

However, if an employee lets it be known by word of mouth that he or she has a sign-up sheet for cookies or will be taking that cardboard tote box filled with candy bars to the lunch room between 12:00 and 1:00, then that is another issue. Lunch and break times are not work time.

POLITICAL ACTIVITY

Employees are encouraged to fully and freely exercise their constitutional right to vote, as well as express their personal opinions regarding political candidates, issues, programs, initiatives, and referendums. However, as employees of a public entity, there may be restrictions on exercising these rights.

Classified employees are permitted to engage in the following types of political activities outside the workplace.

- Registration and voting;
- Expression of opinions, either oral or written;
- Voluntary financial contributions to political candidates or organizations;
- Circulation of nonpartisan petitions or petitions stating views on legislation;
- Attendance at political rallies;
- Signing nominating petitions in support of individuals;
- Display of political materials in the employee's home or on the employee's property;
- Wearing political badges or buttons, or the display of political stickers on private vehicles; and
- Serving as a precinct election official under section 3501.22 of the Revised Code.

Under Ohio law, restrictions on political activities are placed upon classified employees and include, but are not limited to, the following.

- Candidacy for public office in a partisan election;
- Candidacy for public office in a nonpartisan general election if the nomination was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party;
- Filing of petitions meeting statutory requirements for partisan candidacy to elective office;
- Circulation of official nominating petitions for any candidate participating in a partisan election;
- Service in an elected or appointed office in any partisan political organization;
- Acceptance of a party-sponsored appointment to any office normally filled by partisan elections;
- Campaigning activities directed toward party success (writing publications, distributing political material, or writing or making speeches on behalf of a candidate for partisan elective office);
- Solicitation, directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate;
- Solicitation of the sale, or actual sale, of political party tickets;
- Partisan activities at the election polls (solicitation of votes for other than nonpartisan candidates and nonpartisan issues);
- Service as witness or challenger for any party or partisan committee;
- Participation in political caucuses of a partisan nature; and
- Participation in a political action committee which supports partisan activity.

Subject to federal and state laws, unclassified employees are not prohibited from engaging in political activity outside of work.

References and Related Comments

The applicable rules regarding political activity are found in Ohio Administrative Code §123:1-46-02.

Federal law also bans activities listed above for classified employees on federally-funded projects.

Section VII

Health and Safety

SAFETY

Board of Commissioners' employees work in many different settings. In all settings, we value workplace safety. Whether safety in using machines or electricity, driving, preventing falls, or avoiding ergonomics injuries from repetitive work or overexertion, we want all employees to demonstrate individual and community leadership in safety matters. Remember that one of the simplest ways to prevent accidents to yourself and others is to be alert and never engage in horseplay.

Your safety is one of our most important concerns. Please immediately report to your supervisor any safety and health violations, potentially unsafe conditions, or any accidents resulting in injuries to employees or customers (refer to the separate Accident and Injury Policy for more details on reporting).

The Franklin County Board of Commissioners complies with all applicable federal, state, and local health and safety regulations and provides a work environment as free from recognized hazards as possible.

Employees are expected to comply with all health and safety requirements whether established by the county or by federal, state, or local law. You are expected to know County safety rules and precautions required for your job. If you do not know them, then you should ask your supervisor.

Emergency Phone Numbers:

Emergency Services – Police, Fire, Rescue	9-911	80 E. Fulton Security	525-4228
Franklin County Sheriff's Department	525-3333	Lazarus Building Security	221-5854
Courthouse Security	525-6000	Job Opportunity Centers Security	525-4228
Memorial Hall Security	719-8828		

ACCIDENT AND INJURY REPORTING

Franklin County aims to promote the health and safety of all employees with timely reporting of work related accidents, injuries, and occupational illnesses. The purpose of this policy is to ensure that you are aware of your responsibility to report any accident, injury, or illness that occurs in the course of work or that arises out of work.

Even a slight injury may become serious if not cared for properly.

Immediate Action

In the event of an accident or injury, seek immediate medical attention, if warranted.

Call 9-911 for emergency paramedic services from the Columbus Fire Department.

You may also call the security services in your building.

Report

Report the accident or injury to your supervisor

Report as soon as possible, but no later than 48 hours after the occurrence of the accident or injury.

Complete and Turn In Form

Complete the County Self-Insured Accident Report Form for Injured Employees and give it to your immediate supervisor at the time of reporting, but no later than one week after the occurrence of the accident/incident.

Obtain form from your supervisor or your agency's payroll clerk.

If you are physically unable to report the accident, then your supervisor must complete and submit the form to Risk Management. Risk Management Fax is (614) 525-5715.

Work-Related Illness or Injury Absence

If your accident makes you miss work, you must inform and update your supervisor about the date of your expected return.

See Workers' Compensation and Transitional Work.

WORKERS' COMPENSATION AND TRANSITIONAL WORK BENEFITS

The Franklin County Board of Commissioners provides benefits to workers who are injured on the job or contract an occupational disease.

Transitional work enables the County Board of Commissioners to offer return to work strategies as soon as medically possible, to employees who are injured or have an occupational disease. The program uses real job-related tasks to accommodate medical restrictions for a specified time period – generally no more than two months – and gradually return employees to their original duties.

Work-Related Illness or Injury Absence

You are covered by Workers' Compensation for injuries or occupational disease occurring in the course of or arising out of your employment.

Contact Risk Management in the Department of Benefits & Risk Management for assistance at (614) 525-6629.

Transitional Duty Program

If you suffer a work-related injury or an occupational disease and your treating physician releases you to return to work with temporary restrictions, whenever possible, the County will cooperate and take the necessary steps to accommodate those temporary work restrictions and return you to duty.

You may be required to submit a County Medical Certification and Fitness for Duty form.

VEHICLE USE AND DRIVING

County vehicles and vehicle equipment are provided exclusively for official use. Drivers must abide by all traffic safety laws and always be courteous.

While driving on County business, use of a cell phone or walkie-talkie radio is prohibited without a hands-free device.

Whenever possible, use County vehicles for County business. However, if a County vehicle is unavailable or not provided and you choose to use your personal car on County business, your mileage will be reimbursed at the rate established by the Board of Commissioners, based upon proper documentation. Go to Franklin County Auditor's website under Fiscally Speaking.

www.franklincountyauditor.com/fiscally-speaking/

All drivers must have a current valid Ohio driver's license and personal liability automobile coverage at the established minimum levels described below.

Authorization to Drive a County Vehicle Home

Authorization must be in writing by the agency or department head and filed with the County Commissioners.

It may be granted:

- when you are subject to call on an emergency basis;
- if your regular duties require frequent use of a county vehicle overnight and your responsibilities involve emergency or after-hours response, evening and weekend duties, public meetings, or other business activities; or
- if driving directly to variable work sites is more efficient than to a central office.

Tax Status

Personal use of the car provided by the County to you is usually viewed by the Internal Revenue Service (IRS) as a taxable noncash fringe benefit whose value must be reported as taxable compensation.

Law enforcement and utility repair vehicles as defined in the IRS regulations are excluded from this provision.

Currently, there are two methods for determining the value of this benefit:

- general valuation rule (fair market)
- cents-per-mile rule

Check with your payroll clerk to determine:

- if your County car use constitutes a benefit for tax purposes, and
- which method of valuation you should use (and how to complete the process).

(more)

Insurance Coverage

The County is self-insured for automobile liability. So, if you drive a County vehicle on County business, you are covered under this self-insurance program.

If you are assigned a County vehicle on a regular basis, you should purchase an insurance coverage rider to your personal auto insurance policy.

If you are driving your own car on County business, you must have liability insurance with minimum coverage levels of \$100,000 per injury / \$300,000 per property damage incident. Annually you will be required to provide verification of current coverage.

However, whether a particular activity would be deemed County business (“acting within the scope of your employment”) is a factual issue to be determined on a case-by-case basis.

This will cover possible liability resulting from an accident in that vehicle when you are not deemed to be “on the job.”

Be aware that if you are the cause of an accident while on County business, your personal liability coverage is in effect first. The County could possibly have some liability dependent upon the circumstances.

Accident Reports

Any accidents involving County vehicles or County employees using their own vehicles for County business must be reported immediately to your supervisor or department manager.

Clearly, the best approach is to avoid accidents.

- Drive defensively.
- Improper driving can result in disciplinary action.

When Your Job Classification Requires You to Drive a County Vehicle

Immediately (not more than 24 hours) make supervisor or director aware:

- of any circumstances that negatively impact driving privileges or ability.
- of a traffic citation received while operating a County-owned vehicle.
- any traffic citation (license seizure, etc) for charges of being under the influence of alcohol or any other controlled substance while operating any motor vehicle (County-owned or otherwise).
- if you receive four or more points on your license within any six-month period.

Failure to notify could result in removal.

- License status, outstanding traffic warrants.
- Physical/psychological impairments, medication effects.

You must pay the full cost.

- You will be barred from driving until full adjudication with finding of “not guilty.”
- If convicted, you may be disciplined and/or required to satisfactorily complete a drug/alcohol program.

(more)

Vehicle Usage and Driving

Board of County Commissioners Policy Number: BOC-71.03

- if you have the following violations or circumstances:
(These may result in a loss of your driving privileges - and possibly your job - whether or not they occurred while driving a County-owned vehicle.)

OMVI

Reckless operation
Fleeing scene of an accident
Passing a school bus
Accrual of 6 points within 1 year
Refusal to submit to breath/urine/blood test
Suspended, seized, cancelled, expired license
Driving without a license
Driving without sufficient insurance coverage.

WORKPLACE AND FAMILY VIOLENCE

The Franklin County Board of Commissioners is committed to providing employees a workplace that is safe, secure, and free of harassment, threats, intimidation, and violence. In addition, the Commissioners have a commitment to creating a supportive and non-judgmental environment where employees can feel comfortable discussing violence that is occurring at home and to seek the assistance they need.

The County has a zero-tolerance policy for threats and violence; no threatening or violent behavior is acceptable and no threatening or violent incident including domestic violence on-site will be ignored. Any physical assault or threat made by an employee while on County premises, during working hours using County resources, or at a County sponsored event is a serious violation of this policy. This policy applies not only to acts against other employees, but to acts against all persons.

Like all violent crime, workplace and family violence creates ripples that go beyond what is done to a particular victim. It damages trust and the sense of security every worker has a right to feel while on the job. In that sense, everyone loses when a violent act takes place whether here or at home, and everyone has a stake in efforts to stop violence from happening. The County will make every effort to respond to the needs of employees who are victims of family violence as County business needs allow. Some responses may include temporary modifications to job assignments, schedules, etc., to make it possible for an employee to focus on both their personal safety and work responsibilities.

As an employee, you can actively contribute to preventive practices by doing the following:

- Accept and adhere to all County policies and practices pertaining to non-violence, crisis response, and anti-harassment.
- Become aware of and report violent or threatening behavior by coworkers, visitors on County property, or warning signs of violent or potentially threatening behavior.
- Confide in your supervisor or work with the EAP to seek assistance for family violence.
- Follow procedures established in this workplace and family violence policy.

(more)

Report Incidents and Your Concerns

If you are the subject of, or a witness to, a suspected violation of this policy, report the violation to the next-in-line supervisor who is not a party to the violation. If you are in a violent home setting we encourage you to ask for assistance by sharing your concerns in the strictest confidence with your supervisor, manager, or Department Head, or contact the County's Employee Assistance Program (EAP) provider.

EAP - United Behavioral Health (UBH) -
1-800-354-3950

Other Resources -
Columbus Coalition Against Family Violence
<http://www.ccafvl.org/homepage.php>

Immediately report any emergency or suspected criminal conduct.

Seek emergency services 9-911
Seek help from your building security services

No employee shall be retaliated against in his/her employment for reporting intimidation, threats, or acts of violence.

Workplace Violence Signs and Risk Factors

Remain alert to problematic behavior that could point to possible violence. No one behavior necessarily indicates that a person will become violent, but may trigger concern.

The Department of Human Resources offers training opportunities on the recognition of risk factors and related issues.

- Verbal, nonverbal, or written threats – or intimidation, explicit or subtle
- Fascination with weaponry and/or acts of violence – carrying a concealed weapon
- Expression of a plan to hurt self/others
- Feelings of persecution, expressed distrust, especially with management
- Expression of extreme desperation over family, financial, or personal problems
- Frequent interpersonal conflicts
- Unable to take criticism of job performance
- Displays of unwarranted anger
- Moral righteousness – believing the organization is not following its rules
- Violence toward inanimate objects
- Sabotaging projects, computer programs, or equipment
- Holding a grudge against a specific person; verbalizing a hope that something will happen to him/her
- Romantic obsession or stalking

(more)

Workplace Violence

Board of County Commissioners Policy Number: BOC-72.01

Personal Circumstances

Workplace and family violence risks can stem from personal circumstances – the breakup of a marriage or romantic relationship, other family conflicts, financial or legal problems, or emotional disturbance.

You are encouraged to seek assistance with work-related or personal problems through the Employee Assistance Program (EAP)

If you receive a protective or restraining order which lists County owned or leased premises as a protected area, provide a copy of the order to your agency management so appropriate arrangements can be made at your worksite.

Confidentiality will be maintained insofar as it is legal and ethical, but it is not guaranteed, depending upon the facts of a case.

If Faced With a Threat of Violence

To de-escalate threatening behavior:

- Project calmness, move and speak slowly, quietly and confidently
- Encourage the person to talk; listen closely and patiently
- Maintain a relaxed but attentive posture
- Position yourself at an angle to the person rather than directly in front
- Arrange yourself so your access to emergency exits is not blocked
- Acknowledge the person's feelings
- Ask for small, specific favors such as asking the person to move to a quieter area, or to move outside
- Use delaying tactics to give the person time to calm down, such as offering a drink of water
- Point out choices; break big problems into smaller ones
- Avoid sudden movements and maintain 3-6 foot distance
- **Call the police when it is safe to do so**
- **Call your supervisor when the person has left**

Policy Violations

If you violate this policy, you will be disciplined, and, if appropriate, prosecuted to the full extent of the law.

DRUG FREE WORKPLACE POLICY

Franklin County strives to maintain a workplace free from the illegal use, possession, or distribution of alcohol and controlled substances. Impaired employees create an increased risk of accidents at work. If you need to take prescription or over-the-counter medications which have been or may be capable of impairing the senses, coordination, or judgment, you must notify your supervisor of this use before starting work.

If you are found to be in violation of this policy during the course of County work – on or off County property – you will be subject to corrective action, up to and including dismissal, for a first offense. Reporting to work when your ability to perform your duties is impaired due to on- or off-duty use of alcohol or other drugs could be a violation of this policy.

Franklin County recognizes dependency on alcohol or other drugs as treatable conditions and offers programs and services for employees with substance dependency problems.

Prohibited Activities

Whether on or off County property – do not sell, make, possess, use, or transfer alcohol, illegal or controlled substances, or prescription drugs that were not prescribed for you by a doctor.

Controlled substances are defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, and by regulation at 21 Code of Federal Regulations section 1308.

Report Possible Impairment

Before starting work, inform your supervisor of possible impairment from your prescriptions or over-the-counter medications.

You may be required to use your accrued leave in order to avoid an unsafe workplace practice.

Report Workplace Drug Convictions

If you are convicted of any criminal drug statute violation that occurred while at work or on County business, you must notify the Department of Human Resources within five days of such conviction.

Call Human Resources at 525-6224.

As a federal grant recipient, the County must notify the federal grantor within ten calendar days of receiving your notice and take appropriate corrective action or require you to participate satisfactorily in an available rehabilitation program within thirty calendar days of having received notice of a conviction (per The Drug-Free Workplace Act of 1988).

(more)

Consequences

Violation of this policy will lead to discipline up to and including removal.

You may be required to enter and successfully complete a rehabilitation program.

In such cases, you must sign and abide by the terms of a Return-to-Work Agreement as a condition of continued employment.

Substance Abuse Treatment

Seek treatment through the Employee Assistance Program (EAP) or other qualified program before substance abuse issues result in discipline.

See information on EAP. Information obtained during participation in an EAP program will be treated as confidential, in accordance with federal and state laws.

References and Related Comments

The Drug-Free Workplace Act of 1988 - (Public Law 100-690, Title V, Subtitle D).

ALCOHOL AND DRUG TESTING POLICY

Franklin County's objective is to provide a safe, drug-free environment for employees and to provide rehabilitative assistance for employees who may have substance abuse problems. Rehabilitative assistance is available through the Employee Assistance Program (EAP) at 1-800-354-3950. The County may require employees to submit to a testing procedure to determine the presence of alcohol or other drugs which could produce impairment on the job.

There are several circumstances in which testing can be required.

Reasonable Suspicion Testing

If the County has reasonable suspicion to believe that you are impaired by the use of alcohol or other drugs, it will require you to submit to a testing procedure to determine the presence of suspected substances.

Reasonable suspicion includes, but is not limited to: evidence of alcohol or other drugs on you or in your vicinity, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

Work Related Accident or Safety Violation

Any one of the following three situations may initiate a requirement for a test:

- if you are injured and obtain outside medical attention,
- if you cause the injury of another who obtains outside medical attention, or
- if you cause major damage to any property during work hours.

Return-to-Duty and Follow-up Testing

If you have been in violation of this policy you will be required to take and pass an alcohol and/or other drug test before you are permitted to return to your work assignment.

Follow-up testing may continue up to five (5) years following a violation of this policy.

Testing Guidelines

To ensure accuracy and fairness, our testing program is conducted according to the Substance Abuse and Mental Health Services

Including:

- Screening test
- Confirmation test

(more)

Alcohol and Drug Testing

Board of County Commissioners Policy Number: BOC-73.02

Administration Guidelines.

- Split samples
- Review by a Medical Review Officer
- Provision of a legitimate medical explanation in the event of a positive result (physician's prescription), and
- Documented chain of custody

Testing for alcohol will be done via analysis of breath or urine.

Testing for other drugs will be done via urine analysis.

The County tests for illegal drugs such as but not limited to: Amphetamines, Opiates, Cannabinoids (THC), Cocaine, Phencyclidine (PCP), Barbiturates, Benzodiazepines and Methaqualone.

Testing Positive

You will be subject to discipline up to and including removal, depending on the circumstances. If you are not removed, you will be required:

- to be referred to a substance abuse program for assessment and recommendations,
- to successfully complete recommended rehabilitation including continued care, and
- to pass a return-to-duty test and sign a Return-to-Work Agreement.

The Return-to-Work Agreement will subject you to ongoing, unannounced, follow-up testing for a period of five (5) years and immediate termination upon testing positive a second time or otherwise violating the Return-to-Work Agreement.

If you refuse to cooperate with the testing process in any way you will be subject to the same consequence as those of a positive test result.

Refusing to cooperate includes:

- Refuse a test
- Adulterate or dilute a specimen
- Substitute a specimen for that of another person or send an imposter for a test, or
- Refuse to sign required forms

Commercial Drivers' License (CDL) Holders

Employees who are CDL holders and who perform "safety sensitive functions," as defined under the United States Department of Transportation (US DOT) are additionally subject to **pre-employment and random testing.**

TOBACCO-FREE WORKPLACE

Franklin County is committed to providing a healthy work environment for all county employees. The Commissioners recognize that smoking is an addiction and extend support to employees who wish to stop nicotine tobacco use of any type (contact EAP and/or the Department of Benefits & Risk Management for resources to assist you).

Chapter 3794 of the Ohio Revised Code bans smoking in all public places. Tobacco use is prohibited in all Franklin County places of employment. These include, but are not limited to, offices, meeting rooms, production and storage areas, restrooms, stairways, hallways, warehouses, garages, vehicles, and areas immediately adjacent to entrances and exits of places of employment. This prohibition is in effect without regard to the time of day or the presence of employees.

The Board of Commissioners recognizes that a no tobacco ban can raise issues of where lines get drawn among discrimination, privacy rights, productivity in the workplace, and fairness among employees. Employees are allowed to use their lunch periods and break times to take tobacco-use breaks on their own time during the day. Should excessive time be taken, supervisors will discuss the issue with their employees to develop effective solutions that do not interfere with productivity or fairness to all employees.

This policy applies to tobacco products of any kind, e.g., cigarettes, cigars, smokeless tobacco, and pipes. Additionally, this policy applies to any electronic smoking device designed to resemble cigarettes, cigars, cigarillos, and pipes. The use of electronic smoking device is commonly called “vaping” due to the vapor produced when using the device.

This policy prohibits tobacco use in all County buildings, offices, meeting rooms, production and storage areas, restrooms, stairways, hallways, warehouses, loading docks, garages, County-owned vehicles, and landscape equipment.

CRISIS RESPONSE PLAN

All employees shall participate in safety drills (i.e., fire drill, tornado drill, evacuation drill, etc.).

Your safety is one of our most important concerns, so in any crisis situation take precautions to assure safety. Once immediate safety needs have been addressed, contact your supervisor or agency director to ensure appropriate information coverage.

Crisis situations include a natural disaster, a violent crime, health threats, civil disturbance, a sudden or unexplained death, or other significant events that threaten the well being of county employees, our facilities, or visitors to County facilities.

The County has many resources available to respond in a crisis and there are specific resources in place to respond to specific crisis situations. For example the Sheriff's Department will respond to reports of crime.

Critical telephone numbers:

Emergency Services – Police, Fire, Rescue	9-911	80 E. Fulton Security	525-4228
Franklin County Sheriff's Department	525-3333	Lazarus Building Security	221-5854
Courthouse Security	525-6000	Job Opportunity Centers Security	525-4228
Memorial Hall Security	719-8828		

Immediate Action

Your first response in a crisis situation, without putting yourself or others at harm, should be to seek initial emergency aide.

Call 9-911 for emergency paramedic services from the Columbus Fire Department.

You may also call your building's security office.

In the event of an accident or injury, seek immediate medical attention, if warranted.

If violence appears to be imminent, take precautions to assure safety.

Building Evacuation

If law enforcement authorities determine that an evacuation is necessary, you will be evacuated and directed to the appropriate site.

Remain at the evacuation site, so that you may be accounted for.

(more)

Crisis Response Support Systems

Coordinate communication with the relatives of county employees or those of visitors to county facilities through the Human Resources Department.

Contact Human Resources for help: 462-6224.

Coordinate communication with the Employee Assistance Program (EAP) through the Human Resources Department.

Services are available to assist:

- defusing situations, and
- debriefing post critical incidents.

Coordinate communication with the media through the Board of Commissioners Public Affairs Office.

Contact Public Affairs Office for help: 525-5848.

WEATHER – INCLEMENT/EXTREME or OTHER EMERGENCY

Except in the most extreme circumstances, all Board of Commissioners' agencies will remain open for their regularly scheduled times. Call 525-4142 for status and closure information (program the number into your phone). Closings are also called in to three (3) TV stations and the two (2) major radio groups in Central Ohio.

Inclement Weather

On days it may be difficult for employees to travel to/from work due to excessive snow, ice, or inclement weather, options are presented below, based on whether you are an employee in a 24-hour emergency services position.

Extreme Weather

If the weather is extreme in Franklin County ONLY, the County Administrator may declare an Extreme Weather Closure status for all agencies of the County Commissioners. In the event of this declaration, all Board of Commissioners' agencies will cease operations and close for business.

- Employees sent home or told to stay at home will be compensated based upon their normal schedule of work hours (without overtime).
- Essential employees, as designated by the agency head, will be required to stay or report to work and will receive compensatory time equal to that provided to non-essential personnel in addition to pay for hours worked.

If you live in a surrounding county where there are extreme weather conditions, you will have to use accrued leave time if you cannot report to work.

Other Emergency

In the event of other unforeseen emergencies, affecting residents of Franklin County ONLY, the County Administrator may declare an Emergency Closure status for all agencies of the County Commissioners. See above under Extreme Weather for guidance.

Non-24-Hour Employees and Non-Emergency Services Employees Options for Excessive Snow, Ice, Inclement Weather or other Emergency

If you have difficulty working your scheduled hours due to the weather or other emergency, you have several options:

- Work part of day and use leave for the remainder
- Alter work schedule to make up time

Generally, missed time in excess of four (4) hours, is taken as vacation or already-earned compensatory time. Time less than four (4) hours may be made up by altering work schedules.

Remember: All alterations of work schedules, make-up time, and leave without pay are at the discretion of the agency/department head based upon the operational needs of the agency/department.

Essential Employees or 24-Hour Employees or Emergency Services Employees Policy for Excessive Snow, Ice, Inclement Weather or other Emergency

You are required to report to work. Your manager may continue to use you beyond regularly scheduled hours, if necessary.

Section VIII

Employee Relations

DISCIPLINE

When an employee's conduct interferes with the orderly and efficient operation of the County, or when an employee's performance does not meet the expectations or requirements of the job, agency management may take corrective action. Generally, the Board of Commissioners' favors progressive discipline, which provides the opportunity for employees to improve unacceptable behavior and avoid the consequences of continued misconduct. However, the decision to use progressive discipline is solely within the discretion of agency management. Certain offenses, by their nature, may be severe enough to require immediate removal from employment without abiding by progressive discipline steps. Extenuating circumstances may moderate a supervisor's recommendation, resulting in less harsh disciplinary action.

When appropriate, supervisors are encouraged to use corrective counseling as the preliminary means of providing notice that conduct or performance does not meet expectations.

Employees in unclassified positions as designated by the Board of Commissioners serve at the pleasure of the Board of Commissioners (they can be removed from their positions at any time upon approval by the Board of Commissioners) and are not subject to the progressive discipline steps outlined below.

Bargaining employees should reference their Collective Bargaining Agreement for the disciplinary procedure.

Facts about Discipline

Agency managers have the responsibility of administering disciplinary policies concerning employees within their agency.

Prior to the imposition of discipline involving a suspension or removal, a due process meeting will be held to ensure that you have both sufficient notice and an opportunity to respond to any allegations about your job performance or behavior before disciplinary action is imposed.

You will be given advance notice of this meeting to provide you an opportunity to prepare your response.

(more)

Discipline

In all cases of reprimand, suspension, or removal, you will be issued a copy of the disciplinary action.

Appeals of disciplinary actions by employees in a bargaining unit are covered by that unit's agreement.

Suspensions of three (3) days or more for an overtime eligible employee or five (5) days or more for an overtime exempt non-bargaining unit classified employee, or removals of a non-bargaining unit classified employee may be appealed within ten (10) calendar days to the State Personnel Board of Review.

In some circumstances, agency management may choose to enter into a **Last Chance Agreement** with an employee facing a disciplinary removal.

Progressive Discipline Steps

Oral Reprimand (documented)

Written Warning

A Three (3) Day Suspension without pay

A Five (5) Day Suspension without pay

Removal

The above is an example how progressive discipline works. The Board of Commissioners may vary the discipline steps based upon the circumstances involved.

Board of County Commissioners Policy Number: BOC-80.01

- You will be asked to sign the discipline document, as proof that you received it.
- The document will be placed in your personnel file.
- You may file a response or objection to the disciplinary action(s). This response or objection will be placed in your personnel file.

Employees in the classified civil service who are not covered by a bargaining agreement have appeal rights to SPBR. <http://pbr.ohio.gov/>

Appeals to SPBR of discipline implemented under the terms of a Last Chance Agreement are governed by ORC Section 124.34

Your appointing authority may require you to report to work to serve the suspension. If so, you will continue to be compensated at your regular rate of pay for hours worked. The disciplinary action will be recorded in your personnel file as a suspension without pay for the purposes of recording progressive disciplinary actions.

EXAMPLES OF GROUNDS FOR DISCIPLINE

As employees of the County we are responsible for conducting ourselves appropriately at all times. Nevertheless, we may miss the mark in a manner that could incur disciplinary action. The following examples are intended to provide notice of conduct that falls short of the standards to which we are held. It is not an exhaustive list.

Incompetency, inefficiency, dishonesty, immoral conduct, insubordination, intoxication, discourteous treatment of the public, neglect of duty, failure of good behavior, misfeasance (doing something inadequately or poorly), malfeasance (doing something wrong), nonfeasance (failing to do something), violation of Ohio Civil Service Law, violation of County policy, violation of department work rules, or conviction of a felony constitute grounds for discipline.

Examples of Unacceptable Conduct	
1. Interfering with or hindering work schedules; failing to work on a shift as scheduled, arranging your own replacement on a shift without permission from your supervisor, or working overtime without authorization.	16. Refusal to be searched or have personal property examined by security personnel or law enforcement officials where there is reasonable cause for a search.
2. Directly or indirectly making or publishing false or malicious statements about any employee, supervisor, the County, agencies or departments, projects, or any other individual.	17. Supplying false or misleading information or withholding pertinent information when applying for employment or at any time during your employment with the County.
3. Excessive absenteeism or tardiness without valid excuse and/or proper notification, or falsely reporting the reason for absence or tardiness.	18. Possessing dangerous or deadly weapons on County property, or while in the performance of County duties, unless authorized to possess the weapon.
4. Failure to perform job or work assignments satisfactorily, safely, and efficiently.	19. Theft (unauthorized removal), misappropriation, or unauthorized possession, storage, transfer, or use of County property/equipment or that of another employee.
5. Unauthorized distribution of literature or posting of notices, signs, or writings in any form on County premises during work time and in work areas.	20. Failure to conduct yourself civilly in the workplace, during working hours, or while representing the County. This includes immoral or indecent conduct, illegal gambling, fighting, coercion, dangerous or potentially dangerous horseplay, bullying, being disrespectful, verbally or nonverbally intimidating or harassing others, and the use of vulgarity or profanity.

(more)

Examples of Grounds for Discipline

Board of County Commissioners Policy Number: BOC-80.02

6. Solicitation, sale, or distribution of items during work time.	21. Unauthorized possession, consumption, selling, being under the influence of illegal drugs, hallucinogens, narcotics or related drugs, medically unauthorized prescription drugs or alcohol and having the presence in one's system of the above described substances on working time, operating County equipment, or acting on behalf of the County as well as failure to submit to drug or alcohol testing upon request.
7. Smoking in other than designated areas, or improper disposal of smoking materials.	22. Failure to submit to drug or alcohol testing upon request.
8. Engaging in activities on County property while on working time which could discredit the County or its employees.	23. Refusing to obey the direct order of a supervisor (insubordination).
9. Discrimination against a fellow employee on any basis protected by law.	24. Abusing, defacing, or destroying County property or the property of other employees.
10. Accepting, soliciting, or using the authority or influence of your position to secure anything of value from a party interested in doing business with your employing agency.	25. Falsifying or unauthorized altering or destroying of County reports or records.
11. Lack of good personal appearance or hygiene which interferes with your professionalism or adversely affects the image of Franklin County.	26. Loitering or sleeping on the job.
12. Failure to report any conditions of health or safety which might endanger yourself or others.	27. Willfully hindering, limiting, or sabotaging County, department, or agency operations, or business.
13. Any other failure of good behavior, misconduct, misfeasance, malfeasance or nonfeasance, including violation of any policy set forth in the Handbook or an Agency's work rules.	28. Offering, taking, or soliciting a bribe or gratuity in exchange for job preferences, promotion, or performance.
14. Offering, taking, or soliciting a bribe or gratuity in connection with any County negotiation or transaction.	29. Unreported absence from work for three (3) consecutive working days.
15. Punching, signing, altering, or recording one's own time records for the purpose of creating a false record or defrauding the County, or punching, signing, altering, or recording another employee's time record under any circumstances.	30. Failure to observe established fire and safety rules, or common safety practices, or failure to report any personal injury or accident sustained while in the course and scope of employment.

GRIEVANCE PROCEDURE

The Commissioners value communication and encourage employees to engage in dialog to help manage conflict. Only if such efforts have been deemed unproductive should the formal grievance process be initiated.

The Board of Commissioners has established this procedure to extend a grievance process to non-bargaining employees. The procedure provides an avenue to address any unresolved question or dispute regarding the conditions of employment, or a disagreement concerning employee relations or working conditions.

This formal two-step grievance procedure is not a vehicle for appealing disciplinary actions. The parties may, by mutual agreement, agree to waive or extend the time limits of any step of this procedure.

Step I

A grievance should be:

- In writing;
- Turned in within ten (10) working days after aggrieving act(s).

Present grievance to the agency director; or if the grievance is with the agency director present grievance to the next higher level of supervision.

The supervisor will reply in writing to the grievant within seven (7) working days after the grievance is presented to him/her.

Any group grievance should be presented first to the lowest ranking supervisor common to all employees in the group.

Step II

If a grievance is not settled under Step I, forward the grievance to the Human Resources Director within three (3) working days following receipt of the Step I response.

The Human Resources Director will make inquiries into the matter of the grievance and schedule a meeting with the grievant and agency director to discuss the grievance. A written response will be provided within fourteen (14) working days.

Section IX

Departure

JOB SEPARATION – RESIGNATION OR TERMINATION

An employee who wishes to leave the service of the County in good standing needs to submit to his or her agency or department a written resignation giving at least a two-week notice.

All property belonging to the County, including but not limited to, all keys, work products, uniforms, I.D. cards and parking passes must be accounted for and returned as soon as practicable, but no later than before the final paycheck is released to the employee following resignation or termination of employment.

Upon separating from County service an employee will be paid for accrued unused leave balances. For specific information on the rules of leave payout, refer to the leave sections of this Handbook and/or the applicable collective bargaining agreement.

An employee may also be eligible to obtain continued coverage of the County's health care benefits package. For details about eligibility refer to the Insurance section or contact the Department of Human Resources' Employee Benefits Office at 614-525-5750.

Any employee who has received money under the adoption assistance or tuition reimbursement programs less than one year prior to the date of a resignation, retirement, or separation for a reason other than job abolishment or layoff, is obligated to repay that reimbursement immediately upon receiving an invoice.

RETIREMENT (OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM - OPERS)

Employees of Franklin County are required by law to participate in the Ohio Public Employees Retirement System (OPERS). OPERS is a separate retirement system from the federal Social Security system. To properly consider retirement planning options please contact OPERS.

The plan you select determines if the OPERS Board or you make the investment decisions.

The County does not manage the program and does not have information to answer many of the questions you may have. OPERS has extensive information to help you understand your options. Use their website: <https://www.opers.org/> or call 1-800-222-7377 for further information or to set up an appointment to talk with a representative.

It is important to realize that only while you are earning money do you and the County make contributions to OPERS. If you use a leave without pay, that period of time without money may alter your OPERS service credit time and, ultimately, may impact the timing of your eligibility for retirement and the benefits you receive.

DISABILITY SEPARATION/RETIREMENT AND REINSTATEMENT

A disability separation is an action taken to separate an employee from service if the employee is unable to perform the essential functions of their position or class with or without reasonable accommodation due to mental, sensory, or physical incapacity. It may occur if an employee is unable to return to work after a leave of absence (including an authorized leave of absence without pay - LWOP). Disability separation is not a disciplinary action. A separation may be initiated either by an employee or by the County.

An employee eligible for disability retirement through the Ohio Public Employees Retirement System, may apply directly to OPERS.

An employee may request reinstatement to a position in their classification after a disability separation if they are able to return to work and perform the essential duties of the position.

Disability Separation

If you are unable to perform the essential duties of your position either you (voluntary) or your agency (involuntary) may request a separation. There must be satisfactory medical documentation for any disability separation.

You will receive information about possible reinstatement at the time of separation.

If the separation is involuntary:

- The County may require a medical examination;
- An internal hearing will be conducted in the Department of Human Resources;
- If not otherwise prohibited by a covering union contract, you may request a hearing at the State Personnel Board of Review if you dispute the separation.

Disability Retirement

If you are eligible for an OPERS disability retirement, you must contact OPERS to apply.

Get more information at <https://www.opers.org/>

Reinstatement

You have reinstatement rights for two (2) years from the effective date a disability separation begins.

You have reinstatement rights for five (5) years from the effective date an OPERS disability retirement begins.

Your reinstatement request must be in writing and supported by satisfactory medical documentation.

LAYOFF, POSITION ABOLISHMENT, AND RECALL

Should the circumstances ever arise when the Board of Commissioners is faced with the need for a reduction of force or abolishment of positions, the provisions of Chapter 124 of the Ohio Revised Code (ORC), and Chapter 123 of the Ohio Administrative Code (OAC) will be followed for affected classified non-bargaining employees.

Applicable collective bargaining agreement(s) will be followed for affected bargaining employees.

The County may layoff employees or abolish their positions due to lack of funds, lack of work, reorganization, or reasons of economy.

Layoff Order

Non-bargaining employees will be laid off by primary appointment categories in the following order:

1. Part-time probationary
2. Part-time “regular”
3. Full-time probationary
4. Full-time “regular”

Retention points will be calculated for classified non-bargaining employees in affected classifications.

Employees will be laid off in retention point or seniority order – lowest to highest.

Displacement

Displacement rights for classified non-bargaining employees affected by a layoff will be determined and offered in accordance with procedures set forth in the Ohio Revised and Administrative Codes.

Employees in temporary and seasonal appointments will be laid off prior to regular appointments.

- Bargaining employees refer to your contract for order of layoff.

Retention points are based on length of continuous service.

- Bargaining employees are laid off based on seniority—refer to your contract for information.

- Bumping rights for bargaining employees are determined based on the applicable collective bargaining agreement.

(more)

Layoff, Position Abolishment, and Recall

Board of County Commissioners Policy Number: BOC-92.01

Recall

Laid off employees retain the right to be recalled for twelve (12) months from the effective date of layoff.

Recall is in the reverse order of layoff based on retention points or seniority – highest to lowest.

- Bargaining employees: refer to your collective bargaining agreement for information on recall rights.

Section X

General

TIME RECORDS

Each employee is responsible for keeping an accurate record of attendance. Inaccurate or incomplete records are unacceptable. Never record anyone else's time, nor permit anyone else to record your time. Supervisors will verify the correctness of time records and forward them for payroll processing.

Various departments utilize different record keeping methods. Employees are expected to understand and follow the timekeeping rules of their department.

Note: Falsification of time records is considered seriously unacceptable conduct and subject to disciplinary action, up to and including termination of employment.

PAYDAY

Employees are paid bi-weekly. Employees are required to utilize direct deposit, using the “Authorization Agreement for Automatic Deposits (Credit)/Withdrawals (Debits)” form which is available from the agency’s payroll officer. As part of the Direct Deposit Policy, employees shall enroll in the Online Payroll Service System. Contact your agency payroll officer for information on enrollment.

Mandatory deductions from paychecks include federal, state and local income and withholding taxes, child support obligations, garnishments, contributions to the State of Ohio Public Employees Retirement System and Medicare contributions (for employees hired after April 1, 1986). Voluntary deductions include health insurance premiums, supplemental life insurance premiums, transportation costs, and any other deductions based upon your choices of programs. All deductions are itemized on the paycheck stub.

If any wages are due at the time of job separation, the final paycheck will be released on the next scheduled payday for the pay period in which those hours were worked.

TRAVEL

The Commissioners seek a critical balance when approving travel. This is the County's need for cost effectiveness and your need for quality services and support in meeting our mission. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury nor sub-standard modes of transportation and accommodations should be used. Employee travel and associated expenses will be authorized by the Board of Commissioners (out of County travel) or the employee's management (in-County).

It is the responsibility of each of us to ensure that:

- all employee travel meets the objective of furthering Board of Commissioners' mission;
- reimbursement is made only for actual, reasonable business expenses in connection with authorized travel; and
- all travel is accomplished without conflict of interest, especially in regard to vendors. You may not solicit or accept payments, subsidies or reduced rates from parties with an interest in matters before, regulated by, or doing business with the particular department or agency involved.

Authorization to Travel

In-County mileage and parking expenses do not require a Request for Authorization to Travel on County Business form.

Because these reimbursements are made through the payroll system, they also do not require a purchase order.

For other travel expenses, submit a Request for Authorization to Travel on County Business form and any accompanying information (conference materials) to your manager or director at least four (4) weeks prior to the date of travel.

Submit request form at least four (4) weeks prior to the date of travel to take advantage of early registration and advance-purchase discounts.

Evidence of the Commissioners' authorization is an approved purchase order.

Emergency travel may be temporarily authorized by a Commissioner or the highest level administrative person available at the time the travel is deemed necessary.

Subsequent reimbursement for expenses itemized on an employee expense report with appropriate documentation, must be approved by the agency director and then submitted to the Auditor's office for payment.

References and Related Comments

The Franklin County Travel Policy is located on the Franklin County Auditor's website under *Fiscally Speaking*.
<http://www.franklincountyauditor.com/fiscally-speaking/>

Glossary

Glossary and Acronyms

Accrue

Refers to the ability of an employee to accumulate hours based on length of service and time worked per pay.

ADA

Americans With Disabilities Act - A wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal. Disability is defined as "a physical or mental impairment that substantially limits a major life activity." The determination of whether any particular condition is considered a disability is made on a case by case basis.

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.

AWOL

Absent With Out Leave

Bargaining Unit Employee

A group of employees that have been determined by the State Employment Relations Board (SERB) to be an appropriate entity for purposes of collective bargaining.

BCI

Background Check Information

Bereavement Leave

To provide eligible employees paid leave time in the event of a death in the employee's immediate family.

BOC

Franklin County Board of Commissioners

Break in Service

An employee has had a separation from service of thirty-one days or more. An authorized leave of absence, granted pursuant to rule 123:1-34-01 of the Administrative Code, or any separation from service which carries with it the right to reinstatement, or reemployment as a result of a layoff, shall not constitute a break in service, provided the employee is reinstated or reemployed within the allowable time.

CCAO Deferred Comp

County Commissioners Association of Ohio Deferred Compensation Plan www.ccao.org

Civility

Courtesy; politeness.

Classification

A group of positions sufficiently similar in respect to duties, responsibilities, authority, and qualifications so that the same descriptive title may be used for each, the same pay range assigned, and the same examinations conducted.

Classification Change

A change in an employee's classification title which results in a promotion, demotion, lateral move to a different classification with the same pay range or reassignment to another classification.

Classification Plan

A system of classifications which may include pay range assignments for each classification.

COBRA

Consolidated Omnibus Budget Reconciliation Act of 1986 which requires that most employers offer employees and their families the opportunity for a temporary extension of health coverage in certain instances where their coverage would otherwise end.

Collective Bargaining Agreement

A collective bargaining agreement is the ultimate goal of the collective bargaining process. Typically, the agreement establishes wages, hours, promotions, benefits, and other employment terms as well as procedures for handling disputes arising under it.

Commercial Drivers' License – CDL

A commercial driver's license (CDL) is required in the United States to operate any type of vehicle with a gross weight of 26,001 lb (11,793 kg) or over including (but not limited to) tow trucks, tractor trailers and buses.

Compensation

A systematic approach to providing monetary value to employees in exchange for work performed.

Compensatory Time

Paid time off that is granted to a non-exempt worker as compensation for working overtime.

Compressed Work Week

A compressed work week is a work schedule condensing the standard full-time work week into fewer than five full days.

Continuous Service

The uninterrupted service of an employee with a county office, state agency, or a state-supported college or university where no break in service occurs.

County Offices

Agencies, boards, commissions, departments, and elected offices of the county in which appointing authorities are subject to the provisions of Chapter 124 of the Ohio Revised Code.

CSEA

Franklin County Child Support Enforcement Agency

Days

Calendar days unless specified otherwise.

Deferred Compensation

A plan that employees can use to defer taxes and save money. An employee defers part of his or her salary into a deferred compensation plan. The money grows tax-free until it is withdrawn, at which time taxes are owed. Deferred compensation plans are part of pension, stock option, and profit-sharing plans.

Demotion

Means the movement of an employee at the request of the appointing authority or the employee, from one position to a vacant position which is assigned to a different classification and a lower pay range, or lower salary where pay ranges do not exist. For the purposes of this definition, a lower pay range is determined by comparing the step one rates of the relevant pay ranges.

Disability

A physical or mental impairment that substantially limits one or more major life activities.

Disability Retirement

A separation granted by a state retirement system retaining reinstatement rights per appropriate section of the Revised Code.

Disability Separation

A voluntary or involuntary separation granted by the appointing authority and the director when an employee becomes unable to perform the essential job duties of the employee's position.

Discrimination

Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit.

Displacement

Means for purpose of layoffs and job abolishment the process by which an employee with more retention points exercises his or her right to take the position of another employee with fewer retention points pursuant to the provisions of Chapter 123:1-41 of the Administrative Code. Displacement occurs the date an employee is notified that another employee has exercised his or her right of displacement and that the employee with fewer retention points is to be displaced.

DJFS

Franklin County Department of Job and Family Services

Domestic Partner

A domestic partner is defined in the Health Plan Document and is summarized here as an adult with whom the employee shares a permanent residence, is in a sole relationship for six months and intends to remain indefinitely, is not married to or legally separated from another person, shares responsibility for each other's common welfare, is at least 18 years of age and mentally competent, not related to each other by blood to a degree of closeness that would prohibit marriage.

EAP

Employee Assistance Program - Plans that help identify and resolve issues facing troubled employees through short-term counseling, referrals to specialized professionals or organizations, and follow-up services.

EDP

Franklin County Department of Economic Development & Planning

EM&HS

Franklin County Emergency Management & Homeland Security

EOC

Emergency Operations Center

Ethics

Dealing with what is good and bad and with moral duty and obligation.

Exempt Employees

Exempt employees are those who are exempt from certain wage and hour laws, i.e. overtime pay; usually applies to administrative, executive, or professional employees.

Fitness for Duty

The mental, physical, and emotional status to carry out the essential functions and job-related responsibilities of a job, with or without reasonable accommodation, in a safe, secure, productive, and effective manner.

Flex-time

A scheduling concept that allows for nontraditional work hours to be employed on a systematic basis.

FLSA

Fair Labor Standards Act

FMLA

Family and Medical Leave Act

Full-time Employee

An employee whose regular hours of duty total eighty hours in a pay period.

Grievance

A circumstance thought to be unjust or injurious and ground for complaint or resentment.

Harassment

Behavior that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

HR

Franklin County Department of Human Resources

Immoral Conduct

Conduct which is willful, flagrant, or shameless, and which shows a moral indifference to the opinions of the good and respectable members of the community.

Incompetent

Devoid of those qualities requisite for effective conduct or action.

Inefficient

Lacking the ability or skill to perform effectively.

Jury Duty

Obligation of a citizen to serve on a jury when called.

Layoff

The act of suspending or dismissing an employee, as for lack of work, lack of funds, or because of reorganization.

Life Event

Includes: birth, divorce, child loses dependent status, death, legal separation, child becomes qualified dependent.

LWOP

Leave Without Pay - is a temporary non-paid status and absence from duty.

Malffeasance

Misconduct or wrongdoing.

Maternity Leave

Paid or unpaid leave from work that a woman is entitled to take before, at, and after the time that she gives birth to or adopts a child.

Misfeasance

Improper and unlawful execution of an act that in itself is lawful and proper.

Neglect of Duty

Careless or intentional failure to exercise due diligence in the performance of job responsibilities.

Nepotism

Favoritism (as in appointment to a job) based on kinship. Nepotism in the workplace occurs when employers favor relatives in making employment decisions, with little to no regard for anything but kinship.

Non-Bargaining Employee

Any employee not covered by collective bargaining.

Non-Exempt Employees

Non-exempt employees are paid on an hourly basis and must receive overtime compensation or compensatory time off for hours worked in excess of 40 hours per work week.

Nonfeasance

Failure to perform an act that is either an official duty or a legal requirement.

OAC – Ohio Administrative Code

A codification of the administrative rules.

Ohio Civil Rights Commission

www.crc.ohio.gov

OMB

Franklin County Office of Management & Budget

OPERS

Ohio Public Employees Retirement System

www.opers.org

PFM

Franklin County Public Facilities Management

Position Abolishment

Permanent deletion or removal of a position or positions from the organization or structure of an appointing authority due to a lack of continued need for a position, as a result of a reorganization for the efficient operation of the appointing authority, for reasons of economy, or due to a lack of work.

Position Audit

The evaluation of the current duties and responsibilities assigned to an encumbered position to determine proper classification.

Position Control Number

A unique number assigned to each employment position within an agency by the Human Resources Department used to identify each position.

Probationary Period

Either the period of time at the beginning of an original appointment or the period of time immediately following a promotion, which constitutes a trial or testing period for the employee, during which the employee's employment may be terminated without progressive discipline or cause.

Probationary Removal

The termination of an employee's employment for unsatisfactory performance during the employee's initial probationary period

Promotion

The movement of an employee from one position to a vacant position which is assigned to a different classification and a higher pay range. Promotional pay increases are either 4% or to the minimum of the new pay range, whichever is greater.

Public Records

Any information, minutes, files, accounts or other records which a governmental body is required to maintain and which must be accessible to scrutiny by the public.

Reassignment

The act of changing the classification assigned to an employee. This may be the result of change in or addition of classifications to the classification plan, or in assigning a different classification title as a result of a position audit or classification change.

Reclassification

The act of changing a classification of an existing position. The employee, if left in the position, shall be reassigned to the new classification.

Reinstatement

The act of returning a person to the same appointing authority within the allowable time, following a period of separation or a leave of absence, retaining seniority and status. For purposes of layoff, "reinstatement" means the act of selecting from the appointing authority's layoff list individuals to return to active service with the same appointing authority in the same or similar classification series of layoff.

Removal

The termination of an employee's employment for the reason outlined in section 124.34 of the Ohio Revised Code.

Resignation

A voluntary separation from County service by the employee.

Retirement

A separation from the County service in which the employee receives retirement benefits.

RFL

Request for Leave

Risk Management

Policies, procedures, and practices involved in identification, analysis, assessment, control, and avoidance, minimization, or elimination of unacceptable risks in the workplace.

Specification

A general description of a job classification specifying or giving examples of the kinds of tasks expected to be performed by employees holding positions allocated to that classification, which may include the classification title and number, a statement of job function, a grouping of task statements by job duties (ranked by importance), approximate percentages of total job time required for performance of each duty, and may include worker characteristics or behaviors required for successful completion of all tasks within each duty, and minimum qualifications for competition for employment in the classification.

State Personnel Board of Review (SPBR)

SPBR - The State Personnel Board of Review is a neutral body that provides a forum for administrative appeals by classified employees of state agencies, county agencies, state universities, and general health districts. SPBR is committed to preserving civil service law and ensuring its uniform protection. www.pbr.ohio.gov

Status

A type of appointment, such as probationary, certified, permanent, temporary, or unclassified.

Supplemental Life Insurance

An eligible employee may purchase through payroll deduction additional coverage for themselves, spouse and children. The cost of this insurance is based on age and the amount of coverage purchased.

Suspension

Disciplinary action resulting in temporary deprivation of employment without pay as a punitive or disciplinary measure.

Table of Organization

A listing, arranged by structural or functional units, of the classifications of positions in a department or agency.

Term Life Insurance

A life insurance policy which provides a stated benefit upon the holder's death, provided that the death occurs within a certain specified time period.

Transitional Work Benefits

Allows an employee with temporary restrictions to work in a modified, alternative, or reduced-hours capacity, for a defined period of time, while recuperating from a work-related illness or injury.

U.S. Equal Employment Opportunity Commission (EEOC)

Promote equality of opportunity in the workplace and enforce Federal laws prohibiting employment discrimination. www.eeoc.gov

VA

Veterans Administration

Workers' Compensation

Payments required by law to be made to an employee who is injured or disabled in connection with work.

Working Suspension

A disciplinary action taken that requires an employee to report to work and receive compensation, but such period shall be recorded as a suspension.



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