

PERSONNEL POLICY MANUAL

FOR

JEFFERSON COUNTY

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INTRODUCTION

Policies are defined as the basic rules which guide administrative action for accomplishing an organization's objectives. Comprehensive and clearly defined policies, consistently and fairly administered, are essential to the success of any organization.

This manual contains those policies set forth for the several offices and departments of Jefferson County and they are intended to supersede all previous written and unwritten personnel policies. All personnel charged with the responsibility of administering policy should be thoroughly knowledgeable of its contents. Furthermore, it is essential that these policies be administered in a systematic, fair and impartial manner.

Undoubtedly, there will be situations which shall require administrative interpretations of the policies set forth herein. Every effort must be made to ensure that such decisions are made objectively, with the general intent of the policy in mind. Questions regarding the interpretation or application of these policies should be directed to the employee's appointing authority, or his designee.

As conditions shift within the organization, it may be necessary to add, delete, or revise specific policies affected by such change. Updated policies should be issued to all manual holders and communicated to all affected employees.

This policy manual is a guide to be utilized by management to ensure uniformity and nondiscriminatory application of the conditions of employment. In the event there is a conflict between the matters expressed in this manual and any other applicable laws or documents, the applicable law or full text of the written documents shall prevail.

This policy manual and sections thereof are to be used as a guide for clarification. Certain departments within the County have bargaining agreements and areas of this manual may be in conflict with such agreements. However, the bargaining agreement shall supersede any and all policies or sections of policies contained in this manual where a conflict may exist. If an area is not addressed in a bargaining agreement, the policy contained in the manual shall prevail.

If any article or section of this policy manual or any amendments thereto shall be held invalid by operation of law or by a tribunal of competent jurisdiction, or compliance with or enforcement of any article or section of this policy manual shall be restrained by such tribunal, the remainder of this manual and amendments thereto shall not be affected and shall remain in full force and effect.

While the Jefferson County appointing authorities who adopted this manual do wholeheartedly believe in these policies, it is important to note that such policies do not constitute contractual obligations.

SECTION 1

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

DEFINITIONS

Section: 1.1

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

Unless otherwise indicated in these policies, the following definitions apply.

- A. ABOLISHMENT - Means the permanent deletion or removal of an encumbered 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 department, for reasons of economy, or due to lack of work which is expected to be permanent.

- B. ABSENTEEISM - The practice of a worker failing to report for work for a period of up to and including one (1) or more days; or failing to report within the prescribed time when he or she has been assigned to or scheduled for work. Misuse or abuse of sick leave regulations can be considered absenteeism.

- C. ABSENT WITHOUT LEAVE - Failure to report for work without any authorization to be absent for any length of time from the department or division head.

- D. APPOINTING AUTHORITY - Refers to the Officials, Commission, or Board, or other body as provided by the Ohio Revised Code, which has the power of appointment to or removal from positions within the County.
- E. APPOINTMENT CATEGORIES - Refers to the appointment designation of a position such as: part-time temporary, full-time temporary, intermittent, part-time seasonal, full-time seasonal, part-time permanent, full-time permanent.
- F. AVAILABLE VACANCY - Any existing funded position not currently filled by an incumbent, which the appointing authority desires to fill. The existence of vacant positions on an appointing authority's table of organization or roster of positions shall not mean that a position is an available vacancy.
- G. CERTIFICATION - Means the process of providing to an appointing authority the names on an eligible list, or layoff list.
- H. CERTIFIED ELIGIBLE LIST - Means a list issued to an appointing authority, from the Ohio Department of Administrative Services, of individuals available for employment from an eligible list, or layoff list, or a list of provisional employees that qualify for certified status.

- I. CERTIFIED APPOINTMENT - Means an appointment from an eligible list.
- J. CERTIFIED EMPLOYEE - Means an employee who has been appointed to a position from a certification eligible list, is certified in their position pursuant to an examination, or the operation of the civil service rules.
- K. CLASSIFICATION - Means 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 position, the same pay range may be assigned, and the same examinations may be conducted.
- L. CLASSIFIED SERVICE - Shall comprise all persons in the employ of the County who are not specifically included in the unclassified service.
- M. CONTINUOUS SERVICE - Means the uninterrupted service of an employee with the State of Ohio, a county agency, a general health district, or a state-supported college or university where no break in service occurs.
- N. DAYS - Means calendar days unless specified otherwise.

- O. DISHONESTY - Disposition to lie, cheat or defraud; untrustworthiness; lack of integrity.
- P. DRUG ABUSE - The possession or use of any controlled or uncontrolled substance to the extent that it interferes with the employee's duty to perform the duties and responsibilities of the employee's position or may cause harm to himself or others.
- Q. DRUNKENNESS - The condition of a person whose mind is affected by the use of intoxicating drinks; the effect produced upon the mind or body by drinking liquors to such an extent that it impairs the normal condition of the subject or his or her capacity for rational action and conduct is substantially diminished.
- R. ELIGIBLE - Means an applicant for appointment to a classification who has passed an examination, met other requirements for the classification, and who is willing to accept employment.
- S. EMPLOYEE - Means any person holding a position subject to appointment, removal, promotion, or reduction by his appointing authority, or any person hired to work for the County of Jefferson.

- T. EXEMPT EMPLOYEE - Means exempt from the overtime provisions of the Fair Labor Standards Act.
- U. EXCUSED ABSENCE - Being absent from work with the approval of the appointing authority or designee, i.e. vacation, holiday, unpaid leave of absence, etc.
- V. FIDUCIARY - An employee who is in a position which requires a relationship of special confidence and trust with the appointing authority.
- W. IMMORAL - Contrary to good morals; inconsistent with the rules and principles of morality; harmful or adverse to the public welfare according to the standards of the community, as expressed in law or otherwise.
- X. 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.
- Y. INCOMPETENCY - Lack of ability, legal qualifications, or fitness to perform duties and responsibilities required of an employee.

- Z. INEFFICIENCY - Quality of being incapable or indisposed to perform duties and responsibilities required of an employee.
- AA. INSUBORDINATION - State of being unwilling to perform duties and responsibilities required of an employee. Refusal to obey an order issued by the employee's administrative superior (supervisor). Act of verbally abusing the employee's supervisor.
- BB. LACK OF FUNDS - Means the appointing authority has a current or projected deficiency of funding required to maintain current, or sustain projected, levels of staffing and operation.
- CC. LACK OF WORK - Means an appointing authority has a current or projected decrease in the workload or work requirement which requires or will require reduction of current staffing levels. The lack of work will be deemed temporary if the decrease in workload or work requirements is expected to last less than one (1) year.

- DD. MALFEASANCE - The commission of some act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful; the doing of an act which a person ought not to perform.
- EE. MISFEASANCE - The improper performance of some act which a person may lawfully do; the improper doing of some act which a person may lawfully do.
- FF. NEGLECT - To omit or fail to do a thing that can be done, or that is required to be done; an absence of care or attention in the doing; an omission of a given act; a failure, refusal, or unwillingness to perform one's duty.
- GG. NONFEASANCE - Non-performance of some act which ought to be performed, omission to perform a required duty at all, or total neglect of duty. "Nonfeasance" means the total omission of an act which a person ought to do.
- HH. PAY PERIOD - Means the period of time during which the payroll is accumulated, as determined by the appointing authority.
- II. PAY RANGE - Means the division of a salary schedule to which classifications and positions are assigned.

- JJ. POSITION - When used alone shall refer to any specific employment or job calling for the performance of certain duties, and for the exercise of certain duties, and for the exercise of certain responsibilities by one (1) individual.
- KK. PROBATIONARY PERIOD - The period of time served by an employee following an original or promotional appointment. The probationary period constitutes a trial or testing period for the employee.
- LL. SALARIED EMPLOYEE - Means an employee who regularly receives each pay period a pre-determined amount of compensation. Certain types of salaried employees (executive, administrative, professional) can qualify for exemption from the overtime provisions of the Fair Labor Standards Act (FLSA).
- MM. SICK LEAVE ABUSE - The use of sick leave for any purpose other than as provided by applicable personnel policy or labor contract. Examples of such include, but are not limited to, calling in sick when the employee is able to work; reporting illness in the immediate family when such illness does not exist; reporting off sick to participate in some other activity or take care of personal business; setting a pattern of reporting off sick on certain days of the week or

following regular days off, over an extended period of time; failure to follow the rules and regulations regarding use of sick leave and reporting procedures.

NN. SUPERVISOR - An individual who has been authorized to oversee and direct the work of lower level employees.

OO. TRANSFER - The movement of an employee from one position to another in the same classification.

PP. UNCLASSIFIED SERVICE - Means all offices and positions which are exempt from all examinations and which provide no tenure under law. Appointment to a position in the unclassified service may be made at the discretion of the appointing authority, and the incumbent may be removed, suspended, or reduced from the position at the pleasure of the appointing authority.

QQ. VERBAL REPRIMAND (Instruction & Cautioning) - The discussion a supervisor holds with an employee in which the supervisor disciplines the employee for his or her conduct and impresses upon him or her the need for improvement. This method of discipline can eliminate misunderstandings immediately and set and maintain desired standards of conduct and performance. A record of the

reprimand must be kept in the employee's personnel file in the event the conduct of the employee does not improve and subsequent disciplinary action is required.

RR. WRITTEN REPRIMAND - This is the second step of the Employer's progressive discipline policy. Written reprimands are more severe than verbal reprimands and records of a written reprimand shall be placed in the employee's personnel file.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

CLASSIFIED AND UNCLASSIFIED EMPLOYMENT

Section: 1.2

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. All employees of the County are presumed to be classified civil servants unless the position which they occupy has been exempted from the classified service by a lawful request of the Employer, or by operation of law. After completion of the appropriate probationary period, classified employees may only be disciplined for cause. Classified employees may not actively participate in partisan politics (see Political Activity).

B. Some County employees serve in the unclassified civil service, or occupy positions which have been exempted from the classified service. Such employees serve at the pleasure of the Employer. Unclassified employees are not prohibited from engaging in partisan political activity.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

OBJECTIVES

Section: 1.3

Effective Date _____

Date _____

Issued By _____

By _____

A. The appointing authority recognizes that a personnel system which recruits and retains competent, dependable County personnel is indispensable to effective County government.

B. The policies and procedures set forth in this manual are designed to:

1. Promote high morale and foster good working relationships among employees of the County by providing uniform personnel policies, equal opportunities for advancement, and consideration of employee needs.

2. Enhance the attractiveness of a career with the County and encourage each of its employees to give his or her best effort to the County and the public.

3. Encourage courteous and dependable service to the public.

OBJECTIVES
(Continued)

SECTION 1.3
Page 2 of 2

4. Provide fair and equal opportunity for qualified persons to enter and progress in the County service based on merit and fitness as determined through objective and practical personnel management methods.

5. Ensure that all County operations are conducted in an ethical and legal manner so to promote its reputation as an efficient, progressive body in the community and the state.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

**EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION**

Section: 1.4

Effective Date _____

Date _____

Issued By _____

By _____

- A. Jefferson County is an Equal Opportunity Employer. No personnel decisions concerning any term or condition of employment shall be unlawfully based upon race, color, religion, sex, national origin, military status, veteran's status, age, disability, genetic information, or other protected criteria, except where such criteria constitutes a bona fide occupational requirement.

- B. The Compliance Officer or other designee is the Employer's EEO Coordinator. The EEO Coordinator is responsible for providing information regarding anti-discrimination laws to employees and others, and for reviewing and resolving complaints involving alleged discrimination not resolved by the department head.

- C. The EEO Coordinator shall be responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. Department heads and supervisors shall maintain responsibility for their actions in regard to offering equal opportunity to each department employee

or job applicant and for attempting to resolve discrimination complaints within their respective departments not personally involving the department head.

- D. No inquiry shall be made as to religious, racial, or ethnic origin of the applicant, except as necessary to gather equal employment opportunity or other statistics that, when compiled, will not identify any specific individual. Disclosure of this information by the employee is a voluntary action on the applicant's part.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

MANAGEMENT RIGHTS

Section: 1.5

Effective Date _____

Date

Issued By _____

By

A. The appointing authority maintains the ultimate right to establish policies governing the work force of his office. Such policies shall be consistent with the policies set forth in this manual and all applicable state and federal laws. These policies may include, but are not limited to:

1. Methods and Procedures
2. Size of the Workforce
3. Assignment of Duties and Tasks
4. Hours of Work
5. Compensation of Personnel
6. Hiring Practices
7. Discipline
8. Promotion
9. Demotion
10. Transfer
11. Layoff or Position Abolishment

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

SCOPE OF COVERAGE

Section: 1.6

Effective Date _____

Date

Issued By _____

By

These policies apply to all employees in and under the jurisdiction of the Jefferson County Appointing Authorities who adopt the policy manual.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

DISSEMINATION

Section: 1.7

Effective Date _____

Date

Issued By _____

By

All employees shall be notified of the existence of these policies, and a copy shall be made available for review by all employees through their supervisors. Employees are not permitted to use business hours to review these policies, unless so authorized by the appointing authority.

JEFFERSON COUNTY
POLICY AMENDMENTS

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 1.8

Effective Date _____

Date

Issued By _____

By

As conditions warrant, these policies may be amended, revised or deleted by act of the appointing authority. Such revisions, amendments, or deletions will be published in a conspicuous place prior to their effective date.

SECTION 2

JEFFERSON COUNTY
VACANCIES: IDENTIFICATION,
ANNOUNCEMENT & APPLICATION

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 2.1

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. The appointing authority shall post internally classified vacancies which occur or are imminent within the organization. Positions are filled by promotion whenever possible. If no current county employee is deemed qualified for advancement by the appointing authority, the job will be filled by the hiring of outside applicants in accordance with O.R.C. Chapter 124.

- B. The appointing authority shall publicly announce by appropriate means, all classified vacancies to be filled by other than transfer or reinstatement, and shall maintain a list of announced vacancies for public inspection.

- C. Each announcement, insofar as practicable, shall specify the title, salary or hourly rate of pay, essential functions of the position, the required qualifications, the deadline for and method of application, and other appropriate criteria as determined by the Employer.

**VACANCIES: IDENTIFICATION,
ANNOUNCEMENT & APPLICATION (Continued)**

**SECTION 2.1
Page 2 of 2**

- D. An application must be properly completed and submitted before an applicant will be considered for employment.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

EVALUATION OF APPLICANTS

Section: 2.2

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. The appointing authority or designee may interview any or all job applicants. Applicants must submit to reference checks, interviews, background checks, performance tests, and/or other job-related screening procedures.

- B. An applicant shall be required to provide any information and undergo any examinations necessary to demonstrate qualification for the position sought, insofar as such information and examination is job-related (e.g., related to an essential function of the position and based on business necessity).

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

DISQUALIFICATION

Section: 2.3

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. An applicant shall be eliminated from consideration if he or she:
1. Does not possess the knowledge, skills and abilities necessary to effectively perform the duties of the vacant position.
 2. Has made a false statement of material fact on the application form or supplements thereto.
 3. Has committed or attempted to commit a fraudulent act at any stage of the selection process.
 4. Is an alien not legally permitted to work.

5. Is eliminated from consideration for the position by the Director of the Ohio Department of Administrative Services due to poor work habits and performance with previous employers.
- B. An applicant may be eliminated from consideration upon other reasonable grounds relating to job requirements.
- C. If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply, the employee will be terminated for dishonesty, incompetency, nonfeasance, or malfeasance.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

PROMOTION

Section: 2.4

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. Promotional opportunities shall be offered as far as practicable to qualified current employees whenever possible. The appointing authority may limit a selection process to qualified employees, or may allow such employees preference in application and/or consideration, to the extent such is permitted by law.

- B. Factors to consider for promotion include an employee's completion of required probationary period, required training courses, plus the employee's annual performance evaluation ratings.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

BASIS FOR SELECTION

Section: 2.5

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

Appointments to vacant classified positions shall be made based solely on the applicant's knowledge, skills, and abilities, and other job-related qualifications, as ascertained through fair and practical selection methods.

SECTION 3

JEFFERSON COUNTY	Supersedes all other policies from the effective date of this policy.
EMPLOYEE STATUS	
Section: <u> 3.1 </u>	
Effective Date _____	_____
Issued By _____	Date

	By

- A. All employees of Jefferson County shall be categorized as full-time, part-time, temporary, seasonal, intermittent or interim.
1. Full-time employee - an employee who works forty (40) hours per week on a regularly scheduled basis or the standard full-time work week as designated by the appointing authority. In no case shall an employee be considered full-time if he/she works less than a forty (40) hour week.
 2. Part-time employee - an employee who works less than forty (40) hours per week, or less than full-time as designated by the appointing authority, but on a regularly scheduled basis.
 3. Temporary employee - an employee who works in a position which is of a non-permanent nature (full-time, part-time), which position has a specified

duration when filled in the event of a sick, disabled, and/or absent employee.

4. Intermittent employee - an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable.

5. Seasonal employee - an employee who works a certain regular season or period of the year performing work limited to that season or period of the year (e.g., Collection Clerk in the Treasurer's Office who works during the tax collection period only).

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

MEDICAL EXAMINATION

Section: 3.2

Effective Date _____

Date _____

Issued By _____

By _____

A. A physical and/or psychological examination by a qualified physician may be required by the appointing authority prior to employment to ensure that selected job applicants are physically and psychologically able to perform the essential functions of the position for which they are applying. Examinations may include any job-related examination determined to be a pre-employment requirement. No medical examination, except screening for the use of illegal drugs, will be conducted until after the appointing authority has made the applicant a conditional offer of employment.

B. The appointing authority shall select the physician to administer the examination and shall pay the cost. Applicants may obtain a waiver of the medical examination requirement for the following reasons:

1. Religious opinion or affiliation, or

2. Reinstatement within one (1) year of separation.

Any applicant choosing to waive the examination requirement shall submit a written affidavit from a qualified physician describing his or her state of health at the time of employment.

- C. After hire, employees may be legally required to submit to medical examinations for certain purposes during their period of employment with the County. Such an examination is intended to ensure that the incumbent continues to be physically and mentally able to perform the duties of his or her position. Examples include mandatory drug and alcohol testing for CDL holders, examination to certify continued eligibility for family and medical leave, examination to assess eligibility for workers' compensation, examination required by occupational safety and health programs, etc.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

SENIORITY

Section: 3.3

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. Seniority has a different meaning for certain specific purposes such as layoff, vacation, or retirement, as described below. An authorized leave of absence does not constitute a break in service, and seniority time continues to accumulate during the term of the leave provided that the employee complies with rules and regulations governing his or her leave of absence, and that the employee is reinstated from the leave.

- B. For the purposes of layoff, seniority is defined as continuous service with the County, any other Ohio county, general health district, the State of Ohio, or a state-supported college or university. Service may be transferred from one agency to another without loss of seniority as long as no break in service of more than thirty (30) days occurs. A break in service occurs if an employee is terminated for any reason other than layoff and is not reinstated within one (1) year of the termination date. If an employee is reinstated within one (1) year of the termination date, continuous service will not be broken and prior service will be

credited to the employee for purposes of determining seniority. Employees who are reinstated or re-employed from layoff within one (1) year of the layoff date will retain all previously accumulated seniority, but will not be credited with seniority for time spent on layoff.

- C. Seniority for purposes of vacation is calculated according to the number of years of service with the County or any political subdivision of the State of Ohio. The service need not be continuous; however, completion of a total of one (1) year of service is required before eligibility for any vacation leave is established.

- D. Seniority for the purposes of determining retirement benefits is defined by the provisions of the retirement system in which the employee participates.

- E. For all other purposes other than those specified above, seniority shall be defined as set forth in the provisions of the Ohio Revised Code.

JEFFERSON COUNTY

IMMIGRATION REFORM AND CONTROL ACT

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 3.4

Effective Date _____

Date _____

Issued By _____

By _____

I. General Policy. In accordance with the provisions of the Immigration Reform and Control Act of 1986, the appointing authority has adopted the policy set forth below.

A. The appointing authority shall not knowingly hire or recruit or continue employment of any alien hired after November 6, 1986, without substantiating and documenting that alien's eligibility in accordance with provisions established by this policy.

B. The appointing authority has established an employment verification system and shall retain appropriate records establishing that each employee hired after November 6, 1986, is lawfully authorized to work in the United States as either a U.S. citizen or as a properly "documented alien."

II. Pre-Employment Requirement

A. All applicants to be hired, as a condition of employment, shall be required to complete the biographical information requested by Form I-9 (refer to Form I-9). The applicant shall attest that he/she is eligible for employment and has presented authentic, original documentation of identity and employment eligibility by placing an "X" in the appropriate box in Part I of the form. The applicant shall sign the signature space of Part I of the form and shall submit the form to the appointing authority for review and verification.

B. The appointing authority shall require the applicant to furnish one (1) of the documents listed below in order to substantiate both the applicant's identity and employment eligibility:

1. United States passport (unexpired or expired);
2. Certificate of U.S. citizenship (INS Form N-560 or N-561);
3. Certificate of Naturalization (INS Form N-550 or N-570);

4. Unexpired foreign passport which contains (a) an I-551 stamp, or (b) has attached thereto INS Form I-94 indicating unexpired employment authorization;
 5. An alien registration receipt card with photograph (INS Form I-151) or I-551;
 6. An unexpired temporary resident card (INS Form I-668);
 7. An unexpired Employment Authorization Card (INS Form I-688A);
 8. An unexpired Re-entry Permit (INS Form I-327);
 9. An unexpired Refugee Travel Document (INS Form I-571);
 10. An unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B).
- C. In lieu of any of the documents specified in II (B) of this policy, the applicant may submit to the appointing authority one (1) of the documents

outlined below to establish employment eligibility and one (1) of the documents outlined below to establish the applicant's identity.

Acceptable Documents for Establishing Employment Eligibility	Acceptable Documents for Establishing Identity
1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)	2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal	3. School ID card with a photograph
4. Native American tribal document	4. Voter's registration card
5. U.S. Citizen ID Card (INS Form I-197)	5. U.S. Military card or draft record
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)	6. Military dependent's ID card
7. Unexpired employment authorization document issued by the INS (other than those listed under List "A")	7. U.S. Coast Guard Merchant Mariner Card

	8. Native American tribal document
	9. Driver's license issued by a Canadian government authority
	For Persons Under Age 18 Who Are Unable to Present a Document Listed Above
	10. School record or report card
	11. Clinic, doctor, or hospital record
	12. Day-care or nursery school record

D. If an alien attests to the appointing authority that he/she intends to apply or has applied for legalization or amnesty, the appointing authority need not require evidence of work authorization as specified in (C) above; the applicant must, however, provide to the appointing authority evidence of the applicant's identity.

III. Post-Hiring Requirements

A. Within three (3) business days after the appointment of the applicant, the appointing authority shall physically examine the documentation presented by the new employee, then complete the remaining portions of Form I-9.

- B. The appointing authority shall retain Form I-9 and photocopies of the supporting documentation for three (3) years after the effective date of hire or for one (1) year from the date of the employee's separation from service, whichever is later.

- C. Form I-9 and copies of supporting documentation shall not be used for any purpose or provided to any agency or person other than for the purpose of complying with the requirements of the Act.

- D. Should an employee be rehired or reinstated by the appointing authority within one (1) year of the date of separation, the appointing authority may use the original I-9 form and supporting documentation for the purpose of complying with the Act.

IV. Anti-Discrimination Policy

- A. It is the intention of the Jefferson County Appointing Authorities not to discriminate in hiring on the basis of national origin and citizenship status except as otherwise provided by law. The Employer will not unlawfully discriminate against any citizen or national of the United States or against any alien authorized to work in the job at issue.

SECTION 4

JEFFERSON COUNTY

IMMIGRATION REFORM AND CONTROL ACT

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 4.1

Effective Date _____

Date _____

Issued By _____

By _____

All County employees are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio, and other rules and regulations as may be set forth by their appointing authority.

It is important to remember that the compensation of all employees is paid through taxes. Therefore, each County employee assumes responsibility to serve the public in an honest, effective, and cheerful manner.

Appointing Authorities are responsible for providing new employees with a copy of ORC Chapter 102 and ORC 2921.42 within fifteen (15) days of hire, and should require the employee to acknowledge receipt of the documents in writing.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

PROBATION

Section: 4.2

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. Each newly hired or promoted classified employee shall serve a probationary period. Probationary periods shall be set at one hundred twenty (120) days, unless extended by authorization of the Director of the Ohio Department of Administrative Services, but in no case shall such period exceed one (1) year.

- B. Supervisors shall use the probationary period to closely observe and evaluate the employee's performance and aptitude for the job. Likewise, the employee is encouraged to bring problems to the supervisor, to enhance his or her performance. Supervisors have a responsibility to only recommend retention of those employees who meet acceptable work standards during the probationary period.

- C. An employee may be separated upon failure of the original probationary period at any time during the probationary period. Employees serving promotional

probationary periods may be reduced to the classification and salary held prior to the promotion, upon failure of the promotional probationary period at any time during such probationary period. The appointing authority shall review each case individually, and evaluate the employee's fitness and/or quality of work to determine continuation in the position.

- D. Any employee who is reduced as a result of a promotional probationary failure, or who is separated as a result of an original appointment probationary failure, does not have the right to appeal such action by the Employer.

- E. The action of reduction for failure to complete a promotional probationary period shall not be considered a disciplinary action, and shall not serve to eliminate the employee from consideration for advancement to other positions.

- F. The probationary period for full-time employees and scheduled part-time and seasonal employees shall be based on calendar days from the date of original appointment. Time on leave of absence or other non-paid leaves shall not be counted toward the completion of the probationary period.

Employees who work an irregular schedule or who work less than the normal number of working days per week will have their probationary period determined on the basis of time actually worked as follows:

Length of Probationary Period

Equivalent Number of Hours

120 days
180 days
252 days
270 days
300 days
365 days

700 hours
1,000 hours
1,400 hours
1,500 hours
1,700 hours
2,000 hours

JEFFERSON COUNTY

PERFORMANCE EVALUATIONS

Supersedes all other policies from the effective date of this policy.

Section: 4.3

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. A written performance evaluation provides supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. It provides the employee with documented, constructive feedback concerning current job performance. Documented performance evaluation serves as a basis for important management decisions regarding training needs, job assignments, promotion, and retention of employees. The work performance of each permanent employee shall be evaluated in accordance with established procedures.

- B. Each County employee shall be evaluated annually (thirty [30] days prior to or after the anniversary date of his or her employment). Special evaluations may be made if authorized by the appointing authority. Probationary employees shall normally be evaluated at the midpoint of the probationary period and immediately prior to its completion.

- C. Each employee shall be provided a copy of his or her performance evaluation. The supervisor shall discuss the report with the employee and shall counsel the employee regarding any improvement in performance which appears desirable or necessary.
- D. Employees dissatisfied with their performance evaluations may seek reconsideration through use of the grievance procedure contained within this manual.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

TRAINING

Section: 4.4

Effective Date _____

Date _____

Issued By _____

By _____

- A. Training Program Evaluation. The appointing authority shall periodically examine current and proposed training programs in order to ensure the program's relevance to both the individual employee and organizational training needs.

- B. On-the-Job training (OJT). On-the-job training prepares an employee to effectively perform the responsibilities required of his or her position. It allows the employee to learn his or her job duties, correct procedures, and expected performance levels under the immediate direction of an experienced worker. The conduct of such training is the responsibility of supervisors under the direction of the appointing authority.

- C. Employees may be required to attend job-related training programs, courses, workshops, seminars, etc. If such training is required by the appointing authority, or the appointing authority approves a specific request from an employee to attend such training, the expense incurred shall be paid by the County.

SECTION 5

JEFFERSON COUNTY
CLASSIFICATION PLAN

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 5.1

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. The appointing authority shall administer a classification plan based on an analysis of the duties and responsibilities of positions within the organization. Class specifications shall include a class title, nature of work, examples of duties, minimum qualifications, and content-related worker characteristics.

- B. The appointing authority shall periodically review the duties and responsibilities of positions and make necessary adjustments or revisions to the classification plan.

- C. An employee may request that his or her position be audited for proper classification. Unless duties are substantially altered on a permanent basis, the employee may not request such a review for a year from the date of the results of the last review.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

OVERTIME

Section: 5.2

Effective Date _____

Date

Issued By _____

By

- A. Each covered employee in the classified or unclassified service shall be entitled to overtime compensation at one and one-half (1-1/2) times his or her regular rate of pay for time actually worked in excess of forty (40) hours per week.

- B. For the purposes of this section, paid sick leave, paid vacation and compensatory time shall not be considered time worked; however, paid holidays shall be included. Time spent traveling and time spent overnight on official County business shall not be considered time worked for purposes of calculating overtime, except to the extent that the time intersects normal working time or to the extent the employee is performing actual work. Whenever an employee is required to work overtime in a week where he/she has taken sick leave, vacation, or compensatory time, the employee shall not be eligible for the premium rate until he/she has actually worked forty (40) hours. Time shall be computed at the straight time rate until the forty (40) hours has been reached.

- C. Any employee required to work on one of the recognized holidays is entitled to receive compensation at the rate of one and one-half (1-1/2) times his or her usual rate of pay, in addition to receiving his or her regular holiday pay. Time worked, however, on one of the recognized holidays and compensated for at the premium rate of pay (one and one-half [1-1/2] times the single rate) shall not be considered time worked for the purposes of calculating overtime (i.e., pyramiding of overtime is not permitted).
- D. An appointing authority may allow employees to elect to earn compensatory time in lieu of overtime pay. Such time shall be calculated on the basis of one and one-half (1-1/2) hours for each hour of overtime worked. Compensatory time must be taken within thirty (30) days of accumulation, at a time which is convenient to the employee and Employer. If the compensatory time is not taken within the thirty (30) days, the employee shall make written application to the appointing authority to extend the carry over period, but in no case shall compensatory time be carried beyond ninety (90) days from the date earned. If the compensatory time is not taken within thirty (30) days, or any extension thereof, the employee will receive cash payment at the premium rate in order to compensate the employee for the overtime originally worked.

- E. The appointing authority may exempt certain positions under his authority from receiving compensatory time and/or cash payments for overtime worked (executive, administrative, professional) per the Fair Labor Standards Act (FLSA) and the Ohio Revised Code. The employees holding such exempted positions are to be notified in writing of their exempt status.

JEFFERSON COUNTY
OVERTIME APPROVAL

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 5.3

Effective Date _____

Date

Issued By _____

By

- A. Normally, overtime must be authorized by the appointing authority or designee in advance of the overtime being worked.

- B. Unusual or emergency circumstances may require employees to work overtime without having prior authorization. Whenever such circumstances occur, the appointing authority and employee shall jointly determine the method of compensation.

- C. Scheduled overtime, which is subsequently canceled for any reason, shall not entitle the employee to overtime compensation.

JEFFERSON COUNTY
PAYROLL DEDUCTIONS

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 5.4

Effective Date _____

Date

Issued By _____

By

Certain deductions are made from an employee's paycheck as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement which accompanies his or her biweekly paycheck.

Deductions include:

- A. OPERS - The state law requires that employees contribute to the Ohio Public Employees Retirement System, rather than Social Security.¹

- B. Income Taxes - Federal and state laws and some city ordinances require that taxes be withheld from each salary payment. The amount of tax to be withheld is determined from tables furnished to the County personnel office by the Ohio Department of

¹ Membership in the system is compulsory upon being employed except those employees specifically exempted under the provisions of Section 145.03 of the Ohio Revised Code.

Taxation and various Ohio cities, and varies according to the amount of salary and number of dependency exemptions. Employees are required to complete withholding tax certificates upon initial employment and to inform the personnel office of any dependency change whenever such change occurs.

- C. Miscellaneous - Examples include garnishments, deferred compensation, child support, credit union, etc.

- D. The Jefferson County Auditor may refuse to make deductions, not required by law, which are below certain prescribed minimum amounts, or at irregular intervals, or for other cause which the Jefferson County Auditor deems not in the best interests of the County.

- E. All requests for payroll deductions must be presented to the appointing authority for authorization.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

PAYROLL DEDUCTIONS FOR EMPLOYEE ORGANIZATIONS AND PROFESSIONAL ASSOCIATIONS

Section: 5.5

Effective Date _____

_____ Date

Issued By _____

_____ By

Jefferson County, through its agent the Jefferson County Auditor, will deduct regular employee organization and/or professional association dues from the pay of any eligible County employee upon receiving written authorization signed individually and voluntarily by the employee, provided that the procedures and requirements listed below have been complied with.

- A. Once an employee organization or professional association has complied with Paragraph (B) under this procedure, the Auditor will deduct the authorized dues one pay period per month (twelve [12] times per year).

- B. When the Auditor receives a request for payroll deductions for an employee organization or professional association, the Auditor will notify said organization that it must place on file with the Jefferson County Auditor the following statements and information:

**PAYROLL DEDUCTIONS FOR EMPLOYEE
ORGANIZATIONS AND PROFESSIONAL
ASSOCIATIONS (Continued)**

**SECTION 5.5
Page 2 of 3**

1. A statement that the organization has no restriction on membership based on race, age, handicap, color, creed, sex, or national origin.

2. A statement signed by the organization's Chief Executive Officer or designee that the organization holds the County of Jefferson harmless from any claims, actions, or proceedings by any employee arising from deductions made by the County. In addition, a statement of agreement averring that once the funds are remitted to the organization, their disposition thereafter shall be solely and exclusively the obligation and responsibility of the organization.

3. The address of the organization where the warrant for the aggregate deductions is to be forwarded.

An organization is required to comply with this procedure one (1) time only.

- C. The Auditor shall forward a warrant, in the aggregate of the deductions made, once each month for those deductions made in the previous month.

**PAYROLL DEDUCTIONS FOR EMPLOYEE
ORGANIZATIONS AND PROFESSIONAL
ASSOCIATIONS (Continued)**

**SECTION 5.5
Page 3 of 3**

- D. No deductions will be made when: (1) an employee is in layoff status; (2) an employee is on a leave of absence; (3) the authorization has been canceled by the employee; (4) the employee's total wages are insufficient to cover the amount of the deduction; or (5) an employee is terminated or resigns from employment.

JEFFERSON COUNTY

RETIREMENT PLAN

Supersedes all other policies from the effective date of this policy.

Section: 5.6

Effective Date _____

_____ Date

Issued By _____

_____ By

This program is entirely independent of the Federal Social Security System.

- A. All employees of the County are required by law to participate in the Ohio Public Employees Retirement System.² Employees and employers are required to contribute an amount designated by PERS, which is deducted each pay period.

- B. An employee's benefit allowance when he or she retires will be based on: his or her final average salary (highest three (3) years average); his or her length of public service during which he or she contributed to the retirement system; and his or her age on his or her last birthday before the effective date of retirement.

- C. If an employee is age sixty (60) and has five (5) years of service, he or she is eligible

² Refer to footnote in section on Payroll Deductions

to retire.³ An employee can retire on a lesser benefit, as early as age fifty-five (55), if he or she has twenty-five (25) years of credit. With thirty (30) years of credit there is no age requirement nor age benefit reduction.

- D. If at some time in the past a refund was taken from deposits in the retirement system, it is possible to get back the service credit lost. (The employee should contact PERS to determine the amount to be paid into the system.)

- E. There are other benefits available under this program such as Disability Retirement, Health Care Coverage, Optional Payment Plan, etc.

- F. If employees should have any questions regarding this program, they should call or write to the address below, and include their Social Security number.

Public Employees Retirement System
277 East Town Street
Columbus, Ohio 43215 614 - 466-2085

³ **Error! Main Document Only.** These and other special provisions are contained in Sections 145.01 (AA) and 145.33 (B and C) of the Ohio Revised Code.

JEFFERSON COUNTY WORKERS' COMPENSATION Section: <u> 5.7 </u> Effective Date _____ Issued By _____	Supersedes all other policies from the effective date of this policy. <hr style="border: 0; border-top: 1px solid black;"/> Date <hr style="border: 0; border-top: 1px solid black;"/> By
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State law provides that every County employee is eligible for Workers' Compensation for injuries arising out of or in the course of his or her employment. Guidelines for administering Workers' Compensation are set forth below.

- A. Should an employee be injured during the course of employment with the County, his or her supervisor shall notify the appointing authority or designee and shall complete an injury form. This report shall be completed, regardless of the apparent seriousness of the injury, and regardless of whether medical attention is required. Such report shall be forwarded to the County's Workers' Compensation Administrator, with a copy to the appointing authority or designee no later than forty-eight (48) hours after the accident.

- B. Should an employee's injury require medical attention, the supervisor shall provide the injured employee with a Doctor's Report of Injury Form, which shall be completed by the attending physician. This completed report should be forwarded to the County's

Workers' Compensation Administrator, with a copy to the appointing authority or designee at the earliest possible date.

- C. In the event of serious injury, the injured employee's supervisor shall notify the appointing authority or designee immediately so that, if necessary, an investigation may be initiated.

- D. Workers' Compensation claim forms shall be completed by the department for the purpose of initiating compensation claims for injured employees. If possible, the injured employee shall meet with the appointing authority or designee at a mutually agreeable time for assistance in completing the form. If requested, the County's Workers' Compensation Administrator will assist with the proper completion of all necessary forms.

- E. The appointing authority must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing to the appointing authority their expected date of return (if known).

- F. Any documents received from the injured employee, his or her physician, hospital, or the state, regarding Workers' Compensation claims must be immediately forwarded to the appointing authority.

- G. Employees who are injured in the line of duty and must leave work before completing their work period shall be paid at their regular compensatory rate for the balance of time left in their scheduled work day.

- H. An injured employee may elect to use accrued sick leave and vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

UNEMPLOYMENT COMPENSATION

Section: 5.8

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

Jefferson County employees are eligible for unemployment compensation provided the claim is in accordance with the laws, rules, and regulations of the State of Ohio.

JEFFERSON COUNTY	Supersedes all other policies from the effective date of this policy.
EXPENSE REIMBURSEMENT	
Section: <u> 5.9 </u>	
Effective Date _____	_____
	Date
Issued By _____	_____
	By

Employees of Jefferson County are to receive reimbursement for expenses incurred while traveling on official County business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the appointing authority. Expenses shall be reimbursed in the following manner.

A. Mileage, Parking and Tolls

1. Employees shall be reimbursed for actual miles while on official County business at the rate established by the Board of County Commissioners when using their personal vehicle. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only one (1) of two (2) or more employees traveling on the same trip, in the same automobile.

2. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.

3. No expense reimbursements are paid for travel between home and office.

B. Meals

Expenses incurred for meals while on official County business will be reimbursed at actual cost with the approval of the appointing authority. An employee is eligible for such reimbursement only when travel has been authorized in writing by the appointing authority, and when travel extends through a normal meal period. Receipts are required.

C. Overnight Expenses

Expenses covering the actual cost of a motel room will be reimbursed in full when an employee travels out of the County on official County business, and such travel requires an overnight stay. Motel expenses will be reimbursed only with the prior written authorization of the appointing authority. Receipts are required.

- D. Agencies with collective bargaining agreements may have expense reimbursements at a different rate.

JEFFERSON COUNTY

**COUNTY HOSPITALIZATION/
LIFE INSURANCE COVERAGE**

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 5.10

Effective Date _____

Date

Issued By _____

By

County Hospitalization

Jefferson County offers partial Employer-paid hospitalization and life insurance policies for permanent full-time and certain part-time employees of the County. Hospitalization coverage is offered to employees according to the following guidelines:

- A. All full-time permanent and part-time permanent employees who are regularly scheduled to work at least twenty-four (24) hours each work week and who were employed prior to February 1, 2002, are eligible to receive hospitalization insurance partially paid by Jefferson County. No other category of employee (seasonal, intermittent, temporary) is eligible for such benefit. Individuals who are employed on or after February 1, 2002, must be in active pay status at least thirty (30) hours per week on a regularly scheduled basis to be eligible for hospitalization and life insurance coverage. This coverage shall include the employee and his or her family members, for those with families.

In the event the premium for such coverage becomes a concern, or should the carrier attempt to modify the existing hospitalization coverage, it may be necessary to solicit bids from alternate plans. Other options may include the employee contributing a portion of the premium payment. The Board of County Commissioners and the other appointing authorities may meet and discuss this issue prior to requesting employee contributions to offset hospitalization premium costs. Effective March 1, 2002, each eligible employee enrolled in the respective hospitalization plan shall pay a portion of the monthly premium, through payroll deduction. Such amount shall be determined by the Board of County Commissioners. The remainder of the premium is paid by the County.

- B. Qualified employees who are in active pay status¹ will receive hospitalization coverage.

- C. Any employee who has used all of his or her accrued sick leave hours, vacation time, and compensatory time shall be eligible to continue hospitalization coverage, as provided by the County, for a period not to exceed three (3) premium months.

¹ Active pay status means the conditions under which an employee receives pay and includes approved sick leave, vacation leave, and compensatory time.

D. An employee on an approved unpaid leave such as a personal or educational leave or an unpaid leave due to medical reasons shall be provided hospitalization coverage not to exceed three (3) premium months.

E. Any employee who is unable to work as a result of an injury received in the course of, and arising out of, the injured employee's employment, and who has filed a claim for and is receiving benefits pursuant to the Ohio Workers' Compensation Act and its amendments, will be provided with hospitalization coverage as provided by the County, for a period not to exceed six (6) months. In the event such employee is unable to return to work by the end of said six (6) month period, the County Employer will contribute one-half (1/2) of the monthly premium for said coverage with the employee also contributing one-half (1/2) of the monthly premium for an additional six (6) months.

Qualified employees who are eligible for hospitalization coverage pursuant to Sections B, C, D, and E herein must submit their portion of the monthly premium to the Auditor no later than the fifteenth (15th) of each eligible month.

- F. Any changes in plan coverage, such as single to family, must be initiated by the employee through his or her appointing authority.
- G. When an employee is no longer entitled to partially paid insurance benefits in accordance with the County's insurance program, such employee may, in accordance with federal law, be permitted to continue to participate in the County's program, providing the employee pays one hundred percent (100%) of the premium costs. The specifics regarding this option will be provided to the employee whenever he or she is in a position where they must consider such option.

Life Insurance Coverage Under Group Policy 135783-A (Effective 2/1/07)

Jefferson County provides a fully paid life insurance policy for permanent full-time employees, permanent part-time employees who work at least thirty (30) hours per week, and elected officials based on the following schedule and subject to the following eligibility requirements.

Eligible employees, as described herein, who have not reached the age of seventy (70), are provided a life insurance policy of ten thousand dollars (\$10,000). For those eligible employees who are seventy (70) years of age or older, the life insurance policy shall have a

value of five thousand dollars (\$5,000).

Eligible employees who retire under the guidelines of the Ohio Public Employees Retirement System and who have worked a minimum of ten (10) years of service with Jefferson County shall be provided with a life insurance policy of five thousand dollars (\$5,000). An employee who retires under the OPERS disability program shall not be eligible for this benefit.

Elected officials who have served a minimum of two (2) terms in office shall, upon leaving office, be provided a life insurance policy of five thousand dollars (\$5,000).

Definition of Member

You are a member if you are one of the following:

1. an active employee of the Employer who is regularly working at least thirty (30) hours each week;

2. an employee of the Employer who is age sixty (60) or over with ten (10) or more years of service under OPERS who retired under the Employer's retirement program, other than a disabled retiree; or

**COUNTY HOSPITALIZATION/
LIFE INSURANCE COVERAGE
(Continued)**

**SECTION 5.10
Page 6 of 9**

3. an employee of the Employer who is age fifty-five (55) or over with twenty-five (25) or more years of service under OPERS who retired under the Employer's retirement program, other than a disabled retiree; or
4. an employee of the Employer with thirty (30) or more years of service under OPERS; this may include service time bought on behalf of the employee, who retired under the Employer's retirement program, other than a disabled retiree; or
5. a law enforcement (gun carrier) employee of the Employer who is age forty-eight (48) or over with twenty-five (25) or more years of service under OPERS who retired under the Employer's retirement program, other than a disabled retiree; or
6. an elected official employee of the Employer who has served at least two (2) terms in office, who retired under the Employer's retirement program, other than a disabled retiree.

You are not a member if you are:

1. a temporary or seasonal employee;

2. a leased employee;
3. an independent contractor;
4. a full-time member of the armed forces of any country.

Class Definition

Class 1: Active members hired on or after the first of the month but before the 15th of the month.

Class 2: All other active members.

Class 3: Retired members.

Eligibility Waiting Period

You are eligible on one of the following dates, but not before the Group Policy Effective Date:

Class 1: If you are a member on the Group Policy Effective Date, you are eligible on the first day following sixty (60) days as a member.

If you become a member after the Group Policy Effective Date, you are eligible on the first day following sixty (60) days as a member.

Class 2: If you are a member on the Group Policy Effective Date, you are eligible on the first date of the calendar month following sixty (60) days as a member.

If you become a member after the Group Policy Effective Date, you are eligible on the first day of the calendar month following sixty (60) days as a member.

Class 3: If you are a member on the Group Policy Effective Date, you are eligible on that date.

If you become a member after the Group Policy Effective Date, you are eligible on the date you become a member.

Coverage Features

Class 1 & 2: If you reach an age shown below, the amount of insurance will be the amount determined from the Schedule of Insurance, multiplied by the appropriate percentage below:

**COUNTY HOSPITALIZATION/
LIFE INSURANCE COVERAGE
(Continued)**

Life and AD&D Insurance

<u>Age</u>	<u>Percentage</u>
70 or over	50%

Class 3: Your insurance is not subject to reductions due to age.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

PAY PERIOD

Section: 5.11

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. There are normally twenty-six (26) pay periods per year. All employees are to be paid every other Friday for the two-week pay period. The biweekly payroll period for all employees is from 12:01 a.m. Sunday through 12:00 midnight the second Saturday, except the following departments:

County Sheriff - 12:01 a.m. Saturday through 12:00 midnight Friday.

Mental Health - 12:01 a.m. Saturday through 12:00 midnight Friday (residential staff).

B. If a holiday occurs on a Friday on which a pay day falls, paychecks will be issued on the preceding Thursday, except under extenuating circumstances, in which case paychecks will be issued as soon as they are available.

C. Supervisors are to receive any questions regarding an employee's pay and are responsible for making the necessary explanations or inquiries to resolve the matter.

- D. Pay advances of any kind are not permitted; however, in cases of emergency, paychecks may be issued early. In such instances, the department head must approve such early release in writing. The receipt of such early paychecks is subject to the availability of paychecks in the County Auditor's office.

- E. An employee's paycheck shall reflect earnings/compensation for a two (2) week period ending one (1) week prior to the Friday pay day. This results in a one (1) week lag in pay.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

LONGEVITY PAY

Section: 5.12

Effective Date _____

Date

Issued By _____

By

- A. Full-time non-bargaining unit employees who have completed five (5) years of continuous service with Jefferson County shall be eligible for and will receive a lump sum longevity payment of one hundred twenty-five dollars (\$125.00).

- B. Also, upon completion of each calendar year of service, over and above the five (5) years referenced in “A” above, a full-time non-bargaining unit employee shall receive an additional twenty-five dollars (\$25.00) for each full calendar year of service.

- C. In order to be eligible for longevity pay in accordance with “A” and “B” above, an employee must be employed by an agency/department that is supported with General Fund monies. Plus, the various elected officials and/or appointing authorities must approve said payments.

- D. Longevity payments shall be paid in a lump sum on an annual basis included in the first paycheck of December of each year.

- E. An employee who is eligible for longevity pay, pursuant to “A” and “B” above, and who terminates his employment in good standing at any time during the calendar year, shall have his longevity payment prorated based on each full month of the employee’s service in that calendar year.

***FOR EXAMPLE:** An employee receives a five hundred dollar (\$500.00) longevity payment in December 2005. The employee then retires effective February 28, 2006.*

The longevity payment for the 2006 year would be as follows:

\$500 for previous service

\$25 for 2006 service

\$525 12 months = \$43.75

\$43.75 x 2 months (January, February 2006) = \$87.50 longevity payment upon retirement in 2006

JEFFERSON COUNTY
PROFESSIONAL DUES

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 5.13

Effective Date _____

Date

Issued By _____

By

It is the policy of the Jefferson County Board of Commissioners that the board does not pay any portion of professional dues for employees belonging to professional organizations.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

CONTINUATION OF GROUP HEALTH CARE COVERAGE

Section: 5.14

Effective Date _____

Date

Issued By _____

By

A. In general, an employee who is covered under the County's group health benefit plan and who loses coverage due to a reduction in hours or a termination of employment (for other than gross misconduct), is entitled to purchase continuing coverage at his or her own expense. The employee's spouse and dependents also have the right to continued coverage.

This continued coverage is typically called COBRA coverage. Questions related to the continuation of group health coverage should be directed to the County's Plan Administrator.

SECTION 6

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

HOLIDAYS

Section: 6.1

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. All employees are entitled to the following holidays:

- | | |
|------------------------|--|
| New Year's Day | First day of January |
| Martin Luther King Day | Third Monday in January |
| Presidents' Day | Third Monday in February |
| Good Friday | One-half (1/2) day the Friday before Easter |
| Memorial Day | When observed |
| Independence Day | Fourth day of July |
| Labor Day | First Monday in September |
| Columbus Day | Second Monday in October |
| Veterans' Day | Eleventh day of November |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | Friday after Thanksgiving |
| Christmas Day | Twenty-fifth day of December |
| Primary Election Day | 1/2 day - On the Tuesday determined by the State Legislature |

HOLIDAYS
(Continued)

General Election Day	Full day on first Tuesday after the first Monday in November if a presidential election year; 1/2 day if not a presidential election year.
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- B. If the holiday falls on Sunday, it will be observed on the following Monday; if it falls on a Saturday, it will be observed on the preceding Friday.

- C. In observance of each authorized holiday, both full-time and part-time employees will normally be granted the day off from work. Full-time employees shall receive straight time holiday pay for each authorized holiday. Part-time employees, however, shall be granted straight time holiday pay only for those hours normally scheduled on the day on which the holiday falls.

- D. If a holiday occurs while an employee is on vacation, such vacation day will not be charged against his or her vacation leave.

- E. An employee must be in active pay status for his entire scheduled work day immediately preceding the holiday in order to receive the holiday pay.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

VACATION

Section: 6.2

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. Full-time County employees who work forty (40) hours per week are eligible for paid vacation leave according to the following eligibility guidelines.

After 1 year of service	80 hours vacation (3.1 hours per pay period)
After 8 years of service	120 hours vacation (4.6 hours per pay period)
After 15 years of service	160 hours vacation (6.2 hours per pay period)
After 25 years of service	200 hours vacation (7.7 hours per pay period)

Full-time County employees who work for an office where the work week is less than forty (40) hours per week (thirty-five [35], thirty seven and one-half [37.5]) are also eligible to earn paid vacation leave. However, the amount of vacation earned annually and per pay period will be prorated commensurate with the actual length of the work week. (Example: after one [1] year of service, an employee who works for an office where the full-time work week is thirty seven and one-half

[37.5] hours will be entitled to seventy-five [75] hours of vacation or two [2] weeks. Such vacation will accrue at the rate of two and nine-tenths [2.9] hours per pay period.)

- B. Part-time employees are eligible for vacation benefits on a pro-rated basis determined by the number of hours worked as a percentage of hours in the regular work week.

Full-time employees who are in an unpaid status at any point during a biweekly pay period shall earn vacation leave on a prorated basis. The prorated accrual rate shall be determined by the number of hours in active pay status during the biweekly pay period, utilizing the applicable rates as provided in Subsection "A" herein.

- C. No employee will be entitled to take paid vacation leave under any circumstances until he or she has completed one (1) year of employment with a Jefferson County Department, the State, or any political subdivision of the State of Ohio. Further, in order to receive payment for unused vacation leave upon separation from employment with the County, an employee must have completed one (1) year of employment with the County, the State, or any political subdivision of the State.

- D. Vacations are scheduled in accordance with workload requirements of the individual department or office. For this reason it is essential that vacation requests be made at least one (1) week in advance of the proposed starting date.

- E. Vacation leave is earned while on vacation, sick leave, or compensatory time, but additional vacation leave is not accrued through the accumulation of paid overtime.

- F. No vacation leave shall be carried over for more than three (3) years. An employee with more than one (1) year of employment is entitled to compensation, at his or her current rate of pay, for the prorated portion of any earned but unused vacation leave for the current year to his or her credit at the time of separation or retirement, and in addition, shall be compensated for any unused vacation leave accrued to his or her credit, with the permission of the appointing authority, for up to three (3) years immediately preceding the last anniversary date of employment.

- G. If an employee transfers from one to another County department or state agency, he or she may request that accumulated vacation credits be transferred rather than be paid off. The decision to honor this request lies with the appointing authorities.

- H. Vacation leave is normally granted in minimum units of four (4) hours. Lesser amounts must have the approval of the appointing authority.

- I. Any employee who has retired in accordance with the provisions of any state retirement plan, and who is later employed by Jefferson County, shall not have his prior service with the County, the State, or any political subdivision of the State, counted for the purpose of computing his vacation accrual.

- J. If any person removed from public employment for conviction of a felony, within the meaning of ORC Section 124.34, is subsequently re-employed by Jefferson County, such person is only qualified to accrue vacation as if he were a new employee receiving no prior service credit.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

SICK LEAVE

Section: 6.3

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. An employee may request sick leave for absences resulting from illness as described below, provided they follow the “Notification of Absence” provisions outlined in Section “H” of this policy. Sick leave may be granted upon the approval of the Employer for the following reasons:

1. Illness, injury, or pregnancy-related condition of the employee.

2. Illness, injury, or pregnancy-related condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.

3. Exposure of an employee to a contagious disease which would have the potential of jeopardizing the health of the employee or the health of others.

4. Death of a member of the employee's immediate family.
5. Medical, psychological, dental, or optical examinations or treatment of an employee by an appropriate licensed practitioner.
6. Medical, psychological, dental, or optical examinations or treatment of a member of the employee's immediate family by an appropriate licensed practitioner where the employee's presence is reasonable necessary.

For purposes of this policy, the "immediate family" is defined as the employee's: mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, step-parents, step-children, step-siblings, legal guardian or other person who stands in the place of a parent.

- B. The appointing authority maintains the right to investigate any employee's absence.
- C. For each completed eighty (80) hours in active pay status, a full-time employee earns four and six-tenths (4.6) hours of sick leave. Additional sick hours can be accumulated according to the proportionate time worked above eighty (80) hours in

a pay period. "Active pay status" is defined as hours worked, hours on vacation, hours on holiday leave, hours on paid sick leave, or any other paid leave time.

- D. Part-time employees accrue sick leave on a proportionate basis to the hours paid each pay period.
- E. The amount of sick leave time any one (1) employee may accrue is unlimited.
- F. Sick leave shall be charged in minimum units of one (1) hour.
- G. Employees absent on sick leave shall be paid at the same basic hourly, daily, or biweekly rate as when they are working.
- H. An employee requesting sick leave shall inform his or her supervisor of the fact and the reason within one-half (1/2) hour after his or her scheduled starting time. Failure to do so may result in denial of sick leave for the period of absence. The employee will submit to such medical examination, nursing visit, or other inquiry which the appointing authority deems necessary.

Before the appointing authority considers the approval of sick leave for a period of three (3) or more consecutive work days, the affected employee shall provide the

Employer with a physician's statement specifying the employee's inability to report for work.

In the case of a condition exceeding seven (7) consecutive work days, a physician's statement specifying the employee's inability to report to work and the probable date of return shall be required.

- I. Vacation leave may be used for sick leave purposes, at the employee's request and with the approval of the appointing authority, after sick leave is exhausted. Employees who have exhausted all sick leave and vacation leave credits may, at the discretion of the appointing authority, be granted a disability leave without pay for a period not to exceed six (6) months. Illnesses exceeding six (6) months will be considered disability separation as outlined in this manual.
- J. An employee fraudulently obtaining sick leave, or anyone found falsifying sick leave records, shall be subject to disciplinary action in accordance with policies outlined in this manual.
- K. Altering a physician's certificate or falsification of a written, signed statement shall be grounds for immediate dismissal.

- L. Employees who transfer between County departments or agencies, or from another public agency, or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave, provided the time between separation, reappointment, or transfer does not exceed ten (10) years, and provided the employee has not cashed in any portion of that balance under ORC 124.39. The words "public agency," as used above, means those entities required to provide sick leave under ORC 124.38 and 124.382, including the state, counties, municipalities, boards of educations, civil service townships, etc., within the state. Villages, libraries organized as non-profit corporations, and other entities not required to provide sick leave under ORC 124.38 and 124.382 are not "public agencies" for the purpose of this policy.
- M. If any person removed for conviction of a felony within the meaning of ORC 124.34 is subsequently re-employed by Jefferson County, such person is only qualified to accrue sick leave as if he were a new employee receiving no credit for prior service.

JEFFERSON COUNTY
SICK LEAVE CONVERSION

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 6.4

Effective Date _____

Date

Issued By _____

By

- A. A County employee, at the time of retirement from active service with the County, shall be paid one-fourth (1/4) of the value of his or her earned but unused sick leave credit. The maximum of such payment, however, shall be for thirty (30) days (one-fourth [1/4] of one hundred twenty [120] days).

- B. To qualify for such payment, the employee shall have had, prior to the date of retirement, ten (10) or more years of service with the County, the state, or any of its political subdivisions, and shall be eligible to receive PERS benefits.

- C. Such payment shall be based on the employee's rate of pay at the time of retirement.

- D. Such payment shall be made only once and shall eliminate all sick leave credit accrued by the employee.

- E. Eligible County employees retiring from active service shall request such payment in writing in order to initiate the payment process.

- F. Employees who die shall be considered to have terminated their employment as of the date of their death, and shall be eligible for such sick leave payment for which they would otherwise have qualified. Such payment shall be made in accordance with Section 2113.04 ORC, or paid to the employee's estate.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

FUNERAL LEAVE

Section: 6.5

Effective Date _____

Date

Issued By _____

By

Any eligible employee may be granted usage of sick leave, upon approval of the appointing authority, for a maximum of five (5) working days in the event of a death of an immediate family member. For purposes of this policy, “immediate family” is defined as the employee's: mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, step-parents, step-children, step-siblings, legal guardian or other person who stands in place of the employee's parent.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

MILITARY LEAVE

Section: 6.6

Effective Date _____

Date

Issued By _____

By

A. Reserve Training

ORC 5923.05 requires that any permanent public employees who are members of the Ohio organized militia, or members of other reserve components of the armed forces of the United States be authorized up to one (1) month (meaning twenty-two [22] working days or one hundred seventy-six [176] hours for forty [40] hours per week employees) leave with pay per calendar year for the performance of service in the uniformed services. For the purposes of this policy, "permanent employee" means an employee who holds a position with the County that requires him to work a regular schedule of twenty-six (26) consecutive bi-weekly pay periods, and such is not limited to a specific season or duration. This definition does not include student help; intermittent, seasonal, or external interim employees; or individuals covered by personal services contracts.

B. Any employee called to military duty for a period in excess of the twenty-two (22) working days because of an executive order issued by the President of the United

States or an act of Congress may receive, during this period, the lesser of the following:

1. the difference between the employee's gross monthly wage or salary from the County and his gross uniformed service pay and allowances received in a particular month; or
2. five hundred dollars (\$500.00).

Along with requests for such leave, employees are required to submit the published order authorizing the military duty or a written statement from the appropriate military commander authorizing such duty.

C. Active Duty

A permanent public employee is entitled, upon giving notice to the appointing authority, to a leave of absence to serve in the uniformed service. Such leave is without pay and is considered as a leave of absence from service with reinstatement rights. No leave, or combination of uniformed service leaves of absence, may exceed five (5) years or a single, longer period required to complete an initial period of obligated service.

D. An employee returning from uniformed service leave without pay must apply for reinstatement. The application must be made to the appointing authority within the period set forth below.

1. Leave of less than thirty (30) days: immediately upon release from uniformed service, but appointing authority must allow for travel time and eight (8) hours of rest;
2. Leave of thirty-one (31) to one hundred and eighty (180) days: within fourteen (14) days of completing uniformed service requirement; or
3. Leave of more than one hundred eighty (180) days: within ninety (90) days of completing uniformed service requirement.

E. If the leave of absence is for more than ninety (90) days, the appointing authority may require, with the application, evidence showing that the application is timely, the duration of all such leaves of absence does not exceed five (5) years, or the time to complete the initial period of obligated service, and the employee's entitlement to re-employment has not terminated pursuant to the Federal Uniformed Services Employment and Re-employment Rights Act.

- F. Upon return from a period of duty in the uniformed service lasting ninety (90) calendar days or less, the employee is to be returned to the same or similar position within his former classification. If the period of duty lasts more than ninety (90) days, the employee may be placed in any position of equivalent status, seniority, and pay. Regardless of the duration of duty, if the appointing authority demonstrates to the Director of the Ohio Department of Administrative Services that reinstatement is impossible or would impose undue hardship, the employee may be assigned to another position with like seniority, status, and pay, or the nearest approximation thereof consistent with the circumstances of the case.
- G. If the employee is unable to perform the duties of his former position due to a permanent injury or illness incurred or aggravated during uniformed service, the appointing authority will make reasonable efforts to accommodate the employee's disability.
- H. If an employee who is entitled to reinstatement is unable to report for or perform the duties of his position at the date of his application for reinstatement because of a temporary injury or illness incurred or aggravated during uniformed service, he shall have up to two (2) years to recover from such illness or injury before being required to report or reapply.

- I. A reinstated employee is entitled to receive all rights and benefits generally available to employees in a comparable leave of absence without pay, including the following:
1. All sick leave and vacation leave which had been accumulated at the time of entering service;
 2. All seniority which would have accrued had the employee been on the job;
 3. Automatic salary adjustments associated with the position and due the employee had the employee been on the job;
 4. Any change in classification or pay range which would be due the employee had the employee been on the job.
 5. Reinstated health insurance and related insurance benefits with no waiting periods or pre-existing condition exclusions.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

COURT LEAVE

Section: 6.7

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. If an employee is summoned for court jury duty or subpoenaed to appear before any court, commission, board, or other legally constituted body, during any portion of the employee's regular scheduled working day, that employee may choose to be compensated for such time in one of the manners set forth below.

1. The employee may choose to receive his or her regular salary or wage in full for such time from the County. In such case, all monies received as compensation for court service shall be turned over to the County Treasurer in full.

2. The employee may choose to retain all monies received as compensation for court service and waive his or her regular salary or wage in full for such time from the County.

- B. The employee will be expected to report for work following jury duty, if a reasonable amount of time remains during his or her scheduled work day.

- C. If an employee is called for court jury duty or subpoenaed to appear in a court of law, outside of his or her regularly scheduled working hours, all monies received as compensation for such court service shall be retained by the employee.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

LEAVE WITHOUT PAY

Section: 6.8

Effective Date _____

Date

Issued By _____

By

- A. The appointing authority may grant a leave of absence to any employee for a maximum duration of six (6) months for any personal reasons of the employee. Such a leave may not be renewed or extended beyond six (6) months.

- B. Leave may be granted for a maximum period of two (2) years for purposes of education, training, or specialized experience which would be of benefit to the County service by improved performance at any level; or for voluntary service in any governmentally-sponsored program of public betterment.

- C. The authorization of a leave of absence without pay is a matter of administrative discretion. The appointing authority will decide in each individual case if a leave of absence is to be granted.

- D. The granting of any leave of absence is subject to approval of the appointing authority. Except for emergencies, employees will advise the appointing authority

sixty (60) days prior to commencement of the desired leave so that the various functions may proceed properly.

- E. Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists. Any replacement in the position while an employee is on leave will be terminated upon the reinstatement of the employee from leave. The terminated employee will be considered for other vacancies.

- F. An employee may return to work before the scheduled expiration of leave if requested by the employee and agreed to by his or her appointing authority. If an employee fails to return to work within three (3) working days of the expiration of an approved leave of absence, without providing a legitimate explanation to the appointing authority or designee, such employee may be removed in accordance with ORC 124.34.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

DISABILITY SEPARATION

Section: 6.9

Effective Date _____

Date

Issued By _____

By

This section outlines the conditions under which disability separation may be granted, and procedures for administering its use.

- A. Voluntary Reduction - When an employee becomes medically unable to perform the duties of his or her position, even with a reasonable accommodation, but is still able to perform the duties of a vacant, lower level position, he or she may voluntarily request reduction to the lower level position. Such request shall be in writing, stating the reason for the request, and if approved by the appointing authority, attached to the implementing personnel action.

- B. Disability Leave - A medically incapacitated employee, who has exhausted his or her accumulated sick leave, vacation leave, and family and medical leave, and for whom voluntary reduction is not practicable, may request up to six months of disability leave, without pay, only if he or she can present evidence as to the probable date on which the employee will be able to return to the same or similar

position within such six (6) month period. Such request should be submitted in writing to the appointing authority with a copy of a physician's statement attached.

- C. Voluntary Disability Separation - An employee who is unable to perform the essential job duties of his or her position due to a disabling illness, injury, or condition, may request a voluntary disability separation. A voluntary disability separation occurs when the employee does not dispute his or her inability to perform the essential job duties of his or her position due to such disabling illness, injury, or condition.

The appointing authority may grant the employee's request for voluntary disability separation or may require the employee to submit to a medical or psychological examination pursuant to the rules of the Director of the Ohio Department of Administrative Services (DAS). If the examination supports the employee's request, the appointing authority will grant the employee's request for a voluntary disability separation. If the medical examination does not support the employee's request, the appointing authority will not approve the employee's request for voluntary disability separation.

- D. An employee who is granted a voluntary disability separation will retain the right to be reinstated to his or her position for three (3) years from the date that the

employee is no longer in active work status due to a disabling injury or condition, or two (2) years for a psychiatric disability. An employee may submit a written request for reinstatement from a voluntary disability separation in accordance with the rules of the DAS Director.

- E. The appointing authority should send a written reminder to the employee at least two (2) weeks prior to the expiration of his or her disability separation. An employee who fails to apply for reinstatement, formally resign, or take disability retirement, shall be separated from service at the end of the three (3) year period.

- F. Involuntary Disability Separation - When an appointing authority has reason to believe that an employee is incapable of performing the essential functions of the employee's position due to disabling illness, injury, or condition, the appointing authority, with the approval of the DAS Director, may require the employee to submit to a medical or psychological examination. It is not, however, necessary for the appointing authority to require the employee to submit to such examination prior to involuntary disability separation if: (1) the employee is hospitalized at the time such action is to be taken, and (2) the employee has exhausted any leave to which he is entitled under the FMLA.

- G. When the appointing authority has received the results of a medical or psychological examination and initially determines that the employee is incapable of performing the essential functions of the employee's position due to a disabling illness, injury, or condition, the appointing authority will institute pre-separation proceedings. Under the proceedings, a hearing will be scheduled and advance written notice of at least seventy-two (72) hours will be provided to the employee. At the hearing, the employee will have a right to examine the appointing authority's evidence of disability, to rebut the evidence, and to present testimony and evidence on the employee's own behalf. The employee should also be permitted to waive his right to a hearing.
- H. If the appointing authority determines, after weighing the testimony presented and the evidence admitted at the pre-separation hearing, that the employee is unable to perform the essential functions of his position, the appointing authority will issue an involuntary disability separation order.
- I. The effective date of separation, for the purpose of reinstatement, will be based on the date the employee was no longer in active work status due to the disabling illness, injury, or condition. The total continuous time of absence due to the disabling illness, injury, or condition will not exceed two (2) or three (3) years for purposes of reinstatement rights.

- J. An employee who is involuntarily disability separated will have the right to appeal in writing to the State Personnel Board of Review within ten (10) days following the filing of the order with the Board.

The appointing authority will also notify the employee, at the time the involuntary disability separation order is provided to the employee, of the required procedures to apply for reinstatement.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

SEPARATION PAY

Section: 6.10

Effective Date _____

Date

Issued By _____

By

- A. Upon separation from employment for any reason, an eligible employee shall be paid for any unused vacation or compensatory time to his or her credit, as of the date of such separation.

- B. Eligible employees who retire shall be paid for one-fourth (1/4) of their sick leave to a maximum of thirty (30) days (see Sick Leave Conversion policy).

- C. Such payments will be made within thirty (30) days of the separation.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

INCLEMENT WEATHER

Section: 6.11

Effective Date _____

Date

Issued By _____

By

A. The County recognizes that on certain days it may be difficult or impossible for a scheduled employee to come into work, due to excessive snow, ice, or other inclement weather. The County encourages its employees to come into work on such occasions, only if in the employee's judgment they are able to do so in a safe manner.

B. If in the opinion of the appointing authority, such inclement weather conditions exist, the following specifies the guidelines for payment of wages on such days:

Scheduled employees who are able to come into work on such inclement days shall be paid their regular wage for actual time worked. Those employees who are not able to come into work due to inclement weather shall have the option of receiving an excused day off without pay or using time from vacation hours or accrued compensatory time, if any.

JEFFERSON COUNTY

FAMILY AND MEDICAL LEAVE

Supersedes all other policies from the effective date of this policy.

Section: 6.12

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. An employee who has been employed by his Employer for at least twelve (12) months and who has completed at least one thousand two hundred and fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave shall be eligible for Family and Medical Leave as provided in this policy. The Act precludes the use of such leave by employees unless there are fifty (50) employees of the Employer within a seventy-five (75) mile radius.

- B. An eligible employee shall be permitted a total of twelve (12) work weeks of leave during the twelve (12) month period measured forward from the first date the employee uses Family and Medical Leave. Family and Medical Leave may be used for the following reasons:
 - 1. To care for the employee's child after the birth of the child;

2. To care for a child after the child is placed with the employee for adoption or foster care;
 3. To care for the employee's spouse, child, or parent who has a serious health condition;
 4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a workers' compensation qualifying injury; or
 5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following: short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.
- C. An eligible employee may be permitted a total of twenty-six (26) work weeks of leave during the twelve (12) month period measured forward from the first date the

employee uses Family and Medical Leave in order to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. However, when Family and Medical Leave is used for this reason and one or more of the reasons listed in "B" above, the eligible employee will be entitled to a maximum combined total of twenty-six (26) work weeks of leave.

- D. A "serious health condition" for purposes of this policy shall be defined as an illness, injury, impairment, or physical or mental condition that involves:
1. Inpatient care, meaning an overnight stay, in a hospital, hospice, or residential medical care facility, including any period of incapacity (for purposes of this policy, defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom), or any subsequent treatment in connection with such inpatient care; or
 2. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one (1) or more of the following:

- a. A period of incapacity of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
- Treatment two (2) or more times, within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- b. Any period of incapacity due to pregnancy, or for prenatal care.
- c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

- Requires periodic visits (at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;
 - Continues over an extended period of time, including recurring episodes of a single underlying condition; and
 - May cause episodic rather than a continuing period of incapacity, such as asthma, diabetes, or epilepsy.
- d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or

other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, or kidney disease.

"Treatment," for purposes of Section D of this policy, includes but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition.

An eligible employee will be required to use all accrued vacation, sick leave (if appropriate), and paid personal leave prior to being granted unpaid Family and Medical Leave. The combined period of leave, including vacation, sick leave, paid personal leave, and unpaid Family and Medical Leave, shall not exceed the total of twelve (12) or twenty-six (26) work weeks during the twelve (12) month period defined above. The designation of leave as Family and Medical Leave is the responsibility of the Employer only.

- E. An eligible employee will be required to provide the Employer with thirty (30) calendar days advance notice of the employee's intention to take Family and Medical Leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.

- F. The Employer will require the employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition; or for leave due to a serious health condition that makes the employee unable to perform any one (1) or more of the essential functions of the employee's position.

The Employer, at the Employer's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two (2) health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider, selected by mutual agreement, by the employee's and the Employer's health care provider/examiner. The results of the third opinion shall be considered binding on the parties. The cost of the examination shall be paid by the Employer.

- G. In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has exhausted the twelve (12) work weeks of leave as provided in this policy, the employee may request an unpaid disability leave of absence in accordance with the Employer's policy.

- H. The Employer will also require the employee to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or illness.

- I. In any instance in which a husband and wife are both employed by the Employer, and a request for leave is made by both employees for bonding leave due to the birth or adoption of a child, the amount of leave for both employees combined shall not exceed the twelve (12) week period as described herein.

- J. Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious illness or injury, may be taken intermittently or on a reduced leave schedule when medically necessary. The Employer may require an employee who takes leave in this manner for planned medical treatments to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave. Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.

The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in

accordance with this policy. Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.

- K. It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period.

- L. An eligible employee who takes leave shall, upon return from such leave, be restored to the position held by the employee when the leave commenced, or a similar position of equivalent pay and benefits.

- M. The Employer will require the employee's physician to certify that the employee is able to resume work as a condition of return to active employment when such leave has been granted due to the employee's health condition.

- N. During any period that an eligible employee takes leave in accordance with this policy, the Employer will maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee shall submit his individual contribution of the monthly premium payment to the Auditor no later than the fifteenth (15th) of each month the employee is obligated to pay such

contribution. If the employee does not return from the leave, the Employer may recover the premiums it paid for maintaining the health care coverage during the period of unpaid Family and Medical Leave.

- O. Upon requesting and/or the determination that an employee's absence will be designated as Family and Medical Leave, an eligible employee will receive written notices, from the Employer. One will be the notice of Eligibility Rights and Responsibilities (Form WH-381). The second will be the Designation Notice (Form WH-382).

Procedure

Whenever an employee notifies the Employer or designated representative that the employee needs to be absent from work, and such absence may or will qualify for FMLA leave, the Employer will first determine if the employee is eligible for Family and Medical Leave and will provide the employee with a Notice of Eligibility and Rights and Responsibilities (Form WH-381). If the Employer has sufficient information at this time to designate the leave as FMLA protected, the Employer will inform the employee in writing by using the Designation Notice Form (WH-382). If the Employer needs additional information before he can designate the leave as FMLA protected, he will require the employee to provide the additional information by way of the proper

certification form (WH-380-E, or WH-380-F, or WH-384, or WH-385), if such has not already been submitted by the employee.

In addition to the above, the employee will receive the following information:

- A copy of the Employer's policy on Family and Medical Leave;
- An Authorization For Clarification Form

This form must be signed by the employee and returned to the Employer. The form permits the Employer's health care provider or other appropriate person to contact the employee's health care provider for clarification and authentication of the medical certification.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

ADMINISTRATIVE LEAVE

Section: 6.13

Effective Date _____

Date

Issued By _____

By

- A. An appointing authority may place an employee on administrative leave with pay, but only in circumstances where the health and safety of an employee or of any person or property entrusted to the employee's care could be adversely affected. The length of the leave shall not exceed the length of the situation for which the leave is granted. For example, in a disciplinary situation, such leave might extend until the appointing authority completes the predisciplinary process and takes action or decides no action is warranted. Compensation for administrative leave shall be equal to the employee's base rate of pay.

- B. Effective July 1, 2007, an employee may be placed on unpaid administrative leave in the event the individual is charged with a felony. If the employee is not found guilty, all time lost must be paid, with interest.

SECTION 7

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

ATTENDANCE

Section: 7.1

Effective Date _____

Date

Issued By _____

By

- A. The appointing authority or designee shall establish daily work schedules and maintain daily employee attendance records.

- B. Employees may take two (2) fifteen (15) minute break periods each full work day, if authorized by their immediate supervisor. Break periods shall be considered a privilege and not a right and shall never interfere with the proper performance of the work responsibilities of the department. Such breaks shall be considered as part of the employee's work time. Breaks shall not abut the start or end of the work shift or the start or end of lunch.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

WORK RECORDS

Section: 7.2

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. It is the policy of certain Jefferson County agencies to utilize mechanical recording to insure accuracy and protection in case of disputes pertaining to time worked. The appointing authority or his designee is authorized to implement and to grant allowances for varied reasons.

- B. Time cards are the basis and justification for payroll and are to be initialed by the employee's superior prior to payment. In addition, each variation in schedule or unusual situation is to be initialed individually.

- C. Superiors are responsible for accuracy of all time records.

- D. Punching the time card of another without authorization of his/her superior may be considered grounds for dismissal under the disciplinary policy.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

TARDINESS

Section: 7.3

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. Tardiness on a regular basis is inexcusable and shall not be tolerated. Tardiness is defined as any situation where an employee reports to work after his or her scheduled starting time. Whenever an employee is tardy, that employee shall be subject to a reduction in pay corresponding to the amount of time he or she was late, unless he or she offers to the supervisor a written reason for being late deemed acceptable by the supervisor.

B. In addition, if an employee is tardy, that employee may be subject to appropriate disciplinary action as follows, unless he or she offers to the supervisor a written reason for being tardy deemed acceptable by the supervisor.

Incidents of Tardiness During Calendar Year

Discipline

1 time tardy

Instruction and cautioning

2 times tardy

Written reprimand

**TARDINESS
(Continued)**

**SECTION 7.3
Page 2 of 2**

3 times tardy	Up to 3 day suspension (may be suspension of record or suspension without pay)
4 times tardy	Up to 15 day suspension (may be suspension of record or suspension without pay)
5 times tardy	Termination from service

Any incidents of tardiness appearing in the employee's record will not be considered for purposes of progressive discipline once the employee begins a new annual evaluation period

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

LUNCH PERIOD

Section: 7.4

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. All employees are entitled to a meal period with the length designated by the appointing authority. Lunch scheduling is subject to approval by the employee's immediate supervisor.

- B. Approved lunch periods are not considered as work time, therefore, each employee shall be completely relieved, if possible, from work duty for that time period. Lunch periods do not include approved fifteen (15) minute breaks discussed in the section on attendance.

- C. Lunch periods which are uninterrupted by call to duty are excluded from compensable time. Lunch periods which are interrupted by authorized calls to duty (approved by the immediate supervisor) must be counted as compensable time, since the employee would not be considered to be relieved of all duties.

LUNCH PERIOD
(Continued)

SECTION 7.4
Page 2 of 2

- D. Employees who are completely relieved from call to duty during their approved lunch period are not subject to requesting permission to leave the work premises during their scheduled lunch period.

JEFFERSON COUNTY

SAFETY & HEALTH

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 7.5

Effective Date _____

Date

Issued By _____

By

Work safety and health are of primary concern to the County. The safe and healthful performance of all work assignments is the responsibility of both supervisory and non-supervisory personnel. It is the responsibility of each employee to ensure that all safety equipment is used and all safety procedures/practices are observed.

- A. Any employee found to be unwillfully negligent in equipment operation, resulting either in damage to the equipment or an accident, shall be disciplined according to the disciplinary policies contained in this manual.

- B. Any employee found to be deliberately negligent in equipment operation, resulting in either damage to the equipment or an accident, shall be subject to termination. All employees who drive County vehicles will maintain the appropriate speed limits. Violators are subject to disciplinary action.

- C. All employees, particularly supervisors, are charged with the responsibility of reporting the existence of any hazardous condition or practice in the workplace.

- D. Supervisors found to be negligent in requiring and/or controlling the use of prescribed safety equipment are subject to disciplinary action.

- E. Any accident, whether or not it appears that injuries were incurred, occurring during working hours shall be reported to the immediate supervisor at once. The supervisor shall, in turn, notify the appointing authority. Upon notification, the supervisor or the appointing authority shall complete an accident form no later than forty-eight (48) hours after the accident, in order that the employee may be covered under Workers' Compensation.

- F. An appointing authority may adopt health and safety policies and procedures that are beyond the scope of this manual. ORC 4167 and the regulations thereunder further explain the State of Ohio's Public Employment Risk Reduction Program.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

**TOOLS, SUPPLIES, EQUIPMENT
VEHICLES, AND TELEPHONES**

Section: 7.6

Effective Date _____

Date

Issued By _____

By

- A. When tools, supplies, vehicles, and equipment needed to perform job duties are provided by the Employer, it is the responsibility of supervisors to see that they are properly used and maintained.

- B. Misuse, neglect, theft and abuse of tools, supplies, vehicles, and equipment (including telephones, computer hardware and software, and other such office equipment) is prohibited. Accidents involving misuse or abuse of tools, supplies, vehicles, or equipment will be cause for disciplinary action. Loss of tools (damage to vehicles or equipment), may require payment by the employee for those items lost (or damaged) at the discretion of the appointing authority. Excessive use of telephones and/or long distance telephone calls for other than business purposes without prior supervisory approval shall result in disciplinary action as outlined in Section 8.

- C. All tools, supplies, vehicles, and equipment (including computer software) utilized by the employee in the performance of his or her job is subject to the prior approval of the appointing authority.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

USE OF VEHICLES

Section: 7.7

Effective Date _____

Date

Issued By _____

By

A. Use of County motor vehicles shall be strictly controlled by the appointing authority and shall be restricted for business purposes only.

B. Employees operating a County motor vehicle or a privately owned vehicle for authorized county business are required to have a proper and valid motor vehicle operator's license or commercial driver's license (CDL). Employees shall notify their immediate supervisor upon receiving a traffic violation citation resulting in immediate suspension of driving privileges or when found guilty of any violation.

Employees shall also notify their immediate supervisor within twenty-four (24) hours of receiving a traffic violation citation any time they are operating a County motor vehicle or a privately owned vehicle while performing authorized County business.

- C. Employees are required to use privately owned vehicles for purposes of getting to and from work. County vehicles are not to be used for this purpose unless explicitly authorized by the appointing authority.

- D. Any employee who operates a County vehicle or a privately owned vehicle for authorized County business shall exercise caution and responsibility and shall adhere to all safety regulations. Reckless or destructive operation of vehicles for authorized County business is grounds for disciplinary action as outlined in these policies.

- E. Any equipment or vehicular accident, even those involving two (2) County vehicles, must be reported to the supervisor immediately. All accidents involving County vehicles and/or equipment shall be reported to the County Commissioners. All accidents that occur while an employee is using his personal vehicle while on County business shall be reported to the employee's immediate supervisory within twenty-four (24) hours of the occurrence.

- F. The following is a listing of motor vehicle-related occurrences (convictions and/or points accumulations) the appearance of which on the driving record of a County employee may result in the suspension of the employee's driving privileges:

- A conviction for:
 - driving while under the influence of alcohol or drugs;
 - vehicular homicide;
 - leaving the scene of an accident;
 - attempting to elude or flee a police officer after a traffic violation;
 - drag racing;
 - or other intentional and dangerous use of a motor vehicle.

 - Two (2) or more “at-fault” accidents, the nature and severity of the accidents to be taken into consideration by the appointing authority.

 - Three (3) or more moving violations, the nature and severity of the violations to be taken into consideration by the appointing authority.

 - One (1) “at-fault” accident and two (2) moving violations, the nature and severity of which to be taken into consideration by the appointing authority.
- G. In a case where the appointing authority has suspended the employee’s driving privileges and driving is an essential function of the employee’s position, the appointing authority may take appropriate disciplinary action, up to and including

termination, as permitted by the County's personnel policy, the laws and regulations of the State of Ohio, and any applicable collective bargaining agreement.

An applicant may be denied employment on the basis of an unsatisfactory driving record, within the discretion of the appointing authority, without regard to the number of points or violations or whether they occurred within the BMV three (3) year reporting period.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

OUTSIDE EMPLOYMENT

Section: 7.8

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. Under no circumstances shall an employee have other employment which conflicts with the policies, objectives, and operations of the several offices of Jefferson County. In addition, an employee shall not become indebted to a second employer whose interests might be in conflict with those of the County office in which he or she works.

- B. Employment "conflicts," as set forth in this policy, are when a second job impairs the employee's ability to perform the duties of his or her position.

- C. Full-time employment by the County shall be considered the employee's primary occupation, taking precedence over all other occupations.

- D. "Outside" employment, or "moonlighting" shall be a concern to the appointing authority only if it adversely affects the job performance of the employee's County job. Two common employment conflicts which may arise are:

1. Time Conflict - Defined as when the working hours required of a "secondary job" directly conflict with the scheduled working hours of an employee's job with the County; or when the demands of a "secondary job" prohibit adequate rest, thereby adversely affecting the quality standard of the employee's job performance with the County department.

 2. Interest Conflict - Defined as when an employee engages in "outside employment" which tends to compromise his or her judgment, actions, and/or job performance with the County department.
- E. Should the appointing authority feel that an employee's outside employment is adversely affecting the employee's job performance, the appointing authority may recommend, but may not demand, that the employee refrain from such activity. However, any conflict, policy infraction, or other specific offense which is the direct result of an employee's participation in outside employment, shall be disciplined in such a manner that is consistent with the policies set forth in this manual.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

NO SOLICITATION/NO DISTRIBUTION

Section: 7.9

Effective Date _____

Date

Issued By _____

By

This policy is designed to protect the interests of the citizens of Jefferson County by ensuring that only official County business is transacted in the several work areas during employee work time.

Non-Employee Solicitation and Distribution

There shall be no solicitation or distribution by non-employees at any time on any Employer's premises or in any work area. This section does not apply to vendors as defined in the definitions section of this policy.

Employee No-Solicitation Rule

There shall be no solicitation or distribution by employees of any other employee or non-employee during working time.

Employees may solicit other employees during non-working time in work areas, and during non-working time in non-working areas.

Employee No-Distribution Rule

There shall be no distribution during working or non-working time in work areas.

Employees may distribute goods and written materials during non-working time and in non-working areas.

Employee No-Access Rule

Employees are not permitted access to the interior of County facilities or outside work areas during their off-duty hours.

Employer's Responsibility

It is the responsibility of each of the several employers of the County to promulgate rules for the enforcement of this policy, and to define work time and non-working time, and work areas and non-working areas. These rules shall be clearly posted on each employer's premises and distributed to each employee. Each employer's rules should be approved as to content and form by the Jefferson County Prosecutor.

Definitions

County - means the County of Jefferson.

Distribution - means an act of distributing goods, materials, and or written materials.

Employer - means the several elected office holders and appointed department heads having direct authority over County employees.

Non-Work Area - means any area on or off an Employer's premises not designated as a work area.

Non-Work Time - means any time during an employee's work day where the employee is totally relieved of work duties, such as break time and lunch time. Whether an employee is in paid or unpaid status during these times is immaterial to the designation of non-work time.

Solicitation - means an act of requesting an individual to purchase goods, materials or services, or a plea for financial contribution.

Vendor - means any individual or group engaged in or desiring to engage in the supply of goods, materials, or services to the County and its employees, which goods, materials, or services are utilized in the conduct of public business.

Work Area - means any office, building or physical location where official County business is transacted and/or operations of the County are being conducted. This includes any public or private area where employees are engaged in work activities.

Work Time - means all the time when an employee's duties require that he or she be engaged in work tasks, but does not include an employee's own time, such as meal periods, scheduled breaks, and time before or after a work shift.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

POLITICAL ACTIVITY

Section: 7.10

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

Certain specific political activities are legally permitted or prohibited to all classified employees, including classified employees on authorized leave of absence from their positions. Unclassified employees are substantially less restricted, except those unclassified employees who are subject to Federal Merit Standards. Employees who are subject to Federal Merit Standards are generally those paid with federal funds which may be distributed directly or through the State of Ohio.

All employees are encouraged to exercise their constitutional rights to vote. References in this policy to politics and political activity refer to partisan activities, campaigns, and elections involving primaries, partisan ballots, or partisan candidates. The following are examples, but the lists are not necessarily all-inclusive:

A. Activities Prohibited to All Employees

1. Soliciting a contribution from any person while the soliciting employee is performing his or her official duties.

2. Soliciting a contribution while the soliciting employee is in those areas of a public building where official business is transacted or conducted.
3. Soliciting a contribution from a public employee while that employee is performing his or her official duties.
4. Soliciting a contribution from a public employee while that employee is in those areas of a public building where public business is transacted.
5. Coercing, intimidating, or causing harm to another person, or threatening to do so, because that person makes or does not make a contribution to a candidate, campaign committee, political party, legislative campaign fund, or political action committee.
6. Knowingly soliciting a contribution at the direction of or with the authorization of a County elected officer or his or her campaign committee from:
 - a. an employee whose appointing authority is the County elected officer;

- b. a County employee whose appointing authority is authorized or required by law to be appointed by the County elected officer;
 - c. a County employee who functions in or is employed in or by the same public agency, department, division, or office as the County elected officer.
7. Knowingly soliciting a contribution at the direction of or with authorization of a candidate for County elected office or his or her campaign committee from:
- a. a County employee whose appointing authority will be the candidate, if elected;
 - b. a County employee whose appointing authority will be appointed by the candidate, if elected;
 - c. a County employee who will function in or be employed in or by the same public agency, department, division, or office as the candidate, if elected.

B. Activities Permitted to Classified Employees and Unclassified Employees Subject to Federal Merit Standards

1. Registration and voting.
2. Expressing opinions, either orally or in writing.
3. Making voluntary financial contributions to political candidates or organizations.
4. Circulating non-partisan petitions or petitions stating views on legislation.
5. Attending political rallies.
6. Signing nominating petitions in support of individuals.
7. Displaying political materials in the employee's home or on the employee's property.
8. Wearing political badges or buttons, or displaying political stickers on private automobiles.

9. Serving as a precinct election official under ORC 3501.22.

Activities Prohibited to Classified Employees and Unclassified Employees Subject to Federal Merit Standards

1. Participating as a candidate for public office in a partisan election, or in a non-partisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party.
2. Filing petitions meeting statutory requirements for partisan candidacy to elective office.
3. Circulating official nominating petitions for any candidate participating in a partisan election.
4. Holding an elected or appointed office in any partisan political organization.
5. Accepting a party-sponsored appointment to any office normally filled by partisan election.

6. Campaigning by writing for publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office.
7. Soliciting, either directly or indirectly, any assessment, contribution, or subscription, either monetary or in-kind, for any political party or political candidate.
8. Soliciting the sale of or selling political party tickets, materials, or other political matter.
9. Engaging in partisan activities at the election polls, such as soliciting votes for other than non-partisan candidates and non-partisan issues.
10. Acting as recorder, checker, watcher, or challenger for any party or partisan committee.
11. Participating in political caucuses of a partisan nature.
12. Participating in a political action committee which supports partisan activity.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

DRESS CODE

Section: 7.11

Effective Date _____

Date

Issued By _____

By

All employees of Jefferson County government are expected to reflect their professional work in their manner of dress. Generally, neat and clean attire is called for. While ties for men are appropriate for certain occasions, especially meetings outside the building, they are encouraged but not required for every day. Blue jeans, sandals, and tee shirts are prohibited as inappropriate for the delivery of professional services. Hair is to be neat, clean, and styled; beards trimmed.

JEFFERSON COUNTY
DISCRIMINATORY HARASSMENT

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 7.12

Effective Date _____

Date

Issued By _____

By

- A. It is the policy of Jefferson County to maintain an environment free from all forms of unlawful discriminatory harassment including gender-based sexual harassment. In order to maintain this environment, all discriminatory harassment, whether committed by a department head, supervisor, co-worker, or member of the public, or whether by members of the opposite or same gender, is strictly prohibited.
- B. Discriminatory harassment includes humiliating, derogatory, or vulgar oral or written communications or actions regarding a person's race, color, religion, sex, veteran's status, military status, national origin, disability, age, ancestry, or genetic history.
- C. Sexual harassment, which is a form of discriminatory harassment and sexual discrimination, includes, but is not limited to the following:

1. Repeated unwanted and/or offensive sexual flirtations, advances, or propositions whether verbal, written, or electronically transmitted;
2. Repeated verbal abuse of a sexual nature, or use of sexually degrading words to describe an individual;
3. Graphic or degrading verbal, written, or electronically transmitted comments about an individual, the individual's body or appearance, or the individual's sexual preferences;
4. Request for sexual favors;
5. The display of sexually suggestive objects or pictures through any media;
6. The implication or threat that an employee or applicant's employment, assignment, compensation, advancement, career development, or other condition of employment will depend on the employee or applicant's submission to requests for sexual favors or sexual harassment in any form;
7. Any offensive, abusive, or unwanted physical contact;

8. Any other conduct or behavior that may be construed as being sexually degrading or offensive.
- D. It is the responsibility of all employees to aid the Employer in maintaining a work environment free from discrimination and discriminatory harassment including sexual harassment. Therefore, it is the responsibility of each employee, including supervision and management, to immediately report any instances of unlawful discrimination or discriminatory harassment to the EEO Coordinator. Any employee who observes any conduct that may constitute unlawful discrimination or discriminatory harassment of a co-worker or a person requesting services from the Employer, but fails to report same, may be subject to disciplinary action.
- E. It is the responsibility of each department head and supervisor to maintain an environment free from unlawful discrimination and discriminatory harassment within his/her department or work unit. Department heads and supervisors shall familiarize themselves with the County's non-discrimination policies and immediately report any violation of said policies to the EEO coordinator.
- F. Management shall also ensure that all employees are aware of this policy and that all employees receive sufficient training to maintain an environment free from unlawful discrimination and discriminatory harassment. Additionally, each newly-

hired employee will receive training in this policy as a part of their employee orientation.

- G. If after a thorough and prompt investigation, it is determined that unlawful discrimination or discriminatory harassment has occurred, the employee who has been found to have committed such act will be disciplined and the complainant and/or reporting employee(s) will be informed of the results.

- H. If after the investigation it is determined that no discrimination or discriminatory harassment occurred, or that there is insufficient evidence to determine whether or not such harassment occurred, the complainant and/or reporting employee will be informed of such findings.

- I. Complaint Procedure. Any employee who believes that he or she has been the subject of discrimination or discriminatory harassment, and/or any employee who has witnessed an incident or incidents the employee believes constitutes discrimination or discriminatory harassment, should report the matter(s) to the proper authority immediately.

If the employee has a complaint directly involving the EEO Coordinator, he/she shall submit his/her complaint to his/her supervisor.

J. The employee alleging discrimination or discriminatory harassment shall complete the discrimination complaint form provided for that purpose. The employee should provide the following information:

1. The employee's name;
2. The name of the subject of the complaint;
3. The act(s) allegedly committed believed to be discriminatory;
4. The date(s) of the act(s);
5. Any witnesses to the alleged acts; and
6. The remedy the employee is seeking.

This form should be completed and submitted by the employee as soon as possible following the alleged act(s) giving rise to the discrimination or harassment complaint.

K. After the discrimination complaint form has been completed, the complaint will promptly be investigated.

L. If the investigation reveals that the complaint is valid, prompt action will be taken to end the discrimination and/or harassment immediately and to

discipline any employees who have violated any policy contained in this section.

M. When it is determined that there is cause for believing that an act of discrimination or discriminatory harassment has occurred, the following steps will be followed.

1. The charged party may, pending the final resolution of the complaint, be immediately be suspended with pay or temporarily transferred to a work location where he/she will have no contact with the complainant.
2. All allegations of discrimination and/or discriminatory harassment shall be promptly investigated.
3. Following completion of the investigation, a final determination will be made. If it is determined that a prima facie case of discrimination or discriminatory harassment has been established, the charged employee will be notified and disciplinary action will be implemented.

4. Any employee who makes a false statement and/or false accusations during the investigation will be subject to appropriate discipline.

5. Non-employees found to have committed an act of illegal discrimination against an employee will be dealt with appropriately as allowed by law.

6. When reviewing complaints alleging a violation of the ADA, the designated investigator will determine whether the complainant is a “qualified person with a disability,” whether the Employer may have discriminated against the complainant, and if so, whether the Employer can “reasonably accommodate” the complainant or otherwise resolve his/her complaint.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

CONVICTION IN COURT OF LAW

Section: 7.13

Effective Date _____

Date

Issued By _____

By

- A. The arrest or conviction of any employee for breaking a federal, state, or local law outside work may be grounds for suspension or dismissal, depending on the nature of the arrest or conviction as it relates to the position held by the employee. Careful consideration will be given to the effect the arrest or conviction has on the reputation and operation of the agency and any of its programs.

- B. Violating any federal, state, or local law while at work may be grounds for dismissal depending on (1) the severity of the infraction; and (2) the overall status of employee performance and past conduct on the job.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

ALCOHOLISM AND DRUG ABUSE

Section: 7.14

Effective Date _____

Date

Issued By _____

By

Jefferson County recognizes alcoholism and drug abuse as diseases which are treatable, and encourages those employees who suspect that they may have a drinking or drug problem to seek professional treatment and assistance.

- A. For the purpose of this policy, a drinking or drug abuse problem exists, in the eyes of the County, when an employee's alcohol consumption or drug use interferes with his or her job performance.

- B. This policy is intended to assure that no employee with a drinking or drug problem will have his or her job security or promotional opportunities jeopardized by a request for treatment. The individual's rights to confidentiality and privacy are recognized. The pertinent information and records of employees with drinking or drug problems will be preserved in the same manner as all other medical records.

- C. It will be the responsibility of the employee to comply with the County's referral for diagnosis and to cooperate with the prescribed treatment. An employee's refusal to accept diagnosis or treatment, or failure to respond to treatment, will be handled in the same manner as all other illnesses when job performance continues to be adversely affected.
- D. The department head and other supervisory personnel should not attempt to diagnose alcoholism or drug addiction. A supervisor's initial referral for diagnosis and treatment should be based strictly on unsatisfactory or deteriorating job performance, resulting from apparent medical or behavioral problems, whatever their nature.

JEFFERSON COUNTY
DRUG FREE WORKPLACE

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 7.15

Effective Date _____

Date

Issued By _____

By

I. Notice Upon Hiring

A. As a condition precedent to hiring, all prospective employees will receive a copy of the Employer's Drug Free Workplace statement and policy, and will be required to sign a receipt which will become a permanent part of the employee's personnel file.

B. In addition, as a further condition precedent to hiring, all prospective employees will be required to sign a written statement to the effect that:

1. They understand and support the Employer's Drug Free Workplace policy;
2. They agree to refrain from violating this policy while in the employ of the Employer;

3. They acknowledge in advance that they understand that the penalty for breach can be discharge and agree that it is appropriate when supported by evidence.

II. Current Distribution of Drug Free Workplace Policy

- A. All current employees are to have received a copy of the Employer's Drug Free Workplace statement and policy, and are to have signed a receipt for it. Such receipt is to have become a permanent part of the employees' personnel file.
- B. All current employees are to have been asked to voluntarily sign a statement supporting the strict enforcement of this policy.

III. The Drug Free Workplace Policy

- A. Definitions: For purposes of this policy:
 1. Employee - means any person (i.e., management, supervisory or non-supervisory) who is paid in whole or in part by the Employer.

2. Controlled Substance - means any controlled substance contained in Schedules I through V of Section 202 of the Controlled Substance Act (21 USC 812; or as defined in 3719.01 O.R.C.).

3. Conviction - means any finding of guilt, including a plea of nolo contendere (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

4. Criminal Drug Statute - means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

For purposes of this policy all definitions will be consonant with 3719.01 et seq O.R.C.

B. Policy

1. Each employee should receive annually an information package containing:
 - a. Information concerning the dangers of drug abuse in the workplace.
 - b. A current copy of the Employer's posted/published statement.
 - c. A current copy of the Employer's Drug Free Workplace policy.
 - d. Information concerning any available drug counseling, rehabilitation, and employee assistance programs.
 - e. Information concerning the penalties that will be imposed for the breach of the Employer's Drug Free Workplace policy.

- f. Notice to the employee that any work-related conviction of any federal or state criminal drug statute must be reported in writing to the Employer within five (5) calendar days after such conviction.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the Employer's workplace is strictly prohibited and will result in criminal prosecution and employee discipline, which may include termination from employment.
3. Any employee convicted of any federal or state criminal drug statute must notify the Employer of that fact within five (5) calendar days of the conviction.
4. Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances will be subject to disciplinary action. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

5. Any employee convicted of a workplace-related drug offense, who fails to report the conviction as required by the III (B) (1) (f) above will be:

- a. Terminated from employment.
- b. Forever barred from future employment.
- c. Held civilly liable for any loss of federal funds resulting from the failure to report the conviction.

C. Training

The Employer will conduct annual training for supervisors and managers in the enforcement and implementation of the Employer's Drug Free Workplace program.

DRUG FREE WORKPLACE NOTICE

The Elected Officials of Jefferson County support the Drug Free Workplace Act of 1988 (PL-100-960). Consequently, any unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on these premises by employees is strictly prohibited and violators will be subject to discipline and criminal prosecution.

This policy is to be regarded as a condition of employment, and any employee convicted of a work-related drug offense must notify his employer no later than five (5) calendar days after conviction.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

GAMBLING

Section: 7.16

Effective Date _____

Date

Issued By _____

By

The County does not permit gambling in any form by County employees during the work day. For the purposes of this policy, work day includes scheduled working hours, lunch periods, clean-up time, and other breaks. Violations of this policy will be cause for disciplinary action.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

GARNISHMENTS

Section: 7.17

Effective Date _____

Date

Issued By _____

By

A court ordered legal claim against the wages of a County employee by a creditor for non-payment of a debt and served by the constituted legal authority is a garnishment, and must be recognized and executed by the County Auditor. Repeated garnishment on the wages of an employee may result in disciplinary action.

JEFFERSON COUNTY

EMPLOYMENT/ASSIGNMENT OF RELATIVES

Supersedes all other policies from the effective date of this policy.

Section: 7.18

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. The Ohio Ethics Law prohibits employment relationships that result in a conflict of interest; therefore, an Appointing Authority will generally not employ members of the same family in the same work unit.

- B. Under no circumstances shall members of the same family be placed in a direct supervisory line with one another. For purposes of this policy, "family" is defined as parent, spouse, child, grandchild, grandparents, siblings, and any other person related by blood or marriage and residency in the same household.

- C. If two employees marry, neither shall be required to resign or be transferred unless the positions they occupy at the time of marriage are in a direct supervisor/subordinate relationship. For purposes of this policy, the Employer shall be defined as the specific elected official, Director, and/or appointing authority.

JEFFERSON COUNTY

CDL ALCOHOL AND DRUG TEST POLICY

Supersedes all other policies from the effective date of this policy.

Section: 7.19

Effective Date _____

Date

Issued By _____

By

- A. Any questions regarding these policies or procedures should be directed to the Employer.

- B. All employees who operate a commercial motor vehicle (CMV) are subject to this policy. This includes but is not limited to:
 - 1. Full-time regularly employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the Employer or who operate a CMV at the direction of or with the consent of the Employer.

 - 2. For the purposes of pre-employment/pre-duty testing only, the term "driver" includes a person applying to a position that includes driving a CMV.

3. Employees promoted or transferred into a position requiring the operation of a CMV are treated as new hires for the purposes of this policy and pre-employment testing requirements.
- C. For purposes of this policy, safety-sensitive functions include:
1. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the Employer;
 2. All time inspecting equipment as required or inspecting, servicing, or conditioning any CMV at any time;
 3. All time spent at the driving controls of a CMV in operation;
 4. All time, other than driving time, in or upon any CMV;
 5. All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded,

remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;

6. All time spent by the driver performing functions relating to accidents;
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

D. Drivers covered by this policy are prohibited from engaging in the following:

1. Reporting to duty, remaining on duty, or performing a safety-sensitive function while having an alcohol concentration of 0.04 or greater;
2. Reporting to duty, remaining on duty, or performing a safety-sensitive function while using a controlled substance (including prescription drugs, unless the physician has advised the driver that the substance does not adversely affect the driver's ability to operate a CMV), or if the driver tests positive for controlled substances;
3. Possessing alcohol while on duty or operating a CMV;

4. Using alcohol or controlled substances while on duty;
 5. Performing safety-sensitive functions within four (4) hours after using alcohol;
 6. Using alcohol for eight (8) hours following an accident in which the driver is required to take a post-accident alcohol test or until the driver undergoes a post-accident alcohol test, whichever occurs first;
 7. Refusing to submit to a post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance test.
- E. If a driver/employee violates any of the prohibitions listed in Section D of this policy, the following consequences will result:
1. The driver may be disciplined up to and including termination. However, any discipline may, at the discretion of the Employer, be mitigated by the willingness of the employee to complete the recommended rehabilitation program. An employee may be permitted only one (1) chance at

rehabilitation during the term of his employment, at the sole discretion of the Employer.

2. The driver shall be immediately removed (taken out of service) from the safety-sensitive position. Such removal is in accordance with federal regulations, and therefore not subject to the grievance policy, section 8.7.

If the driver is not terminated, he may request the use of accumulated sick leave or vacation leave to cover any period of absence in accordance with "E - 4" below. If the driver does not have sufficient sick or vacation leave to cover the period of absence, he must request unpaid leave in accordance with the Employer's policy.

3. The driver shall be provided with information regarding the services available for alcohol and substance abuse.
4. The driver shall be evaluated by a substance abuse professional, and may not return to duty until all recommended counseling and treatment are completed.

These actions are in accordance with federal regulations, and therefore not subject to the grievance policy, section 8.7.

Failure to complete or participate in a prescribed counseling or rehabilitation program shall result in the employee's termination. Any costs associated with the prescribed counseling or rehabilitation program are the responsibility of the employee, unless otherwise covered by the County's health care plan to which the employee belongs.

5. The driver will be subject to re-evaluation by the substance abuse professional, return-to-duty testing, and unannounced follow-up testing. These actions are in accordance with federal regulations, and therefore not subject to the grievance procedure. Any costs associated with these tests which are not provided by the County's health care plan shall be the responsibility of the employee.
- F. A driver is required to report the use of any prescription or non-prescription medicines containing alcohol or controlled substances to his immediate supervisor. At the time medication is prescribed, the driver shall inquire as to whether the medication will impair the driver's ability to perform safety-sensitive functions.

The driver shall be required to produce a signed statement from the treating physician that such medication does not impair the driver's ability to perform safety-sensitive functions and/or does not interfere with the safe performance of the driver's job.

If the treating physician determines that the medication will impair the driver's ability to perform safety-sensitive functions, the employee will be permitted to use accumulated sick leave to cover the period of absence. If the driver does not have sufficient sick leave to cover the period of absence, he or she must request unpaid leave in accordance with the Employer's policy.

G. A driver will be required to submit to testing for alcohol and/or controlled substances under the following circumstances:

1. Pre-employment testing: Prior to the first time a driver performs a safety-sensitive function, the driver will be tested for controlled substances. The driver will not be permitted to perform safety-sensitive functions unless the controlled substance test results are negative.

The Employer shall arrange the time and location for the pre-employment test. The applicant is responsible for reporting to the collection site for the test and for any costs associated with the test. When an existing employee moves from a non-driver to a driver position, the Employer shall pay the cost of said test(s).

2. Post-accident testing: As soon as practicable following (a) an accident in which a fatality occurs, (b) an accident in which an injury is treated away from the scene and the driver/employee receives a citation for a moving violation arising from the accident, or (c) an accident in which a vehicle is required to be towed from the scene and the driver/employee receives a citation for a moving violation arising from the accident, the driver shall be tested for alcohol and controlled substances. The Employer shall cease attempts to administer the test eight (8) hours following the accident for alcohol and after thirty-two (32) hours for controlled substances.

The driver shall be transported to the collection site by a representative of the affected agency. The employee shall not be permitted to perform safety-sensitive functions until a negative controlled substance test result is reported.

Following a breath alcohol test which shows no detectable amount of alcohol, the driver will, at the discretion of the Employer, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions until the controlled substance test results are available. If the controlled substance test results are negative, and no other work rule violations have occurred, the employee shall be returned to his or her driver position.

Following a breath alcohol test result which shows a detectable level of alcohol of 0.02, but less than 0.04, the driver will, at the discretion of the Employer, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions for twenty-four (24) hours or until the controlled substance test results are available, whichever is greater. An employee with a breath alcohol test result of less than 0.04 shall also be subject to appropriate disciplinary measures in accordance with Employer policy.

Following a breath alcohol test result which shows a concentration of 0.04 or greater, or following a positive controlled substance test result, if the

driver's employment is not terminated, he or she may request the use of accumulated sick leave, vacation leave, or unpaid leave in accordance with the Employer's policy in order to comply with Section E-4 herein.

3. Random testing: A minimum number of drivers (currently twenty-five percent {25%} for alcohol and fifty percent {50%} for controlled substances) annually will be randomly selected using a scientifically valid method in which each driver will have an equal chance of being tested each time selections are made. The dates for testing shall be unannounced and spread throughout the calendar year. When a driver is selected for testing, he or she shall cease doing the safety-sensitive function and proceed to the test site immediately. The driver(s) shall be transported to the collection site by a representative of the affected agency.

Following a random breath alcohol test result which shows a detectable level of alcohol of 0.02, but less than 0.04, the driver will, at the discretion of the Employer, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions for a minimum of twenty-four (24) hours. An employee with a random breath alcohol test

result of less than 0.04 shall also be subject to appropriate disciplinary measures in accordance with Employer policy.

Following a random breath alcohol test result which shows a concentration of 0.04 or greater, or following a positive random controlled substance test result, if the driver's employment is not terminated, he or she may request the use of accumulated sick leave, vacation leave, or unpaid leave in accordance with the Employer's policy, in order to comply with the provisions of Section E-4 herein.

4. Reasonable suspicion testing: A trained supervisor may require a driver to undergo testing for alcohol or controlled substances based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. If a driver is required to undergo testing under this section, the driver must immediately cease to perform the safety-sensitive function and he or she shall be transported to the collection site by a representative of the agency. If a driver is required to undergo reasonable suspicion controlled substance testing, such employee shall not be permitted to perform safety-sensitive functions until a negative controlled substance test result is reported. Following a reasonable

suspicion controlled substance test, the driver will, at the discretion of the Employer, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions until the test results are available. If the controlled substance test results are negative, and no other work rule violations have occurred, the employee shall be returned to his or her driver position.

Following a reasonable suspicion breath alcohol test result which shows a detectable level of alcohol of 0.02, but less than 0.04, the driver will, at the discretion of the Employer, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions for a minimum of twenty-four (24) hours. An employee with a reasonable suspicion breath alcohol test result of less than 0.04 shall also be subject to appropriate disciplinary measures in accordance with the Employer's policy.

Following a reasonable suspicion breath alcohol test result which shows a concentration of 0.04 or greater, or following a positive reasonable suspicion controlled substance test result, if the driver's employment is not terminated, he or she may request the use of accumulated sick leave,

vacation leave, or unpaid leave in accordance with the Employer's policy, or in order to comply with the provisions of Section E-4 herein.

The Employer will cease any attempt to administer a reasonable suspicion alcohol test eight (8) hours after the observation of reasonable suspicion was made.

5. Return-to-duty testing: Before a driver who has been found to be in violation of the prohibitions section of this policy, set out in Section D, may return to duty in a position requiring the performance of safety-sensitive functions, the driver must undergo testing for alcohol and/or controlled substances. The results of the alcohol test must show less than 0.02 concentration if the offense involved alcohol, and the controlled substance test must be negative if the offense involved controlled substances.

6. Follow-up testing: When a driver has been found to be in violation of the prohibitions section of this policy, set out in Section D, and the substance abuse professional has determined that the driver needs assistance in resolving alcohol or substance abuse problems, the driver will, in accordance with federal regulations, be subject to a minimum of six (6)

unannounced follow-up tests within the first twelve (12) months following the driver's return to duty as directed by the substance abuse professional.

- H. All drug screening and confirmation tests shall be conducted by a laboratory certified under the DHHS "Mandatory Guidelines for Federal Workplace Drug Testing Programs." The Employer and the laboratory shall have a clear and well-documented procedure for collection, shipment, and accessing of urine specimens. The procedures utilized by the Employer and the laboratory shall include an evidentiary chain of custody and control and split sample collection and testing. In the event a positive test result occurs, and an employee requests a second test utilizing the split sample, the following shall apply: should the employee select a certified laboratory, the employee shall pay the costs of such test; should the Employer select a certified laboratory, the agency shall pay the cost of such test. The collection site person is responsible for maintaining the integrity of the specimen collection and transfer process. All procedures shall be outlined in writing and provided to Employer representatives and donors.
- I. All alcohol breath tests shall be administered by a trained breath alcohol technician (BAT) or a law enforcement officer certified to conduct such tests. Only evidential

breath testing (EBT) devices shall be used along with the prescribed breath alcohol testing form.

J. Refusal to submit to any of the alcohol or controlled substance tests required by this policy will result in the driver's immediate removal from the safety-sensitive functions and may result in disciplinary action. Refusal will be treated as a positive test, and the driver will be referred to a counseling program and subject to return-to-duty and follow-up testing. Actions constituting a refusal to submit to a test include:

1. Failing to provide adequate breath for alcohol testing;
2. Failing to provide adequate urine for controlled substance testing;
3. Engaging in conduct that clearly obstructs the testing procedure;
4. Failing to remain readily available for a post-accident test.

- K. Drivers who have been tested for alcohol with the results showing a concentration of 0.02 but less than 0.04 will not be permitted to perform any safety-sensitive functions for twenty-four (24) hours following administration of the test.

- L. Information regarding the effects of alcohol and controlled substance use on an individual's health, work, and personal life, and information about drug and alcohol counseling, rehabilitation, and employee assistance programs is available through the personnel office, and will be periodically provided to employees.

The Employer encourages employees to voluntarily admit problems with alcohol and/or controlled substances prior to violating this or other applicable policies. An employee who voluntarily enters into counseling or rehabilitation may request the use of accumulated sick leave, vacation leave, or unpaid leave in accordance with the applicable agency's policy. The costs associated with a voluntary counseling/rehabilitation program that has been approved by the Employer will be paid for by the agency. Such payment(s) shall be limited to one (1) time during an employee's employment with the individual agency.

- M. Upon written request from the driver, the Employer will promptly provide copies of any records pertaining to the driver's use of alcohol or controlled substances,

including the results of any tests, to the employee/designee. The Employer may charge a reasonable fee for copies; however, access to this information will not be contingent upon payment for records other than those specifically requested.

- N. All employees subject to this policy remain subject to all other policies, procedures, rules, regulations, and collective bargaining agreements established by the individual elected official's independent authority, and which are not inconsistent with the requirements herein. All employees also remain subject to all other relevant federal, state, and local laws and regulations.

JEFFERSON COUNTY
CONCEALED WEAPONS

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 7.20

Effective Date April 8, 2004

_____ **Date**

Issued By _____

_____ **By**

A. In the interest of protecting the safety of employees and citizens of Jefferson County, the Board of Commissioners of the County of Jefferson, State of Ohio, and the Sheriff of the County of Jefferson, State of Ohio, adopt the following policy.

Effective April 8, 2004, as required by Ohio Revised Code 2923.1212, a sign with the following language will be posted at the entrance of every county-owned building, and at the entrance to the portion of any non-county-owned building which is leased by the county:

“Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.

A valid license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.”

B. This policy does not apply to the Jefferson County Sheriff, Deputies, Probation Officers, and other law enforcement officers currently authorized to carry weapons within the scope of their duties. They will continue to be required to use the lock boxes provided at the Courthouse, Justice Center, and other County Facilities.

C. A county employee or official with a valid license to carry a concealed handgun may bring a handgun onto a county-owned parking lot, but must leave the handgun in his own locked vehicle, either in the glove compartment (or other locked compartment), in the trunk, or locked inside a gun case, when he reports for work. An employee or official with a valid license to carry a concealed handgun who is reporting for work may remove the handgun from his own vehicle parked on County property only for the purpose of transporting it to and from the trunk of that vehicle for storage.

Any county employee or official who violates this policy is acting outside the course and scope of their duties. Jefferson County will not defend or indemnify such actions by any county official or employee. Any county employee found to be in violation of this policy will be subject to disciplinary action, up to and including discharge.

JEFFERSON COUNTY
USE OF CELLULAR PHONES

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 7.21

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

County cellular equipment is provided to employees who by the nature of their job have a routine and continuing business need for use on official County business. Equipment usage accounts are expected to be set at the minimum level that fulfills the business need. The County expects appropriate and responsible use of County cellular equipment.

Elected/appointed officials, and department heads are expected to ensure that:

- The need for each item of County-owned cellular equipment and each County equipment usage account is clearly justified for County business purposes;
- Alternative solutions for work production and communication have been considered;
- Employees provided with County equipment usage accounts understand the purpose and limitations of usage;

- Equipment usage account billings outlining details of usage are received and reviewed for conformance with this policy;
- Employees reimburse the County agency for personal use; and
- Use of a County equipment usage account is terminated when no longer justified by business requirements or when the employee has by actions demonstrated a disregard for the limitations of this policy.

DEFINITIONS

Base monthly charge: the minimum charge including local usage fees, taxes, franchise fees, and other similar costs for one (1) month of service through an equipment usage account.

Cellular equipment: cellular telephones, wireless telephones which transmit communications via tower antennas, cellular data transmission/receipt equipment, and radio-cellular telephones.

Equipment usage account: a contract or service agreement by a vendor to provide cellular telecommunication service to a specific item of cellular equipment.

PROCEDURES

A. Determination of Eligibility

1. It is the responsibility of the elected/appointed officials or the department head to determine the business needs of subordinate employees for cellular equipment.
2. If a subordinate employee is considered to have a routine and continuing business need for cellular equipment then, subject to budgetary limitations, the employee is to be provided with cellular equipment and an equipment usage account by the County.

B. Acquisition and Modification of Cellular Equipment and Cellular Usage Accounts

1. Cellular equipment and equipment usage accounts are acquired in accordance with state laws and county regulations governing purchases with

public funds. Purchasers should acquire the least costly unit available that serves the business purpose.

2. Eligible employees in consultation and with the approval of their supervisors will select an equipment usage account. The selected account should be the one that provides a combination of services including number of minutes, coverage, and local call zone most nearly matching the employee's recurring business needs. Biannually the employee's supervisor is to review the employee's actual usage with the employee and if warranted select a different equipment usage account which more nearly matches the employee's recurring business needs.

3. The Commissioners will be notified of the selection, name of the primary user of the account, and the elected/appointed official and/or department head will make arrangements with the vendor to establish or modify the equipment usage account. Equipment usage accounts are to be established or modified only by the elected/appointed official and/or department head managers.

C. Usage

1. County cellular equipment usage accounts are provided for official County business. The County expects appropriate and responsible use. Employees are responsible for understanding and following all policies.
2. All County cellular equipment and equipment usage account statements, invoices, and payment documents may be public records and as such may be subject to disclosure and review.
3. Cellular equipment is intended for special applications such as purposes of safety or to assist in the completion of an assigned task. It is not intended to be used for personal convenience.
4. The following are unauthorized uses of county cellular equipment:
 - a. Any call which could reasonably be made from a standard telephone or other electronic communication that is available at a lesser cost.

- b. Any personal calls or calls made in relation to an employee's personal business enterprise.
 - c. Any call for the purpose of personal entertainment, such as 900 numbers or movie links.
 - d. Any call of unreasonable duration.
5. Elected/appointed officials, department heads, or their designees are responsible for confirming that employees comply with the intent of this policy and any additional policy restrictions imposed.
6. Employees using cellular equipment are expected to be courteous and responsible in the use of the equipment. Employee safety is a priority of the County, and responsible use of cellular equipment includes safe use.
7. Any conduct which violates this policy may result in disciplinary action up to and including dismissal.

8. Nothing contained herein shall be interpreted as prohibiting an employee from placing/receiving a personal phone call in relation to a family emergency.

D. Daily Operations

Staff members are encouraged to use their cell phones to maintain communications with personnel in the field. Again, such calls should be necessary and kept short to maximize the allotted minutes and prevent unnecessary costs.

1. Lost, stolen, or irreparably damaged cell phones must be replaced at the employee's expense unless waived in writing by the department head and the County Commissioners.
2. The cell phone must be maintained and properly charged at all times.
3. Employees must be reachable by cell phone when on duty during normal business hours.

4. All employees must sign a cell phone policy of understanding and an inventory list. Items on the inventory list must be returned at the request of the Board of County Commissioners or on the date the employee's employment status ends with the selected department. Any missing, damaged, or unreturned equipment will be replaced at the employee's expense.

5. There are a multitude of cell phone plans in the Jefferson County cell phone policy. Each plan has different time allotments and conditions. It is the **EMPLOYEE'S** responsibility to understand the features and conditions of his/her particular plan.

6. Lost or stolen cellular equipment must be reported immediately to the supervisor who will then take the necessary action to report to the vendor along with reporting lost or stolen cellular equipment to the Board of County Commissioners' office.

E. Billing, Payment, and Reimbursement

1. Payment of County Equipment Usage Accounts

- a. The department will ensure that the vendor provides detailed monthly bills for each equipment usage account. The elected/appointed official and/or department head will review the bills to verify conformance by the employee with his/her policy and validity of the amount being billed.

- b. Upon receipt of the account bill copies, elected/appointed official and/or department head will promptly take the following actions.
 - (1) Determine whether the monthly charge exceeds the base monthly charge, and in the event it does, take steps to calculate, notify the employee of, and collect any reimbursement for personal use which may be required pursuant to this policy.

 - (2) After review of the account billings voucher, submit to the County Auditor's office.

2. Reimbursement by Employee for Personal Use

- a. Upon receipt of the monthly cellular phone bill, the employee shall reimburse the County 100% for all non-emergency personal calls.
- b. The employee will promptly and in no event longer than one (1) week from the date of notification deliver to the department the required reimbursement in the form of cash and/or a personal check payable to **“Jefferson County”** (not the cellular phone service provider), for which the department will issue the employee a receipt.
- c. The department will promptly deliver to the Auditor’s Office the reimbursement accompanied by a copy of the written notification to the employee and a copy of the monthly bill.
- d. The Auditor’s Office will post the reimbursement to the fund from which the bill was paid and process in the usual manner.

F. The County reserves the right to change this policy at any time without notice.

FORM _____
JEFFERSON COUNTY
USE OF CELLULAR PHONE POLICY/
EMPLOYEE STATEMENT OF UNDERSTANDING

I, _____, understand that I have been chosen to receive a Jefferson County cell phone. I have read and understand the Jefferson County Cellular Phone Policy. As such, I also understand that I may be accountable for any and all charges incurred by cell phone usage above and beyond the contractual monthly limits of the cell phone plan.

I understand that I may be accountable for any of the following additional charges:

- Lost, stolen, or damaged cell phone equipment
- Exceeding the amount of peak minutes allowed under the cell phone plan
- Exceeding the amount of off-peak minutes allowed under the cell phone plan
- Calling directory assistance
- Any roaming charges
- Long distance charges
- Web usage and download fees
- Any other charges above and beyond the regular monthly service charge established by the contract
- All personal calls

Employee Signature

Date Signed

FORM _____
JEFFERSON COUNTY
**USE OF CELLULAR PHONE POLICY/
INVENTORY RECEIPT**

I, _____, received the following cellular phone equipment. I understand that the following equipment must be returned at the request of the County Commissioners and/or the elected official/department head on the date my employment ends with Jefferson County.

Phone: _____

Wall charger: yes no

Car charger: yes no

Additional Equipment: yes no
(Note below)

Employee Signature

Date Signed

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

CREDIT CARD USE

Section: 7.22

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. POLICY

1. Authorization: Any County Appointing Authority may apply to the Board of County Commissioners for authorization to have an employee of the Appointing Authority use a credit card properly held by that Appointing Authority. Such authorization request shall state the name of the employee but the credit card shall be issued in the name of the office of the Appointing Authority.

2. Uses: A credit card held by the Board of County Commissioners or the office of any other County Appointing Authority shall be used only to pay the following work-related expenses:

- (a) Food expenses; and
- (b) Transportation expenses; and
- (c) Gasoline and oil expenses; and

- (d) Motor vehicle repair and maintenance expenses; and
 - (e) Telephone expenses; and
 - (f) Lodging expenses; and
 - (g) Internet service provider expenses.
3. No late charges or financial charges shall be allowed as an allowable expense, unless otherwise authorized by the Board of County Commissioners. Debt incurred as a result of the use of an authorized credit card, pursuant to this policy, shall be paid from monies appropriated to specific appropriation line items of the Appointing Authority for work-related expenses listed above.

B. PROCEDURE

1. Credit card receipts for all expenditures shall be submitted to the County Auditor with a brief explanation of what the expenditure was for. In accordance with R.C. Section 301.27, an Appointing Authority who has been authorized to secure a credit card for his/her office shall submit to the Board of County Commissioners an estimate of the expenses which are likely to be charged to the County credit card

during the month following such submission, unless a longer usage period is authorized by the Board. The authorization to charge such amounts shall be subject to the advance approval of the Board after the County Auditor has certified sufficient funds are available in the appropriate account.

2. Any time an authorized credit card is used for more than the authorized amount, the Appointing Authority may request the Board of County Commissioners to authorize the expenditure after the fact, provided, upon the Board's request, the County Auditor certifies that sum of money is in the treasury or in the process of collection to the credit of the appropriate appropriation line item for which the credit card was used, and is free from previous and then-outstanding obligations or certifications. If the card is used for more than the amount originally authorized and if for any reason that amount is not authorized after the fact, the County shall be reimbursed for any amount spent beyond the originally authorized amount in the following manner:

- (a) If the card is issued in the name of a specific officer or employee, that officer or employee is liable in person and upon any official bond the officer

or employee has given to the County to reimburse the County treasury for the amount charged to the County beyond the originally authorized amount.

(b) If the card is issued to the office of the Appointing Authority, the Appointing Authority is liable in person and upon any official bond the Appointing Authority has given to the County for the amount charged to the County beyond the originally authorized amount.

3. After returning from any meeting, conference, convention, or other official Employer function wherein reimbursable expenses have been incurred, an employee shall submit an Employee Travel Expense Report and all original receipts and other documentation to his/her immediate supervisor for forwarding to the Appointing Authority. The report shall be reviewed by the Appointing Authority and either approved for reimbursement or returned to the employee for adjustment or further documentation. Once the report has been approved by the Appointing Authority, the original report shall be forwarded to the County Auditor for payment.

4. Whenever any employee who is authorized to use a credit card held by the Board or the office of any other County Appointing Authority suspects the loss, theft, or possibility of unauthorized use of the card, the officer or employee shall notify the County Auditor, the employee's Appointing Authority, and the Board immediately and in writing.

5. If the County Auditor determines there has been a credit card expenditure beyond the appropriated or authorized amount as provided in this policy, the Auditor immediately shall notify the Board of Commissioners. When the Board determines, on its own or after notification from the County Auditor, that the county treasury should be reimbursed for credit card expenditures beyond the appropriated or authorized amount, it shall give written notice to the County Auditor and to the employee liable to the treasury as provided in those divisions. If, within thirty (30) days after issuance of the written notice, the County treasury is not reimbursed for the amount shown on the written notice, the Prosecuting Attorney of the County shall recover that amount from the employee or Appointing Authority who is liable under this section by civil action in any court of appropriate jurisdiction.

JEFFERSON COUNTY
INFORMATION TECHNOLOGY (IT)

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 7.23

Effective Date _____

Date

Issued By _____

By

A. PURPOSE

The Jefferson County Board of Commissioners has adopted this policy to establish controls on the use of county-provided information technology (IT) resources to ensure that they are appropriately used for the purposes for which they were acquired.

B. SCOPE

Pursuant to Ohio IT Policy ITP-A1, Authority of the State Chief Information Officer to Establish Policy Regarding the Acquisition and Use of Computer and Telecommunications Products and Services, this county policy applies to every county office or public agency established by the laws of the county for the exercise of any function of county government except for those specifically exempted.

The scope of this information technology policy includes county computer and telecommunications systems and the employees, contractors, temporary personnel and other agents of the county who use and administer such systems.

C. BACKGROUND

Jefferson County furnishes a variety of IT resources to employees, contractors, temporary personnel and other agents of the county to conduct the business of the county. These resources include equipment such as desktop and notebook computers, tablet personal computers, printers, digital copiers, facsimile machines, personal digital assistants, digital audio and video recorders; applications and services such as software, subscription services e-mail, instant messaging, and internet access; and supplies such as paper, toner, and ink. With such a proliferation of devices, services and software, greater care is required to prevent misappropriation of county-owned IT resources.

Just as important, the citizens of Jefferson County expect their public servants to devote their time to conducting county business. In the use of their time and IT resources, public servants must be mindful of the public trust that they discharge, of the necessity for conducting themselves according to the highest ethical

principles, and of avoiding any action that may be viewed as a violation of the public trust. As custodians of resources entrusted to them by the public, public servants must be mindful of how these resources are used. Those individuals affected and covered by this policy shall not use any of the above-referenced resources to dispute any county governmental operations.

D. REFERENCES

Ohio Revised Code 307.84. Authority of the Data Processing Board to establish policy regarding the acquisition and use of computer and telecommunications products and services, defines the authority of the Data Processing Board to establish Jefferson County IT policies as they relate to county agencies' acquisition and use of information technology including but not limited to hardware, software, technology services and security.

Chapter 2909 of the Ohio Revised Code includes companion provisions to this policy with regard to criminal offenses. Section 2909 of the Ohio Revised Code specifically addresses knowingly using a computer system, network or the internet to disrupt or impair a government operation. Section 2909.05 of the Ohio Revised

Code specifically addresses causing serious physical harm to property that is owned, leased, or controlled by a government entity.

Chapter 2913 of the Ohio Revised Code includes companion provisions to this policy with regard to theft and fraud. Section 2913.04 of the Ohio Revised Code specifically addresses accessing without authorization any computer, computer system, or computer network without consent of the owner.

Chapter 2921 of the Ohio Revised Code includes companion provisions to this policy with regard to offenses against justice and public administration. Section 2921.41 of the Ohio Revised Code specifically addresses using a public office to commit theft which includes fraud and unauthorized use of government computer systems.

Ohio IT Policy ITP-H-2, "Use of State Telephones," provides requirements regarding the used of both wired and wireless state telephone service.

Ohio IT Policy ITP-B-3 "Password and PIN Security," establishes minimum requirements regarding the proper selection, use, and management of passwords and personal identification numbers (PINS).

Ohio IT Policy ITP-B-4, “Malicious Code Security,” requires county agencies to implement and operate a malicious code security program to ensure that adequate protective measures are in place against the introduction o malicious code.

E. DEFINITIONS

Blog – Web-based content consisting primarily of periodic articles or essays listed with the latest entry and visitor comments at the top. Blog topics can range from personal diaries to political issues, media programs and industry analysis. Blogs are also known as “Web logs.”

Chat Room – An online forum where people can broadcast messages to people connected to the same forum in real time. Sometimes these forums support audio and video communications allowing people to converse and to see each other.

Confidentiality – The assurance that information is disclosed only to those systems or persons who are intended to receive the information. Areas in which confidentiality may be important include nonpublic information, patient records, information about a pending criminal case or infrastructure specifications. Information systems that must ensure confidentiality will likely deploy techniques such as passwords, and could include encryption.

Instant Messaging – A software tool that allows real time electronic messaging or chatting. Instance messaging services use “presence awareness.” Indicating whether people on one’s list of contacts are currently on line and available to chat. Examples of instant messaging services are AOL Instant Messenger, YAHOO Messenger and MSN Messenger.

Internet – A worldwide system of computer networks, a network of networks in which computer users can get information and access services from other computers. The internet is generally considered to be public, untrusted, and outside the boundary of the Jefferson County enterprise network.

Resources – Any information technology resource, such as computer hardware and software, IT services, telecommunications equipment and services, digital devices such as digital copiers and facsimile machines, supplies and the internet, made

available to public servants in the course of conducting county government business in support of agency mission and goals.

Listserv. – An electronic mailing list software application that was originally developed in the 1980's and is also known as “discussion lists.” A listserv subscriber uses the listserv to send messages to all the other subscribers, who may answer in similar fashion.

Malicious Code – Collective term for program code or data that is intentionally included in or inserted into an information system for unauthorized purposes without the knowledge of the user. Examples include viruses, logic bombs, Trojan horses and worms.

Online Forum – A web application where people post messages on specific topics. Forums are also known as Web forums, message boards, discussion boards and discussion groups. They were predated by newsgroups and bulletin boards in the 1980's and 1990's.

Peer-to-Peer (2) File Sharing – Directly sharing content like audio, video data, software or anything in digital format between any two computers connected to the network without the need for a central server. Examples of P2P networks are Kazaa, Opennap, Grokster, Gnutella, eDonkey, and Freenet.

Public Servant – Any employee of the county, whether in a temporary or permanent capacity, and any other person performing a government function including but not limited to a consultant, contractor, advisor, or a member of a temporary commission.

Social Networks – Websites promoting a “circle of friends” or virtual communities where participants are connected based on various social commonalities such as familial bonds, hobbies, or dating interests. Examples include eHarmony, Facebook, Friendster, LinkedIn, Match.com, MySpace, Plaxo, and Yahoogroups.

Telephone Service – Unless otherwise stated, telephone service includes both wired telephones and wireless (cell) telephones.

Wiki – A web application that allows one user to add content and any other user to edit the content. The popular software used to implement this type of Web collaboration is known as Wiki. A well-known implementation is Wikipedia, an online encyclopedia.

Wireless Use of various electromagnetic spectrum frequencies, such as radio and infrared to communicate services such as data and voice without relying on a hardwired connection such as twister pair, coaxial or fiber optic cable.

F. PROCEDURE

Agencies shall establish an internet e-mail and IT resources use policy in compliance with this state policy and ensure that public servants adhere to the policy. Agencies shall define and implement such a policy based on the business requirements of the agency. Agency policy shall describe the extent to which personal use is allowed. Agencies may adopt or endorse this county policy or may further restrict the duration, frequency and nature of personal use.

1. Use of County Provided IT Resources

Jefferson County provides computers, services, software, supplies and other IT resources to employees, contractors, temporary personnel and other agents of the county for supporting the work and conducting the affairs of Jefferson County government. Personal use if permitted by an agency shall be strictly limited and can be restricted or revoked at an agency's discretion at any time.

2. Use of County Provided Telephones and Services

Restrictions on the use of IT resources outlined in this policy apply to wired and wireless telephone devices and services, including facsimile machines connected to the county telephone service. Additional restrictions on the use of county telephones and services are covered by Ohio IT Policy ITP-H-2 Use of County Telephones.

3. Use for Collective Bargaining Purposes

In addition to this county policy, collective bargaining contract provisions control the use of county provided IT resources for contract enforcement, interpretation and grievance processing.

G. UNACCEPTABLE PERSONAL USE OF COUNTY-PROVIDED IT RESOURCES

Any personal use of IT resources that disrupts or interferes with government business, incurs any undue cost to the county, could potentially embarrass or harm the county, or has the appearance of impropriety is strictly prohibited. Personal use that is strictly prohibited includes, but is not limited to the following:

1. Violation of Law

Violating or supporting and encouraging the violation of local, state or federal law is strictly prohibited.

2. Illegal Copying

Downloading, duplicating, disseminating, printing or otherwise using copyrighted materials, such as software, texts, music, and graphics in violation of copyright laws is strictly prohibited.

3. Operating a Business

Operating a business, directly or indirectly, for personal gain is strictly prohibited.

4. Accessing Personal Services

Accessing or participating in any type of personals ads or services, such as or similar to dating services, matchmaking services, companion finding services, pen pal services, escort services, or personals ads is strictly prohibited.

5. Accessing Sexually Explicit Material

Downloading, displaying, transmitting, duplicating, storing, or printing sexually explicit material is strictly prohibited.

6. Harassment

Downloading, displaying, transmitting, duplicating, storing, or printing material that is offensive, obscene, threatening, or harassing is strictly prohibited.

7. Gambling or Wagering

Organizing, wagering on, participating in, or observing any type of gambling event or activity is strictly prohibited.

8. Mass E-mailing

Sending unsolicited e-mails or facsimiles in bulk or forwarding electronic chain letters in bulk to recipients inside or outside of the county environment is strictly prohibited.

9. Solicitation

Except for efforts that are prior approved by an appropriate member of management, soliciting for money or support on behalf of charities, religious entities, or political causes is strictly prohibited.

10. Participation in Online Communities

Any use of county-provided IT resources to operate, participate in, or contribute to an online community including but not limited to online forums, chat rooms, instant messaging, listservs, blogs, wikis, peer-to-peer file sharing, and social networks is strictly prohibited unless organized or approved by the agency. If an individual is approved to participate in any of these forms of communication as part of county business, that person shall fulfill agency-defined security education and awareness requirements for proper use before participating. The content of the education and awareness requirements shall include methods to avoid inadvertent disclosure of sensitive information and practices to avoid that could harm the security of county computer systems and networks.

11. Unauthorized Installation or Use of Software

Installing or using software including, but not limited to, instant messaging, clients and peer-to-peer file sharing software, or personally-owned software without proper agency approval is strictly prohibited. Installation and use of un-licensed software is strictly prohibited.

12. Unauthorized Installation or Use of Hardware

Installing, attaching, or physically or wirelessly connecting any kind of hardware device to any county-provided IT resource, including computers and network services, without prior authorization is strictly prohibited. Connecting or attempting to connect a wireless device to the county's wireless service without proper agency approval is strictly prohibited.

13. Accessing Systems without Authorization

Accessing networks, files, or systems or an account of another person without proper authorization is strictly prohibited. Public servants are individually responsible for safeguarding their passwords in accordance with Ohio IT Policy ITP-B-3 "Password and PIN Security."

14. Distributing Malicious Code

Distributing malicious code or circumventing malicious code security is strictly prohibited. Ohio IT policy ITP-B-4, “Malicious Code Security” outlines requirements for protecting IT resources against threats from malicious code.

15. Impeding Access

Impeding the county’s ability to access, inspect, and monitor IT resources is strictly prohibited. A public servant shall not encrypt or conceal the contents of any file or electronic communication on county computers without proper authorization. A public servant shall not set or manipulate a password on any county computer, program file or electronic communications without proper authorization.

16. Misrepresentation

Concealing or misrepresenting one’s name or affiliation to mask unauthorized, fraudulent, irresponsible, or offensive behavior in electronic communications is strictly prohibited.

17. Restrictions on the Use of County E-Mail Addresses

Public servants shall avoid the appearance of impropriety and avoid the appearance of leveraging the stature of the county in the use of their assigned county e-mail address. County e-mail addresses, such as ["firstname.lastname@jeffersoncountyoh.com"](mailto:firstname.lastname@jeffersoncountyoh.com) shall not be used for personal communication in public forums such as or similar to listservs, discussion boards, discussion threads, comment forums, or blogs.

18. Violations of systems Security Measures

Any use of county-provided IT resources that interferes with or compromises the security of operations of any computer system, or compromises public trust, is strictly prohibited.

19. Confidentiality Procedures

Using IT resources to violate or attempt to circumvent confidentiality procedures is strictly prohibited.

20. Accessing or Disseminating Confidential Information

Accessing or disseminating confidential information or information about another person without authorization is strictly prohibited.

H. NO EXPECTATION OF PRIVACY

This policy serves as notice to public servants that they shall have no reasonable expectation of privacy in conjunction with their use of county provided IT resources. Contents of county computers may be subject to review, investigation and public disclosure. Access and use of the internet, including communication by e-mail and instant messaging and the content thereof, are not confidential, except in certain limited cases recognized by county or federal law. The county reserves the right to view any files and electronic communications on county computers, monitor and log all electronic activities and report findings to appropriate supervisors and authorities.

I. COMPLIANCE

Agencies shall undertake measures to ensure that public servants adhere to agency policy.

1. Education and Awareness

Agencies shall ensure that restrictions and controls on personal use of IT resources are addressed by education and awareness programs. Public servants shall be made aware of their respective agency's use policy, their county policy, applicable local, county and federal laws, and any applicable

collective bargaining agreement provisions. Agencies shall provide employees, contractors, temporary personnel and other agents of the county under their employ a copy of the agency's internet, e-mail and IT resources use policy.

2. County Registry

The Ohio Office of Information Technology Investment and Governance Division Statewide IT Policy Program Area (Statewide IT Policy) shall maintain a registry of the Internet e-mail and IT resources use policies of state agencies.

3. Countywide IT Policy shall establish a procedure for the submission of agency internet e-mail and IT resources use policies and shall instruct agencies as to the requirements of the procedure. County agencies shall be notified of any relevant changes in the procedure.

Upon request, Countywide IT policy shall make the registry available for inspection in a timely manner to any interested party.

4. Documentation

- a. Agencies shall submit a copy of their internet e-mail and IT resources use policy to the Office of Information Technology Statewide IT Policy.
- b. If at any time a county agency should make a change of substance in their Internet e-mail and IT resource use policy, a copy of the revised policy shall be provided to the Countywide IT Policy Manager for review.
- c. Copies of policies shall be submitted using one of the following forms and methods:
 - For hardcopy documents or for documents in pdf or doc formats on optical media submit via interagency mail to OIT Countywide IT Policy, 30 East Broad St., 39th floor.
 - For facsimile transmission, submit to OIT, Countywide IT Policy at (614)644-9152.
 - For documents in pdf or doc formats submit as e-mail attachments to County IT Policy.Manager@oit.ohio.gov.
 - For documents posted to an externally available website not requiring authentication, submit the applicable Url via e-mail to County IT Policy.Manager@oit.ohio.gov.

J. IMPLEMENTATION

Additional controls with regard to participation in online communities was moved from Ohio IT Policy ITP-B-6, "Internet Security," and inserted into this policy during the March 2008 revision. Given this understanding, the requirements of this policy are anticipated to be already established and in practice as of the effective date of this policy.

K. PENALTIES

Violation of this policy may result in disciplinary action or contractual penalties and may result in termination of employment and/or cancellation of a contract. Disciplinary action toward public servants may be imposed in accordance with the County's Personnel Policy Manual, Section 8, Group II and/or Group III Offenses.

In addition, public servants may be subject to a civil action or criminal prosecution as a result of inappropriate use or misuse of IT resources. The Ohio Revised Code (ORC) makes certain misuses of IT resources criminal offenses.

ORC Section 2909.04 knowingly using a computer system, network or the internet to disrupt or impair a government operation.

ORC Section 2909.05 - causing serious physical harm to property that is owned, leased or controlled by a government entity.

ORC Section 2913.04 - accessing without authorization any computer, computer system or computer network without consent of the owner.

ORC Section 2921.41 - using a public office to commit theft which includes fraud and unauthorized use of government computer systems.

ORC Sections 2909.04, 2905.05, and 2921.41 are incorporated herein, found in Attachment A.

L. INQUIRIES

Direct inquiries about this policy to:

Statewide IT Policy
Investment and Governance Division
Ohio Office of Information Technology
30 East Broad Street 30th Floor
Columbus OH 43215

Telephone: 614-644-9352

Facsimile: 614-644-9152

E-Mail: State.ItPolicy.Manager@oit.ohio.gov

Ohio IT Policy can be found on the Internet at www.ohio.gov/itp

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

AMERICANS WITH DISABILITIES ACT

Section: 7.24

Effective Date _____

Date

Issued By _____

By

A. The Act. The Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. (hereinafter the “ADA”), prohibits discrimination, in terms of hiring, promotion, transfer, or any other benefits or privileges of employment, of any qualified individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the position such individual holds or desires, and with or without reasonable accommodation, can perform the essential functions of the position. The Employer has established the following policy and grievance procedure in order to ensure compliance with the requirements of the ADA.

B. Definitions. For purposes of the ADA, a “disability” is defined as: (1) a physical or mental impairment which substantially limits a major life activity; (2) a record of having that type of impairment; or (3) being regarded as having that type of impairment. The ADA defines a “qualified individual with a disability” as an individual with a disability who can, with or without reasonable

accommodation, perform the essential functions of the job that the individual holds or desires.

- C. Reasonable Accommodation. The physical or mental limitations of an otherwise qualified applicant or employee with a disability shall be reasonably accommodated unless the accommodation would pose an undue hardship. Undue hardship, for purposes of this policy, means an action that requires significant difficulty or expense when considered in the light of other relevant factors, or would be extensive, disruptive or would fundamentally alter the nature or operation of the employer.
- D. Undue Hardship. The factors to be considered in determining whether an accommodation would create an undue hardship include the nature and the cost of the accommodation, the size of the department and its overall financial resources, the nature and structure of the operation, the effect of the accommodation on expenses and resources, conflict with state and federal law, and the impact of the accommodation on other employees. Decisions as to whether an accommodation is reasonable shall be made on an individual case-by-case basis. Employees who believe they are in need of a reasonable accommodation should make their supervisor or the appointing authority aware of this need. (Utilize Form 2 – ADA Request for Reasonable Accommodation).

E. ADA Coordinator. The employer has designated the Compliance Officer as the individual who is to serve as the “ADA coordinator” for the County. The ADA coordinator shall coordinate the efforts of the county to ensure compliance with the mandates of the ADA.

F. Complaint Procedure.

1. The employer’s ADA complaint procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices by the employer. The complaint should be in writing and contain information about the alleged discrimination, such as name, address, phone number of complainant and location, date and description of the problem. (Utilize Form 3 - ADA Complaint Form). Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons upon request.
2. The ADA complaint should be submitted by the complainant as soon as possible, but no later than sixty (60) calendar days after the alleged violation to the ADA coordinator. Within fifteen (15) calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to

discuss the complaint and possible solutions or accommodations that may be available to the complainant. Within fifteen (15) calendar days of the meeting, the ADA coordinator shall respond in writing, and, if necessary, will respond in an alternative format accessible to the complainant, such as large print, Braille, or audio type. The response will explain the position of the employer and offer options for substantive resolution of the complaint.

3. Nothing included within this grievance procedure shall preclude an individual from filing a complaint with the Equal Employment Opportunity Commission (“EEOC”), the Ohio Civil Rights Commission (“OCRC”) or any other state or federal agency with applicable jurisdiction.

4. All written complaints received by the ADA coordinator and responses thereto will be kept in a separate file by the employer and maintained for at least three (3) years.

ATTACHMENT A

Follows this page

2909.04 Disrupting public services.

(A) No person, purposely by any means or knowingly by damaging or tampering with any property, shall do any of the following:

(1) Interrupt or impair television, radio, telephone, telegraph, or other mass communications service; police, fire, or other public service communications; radar, loran, radio, or other electronic aids to air or marine navigation or communications; or amateur or citizens band radio communications being used for public service or emergency communications;

(2) Interrupt or impair public transportation, including without limitation school bus transportation, or water supply, gas, power, or other utility service to the public;

(3) Substantially impair the ability of law enforcement officers, firefighters, rescue personnel, emergency medical services personnel, or emergency facility personnel to respond to an emergency or to protect and preserve any person or property from serious physical harm.

(B) No person shall knowingly use any computer, computer system, computer network, telecommunications device, or other electronic device or system or the internet so as to disrupt, interrupt, or impair the functions of any police, fire, educational, commercial, or governmental operations.

(C) Whoever violates this section is guilty of disrupting public services, a felony of the fourth degree.

(D) As used in this section:

(1) "Emergency medical services personnel" has the same meaning as in section 2133.21 of the Revised Code.

(2) "Emergency facility personnel" means any of the following:

(a) Any of the following individuals who perform services in the ordinary course of their professions in an emergency facility:

(i) Physicians authorized under Chapter 4731. of the Revised Code to practice medicine and surgery or osteopathic medicine and surgery;

(ii) Registered nurses and licensed practical nurses licensed under Chapter 4723. of the Revised Code;

(iii) Physician assistants authorized to practice under Chapter 4730. of the Revised Code;

(iv) Health care workers;

(v) Clerical staffs.

(b) Any individual who is a security officer performing security services in an emergency facility;

(c) Any individual who is present in an emergency facility, who was summoned to the facility by an individual identified in division (D)(2)(a) or (b) of this section.

(3) "Emergency facility" means a hospital emergency department or any other facility that provides emergency medical services.

(4) "Hospital" has the same meaning as in section 3727.01 of the Revised Code.

(5) "Health care worker" means an individual, other than an individual specified in division (D)(2)(a), (b), or (c) of this section, who provides medical or other health-related care or treatment in an emergency facility, including medical technicians, medical assistants, orderlies, aides, or individuals acting in similar capacities.

Effective Date: 01-25-2002; 09-23-2004

2909.05 Vandalism.

(A) No person shall knowingly cause serious physical harm to an occupied structure or any of its contents.

(B)(1) No person shall knowingly cause physical harm to property that is owned or possessed by another, when either of the following applies:

(a) The property is used by its owner or possessor in the owner's or possessor's profession, business, trade, or occupation, and the value of the property or the amount of physical harm involved is five hundred dollars or more;

(b) Regardless of the value of the property or the amount of damage done, the property or its equivalent is necessary in order for its owner or possessor to engage in the owner's or possessor's profession, business, trade, or occupation.

(2) No person shall knowingly cause serious physical harm to property that is owned, leased, or controlled by a governmental entity. A governmental entity includes, but is not limited to, the state or a political subdivision of the state, a school district, the board of trustees of a public library or public university, or any other body corporate and politic responsible for governmental activities only in geographical areas smaller than that of the state.

(C) No person, without privilege to do so, shall knowingly cause serious physical harm to any tomb, monument, gravestone, or other similar structure that is used as a memorial for the dead; to any fence, railing, curb, or other property that is used to protect, enclose, or ornament any cemetery; or to a cemetery.

(D) No person, without privilege to do so, shall knowingly cause physical harm to a place of burial by breaking and entering into a tomb, crypt, casket, or other structure that is used as a memorial for the dead or as an enclosure for the dead.

(E) Whoever violates this section is guilty of vandalism. Except as otherwise provided in this division, vandalism is a felony of the fifth degree that is punishable by a fine of up to two thousand five hundred dollars in addition to the penalties specified for a felony of the fifth degree in sections 2929.11 to 2929.18 of the Revised Code. If the value of the property or the amount of physical harm involved is five thousand dollars or more but less than one hundred thousand dollars, vandalism is a felony of the fourth degree. If the value of the property or the amount of physical harm involved is one hundred thousand dollars or more, vandalism is a felony of the third degree.

(F) For purposes of this section:

(1) "Cemetery" means any place of burial and includes burial sites that contain American Indian burial objects placed with or containing American Indian human remains.

(2) "Serious physical harm" means physical harm to property that results in loss to the value of the property of five hundred dollars or more.

2921.41 Theft in office.

(A) No public official or party official shall commit any theft offense, as defined in division (K) of section 2913.01 of the Revised Code, when either of the following applies:

(1) The offender uses the offender's office in aid of committing the offense or permits or assents to its use in aid of committing the offense;

(2) The property or service involved is owned by this state, any other state, the United States, a county, a municipal corporation, a township, or any political subdivision, department, or agency of any of them, is owned by a political party, or is part of a political campaign fund.

(B) Whoever violates this section is guilty of theft in office. Except as otherwise provided in this division, theft in office is a felony of the fifth degree. If the value of property or services stolen is five hundred dollars or more and is less than five thousand dollars, theft in office is a felony of the fourth degree. If the value of property or services stolen is five thousand dollars or more, theft in office is a felony of the third degree.

(C)(1) A public official or party official who pleads guilty to theft in office and whose plea is accepted by the court or a public official or party official against whom a verdict or finding of guilt for committing theft in office is returned is forever disqualified from holding any public office, employment, or position of trust in this state.

(2)(a) A court that imposes sentence for a violation of this section based on conduct described in division (A)(2) of this section shall require the public official or party official who is convicted of or pleads guilty to the offense to make restitution for all of the property or the service that is the subject of the offense, in addition to the term of imprisonment and any fine imposed. A court that imposes sentence for a violation of this section based on conduct described in division (A)(1) of this section and that determines at trial that this state or a political subdivision of this state if the offender is a public official, or a political party in the United States or this state if the offender is a party official, suffered actual loss as a result of the offense shall require the offender to make restitution to the state, political subdivision, or political party for all of the actual loss experienced, in addition to the term of imprisonment and any fine imposed.

(b)(i) In any case in which a sentencing court is required to order restitution under division (C)(2)(a) of this section and in which the offender, at the time of the commission of the offense or at any other time, was a member of the public employees retirement system, the Ohio police and fire pension fund, the state teachers retirement system, the school employees retirement system, or the state highway patrol retirement system; was an electing employee, as defined in section 3305.01 of the Revised Code, participating in an alternative retirement plan provided pursuant to Chapter 3305. of the Revised Code; was a participating employee or continuing member, as defined in section 148.01 of the Revised Code, in a deferred compensation program offered by the Ohio public employees deferred compensation board; was an officer or employee of a municipal corporation who was a participant in a deferred compensation program offered by that municipal corporation; was an officer or employee of a government unit, as defined in section 148.06 of the Revised Code, who was a participant in a deferred compensation program offered by that government unit, or was a participating employee, continuing member, or participant in any deferred compensation program described in this division and a member

of a retirement system specified in this division or a retirement system of a municipal corporation, the entity to which restitution is to be made may file a motion with the sentencing court specifying any retirement system, any provider as defined in section 3305.01 of the Revised Code, and any deferred compensation program of which the offender was a member, electing employee, participating employee, continuing member, or participant and requesting the court to issue an order requiring the specified retirement system, the specified provider under the alternative retirement plan, or the specified deferred compensation program, or, if more than one is specified in the motion, the applicable combination of these, to withhold the amount required as restitution from any payment that is to be made under a pension, annuity, or allowance, under an option in the alternative retirement plan, under a participant account, as defined in section 148.01 of the Revised Code, or under any other type of benefit, other than a survivorship benefit, that has been or is in the future granted to the offender, from any payment of accumulated employee contributions standing to the offender's credit with that retirement system, that provider of the option under the alternative retirement plan, or that deferred compensation program, or, if more than one is specified in the motion, the applicable combination of these, and from any payment of any other amounts to be paid to the offender upon the offender's withdrawal of the offender's contributions pursuant to Chapter 145., 148., 742., 3307., 3309., or 5505. of the Revised Code. A motion described in this division may be filed at any time subsequent to the conviction of the offender or entry of a guilty plea. Upon the filing of the motion, the clerk of the court in which the motion is filed shall notify the offender, the specified retirement system, the specified provider under the alternative retirement plan, or the specified deferred compensation program, or, if more than one is specified in the motion, the applicable combination of these, in writing, of all of the following: that the motion was filed; that the offender will be granted a hearing on the issuance of the requested order if the offender files a written request for a hearing with the clerk prior to the expiration of thirty days after the offender receives the notice; that, if a hearing is requested, the court will schedule a hearing as soon as possible and notify the offender, any specified retirement system, any specified provider under an alternative retirement plan, and any specified deferred compensation program of the date, time, and place of the hearing; that, if a hearing is conducted, it will be limited only to a consideration of whether the offender can show good cause why the requested order should not be issued; that, if a hearing is conducted, the court will not issue the requested order if the court determines, based on evidence presented at the hearing by the offender, that there is good cause for the requested order not to be issued; that the court will issue the requested order if a hearing is not requested or if a hearing is conducted but the court does not determine, based on evidence presented at the hearing by the offender, that there is good cause for the requested order not to be issued; and that, if the requested order is issued, any retirement system, any provider under an alternative retirement plan, and any deferred compensation program specified in the motion will be required to withhold the amount required as restitution from payments to the offender.

(ii) In any case in which a sentencing court is required to order restitution under division (C)(2)(a) of this section and in which a motion requesting the issuance of a withholding order as described in division (C)(2)(b)(i) of this section is filed, the offender may receive a hearing on the motion by delivering a written request for a hearing to the court prior to the expiration of thirty days after the offender's receipt of the notice provided pursuant to division (C)(2)(b)(i) of this section. If a request for a hearing is made by the offender within the prescribed time, the court shall schedule a hearing as soon as possible after the request is made and shall notify the offender, the specified retirement system, the specified provider under the alternative retirement plan, or the specified deferred compensation program, or, if more than one is specified in the motion, the applicable combination of

these, of the date, time, and place of the hearing. A hearing scheduled under this division shall be limited to a consideration of whether there is good cause, based on evidence presented by the offender, for the requested order not to be issued. If the court determines, based on evidence presented by the offender, that there is good cause for the order not to be issued, the court shall deny the motion and shall not issue the requested order. If the offender does not request a hearing within the prescribed time or if the court conducts a hearing but does not determine, based on evidence presented by the offender, that there is good cause for the order not to be issued, the court shall order the specified retirement system, the specified provider under the alternative retirement plan, or the specified deferred compensation program, or, if more than one is specified in the motion, the applicable combination of these, to withhold the amount required as restitution under division (C)(2)(a) of this section from any payments to be made under a pension, annuity, or allowance, under a participant account, as defined in section 148.01 of the Revised Code, under an option in the alternative retirement plan, or under any other type of benefit, other than a survivorship benefit, that has been or is in the future granted to the offender, from any payment of accumulated employee contributions standing to the offender's credit with that retirement system, that provider under the alternative retirement plan, or that deferred compensation program, or, if more than one is specified in the motion, the applicable combination of these, and from any payment of any other amounts to be paid to the offender upon the offender's withdrawal of the offender's contributions pursuant to Chapter 145., 148., 742., 3307., 3309., or 5505. of the Revised Code, and to continue the withholding for that purpose, in accordance with the order, out of each payment to be made on or after the date of issuance of the order, until further order of the court. Upon receipt of an order issued under this division, the public employees retirement system, the Ohio police and fire pension fund, the state teachers retirement system, the school employees retirement system, the state highway patrol retirement system, a municipal corporation retirement system, the provider under the alternative retirement plan, and the deferred compensation program offered by the Ohio public employees deferred compensation board, a municipal corporation, or a government unit, as defined in section 148.06 of the Revised Code, whichever are applicable, shall withhold the amount required as restitution, in accordance with the order, from any such payments and immediately shall forward the amount withheld to the clerk of the court in which the order was issued for payment to the entity to which restitution is to be made.

(iii) Service of a notice required by division (C)(2)(b)(i) or (ii) of this section shall be effected in the same manner as provided in the Rules of Civil Procedure for the service of process.

(D) Upon the filing of charges against a person under this section, the prosecutor, as defined in section 2935.01 of the Revised Code, who is assigned the case shall send written notice that charges have been filed against that person to the public employees retirement system, the Ohio police and fire pension fund, the state teachers retirement system, the school employees retirement system, the state highway patrol retirement system, the provider under an alternative retirement plan, any municipal corporation retirement system in this state, and the deferred compensation program offered by the Ohio public employees deferred compensation board, a municipal corporation, or a government unit, as defined in section 148.06 of the Revised Code. The written notice shall specifically identify the person charged.

Effective Date: 04-01-2001; 2008 HB195 09-30-2008

SECTION 8

JEFFERSON COUNTY
DISCIPLINARY PRINCIPLES

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 8.1

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. The appointing authority believes that a clearly written discipline policy will serve to promote fairness and equality in the workplace, and will minimize potential misunderstandings among employees in disciplinary matters. Furthermore, the appointing authority believes that certain basic principles, set forth below, must consistently be applied in order to effectively and fairly correct unsatisfactory job behavior.

1. Employees shall be advised of expected job behavior, the types of conduct that the appointing authority has determined to be unacceptable, and the penalties for such unacceptable behavior.
2. Immediate attention shall be given to policy infractions.
3. Discipline shall be applied uniformly and consistently, and any deviations from standard procedure must be well justified and documented.

DISCIPLINARY PRINCIPLES
(Continued)

SECTION 8.1
Page 2 of 2

4. Each offense shall be dealt with as objectively as possible.

5. Discipline shall usually be progressive, but depending on the severity of the offense, may proceed immediately to termination.

6. An employee's immediate supervisor and/or his or her appointing authority shall be responsible for administering discipline.

JEFFERSON COUNTY

PROGRESSIVE DISCIPLINE POLICY

Supersedes all other policies from the effective date of this policy.

Section: 8.2

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. The appointing authority and supervisors of the department follow an established system of progressive discipline when correcting job behavior. Typical disciplinary action may include instruction and cautioning, written reprimands, suspensions, demotions (reductions), and removals. Working suspensions have the same effect as suspensions from work without pay for purposes of recording disciplinary actions and demonstrating progressive discipline. Fines are not typical, but are also available as a form of discipline (see "C" below).

- B. The appointing authority has adopted this discipline policy as a guide for the uniform administration of discipline. It is not, however, to be construed as a delegation of, or a limitation upon, the statutory rights as set forth in the Revised Code of Ohio.

- C. This discipline policy provides standard penalties for specific offenses; however, the examples of specific offenses given in any grouping are not all inclusive, and

merely serve as a guide. An appointing authority may issue a fine or working suspension under certain circumstances; for example, to discipline an FLSA-exempt employee without jeopardizing the employee's exemption, or to impose discipline when an appointing authority is short-staffed. However, appointing authorities should use fines only sparingly, and not in a manner that would cause a non-exempt employee to be paid less than minimum wage.

- D. The standard penalties provided in this policy do not preclude the application of a more or less severe penalty for a given infraction when specific circumstances warrant such penalties. In those cases where the penalty deviates from the recommended standard penalty, the reasons for such deviation must be noted in writing by the supervisor or the appointing authority.

- E. Each disciplinary action shall have force and effect for twenty-four (24) months after its issuance. Thereafter, the action shall cease to have force and effect provided that the same or a related offense does not recur within the twenty-four (24) month period following the disciplinary action.

- F. All multiple policy infractions shall be dealt with by following the system of progressive discipline set forth below:

1. Multiple offenses which are unrelated are progressively disciplined in the groups in which the offenses are classified; and
 2. Multiple offenses which are related are progressively disciplined regardless of the groups in which the offenses are classified and regardless of the order in which the offenses occurred.
- G. Since it is imperative that discipline for multiple offenses be consistently and uniformly applied, examples clarifying the application of the progressive discipline policy are as follows:
1. If an employee, as a first offense, is found to have violated the Group I Offense #13, failure to exercise reasonable care in the use of County property or equipment, unless there are special circumstances, he or she would receive verbal instruction and cautioning. If that employee committed no other related offense in the next twenty-four (24) months, the record of such instruction and cautioning would cease to have force and effect. Then, if the employee subsequently committed the same offense, absent special circumstances, he or she would still just receive the instruction and cautioning.

2. If an employee is found to have committed a Group I Offense where there are no special circumstances, he or she would receive instruction and cautioning. If, two (2) months later, the employee is found to have committed another unrelated Group I Offense, he or she would, absent special circumstances, receive a written reprimand. If, three (3) months later, the employee is found to have committed still another unrelated Group I Offense, barring special circumstances, he or she would receive up to a three (3) day suspension. (This may be a working suspension, or a non-working suspension without pay.)

3. If an employee is found to have committed a Group I Offense for which he or she received instruction and cautioning, and then commits an unrelated Group II Offense, his or her discipline, absent special circumstances, would be instruction and a two (2) or three (3) day suspension. (This may be a working suspension, or a non-working suspension without pay.)

4. If an employee, as a first offense, is found to have violated the Group I Offense #10, use of profane or abusive language, he or she would receive, absent special circumstances, instruction and cautioning. If, however, the same employee subsequently was found to have violated the Group II #18,

use of abusive or threatening language toward supervisors -- a related Group II Offense -- he or she, absent special circumstances, would receive up to a fifteen (15) day suspension without pay. (This may be a working suspension, or a non-working suspension without pay.)

5. If an employee has been found to have committed a Group II Offense (i.e., Offense #6 - willful failure to sign in when required) which results in his or her receiving a three (3) working day suspension without pay, and then was found to have committed a related Group I Offense (i.e., Offense #6 - neglect or carelessness in signing in), absent special circumstances, he or she would receive up to a fifteen (15) day suspension. (This may be a working suspension, or a non-working suspension without pay.)

6. If an employee has been found to have committed a Group II Offense for which he or she received instruction and a three (3) day suspension, and then was found to have committed an unrelated Group I Offense, absent special circumstances, he or she would receive instruction and cautioning.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

PREDISCIPLINARY MEETING

Section: 8.3

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. Whenever an appointing authority determines that an employee may be suspended without pay, fined, demoted, or terminated, the employee will first be provided the opportunity to meet with the appointing authority or designee. The purpose of the meeting will be for the appointing authority or designee to explain the reason the Employer is considering disciplinary action against the employee. During the meeting, the employee will also be provided the opportunity to respond to the allegations of wrongdoing or to offer an explanation for his alleged misconduct.

- B. As a result of the above meeting, the appointing authority or designee will either choose to proceed with discipline, or will decide there is no basis for disciplinary action. If the decision is made to proceed with discipline, the appointing authority or designee will review the Progressive Discipline Policy and the policy titled Grounds for Disciplinary Action and Penalties, as well as the employee's previous disciplinary

record, in order to determine the proper discipline to be administered. The employee will be notified of the appointing authority's decision as soon as possible after such decision is made.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

GROUND FOR DISCIPLINARY ACTION AND PENALTIES

Section: 8.4

Effective Date _____

Date

Issued By _____

By

The examples of Group I, II, and III Offenses, set forth below, are characteristic of those offenses which the State Personnel Board of Review has historically judged to be of such a nature as to warrant those penalties established for the group.

In general, Group I Offenses may be defined as those infractions which are of a relatively minor nature and which cause only a minimal disruption to the organization in terms of a slight decrease in organization productivity, efficiency, and/or morale. Group I Offenses, if left undisciplined by proper authority, will usually cause only a temporary minor adverse impact on the organization unless such acts are compounded over time.

Group II Offenses may be defined as those infractions which are of a more serious nature than Group I Offenses and which, in turn, cause a more serious and longer lasting disruption to the organization in terms of decreased organizational productivity, efficiency, and/or morale. Group II Offenses, if left undisciplined by proper authority,

can cause a serious and longer lasting adverse impact on the organization than the Group I Offenses.

Group III Offenses may be defined as those infractions which are of a very serious or possibly a criminal nature, and which cause a critical disruption to the organization in terms of decreased productivity, efficiency, and/or morale. Group III Offenses, if left undisciplined by proper authority, may cause a long lasting and critically serious adverse impact on the organization.

Group I Offenses

First Offense	Instruction And Cautioning
Second Offense	Written Reprimand
Third Offense	Up To A Twenty-Three (23) Hour and Forty-Five (45) minute) Suspension (May Be A Working Suspension, Or A Non-Working Suspension Without Pay)
Fourth Offense	Up To A Fifteen (15) Day Suspension (May Be A Working Suspension, Or A Non-Working Suspension Without Pay)
Fifth Offense	Termination

1. Failure to "report off" work for any absence.
2. Failure to commence duties at the beginning of the work period, or leaving work prior to the end of the work period.

**GROUND FOR DISCIPLINARY
ACTION AND PENALTIES (Continued)**

**SECTION 8.4
Page 3 of 7**

3. Leaving the job or work area during the regular working hours without authorization.
4. Making preparations to leave work without specific prior authorization before the lunch period, or for any official break time, or before the specified quitting time.
5. Leaving post of continuous operations position prior to being relieved by employee of incoming shift.
6. Neglect or carelessness in signing in or out.
7. Unauthorized absence from work.
8. Creating or contributing to unsanitary or unsafe conditions or poor housekeeping.
9. Distracting the attention of others, unnecessary shouting demonstration, or otherwise causing disruption on the job.
10. Malicious mischief, horseplay, wrestling, or other undesirable conduct, including use of profane or abusive language.
11. Threatening, intimidating, coercing, or interfering with subordinates or other employees.
12. Failure to cooperate with other employees as required by job duties.
13. Failure to exercise reasonable care in the use of County property or equipment.
14. Use or possession of another employee's working equipment without authorization.
15. Neglect or carelessness in observance of official safety rules, or disregard of common safety practices.
16. Failure to observe department rules.
17. Obligating the County for any expense, service, or performance without authorization.
18. Failure to report accidents, injury, or equipment damage.

**GROUND FOR DISCIPLINARY
ACTION AND PENALTIES (Continued)**

19. Disregarding job duties by neglect of work or reading for pleasure during working hours.
20. Unsatisfactory work or failure to maintain required standard of performance.
21. Unauthorized use of telephone for other than business purposes.
22. Excessive garnishments.
23. Any violation of the appointing authority's policies and/or work rules.

Group II Offenses

First Offense	Instruction And Sixteen (16) Hour or Twenty-Three (23) Hour and Forty-Five (45) Minute Suspension (May Be A Working Suspension, Or A Non-Working Suspension Without Pay)
Second Offense	Up To A Fifteen (15) Day Suspension (May Be A Working Suspension, Or A Non-Working Suspension Without Pay)
Third Offense	Termination

1. Sleeping during working hours.
2. Reporting for work or working while unfit for duty.
3. Being in possession of or drinking alcoholic beverages on the job.
4. Conduct violating morality or common decency.
5. Unauthorized use of County property or equipment.
6. Performing private work on County time.
7. Willful failure to sign in or out when required.
8. Willful failure to make required reports.

9. Failure to report for overtime work without good reason after being scheduled to work according to overtime policy.
10. Solicitation on County premises without authorization.
11. The making or publishing of false, vicious, or malicious statements concerning employees, supervisors, the County, or its operations.
12. Refusing to give testimony when accidents are being investigated.
13. Giving false testimony during a complaint or grievance investigation or hearing.
14. Unauthorized posting or removal of notices or signs from official bulletin boards.
15. Distributing or posting written or printed matter of any description on County premises unless authorized.
16. Unauthorized presence on County property.
17. Willful disregard of department rules.
18. Use of abusive or threatening language towards supervisors.
19. Willful failure to report violations of law, policies, or procedures.
20. Discourteous treatment of the public.
21. Misuse of two-way radio or related equipment, abusive language over the airways, or the interference with business-related transmissions.
22. Any violation of the appointing authority's work rules and/or policies.

Group III Offenses

First Offense

Up To And Including Termination

1. Wanton or willful neglect in the performance of assigned duties or in the care, use, or custody of any County property or equipment. Abuse, or deliberate destruction in any manner of County property, tools, equipment, or the property of employees.

**GROUND FOR DISCIPLINARY
ACTION AND PENALTIES (Continued)**

**SECTION 8.4
Page 6 of 7**

2. Signing or altering other employees' time cards, tampering with other employees' time cards, or unauthorized altering of own time card.
3. Falsifying or assisting in falsifying or destroying any County records, including work performance reports, or giving false information or withholding pertinent information called for in making application for employment.
4. Making false claims or misrepresentation in an attempt to obtain any County benefit.
5. Gambling during working hours.
6. Stealing or similar misconduct, including destroying, damaging, or concealment of any property of the County or of other employees.
7. Manufacturing, distributing, possessing, or using controlled substances (without a prescription) in the workplace.
8. Fighting or attempting to injure other employees, supervisors, or persons.
9. Carrying or possession of firearms, explosives, or weapons on County property at any time without prior authorization.
10. Knowingly concealing a communicable disease, such as TB, which may endanger other employees.
11. Violation of the Employer's public records policy.
12. Instigating, leading, or participating in any illegal walk-out, strike, sit-down, stand-in, refusal to return to work at the scheduled time for the scheduled shift, or other illegal concerted curtailment, restriction, or interference with work in or about the County's work stations.
13. Dishonesty or any dishonest action. Some examples of what is meant by "dishonesty" or "dishonest action" are: theft, pilfering, opening desks assigned to other employees without authorization, making false statements to secure an excused absence or to justify an absence or tardiness, making or causing to be made inaccurate or false reports concerning any absence from work. The foregoing are examples only, and do not limit the terms "dishonesty" or "dishonest action."

**GROUNDS FOR DISCIPLINARY
 ACTION AND PENALTIES (Continued)**

**SECTION 8.4
 Page 7 of 7**

14. Insubordination by refusing to perform assigned work or to comply with written or verbal instruction of the supervisors.
15. Engaging in sexual harassment.
16. Being convicted of a "felony" within the meaning of ORC 124.34, even if prior discipline has been issued for the underlying conduct.
17. Any violation of the appointing authority's work rules and/or policies.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

**INTERMITTENT EMPLOYEES
FAILURE TO REPORT TO ASSIGNED DUTIES**

Section: 8.5

Effective Date _____

Date

Issued By _____

By

It is the policy of Jefferson County that if consistent refusals are given by intermittent employees over a period of three (3) months, at the discretion of the County, said employee will automatically be terminated.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

APPEALS

Section: 8.6

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. Personnel actions such as dismissals, suspensions of twenty-four (24) hours or more, fines of twenty-four (24) hours pay or more, demotions, and layoffs may be appealed by affected employees through the in-house grievance procedure, or if necessary, by classified employees to the State Personnel Board of Review. Suspension of less than three (3) days and fines of less than three (3) days' pay may be appealed through the in-house process only.

Disciplinary action based on conviction of a "felony" within the meaning of ORC 124.34 may not be appealed to the State Personnel Board of Review.

B. Appeals to the SPBR from removal, demotion, fines, or suspension must be filed within ten (10) days following the date on which the employee is served with the order. Appeals from layoffs must be made within ten (10) days after the employee's receipt of the notice of the layoff.

- C. The State Personnel Board of Review maintains authority to decide whether an appeal warrants a hearing. When an appeal is heard, the Board may affirm, disaffirm, or modify personnel decisions made by the appointing authority.

JEFFERSON COUNTY

GRIEVANCE POLICY

Supersedes all other policies from the effective date of this policy.

Section: 8.7

Effective Date _____

Date

Issued By _____

By

A. It is the policy of the appointing authorities of Jefferson County to ensure that employees' questions, grievances, and complaints arising from misunderstandings and the application of policies, procedures, and work rules that will inevitably develop in the day-to-day activities of public service are to be promptly heard, answered, and action taken to resolve or clarify the particular situation.

All employees, including probationary, shall have the right to file a grievance without prejudice. No employee shall be disciplined, harassed, or treated unfairly in any manner as a result of filing a grievance or testifying in a grievance hearing.

A grievance is defined as a disagreement between an employee and management as to the interpretation or application of official County policies, state civil service laws, agency rules or decisions, anything subject to state or federal law, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to discipline, treatment, or other conditions of employment.

B. Election of Remedy

Nothing in this policy is intended to deny employees any rights available at law to have redress to their legal rights, including the right to appeal to the State Personnel Board of Review where that body has jurisdiction, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission, or any court of competent jurisdiction. However, if the employee elects to file a grievance on a matter over which another appeals body has jurisdiction, it is the employee's responsibility to meet the criteria for filing with that appeals body. The filing of an internal grievance may not affect required filing deadlines. The appointing authority reserves the right to "stay" the grievance procedure until resolution of the statutory proceeding.

C. Notification of Employees

All employees shall sign a statement that they have seen and have knowledge of the grievance procedure.

D. Settlement

Grievances are to be settled at the earliest possible step of the procedure. The employee must proceed through all steps of the grievance procedure in proper order and within the prescribed time limits, except as otherwise noted.

E. Group Grievance

Where a group of employees desires to file a grievance involving a situation affecting each employee in the same manner, one (1) employee selected by such group will process the grievance.

F. Exceptions to Procedure

Where a grievance cites issues of law which the respondent (individual hearing the grievance) cannot address, the grievance shall be forwarded to the Prosecuting Attorney's Office for an opinion before proceeding. All time limits set forth in the procedure shall be in abeyance until a response from the Prosecutor is received.

G. Waiver of Time Limits

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

H. Representation

A grievant may have a representative (employee or non-employee) of his or her choosing present at any step of the procedure, except Step 1. Employees and employee representatives shall not lose pay or benefits for time spent in grievance hearings. The expense of any legal representative(s) shall be borne by the party

utilizing them. Witnesses may be called by either party. Management maintains the right to schedule witnesses for hearings.

I. Forms

All grievances filed under this departmental procedure shall be in writing, and shall state the nature of the grievance, the expected resolution, and the facts which affect the conditions of the grievance.

J. Definition of Working Days

For the purpose of counting time under the procedure, "working days" as used in this procedure will not include Saturdays, Sundays or holidays.

K. Health and Safety Grievances

Grievances relating to issues of health and/or safety shall be expedited through the steps of the procedure.

JEFFERSON COUNTY
GRIEVANCE PROCEDURE

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 8.8

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

Step 1: Immediate Supervisor

An employee having a grievance shall file it in writing with his or her immediate supervisor, as outlined in the procedure for his or her work unit. In order for a grievance to be recognized, it must be filed within five (5) working days from the date of the incident giving rise to the grievance. The immediate supervisor shall investigate the grievance and shall provide a solution or explanation in writing within five (5) working days following the date on which the grievance was submitted. In those departments where the appointing authority is the employee's supervisor, the grievance shall be handled in Step 3 of the grievance procedure.

Step 2: Department Head

If the grievant is not satisfied with the response received from Step 1, the individual may pursue the matter by presenting the original copy of the grievance to the appropriate authority or department head within three (3) working days of receipt of the Step 1 answer. The department head shall schedule a meeting within three (3) working days of

receipt. The employee may be accompanied by a representative of his or her choosing, but if an employee representative is chosen, the grievant must notify that employee's department head in advance of the meeting so that the employee representative may be relieved of duty to attend the meeting. The authority or department head, after review and investigation of all matters of fact relative to the grievance, shall issue his or her decision in writing, within five (5) working days following the meeting.

Step 3: Appointing Authority

Where the grievant is not satisfied with the Step 2 response, he may submit the original grievance to the appointing authority within three (3) working days of the receipt of the Step 2 answer. The appointing authority or designee will review the grievance and all responses within ten (10) working days following the day he received the grievance. If the appointing authority or designee determines that the responses were adequate and proper, he will so inform the grievant by letter. The appointing authority or designee's decision shall be final and binding on the parties.

If the appointing authority or designee determines the responses to be inadequate or improper, of that sufficient evidence does not appear on its face to warrant a response, the following options may be exercised:

1. Conduct a meeting with all parties involved in attendance and available for questioning within twelve (12) calendar days of receipt of the grievance.

2. Appoint, within ten (10) calendar days of receipt of the grievance, a fact finder or fact panel to hear, investigate, and produce findings of fact relative to the grievance. The hearing shall be held within fourteen (14) calendar days of appointment of the fact finder or panel. The fact finder or panel shall issue a written report of findings of fact within fourteen (14) calendar days from the date of hearing to the appointing authority.

Following the conducting of options 1 or 2, the appointing authority shall within seven (7) calendar days of the meeting (option 1) or receipt of the fact finder's report (option 2), issue the final decision, which shall be in writing.

A court reporter or transcription of the proceedings under options A or B above is permitted. The expenses of a court reporter or transcription of the proceedings shall be borne by the party requesting the reporter or transcription.

JEFFERSON COUNTY
EMPLOYEE GRIEVANCES --
MANAGEMENT RESPONSIBILITIES
AND GUIDELINE PROCEDURE

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 8.9

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

A. Answers

Answers to grievances are to be in writing and should have any additional data attached.

B. Hearings

Hearings at Steps 2 and 3 should be as informal as possible. The responsibility of the person hearing the grievance is to collect evidence. Such person should take notes of items and issues which require follow up. He or she should attempt to make the grievant feel comfortable and non-defensive. He or she should not be belligerent or overly defensive if a professional representative is present. The person in charge of the hearing should ask questions, find out what led to the problem, and what resolution to the problem is expected.

C. Response

There are three (3) possible responses to any grievance. They are:

1. Find in the employee's favor. The decision is to grant the remedy requested.
2. Find against the employee. The decision is that the findings of fact do not support the allegation(s) and, therefore, the grievance and remedy requested is denied.
3. Compromise. The employee has a legitimate grievance but the remedy requested is improper. Prior to a compromise decision, the person responsible for hearing the grievance should call the grievant in and ask if he or she will accept the proposed offer. If not, the option #2 may be exercised, but the employee should be informed beforehand of such alternate option.

Response should always be based on sound management principles and logical thought. When possible, references should be made to the departmental policies on which the decision is based. Where the proposed relief granted requires formal action by the appointing authority or involves a matter reserved to the appointing

**EMPLOYEE GRIEVANCES --
MANAGEMENT RESPONSIBILITIES
AND GUIDELINE PROCEDURE (Continued)**

**SECTION 8.9
Page 3 of 3**

authority or other official by law, the resolution will not be final until the appointing authority or official approves such relief.

JEFFERSON COUNTY
EMPLOYEE PROTECTION

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 8.10

Effective Date _____

Date

Issued By _____

By

Policy Statement

This policy is developed and intended to be in accordance with state law to protect employees from disciplinary or retaliatory action by an Employer for reporting certain violations of state, local, or federal law. The law and this policy apply mutual responsibilities to employees and Employers. It is not intended to compel vigilant action by employees since its scope relates to alleged violations occurring in the course of employment, and only requires reporting. It is the belief of Jefferson County appointing authorities that through consistent, objective, and fair application and acceptance of this as well as other policies in this manual that a productive and enjoyable employment relationship can exist.

General Policy and Procedure

- A. If an employee becomes aware in the course of his employment of a violation of any state or federal statute, or any ordinance or regulation of the County, city, or township that the Employer has the authority to correct, and the employee

reasonably believes that the violation either is a criminal offense that is likely to cause an imminent risk of physical harm to persons, or a hazard to public health or safety, or is a felony, the employee shall notify his supervisor, the appointing authority or other designee of the violation. Subsequently, the employee shall immediately, with his supervisor, appointing authority or designee, prepare a written report that provides sufficient detail to identify and describe the violation. The report must specify the date and time of its filing.

The Employer shall be responsible for investigating and correcting such violation, if one exists. The Employer shall endeavor, with reasonable and good faith effort, to correct such violation within twenty-four (24) hours after the verbal notification or receipt of the written report, whichever is earlier. Therefore, in order to facilitate timely response, the Employer encourages employees to file a written, detailed report as close as possible, if not the same time, as the verbal notification. Supervisors shall document on the form noted above, immediately following any verbal notification, the details of and time of the notification and shall immediately contact the appointing authority or designee.

- B. If an employee makes a report under Part "A" of this section, the Employer, within twenty-four (24) hours after the verbal notification was made, or the report was received, or by the close of business on the next regular business day following the

day on which the verbal notification was made, or the report was received, whichever is later, shall notify the employee, in writing, of any effort of the Employer to correct the alleged violation or hazard or of the absence of the alleged violation or hazard.

- C. If the Employer does not correct the violation or make a reasonable and good faith effort to correct the violation within twenty-four (24) hours after the verbal notification, or the receipt of the report, whichever is earlier, the employee may file a written report that provides sufficient detail to identify and describe the violation, with the County Prosecuting Attorney's office, a peace officer, or any other appropriate public official or agency that has regulatory authority over the Employer and the services it provides.

- D. If an employee becomes aware in the course of his employment of a violation of Chapters 3704 Air Pollution Control, 2734 Solid Waste, 6109 Safe Drinking Water, or 611 Water Pollution Control, of the Ohio Revised Code, that is a criminal offense, the employee may directly notify either verbally or in writing any appropriate public official or agency that has regulatory authority over the Employer and its services.

E. If an employee becomes aware in the course of his employment of a violation by a fellow employee of any state or federal statute, any ordinance, regulation of the County, city or township, or any work rule or Employer policy, and the employee reasonably believes that the violation either is a criminal offense that is likely to cause imminent or physical harm to persons, or a hazard to public health or safety, or is a felony, the employee shall commence notification as outlined in Part "A" above.

F. An employee shall make a reasonable and good faith effort to determine the accuracy of any information reported under Part "A" or "D" of this section. Reasonable and good faith effort may, for example, include but is not necessarily absolute proof of researching the pertinent law, ordinance, or regulation violated, records of conversations with or documents from knowledgeable authorities, date(s), time(s), place(s), violation occurred and person(s) involved, etc.

If an employee who makes a report under either Part "A" or "D" of this section fails to make such effort as determined by the Employer, he may be subject to disciplinary action, including suspension or removal, for reporting information without a reasonable basis to do so under those parts.

- G. Except as provided in Part "F" above, the Employer shall not take disciplinary or retaliatory action against the employee for making a report authorized by Parts "A," "D" and "E" above, or as a result of the employee having made any inquiry or taken any action to ensure accuracy of any information reported.

JEFFERSON COUNTY

**(A.I.D.S.) ACQUIRED IMMUNE
DEFICIENCY SYNDROME**

**Supersedes all other
policies from the
effective date of
this policy.**

Section: 8.11

Effective Date _____

Date

Issued By _____

By

A. Policy Statement

The Jefferson County appointing authorities acknowledge the importance and need for instituting this policy. The need for such a policy arises from the diseases which plague mankind and which are transferable between persons through personal contact in the broadest sense, including the employment relationship. The policy is intended as a guideline which addresses and provides contingencies for dealing with employees with communicable diseases.

Such contingencies are established for the purpose of providing safe, healthful, and fair conditions for employees and the public. However, due to the complexities of diseases, their causes and transmissions, this policy is adopted pursuant to the best and most recognized sources available, and therefore should not be construed as a medical interpretation. The appointing authority reserves the right to amend, adopt, or interpret this policy as new information becomes available.

B. Basis for Policy

Although this policy is intended to address all communicable diseases, it will attempt to provide insight into this nation's increasingly most fatal disease - Acquired Immune Deficiency Syndrome (AIDS).

Most of the information available today seems to suggest that AIDS is caused by a retrovirus which has been designated by various names. It has been called human T-lymphotropic virus Type III (HTLV-III), lymphadenopathy associated virus (LAV), AIDS-related virus (ARV), and more recently, human immunovirus (HIV). In point of fact, it is probably not one virus but many, any one of which can attack the body's immune system and leave the victim vulnerable to "opportunistic" diseases that are not usually a threat to the general population. It is currently believed that the disease is spread primarily through sexual contact, blood transfusions, and needle sharing by intravenous drug users; although the virus has been detected in tears, saliva, breast milk, and other bodily fluids. It is currently believed that the disease cannot be spread through casual contact.

Current information suggests that the disease has an inordinately long incubation period and can exist in as many as four different stages:

1. Early Exposure - an individual may have been exposed to the disease and be capable of transmitting the virus and still not have developed the antibodies that trigger a positive test result.

2. Seropositive - after having been exposed to the virus, it may take anywhere from a few weeks to well over a year before antibodies can be detected in the blood. At one time it was thought that the antibodies would appear in thirty (30) to ninety (90) days.

3. AIDS-Related Complex (ARC) - this is sometimes regarded as a pre-AIDS condition and is characterized by a positive test for the virus and one or more of the following symptoms, lasting three months or more with no other explanation: fever, night sweat, weight loss, fatigue, diarrhea, swollen glands, or other diseases.

4. AIDS - this is characterized by a positive test for the AIDS antibody, an unexplained breakdown of the immune system and the presence of one (1) or more AIDS-associated opportunistic infections such as pneumocystic carinni pneumonia and Karposi sarcoma (a rare cancer). In advanced stages, the disease can lead to mental illness. Typically, victims do not die as a

result of the virus in itself, but rather they succumb to one of the "opportunistic" diseases.

C. General Policy

Whereas AIDS may be considered a handicap protected by federal and state laws, and such laws prohibit discrimination in employment, the Employer shall endeavor to make reasonable accommodations, consistent with the Americans With Disabilities Act (ADA), and allow an infected employee to continue to work as long as the employee remains qualified to perform the job,. Moreover, consistent with the federal Americans With Disability Act, the Employer will make reasonable accommodations to such an employee until such time as:

- A personnel action occurs in accordance with Section 6.9 of the manual, Disability Separation;
- An infected or contagious employee in his/her job poses a significant risk, i.e., a high probability of substantial harm, to himself;

- An infected or contagious employee, through the presence of THE VIRUS OR a secondary infection, would pose a SIGNIFICANT risk to co-workers or clients susceptible to infection;
- New information would seem to require a more stringent standard; or
- Leaving the employee on the job would represent an undue hardship on the Employer's finances or operations, as provided by the ADA.

Implementation of this policy will not require, or result, in any special regulations, privileges, or exemptions from the standard administrative practices applicable to job performance requirements. This is also true where the Employer has made a reasonable accommodation for a qualified person with a disability.

Where an employee is separated pursuant to the above paragraphs and this manual, the employee shall be entitled to receive leave benefits as outlined herein.

All medical records are confidential and are not available for public inspection. Such records are only available to management who must investigate whether the employee poses a threat of contagion. Records of accommodation are also

available to managers or administrative staff with a genuine need to know about an accommodation. These medical records will be released to attending or designated physicians and insurance carriers upon submittance of a satisfactorily signed statement officiating the need for the information.

SECTION 9

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

RESIGNATION

Section: 9.1

Effective Date _____

Date

Issued By _____

By

- A. Employees who plan to voluntarily resign shall notify their immediate supervisor at least two (2) weeks in advance of the effective date of termination.

- B. Any employee who resigns is encouraged to give his or her reasons for resigning and to discuss with his or her supervisor any working conditions which he or she feels are unsatisfactory.

- C. A formal letter of resignation shall be required by the appointing authority.

- D. Failure to give proper notification shall result in ineligibility for reinstatement.

- E. A person who resigns in good standing may be reinstated, at the discretion of the appointing authority, in his or her former position or a similar position within one

(1) year following resignation, provided the person remains qualified to perform the duties of the position and such reinstatement would be in the interests of the department.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

LAYOFF

Section: 9.2

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

General Policy

If it becomes necessary to reduce staffing levels, the appointing authority shall layoff employees by using a system which systematically considers length of service in order to determine the order of layoff. This policy generally explains the rules for layoff. The rules of the Director of the Ohio Department of Administrative Services may provide more detailed information at OAC Chapter 123: 1-41. Layoffs shall only occur when one of the following reasons can be demonstrated:

- A. Lack of work.
- B. Lack of funds.
- C. Job abolishment.

Definitions

The following definitions shall be applied to the procedures set forth in this policy:

- A. Classification - means the official title assigned to a position.

- B. Classification Series - means those classifications which are similar in duties and functions, and are described by an identical title except that they are distinguished by a numerical or supervisory designation. An example would be Account Clerk 1, Account Clerk 2, and Account Clerk Supervisor.
- C. Full-time Employee - means an employee who is scheduled to work forty (40) hours per week or any other full-time standard established by the appointing authority.
- D. Lack of Funds - means that there is a current or projected deficiency in the funds available for salaries, wages and fringe benefits.
- E. Lack of Work - means that there is a current or projected temporary decrease in the workload.
- F. Length of Service - means the continuous, uninterrupted service of the employee, where no break in service has occurred. For purposes of this definition, any separation lasting thirty (30) days or less shall not be deemed a break in service; nor shall an authorized leave of absence be deemed a break in service. If an employee was separated, but was reinstated by specific action of the appointing

authority within one (1) year, the service time prior to the separation will be included in the employee's length of service.

- G. Part-time Employee - means an employee who is scheduled to work less than forty (40) hours per week or any other full-time standard established by the appointing authority.

- H. Pay Range - means the minimum and maximum wage or salary within the compensation schedule that an employee can earn in his or her position.

- I. Position - means the group of job duties that an individual employee is expected to perform.

- J. Retention Points - means the system of establishing points for length of service in order to establish the order of layoff.

- K. Seasonal Employee - means an employee who works a certain regular season or period of each year performing work that is limited to that season or period of the year.

Method

When it is demonstrated that there is reason to reduce staffing levels, the appointing authority shall determine the number of positions and the classifications in which layoffs will occur, and will seek permission from the Director of the ODAS to proceed with the layoffs. The appointing authority shall also prepare a retention point listing of all employees who have been appointed to the classification(s) selected for the layoff, and the lower classification(s) within the classification series where displacement may occur. Such list should be posted in a conspicuous location, for employee inspection, at the time layoff notices are delivered.

Retention Points

Retention points are based on length of continuous service. Employees receive one hundred (100) points, plus one (1) point for each biweekly period of full-time service and one-half (.5) point for each biweekly period of other than full-time service, for so long as the service has been continuous up to the date the retention points are calculated.

Order of Layoff

Employees shall be laid off in an order which is consistent with the needs of the agency as determined by the appointing authority; however, in each case probationary, part-time, and seasonal employees will be laid off before full-time permanent employees.

The layoff lists shall be developed separating employees into the above appointment types and listing employees in descending retention point order. The lists shall indicate which employees are to be laid off. In the case of ties in retention points, the employee having the most recent date of continuous service shall be laid off first. If hire dates are the same, the appointing authority shall decide the order of layoff.

Displacement

Laid off employees may be permitted to displace employees within their classification, then in the next lower classification and successively lower classifications within the same classification series when the employee has more retention points than an employee in the lower classification.

Employees may not displace to a higher classification, nor may they displace to a higher appointment type (e.g., part-time employees may not displace full-time employees).

Employees may not displace into positions which require specialized skills or training which they do not possess. Other rules on displacement may also apply, as provided in OAC Chapter 123:1-41.

Displacement Under Job Abolishment

Whenever the appointing authority reduces staffing due to job abolishment, employees have the right to displace into an available vacancy in the employee's classification, if such vacancy exists. This is in addition to their rights to displace other employees as follows:

- A. If a vacancy is designated available in the classification of layoff, the employee shall first displace to that vacancy, regardless of seniority within the classification.

- B. If the employee whose position has been abolished has more retention points than any other employee serving in the same classification, the employee with the fewest retention points shall be displaced.

- C. If the employee whose position has been abolished has the fewest retention points in the classification, the employee shall have the right to fill an available vacancy in a lower classification in the classification series.

- D. If the employee whose position has been abolished has the fewest retention points in the classification, the employee shall displace the employee with the fewest retention points in the next or successively lower classification in the classification series.

Notification of Layoff or Displacement

Employees shall be sent a written notice of their layoff, or displacement by another employee, at least seventeen (17) calendar days prior to the layoff, or shall be delivered their notice fourteen (14) calendar days prior to the layoff, or displacement by another employee. The written notice shall include the effective date of layoff, the employee's retention points, information as to displacement rights and how to exercise those rights, and the reason for the layoff.

Employees must notify the appointing authority in writing of their intention to exercise their displacement rights within five (5) calendar days.

Pay Following Displacement

Whenever an employee displaces to a lower classification as a result of layoff, every effort shall be made not to reduce his or her pay; however, pay rates shall be established according to the following provisions:

- A. If the lower pay range permits, the employee's rate shall be set at the same or most nearly the same pay level, without receiving a decrease.

- B. If the employee's pay rate exceeds the pay range of the lower classification, it will be set at the top level of the lower pay range.

Appeals

Employees who believe that they have been laid off in error may appeal the action to the State Personnel Board of Review within ten (10) days after receipt of the notice. Such appeal must be in writing, and include reasons as to why the layoff or displacement was improper.

Reinstatement Rights

The appointing authority shall establish a recall list, and employees shall be eligible for reinstatement for one (1) year following layoff. Employees who remain qualified to perform the duties of the applicable position shall be offered positions that become available at their classification level and lower classification levels within their classification series, according to their retention points. The recall list shall be prepared for all laid off or displaced employees, and shall be in the inverse order of layoff by classification (e.g., the employee with the most retention points shall be first on the recall list).

SECTION 10

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

PERSONNEL FILES

Section: 10.1

Effective Date _____

_____ **Date**

Issued By _____

_____ **By**

- A. The appointing authority shall maintain official personnel files on all employees of the department. Such files shall include, but may not be limited to, individual employment data; payroll information; work time schedules; records of additions or deductions paid; application forms; records pertaining to hiring, promotion, demotion, transfer, layoff, termination, etc. Personnel files access is governed by ORC 149.43 and Chapter 1347.

- B. Nothing herein shall prevent the dissemination of impersonal statistical information.

- C. An employee shall have a right of reasonable inspection of his or her official personnel file.

- D. Employees must advise their appointing authority of any change in: name, address, marital status, telephone number, number of exemptions claimed for tax purposes, citizenship, selective service classification, or association with any government military service organization.

JEFFERSON COUNTY

Supersedes all other policies from the effective date of this policy.

BULLETIN BOARDS

Section: 10.2

Effective Date _____

Date

Issued By _____

By

- A. It is the policy of the appointing authorities of Jefferson County to maintain all facility bulletin boards as a means of communicating information to employees.

- B. All material that is to appear on the Jefferson County bulletin boards shall be posted and removed by the facility designated representative of the department in which the bulletin board is located. All agency, federal, and state required notices, and other legally required notices, shall be posted in an area visible to all employees.

- C. Information of a general public interest may be posted by the designated representative, if the information does not contain the following:
 - 1. Personal attacks upon any employee or public official;

2. Scandalous, scurrilous or derogatory attacks on any County Board, Commission, appointing authority, supervisor, or other personnel of the County; and
 3. Comments regarding candidates for public office.
- D. The following procedure shall be followed concerning the posting of any materials of the Employer's bulletin boards.
1. All requests to have materials posted shall be in writing to the designated representative, and shall contain the name of the person or group requesting to post the material, a copy of the material to be posted, and the requested period of time the material is to be posted.
 2. The designee shall provide to the requester a written approval or disapproval of the request by the end of the next scheduled work day.
 3. No material will be posted for a period of time which is longer than fourteen (14) calendar days.

4. At the end of the fourteen (14) day period, or the specified time, whichever is the lesser, the designee shall remove the posted material.

- E. Any material posted in violation of this policy shall be removed from the facility bulletin boards.

- F. Violators of this policy shall be subject to disciplinary action as specified in the Employer's discipline policy.

JEFFERSON COUNTY

PUBLIC RECORDS

Supersedes all other policies from the effective date of this policy.

Section: 10.3

Effective Date _____

Date

Issued By _____

By

A. Confidentiality, Generally

Each employee of Jefferson County shall treat all documents, publications, written, and spoken communications of the County as confidential, even if regarded under R.C. 149.43 as "public records."

B. Self-Help to Public Records Prohibited

No employee may copy or remove any record or writing, even those regarded as "public" under R.C. 149.43, without first having received advanced written permission from the Employer.

C. Use of County Records in Personal Actions Prohibited

1. No employee may copy or use any County writing, document, or record in any grievance, administrative appeal, or legal action without having first obtained the written permission of the Employer. This particular policy

does not apply to matters obtained through formal "discovery" under the Rules of Civil Procedure or the rules of the State Personnel Board of Review.

2. Except for official departmental business, no employee may have any agency writing or document in his/her possession, unless obtained through this policy.

D. Tape Recording Prohibited

No employee may tape record any meeting, conversation, or telephone call unless he or she has received advanced written permission from the Employer.

E. Penalty For Breach of This Policy

Any employee who is discovered to have violated any of the above enumerated policies will be disciplined, up to and possibly including termination. Any former employee who is discovered to have violated this policy by producing unauthorized documents or tape recordings at any grievance, administrative appeal, or civil action against the Employer, will be barred from seeking a remedy of reinstatement and may be subject to civil or criminal penalties.

JEFFERSON COUNTY

**Supersedes all other
policies from the
effective date of
this policy.**

SAVINGS CLAUSE

Section: 10.4

Effective Date _____

Date

Issued By _____

By

If any section or sub-section of this policy manual or any amendments thereto shall be held invalid by operation of law or by a tribunal of competent jurisdiction, or compliance with or enforcement of any section or sub-section of this policy manual shall be restrained by such tribunal, the remainder of this policy manual and amendments thereto shall not be affected and shall remain in full force and effect.

FORM A
JEFFERSON COUNTY
RECORD OF INSTRUCTION & CAUTIONING

Employee's Name _____

Employee's Classification _____

VIOLATION

Date violation occurred _____

Location where violation occurred _____

Type of Violation: Group _____ Number _____

Description of Violation: _____

(attach additional sheet if necessary)

This record of instruction and cautioning is issued as a corrective measure in an effort to help you improve your conduct. This disciplinary action will cease to have force and effect after twenty-four (24) months, provided that the same or related offense does not recur within such period. Any further violation could result in more severe disciplinary actions.

Signature of Person Issuing Warning

Title

I hereby acknowledge that a copy of the above Record of Instruction & Cautioning has been given to me this day.

Signature of Employee

Date

cc: Employee Personnel File, Department Head

FORM B
JEFFERSON COUNTY
RECORD OF WRITTEN REPRIMAND

Employee's Name _____

Employee's Classification _____

VIOLATION

Date violation occurred _____

Location where violation occurred _____

Date(s) of prior instruction & cautioning _____

Description of Violation: _____

(attach additional sheet if necessary)

This written reprimand is issued as a corrective measure in an effort to help you improve your conduct. This disciplinary action will cease to have force and effect after twenty-four (24) months, provided that the same or a related offense does not recur within such period. Any further violation could result in more severe disciplinary actions.

Signature of Person Issuing Reprimand

Title

I hereby acknowledge that a copy of the above Record of Written Reprimand has been given to me this day.

Signature of Employee

Date

cc: Employee Personnel File, Department Head

**FORM D
JEFFERSON COUNTY
EXIT INTERVIEW FORM**

Name: _____ Department: _____

Job Title: _____ Termination Date: _____

Date Interviewed: _____ By: _____ Employment Date: _____

Reason For Separation: _____

Employee's Evaluation Of The Job

	Excellent	Satisfactory	Fair	Poor	Unsatisfactory
Interest Job Held	_____	_____	_____	_____	_____
Performance Recognition	_____	_____	_____	_____	_____
Supervisory Fairness	_____	_____	_____	_____	_____
Chance For Advancement	_____	_____	_____	_____	_____
Wages And Benefits	_____	_____	_____	_____	_____
Enjoyed Fellow Workers	_____	_____	_____	_____	_____
Training On Job	_____	_____	_____	_____	_____
Work Was As Described	_____	_____	_____	_____	_____
Communications	_____	_____	_____	_____	_____
Overall Working Conditions	_____	_____	_____	_____	_____

Other Comments: _____

Interviewer's Comments: _____

Supervisor's Or Department Head's Final Evaluation Of Employee: _____

Would We Rehire? Yes
 No

Signature Of Appointing Authority /Date

FORM E
JEFFERSON COUNTY
REQUEST FOR PAID SICK LEAVE

Name (Print) _____ Date _____

I Hereby Request Sick Leave: ____ Hours Check Block If Return To Work
 Will Be Decided By Your Physician
 Beginning Date _____ A.M. _____ P.M.
 Ending Date _____ A.M. _____ P.M.

Check One
The Employee's Personal:

- _____ (a) Illness
- _____ (b) Pregnancy
- _____ (c) Injury
- _____ (d) Exposure To Contagious
Disease Which Could Be
Communicated To
Other Employees
- _____ (e) Other

Check One
**Or The Employee's Immediate
Family Due To:**

- _____ (f) Illness
- _____ (g) Injury
- _____ (h) Death
- _____ (i) Other

Give Sufficient Detail To Justify Request: _____

Employee's Statement

I hereby declare that the personal data provided in this application is true, correct, and complete to the best of my knowledge and belief. I fully understand that a false entry shall be grounds for disciplinary action, including dismissal.

 Employee's Signature (Do Not Print Or Type)

Record - For Official Use Only

Sick Leave Balance As Of _____ Hours _____ Hours _____ Recommended
 Total Sick Leave Used _____ Hours _____ Not Recommended
 This Calendar Year

Amount Requested In _____
 This Application _____ Immediate Supervisor/Date

Date Checked _____ Remarks: _____
 By _____
 Title: _____

This request includes _____ hours
 in excess of earned credit. Initiate _____ Approved
 payroll deduction for Leave Without Pay. _____ Disapproved

FORM F
JEFFERSON COUNTY
REQUEST FOR VACATION AND OTHER LEAVES

Name _____

I request _____ hours leave beginning ____ a.m. _____ p.m. on _____, 20____
and ending _____ a.m. _____ p.m., 20 ____, for the following reason:

Check One:

_____ Vacation
_____ Court _____ Court Duty _____ Jury Duty Subpoena Issued By
_____ Court _____, 20____
_____ Military _____ With Pay _____ Without Pay
_____ Leave Without Pay
_____ Other (Explain) _____

Signature Of Employee (Do Not Print Or Type)

Record - For Official Use Only

Vacation Hours

_____ Balance Pay Period Ending _____

_____ Requested

_____ New Balance

_____ Used This Calendar Year

Administrative Action

_____ Recommended _____ Approved

_____ Not Recommended _____ Disapproved

Immediate Supervisor/Date

Appointing Authority/Date

Remarks: _____

FORM G
JEFFERSON COUNTY
REQUEST TO CARRY OVER VACATION

Name _____
 Last First M.I. Date Of Hire

Date Of Request

As of my next anniversary date of hire, I will have more than the maximum allowable accumulated vacation time for one (1) service year. I therefore request that the Appointing Authority approve the carry over of accumulated vacation to the next service year.

Signature Of Employee

Administrative Action

_____ Number Of Vacation Hours Accumulated

_____ RECOMMENDED _____ APPROVED

_____ NOT RECOMMENDED _____ DISAPPROVED

Appointing Authority

Supervisor Or Department Head

FORM H - JEFFERSON COUNTY

Case No. _____

SD.1

Revised 1-77

Safety Director Program
Division Of Safety & Hygiene
ACCIDENT INVESTIGATION PROGRAM

County Office/Department

Address

Classes Of Or Diseases

- 1. This accident involves:
Disabling (Lost Time)
Injury
Medical Care (C-3)
First Aid Treatment
Fatal
No Injury Accident

Who

- 2. Person Injured
Occupation At The Time Of Accident
Regular Department
Nature Of Injury (Include Part Of Body Injured) e.g., Laceration—Left Forearm
Social Security No.
Age

Where

- 3. Place Where Accident Occurred (Exact Location); Machinery, Tool, Appliance, If Any, Involved. Identify By Number If Possible.

When

- 4. Date Of Injury
Date And Time Reported To Company (If Different From Above)
If Off Work, Give Date Of Return
Time Of Day a.m./p.m.

What

- 5. Fully Describe Accident

And

- 6. What Was Immediate Cause(s) Of Accident? Select Immediate Cause(s) From List On Back Page, And Indicate Below.
No. Of Unsafe Conditions
No. Of Unsafe Acts

Why Did It Happen

- 7. What Were Contributing Cause(s) Of Accident? Select From List On Back Page, And Indicate Below.
Number Of Contributing Causes In:
a) Supervisor Performance
b) Employee Performance
c) Physical Condition Of Person

How

- 8. How Can Recurrence Of This Or Similar Accidents Be Prevented?
When Will Corrective Measures Be Taken?

Witness To Accident

Name Dept. Clock No.
Supervisor's Signature/Date
Noted: Safety Manager/Date

Disposition Of Injured (How Treated)

Hospital Home Address Where Treated No. Of Days Lost

FORM I

FAMILY AND MEDICAL LEAVE NOTICE OF ELIGIBILITY
AND RIGHTS AND RESPONSIBILITIES

Follows This Page

FORM J
JEFFERSON COUNTY
REQUEST FOR FAMILY AND MEDICAL LEAVE

Employee Name _____ Date _____
Classification/Department _____

Leave Requested (Check One)

- _____ 1. Due to birth of child of employee
Actual/anticipated d.o.b. _____;
- _____ 2. Due to placement of child with the employee for adoption/foster care
Date of placement _____;
- _____ 3. In order to care for _____ (name of person) due to
his or her serious health condition (Must be spouse, child, parent, or person "in
loco parentis" to employee)
- _____ 4. Because of a Serious Health Condition that makes the employee unable
to perform the functions of his position;
- _____ 5. Because of a Qualifying Exigency Arising out of the Fact that Your _____
Spouse, _____ Son or Daughter, _____ Parent is a Covered Military Member
on Active Duty (or has been Notified of an Impending Call or Order to Active
Duty) in Support of a Contingency Operation);
- _____ 6. Because You are the _____ Spouse, _____ Son or Daughter, _____ Parent,
_____ Next of Kin of a Covered Service Member With a Serious Injury or
Illness.

Beginning Date(s)/Time(s) Of Requested Leave _____

Ending Date(s)/Time(s) Of Requested Leave _____

Total Hours Of Leave Requested _____

If Leave Is Due to (3), (4), (5), or (6) Above, the appropriate certification WH-380-E, or WH-380-F, or WH-384, or WH-385 must Be Completed and Attached Hereto.

I certify all statements provided on this form are complete and factual. I also understand that falsification of information is cause for corrective action, including termination from employment.

Signature Of Employee/Date

Received By (Department Head-
Appointing Authority)/Date

FORM K

FAMILY AND MEDICAL LEAVE DESIGNATION NOTICE

Follows This Page

FORM L
FMLA CERTIFICATIONS

Follow This Page

FORM M
JEFFERSON COUNTY
AUTHORIZATION FOR CLARIFICATION

I, _____ (Employee's Name), hereby authorize my Employer's health care provider, or other appropriate person to contact _____
_____ (Name Of Employee's Health Care Provider) for purposes of clarification and authentication of the medical certification pursuant to 29 CFR 825.307 (a).

Signature Of Employee/Date

FORM N
APPLICATION FOR EMPLOYMENT
JEFFERSON COUNTY

*Please type or print responses to all of the questions contained
on the entire application form*

An Equal Opportunity Employer

POSITION SOUGHT: _____

LAST NAME: _____ FIRST NAME: _____ M.I. _____

FORMER NAMES: _____

HOME ADDRESS: _____ COUNTY: _____

CITY/STATE/ZIP: _____

HOME PHONE: _____

SOCIAL SECURITY NUMBER: _____

ARE YOU AN ADULT, LEGALLY EMANCIPATED OR OTHERWISE LEGALLY
ELIGIBLE TO WORK IN THE STATE OF OHIO? YES: ___ NO: ___

EMPLOYMENT HISTORY AND WORK EXPERIENCE
*In this section, list all employment history and work experience in date order, including
military experience. Begin with your current employer. Use additional paper if
necessary. Failure to include all employment may be grounds for disqualification.*

CURRENT EMPLOYER: _____
(Enter "none" if unemployed)

MAY WE CONTACT YOUR CURRENT EMPLOYER PRIOR TO EMPLOYMENT?
YES: ___ NO: ___

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO _____

APPLICATION FOR EMPLOYMENT
(Continued)

JOB TITLE: _____

SUPERVISOR'S NAME: _____

BEGINNING SALARY: ____ PER ____ ENDING SALARY: ____ PER

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED,
PROMOTIONS, ETC.: _____

WHY DO YOU WANT TO LEAVE? _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO _____

JOB TITLE: _____

SUPERVISOR'S NAME: _____

BEGINNING SALARY: ____ PER ____ ENDING SALARY: ____ PER

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED,
PROMOTIONS, ETC.: _____

WHY DO YOU WANT TO LEAVE? _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

APPLICATION FOR EMPLOYMENT
(Continued)

DATES EMPLOYED: _____ TO _____

JOB TITLE: _____

SUPERVISOR'S NAME: _____

BEGINNING SALARY: ____ PER ____ ENDING SALARY: ____ PER

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED,
PROMOTIONS, ETC.: _____

WHY DO YOU WANT TO LEAVE? _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO _____

JOB TITLE: _____

SUPERVISOR'S NAME: _____

BEGINNING SALARY: ____ PER ____ ENDING SALARY: ____ PER

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED,
PROMOTIONS, ETC.: _____

WHY DO YOU WANT TO LEAVE? _____

***If you need to list any additional previous employers,
please use a blank sheet of paper to do so.***

APPLICATION FOR EMPLOYMENT
(Continued)

EDUCATION AND TRAINING

This section is intended to give the Employer information about the education and training that the applicant has completed, and to demonstrate the skills, knowledge, and abilities of the applicant to perform the job duties of the position.

HIGH SCHOOL ATTENDED: _____

ADDRESS: _____

DID YOU GRADUATE? _____ HIGH SCHOOL EQUIVALENT? _____

COURSES PERTAINING TO JOB APPLIED FOR: _____

ACTIVITIES, AWARDS, ACHIEVEMENTS, ETC., RELATED TO THE POSITION APPLIED FOR: _____

COLLEGE OR TRADE SCHOOL ATTENDED: _____

ADDRESS: _____

DATES OF ATTENDANCE: _____ TO _____

DID YOU GRADUATE? _____ DEGREE: _____

COURSES PERTAINING TO JOB APPLIED FOR: _____

ACTIVITIES, AWARDS, ACHIEVEMENTS, ETC., RELATED TO THE POSITION APPLIED FOR: _____

GRADUATE SCHOOL(S) ATTENDED: _____

ADDRESS: _____

APPLICATION FOR EMPLOYMENT
(Continued)

DATES OF ATTENDANCE: _____ TO _____

DID YOU GRADUATE? _____ DEGREE: _____

COURSES PERTAINING TO JOB APPLIED FOR: _____

ACTIVITIES, AWARDS, ACHIEVEMENTS, ETC., RELATED TO THE POSITION APPLIED FOR: _____

Please use the following space to provide any further information on training, education, skills, abilities, hobbies, volunteer work, etc., that you possess or have experienced that may be helpful in the evaluation of your application.

PERSONAL INFORMATION

DO YOU HAVE ANY COMMITMENTS (I.E., SECOND JOB, SCHOOL, ETC.) WHICH MIGHT INTERFERE WITH, OR ADVERSELY AFFECT, YOUR EMPLOYMENT SHOULD WE SELECT YOU FOR A POSITION? YES: _____ NO: _____

If yes, please explain: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES: _____ NO: _____

If yes, please explain: _____

(The Employer will only consider specific crimes related to qualifications for position applied for.)

APPLICATION FOR EMPLOYMENT
(Continued)

ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES?

YES: ___ NO: ___

*Please list three references who are not related to you
that you have known at least one year*

NAME: _____

PHONE: _____ ADDRESS: _____

NAME: _____

PHONE: _____ ADDRESS: _____

NAME: _____

PHONE: _____ ADDRESS: _____

*Please answer the following questions if they are applicable
to the position for which you are applying.*

DO YOU POSSESS A VALID STATE OF OHIO DRIVER'S LICENSE?

YES: ___ NO: ___

IF NO, CAN YOU OBTAIN ONE PRIOR TO EMPLOYMENT?

YES: ___ NO: ___

APPLICATION FOR EMPLOYMENT
(Continued)

DO YOU POSSESS A VALID STATE OF OHIO COMMERCIAL DRIVER'S LICENSE?

YES: ___ NO: ___ IF YES, WHAT CLASS OF LICENSE? _____

WHAT CDL ENDORSEMENTS? _____

IF NO, CAN YOU OBTAIN THE PROPER CLASS OF COMMERCIAL DRIVER'S LICENSE AND ENDORSEMENTS, FOR THE POSITION YOU ARE APPLYING FOR, PRIOR TO EMPLOYMENT? YES _____ NO

APPLICATION FOR EMPLOYMENT
(Continued)

Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each by placing your initials at the end of each paragraph. If you have any questions regarding one or more paragraphs, contact the Employer before initialing.

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical/psychological examination that the Employer deems necessary to determine whether I can perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol, or substance abuse testing

Initials: _____

2. I understand and accept that given the duties and responsibilities of the Employer, I may be required to work weekends, evening hours, or at other times as determined by the Employer, including overtime hours.

Initials: _____

3. I understand and accept that it may be necessary for me to sign any waivers necessary to allow the Employer to obtain information from my current and former employers, schools, and personal references.

Initials: _____

4. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the Employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

5. (Applicable To Law Enforcement Agencies Only)
I understand and accept that the Employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the Employer require that the Employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that it may be necessary for the Employer to investigate my background for any criminal or unlawful activity.

Initials: _____

APPLICATION FOR EMPLOYMENT
(Continued)

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

Applicant's Signature

Date

FORM O
JEFFERSON COUNTY
EMPLOYMENT ELIGIBILITY VERIFICATION FORM

FORM P
JEFFERSON COUNTY
EEO/ADA COMPLAINT FORM

Individuals who feel they have been discriminated against on the basis of race, color, religion, sex, military status, veteran's status, national origin, age, ancestry, disability, genetic information, or have been discriminatorily harassed by an employee of the Employer or while working for the Employer may file a complaint by completing this form and submitting it to the Compliance Officer.

Name of Complainant: _____

Classification (if employee): _____

Address (if non-employee): _____

Basis of complaint:
(continue on back or
separate page if
necessary)

**EEO/ADA COMPLAINT FORM
(Continued)**

Date(s) of incident(s):
If claiming discrimination based on disability, what accommodation do you request?

If claiming discrimination other than disability, what resolution do you request?

Date

Signature of Complainant

Date

Signature of Recipient

FORM Q
JEFFERSON COUNTY
ACKNOWLEDGMENT OF EMPLOYER
DRUG FREE WORKPLACE ACT POLICY

Please sign below and present this acknowledgment slip to your supervisor for inclusion in your personnel file.

I have read and received a copy of the Jefferson County policy on a Drug Free Workplace, which establishes my privileges and obligations as an employee of the Department. By my signature below, I hereby acknowledge that I understand this policy, and agree to support and comply with its terms and conditions.

Signature of Employee

JEFFERSON COUNTY, OHIO

Date _____

FORM R
DRUG FREE WORKPLACE STATEMENT
FOR NEW EMPLOYEES OF JEFFERSON COUNTY

The purpose of this statement is to verify that I have received a copy of Jefferson County's Drug Free Workplace Statement and Policy, and to further verify that I understand and support such statement and policies.

I further agree to refrain from violating these policies while employed by the County.

I further acknowledge, in advance, that my understanding is that the penalty for violating these policies can be discharge, and I agree that such penalty is appropriate when supported by evidence.

Signature

Date

FORM S
JEFFERSON COUNTY
ACKNOWLEDGMENT OF PERSONNEL POLICY MANUAL

I hereby acknowledge that I have been made aware of the Jefferson County Personnel Policy Manual which outlines my current privileges, obligations, and rights as a County employee. I understand my employment is governed by such policies and directives and I agree to familiarize myself with this information.

I understand the Jefferson County Personnel Policy Manual is not an employment contract and changes may occur to such manual throughout my employment with the County.

I further acknowledge that I have been notified of where a current copy of the Personnel Policy Manual is maintained and that such copy is accessible for my viewing.

Signature of Employee

Date

FORM T
JEFFERSON COUNTY
GRIEVANCE FORM

Name of Employee _____

Office/Department _____

Classification _____

Date of Incident _____ Date First Presented _____

Nature of Grievance; What is the Issue or Allegation? What Has Been Violated?

Statement of Facts: _____

Names of Any Witnesses: _____

Resolution Requested: _____

Employee Signature: _____

If the grievance is a group grievance, all employees in the group shall sign on the back of the form. The employee whose name appears in the above space shall process the grievance.

