



SERVICE | PROGRESS | EXCELLENCE

Board of County Commissioners EMPLOYEE HANDBOOK

Commissioner John O'Grady • **Commissioner Kevin L. Boyce** • **Commissioner Erica C. Crawley**
President

Welcome Statement

From the Commissioners

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

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

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

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

Commissioners' Statement of Ethics Principles

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

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

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

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

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

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

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

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

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

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

Introductory Notice

Inside this handbook you will find policies governing employment in the Board of Commissioners' agencies. The policies, benefits and practices presented in this handbook are subject to change without prior notice. Nothing in this handbook should be construed as a guarantee of benefits, a contract of employment or to establish rights greater than those approved by the Board of Commissioners or provided by local, state or federal law. Only the Board of Commissioners or County Administrator has any authority to enter into any agreement for employment for any specified period of time, to assure any benefits or terms and conditions of employment, or to make any agreement contrary to the foregoing and, to be effective and binding, the Board of Commissioners must do so in writing or the County Administrator must do so in writing pursuant to the authority granted by the Board of Commissioners by resolution.

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

Since this handbook has been prepared for your information about the policies, practices and benefits of Board of Commissioners employment, please review it carefully. Upon completion of your review, you will be required to complete an acknowledgement in the human resources information system. A reproduction of this acknowledgement appears on the following page.

Note: This handbook only applies to employees appointed by the Franklin County Board of Commissioners. Other Franklin County Elected Officials, Boards, and Offices may choose to use all or a portion of this handbook to govern the policies, benefits, and practices of their independent organizations. Franklin County employees employed by an appointing authority other than the Board of Commissioners should contact their human resources department for more information regarding applicable employment policies, benefits, and practices.

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Acknowledgement of Receipt

I, [Name], acknowledge:

- receipt of a copy of the Franklin County Board of Commissioners Employee Handbook

or

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

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

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

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

Employee Signature

Date

How Employment-Related Documents Work Together

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

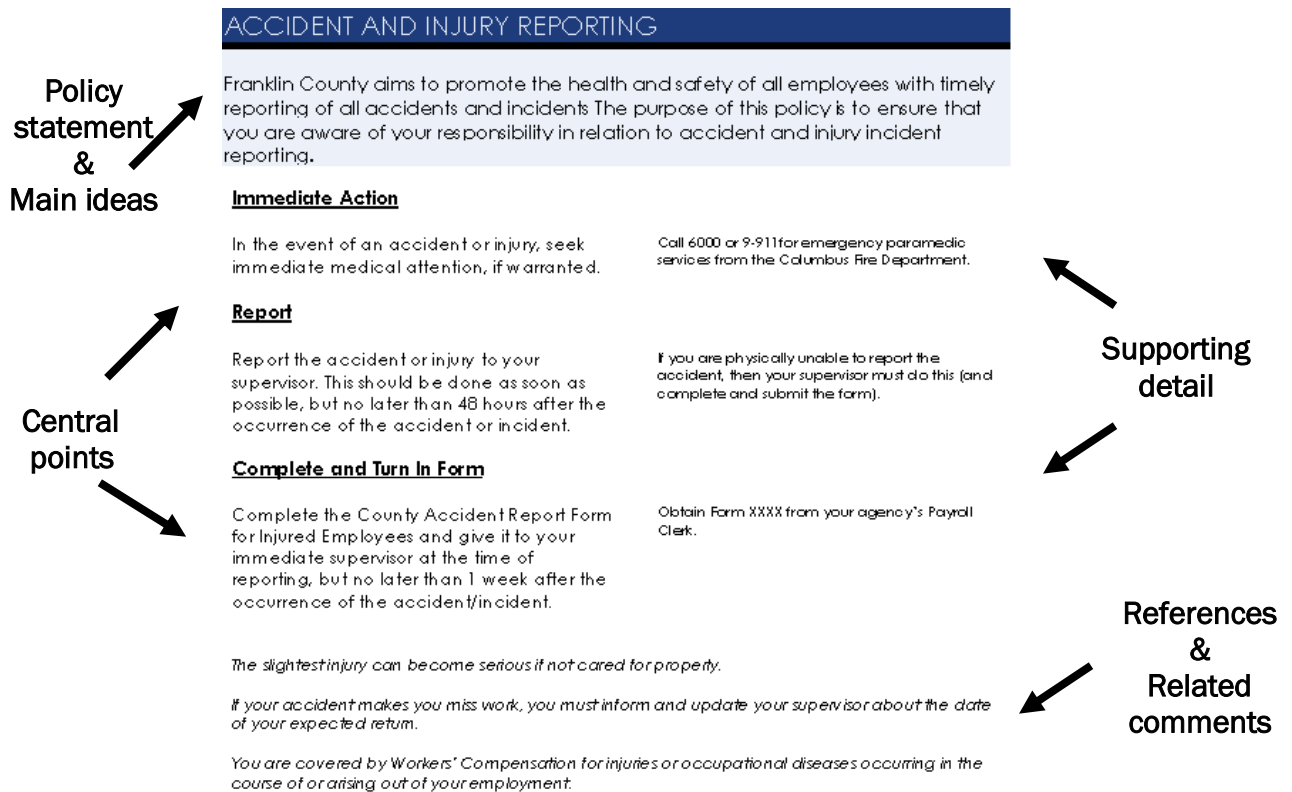
Handbook—If your position is a non-bargaining position in an agency under the appointing authority of the Board of Commissioners, this handbook is your primary source for general information regarding employment policies, practices, benefits and rights.

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

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

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

Policy Structure



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

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

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Section I

Employment Expectations



ETHICS

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

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

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

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

References and Related Comments

You should familiarize yourself with:

Ohio Ethics Law – Chapter 102 of the Ohio Revised Code

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

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



FRAUD REPORTING

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

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

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

All employees are required to complete mandated Auditor of State training on fraud reporting within 30 days of starting employment and every four years thereafter.

References and Related Comments

Ohio Revised Code – Section 117.103



NON-DISCRIMINATION POLICY

The Franklin County Board of Commissioners intends to maintain a work environment that is free of harassment, discrimination, and retaliation because of age, race (including traits that are historically associated with race such as hair texture and protective hairstyles including braids, locks, and twists), creed, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity, and expression), pregnancy (including childbirth, lactation, and related medical conditions), medical condition, disability (including physical, mental, intellectual, or learning), genetic information (including testing and characteristics), marital or civil union status, military or veteran status, and any other status protected by applicable federal, state, or local laws. The Board of Commissioners complies with all applicable federal, state, and local laws, rules, and regulations.

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

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

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

References and Related Comments

BOC Resolution No. 286-08 on tolerance and diversity and BOC Resolution No. 793-20 establishing racial equity as a core principle



CIVILITY IN THE WORKPLACE

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

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

The following behaviors are examples of prohibited conduct:

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

Workplace incivility, bullying and disrespectful attitudes do not include:

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

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

- Resist the urge to make assumptions about people or presume what people's motives are. Go to the source, get the facts, and then decide.
- Remember to say "please" and "thank you."
- When credit and compliments come your way, spread them around to all who helped.
- Promise only what you can deliver. If what you deliver falls short, explain why.
- When things go wrong, resist the urge to assign blame—focus on fixing the problem.
- Do not participate in gossip and spreading rumors.



ANTI-HARASSMENT POLICY

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

Harassment on the basis of an employee's age, race (including traits that are historically associated with race such as hair texture and protective hairstyles including braids, locks, and twists), creed, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity, and expression), pregnancy (including childbirth, lactation, and related medical conditions), medical condition, disability (including physical, mental, intellectual, or learning), genetic information (including testing and characteristics), marital or civil union status, military or veteran status, and any other status protected by applicable federal, state, or local laws **is expressly prohibited under this policy.**

Furthermore, in our increasingly diverse workplace, we will not tolerate harassing conduct on any basis. Disrupting, intimidating, or offensive behavior by or directed to managers, supervisors, co-workers, or non-employees such as clients or vendors is unacceptable. Occasional or isolated conduct of a discriminatory or harassing nature, even if it may not amount to illegal conduct, is a violation of this policy. Any employee found to have engaged in such conduct will be subject to discipline up to and including termination.

All employees are expected to report either witnessing or experiencing harassment. If you are being harassed, you have a right to ask harassers to stop offensive behavior. Supervisors are expected to foster a workplace that is free of harassment.

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

Harassment

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

Harassment on any basis exists whenever:

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

Complaint Procedure

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

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

An impartial investigation will be initiated promptly.

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

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

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

Consequences

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

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

References and Related Comments

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



AMERICANS WITH DISABILITIES ACT (ADA)

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

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

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

Request for Accommodation

Make an ADA request for accommodation to your supervisor or agency management. Submit any supporting medical documentation directly to Human Resources, which will share such information as necessary for your supervisor or agency management to engage in the interactive process.

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

Accommodation Appeal Procedure

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

Director of Human Resources, Board of Commissioners
373 S. High Street, 25th Floor
Columbus, OH 43215-4543
614-525-6224
BOC-HR-FMLA@FranklinCountyOhio.gov

Americans With Disabilities Act (ADA)

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

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

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

If you are asked to provide supporting medical information you may use the County's Medical Documentation form.

Board of County Commissioners Policy Number: BOC-11.01

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

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

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

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

Please note, your medical information may be shared confidentially with individuals involved in determining reasonable accommodations.



PREGNANT WORKERS FAIRNESS ACT (PWFA)

The Franklin County Board of Commissioners is committed to providing reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions. "Reasonable accommodations" are changes to the work environment or the way things are usually done at work.

In accordance with the Pregnant Workers Fairness Act, to be eligible for a reasonable accommodation under this policy, you must be qualified to perform the essential functions of your position and have a qualifying pregnancy, childbirth, or related medical conditions that limits you in performing your job.

If you require an accommodation to perform your job, please contact management in your agency. If your request is not resolved at your agency level, contact Human Resources for resolution.

Request for Accommodation

Certain accommodations may be provided as a matter of course to pregnant employees, including additional breaks for the bathroom or to eat or drink, the ability to carry water, and stand if their job requires sitting or to sit if their job requires standing.

The agency will review your request and advise if the accommodation is approved. If the PWFA request is not resolved at the agency level, you can follow the appeal process below.

For more significant accommodations, make a written request for PWFA accommodation and provide supporting medical documentation to your supervisor or agency management.

Accommodation Appeal Procedure

Step 1: Turn in your written appeal, including details about your request and your medical documentation, to have your PWFA accommodation request reconsidered within fifteen (15) working days of the denial to Human Resources.

Director of Human Resources, Board of Commissioners
373 S. High Street, 25th Floor
Columbus, OH 43215-4543
614-525-6224
BOC-HR-FMLA@FranklinCountyOhio.gov

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

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

Pregnant Workers Fairness Act (PWFA)

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

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

If you are asked to provide supporting medical information you may use the County's Medical Documentation form.

Board of County Commissioners Policy Number: BOC-11.02

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

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

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

Please note, your medical information may be shared confidentially with individuals involved in determining reasonable accommodations.



CONFIDENTIALITY

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

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

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

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

Unless you are addressing one of the situations identified above, you do not need to tell your supervisors and managers details of your medical condition.

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



PUBLIC RECORDS

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

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

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

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

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

References and Related Comments

BOC Resolution No. 895-07 Public Records Policy



NEPOTISM

The Franklin County Board of Commissioners seeks to conduct hiring and supervision in a manner that enhances public confidence in government and prevents situations that give the appearance of partiality, preferential treatment, improper influence, or a conflict of interest.

All Board of Commissioners employees are prohibited from authorizing or using the authority or influence of their position to secure the hiring or benefit (including a raise, promotion, or performance evaluation) of a family member or a person with whom they have a significant relationship or business association. This includes, but is not limited to the following circumstances:

A. Hiring

1. No public official or employee shall authorize or use the authority or influence of their position to secure the hiring of a family member or person with whom they have a significant relationship or business association to serve in any position with a Board of Commissioners Agency.
2. Except as provided in Section D, no public official or employee serving as a director, assistant director, or any position involved in the hiring process shall have in the employ of that person's department a family member or person with whom they have a significant relationship or business association.
3. No employee in Human Resources shall process any personnel actions or use the authority or influence of that employee's position to secure the employment of a family member or person with whom they have a significant relationship or business association.

B. Supervision

1. Except as provided in Section C, no public official or employee shall supervise, either directly or through reporting lines, a family member or person with whom they have a significant relationship or business association.
2. Should a supervisory conflict arise, the agency shall work to relocate or transfer one of the individuals to eliminate the conflict to the extent permitted by law and/or collective bargaining agreement. This relocation or transfer should be to a comparable position with minimal inconvenience for the transferring employee if possible.
3. No employee in Human Resources shall review or be involved in the disciplinary or other personnel actions of a family member or person with whom they have a significant relationship or business association.

C. Exception – where sections A & B shall not apply, except that no exception will apply where an unlawful relationship exists.

1. The public official or employee served in a capacity other than County Administrator, Deputy County Administrator, Director, or Assistant Director at the time the family member or person with whom they have a significant relationship or business association was hired by the agency. In this instance the agency should make reasonable attempts to avoid a supervisory conflict.
2. A family member or person with whom a public official or employee has a significant relationship or business association obtains employment as the result of bumping, displacement, recall or some other non—discretionary personnel action. In this instance the agency should make reasonable attempts to avoid a supervisory conflict.

D. Definitions - For this policy only

1. “Public official or employee” means any person who is elected or appointed to an office or is an employee of any public agency under the jurisdiction and control of the Board of Commissioners. A public employee includes full-time, part-time, interns, temporary, intermittent, and seasonal employees.
2. “Family member” includes parents, grandparents, children of any age, grandchildren, spouse, or siblings regardless of where these family members reside. “Family member” also includes anyone to whom a public official or employee is related by blood or marriage (for example, aunts, uncles, nieces, nephews, cousins, and in-laws) and who is also residing in the same household with the public official or employee.
3. “Significant relationship” means a relationship where the nature of the relationship may impair the objectivity or independence of judgement of one individual working with the other. A “significant relationship” exists where people are living together as a spousal or family unit when not legally married or related but may also exist in the absence of a co-habiting relationship.
4. “Business association” is defined as the joining together of two or more individuals in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.
5. “Supervision” means direct ability or power to effectively recommend the hire, transfer, suspension, layoff, recall, promotion, termination, assignment, reward, discipline, evaluation of performance, distribution of work, or determination of schedules.

PROCEDURE

Human Resources will have all new hires complete the Supplemental Nepotism Statement. When employees are promoted or transferred Human Resources will review this statement in order to make sure no conflict exists. Agencies will discuss possible nepotism conflicts with Human Resources when they become aware of them.



COMPENSATION ADMINISTRATION

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

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

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



ENVIRONMENTAL SUSTAINABILITY

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

Board of Commissioners agencies are already engaged in initiatives to support environmental sustainability.

We recognize that real progress in environmental stewardship is made through long-term commitment. Specifically, we will integrate environmental and social awareness into our decision making, and incorporate it, where appropriate, as part of our review of programs and processes. We will support this endeavor by helping all of us to become more educated about conservation and environmental sustainability.

We actively seek input that involves staff at all levels of our organization to suggest improvements, ranging from minor adjustments to more involved programs. You are encouraged to consult with your agency management regarding existing environmental sustainability programs and processes and to provide suggestions for improvement.

References and Related Comments

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



SERVICE | PROGRESS | EXCELLENCE

Board of County Commissioners
EMPLOYEE HANDBOOK

Section II

Employment Related



APPOINTMENT CATEGORIES

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

Regular Appointments

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

Full-time employees work 2080 hours per year.

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

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

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

Temporary Appointments

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

Temporary appointments have no layoff rights and are not eligible for promotion, transfer, or reinstatement. They are also not eligible for benefits that apply only to employees in a regular appointment.

Temporary appointments typically last no longer than 180 days.

Intermittent Appointments

These appointments are made for positions that require an employee to work on a continuing irregular and unpredictable schedule, but less than 1000 hours in a calendar year. These are unclassified appointments.

Intermittent appointments are not eligible for benefits that apply only to employees in a regular appointment.

Seasonal Appointments

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

Seasonal appointments include student interns.



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SERVICE | PROGRESS | EXCELLENCE

Board of County Commissioners
Policy Number: BOC-20.02

PRIOR SERVICE CREDIT

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

Counting your prior public service may make a difference in computing your vacation accruals. You will receive a Prior Service Certification form at hire. Once you have the form(s) completed, return the form(s) to Human Resources.

Documentation of prior service received within 90 days of hire will be applied retroactively to your hire date when calculating vacation accrual; otherwise, the prior service credit will be applied to the pay period in which the documentation was received.

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



PROBATIONARY PERIODS

To provide a newly hired employee the opportunity to adequately learn the job and demonstrate their ability to perform the job, the Franklin County Board of Commissioners has established a 180-calendar day probationary period for all non-bargaining employees. Absences in excess of five days will not be counted as part of the probationary period, and the probationary period will be extended automatically by the number of days equal to the number of absences in excess of five days.

During a probationary period, employees are evaluated on two occasions: mid-probation and again toward the end of the probationary period. Employees are encouraged to seek feedback related to performance from their supervisor during probationary periods and throughout their term of employment.

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

Upon promotion, demotion, or lateral reclassification, employees generally serve a probationary period to assure adequate assessment. The length of the probationary period is dependent upon the position and circumstances regarding the employee's promotion, demotion, or reclassification, but generally will be 180 calendar days.

Probationary Removal/Demotion

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

Employees in their probationary period are generally not eligible for promotion. Promotion of probationary employees requires the approval of the agency director, Human Resources, and County Administration to address unique or unusual circumstances.



PERFORMANCE REVIEWS

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

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

- Work towards attainment of the Franklin County Core Principles and Agency goals.
- Inform the employee of strengths, areas for improvement, progress, and productivity.
- Develop employee skills and prepare the employee for further professional opportunities with the Franklin County Board of Commissioners.
- Recognize accomplishments and good work.

Performance Monitoring

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

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

- Specific
- Frequent
- Timely
- Work-Related

Completing the Performance Review

Immediate Supervisor – Employees will be evaluated by their immediate supervisor. The supervisor may seek input from other supervisors. If an employee receives approximately equal supervision from two persons, both supervisors shall cooperate in completion of the performance review. Agency-designated members of the completing supervisor’s management chain will review and approve the performance review prior to it being provided to the employee.

In completing the performance review, the supervisor should consider:

- The employee’s position description
- Prior performance review
- Work product files or other documentation
- Any written observations of job performance

Special Reviews

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

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

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

References and Related Comments

Completed performance reviews are to be submitted to Human Resources as soon as they are completed. Human Resources will maintain completed performance reviews in the employee's personnel file.

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



PERSONNEL FILES & PERSONAL INFORMATION RULES

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

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

A separate confidential medical file is also maintained by Human Resources. I-9 forms are also maintained separately.

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

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

Human Resources takes reasonable precautions to protect personal information from unauthorized modification, destruction, use, or disclosure. Electronically stored personal information is maintained on a password protected program with controlled access.

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

Employees may review their personnel files. Contact Human Resources to arrange for personnel file review.

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

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

References and Related Comments
Ohio Revised Code Chapter 1347



CHANGE OF EMPLOYEE INFORMATION

It is important to maintain up-to-date employee records. Please update your information in the human resource information system promptly, but no later than seven (7) days of any relevant changes.

These changes include:

- Name
- Address
- Telephone number
- Emergency contact
- School district of residence
- Tax withholdings

Other changes that should be provided the Department of Human Resources:

- A change in immigration status
- Gaining membership in a federally recognized tribe
- Arrest or incarceration (within 24 hours or by the next workday)
- Conviction of a misdemeanor or felony (within 24 hours or by the next workday)
- Military service (active/inactive)
- Secondary/outside employment
- Jury duty
- Any relationship that is covered by the Employee Handbook BOC-13.01 Nepotism Policy

It is your responsibility to inform the Department of Human Resources of any change of employee information. The contact information on file will be the information used to serve documents and withhold income taxes. Failure to keep your information up to date may result in your failure to receive sufficient notice of important and/or time sensitive documents or have the correct payroll taxes withheld.

Please note, your personal information updates are not shared with the Ohio Public Employees Retirement System. You can request an OPERS Change Request form online at:

<https://www.opers.org/forms-archive/F-50-Change-Request-form.pdf>

or call 1.800.222.7377 for assistance.



Section III

Benefits



INSURANCE BENEFITS

The Franklin County Board of Commissioners provides health and other benefits to employees and eligible dependents as authorized by section 305.171 of the Ohio Revised Code, legal guidance provided by the County Prosecutor, and set forth in the Franklin County Health Benefits Program Plan Document.

Human Resources is responsible for administering the health and related benefits programs. Each new employee receives a packet outlining the scope of Franklin County's generous benefits. For more information, visit the Benefits section of the Human Resources website, call 614-525-5750 or 1-800-397-5884 or email benefits@franklincountyohio.gov.

The insurance benefits provided include:

- Medical Insurance
- Prescription Drug Insurance
- Behavioral Health Insurance & Employee Assistance Program
- Dental & Vision Care Insurance
- Basic Group Term Life Insurance
- Family Forming Coverage
- Optional Supplemental Life Insurance
- Optional Short Term & Long Term Disability Insurance – See Policy Number BOC 30.02

Coverage is available for you and your eligible dependents.

Enrollment must occur within 30 days of employment, during open enrollment (generally October of each year), or when you experience certain qualifying life event changes.

You and the Board of Commissioners share the premium for the health insurance package.

If you leave employment, you may continue your County health coverage for a period of time, but you must then pay the full premium amount. This is required by the Consolidated Omnibus Budget Reconciliation Act and is commonly referred to as COBRA coverage. Other options for health coverage may be available to you through private plans offered under the Affordable Care Act or through Medicaid coverage.

The Franklin County Employee Assistance Program (EAP) is available to you regardless of whether you are covered by the group health plan.

Benefits eligible employees are automatically provided Basic Group Term Life Insurance and Accidental Death & Dismemberment Insurance with premiums fully paid by the Board of Commissioners.

Supplemental life insurance is optional and available to provide coverage for a spouse, domestic partner, and/or children or additional coverage for you. Enrollment requirements mirror the health benefits program. You must pay the full share of supplemental life premiums.

When you experience a qualifying life event, such as a marriage, divorce, death, adoption, birth, or your spouse or domestic partner's employment changes and affects benefits, you may change your level of coverage accordingly by documentation validating the qualifying life event within 30 calendar days of the event.

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

For a detailed explanation of the Franklin County health benefits navigate to the Human Resources website.

Health Insurance

Regular full-time employees scheduled to work at least 30 hours per week are eligible for health care benefits beginning the first of the month following their date of hire.

New hires will be provided electronic enrollment instructions during orientation. All employees must electronically enroll to be eligible. Employees may opt out of health care coverage that requires an employee premium contribution.

Health care benefits are provided to employees and their eligible dependents.

Eligible dependents include:

- Spouse or domestic partner
- Dependent child/children

Insurance Benefits

You must notify Human Resources of qualifying life events that may affect the status of your health plan.

When you resign, your coverage will terminate at the end of the month of resignation.

Consolidated Omnibus Budget Reconciliation Act (COBRA) allows a covered employee or dependent to continue in the County's group plan, for a specified period of time, by paying the full premium plus a 2% administrative fee for continued coverage.

References and Related Comments

ORC Section 305.171

Consult the Franklin County Healthcare Benefits Guide for detailed information.

When moving from part-time to full time status, your insurance coverage will start on the same date as if you were a new hire.

Board of County Commissioners Policy Number: BOC-30.01

Life events include:

- Birth or adoption of a child
- Child becomes a qualified dependent
- Child loses dependent status
- Marriage
- Divorce
- Establishment or termination of domestic partnership
- Legal Separation
- Death

Information about your monthly premium will be given to you at the time of your separation from employment.



DISABILITY PROGRAMS

The Franklin County Board of Commissioners offers voluntary group short term disability and long term disability insurance. Both plans are offered at time of hire, at the occurrence of a qualifying life event, and again during the annual open enrollment period for employee benefits. These coverages replace a portion of your income lost due to illness, pregnancy, or accidental injury that prevents you from working. Employees can purchase either or both types of disability insurance. The insurance is for the purchasing employee only and does not cover other individuals.

The cost of disability insurance is 100% paid by the employee. The premiums for the coverage are deducted as a bi-weekly payroll deduction after earnings are taxed.

Both coverages will end at the end of the month upon termination of employment. Only long term disability insurance can be converted to an individual policy.

Short Term Disability

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

The waiting period is 14 calendar days from the onset of the disability from illness, injury or maternity leave.

Short Term Disability Benefit Amount

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

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

Maximum Benefit Amount

\$1,500 per week

Long Term Disability

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

The waiting period is 180 calendar days from the onset of the disability or until your short term disability coverage ends, if applicable.

Long Term Disability Benefit Amount

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

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

Maximum Benefit Amount

\$10,000 per month

Waiting Period (Elimination Period)

Disability Programs

Board of County Commissioners Policy Number: BOC-30.02

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

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

Employees with the short term disability plan, who do not have sufficient permissive or donated leave to cover the waiting periods, will be considered in an authorized leave of absence without pay status in accordance with BOC-48.01

FMLA

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

FMLA is only for 12 weeks.

Leave Use and Accrual

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

Continuation of Health Insurance

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

Please contact your assigned payroll officer.

Reduction of Benefit

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

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

References and Related Comments

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



HEALTH AND WELLNESS

The Franklin County Board of Commissioners is committed to providing a safe and healthy work environment that promotes employee well-being and successful work performance. To foster these beneficial outcomes, the Board of Commissioners offers a variety of wellness programs for employees and their dependents.

Wellness is the act of practicing health habits on a daily basis to attain better health outcomes. The practice of wellness encourages employees to take positive control of lifestyle choices when they are available. Adopting an orientation toward wellness can contribute to each employee maximizing their personal and professional potential.

The Board of Commissioners supports health management programming for County employees and the efforts of the Joint Benefits Committee to select and recommend health plans that positively reinforce and promote healthy choices of employees and their dependents.

ThriveOn is the wellness program for employees. Information on current wellness programs and initiatives can be found on the Human Resources website.

Information can also be found posted on the health and wellness boards in your work location. For additional information please contact Benefits & Wellness at 614-525-5750.



EMPLOYEE ASSISTANCE PROGRAM (EAP or EMOTIONAL WELLBEING SOLUTIONS)

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

Statistically, each employee may face a significant problem that disrupts life at home or reduces work performance. The EAP assists with a number of these life challenges including:

- Aging issues and elder care
- Balancing work and family
- Behavioral health issues
- Childcare, daycare, and parenting
- Chronic illnesses
- Dependencies (alcohol, drug, gambling, etc.)
- Education and personal development
- Fitness and nutritional support
- Interpersonal skills
- Loss and grief
- Separation and divorce
- Stress and coping with change
- Family violence

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

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

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

Eligibility

See Policy Number BOC 30.01 Insurance Benefits for a definition of a benefits eligible employee and a list of all eligible dependents as well as effective dates of coverage.

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

Conditions of Use

EAP services are 100% confidential.

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

Formal or mandatory referrals may be made to the EAP.

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

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

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



DEFERRED COMPENSATION

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

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

Other deferred compensation plans offer retirement saving options with varying tax implications.

Franklin County has several voluntary deferred compensation plans that are available to employees. Information regarding available plans may be found on the Human Resources website.

Employees may elect to participate in a Section 457 deferred compensation plan and may choose one or more of the service providers for investment selection and fund administration. Both full-time and part-time employees may participate in these deferred compensation plans. Employees are encouraged to consult with their financial advisers regarding what deferred compensation plan(s) best meet their financial needs and goals.



ADOPTION ASSISTANCE REIMBURSEMENT

The Franklin County Board of Commissioners offers financial assistance to full-time employees seeking to become adoptive parents. Employees who choose parenthood through adoption are eligible to receive reimbursement of reasonable and necessary adoption-related expenses.

Employees enrolled in the Health Plan may access reimbursement of certain adoption-related expenses. For a detailed explanation of this health benefit, refer to the Human Resources website or contact the Benefits and Wellness department of Human Resources at 614-525-5750.

For employees not enrolled in the Health Plan or who are otherwise precluded from participating in the Health Plan adoption assistance program, employees may seek adoption reimbursement under this policy. An employee may NOT be reimbursed under this policy for expenses that are covered under any health insurance plan or for expenses already covered under another adoption reimbursement plan.

Under this policy, the benefit maximum is:

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

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

Adoption leave benefits are available through the Family and Medical Leave Act Policy and Paid Family Leave Policy. Additional supports with the adoption process may be obtained through the Employee Assistance Program.

Eligibility

- **You:**

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

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

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

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

Adoption Assistance Reimbursement

Board of County Commissioners
Policy Number: BOC-33.01

- **Child:**

must be under 18 years of age.
may be biologically related to either parent.

Reimbursable Expenses

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

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

Not all expenses are eligible. Specifically excluded are:

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

Applying for Reimbursement

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

Request for Adoption Expense Reimbursement form is available on the Human Resources website.

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

References and Related Comments

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

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

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



Section IV

Leave Benefits and Paid Time Off



VACATION LEAVE

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

If you have less than six months of service, you do not earn vacation leave. Upon completion of six month of service, you are entitled to 40 hours of vacation leave.

Submit requests for vacation leave to your immediate supervisor through the timekeeping system. Vacation requests require prior approval by management. The Franklin County Board of Commissioners encourages you to take vacations and encourages supervisors to promptly approve vacation requests when an absence will not seriously disrupt normal operations of the department.

Accrual

Less than 6 months of service	No Vacation	
6 months of service but less than 5 years	3.1 hours bi-weekly	80 hours /year (10 days)
5 years of service but less than 10 years	4.6 hours bi-weekly	120 hours/year (15 days)
10 years of service but less than 15 years	6.2 hours bi-weekly	160 hours/year (20 days)
15 years of service but less than 20 years	6.9 hours bi-weekly	180 hours/year (22.5 days)
20 years or more of service	7.7 hours bi-weekly	200 hours/year (25 days)

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

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

Vacation Leave

Board of County Commissioners Policy Number: BOC-40.01

Unused vacation leave continues to accumulate up to a maximum level. The maximum leave on your anniversary date is three (3) years credit at your current accrual rate. **The accumulated vacation leave balance may exceed this limit during the subsequent year. However, on your next anniversary date, the balance will be adjusted to no more than three (3) times your accrual rate.**

Your anniversary date is your date of hire or adjusted service date if you have prior service credit.

Upon your anniversary date, any balance over the maximum amount (three years' accrual) will be forfeited.

At the time of separation, you are entitled to compensation at your current rate of pay for the prorated portion of any earned but unused vacation leave for the current year to your credit at the time of separation, and in addition you shall be compensated for any unused vacation leave accrued to your credit for the three (3) years immediately preceding the last anniversary date of service.

References and Related Comments

See Ohio Revised Code 325.19(C)

Vacation is not available for use until it appears in your accrual balance in the human resources information system.

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

If you transfer to another county appointing authority and they have a policy to accept transfer of accrued vacation hours, you should submit your written request to your payroll officer. You can transfer as many accrued hours as permitted by the receiving authority. Accrued hours not accepted will be cashed out in accordance with this policy.

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



HOLIDAYS

Holidays are granted to provide paid time off from work in observance of significant persons and events.

The following holidays are regularly observed and paid if you are a full-time, non-bargaining Franklin County Board of Commissioners employee:

1. The first day of January (New Year's Day)
2. The third Monday in January (Martin Luther King Day)
3. The third Monday in February (Presidents' Day)
4. The last Monday in May (Memorial Day)
5. The nineteenth day of June (Juneteenth)
6. The fourth day of July (Independence Day)
7. The first Monday in September (Labor Day)
8. The eleventh day in November (Veteran's Day)
9. The fourth Thursday in November (Thanksgiving Day)
10. The day after Thanksgiving (Native American Heritage Day)
11. The twenty-fifth day of December (Christmas Day)
12. One floating holiday (personal day) that may be used for religious or other observance
13. Any holiday (not day of mourning) designated by Governor or President

Eligibility

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

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

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

The floating holiday must be requested in advance and must be taken in a single block of time.

Observance

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

Holidays

Board of County Commissioners
Policy Number: BOC-41.01

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

Overtime Pay for a Holiday

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



SICK LEAVE

Sick leave is paid leave that provides a safety net to continue your income during periods of your own or immediate family member's illness and recovery and to provide an opportunity for appropriate preventative care. If you are sick—and especially if you are contagious—please stay home and use your sick leave.

Full-time non-bargaining employees are credited with 4.6 hours of sick leave for each pay period in active pay status with the Franklin County Board of Commissioners (part-time non-bargaining employees are credited proportionately). If fewer than 80 hours are worked in a pay period, the hours of sick leave accrued are prorated. Hours worked over 80 per pay period are not computed for sick leave purposes. Unused sick leave continues to accumulate at that rate without limit and is paid at your rate of pay at the time the leave is taken. Sick leave is used in $\frac{1}{4}$ hour increments and is not included in overtime calculations.

Eligible Uses

Illness or injury of yourself or an immediate family member: You may be required to provide medical documentation of the need for your presence to care for an immediate family member.

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

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

Death of immediate family member: Sick leave may be used as an extension of bereavement leave upon request.

Exposure to a contagious disease that could jeopardize yourself or others.

Notification

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

Your agency will tell you who to contact; unless directed otherwise, contact your supervisor or designee.

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

Your agency will tell you when to make contact; unless directed otherwise, no later than one hour after your regular starting time.

Noncompliance

Failure to use sick leave for its intended purposes could result in no pay and/or discipline for misuse of sick leave.

Medical Documentation and Return to Work

Upon a return from an extended leave of five (5) days or more, you may need to present a Return to Work form to document that you are able to perform your job duties.

References and Related Comments

Sick leave is not available for use until it appears in your accrual balance in the human resources information system.

If, within the past ten years, you have any prior service with any political subdivision in the state of Ohio, you may receive unused sick leave balances. You must obtain prior service verification and provide it to Human Resources to have the balance credited to you.

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



WELLNESS INCENTIVE PROGRAM – SICK LEAVE CONVERSION

The Wellness Incentive Program allows full-time employees to convert a specific amount of accrued unused sick leave from the previous twelve-month period (“the wellness period”) to either a cash payment and/or to an equal number of personal leave hours. To participate in the program, the full-time employee must have been employed on the last day of the wellness period.

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

The number of sick leave hours that you use in a twelve-month wellness period determines the number of hours that you may be eligible to convert. Sick hours that you used as the result of a Workers’ Compensation claim will NOT be counted as hours used for the purposes of calculating eligibility for this program.

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

Sick Leave Conversion Table

<u>Hours used during the wellness period</u>	<u>Hours Converted to Dollars or Personal Leave</u>
Use 8 hours or fewer of sick leave	May convert up to 40 hours
Use between 8.25 hour and 16 hours of sick leave	May convert up to 32 hours
Use between 16.25 and 24 hours of sick leave	May convert up to 24 hours
Use between 24.25 and 32 hours of sick leave	May convert up to 16 hours
Use between 32.25 and 40 hours of sick leave	May convert up to 8 hours

Conversion may not take an employee to a sick leave balance of less than 8 hours and sick leave hours must be converted in whole-hour increments.

Wellness Period

The wellness period is established annually by the County Administrator.



SICK LEAVE CONVERSION UPON SEPARATION

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

This is a voluntary program. You do not have to convert any hours. If you do not wish to convert hours, and if later you become reemployed with the Franklin County Board of Commissioners (within 10 years) or with another public employer (if permitted by that employer), all of your sick leave balance can be transferred.

Conversion Table

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

You may convert to cash up to 25% (one-fourth) of your sick leave balance. If you convert to cash, the balance of your sick leave is zeroed out. **

After 18 years of service.*

You may convert to cash up to 50% (one-half) of your sick leave balance. If you convert to cash, the balance of your sick leave is zeroed out.**

(The maximum allowable conversion is 360 days or 2880 hours.)

References and Related Comments

You must submit a request in the human resources information system that you want to convert your sick leave to cash.

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

** The only time you can obtain cash for sick leave is at the time you separate from service.

Tax-Free Deferral Option

You may choose to defer converted sick leave dollars to a tax-deferred account at the time of separation. See Policy Number BOC: 32.01 Deferred Compensation.



PERSONAL LEAVE

Personal leave may be earned through the Wellness Incentive Program or through other programs established by the Franklin County Board of Commissioners.

Personal leave may be used in no smaller than quarter-hour increments. All requests for personal leave must be submitted electronically for approval or denial through the timekeeping system.

Personal leave has no cash value and may expire upon specified dates.

The Franklin County Board of Commissioners will provide non-bargaining employees hired on or after July 1, 2024 with twenty-four (24) hours of personal leave. This leave will be credited to newly hired employees upon completion of their first pay period after hire.



LEAVE DONATION

Franklin County Board of Commissioners employees who are eligible to accrue and use sick leave may participate in a leave donation program. Employees whose collective bargaining agreements contain leave donation programs must follow the terms of the leave donation program set forth in the collective bargaining agreement.

Unless specified otherwise in a collective bargaining agreement, bargaining unit employees may participate in leave donation with employees covered by other agreements and/or with non-bargaining employees. If the leave donation is between a non-bargaining employee and a bargaining unit employee, the provisions of the recipient's program will apply.

The leave donation program allows employees to voluntarily provide assistance to coworkers who are in critical need of leave due to a serious illness or injury of that employee or an employee's immediate family member.

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

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

Application

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

- Unauthorized absences in the twelve months prior to the request (See Policy Number: BOC-48.02 Unauthorized Absence);
- No available accrued leave;
- Been approved to receive other state/county paid wage related benefits; and
- Applied for any paid leave, Workers' Compensation, or benefits program for which you are eligible.

Leave Donation

Board of County Commissioners Policy Number: BOC-44.01

Provide supporting medical or other documentation to Human Resources.

A serious illness or injury is one that meets the requirements of a "serious health condition" for the purposes of the Family and Medical Leave Act (See Policy Number: BOC-46.01)

Short- term acute conditions are not considered for leave donation.

Leave donation may also be approved for use in connection with bereavement leave. (See Policy Number: BOC-47.01)

Donor Eligibility

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

Complete Donor Application form specifying the recipient.

Donate leave voluntarily.

Donated leave will not be returned

Follow guidelines for donation amount and maintained leave balance.

Donors must:

- Donate a minimum of eight (8) hours;
- Retain a sick leave balance of at least eighty (80) hours during all cycles of the donation process. Otherwise, specify other types of paid leave to be donated (i.e., vacation, compensatory, personal, administrative); and
- Donate an amount of leave that does not exceed the amount of leave donation approved and/or the amount of donated leave actually needed.

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

References and Related Comments

An employee must return to work as soon as the medical or other condition necessitating the use of donated leave permits.

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

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



OVERTIME, COMPENSATORY TIME, AND ADMINISTRATIVE LEAVE

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

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

Non-Exempt Employees (overtime eligible)

Are paid overtime for hours actually worked in excess of forty (40) hours per workweek unless otherwise stated in these policies.

Paid holidays are the only paid time off that counts toward the hours accumulated for overtime calculations.

Require prior approval by the agency director or designee to work more than forty (40) hours per workweek unless circumstances prevent obtaining prior approval.

Unapproved overtime will be paid; however, you may be disciplined for working overtime without approval.

May elect compensatory time in lieu of overtime.

1 ½ hours of compensatory time is given for every hour worked in excess of forty (40) hours per workweek.

Will be paid for any compensatory time balance when they leave employment with the Franklin County Board of Commissioners.

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

Exempt Employees (overtime ineligible)

Receive 1 hour of administrative leave for each hour worked over eighty (80) hours in a pay period.

May accumulate and use up to 100 hours per calendar year.

May take administrative leave.

Administrative leave may only be taken with approval from your supervisor (as evidenced by an approved Time Off Request).

Can carry forward unused, accumulated administrative leave to the next calendar year

Any balance carried forward reduces the amount you can accumulate in the current calendar year to achieve your 100-hour maximum.

Generally, will not be paid for hours which are not utilized.

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

May convert twenty-four (24) hours of accumulated administrative leave to a cash payment annually on a pay designated by the County Administrator.

No partial conversions to a cash payment will be made at the time of annual payments.

Will start at a balance of zero (0) if reemployed with the Franklin County Board of Commissioners after having separated with an unused balance of administrative leave.

May take their administrative leave balance with them to another exempt position in a Board of Commissioners agency.

References and Related Comments

Compensatory time or administrative time is not available for use until it appears in your accrual balance in the human resources information system.



FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

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

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

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

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

Ohio Military Family Leave (OMFLA)

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

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

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

Definitions

Eligible employee: An employee employed by the Franklin County Board of Commissioners:

- For at least twelve (12) months **AND**
- Worked for at least 1,250 hours during the twelve (12) month period immediately before the start of the leave.

Family and Medical Leave

Board of County Commissioners Policy Number: BOC-46.01

Serious health condition: An illness, injury, impairment, or physical or mental condition that involves:

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

Qualifying family member: An employee's spouse, domestic partner, child, spouse or domestic partner's child, or parent.

Notification Requirements

You:

Submit a Time Off Request.

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

In most cases, you must also submit a completed FMLA Medical Certification form to Human Resources.

The FMLA Medical Certification form must be completed by a health care provider. The FMLA Medical Certification form is located on the Human Resources' website and in the human resources information system.

If a FMLA Medical Certification form is incomplete, Human Resources will request that you have the form fully completed and provide a deadline for its completion.

A medical provider representing the Board of Commissioners may, with your permission, contact your health care provider to obtain clarification and authentication of the medical documentation.

County:

Will determine your eligibility and provide a Notice of Eligibility & Rights and Responsibilities.

You will be notified in writing of the status of your request for FMLA.

Will notify you in writing about how much of your requested leave, if any, will be FMLA-protected leave.

May designate leave taken as FMLA leave while leave is ongoing before you return to work. In this instance, you will be provided a Notice of Eligibility & Rights and Responsibilities.

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

OMFLA Notification Requirements

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

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

Substituting Your Paid Leave for Unpaid FMLA

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

For leaves involving the “serious health condition” of an employee or a qualifying family member, the Board of Commissioners requires you to use your accrued leave in accordance with the Board of Commissioners’ Timekeeping Policy.

Use of accrued leave outside of the order set forth in the Board of Commissioners’ Timekeeping Policy may be permitted upon written approval of the agency director and Director of Human Resources.

For leaves involving the “family” part of FMLA, the Board of Commissioners requires you to use your accrued leave in accordance with the Board of Commissioners’ Timekeeping Policy

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

Birth parents who take twelve (12) weeks of FMLA generally have only six (6) or eight (8) weeks count as a serious health condition during which time they must use sick leave accruals before using other accrued leave in accordance with the Board of Commissioners’ Timekeeping Policy.

Interaction with Other Leave Programs

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

Counting Other Leaves as FMLA

Paid Family Leave counts.

Workers' Compensation leave may count.

Returning to Work

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

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

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

If there are restrictions on what you may do at work, you must submit documentation of this to your supervisor and/or Human Resources.

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

Benefits of Designating Leave as FMLA

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

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

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

1. Met FMLA's notice and certification requirements, and
2. Not used up your leave entitlement for the year.

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

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

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

Violations and Enforcement

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- Discharge or discriminate against any person for opposing any practice

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for an alleged violation of the Family and Medical Leave Act. Call 1-866-487-9243 or visit [dol.gov/fmla](https://www.dol.gov/fmla) to learn more.

made unlawful by the FMLA or for involvement in any proceeding under or related to the FMLA; or

- Require the employee to share a medical diagnosis, provided enough information is submitted to determine whether the leave qualifies for FMLA protection.

References and Related Comments

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

Check with the Ohio Public Employees Retirement System (OPERS) about impact on service for retirement.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For more information regarding FMLA, see the Department of Labor's Family and Medical Leave Act (FMLA) Poster displayed at your agency and maintained in the Human Resources Information System.



NURSING EMPLOYEE PROGRAM

The Franklin County Board of Commissioners embraces the federal Fair Labor Standards Act (FLSA) and the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), which require that nursing employees be allowed to take reasonable unpaid breaks to express milk in an acceptable lactation area for up to a year after a child’s birth. Breastfeeding has been shown to:

- Reduce risk of health issues for birthing parents and children;
- Lower health care costs; and
- Reduce stress related to returning to work.

Reasonable Break Time

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

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

Exempt employees are not required to use leave time to cover breaks to express milk.

Supervisors and nursing employees should strive to be flexible to create a schedule to meet both the employee’s needs and agency demands.

Eligibility

Nursing employees are requested to submit notice(s) to their supervisors stating:

Nursing employees are eligible for this benefit for up to one year after a child’s birth.

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

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

Acceptable Lactation Area

Lactation area must be free from intrusion, shielded from view, available each time it is needed by an employee, securely lockable from the inside, and equipped with an electrical outlet. The area must also be within proximity to a sink. Access to a refrigerator is also recommended.

The area cannot be a bathroom or closet, even if it is private.

Where access to a refrigerator is not feasible or where a nursing employee prefers not to use a refrigerator, the employee may use an insulated or other portable cooler.

Nursing Employee Program

Board of County Commissioners Policy Number: BOC-46.02

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

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

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

References and Related Comments

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

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



MEDICAL DOCUMENTATION

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

The Board of Commissioners recognizes the confidentiality surrounding medical information, so medical documentation should be transmitted directly to Human Resources.

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

Situations that could require medical documentation include:

- Extensive or frequent use of sick leave
- Request for FMLA
- Request for donated leave
- Request for a leave of absence
- Request for an accommodation under the ADA

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

When There Is a Question

Any incomplete medical documentation raises questions.

If incomplete, Human Resources will request that you have the information completed and provide a deadline date.

A medical provider representing the Board of Commissioners may, with your permission, contact your provider to obtain clarification and authentication of the medical information.

Medical Documentation

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

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

Fitness for Duty

You may be required to submit documentation that you are able to return to work or complete certain job duties. Absences of five (5) or more days generally require this documentation.

Board of County Commissioners Policy Number: BOC-46.03

While you are required to attend this examination, all expenses are paid by the agency and the time to complete the examination is considered time worked.

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

This is also paid for by the agency and considered time worked.

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

If there are restrictions on what you may do at work, you should submit this documentation to your supervisor or Human Resources.

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

PAID FAMILY LEAVE

The Franklin County Board of Commissioners strives to recruit and retain highly qualified employees. They offer a variety of paid leave options and benefits in order to make the Franklin County Board of Commissioners a preferred employer.

The Board of Commissioners recognizes the importance of supporting employees as they balance career and family requirements and offer paid family leave to help address this concern.

Paid family leave allows an employee time to provide parental care immediately following the birth or adoption of a minor child.

Paid family leave allows an employee time to care for a qualifying family member who has a serious medical condition.

Eligibility

You must be a full-time employee and have completed one year of employment.

You must have an active FMLA on file for the qualifying event.

Qualifying Events

Birth of Child: Employee must be the birthing parent or someone legally responsible for the child. Includes biological parent, spouse, adoptive parent, domestic partner, or legal guardian of the child.

Adoption: Employee must be the adoptive parent who, via a legal process, has taken a child into their household.

Caregiver Leave: Employee's qualifying family member has a serious health condition as defined in Policy Number: BOC-46.01, Family and Medical Leave Act (FMLA).

Qualifying family members are an employee's spouse, domestic partner, child, spouse or domestic partner's child, or parent.

Paid Family Leave

Benefit

Birth or Adoption

Ten (10) weeks (400 hours per year) paid at 100% for birthing parent, biological parent, spouse, adoptive parent, domestic partner, or legal guardian in the birth or adoption of a child.

Begins on the date of the birth or the date medically determined to be unable to work. For adoption, leave begins the day custody is taken.

Can be used for medical recovery of birthing parent in cases of stillbirth.*

Caregiver

Ten (10) weeks (400 hours per year) paid at 100% for care of a qualifying family member with a serious health condition.

General provisions

May be used in one continuous block of time or other scheduled intervals as indicated on the FMLA designation.

Childbirth, Adoption and Caregiver Leave may be used as indicated on the FMLA designation.

Can use up to ten (10) weeks of paid family leave per calendar year.

Paid family leave may be used over multiple timeframes and for multiple qualifying leave events in a calendar year but cannot exceed a total of ten (10) weeks.

Can use paid family leave one time per qualifying event.

Paid family leave can be used for no more than ten (10) weeks per event. For example, the birth or adoption of a child that arrives in December is eligible for ten (10) weeks of leave even though it may span across two calendar years.

Vacation accrues as normal.

A paid holiday does not count as a paid family leave day.

Paid family leave will run concurrently with FMLA.

Application must be made directly to Human Resources prior to the leave when possible but not later than 30 days from the start of the event. Forms are available in the human resources information system and on the Human Resources website.

Paid Family Leave

Paid family leave hours are not eligible for cash payout, do not carry over year to year, and hours are not eligible for leave donation.

References and Related Comments

** Stillbirth is the loss of a fetus during or following the 20th week of pregnancy.*

Non-bargaining employees who are on approved paid family leave on the effective date of this policy may have their paid family leave extended to ten (10) weeks provided all other eligibility criteria are met.

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



BEREAVEMENT LEAVE

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

In requesting bereavement leave, employees shall provide the name of the deceased, their relationship to the deceased, and the date of death.

Employees may supplement their bereavement leave with other accrued leave upon request.

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

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

Three days of approved paid bereavement leave will be counted as hours worked for the purpose of calculating overtime.



MILITARY LEAVE

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

The Franklin County Board of Commissioners provides employees called to active duty for one year or more a yearly cash payment of \$500.00 for each dependent child in each calendar year of active duty. Contact your Human Resources Officer to apply for this benefit.

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

Request Leave

Submit a Time Off Request first to your agency who will forward it to Human Resources.

Provide copy of your military orders.

Include on your Request any eligible paid leaves you wish to use after the twenty-two (22) days of paid military leave is exhausted.

Active Duty Status

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

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

Applies to both state and federal active duty.

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

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

Military Leave

Board of County Commissioners Policy Number: BOC-47.02

- Activate pay differential process when gross military pay and allowances is less than you would have received had you remained on the Board of Commissioners' payroll – **only for federal active duty**

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

Return from Active Duty Status

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

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

References and Related Comments

See BOC Resolution 748-07 Active Duty Employees Benefit.



AUTHORIZED LEAVE OF ABSENCE

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

An authorized leave of absence approves an employee to be off without pay for an extended period. An employee generally must exhaust all accrued leave prior to being approved for an authorized leave of absence unless the employee is granted an authorized leave of absence covered by either the short term or long term disability plan.

An authorized leave of absence requires prior approval which is granted at the sole discretion of the Board of Commissioners. Your agency director or designee may recommend approval to the Board of Commissioners for personal, medical, military, or other reasons subject to final approval by the Board of Commissioners.

For a leave of absence without pay of two weeks or less, approval is delegated to your agency's director.

For a leave of absence of more than two weeks, approval must be authorized by the Board of Commissioners.

Request Leave of Absence

You may request a leave of absence in the human resources information system. An extension of an approved leave of absence must be requested prior to the expiration of the leave.

Give the form to your director or designee:

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

Approval Considerations

Criteria for considering requests for a leave of absence include the reason, the duration, and the needs of the department and impact on operations.

If the leave of absence is for medical reasons, you must furnish medical documentation. This documentation should be provided directly to Human Resources, not your agency.

Authorized Leave of Absence

Board of County Commissioners Policy Number: BOC-48.01

Duration

An authorized leave of absence typically will be granted for twelve (12) weeks or less.

Leave may be extended beyond twelve (12) weeks.

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

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

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

See Policy Number: BOC-91.02 Disability Separation and Reinstatement

An authorized leave of absence for medical purposes typically does not exceed six (6) months. Generally, you need to provide medical documentation documenting a date when you will be able to return to work within the six (6) months.

Health Care Insurance

If you are enrolled in the County's health care insurance benefit program, you may continue health care coverage while on an authorized leave of absence.

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

Return to Work

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

If the leave of absence was for a medical reason, you must provide documentation that you are able to return to work.

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

See Policy Number: BOC-48.02 Unauthorized Absence

References and Related Comments

An authorized leave of absence may impact service credit with the Ohio Public Employees Retirement System (OPERS). Check with OPERS about impact on service for retirement.



UNAUTHORIZED ABSENCE

There are several circumstances in which you might be in an unauthorized absence status:

- You are absent from work and do not have any leave balances to use for paid leave.
- You use paid leave accruals for unauthorized purposes (such as calling off sick when you are not sick).
- Your time away from work is not covered by designated unpaid leaves (FMLA, authorized leave of absence, military leave, etc.). This may be due to ineligibility, to circumstances that are not covered by designated leaves, or to an abuse of leave (such as not being used for the purpose for which it was given).
- You do not obtain an authorized leave of absence or use it inappropriately.
- You fail to return on time from an approved leave.

You may be disciplined for an unauthorized absence. The best way to avoid an unauthorized absence is to communicate with your supervisor, director, and Human Resources, both when you believe you require a period of absence and, especially, during extended leaves. Timely and candid communication is critical to ensure that all forms have been properly completed and turned in and that misconceptions or miscommunications are avoided.



JURY DUTY LEAVE

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

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

Approved jury duty leave will be counted as hours worked for the purpose of calculating overtime.

Request for Leave

Request leave as soon as possible.

Submit a Time Off Request and attach a copy of the summons or other documentation.



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

Court leave/State Personnel Board of Review (SPBR) leave with full pay will be granted to any employee who is:

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

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

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

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

Request for Leave

Request leave as soon as possible.

Submit a Time Off Request and attach a copy of the summons, subpoena, or other documentation.

References and Related Comments

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



ELECTION WORKER LEAVE

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

Obtaining Leave

Request in advance authorization for paid leave.

Submit a Time Off Request.

After your request for leave is approved, you may contact the Franklin County Board of Elections to register as a precinct election official.

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

Duration of Leave

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

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

Compensation

You receive leave with pay. These eight (8) paid hours are considered as hours worked for the purpose of computing overtime. Additional hours spent working an election or at an election-related training do not count as hours worked for any purpose.

You also receive the regular compensation awarded to precinct election officials in addition to your leave with pay.

You may be required to submit verification of your election day service.

Training

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

If this is not possible, you must obtain prior approval to use accrued leave.

Leave without pay will NOT be authorized for you to attend Precinct Election Official training courses.

References and Related Comments

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

Employees will not receive Election Worker Leave for service with a county board of elections outside of Franklin County. Employees may request to use accrued leave to serve with another county board of elections.



VOLUNTEER INITIATIVE PLAN (VIP)

The Franklin County Board of Commissioners Volunteer Initiative Plan (VIP) is offered to support volunteer activities that enhance and serve the communities in which we live and work. The intention of this program is to create community engagement opportunities for Board of Commissioners employees that are meaningful, purposeful and helpful to those in need. At the same time, the Board of Commissioners recognizes that participating in these activities will also enrich and inspire the lives of our employees.

Eligibility

Employees must be a non-bargaining unit employee and have completed their probationary period.

Bargaining unit agreements may allow for participation in the program – please refer to the contract.

Employees must not have current discipline or be on a performance improvement plan.

No current discipline means no verbal and written reprimands within the last 6 months and no suspensions within the last year.

Employee must have approval from their supervisor to ensure that operational needs are being met.

Supervisors should make every attempt to accommodate requests for participation, but the number of individuals released may be limited to cover operational needs.

Payment of overtime is not permissible as a result of participation in the program.

How the Program Works

Human Resources will work with identified community partners and organizations to identify volunteer opportunities.

Only opportunities specifically identified as VIP events are eligible for program participation.

Employees will be made aware of VIP events through various communications.

Applications for participation will be available through Human Resources and will be approved on a first come, first served basis.

How Much VIP Leave Can I Use

Eligible employees will be afforded up to 16 hours of VIP leave per calendar year.

Each VIP event will be assigned a number of work hours that will be credited. The total of all VIP time used per calendar year cannot exceed 16 hours.

Hours not used in a calendar year do not carry over from one year to the next and have no cash value.

Please note, depending on plan participation and the number of VIP events that can be reasonably arranged, actual participation levels may be less than 16 hours per employee.

Other Details

Employees are responsible for their own transportation and will not be reimbursed for travel expenses or travel time.

Employees will not be excused from work for hours not allotted to the VIP event.

Failure to show up for a VIP opportunity may exclude an employee from further participation.

Any failure of good behavior may exclude an employee from further participation in the program and may be cause for disciplinary action.

Human Resources will determine other program specifics as necessary.

Certain VIP events may require employees to meet certain requirements, sign waivers, provide information, etc. Employees will be made aware of all requirements prior to an event.

Travel expenses are not covered. The time it takes to travel to and from an event does not count as eligible VIP leave.

For example, if a VIP event is scheduled for 4 hours, only 4 hours of VIP leave will be permitted.

Attendance will be taken at each VIP opportunity. Volunteers are expected to be available for the entire VIP event.

Employees are representing the Franklin County Board of Commissioners while participating in VIP events.

For example: Events serving food may require the wearing of latex gloves; events involving outdoor work may require an employee to be able to lift a certain amount of weight; or some organizations may be required to maintain data about their volunteers or may require volunteers to sign a waiver, etc.

Questions

Questions regarding participation in the VIP should be referred to your supervisor or to Human Resources.

References and Related Comments

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



Section V

Employee Development



ORIENTATION

Human Resources will conduct orientation for new employees. Each new employee will be provided with their job description and a brief structure of the Board of Commissioners and their agency. Human Resources staff will review and explain the employee handbook, employment rules and policies. They will go over any required paperwork and provide an overview of payroll processes. They will provide information regarding holidays, benefits, tuition reimbursement, required training curriculum for core classes, training opportunities, basics of all insurance options and plans, and other information designed to promote general successful job performance.

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



TRAINING

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

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

The Board of Commissioners offers a wide variety of courses both in person and online. Training through other partners is also offered.

Agencies must accommodate sufficient release time for employees to attend mandated trainings. Completion of elective trainings should also be encouraged. Consult your supervisor about enrolling in other training opportunities.

Required Core Trainings:

Are courses set by Human Resources and required to be completed by all employees during their first year of employment. Required core classes may include topics such as Customer Service, Ethics, Safety, Sexual Harassment Awareness, and Diversity, Equity, and Inclusion Training.

Additional required core trainings may be required throughout your employment and timeframes for completion of those additional classes will be specified.

Other Required Trainings:

Depending on your position, other trainings may be required to be completed within specified timeframes.

Failure to timely complete any required trainings may result in use of corrective action measures, including performance improvement plans, corrective coaching, and/or progressive discipline.

Elective Trainings:

A sampling of other elective trainings offered include:

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

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

A training calendar is released on a regular basis through the U Matter learning management system.



TUITION REIMBURSEMENT

Employees are encouraged to further their education to improve their employee skills. Based upon availability of funds, the Franklin County Board of Commissioners may approve reimbursement of instructional fees up to the amount established by the IRS as tax-free per calendar year for approved courses successfully completed (grade “C” or better or “Pass” for a Pass/Fail course) during that calendar year. Employees are eligible for up to \$30,000 total tuition reimbursement during their employment with the Board of Commissioners.

Human Resources facilitates and advises all parties of the application, approval, notification, and reimbursement processes. Forms (application and payment request) for the program are available in the human resources information system.

Who Is Eligible?

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

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

What Courses Can Be Taken?

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

Final determination will be made by Human Resources.

Seminars, conferences, and workshops are not included under Tuition Reimbursement. Contact your agency about whether these may be covered as part of agency-provided training.

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

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

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

The school must be authorized by the Ohio Board of Regents or accredited by the North Central Association of Colleges and Schools or any other accrediting body authorized by the County Administrator.

Tuition Reimbursement

Board of County Commissioners Policy Number: BOC-52.01

When May Course Work Be Taken?

Courses may not be taken during scheduled working hours.

Any situation requiring your presence on the job takes precedence over times scheduled for courses.

Application and Approval Procedure

Complete and submit the application in the human resources information system, preferably before classes start, but definitely within the term of the course.

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

Changes or disenrollment in classes should be reported promptly to Human Resources.

Acknowledgement of the disposition of the application will be sent to you.

Reimbursement Procedure

Within four (4) weeks of the release of your grades, submit to Human Resources in the human resources information system:

- A completed Employee Expense Report form;
- A paid fee card or statement of account; and
- Documentation of “C” or better, or “Pass” on a pass/fail course.

Human Resources will authorize your request and finalize the reimbursement processing.

There is **no** reimbursement:

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

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

Loans for tuition that you must repay will NOT be deducted from your reimbursement; the deduction is only for funds that do not need to be repaid such as grants and scholarships.

Repayment Requirements

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

Unless an alternate payment plan has been approved, any compensation/pay received by the employee will be applied to any reimbursement owed.

This provision does not apply to individuals who accept employment with another Franklin County government entity.

References and Related Comments

Tuition reimbursement payments of more than the amount established by the IRS as tax-free in a single calendar year may be subject to taxation in accordance with federal and state law.

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



CLASSIFICATION CHANGES

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

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

Definitions

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

Promotional pay increases are a minimum of 5%.

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

The pay would not change.

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

Generally, a demotion results in at least a 4% decrease in pay.

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

The pay would not change.

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

The employee’s pay would only change if the new classification is in a higher pay grade. Then they would receive either a 5% increase or to the minimum of the pay range, whichever is greater.

Promotions

If you have not completed your probationary period, you are generally not eligible to apply for promotional opportunities.

See Policy Number: BOC-20.03 Probationary Periods for more details.

Transfers

There are two types of transfers:

- Transfer within an agency; and
- Transfer between Board of Commissioners agencies.

Transfers may take place when the transfer serves the mutual interest of Board of Commissioners agencies and the transfer applicant.

Transfer within an agency:

- To increase effectiveness and efficiency of agency operations; or
- When employee wishes consideration for a vacancy in the same classification.

Same agency
Same classification
Same pay
No new probationary period

Classification Changes

Board of County Commissioners Policy Number: BOC-53.01

Transfer between Board of Commissioners agencies.

Different Board of Commissioners agency
New probationary period

Pay Equity

Pay rate considerations due to pay equity/parity issues may override all other policies.

References and Related Comments

Bargaining unit employees may have different policies and procedures for classification changes. Follow the provisions of any applicable collective bargaining agreement.



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Board of County Commissioners
EMPLOYEE HANDBOOK

Section VI

Standards of Conduct



HOURS OF WORK

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

It is crucial that you understand and abide by your given work schedule. Full-time employees normally work forty (40) hours per week. Part-time employees may be assigned up to twenty-nine (29) hours per week. Employees are expected to be present and productive during their assigned work hours. Failure to be present or to be productive during assigned work hours can negatively impact other employees and harm the operations of your agency.

The Board of Commissioners also wants you to work only your assigned schedule (and, occasionally, overtime hours approved by your supervisor in advance of that work). You need time away from work both before and after your workday and during your lunch break. You are not expected to work during your lunch break and are encouraged to step away from your work site to recharge.



FLEXIBLE WORK SCHEDULES

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

Supervisors and employees are free to explore flexible, alternative, or compressed work schedules as long as such arrangements do not adversely impact operations by reducing coverage, service delivery, productivity, or performance quality. Agency and department directors are authorized to approve flexible, alternative, or compressed work schedules and alternative work arrangements on a case-by-case basis when such alternatives are recommended by both the supervisor and employee directly involved.

Flexible and alternative work schedules and arrangements can include:

- **Flex-time** – varied starting and ending times on the normal eight-hour day.
- **Alternative work schedules** – fixed variations on starting and ending times on the normal eight-hour day.
- **Compressed workweeks** – completing the standard 40-hour workweek in fewer days per week.
- **Reduced hours** – part-time work or job sharing.

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

The flexible and alternative schedules and work arrangements authorized by this policy generally are not available to an employee in a probationary period (either initial or promotional), with an active disciplinary action in their record, or whose work performance does not meet their supervisor's expectations. However, use of flexible or alternative work arrangements may be considered with approval of the agency director and Human Resources to address unique or unusual circumstances.

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



Telework

The Franklin County Board of Commissioners supports telework as a model for employees. In instances where an employee's job can be performed in a telework status, telework can improve an employee's work/life balance and increase employee productivity. There may also be cost savings associated with telework for both the agency and the employee. However, there is also value to in-person interactions and in many cases a need for being in-person to best serve the public.

The purpose of this policy is to establish standards and guidelines for teleworking arrangements where an employee is directed or permitted to work from a designated alternative work location. The standards and guidelines contained in this policy should be used by agencies in drafting agency specific teleworking policies.

Policy

Teleworking is a management option that may be used by agencies with the approval of the agency director and County Administration. An agency that is considering teleworking shall ensure that its use does not interfere with the agency's maintenance of operations and services to internal and external customers. Agencies should ensure appropriate coverage of in-office functions, including in-person service delivery functions. To implement telework, an agency shall comply with this telework policy and create an agency-specific teleworking policy of their own and have the policy approved by Human Resources and County Administration. Changes to this policy or agency-specific teleworking policies generally will be made with thirty (30) days' notice unless an emergency would prevent such notice.

Teleworking is a management option and not an employee right that an employee can expect or demand. Not every position is suited for teleworking, nor is every employee. The **Employer** may choose to limit teleworking to employees in certain classifications, certain positions, or certain circumstances. The Employer may terminate the use of teleworking at any time. Generally, an employee should be teleworking for no more than 40% of their assigned schedule. Agency senior leadership generally should be teleworking for no more than 20% of their assigned schedule. Human Resources will periodically review schedules to ensure compliance with these guidelines.

Authorized Teleworking Arrangements:

Agencies must determine under what circumstances teleworking may be authorized. For example, teleworking may be authorized for specific classifications that can perform their essential job functions in a teleworking environment while continuing to produce a business benefit to the agency, or it may be limited to a situational, case-by-case basis. Agencies shall define the authorization process, including how to document the arrangement.

Individual telework agreements should be completed before teleworking begin whenever practicable. The telework agreements must be reviewed no less than every six months.

Teleworking Arrangements based on Job Functions

Certain positions have essential functions that can be fulfilled in a teleworking environment, while maintaining both the operations of the agency and service to internal and external customers. If the agency uses this option, the agency shall identify which positions are eligible in the agency policy. These types of arrangements can vary depending on the operational needs but should ensure that an employee is teleworking for no more than 40% of their assigned schedule.

Agencies shall establish a process for how employees participate.

Situational / Unscheduled Teleworking Arrangements

Teleworking may be used on a case-by-case basis due to the operational needs of the agency, as part of an agency's business continuity plan, or any other reason that would benefit the agency to have an employee perform their assigned job responsibilities at an alternative work location.

For example, teleworking may be an option for an employee who is absent from the workplace but can still perform their job functions from an alternative location (i.e., during inclement weather or public health emergency). In this instance, employees may need to transition to telework outside of the agency's normal procedure at the agency's direction.

Eligibility

Agencies may choose to limit teleworking to employees in certain classifications, certain positions, or certain circumstances. Even if teleworking is available for a classification or position, not every employee in that classification or position may be eligible to telework.

Generally **probationary employees are not eligible for teleworking arrangements**. Any request for a probationary employee to telework must be approved by Human Resources and County Administration.

In determining eligibility criteria for teleworking, considerations may include job functions, cost effectiveness, scheduling, and the ability to monitor/measure the employee performance.

For example, the agency may consider the employee's most recent performance evaluation, history of poor information security practices (e.g., an employee who repeatedly responds to phishing attempts) or low productivity, or an employee's active disciplinary record. Standards must be applied consistently and in a non-discriminatory manner.

For job functions that regularly access or input **sensitive data or personally identifiable information**, agencies shall consider ways to minimize any information security risks before determining that telework is not an option.

Roles and Responsibilities:

The Teleworker

The teleworker is responsible for performance of all regular job duties, unless modified by the supervisor or in the

The teleworker is responsible for communicating to the supervisor any circumstances that prevent the teleworker from being available via their normal communication method (power outage/internet outage). Employees will be required to take permissive leave or

Telework

telework agreement. The teleworker is responsible for regular communication with the supervisor in the manner/method established by the supervisor and teleworker. The teleworker must use their normal timekeeping system to account for time they log in to work, take lunch or breaks, and log off at the close of a business day.

Role of the Supervisor

The supervisor continues to be responsible for day-to-day work direction and performance monitoring of the teleworker. Although the methods of observation may change in a virtual environment, the obligations of the supervisor to communicate expectations and provide performance feedback are the same as if the employees were in a traditional office setting.

The supervisor is responsible for communicating with agency human resources representatives if there are any circumstances impacting the telework arrangement (e.g., declining performance, consistent connectivity issues, or concerns with employee responsiveness).

Role of Human Resources

Human Resources approves the telework agreement and is available to discuss various issues and concerns regarding individual situations.

Human Resources shall also ensure that teleworkers have access to information regarding setting up an ergonomic workstation.

Employment Information:

Agencies shall also address certain employment information within the agency policy to ensure that both the teleworker and the agency understand how teleworking impacts other areas of employment. The following is a non-exhaustive list of considerations:

Board of County Commissioners Policy Number: BOC-60.03

report to work if they have difficulty performing duties remotely.

At agency direction, employees with the privilege to telework may be expected to telework in the event of a loss of power or internet at the agency's physical location.

At the start of the telework arrangement, the supervisor and the teleworker must establish a method of communication while the employee is teleworking. Teleworkers must be available for contact by the Agency at their teleworking location during their approved work schedule.

The supervisor shall also be responsible for establishing a regular work schedule with the teleworker and communicating to the teleworker any expectations to report to a location other than the alternative work location.

Human Resources can assist management in ensuring that managers and supervisors are aware of expectations and have the necessary tools to monitor employee performance while teleworking.

Conditions of Employment

Teleworking does not affect employees' basic terms and conditions of employment with the Franklin County Board of Commissioners. Employees are still obligated to comply with all policies and procedures. Teleworkers must understand that violation of such may result in removal from teleworking and/or disciplinary action, up to and including termination pursuant to work rules, any applicable collective bargaining agreements, and/or applicable law.

While in a telework status, the employee must work exclusively for the employer.

Pay and Benefits

A teleworker's rate of pay, retirement benefits, and employer sponsored insurance coverage are not affected by the teleworking arrangement.

Leave

Any request for leave while participating in a teleworking arrangement shall be made in accordance with the applicable agency policy and procedure for requesting and obtaining approval to use leave.

In the event of an illness, a teleworker must comply with agency call off policies and procedures.

Overtime

A teleworker earns overtime or compensatory time in accordance with agency policy or applicable collective bargaining agreement while participating in a teleworking arrangement.

Agencies shall continue to require pre-approval when applicable.

Work Location/Temporary Reassignment

The teleworker will perform their job duties at a designated alternative work location, which should be within a reasonable commuting distance from the physical location of the employee's agency. However, the agency shall maintain the right to require the employee to change their schedule or work location based on operational need if the employee's presence is required in the office or at another location (e.g., a training site). The physical location of the employee's agency will remain the primary and official work location.

The agency shall try to provide reasonable notice to the employee in the event of a schedule change.

With specific advance permission, an employee may work from a more remote destination for a short period, if consistent with the agency's policy.

Travel Time

Generally, employees do not receive mileage reimbursement from the alternative work location to the location where the employee would be working if the employee was not teleworking. This is considered the employee's regular commute.

Other travel time expectations should be clearly established between the teleworker and the supervisor, with guidance from Human Resources to ensure consistency.

Alternative Work Location

For other than situational teleworking arrangements, the agency must work with the teleworker to identify the alternative work location and indicate the space where the work will be performed and where equipment can be installed for conducting agency business, if necessary. Generally, teleworking locations should be reasonably quiet, free of distractions or any noises inconsistent with an office environment and provide for privacy to prevent the inadvertent disclosure of sensitive information if applicable. The agency shall retain the right to inspect and approve the alternative work location before the teleworking can begin.

While participating in a teleworking arrangement, the agency shall retain the right to conduct onsite visits to the alternative work location.

Other Considerations:

Equipment and Supplies

The employer shall provide and/or approve the equipment, supplies and software that are necessary for the teleworker to conduct agency business while at the alternative work location. Agencies shall consider information security and privacy risks when providing and/or approving equipment.

If an employee intends to work a hybrid teleworking schedule in a single work day (i.e. telework a portion of the day and work from their assigned work location for the other portion of the day), travel time between the employee's alternative work location and their assigned work location is not compensable.

Employees who leave their alternative work location during their work hours for non-work-related reasons should ensure they follow timekeeping procedures to clock out.

For employees who primarily telework during regularly scheduled work hours, it is a best practice for agencies to document the location of the alternative work location and establish a process and notice requirements for the teleworker if they wish to change the designation of this location.

Teleworkers not designated to work in a County building shall be responsible for ensuring that their teleworking location meets all applicable building and zoning codes and that no hazardous materials are present in the alternative work location. Any fines or fees that are incurred by the teleworker while participating in a teleworking arrangement will not be the responsibility of the employer. Prior to the start of a telework arrangement, the teleworker may be required to complete a self-certification safety checklist and/or provide a photograph of their workspace.

Visits shall only be made during the teleworker's scheduled work hours, but the agency does not have to give the teleworker advance notice of the visit. Failure on the part of the teleworker to permit an on-site visit may be cause for termination of the teleworking arrangement. If the alternative work location is the employee's residence, the visit shall be conducted by two employer representatives.

Employer owned equipment should be handled with care. Damage determined to be caused by employee negligence could result in repayment by the employee. Please see BOC-64.01.

Telework

General office supplies shall be provided by the agency.

Teleworkers are responsible for ensuring that the alternative work location has adequate internet capabilities to perform agency business. The teleworker is responsible for all associated costs.

Teleworkers are responsible for providing their own office furniture and space. Teleworkers are responsible for the cost of maintenance, repair and operation of any personal equipment not provided by the employer.

Agency policies shall provide that teleworkers are responsible for physically securing their equipment, data, and hard copy documents and files in accordance with agency policies.

Public Records Requirements

Teleworkers shall be informed that although work may be performed off-site, public record requirements as outlined in Ohio Revised Code Chapter 149 and in County policy still apply.

Dependent Care

Teleworking is not a substitute for dependent care. The teleworker must not be the permanent primary caregiver for any individual during the teleworker's scheduled work hours. Alternative supervision or care outside of the teleworking location must be established prior to the initiation of teleworking. Agencies may request documentation to ensure that the employee is not using teleworking as a substitute for dependent care.

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Agencies are not under any obligation to reimburse a teleworker for any out-of-pocket expenses for supplies. Teleworkers shall go through normal agency channels to request needed supplies that are not available at the office location. For security reasons, office equipment such as printers and scanners generally will not be provided.

Agencies should consider using automated or paperless systems for teleworkers instead of hard copy documents, whenever possible.

Teleworkers shall also comply with all applicable agency record retention schedules.

In limited and infrequent circumstances where an employee is able to complete assigned duties while also caring for a dependent (e.g., a sick child must stay home from school), the employee may still be permitted to telework, even if only for a portion of the workday.

Injuries

Teleworking is covered by workers' compensation laws for injuries occurring in the course of and arising out of the performance of the employee's official job duties. The teleworker and the teleworker's supervisor shall be required to follow any applicable policies regarding the reporting of injuries for employees injured while at work.

Other than the injuries discussed in this section, Franklin County is not liable for any accidents and/or injuries resulting from the teleworker's failure to comply with all safety and health rules, regulations, or any violation of the teleworking policy. The teleworker, and not the employer, shall be responsible for the teleworker's own damages, non-compensable injuries, and for any third party's damages, and injuries resulting from the teleworker's failure to comply with all safety and health rules and regulations and any violation of the telework policy.

Termination of the Teleworking Arrangement:

Any teleworking arrangement is at the discretion of the employer/agency and may be modified or terminated by the employer at any time and for any reason.

Termination/Resignation of Employment:

In the event of termination or resignation from employment with Franklin County, the teleworker shall be required to promptly return any county-owned equipment, supplies, and data.

Agencies shall have procedures in place to protect county data and equipment.

Discipline:

All expectations of compliance with existing county and agency policies and procedures and/or collective bargaining agreements are unaffected by the teleworking arrangement.

The agency may initiate disciplinary action, up to and including termination, if a teleworker fails to comply with the provisions of the teleworking policy or any other agency work rules.

Revocation of the teleworking arrangement does not constitute a disciplinary action.

Use of Information Technology while Teleworking:

For a teleworker to fulfill job responsibilities, in most circumstances, the use of information technology (IT) resources is required.

Teleworkers shall agree to comply with all county and agency information technology (IT) policies, standards and procedures regarding IT resources, software licensing, remote access, virtual private networks (VPN),

Teleworkers should regularly review required IT security training.



ATTENDANCE AND TARDINESS

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

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

Follow your agency call-in procedure to let your supervisor know what happened and when you can be expected.

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

Notification

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

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

Provide the following information:

- The nature of absence/tardiness;
- Expected duration of absence or delay; and
- Contact information.

Return to Work from Absence or Tardiness

Submit a Time Off Request to cover your absence or tardiness upon your return to work.

Consequences

Unsatisfactory attendance, unauthorized absences, or excessive or patterned absences or tardiness may result in disciplinary action up to and including termination, even if leave is used to cover the absence or tardiness.

Three (3) consecutive days of unreported absences may be deemed job abandonment and result in discipline up to and including termination.



OUTSIDE EMPLOYMENT

The Franklin County Board of Commissioners recognizes that employees may desire secondary employment outside of the Board of Commissioners. Outside employment is generally permissible if it does not adversely impact the employee's work or attendance, is in accordance with Ohio Ethics Law and Franklin County Ethics Policy, does not create a conflict of interest with the business of the Board of Commissioners, and occurs completely outside of the employee's scheduled hours of work.

Statement of Policy

It is the policy of the Board of Commissioners that employees provide notice before engaging in outside employment. Outside employment notices shall be reviewed by the agency director to avoid any conflicts of interest or the appearance of conflict. It is not the intent of the Board of Commissioners to otherwise restrict an employee from engaging in outside employment.

- A. Outside employment, occupation, or business outside the Board of Commissioners will not be permitted if it:
 - 1. Creates, either directly or indirectly, a conflict of interest or the appearance of conflict with the employee's employment for the Board of Commissioners;
 - 2. Impairs in any way the employee's ability to perform all expected duties or to make decisions and carry them out in an objective fashion;
 - 3. Adversely impacts an employee's work or attendance, or
 - 4. Violates any federal, state, or local statute, or a Franklin County Board of Commissioners directive prohibiting the outside activity.

- B. No employee shall perform any work activities related to outside employment while on County property or during the employee's scheduled work hours. In addition, no employee shall use any government owned or government leased equipment when engaged in or completing tasks for their secondary employer or secondary occupation/business.

Outside Employment Approval

Prior to engaging in outside employment, an employee shall submit a Notice of Outside Employment in the human resources information system. New employees who are employed outside the Franklin County Board of Commissioners when hired shall complete the form upon beginning employment with the Board of Commissioners.

Employees are required to update their request if they change positions with the Board of Commissioners or their outside employer.

Applicable Employment

Outside employment notice is required if the employment situation requires the filing of a 1099 tax form and/or the employment situation last more than 120 days.

Compliance

The Board of Commissioners may withdraw approval if they become aware of a conflict of interest or the employee's job performance has been adversely impacted.

Failure to adhere to this policy may result in disciplinary action.

References and Related Comments

While not compensated, volunteer or other similar service may pose similar conflicts and challenges with Board of Commissioners employment. Employees should consult with their management chain and/or Human Resources before engaging in volunteer or other similar uncompensated service if there is a possibility of a conflict.



DRESS CODE

The Franklin County Board of Commissioners expects their agencies to provide high-quality services. The Board of Commissioners believes that the appearance of employees sends a clear message to our residents about the quality of service they can expect. With that in mind, dress appropriately.

Appropriate dress varies based upon several factors, including type of work, location of work, and amount of public contact. Cleanliness and neatness should prevail in determining acceptable attire. Exercise common sense and good judgment about your appearance. Employees are also expected to maintain generally acceptable hygiene practices and professional appearance.

The Board of Commissioners supports the individual expression of cultures and identities and will not discriminate against or discourage employees from wearing headscarves, hairstyles, clothing, jewelry, piercings, tattoos, or other gender or cultural expressions. Considerations of safety may limit or impact the attire permitted for certain positions.

The Board of Commissioners will not tolerate the wearing of clothing or items that are offensive or create a hostile work environment for other employees, including:

- Images or language that includes profanity, hate speech, or pornography;
- Images or language depicting or advocating violence, excessive use of alcohol, or inappropriate use of drugs; and
- Language or images that create a hostile or intimidating environment.

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



UNIFORMS

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

Definition of Uniform

Any clothing, accessories, or other apparel that is:

- Provided (or reimbursed) by the Board of Commissioners;
- Not suitable for everyday wear; and
- Required to be worn by the Board of Commissioners as a condition of your employment.

Uniform items may include:

- Clothing
- Safety shoes or boots
- Safety glasses
- Hard hats
- Work gloves

Conditions of Wear

The clothing is required to be worn during working hours.

The employee is prohibited from wearing the clothing at other times except while traveling to and from work.

Upon separation from employment, an employee must return all useable uniform items to their agency.

Allowance or Reimbursement from the Board of Commissioners

To receive allowance or reimbursement for uniform items, the employee must:

- Provide itemized receipt that contains evidence of the item(s), amount, date, and place of expense; and
- Return any excess of allowance to the Board of Commissioners within 120 days following receipt.

Uniforms

Board of County Commissioners Policy Number: BOC-62.02

If the cost of uniforms paid by the Board of Commissioners is not exempt from gross wages, the cost will be included in your Federal W-2 form which reports wages in boxes 1, 3, and 5.

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



COMPUTER, E-MAIL, AND INTERNET USAGE

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

In light of these consequences, you should be aware that:

1. E-mail and computer systems are owned by the Board of Commissioners, provided exclusively for business purposes, and may be monitored when deemed necessary;
2. You should not expect that any messages exchanged via Board of Commissioners' computers, documents maintained on the computer, or usage of the network or internet is in any way private or confidential;
3. The computers, network, and internet may not be used for any illegal or improper purpose; and
4. Failure to follow the policy may result in discipline, and possibly, termination.

Prohibited activities may include, but are not limited to:

- Uses that interfere with normal business activities;
- Operation of a business for personal gain, sending chain letters, or soliciting money for religious or political causes;
- Transmission, upload, or download of material that is obscene, pornographic, threatening, or harassing, including information from a personal device onto a Board of Commissioner device or network;
- Dissemination or printing of copyrighted material (including articles and software) in violation of copyright laws;

- Provision of access to confidential information or public information without following the existing rules and procedures of the custodial agency (see the Board of Commissioners Public Records Policy dated October 2007 and seek advice from a designated public records officer);
- Usage of another's log-in, credentials, or signature line; or
- Intentional or inadvertent dissemination of another's personal or work-related information.

You are encouraged to report potential violations of this policy to your supervisor or other information technology contact designated by your agency.



CELL PHONES and RECORDING DEVICES

If your job duties require you to have a Franklin County Board of Commissioners issued cell phone, one will be provided to you. Although limited personal use is permitted, each cell phone billing will be reviewed for excessive personal usage. Excessive personal use may lead to loss of a work-issued cell phone.

Personal cell phone usage should be limited during assigned work hours. The Board of Commissioners recognizes how important cell phones can be in communicating the location and safety of family. Use your cell phone but keep its use short in duration and limited in number. When possible, engage in personal use during non-work time such as lunch or breaks.

Cell phones can be a distraction in the workplace. To reduce cell phone distractions during work hours, you are asked to leave cell phones on courtesy settings such as, silent or vibrate. If you need a cell phone, then consider attaching it to your person, not leaving it inside a bag or on your desk. Check with your supervisor for information on your agency's work rules.

While driving on Board of Commissioners business, you must comply with Ohio law regarding distracted driving.

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

Use of cell phone cameras and recording features and other audio/video recorders or recording technology without the knowledge and permission of those whose image and/or audio is being recorded is prohibited. The use of cameras and recording technology in areas where employees may expect privacy, such as restrooms, is strictly prohibited.



SOCIAL MEDIA

The use of social media is a positive way for the Franklin County Board of Commissioners and its agencies to communicate with residents. Board of Commissioner agencies may consider using social media tools to reach a broader audience and further the goals and missions of their agencies where appropriate.

The Board of Commissioners has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media. For full details regarding social media use, see the Franklin County Board of Commissioners Social Media Policy and Procedure.

Personal Use

Employees may have personal social networking and social media accounts. These accounts should remain individual in nature and be used to share personal opinions that are not represented to reflect the views of their employer. Following this principle helps ensure a distinction between sharing personal and Board of Commissioner/Agency views.

Employees should never use their county e-mail account or password in conjunction with a personal social networking or social media site.

Respect the privacy of your co-workers and customers by refraining from sharing information or any conversations unless you have their written permission to do so. Use good judgment, do not disclose confidential information and be respectful in all communication. Be aware that what you say or post is permanent.

Professional Use

All official agency-related communication through social media should remain professional in nature and should always be conducted in accordance with the agency’s communications policy, practices, and expectations. Employees must not use official agency social media or social networking accounts for political purposes, to conduct private commercial transactions, or to engage in private business activities.

Inappropriate usage of official agency social media and social networking sites can be grounds for disciplinary action and violates this policy.

Only individuals authorized by their agency director may publish content to an agency website or social media account.

Approval And Registration

All agency social media accounts shall be approved by the Director of the Office of Public Affairs; published using approved social networking platform and tools; and administered by the approved contact or their designee.

Social Media

Board of County Commissioner Policy Number: BOC-63.03

Oversight And Enforcement

Employees representing an agency through social media or agency websites must maintain a high level of ethical conduct and follow established communication standards.

Employees should recognize the content and messages they post on agency social media or websites are public and may be cited as official Board of Commissioners or agency statements.

Employees may not publish information on agency social media or websites that includes:

- Confidential information
- Copyright violations
- Profanity, racist, sexist or other inappropriate content
- partisan political views
- commercial endorsements
- SPAM

Records Retention

Social media sites contain communications sent to or received by an agency and its employees, and such communications are therefore public records. Information should be retained in accordance with Ohio law, the Franklin County Board of Commissioners Public Records Policy, and BOC-12.02.



EQUIPMENT, SUPPLIES, WORK AREA, AND WORK PRODUCTS

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

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

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

All employees are responsible for keeping their work areas clean. Floors and aisle ways shall be free of boxes, trash, spilled liquids and other items that can cause slip, trip, and fall injuries. Wires for computers and other electronics should be secured out of aisle ways and placed to prevent tripping hazards. Use of personal devices including but not limited to refrigerators, heaters, cooking devices, etc. must be approved by the supervisor prior to use.

Employees are expected to report potential hazards immediately to their supervisors.

Board of Commissioners communications equipment is intended for business purposes. When personal use is unavoidable, report any user charges and, if required, reimburse the Board of Commissioners.



SOLICITATION AND DISTRIBUTION OF MATERIALS

It is expected that employees will give their full efforts to their jobs during scheduled work time. It is neither fair nor right to interfere with a coworker who is working or to actively solicit coworkers' contributions for personal businesses.

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

Employees may engage in limited fundraising activities for non-profit organizations in the workplace with supervisor permission. Such limited fundraising should be nondisruptive of workplace activities and should never involve a supervisor soliciting an employee who reports directly or indirectly to them. All such fundraising activities should be entirely passive (e.g., a box or form on a desk noting the purpose for which contributions are being solicited) and entirely non-coercive. No employee should ever pressure a coworker to make any sort of donation to a charitable organization. Examples of the types of fundraising that could be permitted under this policy include sales of candy for a child's school, seeking sponsors for a walk-a-thon or similar events, or circulation of a Girl Scout cookie sale sheet.



POLITICAL ACTIVITY

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

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

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

Under Ohio law, classified employees are prohibited from engaging in the following political activity:

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

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

References and Related Comments

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

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



Section VII

Health and Safety



SAFETY

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

Your safety is one of our most important concerns. Please immediately report to your supervisor any safety and health violations, potentially unsafe conditions, or any accidents resulting in injuries to employees or customers (refer to the separate Accident and Injury Policy for more details on reporting). All employees are responsible for keeping floors and aisle ways free of boxes, trash, spilled liquids and other items that can cause slip, trip and fall injuries.

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

The Public Employment Risk Reduction Program, commonly referred to as PERRP, helps ensure that public employees have a safe and healthful workplace. Public employers must provide a workplace free from hazards that are causing or may cause death or serious physical harm.

PERRP adopts and enforces occupational safety and health standards, provides training, outreach, education, and compliance assistance to prevent public employee occupational injuries and illnesses. PERRP has incorporated all federal OSHA standards found in the Code of Federal Regulations (CFR) Title 29 Parts 1910, 1926 and 1928 as Ohio Employee Risk Reduction Standards. All adopted Ohio Employment Risk Reduction Standards are found in Chapter 4167 of the Ohio Revised Code and the Ohio Administrative Code.

Employees are expected to comply with all health and safety requirements whether established by the Board of Commissioners or by federal, state, or local law. You are expected to know Board of Commissioners safety rules and precautions required for your job. If you do not know them or need additional guidance, then you should ask your supervisor or contact Risk Management at 614-525-6629.



HAZARD COMMUNICATION

The Public Employers Risk Reduction Program (PERRP) requires that employees are aware of the chemicals and health hazards associated with chemicals used at Franklin County Board of Commissioners locations through:

- An inventory of all chemicals used in the workplace, including those used by contractors;
- Safety data sheets (SDS) from chemical manufacturers for each chemical used or stored in the workplace; and,
- Properly labeled chemical containers.

Employees are required to participate in training and stay abreast of the health hazards associated with chemicals they may come in contact with as a result of their job duties.

Employees are expected to report potential hazards immediately to their supervisor for follow-up. Public Facilities Management should be notified if assistance is needed.



BLOODBORNE PATHOGENS

The purpose of the Bloodborne Pathogens Policy is to reduce occupational exposure to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV), that employees may encounter in their workplace.

Employees should follow the following guidelines when working near bloodborne pathogens and other potentially infectious materials including:

- Minimize all exposure to bloodborne pathogens. An exposure means actual contact with eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties;
- Never underestimate the risk of exposure to bloodborne pathogens;
- Always follow work practice controls to eliminate or minimize employee exposure to bloodborne pathogens; and,
- Consider vaccinations for Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV) which are available free of charge through Risk Management. Employees who are at risk of exposure and interested in getting vaccinated should talk with their supervisor or call Risk Management at 614-525-6629 to arrange for an appointment or to learn more.



FIRST AID, CPR AND AED TRAINING

First Aid, CPR and AED training is offered to all employees who are interested in being trained for the purpose of providing aid to injured employees.

Risk Management regularly offers CPR/First Aid/AED and other safety trainings. Employees may register for classes at any time at <https://umatter.franklincountyohio.gov>.



ACCIDENT AND INJURY REPORTING

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

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

Immediate Action

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

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

You may also call the security services in your building.

Report

Report the accident or injury to your supervisor.

Report as soon as possible, but no later than 24 hours after the occurrence of the accident or injury.

Complete and Turn in Form

Complete the County Accident Report Form for Injured Employees (ARFIE) and give it to your immediate supervisor at the time of reporting, but no later than 24 hours after the occurrence of the accident/incident.

The ARFIE is available on the Human Resources website or in the Human Resources Information System. Employees also can call Risk Management at 614-525-6629 and one will be sent to you.

If an injured employee is physically unable to report the accident, the supervisor must complete and submit the ARFIE providing as much factual information as possible.

Work-Related Illness or Injury Absence

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

See Workers' Compensation and Transitional Work.



WORKERS' COMPENSATION AND TRANSITIONAL WORK BENEFITS

Transitional work offers employees who are injured or who have occupational disease strategies to return to work as soon as medically possible. The program uses real job-related tasks to accommodate medical restrictions for a specified time period – generally no more than three months – and gradually return employees to their original duties.

Work-Related Illness or Injury Absence

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

Contact the Risk Management team in the Department of Human Resources for assistance at 614-525-6629.

Transitional Duty Program

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

You may be required to submit a Physician's Report of Workability form (MEDCO-14) which can be found on the website at <https://hr-boc.franklincountyohio.gov/Risk-Management-and-Workers-Compensation/Forms-Reporting-Procedures>, or call Risk Management at 614-525-6629 if you have questions or require assistance.



INJURY LEAVE

The Franklin County Board of Commissioners recognizes there may be some situations where an employee sustains a work-related injury that causes the employee to be absent from work for more than seven days. The Ohio Workers' Compensation system does not provide wage replacement benefits for up to seven days. Injury Leave will be available to injured workers to address this gap and will cover the full or partial days the employee is off work and is not otherwise provided compensation under the Ohio Workers' Compensation System. Injury pay will be calculated using the employee's base hourly rate of pay.

Benefit

Injury Leave will provide up to seven days of paid leave to injured workers.

The employee shall not receive injury pay for any days, if the injured employee refuses to return either to modified duty or transitional duty under any temporary restrictions given by the physician of record, and the Board of Commissioners is able to accommodate the injured employee under these same temporary restrictions.

Eligibility

The injured employee must have a Workers' Compensation claim that has been certified by the Board of Commissioners or allowed pursuant to a final administrative order issued by the Ohio Bureau of Workers' Compensation, the Ohio Industrial Commission or a court order.



VEHICLE USE AND DRIVING

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

Whenever possible, use Board of Commissioners vehicles for work-related business. However, if a Board of Commissioners vehicle is unavailable or not provided and you choose to use your personal car on work-related business, your mileage will be reimbursed at the rate established by the Board of Commissioners, based upon proper documentation.

All drivers must have a current valid Ohio driver's license and personal liability automobile coverage at the established minimum levels described below. Employees who drive as a part of their duties are subject to regular driving record checks.

All Board of Commissioners owned vehicles are subject to have a vehicle telematics device installed. The telematics technology provides vehicle data to Fleet Management. These telematics devices operate using global positioning satellites (GPS) and transmit location data. If any office believes they have justification to be omitted from the telematics program, the agency director must submit their reasoning and full justification in writing to the County Administrator for review and consideration.

Authorization to Drive a Board of Commissioners Vehicle Home

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

It may be granted:

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

Tax Status

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

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

- General valuation rule (fair market)
- Cents-per-mile rule

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

Check with Payroll to determine:

- If your Board of Commissioners vehicle use constitutes a benefit for tax purposes, and
- Which method of valuation you should use (and how to complete the process).

Insurance Coverage

The Board of Commissioners is self-insured for automobile liability. Therefore, if you drive a Board of Commissioners vehicle on work-related business, you are covered under this self-insurance program.

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

If you are driving your own car on work-related business, you must have liability insurance with the minimum coverage levels required by the State of Ohio. You may be required to provide verification of current coverage.

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

This will cover possible liability resulting from an accident in that vehicle when you are not deemed to be on work-related business.

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

Accident Reports

Any accidents involving Board of Commissioners vehicles or employees using their own vehicles for work-related business must be reported immediately to your supervisor or department manager.

Fleet Management must be promptly notified if the accident involves a County owned vehicle.

The best approach is to avoid accidents. Drive defensively. Improper driving can result in disciplinary action.

When Your Job Classification Requires You to Drive a Board of Commissioners Vehicle

Immediately (within 24 hours) make supervisor or director aware of:

- Any circumstances that negatively impact your driving privileges or ability.
- Any traffic citation received while operating a Board of Commissioners owned vehicle.
- Any traffic citation (license seizure, etc.) for charges of being under the influence of alcohol or any other controlled substance while operating any motor vehicle (Board of Commissioners-owned or otherwise).
- Receiving four or more points on your license within any six-month period.
- The following violations or circumstances (these may result in a loss of your driving privileges - and possibly your job - whether or not they occurred while driving a Board of Commissioners owned vehicle):

Failure to notify could result in termination.

- License status (e.g., a lack of a license or a suspended, seized, cancelled, or expired license)
- Outstanding traffic warrants
- Physical/psychological impairments, medication effects
- Lack of sufficient insurance coverage
- You must pay the full cost.
- You will be barred from driving until full adjudication with finding of “not guilty.”
- If convicted, you may be disciplined and/or required to satisfactorily complete a drug/alcohol program.
- OMVI
- Reckless operation
- Fleeing scene of an accident
- Passing a school bus
- Accrual of six points within one year
- Refusal to submit to breath/urine/blood test



WORKPLACE AND FAMILY VIOLENCE

The Franklin County Board of Commissioners is committed to providing employees a workplace that is safe, secure, and free of harassment, threats, intimidation, and violence. In addition, the Board of Commissioners is committed to creating a supportive and non-judgmental environment where reports of family violence are met with resource assistance.

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

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

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

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

Report Incidents and Your Concerns

If you are the subject of, or a witness to, a suspected violation of this policy, report the violation to the next-in-line supervisor who is not a party to the violation. If you are experiencing domestic violence, we encourage you to ask for assistance by sharing your concerns with your supervisor, manager, or Department Head, and contact the Employee Assistance Program (EAP) provider.

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

Other Resource –
The Center for Family Safety and Healing
<https://familysafetyandhealing.org/#>

Immediately report any emergency or suspected criminal conduct.

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

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

Workplace Violence Signs and Risk Factors

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

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

Personal Circumstances

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

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

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

Confidentiality will be maintained as much as possible, but it is not guaranteed, depending upon the facts of the case.

If Faced with a Threat of Violence

To de-escalate threatening behavior:

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

Policy Violations

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



ALCOHOL AND DRUG FREE WORKPLACE POLICY

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

Employees must not report to work while under the influence of alcohol, marijuana (medically prescribed or not), or any illegal drug; while suffering from a drug and/or alcohol-induced hangover; in a condition that impairs the employee's ability to safely perform his or her job; or in a drug and/or alcohol-induced condition that places other employees or the public in danger. If you are found to be in violation of this policy during the course of work – on or off Board of Commissioners' property – you will be subject to corrective action, up to and including termination, for a first offense.

The Board of Commissioners recognizes dependency on alcohol or other drugs as treatable conditions and offers programs and services for employees with substance dependency problems.

Prohibited Activities

During work hours, whether on or off Board of Commissioners' property – do not sell, make, possess, use, gift, or transfer alcohol, marijuana, illegal or controlled substances, or prescription drugs that were not prescribed for you by a doctor. Additionally, do not sell, make, possess, use, gift, or transfer alcohol, marijuana, illegal or controlled substances, or prescription drugs that were not prescribed for you by a doctor at any time on Board of Commissioners' property.

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

Report Possible Impairment

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

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

Report Workplace Drug Convictions

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

Call Human Resources at 614-525-6224.

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

Consequences

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

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

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

Substance Abuse Treatment

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

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

References and Related Comments

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



ALCOHOL AND DRUG TESTING POLICY

The Franklin County Board of Commissioners' objective is to provide a safe, impairment-free environment for employees and to provide rehabilitative assistance for employees who may have substance abuse problems. Rehabilitative assistance is available through EAP at 1-800-354-3950. The Board of Commissioners may require employees to submit to a testing procedure to determine the presence of alcohol or other drugs which could produce impairment on the job. Employees must not report to work while under the influence of alcohol, marijuana (medically prescribed or not), or any illegal drug, while suffering from a drug and/or alcohol-induced hangover; in a condition that impairs the employee's ability to safely perform his or her job; or in a drug and/or alcohol-induced condition that places other employees or the public in danger. This includes prescription and over-the-counter drugs.

There are several circumstances in which testing can be required.

Reasonable Suspicion Testing

If the Board of Commissioners has reasonable suspicion to believe that you are impaired by the use of alcohol or other drugs, they will require you to submit to a testing procedure to determine the presence of suspected substances. Transportation to the testing facility will be provided by the employer. The testing will be paid for by the employer.

Reasonable suspicion includes, but is not limited to, the following circumstances:

- evidence of alcohol or other drugs on you or in your vicinity
- unusual conduct that suggests impairment or influence of drugs or alcohol
- negative performance patterns
- excessive and unexplained absenteeism or tardiness

Work Related Accident or Safety Violation

- Any one of the following three situations may initiate a requirement for a test:
- if you are injured and obtain outside medical attention
- if you cause the injury of another who obtains outside medical attention
- if you cause damage to any property during work hours

Return-to-Duty and Follow-up Testing

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

Alcohol and Drug Testing

Board of County Commissioners Policy Number: BOC-73.02

Testing Guidelines

Testing for alcohol and/or drugs will be done at a facility of the Board of Commissioners choosing.

Testing for alcohol or drugs will be done via breath, urine, hair, blood, saliva, sweat or any other clinically proven lab analysis.

The Board of Commissioners may test for: Amphetamines, Opiates, Cannabinoids (THC), Cocaine, Phencyclidine (PCP), Barbiturates, Benzodiazepines and Methaqualone, among others.

Testing Positive

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

referral to a substance abuse program for assessment and recommendations,

successfully completion of recommended rehabilitation including continued care

passing a return-to-duty test and signing a Return-to-Work Agreement.

The Return to Work Agreement will subject you to ongoing, unannounced, follow-up testing for a period of three (3) years and immediate termination upon testing positive a second time or otherwise violating the Return to Work Agreement.

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

Refusing to cooperate includes, but is not limited to:

- Refusing a test
- Refusing supervised transport to a testing facility
- Adulterating or diluting a specimen
- Substituting a specimen for that of another person or sending an imposter for a test
- Leaving the testing site prior to the completion of testing or release by the testing facility
- Being combative or being asked to leave a testing site
- Refusing to sign required forms

Commercial Drivers' License (CDL) Holders

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



TOBACCO- AND SMOKING-FREE WORKPLACE

The Franklin County Board of Commissioners is committed to providing a healthy work environment for all employees. The Board of Commissioners recognizes that nicotine tobacco use in all forms is an addiction and extends support to employees who wish to stop nicotine tobacco use of any type (contact the Employee Assistance Program and/or Benefits & Wellness for resources to assist you).

Chapter 3794 of the Ohio Revised Code bans smoking, including the use of an electronic smoking device or vapor product, in all public places. Tobacco use is prohibited in all Board of Commissioners places of employment. These include, but are not limited to, offices, meeting rooms, production and storage areas, restrooms, stairways, hallways, warehouses, loading docks, garages, vehicles, landscape equipment, and areas immediately adjacent to entrances and exits of places of employment. This prohibition is in effect without regard to the time of day or the presence of employees.

The Board of Commissioners recognizes that a tobacco ban can raise issues of where lines get drawn among discrimination, privacy rights, productivity in the workplace, and fairness among employees. Employees should use their lunch periods and break times to use tobacco, away from county property. Should excessive time be taken, supervisors will discuss the issue with their employees to develop effective solutions that do not interfere with productivity or fairness to all employees.

This policy applies to tobacco products of any kind, e.g., cigarettes, cigars, smokeless tobacco, e-liquid, vape pens and pipes. Additionally, this policy applies to any electronic smoking device designed to resemble cigarettes, cigars, cigarillos, vape pens and pipes.



CRISIS RESPONSE PLAN

In the event of crisis, each Franklin County Board of Commissioners building has a fire alarm system and an emergency action plan for directing employees when such events occur. Crisis situations include a natural disaster, health threats, civil disturbance, a sudden or unexplained death, a crime, or other significant events that threaten the well-being of Board of Commissioners' employees, facilities, or visitors. Employees should make sure they are aware of the plan for their building and follow the instructions accordingly. All employees shall participate in safety drills (i.e., fire drill, tornado drill, evacuation drill, etc.).

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

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

Critical telephone numbers:

Emergency Services – Police, Fire, Rescue
9-911

Franklin County Sheriff's Department
614-525-3333

Courthouse Security
614-525-6000

Memorial Hall Security
614-525-8828

80 E. Fulton Security
614-525-4228

Lazarus Building Security
614-545-4729

Job Opportunity Centers Security
614-525-4428

Immediate Action

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

Call 9-911 for emergency services.

You may also call your building's security office.

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

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

Building Evacuation

If law enforcement or other authority determines that an evacuation is necessary, you will be evacuated and directed to the appropriate site.

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

Crisis Response Support Systems

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

Contact Human Resources for help:
614-525-6224.

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

Services are available to assist:

- Defusing situations
- Debriefing post critical incidents

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

Contact Public Affairs Office for help:
614-525-5848.



EMERGENCY CLOSURES - WEATHER OR OTHER EMERGENCY

Except in the most extreme circumstances, all Franklin County Board of Commissioners' agencies will remain open for their regularly scheduled times. Call 614-525-4142 for status and closure information (program the number into your phone). Closings are also reported to local TV and radio stations, and announced through the Everbridge alert system where employees can register to receive messages via phone, text or email.

Inclement Weather

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

Extreme Weather

If the weather is extreme in Franklin County, the County Administrator may declare an Extreme Weather Closure status for all agencies of the Board of Commissioners. In the event of this declaration, all Board of Commissioners' agencies will enact their Extreme Weather Plan which may include directing agencies to utilize teleworking arrangements, operate with essential staffing, or close for business. Employees sent home or told to stay at home should telework as they are able and will be compensated based upon their normal schedule of work.

Essential employees, as designated by agency directors or designees, will be required to stay or report to work and will receive compensatory time equal to that provided to non-essential personnel in addition to pay for hours worked. These employees may be required to work outside their regularly scheduled shift.

If you live in a surrounding county where there are extreme weather conditions, you may use accrued leave time if you cannot report to work. Alternatively, upon employee request and agency approval, an employee may use flexible schedules or teleworking arrangements.

Other Emergency

In the event of other unforeseen emergencies, the County Administrator may declare an Emergency Closure status for some, a portion of, or all agencies of the Board of Commissioners. See above under Extreme Weather for guidance.



Section VIII

Employee Relations



DISCIPLINE

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

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

Employees in unclassified positions as designated by the Board of Commissioners serve at the pleasure of the Board of Commissioners and are not subject to the progressive discipline steps outlined below.

Bargaining employees should reference their collective bargaining agreement for the disciplinary procedure.

Facts about Discipline

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

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

You will be given advance notice of this meeting, (also referred to as a hearing), and will have an opportunity to present why you think the discipline is or is not justified.

Discipline

Board of County Commissioners Policy Number: BOC-80.01

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

You will be asked to sign the discipline document, as proof that you received it.

The document will be placed in your personnel file.

You may file a response or objection to the disciplinary action(s). This response or objection will be placed in your personnel file.

Appeals of disciplinary actions by employees in a bargaining unit are covered by the collective bargaining agreement.

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

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

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

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

Progressive Discipline Steps

Oral Reprimand (documented)

Written Warning

First Suspension with or without pay

Second Suspension with or without pay

The disciplinary action will be recorded in your personnel file as a suspension for the purposes of recording progressive disciplinary actions. Your appointing authority may require you to report to work to serve the suspension. If so, you will continue to be compensated at your regular rate of pay for hours worked and the disciplinary action will be recorded as a working suspension.

Termination

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

For example, the steps in the progressive disciplinary process may be advanced dependent upon the seriousness of the employees conduct.

Length of Time Discipline Remains Active (Non-bargaining)

Verbal Reprimands shall not be used for any purpose if six (6) months have passed since the date the discipline was issued, provided the employee has had no intervening violations.

Written Reprimands shall not be used for any purpose if one (1) year has passed since the date the discipline was issued, providing the employee has had no intervening violations.

A suspension shall not be used for any purpose if three (3) years has passed since the date the discipline was issued, provided the employee has had no intervening violations.



EXAMPLES OF GROUNDS FOR DISCIPLINE

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

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

Examples of Unacceptable Conduct
1. Interfering with or hindering work schedules; failing to work on a shift as scheduled, arranging your own replacement on a shift without permission from your supervisor, or working overtime without authorization.
2. Directly or indirectly making or publishing false or malicious statements about any employee, supervisor, the County, agencies or departments, projects, or any other individual.
3. Excessive absenteeism or tardiness without valid excuse and/or proper notification, or falsely reporting the reason for absence or tardiness.
4. Failure to perform job or work assignments satisfactorily, safely, and efficiently.
5. Unauthorized distribution of photos, messages, literature or posting of notices, signs, or writings in any form on County premises during work time and in work areas.
6. Solicitation, sale, or distribution of items during work time.
7. Smoking in other than designated areas, or improper disposal of smoking materials.
8. Engaging in activities while on work time that could discredit the Board of Commissioners or its employees.
9. Discrimination against a fellow employee on any basis protected by law.
10. Accepting, soliciting, or using the authority or influence of your position to secure anything of value from a party interested in doing business with your employing agency.
11. Lack of good personal appearance or hygiene which interferes with your professionalism or adversely affects the image of the Board of Commissioners, and/or could create safety issues such as respiratory distress, infestations, or a distraction in the workplace.
12. Failure to report any conditions of health or safety which might endanger yourself or others.

Examples of Grounds for Discipline

Board of County Commissioners Policy Number: BOC-80.02

13. Any other failure of good behavior, misconduct, misfeasance, malfeasance or nonfeasance, including violation of any policy set forth in the Handbook or an agency's work rules.
14. Offering, taking, or soliciting a bribe or gratuity in connection with any Board of Commissioners negotiation or transaction.
15. Punching, signing, altering, or recording one's own time records for the purpose of creating a false record or defrauding the Board of Commissioners, or punching, signing, altering, or recording another employee's time record under any circumstances.
16. Refusal to be searched or have personal property examined by security personnel or law enforcement officials where there is reasonable cause for a search.
17. Supplying false or misleading information or withholding pertinent information when applying for employment or at any time during your employment.
18. Possessing dangerous or deadly weapons on Board of Commissioners property, or while in the performance of work duties, unless authorized to possess the weapon.
19. Theft (unauthorized removal), misappropriation, or unauthorized possession, storage, transfer, or use of Board of Commissioners property/equipment or that of another employee.
20. Failure to conduct yourself civilly in the workplace, during working hours, or while representing the Board of Commissioners. For example: illegal gambling, fighting, dangerous or potentially dangerous horseplay, bullying, being disrespectful, verbally or nonverbally intimidating or harassing others, and the use of vulgar, profane, discriminatory, or otherwise offensive language or gestures.
21. Unauthorized possession, consumption, selling, or being under the influence of illegal drugs, hallucinogens, narcotics or related drugs, medically unauthorized prescription drugs, marijuana, or alcohol and having the presence in one's system of the above-described substances on working time, operating Board of Commissioners' equipment, or acting on behalf of the Board of Commissioners.
22. Failure to submit to drug or alcohol testing upon request.
23. Refusing to obey the legal direct order of a supervisor (insubordination).
24. Abusing, defacing, or destroying Board of Commissioners property or the property of other employees.
25. Falsifying or unauthorized altering or destroying of Board of Commissioners reports or records.
26. Loitering or sleeping on the job; disrupting others who are working; avoiding completion of assigned tasks or otherwise delaying completion of assigned tasks.
27. Willfully hindering, limiting, or sabotaging Board of Commissioners department, agency operations, or business.
28. Offering, taking, or soliciting a bribe or gratuity in exchange for job preferences, promotion, or performance.
29. Unreported absence from work for three (3) consecutive working days.
30. Failure to observe established fire and safety rules, or common safety practices, or failure to report any personal injury or accident sustained while in the course and scope of employment.



ADMINISTRATIVE LEAVE

An employee may be placed on paid administrative leave during a disciplinary investigation or in circumstances where the health or safety of an employee, or of any person or property entrusted to the employee's care, could be adversely affected.

The agency director will contact the Director of Human Resources and outline the circumstances which have led to the request for paid administrative leave. The Director of Human Resources will confer with the County Administrator regarding requests for paid administrative leave.

Employees placed on administrative leave will be advised of their responsibilities while on leave.

The Franklin County Board of Commissioners may, in its discretion, place an employee on administrative leave without pay for a period not to exceed two months, if the employee has been charged with a violation of law that is punishable as a felony. If the employee subsequently does not plead guilty to or is not found guilty of a felony with which the employee is charged or any other felony, the appointing authority shall pay the employee at the employee's base rate of pay, plus interest, for the period the employee was on the unpaid administrative leave.

References and Related Comments

See Ohio Revised Code 124.388



GRIEVANCE PROCEDURE

The Franklin County Board of Commissioners values communication and encourages employees to engage in dialogue to help manage conflict. Only if such efforts have been deemed unproductive should the formal grievance process be initiated.

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

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

Step I

A grievance should be:

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

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

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

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

Step II

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

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



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Section IX

Departure



JOB SEPARATION – RESIGNATION OR TERMINATION

It is recommended that an employee who wishes to leave the service of the Franklin County Board of Commissioners in good standing submit a notice of resignation giving at least two weeks' notice.

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

With departmental approval, an employee in good standing may extend the date of separation through the end of the month in which the employee last worked by using accumulated vacation, administrative or personal leave. Employees may further extend the use of accrued leave prior to separation upon approval of the County Administrator or designee.

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

An employee may also be eligible to obtain continued coverage of their health care benefits package. For details about eligibility refer to the Insurance section or contact the Benefits and Wellness department of Human Resources at 614-525-5750.

Any employee who owes the employer money for any reason, such as replacement cost for unreturned property, or has received money under a reimbursement program less than one year prior to the date of a resignation, retirement, or separation for a reason other than job abolishment or layoff, is obligated to repay that reimbursement immediately upon receiving an invoice. To avoid collection fees and interest charges for the repayment of monies owed, payments must be made within 30 days of separation.



RETIREMENT (OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM - OPERS)

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

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

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



DISABILITY SEPARATION AND REINSTATEMENT

A disability separation is an action taken to separate an employee from service if the employee is unable to perform the essential functions of their position with or without reasonable accommodation due to a disabling condition. It may occur if an employee is unable to return to work after a leave of absence. Disability separation is not a disciplinary action. A separation may be initiated either by an employee or by the Franklin County Board of Commissioners.

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

Disability Separation

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

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

If the separation is involuntary:

- The Board of Commissioners may require a medical examination.
- An internal hearing will be conducted by Human Resources.
- If not otherwise prohibited by a collective bargaining agreement, you may request a hearing at the State Personnel Board of Review if you dispute the separation.

Reinstatement

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

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

OPERS Disability Benefits Program

If you think you may be eligible for participation in the OPERS disability benefits program, you must contact OPERS to apply.

Get more information about the program and its requirements and benefits at <https://www.opers.org/>



LAYOFF, POSITION ABOLISHMENT, AND RECALL

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

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

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

Layoff Order

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

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

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

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

Retention points are based on length of continuous service.

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

Displacement

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

Recall

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

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



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Section X

General



TIME RECORDS

Each employee is responsible for keeping an accurate record of attendance including recording time daily, submitting leave requests prior to needing time off, or, if unplanned, immediately upon return. Inaccurate or incomplete records are unacceptable. Supervisors will verify the correctness of time records and forward them for payroll processing.

Employees are expected to understand and follow the Franklin County Board of Commissioners Timekeeping Policy.

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



PAYDAY

Employees are paid bi-weekly. Employees are required to utilize direct deposit or pay card options. As part of the Direct Deposit Policy, employees shall enroll in the Franklin County Auditor's self-service payroll system for payroll records and tax statements. Contact your payroll officer for information on enrollment.

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

If any wages are due at the time of job separation, the final paycheck will be released on the next scheduled payday for the pay period in which those hours were worked. Money owed to the employer (tuition reimbursement, equipment etc.) may be deducted from your final paycheck.



TRAVEL

The Franklin County Board of Commissioners seeks a critical balance when approving travel. This is the Board of Commissioners’ need for cost effectiveness and your need for quality services and support in meeting our mission. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury nor sub-standard modes of transportation and accommodations should be used.

Employee travel and associated expenses will be authorized by the Board of Commissioners (out of county travel) or the employee’s management (in-county travel).

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

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

Authorization to Travel

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

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

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

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

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

Evidence of the Board of Commissioners’ authorization is an approved purchase order.

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

References and Related Comments

The Franklin County Travel Policy is located on the Franklin County Auditor’s website under Fiscally Speaking, County Policies and Procedures.



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Glossary



Glossary and Acronyms

Accrue

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

Americans with Disabilities Act (ADA)

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

Appointing Authority

The office, commission, board or body having the power of appointment to, or removal from, positions in any office, department, commission, board or institution.

Bargaining Unit Employee

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

Bereavement Leave

A type of paid leave time for use by eligible employees in the event of the death of an employee's immediate family member.

Franklin County Board of Commissioners (BOC) Agencies

Board of Commissioner agencies include Animal Care & Control, Child Support Enforcement, Clerk to the Board of Commissioners, Economic Development & Planning, Fleet Management, Human Resources, Job & Family Services, Justice Policy & Programs, Office of Diversity, Equity & Inclusion, Office of Management & Budget, Office on Aging, Public Affairs, Public Facilities Management, Purchasing, Sanitary Engineering.

Break in Service

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

Civility

Courtesy; politeness.

Classification

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

Classification Change

A change in an employee's classification title which results in a promotion, demotion, lateral move to a different classification with the same pay range or reassignment to another classification.

Classification Plan

A system of classifications which may include pay range assignments for each classification.

Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)

Legislation that requires that most employers offer employees and their families the opportunity for a temporary extension of health coverage in certain instances where their coverage would otherwise end.

Collective Bargaining Agreement

A collective bargaining agreement is the ultimate goal of the collective bargaining process. Typically, the agreement establishes wages, hours, promotions, benefits, and other employment terms as well as procedures for handling disputes arising under it.

Commercial Driver’s License (CDL)

A license that allows an individual to drive large or heavy vehicles, such as trucks, buses, and trailers, or vehicles that carry hazardous materials or more than 15 passengers.

Compensation

A systematic approach to providing monetary value to employees in exchange for work performed.

Compensatory Time

Paid time off that is granted to a non-exempt employee as compensation for working overtime.

Compressed Workweek

A compressed work week is a work schedule condensing the standard full-time work week into fewer than five full days.

Continuous Service

The uninterrupted service of an employee with a county office, state agency, or a state-supported college or university where no break in service occurs.

Days

Calendar days unless specified otherwise.

Deferred Compensation

A plan that employees can use to defer taxes and save money. An employee defers part of their salary into a deferred compensation plan. The money grows tax-free until it is withdrawn, at which time taxes are owed. Deferred compensation plans are part of pension, stock option, and profit-sharing plans.

Demotion

The movement of an employee from one position to a vacant position which is assigned to a different classification and a lower pay range, or lower salary where pay ranges do not exist. The movement may be at the request of the appointing authority or the employee. For the purposes of this definition, a lower pay range is determined by comparing the step one rates of the relevant pay ranges.

Dependent Child

Specified children of employee’s and/or children of an employee’s spouse or domestic partner, generally up to the age of 26. See the Healthcare Benefits Guide for additional eligibility information.

Disability

A physical or mental impairment that substantially limits one or more major life activities.

Disability Separation

A voluntary or involuntary separation granted by the appointing authority when an employee becomes unable to perform the essential job duties of the employee's position due to a disability.

Discrimination

Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit.

Displacement

The process by which an employee with more retention points exercises their right to take the position of another employee with fewer retention points pursuant to the provisions of Chapter 123:1-41 of the Administrative Code in the event of a layoff or job abolishment. Displacement occurs the date an employee is notified that another employee has exercised their right of displacement and that the employee with fewer retention points is to be displaced.

Domestic Partner

An adult with whom an employee shares a permanent residence, is in a sole relationship for at least six months and intends to remain indefinitely, is not married to or legally separated from another person, shares responsibility for each other's common welfare, is at least 18 years of age and mentally competent, and not related to each other by blood to a degree of closeness that would prohibit marriage.

Employee Assistance Program (EAP or Emotional Wellbeing Solutions)

Plans that help identify and resolve issues or challenges facing employees through a variety of short-term counseling, referrals to specialized professionals or organizations, and follow-up services.

Ethics

Moral principles that govern a person's behavior or the conducting of an activity. Public employees must comply with a specific set of ethical requirements.

Exempt Employees

Employees who are exempt from certain wage and hour laws, i.e., overtime pay; usually applies to administrative, executive, or professional employees.

Fitness for Duty

The mental, physical, and emotional status to carry out the essential functions and job-related responsibilities of a job, with or without reasonable accommodation, in a safe, secure, productive, and effective manner.

Flex-time

A scheduling concept that allows for nontraditional work hours to be used on a systematic basis.

Fair Labor Standards Act (FLSA)

Legislation that establishes minimum wage, overtime pay, child labor laws, and other requirements to protect employee rights.

Family and Medical Leave Act (FMLA)

Legislation that provides certain employees with up to 12 weeks of unpaid, job-protected leave per year.

Full-time Employee

An employee whose regular hours of work total between 60 and 80 hours in a pay period.

Grievance

A circumstance thought to be unjust or injurious and grounds for complaint or resentment.

Harassment

Behavior that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

Human Resources Website

Visit: <https://hr-boc.franklincountyohio.gov/>.

For benefits information, visit: <https://bewell.franklincountyohio.gov/>.

Human Resources Information System

The electronic system used by the Department of Human Resources to maintain personnel information and files, manage human resources processes, and track time and attendance information.

Immediate Family Member

Unless defined otherwise, includes parent, sibling, spouse, domestic partner, child, spouse or domestic partner's child, grandparent, grandchild, parent-in-law, sibling-in-law, child-in-law, or person who stands in place of a parent.

Incompetence

Devoid of those qualities requisite for effective conduct or action.

Inefficiency

The inability to effect or achieve the desired result with reasonable economy of means.

Job Abolishment

Permanent deletion or removal of a position or positions from the organization or structure of an appointing authority due to a lack of continued need for a position, as a result of a reorganization for the efficient operation of the appointing authority, for reasons of economy, or due to a lack of work.

Jury Duty

Obligation of a citizen to serve on a jury when called.

Layoff

The act of suspending or dismissing an employee for lack of work, lack of funds, or because of reorganization.

Leave without Pay

A temporary non-paid status and absence from duty by an employee.

Malfeasance

Misconduct or wrongdoing.

Misfeasance

Improper and unlawful execution of an act that in itself is lawful and proper.

Neglect of Duty

Careless or intentional failure to exercise due diligence in the performance of job responsibilities.

Non-Bargaining Employee

Any employee not covered by a collective bargaining agreement.

Non-Exempt Employees

Employees who are paid on an hourly basis and must receive overtime compensation or compensatory time off for hours worked in excess of 40 hours per work week.

Nonfeasance

Failure to perform an act that is either an official duty or a legal requirement.

Qualifying Family Member

Term used for the purposes of FMLA and Paid Family Leave that includes an employee's spouse, domestic partner, child, spouse or domestic partner's child, or parent.

Qualifying Life Event

Specified events that may impact the status of your health plan, includes events like birth, marriage, divorce, change in the dependent status of a child and death.

Probationary Period

Either the period of time at the beginning of an original appointment or the period of time immediately following a promotion that constitutes a trial or testing period for the employee, during which the employee's employment may be terminated without progressive discipline or cause.

Probationary Removal

The termination of an employee's employment for unsatisfactory performance during the employee's initial probationary period

Promotion

The movement of an employee from one position to a vacant position that is assigned to a different classification and a higher pay range.

Public Employment Risk Reduction Program (PERRP)

State program that adopts and enforces occupational safety and health standards for Ohio public employers and provides training, outreach, education and compliance assistance to prevent public employee occupational injuries and illnesses.

Public Records

Any information, minutes, files, accounts or other records that a governmental body is required to maintain and which must be accessible to scrutiny by the public.

Reclassification

The act of changing a classification of an existing position. The employee, if left in the position, shall be reassigned to the new classification.

Reinstatement

The act of returning a person to the same appointing authority within the allowable time, following a period of separation or a leave of absence, retaining seniority and status. For purposes of layoff, "reinstatement" means the act of selecting from the appointing authority's layoff list individuals to return to active service with the same appointing authority in the same or similar classification series of layoff.

Resignation

A voluntary separation from employment by the employee.

Retirement

A voluntary separation from employment in which the employee receives retirement benefits.

Risk Management

Policies, procedures, and practices involved in identification, analysis, assessment, control, and avoidance, minimization, or elimination of unacceptable risks in the workplace.

State Personnel Board of Review (SPBR)

A neutral body that provides a forum for administrative appeals by classified employees of state agencies, county agencies, state universities, and general health districts. SPBR is committed to preserving civil service law and ensuring its uniform protection. <https://pbr.ohio.gov/>

Supplemental Life Insurance

A voluntary insurance offering that can be purchased through payroll deduction by an eligible employee for additional life insurance coverage for themselves or their spouse or children. The cost of this insurance is based on age and the amount of coverage purchased.

Suspension

A disciplinary action resulting in temporary deprivation of employment without pay as a punitive or disciplinary measure.

Term Life Insurance

A life insurance policy that provides a stated benefit upon the holder's death, provided that the death occurs within a certain specified time period.

Termination

The termination of an employee's employment for a reason outlined in section 124.34 of the Ohio Revised Code.

Transitional Work Benefits

Allows an employee with temporary restrictions to work in a modified, alternative, or reduced-hours capacity, for a defined period of time, while recuperating from a work-related illness or injury.

Workers' Compensation

Payments required by law to be made to an employee who is injured or disabled in connection with work.

Working Suspension

A disciplinary action taken that requires an employee to report to work and receive compensation, but such period shall be recorded as a suspension.



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