

**GALLIA COUNTY
BOARD OF COMMISSIONERS**



PERSONNEL POLICY MANUAL

THIS DOCUMENT IS NOT A CONTRACT

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DONALD KELLER LAW OFFICE, LLC**

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TABLE OF CONTENTS

CHAPTER 1 **GENERAL INFORMATION**

1.01	Disclaimer	2
1.02	Definition of Terms.....	2
1.03	Objectives	7
1.04	Scope of Coverage	7
1.05	Dissemination and Implementation	9
1.06	Policy Amendment.....	9
1.07	Requesting an Exemption	10
1.08	Appointing Authority Rights and Responsibilities	10
1.09	Conflict with Law	11

CHAPTER 2 **EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION**

2.01	Equal Employment Opportunity	12
2.02	Americans with Disabilities Act	12
2.03	Discriminatory Harassment	12

CHAPTER 3 **EMPLOYMENT**

3.01	Requirements for Employment	17
3.02	Classified/Unclassified Employment.....	17
3.03	Vacancies in the Classified Service	18
3.04	Evaluation of Applicants.....	18
3.05	Medical Examinations	19
3.06	Disqualification.....	20
3.07	Promotion.....	21
3.08	Demotion.....	21
3.09	Transfer	22
3.10	Immigration Reform and Control Act Policy	22
3.11	Alcohol Misuse and Drug Abuse In the Workplace	23
3.12	Employment Status	26
3.13	Seniority	27
3.14	Reductions in Force / Layoff	27
3.15	Notification of Address and Telephone Number	29
3.16	Appointments and Reporting New Hires	29
3.17	Reemployment of a Retiree	29
3.18	Nepotism.....	30

CHAPTER 4 **EMPLOYEE PERFORMANCE**

4.01	Employer Information/Confidentiality	32
4.02	Ethics of Public Employment	33
4.03	Training.....	34
4.04	Probation (Non-Bargaining Unit Employees)	34
4.05	Performance Evaluation.....	35

TABLE OF CONTENTS

CHAPTER 5 CLASSIFICATION AND COMPENSATION

5.01 Classification Plan36
5.02 Compensation37
5.03 Pay Period37
5.04 Hours of Work37
5.05 Overtime38
5.06 Overtime Approval40
5.07 Payroll Deductions40
5.08 Spousal Coverage.....41
5.09 Retirement Plan.....42
5.10 Garnishment.....42
5.11 Expense Reimbursement.....43
5.12 Guidelines for Cost Savings Under O.R.C. 124.393 & 124.39445
5.13 Expression of Milk.....45

CHAPTER 6 EMPLOYEE BENEFITS

6.01 Holidays46
6.02 Vacation47
6.03 Sick Leave.....48
6.04 Leave Donation Policy.....50
6.05 Sick Leave Conversion52
6.06 Military Leave.....52
6.07 Civil Leave.....52
6.08 Leave of Absence Without Pay.....53
6.09 Disability Separation.....54
6.10 Notification of Absence58
6.11 Emergency Declaration Policy58
6.12 Family and Medical Leave.....61
6.13 Funeral Leave.....71
6.14 Personal Days.....71
6.15 Poll Worker Leave71

CHAPTER 7 CONDUCT

7.01 Attendance73
7.02 Tardiness and Absenteeism.....73
7.03 Lunch Periods/Breaks73
7.04 Safety and Health.....73
7.05 Tools, Supplies, and Equipment74
7.06 Use of County Vehicles74
7.07 Outside Employment or Activities.....79
7.08 Dress and Grooming80
7.09 Solicitation/Distribution Nonemployees.....85
7.10 Solicitation/Distribution Employees.....85
7.11 Bulletin Boards85
7.12 Political Activity86

TABLE OF CONTENTS

7.13	Communicable Disease Policy	88
7.14	Job-Related Convictions	89
7.15	Computer/Internet/Electronic Mail Policy.....	89
7.16	Concealed Carry.....	90
7.17	Use of Telephones/Cellular Phone Policy	91
7.18	Workplace Violence.....	92
7.19	No Employee Expectation of Privacy.....	95
7.20	Whistleblower Protection.....	96
7.21	Credit Card Use.....	97
7.22	Personal Information Records.....	101
7.23	Fraud Reporting	102
7.24	Social Media	103
7.25	Password Policy	104
<u>CHAPTER 8</u>	<u>DISCIPLINE, APPEALS, AND GRIEVANCES</u>	
8.01	Discipline, Appeals, and Grievances	107
8.02	Predisciplinary Conference	108
8.03	Administrative Leave With Pay.....	110
8.04	Appeals	110
8.05	Complaint Procedure	110
<u>CHAPTER 9</u>	<u>NONDISCIPLINARY SEPARATION</u>	
9.01	Resignation	112
9.02	Exit Interview.....	112
<u>CHAPTER 10</u>	<u>PERSONNEL RECORDS AND NOTARY PUBLIC</u>	
10.01	Personnel Files	113
10.02	Personnel Transactions Affecting Pay	113
10.03	Notary Public	113
<u>CHAPTER 11</u>	<u>PERSONNEL FORMS</u>	
11.1	Acknowledgement	116
11.2	An Equal Opportunity Employer Application for Employment	117
11.3	Exit Interview Form	124
11.4	First Report of Injury, Occupational Disease, or Death (BWC-1101)	125
11.5	Employment Eligibility Verification (I-9) Form	127
11.6	Acknowledgment of Drug Free Workplace	128
11.7	Family and Medical Leave Request Form	129
11.8	Family and Medical Leave Notification Form	130
11.9	Certification of Health Care Provider	131
11.10	Workplace Safety and Illegal Activity Acknowledgement	132
11.11	Acknowledgement of Receipt of O.R.C Chapter 102 Form	133
11.12	Ohio Ethics Law and Related Statutes	134

TABLE OF CONTENTS

11.13	Order of Removal, Reduction, Suspension, Fine, Involuntary Disability Separation	135
11.14	New Hire Reporting Form JFS 7048	136
11.15	Asset Responsibility Form	138
11.16	Personnel Action Form	139
11.17	Unclassified Service Explanation and Acknowledgement per O.R.C. 124.12	140
11.18	Leave Donation Application	141
11.19	County Credit and/or Fuel Card Acknowledgement	142
11.20	Fuel Card Purchasing Log	143
11.21	Credit Card Purchasing Log	144
11.22	Travel Expenses Report Form	145
11.23	Annual Driver's License Check & License/Insurance Maintenance Requirements	146
CHAPTER 12	<u>SAMPLE FORMS</u>	
12.1	Request for Leave of Absence [Sample]	148
12.2	Report of Written Reprimand [Sample].....	149
12.3	Notice of Predisciplinary Conference [Sample]	150
12.4	Complaint Form [Sample]	151
12.5	EEO/ADA Complaint Form [Sample].....	152
12.6	Workplace Safety Report Form [Sample].....	153
12.7	Workplace Violence Incident Report [Sample].....	155
12.8	Temporary Appointment Letter [Sample]	156
12.9	Intermittent Appointment Letter [Sample]	157
12.10	Request for Overtime Approval [Sample]	158
12.11	Discrimination Complaint Form [Sample]	159
CHAPTER 13	<u>MISCONDUCT</u>	160

EMPLOYER-SPECIFIC ADDENDUMS MAY BE ATTACHED AT THE END OF THIS MANUAL

Policies and procedures are the internal guidelines developed for accomplishing an organization's objectives. Comprehensive and clearly defined policies and procedures are essential to the success of any organization.

This Manual contains the policies and procedures developed for the participating departments of Gallia County. Personnel charged with the responsibility of administering policies and procedures must be thoroughly knowledgeable of its contents. Furthermore, it is essential that those policies and procedures are administered in a systematic, fair, and impartial manner.

Undoubtedly, there will be situations which will require interpretations of these policies and procedures. Such decisions should be made with the general intent of the policies and procedures in mind.

As conditions change within the County, it may be necessary to add, delete, or revise specific policies and procedures. Updated policies and procedures will be added to hard copy manuals and all employees will be notified as to any amendments.

This policy and procedure manual shall be utilized by the Gallia County Board of Commissioners and the Appointing Authorities who have adopted this Manual as a guide to ensure uniformly and nondiscriminatory application of the conditions of employment. In the event any article or section of this policy manual or any amendments thereto shall be held invalid by operation of law or by a tribunal of competent jurisdiction, or compliance with or enforcement of any article or section of this policy manual shall be restrained by such tribunal, the remainder of the manual and amendments thereto shall not be affected and shall remain in full force and effect.

DISCLAIMER**SECTION 1.01**

- A. The policies set forth and adopted within this manual supersede all previous written and unwritten personnel policies for each appropriate Gallia County Appointing Authority. In the event there is a conflict between the policies set forth in this manual and any applicable laws, the applicable law prevails. Questions regarding the interpretation and application of these policies shall be directed to each employee's supervisor who will seek clarification through the Appointing Authority or designee.
- B. The contents of this Personnel Policy Manual are presented as a matter of information only. The plans, policies, and procedures described herein do not constitute contractual obligations. This manual does not constitute an express or implied employment contract.
- C. To the extent the Employer is not prohibited from doing so by law, the Employer retains the right to hire, discharge, set compensation, and manage classified, unclassified and probationary employees without restriction.
- D. This manual contains the policies and procedures of the office of the Gallia County, Ohio, Commissioners, and the offices of the Gallia County elected and appointed officials (hereinafter referred to as "Employer").

DEFINITION OF TERMS**SECTION 1.02**

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

Absenteeism: means a worker failing to report for work for a period of up to and including one (1) or more days; or failing to report within the prescribed time when he or she has been assigned to or scheduled for work. Misuse or abuse of sick leave policy, procedure, and regulations can be considered absenteeism.

Absent Without Leave: means failure to report for work without any authorization from the immediate supervisor to be absent, for any length of time.

Active Pay Status: means the conditions under which an employee is eligible to receive pay and includes, but is not limited to: hours worked, approved vacation leave, approved sick leave, paid lunch period if provided by the Appointing Authority, and holidays. For the purpose of determining overtime or compensatory time for an employee who is eligible for overtime compensation, only hours actually worked count towards the calculation of overtime, unless otherwise specified by the Appointing Authority.

Appointing Authority: means the elected or appointed head of a department authorized by law to make appointment or removal to positions within the department.

Appointment Categories: means the following: part-time temporary, full-time temporary, intermittent, part-time seasonal, full-time seasonal, part-time permanent, full-time permanent, and student.

Bargaining Unit Employee: An employee employed in a certified bargaining unit under a certification issued by SERB or a deemed certified bargaining unit pursuant to O.R.C. Chapter 4117.

Break in Continuous Service: means a termination of employment lasting thirty-one (31) days or longer. Once continuous service is broken, unless the employee is reinstated, he or she loses all previously accumulated service with the County.

Civil Service: includes all offices and positions of trust or employment in the service of the state and in the service of the counties, cities, city health districts, general health districts, and city school districts of the state.

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

Classified Service: means all persons in the employ of the department who are not specifically included in the unclassified service.

Collective Bargaining Agreement: the written agreement(s) entered into between the Employer and an exclusive representative of employees of the Employer pursuant to ORC Chapter 4117.

Continuous Service: means the uninterrupted service of an employee with the department where no break in service occurs.

County: means the County of Gallia, State of Ohio.

Days: means calendar days, unless specified otherwise.

Department: means the specific department or agency within the County.

Discourteous Treatment of the Public: failure by an employee to treat any member of the general public with respect, in a polite and courteous manner, as otherwise defined under the O.R.C., or as otherwise determined by the Appointing Authority's policy and procedure.

Dishonesty: means disposition to lie, cheat, or defraud; untrustworthiness, lack of integrity, as otherwise defined under the O.R.C.

Eligible: means an applicant for appointment to a classification who has passed an examination, and/or has met other requirements for the classification, and is willing to accept employment.

Employee: means any person holding a position subject to appointment, removal, promotion, or reduction by the Appointing Authority, or any person hired to work.

Employer: means the Appointing Authority, or the designee of the Appointing Authority, authorized by law to make appointments or removal to positions.

Exempt Employee: a salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated at premium rates in addition to hours worked in the standard workweek as defined by the FLSA.

For purposes of a mandatory cost savings program, a county exempt employee means a permanent full-time or permanent part-time county employee who is not subject to a collective bargaining agreement between a public employer and an exclusive representative (i.e., a union) (RC 124.393 or 124.394).

Excused Absence: means being absent from work with the approval of the Appointing Authority or designee.

Failure of Good Behavior: failure by an employee to accept, adhere to, or maintain the expected levels of performance and/or conduct required by the Employer, or reasonably expected by the Employer even in the absence of a written work rule, or otherwise defined under the O.R.C.

Fines: means a form of disciplinary action whereby the Employer imposes a monetary penalty as a disciplinary measure aimed at improving the employee's conduct. Such fine shall not exceed five (5) days' pay and shall not reduce the employee's pay below the minimum wage established by the FLSA. Fines may also be assessed against accrued leave time when appropriate.

Immediate family: means spouse, significant other, children, step-children, foster children, children-in-law, step-children-in-law, parents, parents-in-law, step-parents-in-law, siblings, siblings-in-law, step-siblings, step-siblings-in-law, grandparents, step-grandparents, grandparents-in-law, step-grandparents-in-law, grandchildren, step-grandchildren, legal guardian.

Immoral: means contrary to good morals; inconsistent with the rules and principles of morality; harmful or adverse to the public welfare according to the standards of the community, as expressed in law or otherwise.

Immoral Conduct: means conduct which is willful, flagrant, or shameless, and which shows a moral indifference to the opinions of the good and respectable members of the community.

Incompetency: means lack of ability, legal qualifications, or fitness to perform duties and responsibilities required of an employee.

Inefficiency: means quality of being incapable of performing or indisposed to perform duties and responsibilities required of an employee.

Insubordination: means the state of being unwilling to perform duties and responsibilities required of an employee; refusal to obey an order issued by the employee's administrative superior (supervisor); act of verbally abusing an employee's supervisor.

Neglect: means to omit or fail to do something that can be done, or that is required to be done; an absence of care or attention in the doing; an omission of a given act; a failure, refusal, or unwillingness to perform one's duty.

Nonexempt Employee: an employee who is entitled to be paid the federal minimum wage and to be paid at the rate of not less than one and one-half (1 1/2) times the employee's regular rate of pay for all hours worked in excess of 40 hours in an established workweek or other standard work period established in accordance with the FLSA.

Overtime: means the hours worked by an employee in the excess of forty (40) hours in an established seven (7) day workweek, (such as 12:01a.m. Saturday through 12:00 p.m. Friday).

Pay Period: means the period of time during which the payroll is accumulated.

Pay Range: means the divisions of a salary schedule to which classification and positions are assigned.

Position: means when used by itself shall refer to any specific employment or job calling for the performance of certain duties, and for the exercise of certain duties, and for the exercise of certain responsibilities by one (1) individual.

Probationary Period: means the period of time served by an employee following an original or promotional appointment during which the employee is responsible to learn, be trained and be tested in the proper performance of required job duties.

Promotion: means the act of placing an individual in a classification which has a higher salary range than that previously held but does not include reassignment or reclassification into higher pay steps.

Reduction in Pay: excludes modifications or reductions in pay due to a mandatory cost savings program for county exempt employees or employees whose pay is reduced in accordance with applicable collective bargaining agreement (RC 124.34 [A] and 124.393, 124.394) (furlough).

Regular Rate of Pay: means an employee's hourly rate of pay plus any applicable pay supplement.

Salaried Employees: those employees who are paid a fixed amount weekly salary within the meaning of the Fair Labor Standards Act, rather than an hourly wage. The mere fact that a person's salary is computed from or expressed as an hourly amount for data processing purposes does not mean a person is hourly rather than salaried - salaried status depends on how a person is paid.

Service of the State ("Civil Service of the State"): includes all offices and positions of trust and employment with state government, and this does not include offices/positions with state-supported colleges and universities, counties, cities, city health district/school districts, general health districts, or civil service townships (See "State Service").

Significant other: means 1) a domestic partner who: a) stands in the place of a spouse, b) has had a shared and established relationship with the employee for a minimum period of at least one (1) year, c) resides in the employee's residence, and d) has documented shared responsibility with the employee for financial obligations for their common welfare (e.g., joint rental lease, joint bank accounts, joint utility bills, etc.); or, 2) someone who is engaged to be married to the employee as evidenced by a public announcement of the engagement that is dated within the past twelve (12) months prior to the date of registration of the significant other to be recognized as provided below.

In order to be recognized by the County as an employee's significant other for purposes of County policies, the employee must annually register the name of the significant other by filing with the employee's employer and the County Auditor a signed/dated acknowledgement of the domestic partner or engagement criteria, whichever is applicable, supported by the applicable documentation stated above.

State Service: includes all offices and positions in the service of the state, counties, and general health districts of the state. “State service” does not include offices and positions in the service of the cities, city health districts, and city school districts of the state.

Sick Leave Abuse: means the use of sick leave for any purpose other than as provided by applicable Personnel Policy. Examples of such include but are not limited to the following: calling in sick when the employee is able to work; reporting illness in the immediate family when such illness does not exist; excessive use of sick leave; reporting off sick to participate in some other activity or take care of personal business; setting a pattern of reporting off sick on certain days of the week or following regular days off over an extended period of time; failure to follow the rules and regulations regarding use of sick leave and notification procedures.

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

Supervisor: means an individual who has been authorized by the Appointing Authority to oversee and direct the work of lower-level employees.

Suspension: means relieving an employee from duty with or without pay for a period of time as a disciplinary measure for the purpose of improving the employee's conduct.

Transfer: means the movement of an employee from one position to another where there is normally no change in level of responsibility, classification, or salary.

Tardy: means failing to report to work within the prescribed time when the employee has been assigned to or scheduled to work.

Under the influence: means impairment of an individual's ability to safely perform the activity in question as a result of alcohol, drugs or a combination of them.

Unclassified Service: all offices and positions set forth in R.C. 124.11 and R.C. Chapter 329, which are at-will, serve at the pleasure of the Employer, and which provide no tenure under the law.

Vacancy: means any existing funded position not currently filled by an incumbent which the Appointing Authority desires to fill.

Verbal Warning: means the discussion a supervisor holds with an employee in which the supervisor disciplines the employee for his or her conduct and impresses upon him or her the need for improvement. This method of discipline can eliminate misunderstandings and set and maintain desired standards of conduct and performance. A notation of the date, time, and reason for the verbal warning must be kept in the employee's personnel file in the event the conduct of the employee does not improve, and subsequent disciplinary action is required.

Written Warning/Reprimand: means a step of the Employer's progressive discipline policy- Written warnings/reprimands are more severe than verbal warnings and a record of a written reprimand shall be placed in the employee's personnel file.

OBJECTIVES**SECTION 1.03**

Gallia County recognizes that a personnel system which recruits and retains competent, dependable personnel is indispensable to the effective operation of government. The policies and procedures set forth in this manual are designed to:

- A. Promote high morale and foster good working relationships among employees by providing uniform personnel policies, equal opportunities for advancement, and consideration for employee needs;
- B. Maintain recruitment and internal promotional practices which will enhance the attractiveness of a career with the County, and encourage each of its employees to give his or her best effort to their Employer and the public;
- C. Encourage courteous and dependable service to the public;
- D. Provide fair and equal opportunity for qualified persons to enter and progress in their employment with the County based on individual merit, fitness, and qualifications; and
- E. Ensure that all department operations are conducted in an ethical and legal manner as to promote the County's reputation as an efficient, progressive Employer in the community and the state.
- F. Establish acceptable minimum standards of performance which are to be applied fairly and uniformly.

SCOPE OF COVERAGE**SECTION 1.04**

- A. The policies and procedures in this manual apply to classified and unclassified employees. These policies do not establish tenure or contractual rights for covered employees. The Employer retains the unfettered right to revise, delete and/or add to the provisions of this Personnel Policy Manual at any time, with or without notice.
- B. To the extent not prohibited from doing so by law, the Employer retains the right to hire, fire, set compensation, and manage unclassified and probationary employees without restriction, and the Employer retains all such rights regarding classified employees as allowed by law.
- C. In the event there is a conflict between these policies and procedures and the provisions of a collective bargaining agreement, the collective bargaining agreement shall prevail. In the absence of a conflict, the policies and procedures apply to employees covered by a collective bargaining agreement. To the extent this manual confers benefits not granted by a collective bargaining agreement, the benefits shall not apply to those employees covered by the collective bargaining agreement.

For consistency of operations, Employers whose workforce is covered in part by a collective bargaining agreement may designate in writing within ten (10) days of ratification of the agreement, that designated provisions of the agreement will be applied

to the Employer's non-bargaining unit employees for the duration of the agreement, and such designation shall be binding on the Employer.

D. In the event of a conflict between this manual and any applicable law, the law shall prevail.

President

Vice President

Commissioner

Date

These policies and rules are additionally effective and applicable, as further authorized below, upon departments and employees subject to authority of County department heads and officials having independent control of their employees as provided by Ohio law.

Auditor

Common Pleas Judge

Recorder

Probate/Juvenile Judge

Sheriff

Clerk of Courts

Treasurer

Engineer

Prosecuting Attorney

Coroner

APPROVED AS TO LAW AND FORM:

Prosecuting Attorney
Gallia County, Ohio

DISSEMINATION AND IMPLEMENTATION**SECTION 1.05****POLICY**

- A. The Employer has the exclusive right and authority to create and issue policies and procedures.
- B. All supervisory personnel responsible for administering policy shall receive and be thoroughly familiar with this manual, administer each policy contained herein, and ensure that subordinate personnel do likewise.
- C. This manual is a public record.

PROCEDURE

- A. The Appointing Authority shall adopt this edition of the Manual by signing and dating the General Information section of this manual. The County Administrator and/or the Clerk to the Board of Commissioners shall maintain a three-ring bound master copy as the official copy of the manual for Gallia County.
- B. Each Appointing Authority/Employer shall make and distribute a copy of the manual to each of their supervisors.
- C. Each Appointing Authority/Employer shall distribute a copy of this Manual to each of their employees by hard copy or via an email link to the Manual via www.gallianet.net.
- D. Each County employee shall sign and date a hard copy of the Acknowledgment of receipt of the Manual, Acknowledgement, Section 11.1, and return the executed and dated Acknowledgment to the employee's Appointing Authority/Employer within ten (10) business days of receipt of the hard copy or email link to the Manual. Failure of an employee to return the Acknowledgment within ten (10) business days may result in discipline up to and including termination.

POLICY AMENDMENT**SECTION 1.06****POLICY**

Changes within the organization will necessitate changes in this Manual. The Manual may be amended, revised, or deleted only by written action of the Board of Commissioners. At a minimum, every four (4) years the Board of Commissioners or designee shall review and revise this Manual as necessary.

PROCEDURE

- A. When the Appointing Authority adopts a new policy or procedure, the policy or procedure shall be reviewed to determine whether it amends, revises, or deletes a section of this manual. If so, the effected manual section shall be revised/rewritten.
- B. The original of the new section shall be placed in the Appointing Authority's master copy of the manual.

- C. A hard copy of the new section shall be given by the Appointing Authority to each supervisor with a copy of the manual (or electronic equivalent).
- D. All employees affected by a policy change shall be notified of the amended policy.

REQUESTING AN EXEMPTION**SECTION 1.07****POLICY**

- A. An Appointing Authority may file to declassify a position through one of the following legal exemption justifications.
 - * Not more than 5 deputy county auditors –124.11(A)(4)
 - * A personal exemption – 124.11(A)(8)
 - * A fiduciary exemption – 124.11(A)(9) (Please note that R.C. 124.11(A)(9) does not apply to any position in the Department of Job and Family Services)
 - * A fiduciary exemption –124.11A (28)
 - * Administrative Staff Position – 124.11(A)(30)
 - * Any of the other relevant exemptions of 124.11 of the Ohio Revised Code or any other specific section of the Ohio Revised Code

APPOINTING AUTHORITY RIGHTS AND RESPONSIBILITIES**SECTION 1.08**

The Employer retains the full right and responsibility to direct the operations, promulgate policies, rules, and regulations, and otherwise exercise the prerogatives of management which more particularly include, but are not limited to, the following:

- A. Manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, suspend, discharge, or discipline for just cause, and to maintain order among employees;
- B. Manage and determine the location, type and number of physical facilities, equipment, programs, and the work to be performed;
- C. Determine the Employer's goals, objectives, programs, and services, and to utilize personnel in a manner designed to effectively meet these purposes;
- D. Determine the size and composition of the work force and the organizational structure, including the right to relieve employees from duty due to lack of work, lack of funds, or job abolishment;
- E. Determine the hours of work, work scheduled, and to establish the necessary work rules for all employees;

- F. Determine when a job vacancy exists, the duties to be included in all job classification, and the standards of quality and performance to be maintained;
- G. Maintain the security of records and other pertinent information; and
- H. Determine and implement necessary actions in emergency situations.

CONFLICT WITH LAW**SECTION 1.09**

It is intended that the policies and procedures as contained in this manual comply with all applicable federal and state laws, civil service rules, and regulations, and shall be interpreted wherever possible so as to comply fully with such laws, provisions, or any judicial decision interpretation.

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

EQUAL EMPLOYMENT OPPORTUNITY

SECTION 2.01

- A. Gallia County is an Equal Opportunity Employer. No personnel decisions concerning any term or condition of employment shall be unlawfully based upon race, color, religion, sex, national origin, military status, age, disability, genetic information, ancestry, or other protected criteria, except where such criteria constitute a bona fide occupational requirement.
- B. The County Administrator or other designee is the Employer's EEO Coordinator. The EEO Coordinator is responsible for providing information regarding anti-discrimination laws to employees and others, and for reviewing and resolving complaints involving alleged discrimination not resolved by the department head.
- C. The EEO Coordinator shall be responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. Department heads and supervisors shall maintain responsibility for their actions in regard to offering equal opportunity to each department employee or job applicant and for attempting to resolve discrimination complaints within their respective departments not personally involving the department head.
- D. No inquiry shall be made as to religion, race, disability, veteran's status, or ethnic origin of the applicant, except as necessary to gather equal employment opportunity or other statistics that, when compiled, will not identify any specific individual. Disclosure of this information by the employee is a voluntary action on the applicant's part.

AMERICANS WITH DISABILITIES ACT

SECTION 2.02

- A. The Employer supports the intent and purposes of the Americans with Disabilities Act (ADA) and will not discriminate against qualified individuals with disabilities because of the disability of such individual in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment. A qualified individual with a disability is a person who satisfies the requisite skills, experience, education and other job-related requirement(s) of the position held or desired and who is able to perform the essential functions of the position held or desired with or without a reasonable accommodation.
- B. The EEO Coordinator is responsible for providing information about the ADA to applicants, employees and management personnel, and for reviewing and resolving complaints involving alleged discrimination against a disabled person.
- C. The Employer will provide reasonable accommodations so long as they do not impose an undue hardship on the Employer.

DISCRIMINATORY HARASSMENT

SECTION 2.03

STATEMENT OF POLICY: It is the policy of Gallia County to maintain an environment free from all forms of discrimination and other misconduct, including gender-based discrimination due

CHAPTER 2 EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION

to sexual harassment. In order to maintain this environment, discriminatory harassment, whether committed by supervisors, coworkers, or members of the public, is strictly prohibited.

A. DEFINITION: Discriminatory harassment is any type of harassing conduct that is based upon an employee's race, color, sex, national origin, military status, age, religion, disability, genetic information, ancestry, or other protected activity or characteristic. Typically, it must rise to the level of being severe and pervasive. Sexual harassment, which is a form of sex discrimination, includes, but is not limited to the following:

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

B. RESPONSIBILITY.

1. It is the responsibility of all employees to aid the employer in maintaining a work environment free from discrimination, including sexual harassment. Therefore, it is the responsibility of each employee, including supervision and management, to immediately report any instances of discriminatory harassment to the proper authority. Any employee who observes any conduct that may constitute discriminatory harassment of a coworker, but fails to report same, may be subject to disciplinary action. Moreover, any employee who receives a complaint alleging conduct which may constitute discriminatory harassment of any County employee, but fails to report same, may be subject to disciplinary action.
2. It is further the responsibility of each supervisor to ensure that all employees who report to the supervisor are aware of the policy against discriminatory harassment, that they are aware of the complaint and reporting procedures, and that they are aware of the consequences of engaging in discriminatory harassment.
3. It is the responsibility of management to maintain an environment free from discriminatory harassment. Management shall ensure that its supervisors are sufficiently trained in recognizing discriminatory harassment, the complaint and reporting procedures, the proper methods of investigating complaints of discriminatory harassment, and the disciplinary procedure regarding discriminatory harassment.

C. PROCEDURE.

1. Once a complaint of discriminatory harassment has been received, or an instance of discriminatory harassment has been reported, the complaint shall be immediately forwarded to the proper Appointing Authority for investigation. The Appointing Authority or designee shall then immediately investigate the matter in accordance with the investigation procedure. The complaining employee and/or the reporting employee will be informed of the results of the investigation.
2. If, after a thorough and prompt investigation, it is determined that discriminatory harassment has occurred, the employee who has been found to have committed discriminatory harassment will immediately be disciplined in accordance with the disciplinary procedure set forth in Section F, below, for discriminatory harassment. The complaining and/or reporting employee(s) will be informed of the results of the disciplinary procedure.
3. If, after the investigation, it is determined that no discriminatory harassment occurred, or that there is insufficient evidence to determine whether or not discriminatory harassment has occurred, the complaining employee and/or reporting employee will be informed of same.
4. The Appointing Authority will endeavor to keep the complaint confidential, except as required by law and as may be reasonably necessary to successfully complete the investigation.
5. The Appointing Authority will endeavor to protect employees involved as part of the investigation from retaliation.

D. COMPLAINT PROCEDURE: Any employee who believes that he or she has been the subject of discriminatory harassment, and/or any employee who has witnessed an offensive incident or incidents of discriminatory harassment, should report the matter to the proper Appointing Authority immediately. There will be no reprisals against any employee for making a report in good faith as provided in this section.

1. Reporting Procedure.

- a. Any employee who believes that he or she has been the subject of or witness to discriminatory harassment or other offensive acts should immediately report the alleged act(s) to his/her immediate supervisor or Appointing Authority.

If there is no one in the office or department to which the employee can report the alleged act(s) (for example, the immediate supervisor, member of management, or the Appointing Authority is the subject of the complaint), the employee should report to the County Prosecutor. If the County Prosecutor is the subject of the complaint, the employee should report the matter to the County Coroner or the Board of County Commissioners.

CHAPTER 2 EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION

- b. The employee alleging discriminatory harassment shall complete a written complaint form provided for that purpose (See, Sample EEO/ADA Complaint Forms 12.5 and 12.11). The employee should provide:
 - (1) The employee's name;
 - (2) The name of the subject of the complaint;
 - (3) The incident(s) complained of;
 - (4) The date(s) of the incident(s);
 - (5) Any witnesses to the alleged incident(s); and
 - (6) The resolution the employee is seeking.
- c. If the employee alleging discriminatory harassment is unwilling to complete the complaint, the form shall be completed by the person to whom the verbal complaint was made.
- d. This form should be completed by the employee as soon as possible after the date the alleged harassment occurred. A copy of this form should be forwarded to the Appointing Authority or designee. If it is alleged that the Appointing Authority is the subject of the complaint, then a copy of this form should be sent to the County Prosecutor.

E. INVESTIGATION.

1. After the complaint form has been completed, the complaint will promptly be investigated by the employee's Appointing Authority or designee. If the Appointing Authority is the subject of the complaint, the investigation shall be conducted by the County Prosecutor or as otherwise designated by the Prosecutor. If the County Prosecutor is the subject of the complaint, the investigation shall be conducted by the County Coroner or the Board of County Commissioners.
2. The complaining party, the subject of the complaint, and any witnesses to the incident identified by either party shall be interviewed, and written notes of the interviews and investigation steps shall be made by the investigator. If the investigation reveals that the complaint is valid, prompt and remedial action will be taken to end the harassment immediately.
3. Any employee who is found, after appropriate investigation, to have engaged in discriminatory harassment or other misconduct of another employee or a member of the public shall be subject to disciplinary action, up to and including termination.
4. Upon completion of the investigation, both parties (complainant and subject of the complaint) will receive copies of the investigation report.

F. DISCIPLINARY PROCEDURE: When it is determined that discriminatory harassment has occurred, the following steps will be followed:

1. The charged party (subject of the complaint) may be placed on administrative leave with pay or temporarily transferred pending the final resolution of the complaint process.

CHAPTER 2 EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION

2. The charged party (subject of the complaint) will be interviewed by the appointing authority or designee as to the allegations and facts as determined by the investigation.
3. If the charged party is found to have committed unlawful discrimination, the Appointing Authority may offer the charged party the opportunity to resign.
4. If the charged party declines resignation, a notice of predisciplinary conference will be issued.

G. RETALIATION: It is unlawful to retaliate against an individual who files a charge of discrimination, testifies or otherwise participates in an investigation or proceeding, or who opposes employment practices believed to discriminate against protected persons. The County shall not retaliate against an individual for filing a complaint, reporting harassment, testifying, participating in an investigation, or engaging in other protected activity. A person who believes s/he has been subject to retaliatory action or conduct as a result of taking action under this policy, shall report the conduct to his/her supervisor, Appointing Authority or designee, or other authority.

H. FALSE COMPLAINTS: Legitimate complaints made in good faith are strongly encouraged. False or dishonest complaints or statements constitute a violation of this policy. Any employee who is found, after appropriate investigation, to have filed a knowingly false claim of discriminatory harassment or made a false or dishonest statement against another employee or member of the public shall be subject to disciplinary action, up to and including termination.

REQUIREMENTS FOR EMPLOYMENT**SECTION 3.01**

- A. The Appointing Authority appoints, employs, fixes compensation for, disciplines, and establishes policies and procedures and other conditions of employment for its employees. Employment with the Employer is employment in a public agency, subject to federal, state, and local laws, and the requirement that employees recognize and agree to abide by all applicable laws and all applicable policies and procedures as a condition of employment.
- B. The Employer will not hire immediate family members in the same work unit, department, or office or in a direct supervisor/subordinate relationship in order to avoid the appearance of impropriety and violations of Ohio's ethics laws.

CLASSIFIED / UNCLASSIFIED EMPLOYMENT**SECTION 3.02****POLICY**

- A. Employment with the Employer is governed by the state of Ohio civil service laws. All positions in the civil service fall into one (1) of two (2) general categories: "classified" and "unclassified."
- B. All employees of the County are in the classified civil service unless the position an employee occupies has been exempted from the classified service by a lawful request of the Employer, or by operation of law. Following completion of the probationary period, the tenure of classified employees shall be during good behavior and efficient service. Classified employees may be disciplined for cause and by following the procedures set forth in O.R.C. Chapter 124. Exceptions include probationary employees, who may be removed or reduced for unsatisfactory service during the probationary period without a showing of cause and certain employees covered by a collective bargaining agreement who have waived their rights under Chapter 124. Classified status does restrict an employee's ability to participate in partisan politics.
- C. Some County employees serve in the unclassified civil service or occupy positions which have been exempted from the classified service. Employees such as deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals, or those who hold a fiduciary relationship to their principals, or other positions specifically exempted pursuant to R.C. 124.11(A) and R.C. Chapter 329, serve in the unclassified service. Employees appointed to administrative staff positions for which an Appointing Authority is given specific statutory authority to set compensation serve in the unclassified service. Unclassified employees are at-will, serve at the pleasure of the Employer, and may be terminated or otherwise separated from employment for any reason not otherwise inconsistent with law, and should be so advised prior to appointment. Unclassified employees are not prohibited by law from engaging in partisan political activity on their own time and away from areas in public buildings where official business is transacted or conducted (see Section 7.12).
- D. Employees appointed to positions on a temporary or intermittent basis are unclassified and serve at the pleasure of the Appointing Authority and therefore have no right to appeal any suspension or removal to the State Personnel Board of Review.

VACANCIES IN THE CLASSIFIED SERVICE**SECTION 3.03**

- A. Appointing Authorities shall be solely responsible for determining when a vacancy exists and evaluating the qualifications of applicants for the position.
- B. The Employer shall announce all vacancies in the classified service by appropriate means and maintain a list of announced vacancies for public inspection.
- C. Each announcement, insofar as practical, shall specify the job title, compensation range, nature of the job, the required qualifications, and the deadline, method, and place of application. The announcement shall also include the essential functions of the job or contain a reference to a contact person or posting location that will advise applicants of the essential functions of the position.
- D. The Employer shall post on employee bulletin boards or the electronic equivalent internal vacancies in the classified service which occur. The Employer will attempt to fill vacancies by promoting interested, current employees of the Employer who meet the necessary qualifications and are able to perform the essential functions of the position provided such internal promotion is in the best interest of the County.
- E. An Equal Opportunity Employer Application For Employment Form, Section 11.2, must be properly completed and submitted before an applicant will be considered for employment. Current employees wishing to be considered for the position must apply in the same manner.
- F. The Employer will make reasonable accommodations to assist qualified persons with disabilities to apply for vacancies.
- G. Nothing in this section shall be construed to prevent the Employer from advertising for external applicants concurrently with the internal advertising of vacancies.
- H. Applications will be considered active for a period not to exceed sixty (60) days, after which a new application form is required to be completed and submitted.
- I. An Appointing Authority may make a temporary appointment under R.C. 124.30 to fill a classified vacancy that results from an employee's temporary absence, but shall not make such a temporary appointment to fill a vacancy caused by another interim appointment. Such temporary appointments may exceed one hundred twenty (120) days, but otherwise are limited by the duration of the employee's absence.

EVALUATION OF APPLICANTS**SECTION 3.04**

- A. All applicants shall be evaluated for their qualifying knowledge, skills, and ability to perform the essential functions of the position (with or without reasonable accommodation).
- B. The appointing authority, or designee, shall evaluate all job applicants. Applicants must submit to reference checks, interviews, background checks, and/or other job-related evaluation procedures. An applicant shall be required to provide any non-medical information, upon request, insofar as such information is job-related. For classified

positions it is recommended the appointing authority use some sort of structured process where practicable.

MEDICAL EXAMINATIONS**SECTION 3.05****POLICY**

- A. A medical examination by a licensed practitioner may be required by the Appointing Authority prior to appointment to evaluate selected job applicant's physiological and/or psychological condition as it relates to the applicant's ability to perform the essential duties of the positions for which they are applying. Examinations may include any job-related examination determined to be a pre-employment requirement.
- B. For purposes of this policy, a "licensed practitioner" is a physician, psychiatrist, psychologist, nurse practitioner or other appropriately licensed mental health professional such as a licensed professional clinical counselor or licensed independent social worker who is licensed to perform the appropriate examination.
- C. All employees are required to maintain their physical fitness at a level which will permit them to efficiently perform the duties of their position and avoid endangering themselves or those they serve. Incumbents of specified positions may be legally required to submit to periodic medical examinations during employment to ensure their continued ability to perform the essential functions of the incumbent's position.

PROCEDURE

- A. When a medical examination is required, such requirement shall be included in the vacancy announcement.
- B. No medical examination, except screening for use of illegal drugs for positions determined to be safety sensitive or requiring a CDL, will be conducted until after the Employer has made the applicant a conditional offer of employment.
- C. The Appointing Authority shall select the licensed practitioner to administer the examination and shall pay the cost. Applicants may obtain, with approval of the Appointing Authority, a waiver of the medical examination requirement for the following reasons:
 - 1. verified religious opinion or affiliation, or
 - 2. reinstatement within one (1) year of separation.

Any applicant requesting to waive the examination requirement for one of the above reasons shall submit a written affidavit describing the applicant's state of health at the time of employment.

- D. After hire, employees may be legally required to submit to medical examinations for certain purposes during their period of employment with the County. Such an examination is intended to ensure that the incumbents continue to be physically and mentally able to perform the duties of their position. Examples include examination to certify eligibility for Family and Medical Leave or other leaves of absence, examination to assess eligibility for

Workers' Compensation, examination required by Occupational Safety and Health programs, etc. A medical examination may also be required to determine an employee's ability to return to work following a medically related leave of absence.

DISQUALIFICATION**SECTION 3.06**

An applicant for employment with an Appointing Authority may be eliminated from consideration for failure to meet job requirements or upon other reasonable and legal grounds as determined by the Appointing Authority.

- A. An applicant may generally be eliminated from consideration if he or she:
1. Does not possess the minimum licenses, certifications, educational degrees, or equivalent experience, or similar qualifications;
 2. Does not have the knowledge, skills, and abilities to perform the essential functions of the vacant position, either with or without reasonable accommodation;
 3. Has made a false statement of material fact on the resume, application form, or supplemental submission(s);
 4. Has committed or attempted to commit a fraudulent or dishonest act at any stage of the selection process;
 5. Is an alien not legally permitted to work; or
 6. Is eliminated from consideration for the position due to poor work habits and performance with previous employers.
 7. is addicted to illegal drugs or alcohol;
 8. has a pattern of poor work habits and performance with the current employer;
 9. has been guilty of infamous or notoriously disgraceful conduct; or
 10. is unable to meet the requirements set forth under O.R.C. 5153.111, if applicable. R.C. 5153.111 subjects candidates for employment by the Department of Job and Family Services to a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation. A candidate's refusal to participate in the criminal records check shall be grounds for immediate disqualification. If the criminal records check indicates the candidate has been convicted or plead guilty to the violations listed in O.R.C. 5153.111(B)(1)(a)-(b) or other pertinent violations adopted by the Ohio Department of Job and Family Services, said candidate shall be immediately disqualified.
 11. An applicant may be eliminated from consideration upon other reasonable and legal grounds relating to job requirements, including R.C. 5153.112 which applies to caseworkers in the Department of Job and Family Services.
- B. If an applicant is hired and it is subsequently discovered that any of the above disqualifying criteria apply, the employee may be terminated.

- C. The Appointing Authority may also require a selected applicant to pass an appropriate examination as a condition of employment to determine whether the applicant can physically and/or mentally perform the essential functions of the job, with or without a reasonable accommodation. Pre-employment tests to determine current use of illegal drugs and/or alcohol that may affect the applicant's ability to perform the duties/essential functions of the job in question may be conducted before or after a conditional offer of employment is made.

PROMOTION**SECTION 3.07**

- A. The term promotion shall mean the act of placing an individual in a position which carries a higher salary rate than his or her present rate, (as defined in Section 1.02 "Promotion").
- B. Promotional opportunities shall be offered to qualified employees whenever possible. The selection process shall be open to all employees interested in applying for a higher-level position, although the Appointing Authority may limit the selection process to only qualified employees.
- C. The Appointing Authority will attempt to provide promotional opportunities to all employees who are qualified to perform the essential functions of the higher-level position, with or without reasonable accommodation.
- D. Normally employees in probationary status will not be considered for promotion.
- E. No promotion shall be final until the employee has successfully completed the probationary period.

DEMOTION**SECTION 3.08****POLICY**

A demotion is the transfer of an employee to a position which has a lower level of responsibility, classification, and compensation. Demotions generally result from an employee's failure to perform the duties of their position at an acceptable level or as a result of discipline. Demotions may also be voluntarily requested by an employee or result from an accommodation of a qualified employee with a disability who is no longer able to perform the essential functions of the employee's position with or without a reasonable accommodation, but can perform the essential functions of a lower classification with or without a reasonable accommodation. A demoted employee's pay shall not exceed the rate of pay prior to the demotion.

PROCEDURE

Employees who desire to be considered for a posted vacancy in a lower classification shall complete the required application form and submit it to the Appointing Authority or designee within the posting period.

TRANSFER**SECTION 3.09**

- A. A transfer occurs when an employee is moved from one job position to another within the Appointing Authority, with no change in classification or salary.
- B. A request of a County employee to be transferred into another department, or from one position to another within a department, may be granted at the discretion of the Appointing Authority involved.

IMMIGRATION REFORM AND CONTROL ACT POLICY**SECTION 3.10**

- A. **In General:** In accordance with the provisions of the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, the County has adopted the policy set forth below.
 - 1. The County shall not knowingly hire or recruit or continue employment of any alien hired after November 6, 1986, without substantiating and documenting that alien's eligibility in accordance with provisions established by this policy.
 - 2. The County has established an employment verification system and shall retain appropriate records establishing that each employee hired after November 6, 1986, is lawfully authorized to work in the United States as either a U.S. citizen or as a properly "documented alien."
 - 3. As a condition of continued employment, the County shall verify both the identity and the employment eligibility of all applicants considered for employment, by following the steps outlined in (B) below.
- B. **Preemployment Requirement.**
 - 1. All applicants to be hired, as a condition of employment, shall be required to complete the biographical information requested by Form I-9. See, Employment Eligibility Verification Form (I-9), Section 11.5.
- C. **Post-Hiring Requirements.**
 - 1. Within three (3) business days after the start date of the applicant, the County shall physically examine the documentation presented by the new employee, ensure that the documents presented appear to be genuine and relate to the individual, then complete the remaining portions of Form I-9.
 - 2. The County shall retain Form I-9 and photocopies of the supporting documentation for three (3) years after the effective date of hire or for one (1) year from the date of the employee's separation from service, whichever is later.
 - 3. Form I-9 and copies of supporting documentation shall not be used for any purpose or provided to any Department or person other than for the purpose of complying with the requirements of the Act.

4. Should an employee be rehired or reinstated by the County, within one (1) year of the date of separation, the County may use the original I-9 form and supporting documentation for the purpose of complying with the Act.
 5. If an employee's authorization to work expires the County must immediately reverify that the employee is still authorized to work, based on the employee's documentation of continuing eligibility or new authority to work. The County must review the document, and verify on the I-9 Form, noting the document's ID number and expiration date.
- D. **Anti-Discrimination Policy:** It is the intention of the County not to discriminate in hiring on the basis of national origin and citizenship status except as otherwise provided by law. The Employer will not unlawfully discriminate against any citizen or national of the United States or against any alien authorized to work in the job at issue.

ALCOHOL MISUSE AND DRUG ABUSE IN THE WORKPLACE**SECTION 3.11****A. Notice Upon Hiring.**

1. All prospective employees will receive a copy of the Appointing Authority's Drug Free Workplace Statement and Policy, and Drug Testing Policy; and will be required to sign a receipt which will become a permanent part of the employee's personnel file. See, Acknowledgement of Drug Free Workplace Policy, Section 11.6.
2. In addition, as a further condition precedent to hire, all prospective employees will be required to sign a written statement to the effect that:
 - a. They understand and support the Appointing Authority's Drug Free Workplace Policy;
 - b. They agree to refrain from violating this policy while employed by the County;
 - c. They acknowledge, in advance, that they understand that the penalty for breach can be discharge, and agree that penalty is appropriate when supported by evidence; and
 - d. They acknowledge that they have been warned that alcohol and drug testing of employees will be conducted in accordance with the County's policy where there is individualized reasonable suspicion of alcohol or drug use or drug impairment.

B. Distribution of Drug Free Workplace Policy.

1. This policy will be available on the County's intranet.
2. All current employees will be asked to voluntarily sign a statement supporting the strict enforcement of this policy.

3. All current employees will be given notice that the County reserves the right to order employees to submit to alcohol or drug testing where supported by an individualized reasonable suspicion of alcohol or drug use or drug impairment.

C. **The Drug Free Workplace Policy.**

DEFINITIONS:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other lower molecular weight alcohols including methyl and isopropyl alcohol.

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

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

Criminal Drug Statute means a criminal statute which states that a person may not manufacture, distribute, dispense, use, possess, provide, or administer any controlled substance.

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

POLICY:

1. It is the policy of the Appointing Authority to maintain a safe and productive workplace free of drugs and free of those individuals who use drugs.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the workplace is strictly prohibited and will result in criminal prosecution and employee discipline which may include termination from employment.
3. Any employee convicted of any federal, state, or municipal criminal drug statute must notify the Employer of that fact within five (5) calendar days of the conviction. Notification of the employee does not excuse that employee from possible disciplinary action under the County's Personnel Policy Manual.
4. The County has a zero-tolerance policy for employees who are under the influence of drugs or alcohol while at work. Any employee who reports for duty in an altered or impaired condition which is the result of alcohol, the illegal use of controlled substances, or the abuse of legal substances will be subject to disciplinary action or discharge. Employees who are using medical marijuana with a valid prescription or recreational marijuana are not exempt from this policy in any way. The use of marijuana in any form, with or without a valid prescription will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including marijuana with a valid prescription, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

5. Any employee convicted of a drug offense, who fails to report the conviction as required by the above, will be:
 - (a) Terminated from employment;
 - (b) Forever barred from future employment with Gallia County; and
 - (c) Held civilly liable for any loss of federal funds resulting from the failure to report the conviction.

D. **The Drug Testing Policy.**

1. **Applicant Drug Testing:** As determined by the Appointing Authority, applicants for positions covered by this policy may be required to take a drug test as a condition of employment. Additional rules apply specifically for Commercial Driver's License holders and employees who perform safety sensitive duties and functions under separate policies.
2. **Employee Drug Testing:** The Appointing Authority reserves the right to set standards for employment and to require employees, as a condition of continued employment, to submit to physical examinations including breath or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition. For purposes of this policy, .04 is considered a positive alcohol test. The presence of an illegal drug in an employee's system is considered a positive test. Additional requirements may be mandated for CDL holders and employees who perform safety sensitive duties and functions.
3. In cases in which the Appointing Authority has a reasonable suspicion to believe that the employee is in an altered or impaired condition as the result of the influence of alcohol or the controlled substances referenced in Paragraph C above, the Appointing Authority may require the employee to go to a medical clinic, at the Appointing Authority's expense, to provide breath or urine specimens. For purposes of this policy, "reasonable suspicion" means suspicion based on personal observation by an Employer representative; including descriptions of inexplicable or abnormal behavior, decrease in work performance, appearance, speech, or breath.
4. If requested, the employee will sign a waiver and consent form authorizing the clinic to examine a specimen of breath or urine and release the test results to the Appointing Authority.
5. A refusal to sign a waiver and consent form or to provide either specimen will constitute insubordination, a presumption of impairment, and may result in discharge.
6. Any employee tested in accordance with the above procedure may, if the test results are positive, request retesting at the Appointing Authority's expense; or may request, in advance of the original test, that a portion of the original specimen be delivered to a third party for testing at the employee's expense.

7. The results of any such test will constitute medical information and will remain confidential in accordance with state law.
- E. **Policy Distribution:** Each employee will receive an information package containing:
1. Information concerning the dangers of drug abuse in the workplace;
 2. A current copy of the Appointing Authority's published statement;
 3. A current copy of the Appointing Authority's Drug Testing Policy;
 4. Information concerning any available drug counseling, rehabilitation, and employee assistance programs;
 5. Information concerning the penalties that will be imposed for the breach of the Appointing Authority's Drug Free Workplace Policy;
 6. Notice to the employee that any work-related conviction of any federal or state criminal drug statute must be reported in writing to the Appointing Authority within five (5) calendar days after such conviction.
 7. This policy will be available on the County's intranet and Commissioner's office for the employees' annual review and acceptance.
 8. Employees will receive notification of any changes or revisions.

EMPLOYMENT STATUS**SECTION 3.12**

- A. In addition to being appointed as classified or unclassified, all employees of the County shall be employed as either full-time, part-time, temporary, seasonal, intermittent, or student employees, which are defined as follows:
1. **Full-Time Employee:** an employee normally scheduled to work either forty (40) hours per week or a scheduled number of weekly hours designated as full-time by the Appointing Authority.
 2. **Part-Time Employee:** an employee normally scheduled to work less than the number of hours designated as full-time by his or her Appointing Authority.
 3. **Temporary Employee:** an employee appointed to a non-permanent position, on a full-time, part-time, or intermittent basis, for a specified period of time. Successive temporary appointments to the same position shall not be made. Temporary employees serve in the unclassified service at the pleasure of the Appointing Authority by operation of law. See, Sample Temporary Appointment Letter, Section 12.8.
 4. **Seasonal Employee:** a person employed to work a certain season or period of the year to perform duties that are limited to a specific season or period of the year; (example: summer help). A seasonal employee may be appointed on a full-time, part-time, or intermittent basis.

5. Intermittent Employee: a person employed to work an irregular schedule because of the fluctuating nature of the work. Intermittent employees serve in the unclassified service and at the pleasure of the appointing authority. See, Sample Intermittent Appointment Letter, Section 12.9.
 6. Student Employee: an employee who is a student at an educational institution and employed by the Employer in cooperation with such educational institution to provide training to the student employee.
- B. These categories apply for civil service purposes, such as order of retention in the event of layoff for full-time, part-time, and seasonal employees. However, these categories may not apply to certain benefit programs, such as eligibility for health care coverage, especially where eligibility and categories of employee status are established by those benefit programs.
- C. Temporary, seasonal, intermittent, and student employees shall be entitled only to be paid sick leave, and to paid holidays which fall on a day the employee would normally be scheduled to work.

SENIORITY**SECTION 3.13**

A. Continuous state service is the uninterrupted length of service with any state agency, county agency, or county/city health district or a city school district. If an employee is reinstated within one (1) year from the termination date or accepts a new appointment within thirty (30) days of the termination date, there is no interruption in continuous state service. However, acceptance of a new appointment after thirty (30) days will mean continuous state service time will begin with the new appointment.

Seniority is generally defined as the total number of years of service with the state government or with any of its political subdivisions, or as otherwise provided in a collective bargaining agreement. Service other than that with the County must be verified by the previous employer, which is the responsibility of the employee to obtain. Seniority may have a different meaning for specific purposes, for example: layoff, vacation, or retirement.

B. **Seniority Dates**: Seniority for the purpose of calculating vacation shall be calculated according to the total prior service on record with the Ohio Public Employee Retirement System (OPERS). Prior service need not be continuous; however, completion of a total of one (1) year of service shall be required before eligibility for any vacation leave is established. An employee who has retired in accordance with the provisions of OPERS or any retirement plan offered by the state and who is hired by the County after July 5, 1987, shall not have his or her prior service with the County, state, or any political subdivision of the state counted for the purpose of computing vacation leave. Vacation accrued for such employee shall be based only upon the service he or she is currently accruing with the Appointing Authority.

REDUCTIONS IN FORCE / LAYOFF**SECTION 3.14**

A. In implementing layoffs, the Appointing Authority adopts the following procedures. In adopting these procedures, the Appointing Authority intends to follow the civil service

laws but does not intend to impose upon itself any restrictions that are not required by the civil service laws; and the Appointing Authority reserves the right to substantially comply with these procedures where permitted:

1. employees may be laid off as a result of lack of funds (as determined by the Appointing Authority), lack of work (as determined by the Appointing Authority), or job abolishment (the need for which will be determined by the Appointing Authority);
2. positions ("jobs") may be abolished as a result of reorganization for the efficient operation of the Appointing Authority, for reasons of economy (determined at the time the Appointing Authority proposes to abolish the position), or for lack of work;
3. the Appointing Authority shall decide in which classification or classifications the layoff or layoffs will occur and the number of employees to be laid off within each affected classification;
4. in the case of a layoff, or an abolishment, that results in a reduction of the workforce, the Appointing Authority shall follow the order of layoff, displacement (bumping), recall, etc. that the Appointing Authority is required to follow under RC 124.321-124.327.

B. Furthermore, the appointing authority will follow the current procedures established by the Ohio State Personnel Board of Review and Ohio Director of Administrative Services' (ODAS) administrative rules (as they are amended from time to time) regarding:

1. order of layoff and displacement (except any laid off or displaced employee shall have the right to fill an available vacancy or displace into an immediately prior-held position if he or she meets the criteria set forth in RC 124.324(A)(3) (held the position within the last three years and meets the minimum qualifications);
2. content and service of notices to employees of layoff or displacement (e.g., mailed 17 days in advance if served by certified mail, or 14 days in advance if hand-delivered);
3. the calculation of retention points (as outlined by OAC 123:1-41-09);
4. other aspects of abolishment, layoff, and recall;

except that the Appointing Authority will not file retention point calculations, statements of rationale, or other layoff documents with the Director, nor require verification of same, nor does the appointing authority adopt the SPBR or ODAS procedures that are not expressly or logically applicable to the appointing authority or its/their employees or that would require more of the appointing authority than applicable civil service law.

C. The appointing authority reserves the right to amend this policy from time to time in accordance with applicable law.

NOTIFICATION OF ADDRESS AND TELEPHONE NUMBER**SECTION 3.15**

All County employees shall be responsible for providing a current address and telephone number to his or her Appointing Authority. The employee shall notify the Employer promptly of any change of address or telephone number. An employee subject to emergency call-out must maintain a telephone as a condition of employment and must leave a telephone number(s) where he or she can be reached should any emergencies arise.

APPOINTMENTS AND REPORTING NEW HIRES**SECTION 3.16****POLICY**

- A. **Generally:** In accordance with O.R.C. 3121.89-3121.8911, the Employer shall report certain information about employees who are newly hired, rehired, or who return to work after a separation of employment. See, Section 11.14. This information will be used by the Ohio Department of Jobs and Family Services (ODJFS) to help locate parents who owe child support, to make adjustments in public assistance benefits, and to identify persons who are fraudulently receiving benefits. In addition, new hire reporting information is available to other state agencies to help detect and prevent erroneous unemployment or workers' compensation payments.
- B. **Employee Definition:** The statute defines employee as any individual who is employed to provide services to an employer for compensation and includes an individual who provides services to an employer under a contract as an independent contractor and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company.
- C. **Deadline:** Information regarding newly hired, rehired or returning employees shall be reported to the County Auditor at least five (5) days prior to the effective date of hire/rehire, see Personnel Action Form, Section 11.16, and shall be submitted by the County Auditor to ODJFS within 20 days of the hire or rehire date.

The Auditor can provide further information.

REEMPLOYMENT OF A RETIREE**SECTION 3.17****POLICY**

- A. **Generally:** For any other County board or commission adopting this policy, based upon the Appointing Authority's operational needs, the Appointing Authority or designee at his or her discretion may initiate discussions with a retiree or a potential retiree regarding reemployment with the Gallia County Appointing Authority.
- B. **Definition:** Reemployment of a retiree occurs when such retiree returns to work in an OPERS-covered or another Ohio retirement system-covered position after retiring under OPERS or another Ohio retirement system retirement plan.
- C. **Notification by Reemployed Retirees:** Reemployed retirees shall notify the Employer that they are receiving an Ohio retirement system benefit. Retirees shall complete and

submit to OPERS a Notice of Reemployment of an OPERS Benefit Recipient or a Notice of Reemployment of an Elected Office, if applicable. These notices can be found at www.opers.org.

- D. **Effect on Retirement Benefits:** If a retiree who is receiving benefits from one of Ohio's retirement systems is re-employed in an OPERS position, his or her retirement benefit may be affected. Any employee who is considering reemployment with the County after retirement should contact the appropriate retirement system for clarification on how reemployment will affect his or her retirement benefits.
- E. **Public Notice and Public Hearing:**
1. **Public Notice:** The Gallia County Board of Commissioners (hereinafter "Board of Commissioners") must provide public notice at least sixty (60) days before the reemployment begins, that an individual is seeking to retire, draw a pension, and return to work in a position under the Board of Commissioners.
 2. **Public Hearing:** The Board of Commissioners must also hold a public hearing fifteen (15) to thirty (30) days before the reemployment is to begin to discuss the issue of a retiree being reemployed. The date, time, and location of the public hearing must be included in the public notice as described in (1) above.
- F. **Benefits Following Reemployment:** A reemployed retiree of any retirement plan offered by the state shall be permitted to earn vacation leave, sick leave, and longevity pay in accordance with County policies, as if he or she is a new employee with no prior service time. Such reemployed retiree shall also be eligible to receive other County-provided benefits in accordance with the terms and conditions of the policies, which control such benefits.
1. **Vacation Leave:** For purposes of computing vacation leave, a county employee who has retired under the Ohio Public Employees Retirement System, and who is reemployed by a county after July 5, 1987, shall not have his/her prior service credit with the state or any political subdivision of the state counted.
 2. **Sick Leave:** For employees hired after adoption of this policy, upon termination of a reemployed retiree's employment, the retiree is not permitted to be paid for accumulated sick leave unless the Board of Commissioners adopts an alternative policy pursuant to R.C. 124.39(C).
 3. **Health Care:** If the retiree qualifies for the Employer's health care coverage, the Employer must make appropriate coverage available to the reemployed retiree and the re-employed retiree cannot waive such health care coverage.

NEPOTISM	SECTION 3.18
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POLICY

- A. Pursuant to R.C. 2921.42, the Ohio Ethics Law and general accreditation standards, it is important to have a policy to prevent the possibility of nepotism in the workplace. It is the Employer's intent to adhere to the Ohio Ethics Commission Guidance. Courts have

generally upheld anti-nepotism policies as constitutional because the Employer has a rational basis for wanting to prevent:

1. favoritism in job assignment, job promotion, additional employment, and pay;
 2. creation of morale problems;
 3. reduction in productivity;
 4. increased absenteeism;
 5. conflicts of interest; and
 6. problems in administering discipline.
- B. Following adoption of this policy, no employee shall occupy or be eligible to be considered for a position in which the employee could directly supervise or have influence in decisions concerning the conditions of employment of a member of the employee's immediate family. If such a situation arises after employment, the appointing authority or designee may reassign either employee. These matters include, but are not limited to, any of the following:
1. changes in compensation or benefits (vacation, sick leave, holidays, etc.) that are determined by individual working conditions;
 2. the assignment of duties that will change the terms of employment, evaluations, and actions involving promotions, discipline layoffs, and termination.
- C. This policy does permit the hiring of "immediate family", provided that paragraph (B) is not violated.
- D. Any related employees hired prior to adoption of this policy will not be regarded as in violation of this policy.
- E. Any employees/public officials who violate this policy will be disciplined accordingly, up to and including termination.

PROCEDURE

- A. Employees/public officials must notify their Employer prior to any "newly formed" family relationships (marriage, adoption) between employees that will result in a violation of this policy.
- B. The Employer will make a reasonable effort to work with the employees who become part of any "newly formed" family relationship in order to avoid any violations of this policy.

EMPLOYER INFORMATION / CONFIDENTIALITY**SECTION 4.01**

- A. All County employees are expected to maintain the highest possible ethical and moral standards, and to perform their duties within the laws of the State of Ohio, and other rules and regulations as may be set forth by the Appointing Authority.
- B. It is important to remember that employee compensation is paid through taxes, and therefore each employee must assume responsibility to serve the public in an honest, effective, and cheerful manner.
- C. **Confidentiality, generally.**
1. Each employee of Gallia County shall treat all documents, publications, written and spoken communications of their Department as confidential, even if regarded under R.C. 149.43 as "public records."
 2. Medical/health records are maintained primarily to provide accurate and complete information about the care and treatment, and to serve as a basis for planning the course of health care provided. The record shows the extent and quality of care, both for statistical purposes and evaluation of care rendered the individual and/or family.
 3. All department personnel who have access to medical/health records have both a legal and an ethical obligation to protect the confidentiality of the information in the records. Information regarding employees/patients/clients must not be discussed inside or outside the Department, except on an as needed basis in the line of duty and only in accordance with state and federal law provisions.
- D. **Discussions with individuals outside the employ of Gallia County.**
1. Employees are prohibited from discussing any client or Department matter with any person or persons outside of the employ of the Department, except in those cases where an employee engages in discussion with his/her own, retained, legal counsel concerning an action in which that same employee is a named party or as otherwise protected by state or federal law.
 2. This policy does not apply to Board of Commissioner members, other County Elected Officials, the County Administrator, or any employee who is contacted by a consultant or legal counsel retained by, and representing, any of them.
 3. Except as set forth in Items 1 and 2 above; no employee may discuss any client or Department matter with any attorney or investigator unless in receipt of a subpoena.
- E. **Self-help to public records prohibited.**
- No employee may copy or remove any record or writing, even those regarded as "public" under R.C. 149.43, without first having received advanced written permission from the Appointing Authority. This policy is not meant to infringe on any concerted or otherwise protected activity.

F. Use of Department records in personal actions prohibited.

1. No employee may copy or use any Department writing, document, or record in any grievance, administrative appeal, or legal action without having first obtained the written permission of the Appointing Authority or designee. This policy does not apply to matters obtained through formal "discovery" conducted pursuant to the Rules of Civil Procedure, or Rules of the State Personnel Board of Review.
2. Except for official Department business, no employee may have any Department writing or document in his/her possession, unless obtained through this policy.

G. Tape recording prohibited:

No employee may tape record any meeting, conversation, or telephone call unless he/she has received advanced written permission from the Employer.

H. Penalty for breach of this policy.

1. Any employee who is discovered to have violated any of the above enumerated policies may be disciplined up to including discharge by following due process as outlined in this manual. Any former employee who is discovered to have violated this policy by producing unauthorized documents or tape recordings at any grievance, administrative appeal, or civil action against the Employer, will be barred from reinstatement and may be subject to civil or criminal penalties.
2. Any violation of this policy by an independent contractor while in the service of a Gallia County department shall result in an immediate termination of the contract between the Gallia County Appointing Authority and the individual contractor.
3. Any violation of this policy by an intern, volunteer, or work training program trainee shall result in the Appointing Authority or designee instructing such individual to leave the premises of the Department and not to return, followed by a letter of reprimand to the individual's sponsoring agency.

ETHICS OF PUBLIC EMPLOYMENT**SECTION 4.02**

- A. All County employees are expected to maintain the highest possible ethical and moral standards, and to perform their duties within the laws of the State of Ohio and other rules and regulations set forth by the Appointing Authority.
- B. It is important to remember that the compensation of all employees is paid through taxes. Therefore, each County employee assumes the responsibility of serving the public in an honest, effective, and cheerful manner.
- C. Appointing authorities shall refer new employees to or provide new employees with a copy of Ohio's Ethics Laws and Related Statutes within 15 days of hire, and shall require the employees to acknowledge receipt in writing. See, Sections 11.11 and 11.12. Educational information on Ohio's Ethics Laws can be found at

<http://www.ethics.ohio.gov/EducationandPublicInfoPublication.html>.

- D. Employees/Agents in doubt as to the application of Ohio Ethics Laws and Related Statutes may telephone the Ohio Ethics Commission to discuss concerns or they may seek the advice of the Gallia County Prosecutor, who may refer the matter to the Ohio Ethics Commission for a binding advisory opinion.

TRAINING**SECTION 4.03**

- A. **Training Program Evaluation:** The Appointing Authority shall periodically examine current and proposed training programs in order to ensure the program's relevance to both the individual employee and organizational training needs.
- B. **On-the-Job Training (OJT):** On-the-job training prepares an employee to effectively perform the responsibilities required of his or her position. It allows the employee to learn his or her job duties, correct procedures, and expected performance levels under the immediate direction of an experienced worker. The conduct of such training is the responsibility of the supervisors under the direction of the Appointing Authority.
- C. **Training Needs Inventory:** The Appointing Authority shall provide such training insofar as practicable, in order to upgrade individual job performance levels. Employees may be required to attend job-related training programs, courses, workshops, seminars, etc. If such training is required, the expense incurred shall be paid by the department in accordance with this manual.

The Appointing Authority, however, need not pay for such training when it is taken voluntarily by the employee and not required by the Appointing Authority.

PROBATION (NON-BARGAINING UNIT EMPLOYEES)**SECTION 4.04**

- A. Each employee newly hired into a classified position shall be required to successfully complete a probationary period of one (1) year, except that, if necessary, the probation period can be extended up to an additional six (6) months by the Employer.
- B. Supervisors shall use the probationary period to closely observe and evaluate the work and fitness of the employee, and to encourage adjustment to the job.
- C. A probationary employee may be separated at any time during their probationary period when, in the judgment of the Appointing Authority, the employee's fitness and/or quality of work are not such as to merit continuation in the job. Removal during the probationary period is not appealable to the State Personnel Board of Review.
- D. Any newly promoted employee shall also be subject to a probationary period of six (6) months to one (1) year as determined by the Employer. Such employee shall be returned to his or her former classification or a similar position within the probationary period when, in the judgment of the Employer, the employee's fitness and/or quality of work are not such as to merit continuation in the higher-level position. Such action shall not be considered disciplinary, nor eliminate the employee from consideration for later advancement.
- E. A student placed in the unclassified civil service is exempt from serving a probationary period and may be terminated at any time.

- F. A part-time employee scheduled to work a portion of a normal workday shall serve a probationary period on the same basis as a full-time employee.
- G. An employee assigned to work on an irregular schedule or less than a normal workweek shall serve a probationary period equal to a full-time employee, based on time actually worked.
- H. Time while on unpaid leaves of absence shall not be counted as time served in determining a probationary period.
- I. A probationary employee shall be eligible for promotion to another position during the period of the new hire probationary period. The employee remains in new hire probation status subject to all the terms of the new-hire probation period as provided in Section 4.04.A.
- J. The Appointing Authority does not waive the ability to remove an unclassified employee, at the Appointing Authority's pleasure, by adopting this policy or by designating an initial instruction period as a "probationary" period.

PERFORMANCE EVALUATION**SECTION 4.05**

- A. Written performance evaluations provide supervisors with an effective mechanism to measure and communicate levels of job performance to their employees, and provide the employee with documented, constructive feedback concerning current job performance. A documented performance evaluation serves as a basis for important management decisions, including training needs, job assignments, promotions, and termination of an employee. The work performance of each regular employee shall be evaluated in accordance with established procedures.
- B. County employees not serving in a probationary period should be evaluated annually as required or as deemed necessary by the Appointing Authority. Employees may also be evaluated upon change of their supervisor, unless an evaluation was made within the previous three (3) months. Probationary employees should be evaluated immediately prior to the completion of their probationary period.
- C. Each employee shall be given a copy of his or her performance evaluation. The supervisor shall discuss the report with the employee and shall counsel the employee regarding any improvement in performance which is desirable or necessary.
- D. Employees dissatisfied with their performance evaluation may request reconsideration.

CLASSIFICATION PLAN**SECTION 5.01****POLICY**

- A. Each Employer shall create classifications and job descriptions based on the duties and responsibilities of positions within their departments. Each position within a classification shall have, at a minimum, a job description which shall include a position job title, summary of job duties, examples of duties, minimum qualifications, and content-related worker characteristics.
- B. Appointing Authorities shall periodically review the duties and responsibilities of positions and make necessary adjustments or revisions to the job descriptions as necessary. Factors which may necessitate revisions include:
1. an addition of a new function or responsibility to the department;
 2. an abolishment or elimination of a current function or responsibility of the department;
 3. a reorganization of a function resulting in the consolidation of various work activities;
 4. a gradual growth of a position by addition, deletion, or change in duties and responsibilities; or
 5. a new or revised licensure or certification is required for the position by law.
- C. An employee who has completed his or her probationary period may request that his or her position be audited for proper classification or job title by requesting a review through proper procedures as set forth below. Unless duties are substantially altered on a permanent basis, the employee may not request such a review less than one (1) year from the date of the results of the last review.

The procedure is as follows:

1. The employee must submit a written request for review of his/her classification/job title to the Appointing Authority.
2. The request must specify the work assignments and/or added responsibilities which the employee is performing and which the employee feels are justification for the audit and specify the classification or job title to which the employee feels the employee should be assigned.
3. The Appointing Authority shall review the request and shall determine if the position should be reclassified.
4. The Appointing Authority shall notify the employee, in writing, of the decision to reclassify or not to reclassify.

5. If dissatisfied with the decision and justification, the employee may submit a formal complaint through the grievance procedure outlined in this Manual.
- D. A department's classification and job title plan should be completely analyzed and updated periodically to ensure that all significant changes have been noted, positions are properly classified, and job descriptions accurately reflect the job duties, responsibilities, and skill level requirements of the covered job.
- E. Any changes which are made must be communicated to all affected employees and recognized employee representatives, if any.
- F. Changes must be reflected on all applicable payroll, personnel, and operational records.
- G. The Appointing Authority reserves the right to contract the services of a trained personnel professional to develop, implement, and maintain the classification, compensation, and other personnel systems in order to ensure compliance with personnel principles and standards.

COMPENSATION**SECTION 5.02**

- A. The Employer has the responsibility to establish a compensation plan with wage rates which provide adequate pay differentials among classifications and positions of varying responsibilities.

PAY PERIOD**SECTION 5.03**

- A. There are normally twenty-six (26) pay periods per year. All County employees are paid every-other Friday and are paid for a two (2) week period. Pay periods begin normally at 12:01 a.m. Saturday through 12:00 midnight the second Friday thereafter.
- B. If a holiday falls on Friday, pay will be issued on the following business day, unless otherwise announced by the County Auditor.
- C. Supervisors are to receive any questions regarding an employee's pay and are responsible for making the necessary explanations or inquiries to resolve the matter.
- D. Pay advances of any kind are not permitted.
- E. No pay shall be issued to anyone other than the employee, unless prior written arrangements have been made by the employee.

HOURS OF WORK**SECTION 5.04**

- A. The standard work day business hours are from 8:00 a.m. to 4:00 p.m. However, altered starting and quitting times may be established by the Employer in consideration of current and anticipated workloads, public service needs, and other factors.
- B. The normal work week County shall commence at 12:01 a.m. on Saturday of each calendar week and continue for seven (7) consecutive days to end at 12:00 midnight the following Friday.

- C. Unless otherwise designated, the normal workday shall be inclusive of a one-half or a one (1) hour lunch period as determined and scheduled by the Employer.
- D. Scheduled work hours, lunch periods, and breaks may vary with each Employer. It shall be the responsibility of each Employer to establish the work schedule and notify each employee.
- E. Should an Employer find it necessary to extend the regularly scheduled work hours or require employees to work overtime, employees shall work the additional hours as a condition of employment.

OVERTIME**SECTION 5.05**

A full-time or part-time nonexempt employee who works in excess of forty (40) hours per week (overtime) shall receive compensation at one and one-half (1 & 1/2) times the employee's regular hourly rate or shall receive compensatory time off at one and one-half (1 & 1/2) hours for each hour worked in excess of 40 hours per week. The adoption of a compensatory time policy is at the discretion of the Employer. Hours worked over eight (8) in a day is not necessarily overtime and shall be determined by the Appointing authority or applicable labor contract.

- A. **Work Period/Work Week Defined:** The Fair Labor Standards Act requires employers to designate a "work period" or work week for purposes of calculating overtime. Unless otherwise adopted in writing by an Appointing Authority, the work period for purposes of computing overtime for employees of Gallia County shall commence at 12:01 a.m. on Saturday and continue for seven (7) consecutive days to end at 12:00 midnight the following Friday.
- B. **Overnight Stay County Business Time Considered for Overtime Purposes:** When a nonexempt employee incurs an overnight stay while on official County business, time outside of the employee's normal working hours shall not be considered time worked for purposes of calculating overtime, except: 1) as otherwise approved as overtime by the Employer, or 2) to the extent the employee is actually performing official County business (e.g., attending meetings). Travel time as a driver or passenger during the employee's regular workday hours is compensable on regular workdays. Travel time during an employee's regular work hours on a nonworking day is compensable if the employee is driving. Any travel time as a passenger outside of regular working time is not compensable unless otherwise authorized in writing by the Employer.
- C. **Other Work-Related Activities Considered for Overtime Purposes:** Hours spent by nonexempt employees at lectures, meetings, training programs, and similar activities designed to assist the employee in performing the employee's current job more effectively, are counted as working time for purposes of determining eligibility for overtime if such training is required by the Employer.
- D. **Employee Classifications Qualifying for Overtime Pay:** The overtime compensation provisions of the Fair Labor Standards Act only apply to hourly employees and all salaried employees who have been determined to be "nonexempt." Certain administrative, executive, professional, and some other employees are exempt from the FLSA and are not

entitled to overtime compensation. Any questions regarding an employee's status concerning overtime should be directed to the employee's Employer.

- E. **Compensation for Holidays:** Any employee required to work on one of the recognized holidays is entitled to receive pay at one and one-half (1 & 1/2) times his usual rate of pay in addition to receiving his regular holiday pay. The premium rate of pay shall not be used in determining an employee's regular rate of pay for the purposes of calculating overtime compensation (i.e., pyramiding of overtime is not permitted).
- F. **Employment In More Than One County Position:** An employee that holds more than one (1) position with the County must notify the Employer in writing. Furthermore, the employee must notify both Employers when the employee's total number of hours worked for one (1) work week approaches 40 hours. The purpose of this policy is to ensure compliance with proper overtime payments when an employee is in a joint-employment relationship.
- G. **Overtime Distribution:** It is the policy of the County that overtime will be distributed as equally as possible among employees by consideration of classifications, seniority, and qualifications of those employees who normally perform such work.
- H. **Payment of Compensatory Time upon Termination:** Payment of compensatory time upon termination shall be based upon the employee's final regular rate of pay or the employee's average regular rate of pay over the past three (3) years, whichever is greater.
- I. However, attendance outside of regular working hours at specialized or follow-up training which is required by law for required certification does not constitute compensable hours of work even if all or part of the costs of the training is paid by the Employer. Likewise, any training courses designed to prepare an employee for advancement to another position shall not be considered compensable hours of work provided the following criteria are met:
1. attendance is outside the employee's regular working hours;
 2. attendance is voluntary; and
 3. the employee does not perform any productive work while attending the training program.
- J. For purposes of public accountability, exempt employees may be required to maintain a record of the hours they work and any paid leave utilized. All hours worked by an exempt employee in excess of 40 hours in a work week should be recorded as compensatory time or flex time. Exempt employees may be absent, with approval of the Employer, without a deduction from their accrued paid leave when using exempt employee compensatory or flex time.
- K. All compensatory time must be taken by the employee within the calendar year in which the time is earned. Compensatory time may be taken in increments of 0.25 hours and requires the approval of the Employer.
- L. For purposes of this section, paid sick leave, paid holidays, paid vacation and other paid time shall not be considered time worked.

- M. The Employer may designate exempt employees to work an adjusted workweek not to exceed forty (40) hours per week. Such employees are considered “flexible hour employees.” Any time worked over the daily regularly scheduled hours shall be recorded as flex time and should be taken off within the same reporting week that it is worked, if possible. Flex time may be taken in increments of 0.25 hours and requires the approval of the Employer. An Employer may revise the work schedules or work duties of an employee in order to avoid overtime. Unused flex time will not be paid upon termination of employment.

OVERTIME APPROVAL**SECTION 5.06**

- A. Generally, all overtime must be authorized by the Employer in writing in advance of the overtime being worked. See, Sample Form 12.10 Request For Overtime Approval.
- B. Unusual circumstances and situations may require employees to work overtime without any prior authorization. Whenever such unusual circumstances occur, the Employer will determine the method of compensation for the unauthorized overtime.
- C. Scheduled overtime which is subsequently cancelled for any reason shall not entitle the employee to any overtime compensation.

PAYROLL DEDUCTIONS**SECTION 5.07**

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

- A. **OPERS:** Except for those persons specifically exempted under provisions of Section 145.03 of the Ohio Revised Code, all employees must contribute to the Public Employees Retirement System.
- B. **Income Taxes:** Federal, state, and city governments and some school districts may require that income taxes be withheld from each salary payment. The amount of tax to be withheld is determined from tables furnished by the Treasury Department and the Ohio Department of Taxation and may vary according to the amount of salary and number of dependency exemptions. Employees are required to complete withholding tax certificates upon initial employment and to inform the Auditor's office of any dependency change whenever such change occurs.¹
- C. **Medicare Health Insurance:** A deduction of 1.45% will be required from each employee who is hired after April 1, 1986. The 1.45% pay-in will be contributed to Medicare along with the Employer's share of an additional 1.45%.
- D. **Miscellaneous Deductions:** Examples include garnishments, deferred compensation, credit union savings, health insurance, and other approved deductions. The Employer may refuse to make deductions below certain prescribed minimum amounts, or at regular intervals, or for other cause(s) that the County Auditor deems not in the best interests of the County.

Residents of certain municipalities and school districts are required to have income tax withheld from earnings. It is the employee's responsibility to notify the Auditor's office of the need for the deduction.

All requests for payroll deductions must be presented in writing to the Appointing Authority or designee for authorization.

Most employees of the County are required by law to participate in the Ohio Public Employees Retirement System (OPERS). This program is entirely independent of and is in place of the Federal Social Security System. Payroll deductions for OPERS will be made in accordance with the current OPERS Rules.

SPOUSAL COVERAGE**SECTION 5.08**

In an effort to control costs of the Gallia County Health Insurance Benefit Plan, the eligibility policy for a working spouse will be determined by their eligibility to enroll in their employer's group health insurance program.

This means if your spouse's employer offers group medical coverage, your spouse must be enrolled in at least a single policy. Gallia County will not cover a working spouse if the spouse's employer offers group medical coverage. This does not impact your other covered dependents. This non-eligibility exception is for spouses employed by another employer only.

Spouses may continue on the plan as primary if they meet one of the following criteria:

- My spouse is NOT employed.
- My spouse is retired and not eligible for employer sponsored retirement health insurance plan.
- My spouse is self-employed and does not have access to a group medical plan.
- My spouse is also employed by Gallia County (NOTE: if no dependents requires both take single plan).
- My spouse is employed and my spouse's employer does NOT offer medical coverage for my spouse or my spouse does not meet their employer's medical insurance eligibility requirements.
- My spouse is covered under Medicare.

The applicable form for a spouse to continue on the County Plan must be completed by you if you are married, your spouse and the spouse's employer (if they are actively working) and returned to the Gallia County Commissioners Office.

If your spouse's employer terminates their group health insurance plan, that termination would be considered a qualifying event for your spouse and the spouse could be covered by the Gallia County plan without a waiting period.

If you have a spouse that currently meets the criteria above and their employment status changes, you are responsible for notifying your Employer and completing the applicable form.

RETIREMENT PLAN**SECTION 5.09**

Any employees who have any questions regarding OPERS should make a written inquiry-to:

Ohio Public Employees Retirement System
277 East Town Street
Columbus, Ohio 43215
(800) 222-7377

GARNISHMENT**SECTION 5.10**

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

- A. When a garnishment is received for an employee, the following procedure of notification will apply:
 - 1. The Auditor's office shall notify the appropriate Employer.
 - 2. The Employer will schedule a conference with the employee to discuss the garnishment.
 - 3. The Auditor's office, at the request of the Employer, will determine whether the employee has had previous garnishment of wages.
- B. If the garnishment is the first one received by an employee, the following procedure will apply:
 - 1. The employee will be advised of the consequences of further garnishments.
 - 2. Every reasonable effort to counsel the employee through referral to an appropriate agency will be made by the Employer to assist the employee in working out his or her financial difficulties.
- C. If a second garnishment is received within a 12 month period for a separate debt of the employee:
 - 1. A meeting will be arranged between the employee and the Employer.
 - 2. The Employer will recommend that the employee seek a credit counseling agency or other appropriate agency for assistance.
- D. If a third garnishment is received within a 12 month period for a separate debt of the employee:
 - 1. The Employer and the employee will meet with the County's legal advisor to discuss the consequences of the garnishment notice.

2. The Employer will check to see if the employee sought assistance from credit counseling agency or other appropriate agency.
3. Depending upon the circumstances, the employee may be subject to disciplinary action consistent with the policy outlined in Section 8.

EXPENSE REIMBURSEMENT**SECTION 5.11**

County employees are to receive reimbursement for allowable expenditures made for a proper public purpose that are incurred while traveling out-of-County on official County business. "Official county business" includes the performance of an employee's assigned duties, attending workshops, conferences, conventions, in-service training, and similar or other functions related to the employee's assigned duties. Employees are eligible for expense reimbursement only when travel has been authorized in writing prior to the trip by the Employer and with appropriate receipts documenting claimed expenses when required. Overnight travel expense reimbursement requires the advance approval of the employee's Employer.

The following items are reimbursable, subject to the regulations contained herein and compliance with the procedures:

- A. **Commercial air flights:** Reimbursement is available for air flight expenses only when the automobile mileage reimbursement would be more costly than the air fare, or where travel time is of significance.
- B. **Bus or taxi:** Employees are to use the most economical means available when traveling on official County business.
- C. **Automobile:** Whenever possible, the Employer will assign a County vehicle for travel to and from meetings, conferences, and conventions, etc. Use of a privately owned vehicle must have prior approval in writing for reimbursement to be authorized. If no County vehicle is available and an employee is required to use his or her privately owned vehicle, he or she shall be reimbursed for mileage at the IRS reimbursement rate. Such reimbursement payment constitutes the total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, insurance, etc.). Mileage reimbursement is payable to only one (1) of two (2) or more employees traveling on the same trip, in the same vehicle. Employees authorized to use their private vehicle and filing for reimbursement of mileage must first provide the Employer for copying and placing in their personnel file a copy of their valid vehicle operator's license and proof of insurance (Financial Responsibility Card or insurance card). Rental of a vehicle is not reimbursable without prior approval of the Appointing Authority.
- D. **Meals:** Expenses incurred for meals while on official County business away from the employee's office on an overnight stay outside of Gallia County authorized in writing by the Employer will be reimbursed at the General Services Administration's (GSA) fiscal year per diem travel day and non-travel day meal rate applicable to Gallia County as determined by the County Auditor. Employees must submit a completed travel per diem form with travel dates, destinations, purposes of travel, and the total amount of per diem requested. Itemized meal receipts are not required. Expenses incidental to a meal (e.g., tips for service) are included within the per diem rate. Meals provided as part of conference

fees or other official functions are not eligible for per diem reimbursement. This policy is subject to other expense reimbursement amounts and/or required documentation specified in collective bargaining agreements.

Employees will not be reimbursed for meals if the employee is not traveling overnight, away from Gallia County, unless:

1. The meal qualifies as an entertainment rule pursuant to IRS Reg. § 1.274-2(c) and (d). Examples of such meals are:
 - A meal where the main purpose is the active conduct of business, business is actually conducted, and there is more than a general expectation of income or some other specific business benefit in the future.
 - Meals at a hospitality room sponsored by the County at a convention.
 - A meal that is associated with the active conduct of the County's business, and occurs directly before or after a substantial business discussion.
2. Occasional meals that meet the De Minimis Exclusion pursuant to IRS Reg. § 1.132-6 (d)(2), such as infrequently providing coffee, donuts, or soft drinks. Also occasional parties or picnics such as Christmas luncheon.

Any meal provided to employees that are not excluded from taxable income herein will be reported to the Auditor's office by the department as a taxable meal. This notification will include the fair market value of such meal (not the actual cost) and will be included on the last payroll worksheet of each month.

- E. **Lodging:** Employees will be reimbursed for reasonable and necessary lodging expenses at the single room rate. If families accompany employees on out-of-town travel, the County will pay the single room rate and the employee will be responsible for the difference. Employees will request the government rate and obtain a sales tax exemption certification from the Auditor's office prior to payment of the lodging.
- F. **Phone Calls:** Phone calls necessary for official County business are reimbursable.
- G. **Parking and Tolls:** Expenses for parking, highway, bridge, and tunnel tolls are reimbursable. Parking expenses incurred within and outside Gallia County are reimbursable providing the employee is on official County business.
- H. **Frequent Flier Miles/Credit Card Points:** In accordance with Ohio Ethics Commission Advisory Opinion 2025-02 and Auditor of State Bulletin 2025-012, public officials and employees may personally retain and use frequent-flier miles, credit-card rewards, hotel points, or similar rewards earned during official County business in their personal life, provided the rewards are earned the same way as members of the general public would earn them and they do not impose or result in additional costs to the County. However, a public official or employee is prohibited from choosing an airline, vendor, or service just to get rewards points for themselves.
- I. The following items are not subject to itemized reimbursement:

1. tips;
 2. alcoholic beverages;
 3. entertainment;
 4. laundry and dry cleaning;
 5. room service charge;
 6. expenses of spouse traveling with employee;
 7. tax;
 8. any allowable expense where no acceptable receipt is provided as documentation by the employee.
- J. Travel expense forms and expense reports shall be filed by employees detailing all costs with receipts attached for all reimbursable expenses, except meals, within thirty (30) days of the accrued expense. Travel Expenses Report, Section 11.22. Such detailed documentation will include the amount, date, time, place, and business purpose. Original receipts must be attached for reimbursement; credit card statements will not suffice. Proof of mileage from an Internet mapping site such as <http://maps.yahoo.com> must also be attached, calculating from the closest point of departure (home or worksite).

GUIDELINES FOR COST SAVINGS UNDER O.R.C. 124.393 & 124.394 SECTION 5.12

Employers may adopt programs under R.C. 124.393 and 124.394 from time to time to deal with financial difficulties. Such programs shall be reduced to writing and signed by the Employer.

EXPRESSION OF MILK**SECTION 5.13**

The Employer shall provide “reasonable breaktime for a non-exempt employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk.” Employers are also required to provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.”

Employers are required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

When an employee is using time at work to express breast milk, the employee may elect to either: 1) take unpaid time and be completely relieved from duty, or 2) take regular paid break time. If an employee is provided with paid break time, an employee may elect to express milk during the break and must be paid in the same way that other employees are compensated for the break time.

A bathroom, even if private, is not a permissible location under the Act. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother’s use, it must be available when needed. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from co-workers and the public.

HOLIDAYS**SECTION 6.01**

- A. All employees will be entitled to holiday pay for all holidays listed below on which they would normally be scheduled to work. Employees who are required to work on a recognized holiday will receive compensation at time and one-half (1½) his or her usual rate of pay for actual authorized work in addition to their regular holiday pay.

New Year's Day	First day in January
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Good Friday (one-half [0.5] day)	Friday before Easter
Memorial Day	Last Monday in May
Juneteenth	Nineteenth day of June
Independence Day	Fourth day of July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	Eleventh day of November
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve (one-half [0.5] day)	Twenty-fourth day of December
Christmas Day	Twenty-fifth day of December

- B. Temporary, seasonal, and student employees will only receive holiday pay if the holiday is observed on a day they are normally scheduled to work, and only for the hours they would have actually worked.
- C. If a holiday falls on Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday, except as stated in 6.01H.
- D. In observance of each authorized holiday, employees will normally be granted time off from work, with straight time pay.
- E. If a legal holiday is observed while an employee is on vacation, sick leave or paid FMLA leave, such day will not be charged against his or her leave.
- F. At the discretion of the Employer, in lieu of the holiday pay compensation, any employee of the County who is required to work on a holiday may be credited in compensatory time for the holiday plus one and one-half times the actual hours worked on the holiday.
- G. For the Good Friday and Christmas Eve half-day holidays, one-half day means the later one-half of an employee's regular workday (i.e., for a workday of 8am to 4pm, the half day holiday would be from 12pm to 4pm).
- H. In the event the Good Friday and/or Christmas Eve half-day holidays, and/or the day after Thanksgiving holiday falls on an employee's regular day off, the employee will not be entitled to time off on another day nor be paid for the holiday.

VACATION

SECTION 6.02

- A. Full-time employees who are regularly assigned to be in active pay status forty (40) hours per week are eligible for annual paid vacation leave according to the following eligibility guidelines:

	<u>Maximum Vacation/Year</u>	<u>Credited per 40 Hour Pay Period</u>
Less than 1 year	None	None
After 1 year of service	2 weeks	3.1 hours
After 8 years of service	3 weeks	4.6 hours
After 15 years of service	4 weeks	6.2 hours
After 25 years of service	5 weeks	7.7 hours

- B. Full-time employees granted vacation leave pursuant to Section A, who are in active pay status in a biweekly pay period for less than eighty (80) hours, shall accrue vacation hours during that pay period that bears the same ratio to the number of hours in Section A as their number of hours in active pay status, excluding overtime hours, bears to eighty (80) hours.
- C. Full-time employees granted vacation leave, pursuant to Section A, who are regularly assigned to be in active pay status less than forty (40) hours per week, and who are in active pay status in a biweekly pay period, shall accrue a number of hours of vacation leave during each pay period that bears the same ratio to the number of hours specified in Section A as their number of hours which are accepted as full-time in active pay status, excluding overtime hours, bears to eighty (80) hours.
- D. The ratio between the hours worked and vacation hours awarded to a part-time employee shall be the same as the ratio between the hours worked and the vacation hours earned by a full-time employee as provided for in Section A.
- E. Vacation scheduling is subject to the approval of the Employer and/or designee. Vacations are scheduled according to the workload requirements of the Appointing Authority/work unit.
- F. In no case may an employee take vacation prior to the vacation having been earned and credited to the employee.
- G. Additional vacation leave is not accrued for paid overtime hours.
- H. Generally, vacation leave shall be taken by an employee during the year in which it was accrued. As of December 31 of each year no vacation leave shall be accumulated or carried over which is in excess of the employee's accrual for one (1) calendar year. The Employer may permit, if funds are available in the department's budget and usage by the employee is deemed a hardship on the work unit, the pay out of excess vacation. Appropriations used for such pay out must be specifically identified and requested by the department, approved by the County Commissioners, and used for this purpose all in the month of December in the year in which such excess would have been lost.

- I. After one (1) year of employment or after the employee has completed his/her probationary period, whichever is later, an employee who separates or retires is entitled to compensation at his or her current rate of pay for accrued earned, but unused, vacation leave. This compensation shall not exceed one (1) year's carryover plus the accumulated but unused vacation leave as of the date of separation or retirement.
- J. Employees wishing to use vacation leave must request such leave in minimum units of one-fourth hour. Requests for vacation leave should be made and approved in advance of the first day requested off, except that supervisors may waive the advance request requirement for emergencies or extenuating circumstances.
- K. Employers will comply with Ohio Revised Code Section 9.44. Examples of political subdivisions include counties, cities, villages, and boards of education, but do not include private industry councils, libraries organized as nonprofit corporations, or other entities that are not actually political subdivisions even though their employees may pay into OPERS.
- L. Employees are eligible to use vacation time the pay period following the pay period in which the vacation time was accrued. An employee who has retired in accordance with the provisions of OPERS or any retirement plan offered by the state, and who is subsequently hired by the Appointing Authority after July 5, 1987, shall not have his or her prior service with the county, the state, or any political subdivision of the state counted for the purposes of computing vacation leave. Vacation accrual for such employee shall be based only upon the service he or she is currently accruing with the Employer.

SICK LEAVE**SECTION 6.03**

- A. An employee may request sick leave for absences resulting from illness as described below. That section contains important rules for reporting off. An employee requesting sick leave shall inform his or her supervisor of the fact and the reason one (1) hour prior to his or her scheduled starting time or as directed by his or her supervisor. Failure to do so may result in denial of sick leave for the period of absence. Employees may use sick leave, upon approval of the Appointing Authority or designee, for the following reasons:
 - 1. illness or injury of the employee or illness or injury of a member of his or her immediate family **where** the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member;
 - 2. exposure of employee or a member of his or her immediate family to a contagious disease which would have the potential of jeopardizing the health of the employee or the health of others;
 - 3. death of a member of the employee's immediate family (see Section 6.13, Funeral Leave);
 - 4. medical, dental, or optical examinations or treatment of employee or a member of his or her immediate family which cannot be scheduled during non-working hours. Employees should make an effort to schedule each appointment at a time which provides the least disruption of their work; or

5. pregnancy, childbirth, and/or related medical conditions.
- B. The Employer maintains the right to investigate any employee's absence.
- C. For each completed hour in active pay status, an employee earns .0575 hours of sick leave.

For purposes of this policy only, active pay status is defined as hours during which an employee is eligible to receive pay, such as hours worked, hours on vacation, hours on holiday leave, hours on compensatory time, and hours of paid sick leave. Sick leave is not accrued during an unpaid leave of absence.
- D. Part-time employees accrue sick leave on a proportionate basis to the hours paid each pay period.
- E. The amount of sick leave time any one employee may accrue is unlimited.
- F. Sick leave shall be charged in minimum amounts of one-quarter ($\frac{1}{4}$) hour.
- G. Employees absent on sick leave shall be paid at the same basic hourly, daily, or biweekly rate as when they are working.
- H. Employers may designate specific minimum notification requirements for requesting use of sick leave. An employee requesting sick leave for the purpose of medical, dental, or optical examination appointments shall notify the Employer of the fact as far in advance as possible, in order that scheduling and work priorities might be adjusted accordingly. An employee requesting sick leave for other legal purposes shall inform the Employer of the fact and the reason for the request prior to the employee's scheduled starting time. Failure to comply with these minimum notification requirements or other sick leave policy may result in denial of sick leave. If medical attention was required, the Employer may request that the employee submit a health provider's certificate/statement stating the nature of the illness.
- I. Vacation leave may be used for sick leave purposes, at the employee's request and the approval of the Appointing Authority, after sick leave is exhausted. Employees who have exhausted all sick leave and vacation leave credits may, at the discretion of the Appointing Authority, be granted a personal leave of absence without pay for a period not to exceed six (6) months. Illnesses exceeding six (6) months may be treated as disability separation leave.
- J. An employee who excessively uses and/or fraudulently obtains sick leave, or anyone found falsifying sick leave records, shall be subject to disciplinary action up to and including termination in accordance with policies outlined in this manual.
- K. Altering a physician's certificate or falsification of a written, signed statement shall be grounds for immediate dismissal.
- L. Credit For Prior Public Service: Employees who transfer between County Departments or Agencies, or who were previously employed by another public agency, or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave, provided the time between separation, reappointment or transfer does not exceed ten (10) years and provided the employee has not cashed in any portion of that balance under

O.R.C. 124.39. The words "public agency" as used above means those entities required to provide sick leave under R.C. 124.38 and 124.382, including the State, counties, municipalities, all boards of education, civil service townships, etc. within the State. Villages, Private Industry Councils, non-civil service townships, libraries organized as non-profit corporations, and other entities not required to provide sick leave under R.C. 124.38 or 124.382 are not "public agencies" for purposes of this policy. Notwithstanding the above or the Sick Leave Conversion Policy herein, if any "person removed for conviction of a felony" within the meaning of R.C. 124.34 is "subsequently re-employed" by the County, such person is only qualified to accrue sick leave as if the individual were a new employee receiving no credit for prior service.

The requirements of allowing sick leave transfers have been the subject of differing interpretations and legislative revisions, even by the state. Therefore, to the extent the Board of Commissioners has already allowed employees to transfer in sick leave credit prior to the adoption of this policy or policy revision, that credit is not negated with respect to employees already credited as of the adoption of this policy or revision.

LEAVE DONATION POLICY	SECTION 6.04
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This policy will be at the discretion of the Appointing Authority. All donations of leave must be approved by the Appointing Authority.

This policy shall apply to all employees of the County.

- A. **Definitions:** For the purpose of this policy the following shall apply:
1. **Serious Health Condition:** An illness, injury, impairment, or physical/mental condition that involves a period of incapacity or treatment that requires absence from employment for more than three (3) calendar days and involves care by a health care provider. Serious health condition also includes continuing treatment of chronic or long-term incurable conditions and prenatal care.
 2. **Transferee:** The employee in need and approved to receive donated sick leave.
 3. **Transferor:** The employee volunteering to donate their sick leave.
- B. **Policy:** An employee may donate accrued sick leave to a fellow employee within the same department who is otherwise eligible to accrue and use sick leave. The intent of the leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to an extended serious health condition of the employee or a member of the employee's immediate family.
- C. **Hours Transferred:** An employee may only receive donated leave up to the number of hours the employee is scheduled to work each pay period. Donating employee must retain a leave balance of at least two hundred forty (240) hours.
- D. **Receiving Leave:** An employee may receive donated leave in an amount up to or equivalent to the number of hours the employee is normally scheduled to work each pay period, if the employee:

1. has no accrued paid leave and no other paid leave benefits available;
 2. has provided acceptable written verification that the extended illness exists;
 3. is not a member of the employee's immediate family; and
 4. agrees to accept the leave under the terms of the policy and completes a "Leave Donation Application" form.
- E. **Donating Leave:** Employees may donate leave if the donating employee:
1. is not a member of the receiving employee's immediate family;
 2. voluntarily elects to donate sick leave and does so with the understanding that donated leave will not be returned;
 3. donates only the hours needed for that pay period;
 4. retains a sick leave balance of at least two hundred forty (240) hours; and
 5. completes a "Leave Donation Application" form.
- F. **Administration:** The sick leave donation program shall be administered on a pay period to pay period bases. Donations of sick leave will be recorded in the order of their submission, and will not be considered actually donated nor be deducted from the transferor's balance or credited to the transferee's balance until the pay period such leave is actually used. Employees using donated leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Vacation and sick leave shall be used, if necessary, in the following pay period before additional donated sick leave may be received. Donated sick leave shall be considered sick leave but shall never be converted into a cash benefit.
- G. **Certification:** Employees who wish to donate sick leave shall certify:
1. The name of the employee for whom the donated leave is intended.
 2. The number of hours to be donated.
 3. That the employee will have a minimum sick leave balance after donation of at least two hundred forty (240) hours.
 4. That the sick leave is donated voluntarily and the employee understands that the donated leave will not be returned.
- H. **Confidentiality:** Appointing authorities shall ensure that no employees are forced to donate leave. Appointing authorities shall respect the employees' right to privacy, however, appointing authorities may, with the permission of the employee who is in need of leave or a member of the employee's immediate family, inform employees of their co-worker's critical need for leave donations from employees. The donation of sick leave shall occur on a strictly confidential and voluntary basis.

- I. **Applications:** Employees wishing to donate or receive donated sick leave may pick up applications from the payroll department and/or the Commissioners' Office. See, Leave Donation Application, Section 11.18.

SICK LEAVE CONVERSION**SECTION 6.05**

- A. A County employee is eligible to receive a cash payment for a portion of their accrued sick leave upon retirement. Employees will be eligible to convert their accrued sick leave to a cash payment based upon the following formulae.
1. A County employee who terminates his or her employment with the County by retirement or by permanent disability retirement and has ten (10) or more years of service with the County, the state, any political subdivisions, or any combination thereof, shall be paid in cash for one-fourth (1/4) the value of all accrued but unused leave credit up to and including 45 days, or a maximum of 360 hours, of such credit; whichever is less.
 2. An employee may receive one (1) or more payments under R.C. 124.39(B), but the aggregate value of accrued but unused sick leave credit that is paid shall not exceed, for all payments, the value of 25% of accrued but unused sick leave up to a maximum of 45 days. The ability to receive more than one (1) payment, however, is subject to the provision in R.C. 124.34 regarding convicted felons.
- B. Payment shall be based on the employee's hourly rate of pay at the time of retirement.
- C. Payment under this policy shall eliminate all sick leave credit accrued by the employee.
- D. Employees who die shall be considered to have terminated their employment as of the date of their death and payment for any unused sick leave shall be made in accordance with the policy in Section A above and R.C. Section 2113.04, or paid to the employee's estate.

MILITARY LEAVE**SECTION 6.06****POLICY**

Military leave is a complex issue that is governed by both federal (The Uniformed Services Employment and Reemployment Rights Act or USERRA) and state law.

PROCEDURE

Supervisors and employees should contact the Appointing Authority or designee regarding military leave and reinstatement issues.

CIVIL LEAVE**SECTION 6.07****POLICY**

- A. If an employee of the County is summoned for court jury duty or subpoenaed to testify in a court of law during any portion of the employee's regular scheduled workday, that

employee may choose to be compensated for such time in one (1) of the manners set forth below:

1. The employee may choose to receive the employee's regular salary or hourly wage in full for such time from the County. In such case, all monies received as compensation for court service shall be turned over in full to the employee's Employer for submittal to the County Treasurer.
 2. The employee may choose to retain all monies received as compensation for court service and waive the employee's regular salary or wage in full for such time from the County.
 3. The employee may choose to retain all monies received as compensation for court service plus take a vacation day for such time off, with the approval of the Employer.
- B. If the employee chooses option A.1 as specified, the employee will be expected to report for work following jury duty if a reasonable amount of time remains during the employee's scheduled workday.
- C. If an employee of the County is called for court jury duty or subpoenaed to testify in a court of law outside of his or her regularly scheduled working hours, all monies received as compensation for such court service shall be retained by the employee.
- D. Employees shall not be entitled to paid civil leave when appearing in court for criminal or civil cases when the case is being heard in connection with the employee's personal matters. Such absences shall be considered leave without pay or vacation leave, at the employee's option, and as scheduled in advance with the Employer.
- E. If a summoned employee does not notify the Employer of the employee's choice of option A.1, A.2. or A.3, the payment shall automatically be made pursuant to A.2.

PROCEDURE

- A. Employees called for court jury duty to testify in a court of law shall provide a copy of the subpoena.
- B. Employees summoned for court jury duty shall provide a copy of the Jury Summons.

LEAVE OF ABSENCE WITHOUT PAY

SECTION 6.08

- A. The Employer may grant a leave of absence without pay to any employee for a maximum duration of six (6) months for any personal reasons of the employee in accordance with OAC 123:1-34-01. Such a leave may not be renewed or extended beyond six (6) months.
- B. The authorization of a leave of absence without pay, other than mandated Family and Medical Leave, is a matter of administrative discretion. The Appointing Authority will decide in each individual case if a leave of absence is to be granted.

- C. The granting of any leave of absence is subject to approval of the Employer. Except for emergencies or Family and Medical Leave, employees will advise the Appointing Authority 60 days prior to commencement of the desired leave so that the various functions may proceed properly. Foreseeable Family and Medical Leave requires at least 30 days' advance notice.
- D. Upon completion of an unpaid leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists. Any replacement in the position while an employee is on leave will be terminated, transferred back or reinstated to the replacement's prior position, if one, or reassigned to a vacant position upon the reinstatement of the employee from leave. The terminated employee will be considered for other vacancies.
- E. An employee may return to work before the scheduled expiration of leave if requested by the employee and agreed to by the Employer. If an employee fails to return to work at the expiration or cancellation of an approved leave of absence, a report of Failed to Return from Leave shall be made - unless an order of removal or disability leave is appropriate.
- F. Leaves of absence shall run concurrently and will be coordinated with Vacation Leave, Sick Leave, and Family and Medical Leave.
- G. An employee who has received an authorized leave of absence without pay does not earn sick or vacation leave credit. However, time spent on the leave of absence is to be considered in determining length of service for purposes where tenure is a factor.
- H. If it is determined that an employee is abusing the leave of absence and not actually using the leave for the purposes specified, the Employer may cancel the leave and provide the employee with a written notice directing the employee to immediately report for work.
- I. All leaves of absences are to be submitted in writing to the Employer with any supporting documentation attached. See, Sample Request For Leave of Absence, Section 12.1.
- J. Any employee who is absent from duty without authorized leave and notice to the Employer or designee shall be subject to disciplinary action up to and including termination.

DISABILITY SEPARATION**SECTION 6.09**

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

- A. **Voluntary Reduction:** When an employee becomes physically unable to perform the duties of his or her position, even with a reasonable accommodation, but is still able to perform the duties of a vacant, lower-level position, the employee may voluntarily request reduction to the lower level position. Such request shall be in writing, shall state the reason for the request, and if approved by the Employer, will be attached to the implementing personnel action.
- B. **Voluntary Disability Separation:** An employee who is unable to perform the essential functions of the employee's position due to a disabling illness, injury, or condition may

request a voluntary disability separation. When such a request is made, the employee acknowledges that the employee does not dispute the employee's inability to perform the essential functions of the employee's position and consequently waives both the right to a pre-separation hearing and/or an appeal of the decision to approve the employee's request.

The Employer may grant the employee's request for disability separation or may require the employee to submit to a medical or psychological examination.

An employee who is granted a voluntary disability separation shall retain the right to be reinstated to the employee's position for two (2) years from the date that the employee is no longer in active work status. The employee must apply for reinstatement in writing.

C. **Involuntary Disability Separation or Termination for Failure to Report for Work:**
Involuntary disability separation is effective in the following cases:

1. If an employee becomes unable to perform the essential job duties of the employee's position, subject to the Americans With Disabilities Act, and if the employee has exhausted Family Medical Leave, the Employer may involuntarily disability separate the employee.
2. If an employee on disability leave is unable to return to work when the employee's disability leave is exhausted, then the Employer shall involuntarily disability separate the employee if the employee cooperates under this procedure, or remove the employee for not-reporting-without-leave if the employee does not cooperate. (Please note that disability leave is only granted after Family Medical Leave is exhausted. The Employer shall do so by completing an R.C. 124.34 order indicating the reasons as "incompetency, neglect of duty, and non-feasance" with an adequate explanation to make clear that the underlying reasons are the employee's failure to report for work able to perform the employee's essential functions. However, if the employee refuses to submit to examination or to provide proof of disability, grounds for terminating employment shall be neglect of duty, non-feasance, and failure of good behavior for failure to report for work without approved leave.
3. If an employee is placed on leave of absence without pay and is subsequently disability separated due to the same disabling illness, injury, or condition, then the total combined time of absence due to the disability shall not exceed three (3) years for purposes of reinstatement rights under this chapter.

D. **Medical Examination:** Medical examinations are either required or permitted in relation to Involuntary Disability Separation.

When Required:

1. When requested by an Employer, a medical or psychological examination conducted by a licensed practitioner selected by the Employer, substantiating the disabling illness, injury, or condition, shall be required prior to involuntarily disability separating the employee, unless the employee is hospitalized at the time the employee is involuntarily disability separated. The Employer shall bear the cost of the examination. Both the Employer and the employee shall receive the results of that examination and related documents.

When Permitted:

2. An Employer may require that an employee submit to a medical or psychological examination in order to determine the employee's capability to perform the essential job duties of the employee's position, or to perform the essential job duties of the position with or without a reasonable accommodation based on the employee's education, training, or experience. Such examination shall be conducted by a licensed practitioner as determined by the Employer. Prior to examination, the Employer must supply the examining practitioner with facts relating to the perceived disabling illness, injury, or condition and must supply additional information including physical and mental requirements of the employee's position, duty statements, job classification specifications, and position descriptions. The cost of the examination shall be paid by the Employer. Both the Employer and the employee shall receive the results of that examination and related documents.

Failure to Appear for Examination or Refusal to Submit:

3. The refusal to submit to the examination, the unexcused failure to appear for an examination, or the refusal to release the results of an examination will subject the employee to removal.

E. **Right to Pre-separation Conference: Rights of Appeal.**

1. The Employer shall institute pre-separation proceedings when it has received the results of a medical or psychological examination conducted as provided by Subsection D and initially determines that an employee is incapable of performing the essential job duties of the employee's assigned position with or without a reasonable accommodation, and initially determines that the employee is not eligible to receive benefits under a program provided by the Employer or is not eligible for a leave of absence without pay due to a disabling injury, illness, or condition. Under those proceedings, a conference shall be scheduled and advanced written notice shall be provided to the employee. If the employee does not waive the right to that conference, then at that conference the employee has a right to examine the Employer's evidence of disability, to rebut that evidence, and to present testimony and evidence on the employee's own behalf.
2. If the Employer determines, after weighing the evidence admitted at the pre-separation conference, that the employee is capable of performing his or her essential job duties, then the pre-separation proceedings shall cease and the employee shall be considered to be fit to perform his or her essential job duties. If the Employer determines, after weighing the testimony presented and the evidence admitted at the pre-separation conference, that the employee is unable to perform his or her essential job duties, then the Employer shall issue to the employee an O.R.C. 124.34 order of involuntary disability separation, Section 11.13.
3. An employee so separated shall have the right to appeal in writing to the State Personnel Board of Review within ten (10) days following the Employer's service upon the employee of the order of involuntary disability separation.

4. The Employer shall notify the employee, at the time of the involuntary disability separation, of the required procedures to apply for reinstatement.

F. **Right to Reinstatement Rights of Appeal.**

1. An employee may make a written request to the Employer for reinstatement from an involuntary disability separation. The request shall be accompanied by substantial, credible medical evidence that the employee is once again capable of performing the essential functions of the employee's job. Such requests shall be made not more than once every three (3) months and not later than two (2) years following the beginning of the disability separation, or a leave of absence followed by a disability separation.
2. When an involuntarily separated employee presents to the Employer substantial, credible medical evidence as provided by (F)(1) above, showing the employee is once again capable of performing the essential job duties of the employee's assigned position with or without a reasonable accommodation, the Employer shall either reinstate the employee or require the employee to submit to a medical or psychological examination conducted as provided by Subsection (D)(2) above.
3. The Employer shall reinstate the employee after receiving the results of the examination if the Employer determines the employee is once again capable of performing the essential duties of the employee's assigned position with or without a reasonable accommodation.
4. The Employer shall institute pre-reinstatement proceedings if the Employer has received the results of the examination and initially determines the employee remains incapable of performing the essential job duties of the employee's assigned position with or without a reasonable accommodation. Under these proceedings, a hearing shall be scheduled and adequate advanced written notice shall be provided to the employee. If the employee does not waive the right to the hearing, then at the hearing the employee has a right to examine the Employer's evidence of continuing disability, to rebut such evidence, and to present testimony and evidence on the employee's own behalf.
5. If the Employer determines, after weighing the testimony presented and evidence admitted at the pre-reinstatement hearing, that the employee is once again able to perform the essential job duties of the employee's assigned position with or without a reasonable accommodation, then the Employer shall reinstate the employee. If the Employer determines, after weighing the testimony presented and evidence admitted at the pre-reinstatement hearing, that the employee is not able to perform the essential duties of the employee's assigned position with or without a reasonable accommodation, then the Employer shall not reinstate the employee.
6. If the Employer determines an employee, who has been involuntarily separated, has committed an act which is inconsistent with the employee's disability, illness, or injury, then that act may be considered by the Employer when determining an employee's eligibility for reinstatement.

7. Once an Employer properly determines an employee is to be reinstated, the employee has a right to be assigned to a position in the classification the employee held at the time of involuntary disability separation. If the classification the employee held at the time of involuntary disability separation no longer exists or no longer is utilized by the Employer, then the employee shall be placed in a similar classification. If no similar classification exists, the employee may be laid off in accordance with the layoff procedures outlined elsewhere within this manual and may exercise any displacement rights which may exist under such procedures.
8. If the employee has been granted disability benefits by a state retirement system, the requirements of this rule shall apply for up to five (5) years, except a licensed practitioner shall be appointed by the Public Employee's Retirement Board and application for reinstatement shall not be filed after the date of service eligibility retirement.
9. An employee refused reinstatement as provided in Subsection (F)(5) shall be notified in writing of the refusal to reinstate and of the right to appeal in writing to the State Personnel Board of Review within ten (10) days of receiving notice of the refusal to reinstate.
10. An employee who fails to apply for reinstatement within two (2) years following an involuntary disability separation, or a leave of absence followed by an involuntary disability separation, shall be deemed permanently separated from service except as otherwise provided in subsection (F)(8) above.

NOTIFICATION OF ABSENCE	SECTION 6.10
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- A. Employees are expected to promptly report to work at their scheduled starting time. Failure to comply with this work requirement will result in disciplinary action.
- B. All absences from work must be reported to the employee's immediate supervisor or designee as early as possible and no later than within one-half (½) hour after the employee's scheduled starting time. Employees scheduled to work second or third shifts shall notify their supervisor of an absence from work no later than one (1) hour before the start of the shift. Only absences logged by the supervisor or designee will be considered for approval.

EMERGENCY DECLARATION POLICY	SECTION 6.11
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- A. **Purpose:** The emergency declaration policy is designed to address situations that are deemed as a severe emergency. The policy is to benefit Gallia County and its employees by assisting individuals/ departments with the proper supervision of employees during a severe emergency.
- B. **Scope:** All appointing authorities covered under the Gallia County CORSA Insurance Program.

C. Definitions.

Code Red: The snow emergency notification alert system used by the Gallia County Sheriff.

Emergency Personnel – Employees who work in departments that respond to emergency safety and care of the public. (e.g. Sheriff’s Deputies, EMS crews, EMA personnel, Child Protective Services, Dog Warden and Assistant Dog Warden, Emergency Communications personnel, maintenance personnel, road maintenance workers, etc.).

Severe Weather Conditions – Those conditions that have the potential of resulting in the loss of life or property. A severe weather condition or situation can consist of an event such as: tornado, flooding, high winds, or heavy storms that result in widespread power outages, winter storms, etc.

Severe Weather Watch/Warning – The issuance of a severe weather watch or warning is the responsibility of the National Oceanic and Atmospheric Administration (NOAA). These warnings are issued through the Emergency Alert System (EAS) and provide an operational public warning capability to national, state, and local governments.

Snow Alert Level 1 – Indicates that roads are hazardous with blowing and drifting snow or ice covered. Drive very cautiously.

Snow Advisory Level 2 – Indicates that roads are hazardous with blowing and drifting snow or ice covered. Drive on the roads only if necessary.

Snow Emergency Level 3 – All roads are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. Those non-emergency personnel traveling on the roads may subject themselves to prosecution.

Other Emergencies and/or Disasters—Other emergencies and/or disasters are generally classified in one of three event categories: natural, technological, and civil. A natural event emergency includes such events as flooding, tornadoes and wildfires. Technological event emergencies are generally caused by technological failures or disruptions such as water main breaks, electrical outages, cyber-attacks, and chemical leaks. Civil event emergencies are typically caused by human actions such as terrorism, war, or a pandemic.

D. Snow Emergency Policy

Under Ohio Revised Code Section 311.07, the county sheriff is authorized to restrict or prohibit motor vehicle travel on county roadways during severe weather events in the interest of public safety. As such, the authority to declare a snow emergency in Gallia County resides with the Gallia County Sheriff. The Sheriff can temporarily close roads to preserve public safety during a Snow Emergency Level 3.

The Gallia County Sheriff shall post a Level 2 or 3 snow emergency on the Code Red system and notify the Gallia County EMA Director. The Gallia County EMA is responsible for notifying Gallia County elected officials of the snow emergency.

If a Level 3 snow emergency is declared on or before 6:00 a.m. on a workday, the County Courthouse and related county departments are closed to the public for the day. For a level 3 declaration, only emergency personnel essential to the situation are to report to work.

If a Level 2 snow emergency is declared on or before 6:00 a.m. on a workday, the County Courthouse and related county departments will be open to the public subject to a one (1) hour delay. Employees with a work schedule that does not correspond to when a county department is open to the public and emergency personnel essential to the situation will report to work at their normal times unless otherwise instructed.

If a Level 1 snow emergency is declared on or before 6:00 a.m. on a workday, the County Courthouse and related county departments will be open to the public during normal operating hours.

In the event a snow emergency Level 2 or 3 is declared during normal operating hours, the declaration shall fall under the Other Emergencies and/or Disasters policy regarding closure. If closure is not initiated by the Commissioners for that day, the normal operating hours shall apply.

E. **Other Emergencies and/or Disasters**

In the event an emergency and/or disaster other than a snow emergency is declared as per the Gallia County Emergency Operations Plan the following procedures will take place:

- (a) Gallia County EMA will contact the Board of Commissioners and notify them of the situation;
- (b) The Board of Commissioners will consult with the Common Pleas Court Judge and make a decision to close the Courthouse, cancel or delay work or send employees home or not, and the Board of Commissioners will relay this decision to the Gallia County EMA;
- (c) The Gallia County EMA will notify the following of the Commissioners' decision:
 - * Appointed/elected officials
 - Gallia County Administrator
 - Gallia County EMS Director
 - Gallia County 911 Director
 - Gallia County JFS Director
 - Maintenance Superintendent
 - Gallia County IT Director
 - Gallia County Sewer Operator

- Gallia County Dog Warden
- (d) Everyone notified by EMA will notify his/her supervisors and lead employees and direct those supervisors and lead employees to notify their subordinates of the stated declaration.

Unless otherwise stated, employees who work a schedule that corresponds to when the assigned county department is open to the public, shall follow the closure declaration.

F. Compensation Policy

Employees will be compensated for the number of hours they were scheduled to work during the emergency period. Employees not scheduled to work because of scheduled vacation or sick leave will be charged for leave regardless of the declared emergency, unless otherwise stated in a union agreement. If scheduled leave usage ends or is cancelled prior to the end of the declared emergency, no leave time will be charged for the remainder of the emergency.

If the Appointing Authority decides not to close its departments, employees who are not able to report to work at their regularly scheduled start time due to the emergency situation should contact their respective supervisor and request to use available vacation, compensatory time, or unpaid leave to cover the period not worked, unless otherwise stated in a union agreement. The supervisor will decide whether leave is justified and approve of such leave. If the supervisor does not approve of the leave, and the employee does not report to work at the scheduled time, the employee will be considered absent without excused leave and may be subject to disciplinary action. Inclement weather is not a valid excuse for use of sick leave per Ohio Revised Code Section 124.38.

During weather emergencies, those agencies and/or departments required to maintain twenty-four (24) hour or emergency service may continue to use available personnel beyond regularly scheduled hours to cover for non-available staff. Eligible employees required by their appointing authority to work beyond their regular shift shall be paid overtime as governed by this Manual or the employee's union contract. Emergency personnel working their regular shift schedule will be compensated at their regular rate of pay or as described in their union contract.

FAMILY AND MEDICAL LEAVE

SECTION 6.12

A. Statement of Policy.

Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993.

B. Definitions.

As used in this policy, the following terms and phrases shall be defined as follows:

1. "Family and/or medical leave of absence": An approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per year under

particular circumstances. Such leave may be taken only for the following qualifying events:

- a. Upon the birth of an employee's child and in order to care for the child.
 - b. Upon the placement of a child with an employee for adoption or foster care.
 - c. When an employee is needed to care for a family member who has a serious health condition.
 - d. When an employee is unable to perform the functions of his position because of the employee's own serious health condition.
 - e. Qualifying service member leave.
2. **Service Member Leave:** The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to qualifying exigencies of the service member being on "covered active duty" or receiving a "call to covered active duty." In addition, a spouse, child, parent or next of kin (nearest blood relative) of a service member is entitled to up to twenty-six (26) weeks of leave within a "single twelve (12)-month period" to care for a service member with a "serious injury or illness" sustained or aggravated while in the line of duty on active duty. The "single twelve (12)-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.
3. "Per year": A rolling twelve (12) month period measured forward from the date an employee uses any leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy and subtract it from the twelve (12) weeks of available leave.
4. "Serious health condition": Any illness, injury, impairment, or physical or mental condition that involves:
- a. Inpatient care.
 - b. Any period of incapacity of more than three consecutive calendar days that also involves:
 - i. Two or more treatments by a health care provider, the first of which must occur within seven (7) days of the first day of incapacity and both visits must be completed within thirty (30) days; or
 - ii. Treatment by a health care provider on one occasion that results in a regimen of continuing treatment under the supervision of a health care provider.
 - c. Any period of incapacity due to pregnancy or for prenatal care.

- d. A chronic serious health condition which requires at least two “periodic” visits for treatment to a health care provider per year and continues over an extended period of time. The condition may be periodic rather than continuing.
 - e. Any period of incapacity which is permanent or long term and for which treatment may not be effective (i.e. terminal stages of a disease, Alzheimer’s disease, etc.).
 - f. Absence for restorative surgery after an accident/injury or for a condition that would likely result in an absence of more than three days absent medical intervention. (i.e. chemotherapy, dialysis for kidney disease, etc.).
5. “Licensed health care provider”: A doctor of medicine, a doctor of osteopathy, podiatrists, dentists, optometrists, psychiatrists, clinical psychologists, and others as specified by law.
 6. “Family member”: Spouse, child, parent or a person who stands “*in loco parentis*” to the employee.
 7. “Covered Service Member”: Means either:
 - a. A member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
 - b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a National Guard or Reserves Member, at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.
 - i. Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2012, the period of October 28, 2009 and March 9, 2012, shall not count toward the determination of the five-year period for covered veteran status.
 8. “Outpatient Status”: The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.
 9. “Next Of Kin”: The term “next of kin” used with respect to a service member means the nearest blood relative of that individual.
 10. A “serious injury or illness”: for purposes for the 26 week military caregiver leave means either:

- a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and,
 - b. In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - i. a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - ii. a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - iii. a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - iv. an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
11. "Covered Active Duty" or "call to covered active duty":
- a. In the case of a member of a Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country, (Active duty orders of a member of the Regular components of the Armed Forces generally specify if the member is deployed to a foreign country.
 - b. In the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to specific sections of the U.S. Code, as outlined in 29 CFR § 825.126.

12. “Deployment to a foreign country” means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the U.S., including international waters.
13. “Qualifying Exigency”: (For purposes of the twelve (12)-week qualifying exigency leave) includes any of the following:
 - a. Up to seven days of leave to deal with issues arising from a covered military member’s short notice deployment, which is a deployment on seven (7) or fewer days notice.
 - b. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
 - c. Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
 - d. Making or updating financial and legal arrangements to address a covered military member’s absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
 - e. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
 - f. Rest and recuperation leave of up to fifteen (15) days to spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of 15 calendar days from the date the military member commences each instance of Rest and Recuperation leave.
 - g. Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member’s duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member.
 - h. Qualifying parental care for military member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis

to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises out of the military member's covered active duty or call to covered active duty status.

- i. Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

C. **Leave Entitlement.**

To be eligible for leave under this policy, an employee must meet all of the following conditions:

1. Worked for the Employer for at least twelve (12) months, or fifty-two (52) weeks within the most recent seven (7) year period.
2. Actually worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately preceding the commencement of FMLA leave.
3. Work at a location where the Employer employs fifty (50) or more employees within a seventy-five (75) mile radius.
 - a. The entitlement to FMLA leave for the birth or placement for adoption or foster care expires at the end of the twelve (12) month period following such birth or placement.
 - b. Spouses who are both employed by the agency are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for the birth of a child, upon the placement of a child with the employees for adoption or foster care, and for the care of certain family members with serious health conditions.

D. **Use of Leave.**

The provisions of this policy shall apply to all family and medical leaves of absence as follows:

1. Generally: An employee is only entitled to take off a total of twelve (12) weeks of leave per year under the FMLA. As such, employees will be required to utilize their accumulated unused paid vacation leave, then accrued paid sick leave and then compensatory time in conjunction with their accumulated unused unpaid Family Medical Leave. Employees must comply with all procedures for requesting that type of leave as stated in the relevant policy. Any time off that may legally be counted against an employee's twelve (12) week FMLA entitlement will be counted against such time.
2. Birth of An Employee's Child: An employee who takes leave for the birth of his or her child must first use all available accrued paid vacation leave, then accrued paid sick leave and then compensatory time, prior to using unpaid leave for the

remainder of the twelve (12) week period. (*Note: See section E below for information on disability leaves.*)

3. Placement of a Child for Adoption or Foster Care: An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave, then paid sick leave and then compensatory time prior to using unpaid leave for the remainder of the twelve (12) week period.
4. Employee's Serious Health Condition or Family Member's Serious Health Condition: An employee who takes leave because of the employee's serious health condition or the serious health condition of his family member must use all available accrued paid sick leave, then paid vacation leave, and then compensatory time, prior to using unpaid leave for the remainder of the twelve (12) week period.

E. **FMLA and Disability/Workers' Compensation.**

An employee who is eligible for FMLA leave because of the employee's own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in payment from the worker's compensation program, the employee is not eligible to elect to use paid leave of any type, nor can the employer require him to do so, unless the employee and employer jointly agree to such use while the employee is receiving compensation from such a program.

F. **Procedures For Requesting FMLA Leave.**

Requests for FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave or as soon as practicable prior to the commencement of the leave. If the employee fails to provide thirty (30) days' notice for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until at least thirty (30) days from the date the employer receives notice. The employee must follow the regular reporting procedures for each absence.

FMLA requests must be submitted on a standard leave form prescribed by the Employer. Family and Medical Leave Request Form, Section 11.7 The Employer will determine whether the leave qualifies as FMLA leave, designate any leave that counts against the employee's twelve (12) week entitlement, and notify the employee that the leave has been so designated. Family Medical Leave Notification Form, Section 11.8.

When an employee needs foreseeable FMLA leave, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with the Employer's operations.

G. **Certification of Need for FMLA Leave for Serious Health Condition.**

An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate

that the employee's presence is reasonably necessary. Such certification shall be submitted at the time FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. See, Certification of Health Care Provider, Section 11.9. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

The Employer, at its discretion, may require the employee to sign a release of information so that a representative other than the employee's immediate supervisor can contact the medical provider. If the medical certification is incomplete or insufficient, the employee will be notified of the deficiency and will have seven (7) calendar days to cure the deficiency.

The Employer may require a second medical opinion prior to granting FMLA leave. Such opinion shall be rendered by a health care provider designated or approved by the Employer. If a second medical opinion is requested, the cost of obtaining such opinion shall be paid for by the Employer. If the first and second opinions differ, the Employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Employer and the employee. Failure or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

Employees who request and are granted FMLA leave due to serious health conditions may be required to provide the Employer periodic written reports assessing the continued qualification for FMLA leave. Further, the Employer may request additional reports if the circumstances described in the previous certification have changed significantly (duration or frequency of absences, the severity of the condition, complications, etc.), or if the employer receives information that casts doubt on the employee's stated reason for the absence. The employee must provide the requested additional reports to the Employer within fifteen (15) days.

H. **Certification for Leave taken because of a Qualifying Exigency.**

The Employer may request that an employee provide a copy of the military member's active duty orders to support the request for qualifying exigency leave. Such certification for qualifying exigency leave must be supported by a certification containing the following information: statement or description of appropriate facts regarding the qualifying exigency for which leave is needed; approximate date on which the qualifying exigency commenced or will commence; beginning and end dates for leave to be taken for a single continuous period of time; an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; appropriate contact information for the third party if the qualifying exigency requires meeting with a third party and a description of the meeting; and, if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

I. Intermittent/Reduced Schedule Leave.

When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the Employer. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

To be entitled to intermittent leave, the employee must, at the time such leave is requested, submit additional certification as prescribed by the Employer establishing the medical necessity for such leave. This shall be in addition to the documentation certifying the condition as FMLA qualifying. The additional certification shall include the dates and the duration of treatment, if any, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts supporting the medical necessity for taking FMLA leave on an intermittent or reduced schedule basis. In addition, an employee requesting foreseeable intermittent or reduced schedule FMLA leave may be required to meet with the Employer to discuss the intermittent or reduced schedule leave.

An employee who requests and is granted FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to an available alternative position with equivalent class, pay, and benefits if the alternative position would better accommodate the intermittent or reduced schedule. An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations.

J. Employee Benefits.

Except as provided below, while an employee is on FMLA leave, the Employer will continue to pay its portion of premiums for any life, medical, and dental insurance benefits under the same terms and conditions as if the employee had continued to work throughout the leave. The employee continues to be responsible for the payment of any contribution amounts he would have been required to pay had he not taken the leave, regardless of whether the employee is using paid or unpaid FMLA leave. Employee contributions are subject to any change in rates that occurs while the employee is on leave.

The Employer will not continue to pay the Employer portion of premiums for any life, medical, and dental insurance benefits if, while the employee is on FMLA leave, the employee fails to pay the employee's portion of such premiums or if the employee's payment for his portion of the premium is late by more than thirty (30) days. If the employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the Employer may seek reimbursement from the employee for any amounts paid by the Employer for insurance benefits the employee received through the Employer during any period of unpaid FMLA leave. Leave balances accrued by an employee prior to taking FMLA leave and not used

by the employee as outlined in the section entitled "Use of Leave" will be retained by the employee.

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits which are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

K. **Reinstatement.**

An employee on FMLA leave must give the Employer at least two business days notice of his intent to return to work, regardless of the employee's anticipated date of return. Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available, the employee will be placed in a position which entails substantially equivalent levels of skill, effort, responsibility, and authority and which carries equivalent status, pay, benefits, and other terms and conditions of employment as the position the employee occupied prior to taking FMLA leave. The determination as to whether a position is an "equivalent position" will be made by the Employer.

An employee will not be laid off as a result of exercising her right to FMLA leave. However, the Employer will not reinstate an employee who has taken FMLA leave if, as a result of a layoff within the agency, the employee would not otherwise be employed at the time reinstatement is requested. An employee on FMLA leave has no greater or lesser right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the employee's FMLA leave.

Prior to reinstatement, employees who take FMLA leave based on their own serious health condition shall provide certification from the employee's health care provider that the employee is able to perform the essential functions of the employee's position, with or without reasonable accommodation.

L. **Records.**

All records relative to FMLA leave will be maintained by the Employer as required by law. Any medical records accompanying FMLA leave requests will be kept separate from an employee's regular personnel file. To the extent permitted by law, medical records related to FMLA leave shall be kept confidential. Records and documents created for purposes of FMLA containing family medical history or genetic information as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) shall be maintained in accordance with the confidentiality requirements of Title II of GINA, which permit such information to be disclosed consistent with the requirements of FMLA.

FUNERAL LEAVE**SECTION 6.13**

In the unfortunate event that a death occurs in your immediate family, as defined in this Manual, you will be excused from work and you will be paid at your base rate of pay for up to five (5) working days. The County will give one (1) day off with pay and the other four (4) days will be taken from first your sick leave, then compensatory time, vacation and personal leave accounts as necessary.

PERSONAL DAYS**SECTION 6.14**

Full-time County employees working forty (40) hours receive three (3) paid personal days per year awarded on January 1. Full-time County employees hired after January 1 or working less than forty (40) hours and part-time employees will be granted personal days on a pro-rated basis relative to the date of hire and amount of hours worked. Guidelines for using personal days are established by the Employer. If unused, personal days cannot be carried forward to the next year. Personal days are not paid upon retirement or upon separation of County employment. Temporary, seasonal, intermittent, and student employees are not entitled to receive personal days.

POLL WORKER LEAVE**SECTION 6.15**

- A. Gallia County Commissioner's recognize there is a need for a pool of available individuals to serve as an assistant location manager in order for our democratic process to operate in a fair and efficient manner. Accordingly, Gallia County will allow its permanent full-time employees, certified by the local board of elections, to be eligible for paid leave (poll worker leave) on Election Day to serve as an assistant location manager.
- B. **Applicability:** Poll worker leave only applies to individuals who work full time for Gallia County. Employees who are classified as part-time or non-permanent appointment types such as seasonal, intermittent, etc., are not eligible for poll worker leave. An employee who is on any type of paid or unpaid leave of absence is not eligible for Poll Worker Leave. Poll Worker Leave may be granted to employees of Gallia County in accordance with section 3501.28 of the Ohio Revised Code. Employees will receive their regular pay plus the poll worker pay established under 3501.28.
- C. **Procedures:** The ability to be away from work as contemplated by this work rule is subject to the terms and conditions set forth below. Employees requesting poll worker leave and the Appointing Authority or designee who receives the requests for leave must follow the procedures established by this work rule. This work rule shall be uniformly applied to all employees.
1. A request for paid time off to serve as an assistant location manager on Election Day shall be submitted to the employee's Employer at least 14 calendar days prior to the date of the election or as soon as practicable.

Additionally, the employee must provide a copy of the employee's certificate of appointment issued by the board of elections pursuant to RC 3501.27(A), a commitment card, or another form of confirmation from the local board of elections that the employee will be serving as an assistant location manager on a particular

election day. Any request for time off that is not timely or presented in the proper manner shall be denied.

2. Upon receiving the required documentation the Employer shall note the date and time the request was received in the appropriate section. The Employer is responsible for notifying an employee when documentation is missing. Such notification shall be given by the Employer prior to processing the request.
3. Requests for poll worker leave shall be subject to the operational needs of the employee's work unit. Requests for poll worker leave will be given the lowest priority as compared to all other types of leave requests received from employees within the work unit for the same date.
4. If the number of employees requesting poll worker leave would cause a work unit to not be able to fulfill its operational needs, then requests for poll worker leave will be granted in the order they were received. The Appointing Authority or designee's date and time in the remarks section is the sole factor in determining when a request was submitted. Incomplete forms or forms with missing documentation will not be considered submitted until the error is corrected.
5. Any Gallia County Appointing Authority or designee can revoke the approval of poll worker leave if operational circumstances of the employee's work unit so necessitate. It is the employee's responsibility to notify the board of elections if the employee is no longer available to serve as an assistant location manager on a particular election day.
6. An employee must verify to the Appointing Authority or designee the employee's service as an assistant location manager in each instance that the employee utilizes poll worker leave upon returning to duty.
7. Any employee who fails to follow the procedures set forth in this work rule may be subject to disciplinary action, up to and including removal.

ATTENDANCE**SECTION 7.01**

- A. The Employer shall establish work schedules for all employees of their department or agency.
- B. For purposes of public accountability, records of employee attendance shall be kept on a daily basis.
- C. For purposes of public accountability, all employees are to report in a manner prescribed by the Employer at the beginning of their workday and report out at the end of their workday.

TARDINESS AND ABSENTEEISM**SECTION 7.02**

- A. For purposes of public accountability, County employees are expected to maintain a good record of attendance and timely appearance for work. Any incident of tardiness or absenteeism shall be recorded and made a part of an employee's record. Excessive tardiness, pattern usage, and absenteeism will not be tolerated and shall be grounds for disciplinary action.
- B. Unreported absences of three (3) consecutive days will be deemed a voluntary termination of your employment.

LUNCH PERIODS / BREAKS**SECTION 7.03**

- A. Work breaks and lunch breaks are not required by the Fair Labor Standards Act nor Ohio law. Work breaks are determined by and are at the sole discretion of the Employer. Work breaks of 5 to 20 minutes must be paid. Unpaid lunch breaks must be a minimum of 30 minutes, and the employee must be relieved of all duties during the lunch break.

Employees are not entitled to additional compensation if they are unable to take their breaks due to work load requirements.

SAFETY AND HEALTH**SECTION 7.04**

Work safety and health is one (1) of Gallia County's primary concerns. The County will comply with all applicable state and federal safety codes and regulations. It is the responsibility of each employee to acknowledge and ensure that all safety equipment is used and all safety procedures/practices are observed. See, Workplace Safety and Illegal Activity Acknowledgement, Section 11.10.

A. Responsibilities/Accountability:

- 1. Any employee found to be willfully negligent in equipment operation resulting either in damage to the equipment or an accident, may be disciplined according to these policies.

2. Any employee found to be deliberately negligent in equipment operation, resulting in either damage to the equipment or an accident, may be subject to immediate termination.
3. All employees who drive County vehicles will maintain the appropriate speed limits. Violators may be subject to disciplinary action.
4. All employees, particularly supervisors, are charged with the responsibility of reporting the existence of any hazardous condition or practice in the workplace. See, Sample Workplace Safety Report, Section 12.6.
5. Supervisors found to be negligent in requiring and/or controlling the use of prescribed safety equipment are subject to disciplinary action, up to and including termination.

B. Accident Reporting:

1. All accidents (e.g., employee injury, third party, property damage, etc.) must be reported to the Employer immediately by telephone or in person (not by mail). For employee injury use First Report of Injury Form, Section 11.4. The Employer should notify the County Administrator's office of the accident as soon as possible. At no time is knowledge of an accident to be delayed or withheld.
2. Each supervisor is responsible for reporting accidents and for designating an employee to handle the procedure when the Employer is not available.
3. Each employee will be expected to cooperate in the safety program, in the investigation of all on-the-job accidents, and assist in making the work environment safe for himself and co-workers.
4. Violation of, or failure to comply with safety practices and rules is subject to disciplinary action up to and including termination.

TOOLS, SUPPLIES, AND EQUIPMENT**SECTION 7.05**

- A. When tools, supplies, and equipment needed to perform job duties are provided by the Employer, it is the responsibility of supervisors to see that they are properly used and maintained. Employees, however, should notify the supervisor if the equipment being used does not work properly, is excessively noisy, or appears to be unsafe. See, Asset Responsibility Form, Section 11.15,
- B. Misuse, neglect, theft, and abuse of tools, supplies, or equipment is prohibited. Breakage or damage of equipment or supplies by an employee will necessitate an investigation and may be cause for disciplinary action. Loss of tools on more than one occasion may require payment by the employee for those items lost, at the discretion of the Employer.

USE OF COUNTY VEHICLES**SECTION 7.06**

- A. This policy is for the use of any motor vehicles owned or leased by the Board of County Commissioners or any County Office, if applicable, for the use of the County

Commissioners or any department, commission, board, office, or agency under its direct supervision, or for the use of any elected County official and/or their employees. For the purpose of this policy, the term "employee" hereinafter means the persons comprising of the Board of County Commissioners, any employee of any department, commission, board, office, or agency under its direct supervision or jurisdiction, and any elected official and/or their employees using a vehicle provided by the Board of County Commissioners.

- B. No person who is not a compensated employee of Gallia County, Ohio may operate a County-owned or leased vehicle unless specifically authorized by the Board of County Commissioners. The Board of County Commissioners will consider exceptions to this requirement for law enforcement purposes, emergency response, and other like circumstances upon the request of the Sheriff, Emergency Management Agency Director, or County Coroner. No County official or employee shall use or permit the use of any vehicle or any supplies for it, except in the transaction of public business or work of the County (O.R.C. 307.42, 307.43 and 124.71). Under Ohio law, however, the County Commissioners have the authority to determine the meaning of and the manner of which employees and elected officials use vehicles owned or leased by the Board of County Commissioners for the transaction of public business, work of the County, or commuting.
- C. The Board of County Commissioners recognize that to efficiently and effectively carry out the transaction of public business or work of the County, a reasonable amount of related use may have to be conducted in a County-owned or leased motor vehicle for incidental but closely related business use (i.e. rest and lunch breaks); provided that the employee or elected official does not deviate from the route to the next work site.

County-owned or leased vehicles will not be provided as a means of compensation.

Only passengers on official County business shall be permitted in County-owned or leased vehicles except as approved and/or authorized under R.C. 1551.25, (Ride Sharing). Employers may permit spouses as passengers if the Employee is operating the vehicle for a purpose directly related to their official duties (e.g., attending meetings, conferences and other out of county work related events). Other passenger circumstances may be permitted as authorized by the Employer.

- D. It is not the policy of the Board of County Commissioners to provide fleet and/or pool vehicles for the transaction of public business whenever an Employer authorizes travel by automobile.

Vehicles owned or leased shall not be used for commuting to and from work, except as permitted by: the Board of County Commissioners, the employees of Child Protective Services for performance of on-call duties; the County Sheriff, for vehicles assigned to the Sheriff specifically for the performance of a law enforcement activity; and the County Coroner, for vehicles assigned to the Coroner for related County business purposes, if any. An Employer may approve and authorize an employee to take a County vehicle home on an *ad hoc* basis when it is beneficial to the County (e.g., to avoid overtime that would be payable for return of the vehicle at the end of the employee's assigned duties).

- E. It is recommended that a County official and/or employee operating a County-owned or leased vehicle drive to a safe location and park the vehicle prior to using a cellular

telephone and/or pager. Texting is prohibited while driving a County-owned or leased vehicle.

- F. Smoking is prohibited in all County-owned or leased vehicles.
- G. All operators and passengers in County-owned vehicles will comply with the following:
1. Operator's License: All operators of any County-owned or leased vehicles must have a valid State-issued operator's license, which includes the specific class of vehicle being operated. Suspension of a County official and/or employee's operator's license will result in a suspension of any and all County-approved driving privileges. Any official and/or employee who is authorized to use a County-owned or leased vehicle and whose operator's license is suspended, must notify their immediate supervisor of this fact at the earliest of the following: day of suspension or next working day. An elected official, department head, or supervisor must notify the Board of County Commissioners within the same time limitations.
 2. Seat Belts: As required by the Ohio Revised Code, all front seat passengers of a County-owned or leased vehicle or privately-owned vehicle, while being operated in the transaction of public business or work of the County, shall wear safety belts at all times while the vehicle is in operation. Rear seat passengers shall also wear safety belts, except in emergency medical or law enforcement vehicles. The vehicle operator is responsible for insuring all passengers wear safety belts. Failure by any employee to comply with this provision must be reported to the appropriate supervisor and may result in disciplinary action.
 3. Alcohol and other Substances: All County elected officials, County employees and/or other persons authorized to use a County-owned or leased vehicle shall not operate any County-owned or leased vehicle while under the influence of any alcohol or any controlled substances. Alcoholic beverages, controlled substances, and/or illegal drugs are not to be used or transported in, or on any County-owned or leased vehicles, except as permitted in emergency medical or law enforcement vehicles. Legally prescribed medications are permissible only when their use does not adversely affect the official's or employee's driving ability.
 4. Accident Reporting/Traffic Citations: In the event of an automobile accident, the vehicle operator is responsible for contacting the appropriate law enforcement agency immediately, or as soon after the accident as is practical.

All accidents shall be reported to the operator's respective supervisor as immediately as is practical. Accident reports are to be completed and submitted to the supervisor who will report the information to the Employer as soon as possible, but in no event beyond twenty-four (24) hours of the event or, if the event occurs on a holiday or weekend, on the next working day.

All parking, moving violations, penalties, and/or other fines received during the operation of a County-owned or leased vehicle are the full responsibility of the operator and shall not be reimbursed by the County.

Operators of any County-owned or leased vehicle that establish poor driving records may be directed to attend a defensive driving and/or a driver training course by the Employer in order to maintain authorization to operate a County-owned or leased vehicle. The determination for an official or employee to attend the above-referenced classes shall be in the sole discretion of the Employer. Any employee may be required to attend insurance-provided training.

- 5. **Preventive Maintenance and Service:** All County-owned or leased vehicles shall receive preventative maintenance according to standards established by the Board of County Commissioners and/or by the department head. All elected officials or department heads who have vehicles assigned to their department, office, or agency are responsible for insuring required maintenance and service is scheduled. Any vehicle operators shall immediately notify their supervisor should they detect any unsafe or hazardous condition in or upon any and all County-owned or leased vehicles. The supervisor shall, in turn, be responsible to schedule such service.

All County-owned or leased vehicles shall be fueled in accordance with the policy set forth by the Board of County Commissioners and/or by the elected official or department head. County gasoline credit cards shall be used to purchase gasoline, oil, etc. for all County-owned or leased vehicles on official County business only unless other arrangements have been made and approved by the elected official and/or department head.

Operators of any County-owned or leased vehicle may be held responsible for the appearance (interior and exterior) of the County vehicle they are using and/or which has been assigned to them as required by the Employer.

- 6. **Insurability:** All employees required to drive a County-owned vehicle or drive their own vehicle on County time must be insurable under the County's Liability Insurance Plan. See, Annual Driver's License Check & License/Insurance Maintenance Requirements, Section 11.23. Any employee deemed uninsurable by such insurance company may be disciplined up to and including termination.

- H. **Use of Personal Vehicles for County Business:** All County employees who are required to use their personal vehicles in the transaction of public business or work of the County, will be reimbursed on a mileage basis at the IRS rate subject to approval by the appropriate department head and submission of transaction or public business or work of the County. All County officials and employees who use their personal vehicles for County business must maintain personal liability insurance on their personal vehicle as required by law or as required by the County's liability insurance at the minimum following limits:

Bodily injury, one person	\$100,000.00
Bodily injury, accidental	\$300,000.00
Property damage	\$150,000.00

The employee's personal liability insurance shall be considered primary coverage. The Board of County Commissioners may request proof of automobile insurance coverage from each County official, department head, and any and all employees.

I. Record Keeping:

Each vehicle operator shall be responsible for maintaining the appropriate vehicle logs. The type of log used may be specific to the function of the vehicle. Vehicles' use logs must be reviewed by the Employer monthly. Logs must contain date of trip, purpose of trip, place of trip, and beginning/ending odometer readings. If an employee is allowed to take a County vehicle home as part of the employee's duties, and the vehicle is used for personal purposes, including commuting, the value of the vehicle is considered a non-cash taxable fringe benefit. For this reason, the Employer/employee must contact the County Auditor to complete the proper forms. The County Auditor is obligated to determine the value of the fringe benefit. The value of this use must be included in an employee's wages, subject to income and employment taxes.

J. County-owned vehicles will not be used for personal use by employees. Each employee will certify, as identified in Section I above, the amount and reason for any personal use and will calculate the taxable amount to be reported based upon the employees' allowed method of valuation. The available valuation methods are:

1. Cents Per Mile Rule – Reg. §1.61-21(e): Vehicle must either be driven at least 50% for business, to transport at least three (3) employees to work, or at least 10,000 miles per year. This method cannot be used if the fair market value exceeded \$15,000. (Revised annually). If selected, you must continue to use this method unless the vehicle no longer meets the requirements, except an employer may change to the commuting valuation rule.
2. Commuting Valuation Rule – Reg. §1.61-21(f): Value of personal use is \$1.50 per day per person that commutes in the subject vehicle. The requirements are:
 - Employer has a written policy prohibiting personal use of the vehicle.
 - Employee does not use the vehicle for personal use.
 - The Employer must require the employee to use the vehicle. It cannot be voluntary on the employee's part.
 - This valuation method is not allowed for elected officials.
 - This valuation method is not available for those whose compensation is at least as great as a federal government employee at Executive Level V. (2007-\$13X0) Reg. §1.61-21(f)(6).
3. Automobile Lease Valuation Rule – Reg. §1.61-21(d): Value is determined as listed below:
 - a. Determine the Fair Market Value on the first day made available to the employee. The Employer's cost including tax, title, etc. may be used to determine FMV. §1.61-21(d)(5).
 - b. Compute the Annual Lease Value using the table in Pub. 15B or §1.61-21(d)(iii).
 - c. Multiply the annual Lease Value by the Percent of Personal Use from the logs.

- d. Value fuel by multiplying \$.055 per mile times the number of personal miles.
- e. Add the values calculated in steps 3 and 4 to determine the taxable value. No adjustments need be made for maintenance or insurance costs.

Once computed, the Annual Lease Value remains in effect until December 31 of the 4th full calendar year after the rule was first applied.

A Daily Lease Method is required if the vehicle is available for less than 30 days.

K. External Marking of County Vehicles:

In accordance with R.C. 307.42, all County-owned or leased vehicles shall be plainly and conspicuously lettered as the property of the County.

- L. Penalties:** Whoever violates R.C. 307.42 may be subject to penalties pursuant to R.C. 307.99. Violation of this policy by County-elected officials and/or employees is subject to revocation of the use of any County-owned or leased vehicle and may result in disciplinary action.

- M.** Any and all elected officials, department heads, and/or all other County employees who fail to comply with the vehicle policies and procedures and/or who misuse or abuse any County-owned or leased vehicles or equipment may be subjected to disciplinary actions which may include, but is not limited to, the following:

- 1. Written notice of the violation;
- 2. For recurring traffic violations or accidents, the person may be assigned to attend a defensive driving or driving instruction class;
- 3. Loss of driving privileges – not permitted to drive County-owned or leased motor vehicle.

- N.** In those cases where the County official's and/or employee's job requires driving a County-owned or leased vehicle, suspension of the employee's driver's license may result in reassignment or termination of employment.

OUTSIDE EMPLOYMENT OR ACTIVITIES	SECTION 7.07
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- A.** Under no circumstances shall a County employee have other employment or activities which conflicts with the objectives, interests, or operation of the County. Employment by a Gallia County Appointing Authority shall be considered the employee's primary occupation, taking precedence over all other occupations.
- B.** Two (2) common conflicts which may arise are:
- 1. Time Conflict: When the hours devoted outside the employment or activities directly conflict with the scheduled working hours of an employee's job with the County; or when the demands of outside employment or activities prohibit adequate rest, thereby adversely affecting the quality standard of the employee's job performance.

2. Interest Conflict: When an employee engages in outside employment or activities which tend to compromise his or her judgment, actions, or job performance with the County.
- C. Should the Appointing Authority determine that an employee's outside employment or activities are adversely affecting the employee's job performance with the County, the Appointing Authority may ask that the employee resign from the other employment or refrain from such activity. Any conflict, policy infraction, or other offense which is the direct or indirect result of an employee's participation in outside employment or activities will be subject to discipline in accordance with policy.

DRESS AND GROOMING**SECTION 7.08**

An employee's clothing and overall appearance must be appropriate, in good taste, and present a favorable public image. Clothing shall be conducive to the safe and effective performance of required job duties. The Employer may prescribe specific dress and grooming standards which are in the best interest of the County.

Relaxed business attire has become a welcome opportunity for many employees to dress in a casual manner in the business world while still maintaining their professionalism. While business casual is more relaxed than traditional business attire, employees are to exercise good judgment when choosing his or her business casual attire so that a professional image is maintained. Overly relaxed apparel is not suitable, and extremes are to be avoided. Clothing should not be revealing, overly casual, display offensive or inappropriate graphics or language, nor violate standard safety protocols. **Note to all employees: Follow the commonsense rule: if you are in doubt, do not wear it!**

The guidelines that are presented are examples of appropriate or inappropriate attire and are not all-inclusive. It is recognized that some positions require traditional business and/or traditional business casual attire such as suits, ties, dresses, slacks or pantsuits on a regular or limited basis as determined by the Employer. The Employer may prescribe specific dress and grooming standards which are in the best interest of the County.

Supervisors are responsible for ensuring that a professional business environment is maintained and utilizing appropriate corrective measures with those employees who do not comply with the guidelines in this policy. Supervisors will use their discretion in requiring the appropriate attire for staff in accordance with job duties and County-related business.

A. **Expectations**

In addition, neatness, cleanliness, good grooming, and all other aspects of personal appearance are the standards expected of all employees in the professional workplace. Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected. Cologne and perfume should not be used in excess. Sideburns, moustaches, and beards should be neatly trimmed. Tattoos, body piercings and jewelry must comply with this policy.

B. **Guidelines for Business Casual Attire**

NOTE: These guidelines should not be considered all-inclusive when determining what is and is

not appropriate attire:

1. Pants: Dress slacks/shorts, dockers style, Khakis, leggings with appropriate length shirt or coverage, colored denim (including blue jeans) in good condition. Jeans with fashionable holes from the knees down. Shorts, capris & gauchos must be minimum of knee length.
2. Shirts: Open/banded collared shirts, sleeveless shirts, casual cotton shirts, sweaters. This includes flannel or cotton shirts with a collar. Tank & spaghetti strap tops can be worn but only if under a blouse or jacket at all times.
3. Footwear: Dress shoes, business-like pumps or flats, loafers, dress sandals, dress mules and slides, or cowboy boots, work boots, all footwear should be in good repair and of adequate coverage that is secured to the foot. Athletic/tennis shoes that are appropriate for the employee's job duties, responsibilities and type of work as determined by the Employer. An exception will be made if an employee provides documentation of a medical condition verified by a doctor's statement relating to a serious health condition.
4. Dresses and Skirts-Casual dresses, skirts, and shorts should be no shorter than four inches above the knee. Split skirts or dresses must be at or below the knee. Spaghetti-strap dresses or sun dresses should not be worn to the office unless covered by a jacket or blouse,

Note: Blouses/shirts must be tucked into skirts/slacks or hang over the waistline; however, if wearing leggings, blouses/shirts must cover to mid-thigh. Clothing should not be revealing, overly casual, or display offensive or inappropriate graphics or language nor violate standard safety protocols.

C. **Inappropriate**

1. Pants/Dresses: sweatpants, exercise wear, shorts/skirts/dresses of any type above the knee, working or non-fitting bib overalls, cut off pants, harem pants, low-rise or hip-hugger pants or jeans, pants below waist, leggings without appropriate coverage or leotards worn as pants, mini-skirts.
2. Shirts: Sweatshirts, T-shirts, crop tops, tube tops, midriff/halter tops, muscle shirts and any tops with bare shoulders unless worn under another blouse or jacket.
3. Suggestive attire that is revealing or provocative, such as mid-riff baring tops, cleavage baring tops, ultra-low-rise pants. All undergarments should be covered.
4. Clothing that is worn out, has holes above knee and/or tears.
5. Offensive/obscene graphics or wording and/or promotion of drugs, alcohol or tobacco on apparel, jewelry, novelty buttons, etc.
6. Hats and similar items of casual attire that do not present a businesslike appearance.

7. Footwear: Floppy shoes, slippers, or non-conforming boots (*i.e.*, hiking, combat, engineer). Sandal-related footwear that does not, at a minimum, cover 50% of the top of the foot. Any type of shoe that has a strap that passes between the toes.

D. **Uniformed Employees**

Employees in positions requiring uniforms (for example, law enforcement, EMS, etc.), must wear the assigned County-issued or County-approved uniform while on duty.

1. Uniforms must be clean, in good repair, and worn as intended.
2. Unauthorized alterations or additions to uniforms are prohibited.
3. Employers are responsible for establishing procedures for replacement and maintenance of uniforms.

Clothing should not be revealing, overly casual, or display offensive or inappropriate graphics or language nor violate standard safety protocols.

E. **Maintenance, Sewer, and Other Field Positions (Non-Uniform)**

Employees working in maintenance, sewer, road, custodial, or other field-based positions where uniforms are not issued are expected to wear work-appropriate attire that supports safety, comfort, and a professional image.

Appropriate clothing includes:

1. Work pants, jeans, or durable trousers in good condition.
2. County-issued or approved shirts, or plain T-shirts or sweatshirts without offensive graphics or oversized commercial graphics that could be considered an attempt to persuade the use of a certain vendor.
3. Safety boots or closed-toe shoes appropriate for the work being performed.
4. Protective clothing, high-visibility vests, or other safety gear as required by County policy or OSHA standards.
5. Weather-appropriate outerwear that maintains a clean and professional appearance.

Clothing should fit properly and not create a safety hazard (e.g., excessively loose sleeves, torn fabric, or frayed cuffs). Clothing should not be revealing, overly casual, or display offensive or inappropriate graphics or language nor violate standard safety protocols.

F. **Community and Field Based Professional Attire**

Employees whose job duties require travel or contact with the public outside of the office, such as those working in courts, child protective services, probation, or other community-based programs that do not wear a uniform, must maintain a professional and appropriate appearance that reflects positively on Gallia County while allowing for safety and practicality in rural and

residential environments.

Attire should be neat, clean, and appropriate to the setting and work being performed.

Acceptable clothing generally includes:

1. Jeans or work pants in good condition (no holes or frays above knee, and/or excessive fading);
2. Collared shirts, blouses, or professional tops;
3. Closed-toe shoes or boots suitable for walking, driving, and safely entering homes, fields, or uneven terrain;
4. Weather-appropriate outerwear that maintains a professional appearance.

Clothing should not be revealing, overly casual, or display offensive or inappropriate graphics or language nor violate standard safety protocols.

Employees should use good judgment when dressing for the day's duties, balancing professionalism and safety. When court appearances or formal meetings are scheduled, said employees are expected to wear business-appropriate clothing.

Note for all Employees: Common sense rule - when in doubt, do not wear it.

G. **Dress Down/Casual Days** (When authorized by the Employer.) Additional Items considered appropriate for dress/down/casual days only are permitted:

1. The Employer must state in writing the date of the dress down day and what portion of the dress policy is being relaxed and to what extent.
2. For example, if encouraging an athletic even on a game day, certain specifically stated athletic attire may be permitted for that day only.
3. Dress Down/Casual Days are not permitted to change the policy regarding coverage, offensive wear, etc. For example, shorts above knee or profanity on a t-shirt cannot be permitted as part of a dress down day.

H. **Tattoos, Body Piercing/Jewelry**

The County expects and requires all employees to exercise reasonable and appropriate judgment with respect to personal appearance, dress and grooming in order to present a favorable public image, be effective in interactions with clients, vendors, the general public and co-workers, and in the performance of workplace duties. The County also recognizes that personal appearance is an element of self-expression and personal choice. Reasonable and responsible self-expression and personal choice must not conflict with an employee's ability to effectively perform his/her work duties, nor be regarded as offensive or harassing toward co-workers, clients, vendors, and the public with whom employees come in contact and with whom the County conducts its business.

In keeping with these expectations and requirements, employees may have tattoos and wear body piercings/jewelry during working hours within the following guidelines. Factors that may be considered when determining whether a tattoo or body piercing/jewelry may pose a conflict with an employee's job performance and/or interaction with clients, vendors, the public and co-workers include:

- a. The personal safety of employees or others.
- b. Offensiveness to clients, co-workers, vendors, or the public based on race, sex, religion, ethnicity or other characteristics of a sensitive or legally protected nature.
- c. Complaints from clients, co-workers, vendors, or the public.

1. **Tattoos:** Employees may display tattoos within the following guidelines:

- a. Visible tattoos are not permitted on the chest, front or side of neck, head, or face (except for permanent makeup/cosmetic enhancements such as eyebrows, lips and eye liners).

The following types of visible tattoos are prohibited:

- b. That display any offensive image, phrase or other expression that depicts nudity, violence, sexually explicit or vulgar art, violence, profane language, words or symbols.
- c. Symbols that likely to incite a strong negative reaction by others; Initials, symbols, or acronyms that represent criminal or extremist organizations or activities.
- d. An employee may cover any prohibited tattoo with bandages or other covering that meets the dress code requirements.

2. **Body piercing/jewelry:** Employees may display body piercings/jewelry within the following guidelines:

- a. Visible body piercing/jewelry including earrings and stud nose piercings are permitted. Nose piercings are not to exceed 3mm in size and it is the employee's responsibility to establish that the nose stud does not exceed the maximum size.
- b. Body piercing/jewelry that may cause safety issues, and lip and tongue studs/piercings are prohibited.
- c. Prohibited body piercing/jewelry may not be covered to comply with this policy; rather, prohibited body piercing/jewelry must be removed to comply with this policy.

Note: Employees should always follow departmental safety rules and protocols in addition to these appearance standards.

I. Violations of Policy

Any employee whose attire or grooming does not meet the standards of this policy will be subject to corrective action, which may include being directed to remedy the situation, sent home to change, removed from the premises/sent home without pay and/or be subject to discipline up to and including termination. Non-exempt employees may be required to use appropriate paid leave to cover the time away from work/time missed because of failure to comply with this policy.

SOLICITATION/DISTRIBUTION – NONEMPLOYEES**SECTION 7.09**

In order to maintain a productive, safe, and secure working environment, it is the policy of the County to limit solicitation and distribution activities by non-employees on County premises. Employees may engage in solicitation activities during non-work hours such as lunch periods or breaks as long as they do not disrupt normal work activities.

Any abuse of this policy should be reported to the Employer immediately. Anyone who refuses to leave shall be subject to removal from the County premises and/or legal action.

SOLICITATION/DISTRIBUTION – EMPLOYEES**SECTION 7.10**

In order to maintain a productive and appropriate working environment, the County must limit solicitation and distribution activities by employees.

Employees are prohibited from soliciting for any purpose or cause during their own working time, or the working time of any employee solicited. “Working time” includes all time during which an employee is assigned to or engaged in the performance of job duties. Employees may engage in solicitation activities during their non-working time, such as before and after the scheduled workday begins, during a meal period or authorized break time during which the employee is not assigned to or expected to perform any job duties.

Employees are prohibited from distributing any materials for any purpose or cause at any time in working areas. “Working areas” include all areas where work is actually performed, including public areas in a County facility, but does not include areas such as break rooms, parking lots, locker rooms and employee cafeterias/designated eating areas.

Any violation of this policy shall be subject to disciplinary action in accordance with policy.

BULLETIN BOARDS**SECTION 7.11**

It is the policy of the County to provide and maintain bulletin boards as a means of communicating information to and between employees.

The official bulletin boards are to be used only for official business.

The employee bulletin boards may be used by employees to post information of general interest, flyers, notices, etc., provided that the Appointing Authority reserves the right to remove outdated material, or that which is in poor taste or offensive to or derogatory of any groups or individuals.

POLITICAL ACTIVITY**SECTION 7.12**

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

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

A. **Activities Prohibited to all Employees (Including Unclassified Employees Not Subject to Federal Merit Standards):**

1. Soliciting a contribution from any person while the soliciting employee is performing his or her official duties.
2. Soliciting a contribution while the soliciting employee is in those areas of a public building where official business is transacted or conducted.
3. Soliciting a contribution from a public employee while that employee is performing his or her official duties.
4. Soliciting a contribution from a public employee while that employee is in those areas of a public building where public business is transacted.
5. Coercing, intimidating, or causing harm to another person or threatening to do so, because that person makes or does not make a contribution to a candidate, campaign committee, political party, legislative campaign fund, or political action committee.
6. Knowingly soliciting a contribution at the direction of or with the authorization of a County elected officer or his or her campaign committee from:
 - a. an employee whose Appointing Authority is the County elected officer;
 - b. a County employee whose Appointing Authority is authorized or required by law to be appointed by the County elected officer; or
 - c. a County employee who functions in or is employed in or by the same public agency, department, division, or office as the County elected officer.
7. Knowingly soliciting a contribution at the direction of or with authorization of a candidate for County elected office or his or her campaign committee from:
 - a. a County employee whose Appointing Authority will be the candidate, if elected;

- b. a County employee whose Appointing Authority will be appointed by the candidate, if elected; or
- c. a County employee who will function in or be employed in or by the same public agency, department, division, or office as the candidate, if elected.

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

1. Registration and voting.
2. Expressing opinions, either orally or in writing, but not political campaigning.
3. Voluntary financially contributing to political candidates or organizations.
4. Circulating outside of the work place nonpartisan petitions or petitions stating views on legislation.
5. Attending political rallies. Employees may attend political rallies that are open to the general public.
6. Signing nominating petitions in support of individuals.
7. Displaying political pictures in the employee's home or on the employee's property.
8. Wearing political badges or buttons outside of the workplace, or displaying political stickers on private vehicles.
9. Serving as a precinct election official pursuant to R.C. 124.57 and 3501.22.

C. **Activities Prohibited to Classified Employees and Unclassified Employees Subject to Federal Merit Standards:**

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

7. Soliciting, either directly or indirectly, any assessment, contribution, or subscription, either monetary or in-kind, for any political party or political candidate.
 8. Soliciting the sale of or selling political party tickets, materials, or other political matter.
 9. Engaging in partisan activities at the election, such as soliciting votes, assisting voters to mark ballots, or transporting or helping get out the voters on election day.
 10. Engaging in political caucuses of a partisan nature.
 11. Participating in a political action committee which supports partisan activity.
- D. **Employees and Public Positions or Offices:** Any employee desiring to seek or accept any public position or office should inform the Appointing Authority of such desire. The Appointing Authority may then request an opinion from the Gallia County Prosecuting Attorney's Office in advance of such appointment to determine the legality/appropriateness of such an appointment.

COMMUNICABLE DISEASE POLICY	SECTION 7.13
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Gallia County recognizes that contagious diseases such as Acquired Immune Deficiency Syndrome (AIDS), tuberculosis (TB), and hepatitis pose significant medical, social, and legal problems. The following regulations will be followed regarding contagious diseases:

- A. The determination of whether an employee diagnosed as having a contagious disease is to be permitted to remain employed in a capacity that involves contact with the public or other employees shall be made by the Employer on a case-by-case basis in consultation with the employee's treating physician, the employee and/or his representative and a designated health official.
- B. In making such a determination, the Employer shall consider:
 1. The recommendation of the individuals identified in Section A;
 2. The physical condition of the employee;
 3. The expected type of interaction with others in the work setting; and
 4. The impact on both the infected employee and others in that setting.

Pending such determination, the employee will be permitted to continue working in his or her current position unless it is determined the employee poses an immediate threat of danger to others.
- C. Any of the following actions may be taken, consistent with the Appointing Authority's determination:
 1. Assign the employee to return to his regular place of employment;

2. Assign the employee to a work assignment under restrictive conditions; or
 3. Place the employee on a leave of absence, sick leave with pay, Family and Medical Leave if requested by the employee, or recommend disability leave.
- D. The employee will receive written notice of the Appointing Authority's determination. The employee may, at any time, request a reconsideration of the Appointing Authority's determination, provided such a request is accompanied by medical evidence of a change in the employee's physical condition.
- E. All employees shall be required to work with infected employee(s) and/or client(s), where a determination has been made to require a home visitation or to be present or to permit the infected individual to remain in the workplace.
- F. The medical records of all employees shall remain confidential, except where disclosure is mandated by law.
- G. The identity of the infected employee shall not be revealed to the general public.

JOB-RELATED CONVICTIONS**SECTION 7.14**

An employee must report job-related convictions to his Appointing Authority which will require time off from the job or are due to: felonies, dishonesty, theft, and those things which impose restrictions upon the employee's ability to perform his job (e.g., driver license suspension). Any employee must immediately notify his Appointing Authority of the employee's conviction of any felony, whether job-related or not (felony as defined within the meaning of R.C. 124.34).

COMPUTER / INTERNET / ELECTRONIC MAIL POLICY**SECTION 7.15**

The use of the Network, Internet, Electronic Mail (hereinafter E-mail), and Online Services have the potential to be great resources to increase productivity for Gallia County employees. However, employees shall be held accountable for their use and misuse.

Access to the Network, Internet, E-mail, and Online Services will be with the permission of the Appointing Authority or designee, and is for limited governmental purpose. All activities of the Network, Internet, E-mail, and Online Services shall be work-related. It is inappropriate to use the Network, Internet, E-mail, and Online Services for non-work-related reasons. It is important to remember that an employee's E-mail address provides an easy way to discover if they are using governmental resources for inappropriate purposes.

Gallia County employees are required to use appropriate log-on procedures and passwords to maintain security. Employees shall not allow any unauthorized person or employee access to Network, Internet, E-mail, and Online Services unless directed to do so by their supervisor or administrator.

Gallia County employees shall not load any personally-owned software or software not licensed to Gallia County or any County-owned equipment. Gallia County employees shall only download professional work-related materials. Gallia County employees shall not use the Network, Internet, E-mail, and Online Services for the purposes of operating a business for personal gain, sending

chain letters, or soliciting money for religious or political organizations or causes, or any reasons unrelated to the business of the Appointing Authority.

Gallia County employees shall not use the Network, Internet, E-mail, and Online Services in a manner that would violate any federal, state, or local laws. Gallia County employees shall not distribute or print copyrighted materials, which include articles and software, in violation of the copyright laws. Gallia County employees shall not use the Network, Internet, E-mail, and Online Services to view, transmit/distribute, download, or print items displaying obscene materials, pornography, non-forensic nudity, non-forensic sexually explicit content; or non-forensic items that are racist, sexist, or harassing in a sexual or religious manner; or any animation or other simulation of these items. Gallia County employees shall communicate in a professional manner that will reflect positively on them, their Appointing Authority, and the State.

Gallia County employees shall not transmit confidential case files or other confidential information through the Network, Internet, E-mail, and Online Services without using security measures authorized by the Employer.

Gallia County employee electronic records are public records and employee work products; therefore, there is no expectation of privacy. Employee records and files are subject to inspection for such reasons as system maintenance, general inspection with or without notice, if there is reasonable suspicion of inappropriate use, or in the event of a public records request. Access to employees' records shall be authorized by the Appointing Authority or designee.

CONCEALED CARRY**SECTION 7.16**

In the interest of protecting the safety of employees and citizens of Gallia County, the Gallia County Commissioners adopt the following policy:

POLICY

- A. Effective April 8, 2004, as required by Ohio Revised Code §2923.1212, the following sign (or language substantially similar) will be posted at the entrance of every County-owned building, and at the entrance to the portion of any non-County-owned building which is leased by the County.

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid license does not authorize the licensee to carry a concealed handgun onto the premises.

- B. Employees and officials of Gallia County, other than law enforcement officers specifically authorized to carry a firearm, are prohibited from carrying firearms into any County building, in any County vehicle, or at any time while they are acting within the course and scope of their employment.
- C. Employees and officials of Gallia County, other than law enforcement officers specifically authorized to carry a handgun, are prohibited from bringing a firearm onto County land (including parking lots), even if it is kept in their own vehicle, except for employees with a valid license to carry a concealed handgun.

- D. A County employee or official with a valid license to carry a concealed handgun may bring a handgun onto County land (including parking lots), but must leave the handgun in their own locked vehicle, either locked in the glove compartment, locked in the trunk, or locked inside a gun case. An employee or official with a valid license to carry a concealed handgun may remove the handgun from their own vehicle parked on County property only for the purpose of transporting it to and from the trunk of that vehicle for storage.
- E. Any non-law enforcement County employee who carries or discharges a firearm in a County building, in a County vehicle, or while on duty will be acting outside the course and scope of their employment with the County, will be in violation of this policy and will be subject to disciplinary action, up to and including discharge. Gallia County will not defend or indemnify such actions by any County official or employee.
- F. County employees who use a firearm or make comments about firearms in such a way that intimidates, harasses, coerces, or threatens any person will be subject to disciplinary action, up to and including discharge.

USE OF TELEPHONES / CELLULAR PHONE POLICY	SECTION 7.17
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- A. **Scope:** This policy shall apply to all electronic communication devices, including but not limited to cellular telephones, combination radio/cellular telephones, laptop computers, and related necessary accessories when provided by the Appointing Authority, and all applicable service agreements.

This policy shall apply to all cellular telephones, combination radio/cellular telephones, related necessary accessories when provided by the County, and all applicable service agreements.

- B. **Policy:** Cellular telephones, pagers, and/or laptop computers and other electronic communication devices have become a valuable tool for County officials and employees to enhance their productivity while working on behalf of Gallia County, Ohio. This communications tool can provide an effective and efficient means to coordinate work activities, provide and/or receive needed information, deliver public services with minimal delay and assure personal and public safety; therefore, the cellular telephones, pagers, and/or laptop computers may be provided for use regarding official County business to those officials and/or employees whose jobs require the ability to have constant contact, in accordance with this policy. The Appointing Authority expects all officials and/or employees to have appropriate and reasonable use of all County-owned telephones, pagers, and/or laptop computers.
- C. **Procedure:** It is the responsibility of each County agency or department head to determine who, in their respective offices, shall be assigned a County-owned cellular telephone, pager, and/or laptop computer for official use. No official and/or employee shall be automatically eligible to receive a County-owned cellular telephone, pager, and/or laptop computer based solely upon position, title, or classification.
- D. **Acquisition and Return of County Cellular Telephones and Pagers:** Once a cellular telephone and/or pager has been provided, the recipient shall acknowledge in writing that

they have received the equipment and a copy of this policy. See, Asset Responsibility Form, Section 11.15.

If a County cellular telephone and/or pager is damaged, lost, or stolen, it must be reported by the employee to their immediate supervisor as soon as possible; the immediate supervisor shall notify the Appointing Authority, who will make the necessary arrangements for termination of service and/or arrange a replacement.

When an employee no longer needs a cellular telephone and/or pager or terminates employment or otherwise loses the authorization to possess or use a County cellular telephone and/or pager, the employee shall return all County-provided cellular telephone and/or pager equipment and/or accessories immediately.

- E. **Proper and Improper Use:** Except for urgent or unanticipated situations where no other form of communication is available, County cellular telephones and/or pagers are provided for official County business only. The frequency and duration of such unofficial calls must be kept to a minimum.

Except as provided for above, a County cellular telephone and/or pager shall not be used for any of the following:

1. Any call made in relation to an official's or employee's personal business;
2. Any call made for the purpose of personal entertainment, including, but not limited to, "900" numbers or other pay per call numbers;
3. Any call of an obscene, threatening, harassing, or otherwise offensive nature that would be illegal, prohibited, or inappropriate as defined by law or which would be in violation of any other County policy.

Officials and/or employees are advised that all communications including, but not limited to, voice mails, pages, and/or email communications, are not confidential and are subject to review for the purpose of enforcing the policies stated herein.

- F. **Penalties for Misuse of a County Cellular Telephone or Pager:** Officials and/or employees who misuse a County cellular telephone and/or pager will be responsible for reimbursement as required; will lose their authorization to possess a County cellular telephone and/or pager; and/or maybe subject to disciplinary action up to and including termination.
- G. Employees will be permitted to add a second line to a County-owned cell phone account for the employee's personal use, at the employee's expense.

WORKPLACE VIOLENCE

SECTION 7.18

POLICY

- A. The safety and security of employees, clients, contractors, and the general public are of vital importance to Gallia County. Therefore, threats, threatening behavior, or acts of violence made by an employee or anyone else against another person's life, health, well-

- being, family, or property will not be tolerated. Employees found guilty of violence will be subject to disciplinary action up to and including termination of employment.
- B. The purpose of this policy is to provide guidance to employees of Gallia County should they encounter a situation that they believe is or could result in an act of violence.
- C. The word violence in this policy shall mean an act or behavior that:
1. is physically assaultive;
 2. a reasonable person would perceive as obsessive (e.g., intensely focused on a grudge, grievance, or romantic interest in another person and likely to result in harm or threats of harm to persons or property);
 3. consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of another;
 4. would be interpreted by a reasonable person as carrying a potential for physical harm to the person;
 5. a reasonable person would perceive as intimidating or menacing;
 6. involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
 7. consists of a communicated or reasonably perceived threat to destroy property.
- D. The Employer prohibits the following:
1. any act or threat of violence by an employee against another person's life, health, well-being, or property;
 2. any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
 3. any act or threat of violence which endangers the safety of employees, clients, contractors, or the general public;
 4. any act or threat of violence made directly or indirectly by words, gestures, or symbols; or
 5. use or possession of a weapon on the Employer's premises, on a County- controlled site, or an area that is associated with County employment except as required in the line of duty (i.e., law enforcement).
- E. The most common situations where workplace violence is likely to occur are as follows:
1. Dealing with the Public: Violent situations could occur in employee contact with the public. While the Employer has a strong commitment to client service, we do not intend for employees to be subjected to verbal or physical abuse by the client.

2. On-the-Job: Situations could occur where relationships between employees, or between an employee and a supervisor, result in strong negative feelings by the individuals involved.
 3. Off-the-Job: An employee could become involved in a personal non-criminal dispute with a co-worker, family member, or neighbor during the employee's non-working hours. The Employer prohibits any act of violence by an employee towards any other employee while off duty. If the situation escalates, individuals sometimes secure restraining orders from the courts. If an employee requests such a restraining order, the employee should include the work location as well as the employee's place of residence in the order.
- F. The possession or use of dangerous weapons is prohibited on Employer property, in Employer vehicles, or in any personal vehicle which is used for Employer business or is parked on Employer property, except as hereinafter provided.
1. A dangerous weapon is defined as:
 - a. a loaded or unloaded firearm; or
 - b. a weapon, device, electronic stun weapon, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 2. Exceptions: Individuals may possess a firearm on Employer property if the individual is employed in the capacity of a law enforcement officer and is engaged in law enforcement activities. Employees who possess a valid permit to carry a firearm, if a firearm is brought on Employer property, must keep the firearm unloaded and in the employee's personal vehicle, which shall be locked.
 3. Please see Section 7.16 – Concealed Carry, for a more detailed policy on carrying concealed weapons.

PROCEDURE

- A. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on the Employer's property shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation. The Employer will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person(s) involved.
- B. It is a requirement that all employees report, in accordance with this policy, any behavior that compromises the Employer's ability to maintain a safe work environment. See, Workplace Safety and Illegal Activity Acknowledgement, Section 11.10; Workplace Violence Incident Report, Sample Form 12.7. Reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Even without an actual threat, personnel should also report any behavior they have witnessed which they

- regard as threatening or violent, when that behavior is job related or might be carried out on a County-controlled site, or is associated with County employment.
- C. All incidences of suspected or potential violence should be reported to the employee's immediate supervisor or the department head. Do not take the position that the incident is too minor to report or that it does not appear to be a "real problem." Do not wait until it is too late to be proactive.
- D. **Supervisor Responsibilities:** Supervisors and department heads are responsible for assessing situations, making decisions on the appropriate response, and responding to reports of or knowledge of violent activities that have occurred in the workplace or that involve an employee of the Employer.
- E. When any actual, potential, or suspected incident of violence is brought to the attention of a supervisor or the department head, the department head or designee shall evaluate the severity of the situation immediately and have the individual reporting the incident fill out an appropriate form. See, Workplace Violence Incident Report, Sample Form 12.7. If it is concluded that an actual act of violence has occurred or if there is a likelihood that violence could result, the department head or designee shall:
1. Discuss the situation with the employee(s) and attempt to find out what caused the situation.
 2. Determine what action is to be taken to prevent the situation from occurring again. Such actions may include but not be limited to:
 - a. assigning a different employee to the area or job;
 - b. talking with the disgruntled client or employee(s);
 - c. discussing the incident and offer suggestions for appropriate actions;
 - d. referring the affected employee(s) to professional help or counseling; or
 - e. disciplining the employee(s), up to and including termination of employment.
- F. All employees who apply for, obtain, or are the subject of a restraining order which lists department locations as being protected areas, must provide to their department head a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

NO EMPLOYEE EXPECTATION OF PRIVACY**SECTION 7.19**

- A. The purpose of this policy is to ensure all employees understand they should have no expectation of privacy regarding the use of desks, lockers, computers, vehicles, telephones, cell phones and other such County property.

- B. Appointing Authorities, or their designees, reserve the right to open/access and examine any contents contained in County-owned equipment or locations.

WHISTLEBLOWER PROTECTION**SECTION 7.20**

- A. If an employee in the classified or unclassified civil service becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal audit created under section 126.45 of the Revised Code or file a complaint with the auditor of state's fraud-reporting system under section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complaint with the supervisor, appointing authority, the office of internal audit, or the auditor of state's fraud-reporting system, may report it to a prosecuting attorney, to a peace officer, as defined in section 2935.01 of the Revised Code, or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102, section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

- B. Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:
1. Removing or suspending the employee from employment;
 2. Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
 3. Transferring or reassigning the employee;
 4. Denying the employee promotion that otherwise would have been received;
 5. Reducing the employee in pay or position.
- C. An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under division (A) of this section.

- D. If an appointing authority takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee's having filed a report or complaint under division (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the State Personnel Board of Review within thirty days after receiving actual notice of the appointing authority's action. If the employee files such an appeal, the State Personnel Board of Review shall immediately notify the employee's appointing authority and shall hear the appeal. SPBR may affirm or disaffirm the action of the appointing authority or may issue any other order as is appropriate. The order of SPBR is appealable in accordance with Chapter 119 of the Revised Code.
- E. As used in this section:
1. "Purposely," "knowingly," and "recklessly" have the same meanings as in section 2901.22 of the Revised Code.
 2. "Appropriate ethics commission" has the same meaning as in section 102.01 of the Revised Code.
 3. "Inspector general" means the inspector general appointed under section 121.48 of the Revised Code.

CREDIT CARD USE**SECTION 7.21****POLICY**

Ohio Revised Code Section 301.27 authorizes counties to use credit cards. The Board of County Commissioners, in consultation with the County Auditor, has formulated this policy to set limits for spending, card activity, allowable expenditures and administrative controls. This credit card policy/program is not intended to and shall not be used to avoid or bypass competitive bid requirements. It is not intended to bypass the process for the appropriation of funds. It is intended to complement the existing, established processes for approval of purchases and payments.

Items and services purchased through the credit card program are for the official use of Gallia County where the purchase is for a work-related expense and the purchase serves a public purpose. Credit cards may be used for in-store purchases, mail, e-mail, internet, telephone and fax orders.

A credit card may not be used as an automated teller machine (ATM) card, as a debit card, for cash advances, for entertainment or recreation, for alcohol beverages, for capital equipment unless approved by the Board of Commissioners and County Auditor, for any service or expenditure that would require the issuance of an IRS Form 1099, or for personal or non-work-related purchases.

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

- B. Uses: A credit card held by the Board of County Commissioners or the office of any other County Appointing Authority shall be used only to purchase/pay for work-related expenses that serve a public purpose. The following is a non-exclusive and non-exhaustive list of allowable credit card purchases/expenses:
1. Meal expenses;
 2. Transportation expenses;
 3. Gasoline and oil expenses;
 4. Minor motor vehicle maintenance for County-owned or leased vehicles;
 5. Emergency motor vehicle repair for County-owned or leased vehicles;
 6. Telephone expenses;
 7. Lodging expenses;
 8. Internet service provider expenses;
 9. Office supplies, furniture and equipment;
 10. Information technology hardware, software, technical support, computer supplies;
 11. Building maintenance materials and supplies;
 12. Travel expenses;
 13. Public children services agency expenses for purchases for children for whom the agency is providing temporary emergency care pursuant to R. C. Section 5153.16, children in the temporary or permanent custody of the agency, and children in a planned permanent living arrangement;
 14. Other items allowable and used in the ordinary course of business as permitted under R. C. Section 301.27(E)(1).
- C. No late charges or financial charges shall be allowed as an allowable expense, unless otherwise authorized by the Board of County Commissioners. Debt incurred as a result of the use of an authorized credit card, pursuant to this policy, shall be paid from monies appropriated to specific appropriation line items of the Appointing Authority for eligible work-related expenditures listed above.
- D. The cardholder is required to sign a written acknowledgment of receipt of the card and this policy. County Credit Card and/or Fuel Card Acknowledgement, Section 11.19. The County Administrator will retain the signed acknowledgement and forward a copy to the County Auditor. Each office shall be responsible for providing training for cardholders and card users.
- E. Each cardholder will maintain a purchasing log for the billing cycle for each credit card. See. Fuel Card Purchasing Log, Section 11.20; Credit Card Purchasing Log, Section 11.21. The log must be reviewed and signed by someone designated by the Appointing Authority and forwarded to the County Auditor with supporting receipts.
- F. Individual credit cards shall be subject to maximum limits as determined by the Board of Commissioners.

PROCEDURE

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

- likely to be charged to the County credit card during the month following such submission, unless a longer usage period is authorized by the Board. The authorization to charge such amounts shall be subject to the advance approval of the Board after the County Auditor has certified sufficient funds are available in the appropriate account.
- B. Any time an authorized credit card is used for more than the authorized amount, the Appointing Authority may request the Board of County Commissioners to authorize the expenditure after the fact, provided, upon the Board's request, the County Auditor certifies that sum of money is in the treasury or in the process of collection to the credit of the appropriate appropriation line item for which the credit card was used, and is free from previous and then-outstanding obligations or certifications. If the card is used for more than the amount originally authorized and if for any reason that amount is not authorized after the fact, the County shall be reimbursed for any amount spent beyond the originally authorized amount in the following manner:
1. If the card is issued in the name of a specific officer or employee, that officer or employee is liable in person and upon any official bond the officer or employee has given to the County to reimburse the County treasury for the amount charged to the County beyond the originally authorized amount.
 2. If the card is issued to the office of the Appointing Authority, the Appointing Authority is liable in person and upon any official bond the Appointing Authority has given to the County for the amount charged to the County beyond the originally authorized amount.
- C. After returning from any meeting, conference, convention, or other official Employer function wherein reimbursable expenses have been incurred, and no later than the first day of each month, an employee shall submit a Gallia County Travel Expenses Request form and all original receipts and other documentation to his/her immediate supervisor for forwarding to the Appointing Authority. The report shall be reviewed by the Appointing Authority and either authorized for reimbursement or not authorized and returned to the employee for adjustment or further documentation. Once the report has been authorized by the Appointing Authority, the original report shall be forwarded to the County Auditor for payment.
- D. Whenever any employee who is authorized to use a credit card held by the Board or the office of any other Gallia County Appointing Authority suspects the loss, theft, or possibility of unauthorized use of the card, the officer or employee shall notify the County Auditor, the employee's Appointing Authority, and the Board immediately and in writing.
- E. The policy regarding the exemption from the advance monthly notice requirement for County credit cards is as follows:
1. The Gallia County Commissioners have resolved to use the provisions of ORC 301.27(E)(2) for the exemption from the advance monthly estimate requirement.
 2. All classes of expenses listed in Section (A)(2) are exempted for all individuals authorized to use a credit card, and all specific credit cards from the advance estimate requirement.

3. In order to meet the statutory requirements that the card be used for no more than the amount in a line item appropriation and be encumbered, the Board hereby requires each Gallia County Appointing Authority utilizing County credit cards to obtain a purchase order per type of credit card in the vendor's name for a period of up to each full fiscal year specifically for the payment of credit card bills.
- F. If the County Auditor determines there has been a credit card expenditure beyond the appropriated or authorized amount as provided in this policy, the Auditor immediately shall notify the Board of Commissioners. When the Board determines, on its own or after notification from the County Auditor, that the county treasury should be reimbursed for credit card expenditures beyond the appropriated or authorized amount, it shall give written notice to the County Auditor and to the employee liable to the treasury as provided in those divisions. If, within 30 days after issuance of the written notice, the County treasury is not reimbursed for the amount shown on the written notice, the Prosecuting Attorney of the County shall recover that amount from the employee or Appointing Authority who is liable under this section by civil action in any court of appropriate jurisdiction.
- G. The credit card is to be used by the cardholder or authorized designee only to pay for authorized work-related expenses. The card may not be used for non-work-related personal expenses. The cardholder and/or the Appointing Authority may be liable for any expense improperly incurred. Improper use of the card may be considered misappropriation of County funds and may result in disciplinary action up to and including termination of employment in addition to criminal prosecution and/or a civil recovery action.

If the County Auditor determines that a credit card has been used in a manner not in accordance with this policy the County Auditor shall notify the Board of Commissioners. If the Board determines, on its own or after notification from the County Auditor, that the County Treasury should be reimbursed as provided in R. C. 301.27(H), the Board of Commissioners shall give written notice to the County Auditor and to the officer or employer or Appointing Authority liable to the treasury as provided in that division of the specific amount not in accordance with this policy. If, within thirty (30) days after the issuance of the written notice, the treasury is not reimbursed for the amount shown on the written notice, the Gallia County Prosecuting Attorney shall recover that amount from the officer or employee or appointing authority who is liable under the section by civil action in a court of competent jurisdiction.

PERSONAL INFORMATION RECORDS**SECTION 7.22****POLICY**

- A. The Employer maintains and is responsible for personal information maintained concerning employees. R.C. 1347.01 defines "Personal information" as "any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics, and that contains, can be retrieved from a system by, a name, identifying number, symbol, or other identifier assigned to a person." Examples may include such information as:
1. personal data;
 2. employment application documents;
 3. references;
 4. medical reports;
 5. documentation pertaining to an employee's change of status;
 6. performance evaluations;
 7. communications or disciplinary actions;
 8. paid and unpaid leave records;
 9. payroll data.
- B. The Employer shall only use the personal information in the personal information system in a manner consistent with the system and in accordance with O.R.C. Section 1347.01 *et. seq.*, ORC 149.43 *et. seq.*, or as otherwise required by law or court order.

PROCEDURE

- A. Along with the Appointing Authority, an individual shall be designated in each department (if applicable) to administer this policy in a consistent and uniform manner. This individual is responsible for monitoring access of such information both inside and outside the Employer. The policies contained herein shall be reviewed as the Appointing Authority's information systems are updated and/or modified.
- B. Each employee shall be allowed to review the contents of the file(s) pertaining to them with approval of the Appointing Authority or designee. Employees may also request that the Appointing Authority or designee conduct an investigation to determine if the information in their file is accurate, relevant, timely, and complete. This investigation must occur within 90 days of written request by the employee. All information determined by the Appointing Authority to be inaccurate as a result of such investigation shall be deleted in accordance with the Ohio Public Records' Law and the County Records Retention Schedule. If the Employer determines the record to be correct, the employee may append a brief statement to the file.
- C. Individuals requesting to obtain or review information about themselves must provide proof of identification. Representatives of employees requesting to obtain or review information must provide a written release from the employee requesting the record.
- D. The Employer will not initiate or contribute to any disciplinary action against an employee who brings to the attention of appropriate authorities, the media, or any member of the

- public, evidence of unauthorized use of information contained in the personal information system.
- E. The Employer shall monitor the accuracy, relevance, timeliness, and completeness of its personal information systems, take reasonable precautions to protect personal information in the system from unauthorized and unlawful modification, destruction, use, or disclosure, and shall collect, maintain, and use only that personal information necessary and relevant to the Employer's functions.
- F. Unauthorized use of such information by an employee may result in disciplinary action.

FRAUD REPORTING**SECTION 7.23**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the auditor of state's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Web: www.ohioauditor.gov

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Recent legislation requires the Auditor of State to maintain a system for the reporting of fraud, including misuse of public money by any public official or office. The system allows all Ohio citizens the opportunity to make anonymous complaints through a toll-free number – 1-866-372-8364, the Auditor's of State's website – www.ohioauditor.gov, or through the United States' mail at Ohio Auditor of State's Office, Special Investigations Unit, 88 East Broad Street, P.O. Box 1140, Columbus, Ohio 43215.

The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Section 149.43 of the Revised Code and must contain the following: the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the Auditor's Office.

Public offices must make their employees aware of the fraud-reporting system. All new County elected officials and employees must complete an online fraud training course within 30 days after taking office or beginning employment at <https://ohioauditor.gov/trainings/fraud/html> and print out the Employee Acknowledgement Form. Each department head must complete an Employer Fraud Training Tracking Spreadsheet to signify that all employees have been trained and printed

out their Acknowledgement Forms. A copy of the Tracking Spreadsheet must be provided to the County Administrator. The Tracking Spreadsheet must be updated with new hires. The training must be repeated every four (4) years.

SOCIAL MEDIA**SECTION 7.24****A. Social Media Limitations.**

The County supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the County or its employees, or engaging in posting inappropriate material about the County or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the County that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the County's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Statements or uses of the County's logo which are slanderous or detrimental, including evidence of the misuse of the County's authority, information, insignia or equipment.
3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the County. Unprofessional communication also includes that which the County could demonstrate has a substantial risk of negatively affecting the County's reputation, mission or operations, such as slander, defamation or other legal cause of action.
4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the County's ability to maintain an efficient workplace.
6. A post, statement or announcement that expressly invokes State or County authority to make a post, statement or announcement not available elsewhere, unless making the post, statement or announcement is actually part of the job entrusted to the employee.

Social media sites may be inspected by the County for cause to determine potential policy violations. If an employee believes that an online communication violates a County policy, the

employee should immediately report the communication to his supervisor. The County may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions and is not intended to infringe on protected activity under R.C. 4117.

PASSWORD POLICY**SECTION 7.25**A. Overview.

This policy outlines the handling, responsibilities, and scope of passwords for the Information Technology (IT) resources GalliaNet. This policy acts as an extension of the IT security policy for GalliaNet. This policy has full support from the GalliaNet IT committee. The IT director administers the policy, which is currently effective for all GalliaNet employees and computer systems.

B. Password Policy.

1. Mission: The IT objective of GalliaNet is to enable GalliaNet employees to perform their tasks with technology that is in good operating condition while appropriately addressing the business needs and keeping information secure within our IT resources.
2. The GalliaNet Password Dilemma: ensuring that our systems remain secure. While we have not been exploited, nor do we expect to be, we must be diligent in guarding access to our resources and protecting them from threats both inside and outside our organization.
3. Password Handling: Passwords for all systems are subject to the following rules:
 - No passwords are to be spoken, written, e-mailed, hinted at, shared, or in any way known to anyone other than the user involved. This includes supervisors and personal assistants.
 - No passwords are to be shared in order to "cover" for someone out of the office. Contact IT, and it will gladly create a temporary account if there are resources you need to access.
 - Passwords are not to be your name, address, date of birth, username, nickname, or any term that could easily be guessed by someone who is familiar with you.
 - Passwords are not be displayed or concealed on your workspace.
4. Systems Involved: The GalliaNet password policy will address the passwords for the following IT systems with their rules:
 - Network and client operating system: Windows 10/11 username and password (Users will automatically be prompted at a login to change the password every 90 days.) Users on extended leave will have their password temporarily disabled until they return to work. Users that terminate

employment with Gallia County will have their passwords disabled immediately upon notification from the department Head or Human Resource department. After seven (7) days if there is no legal reason to maintain the account, it will be deleted.

- Computer BIOS password: Hardware-level access to your computer (This password will not automatically change.)
 - VPN password: The GalliaNet telecommuting system. Changed if user thinks password was compromised.
 - System/Service and Automatic Process Passwords: Microsoft system/service accounts and User accounts used strictly for automated processes shall be created with high security restraints and access limited to the services and resources they need to access. Passwords shall not be required to expire and will follow the rules for Administrative Passwords.
5. Password Composition: The following systems have systematically enforced password requirements as stated:
- Network and client operating system: Passwords must meet the following criteria:
 - Password may not contain all or part of the user's account name.
 - Password is at least eight (8) characters long.
 - Password contains characters from all of the following four categories:
 - English uppercase characters (A...Z)
 - English lowercase characters (a...z)
 - Base 10 digits (0...9)
 - Nonalphanumeric (exclamation point [!], dollar sign [\$], pound sign [#], percent sign [%], etc.)
6. Support: All GalliaNet users are to contact the IT staff for support of the password policy.
7. Administrative Passwords: Administrative passwords are subject to stringent composition, frequent change, and limited access. This includes passwords for routers, switches, WAN links, firewalls, servers, Internet connections, administrative-level network operating system accounts, and any other IT resource.

Passwords for administrative resources must meet the following criteria:

- Password is at least 10 characters long.
- Password contains mixed case.
- Password contains at least three nonalphanumeric characters.
- Password contains at least two numbers.
- Password will change immediately upon any I.T. personnel terminating employment.

8. Responsibilities: The Employer has the responsibility to enforce this policy. This can be done through systematic means and interaction with users. GalliaNet users are responsible for complying with this policy.

DISCIPLINE, APPEALS, AND GRIEVANCES

SECTION 8.01

- A. The tenure of employees shall be good behavior and efficient service. Misconduct or grounds for which discipline may be imposed include but is not limited to incompetency, inefficiency, unsatisfactory job performance, dishonesty, being under the influence of alcohol or drugs or a combination of them, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any employer or County policy or work rule, written or unwritten, any failure of good behavior, acts of misfeasance, malfeasance or nonfeasance, conviction of a felony, or any other violation of any provision of R. C. 124.34. **Examples of employee misconduct are listed in Section 13, Misconduct.**
1. Employees should be advised of expected job performance and behavior.
 2. Discipline shall be applied promptly, uniformly, objectively and consistently to all similarly situated employees under similar circumstances, commensurate with the offense. Deviations from standard discipline and procedures should be justified and documented.
 3. Discipline should usually be progressive. Progressive discipline is a system of discipline that involves increasing the level of penalties upon an occurrence or repeated occurrences of a non-severe nature when the employee fails to correct a problem after being given reasonable time and opportunity to do so. Consideration should be given to the nature and severity of the offense, prior disciplinary action, and the employee's length of service, work performance and conduct. It is intended to encourage positive and satisfactory behavior and performance.
 4. Progressive discipline is not a delegation of, or a limitation upon, the Employer's right to impose a different level of discipline when the circumstances warrant or when the infraction involves an at-will or unclassified employee.
 5. Levels of discipline may include counseling or verbal warnings, written warnings, written reprimands, suspensions, reductions in pay or classification, last chance agreements, and termination.
 6. The Appointing Authority may issue a working suspension under certain circumstances, for example, to discipline an FLSA-exempt employee without jeopardizing the employee's exempt status, or to impose discipline when the Appointing Authority is understaffed. Working suspensions have the same effect as suspensions from work without pay for purposes of recording disciplinary actions and demonstrating progressive discipline.
 7. Depending on the severity of the conduct, behavior or offense, the Employer may proceed immediately to any level of discipline up to and including immediate termination.
 8. All active records of discipline shall be maintained in the employee's personnel file.

PROCEDURE

- A. The Employer has the right to investigate allegations of misconduct. Investigations should be conducted promptly and in a reasonable manner. Employees are required to cooperate during investigations. Failure to cooperate during an investigation may be considered insubordination and may result in disciplinary action.
- B. Supervisors may recommend and/or the department head may issue verbal warnings and written reprimands. A sample form for issuing discipline is included in this manual. See, Sample Report of Written Reprimand, Section 12.2. These forms should, in each case of discipline, be completed and signed by the department head, delivered to the employee, and signed by the employee. The completed form shall be forwarded to the Appointing Authority and a copy placed in the employee's personnel file.
- C. Only the Appointing Authority has the authority to reduce in classification or pay, fine, suspend, or terminate an employee. Prior to such discipline, a predisciplinary conference must be held if it involves a classified employee.
- D. When applicable, suspensions or fines of more than twenty-four (24) hours, reductions in classification or pay, or removals of classified employees must be documented on an Order of Removal, Reduction, Suspension, Fine, Involuntary Disability Separation, Section 11.13, a State Personnel Board of Review Form, in accordance with R.C. Section 124.34.
- E. Reduction in classification or pay, suspension, fine, or removal of an unclassified employee does not require an ADM 4055 and may be executed at the discretion of the Appointing Authority. A written notice shall be provided to the employee.

While a predisciplinary conference is not legally required for unclassified employees, it is recommended that the Appointing Authority meet with the employee to provide the employee with an opportunity to respond regarding the alleged infraction, prior to reducing, suspending, fining, or removing the employee from public service.

- F. An Appointing Authority may place an employee on administrative leave with pay in a disciplinary situation. See, Section 8.03. 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 length of the leave shall not exceed the length of the situation for which the leave is granted. For example, in a disciplinary situation such leave might extend until the Appointing Authority completes the predisciplinary process, investigates the alleged infraction, and takes action or decides not to do so. Compensation for administrative leave shall be equal to the employee's base hourly or salaried rate of pay.

PREDISCIPLINARY CONFERENCE**SECTION 8.02****POLICY**

- A. Whenever the Employer or designee determines that an employee may be disciplined (including all suspensions, reductions, or terminations), the employee will be notified of the allegations and supporting evidence and a predisciplinary conference will be scheduled

to give the employee an opportunity to offer an explanation of the alleged conduct. The Employer must hold a predisciplinary conference prior to signing a last chance agreement.

- B. Not less than 24 hours prior to the scheduled starting time of the conference, the Employer will provide the employee a written outline of the charges which may be the basis for disciplinary action. The employee may choose to: (1) appear at the conference to present an oral or written statement in the employee's defense; (2) elect in writing to waive the opportunity to have a predisciplinary conference; or (3) appear at the conference with a representative of the employee's choosing to present an oral or written defense.

PROCEDURE

- A. Whenever a supervisor has cause to believe that an employee under his or her direction should receive a suspension, fine, disciplinary reduction in pay or position, or removal from public service, the supervisor must reduce such allegations to writing.
- B. The written allegations should indicate in sufficient detail the behavior or conduct which is the basis for the belief that discipline is necessary.
- C. The written allegations should be sent up the chain of command to the Appointing Authority or designee for review and revision if necessary. The written allegations should then be delivered to the employee with a notice of pre-disciplinary conference. See, Notice of Pre-disciplinary Conference, Sample Form 12.3.
- D. The notice of pre-disciplinary conference shall inform the employee of the written allegations and time and location of the pre-disciplinary conference. Failure of the employee to attend the predisciplinary conference shall be deemed a waiver of the conference.
- E. Predisciplinary conferences will be conducted by the Appointing Authority or designee. The person conducting the conference will recite the allegations, summarize the evidence that is the basis of the allegations, and provide the employee or employee's representative with the opportunity to respond. The employee or the employee's representative may present testimony and/or documents to explain whether the alleged misconduct occurred or did not occur. Failure to respond or respond truthfully may result in disciplinary action.
- F. If the conference is conducted by someone other than the Appointing Authority, the person hearing the case shall prepare a written report setting forth findings of fact and concluding whether alleged misconduct occurred but shall not recommend the level of discipline. A copy of the written report shall be provided to the employee and the Appointing Authority within five (5) working days following the hearing.
- G. The Appointing Authority may agree or disagree with the hearing officer's conclusions. If discipline is warranted, the Appointing Authority shall determine the appropriate level of discipline in accordance with the County's discipline policy.
- H. Recording of Proceedings: At the discretion of the Appointing Authority or designee, the pre-disciplinary conference may be recorded. Should the conference be recorded, the Appointing Authority or designee shall provide a copy to the employee if requested by the employee.

ADMINISTRATIVE LEAVE WITH PAY**SECTION 8.03**

The Appointing Authority may place an employee who is subject to possible disciplinary action on administrative leave with pay. Administrative leave with pay may be used pending an investigation of alleged misconduct, when continued performance of the employee's job duties may impair the operation of the work unit or the delivery of services, where the health or safety of other employees or property could be adversely affected, or until the Appointing Authority completes the predisciplinary process.

Compensation during the administrative leave with pay shall be equal to the employee's base hourly or salaried rate of pay. An employee on paid administrative leave shall remain available to the employer during the employee's regular working hours to answer work-related questions or report to the employee's designated workplace, if requested.

APPEALS**SECTION 8.04**

- A. Personnel action for classified employees such as a reduction; a suspension of forty (40) or more work hours in the case of an employee exempt from the payment of overtime compensation; a suspension of more than twenty-four (24) work hours in the case of an employee required to be paid overtime compensation; a fine of forty (40) or more hours' pay in the case of an employee exempt from the payment of overtime compensation; a fine of more than twenty-four (24) hours' pay in the case of an employee required to be paid overtime compensation; removal, except for the reduction or removal of a probationary employee; and layoffs may be appealed by an affected employee to the State Personnel Board of Review.
- B. Appeals from removal, demotion, fines, or suspension must be filed within ten (10) days following the date on which the order is served on the employee. For purposes of this section, the date on which the order is served is the date of hand delivery of the order, the date of delivery of the order by certified United States mail, or the date it is left at the usual place of residence, or last known residence of the affected employee, with an adult residing therein, whichever occurs first. Appeals from layoffs must be made within ten (10) days after receipt of the layoff notice or the date of displacement.
- C. The State Personnel Board of Review maintains authority to decide whether an appeal warrants a hearing. When an appeal is heard the Board may affirm, disaffirm, or modify personnel decisions made by the Appointing Authority. However, in an appeal of a removal order based upon a violation of a last chance agreement, the board, commission, or trial board may only determine if the employee violated the agreement and thus affirm or disaffirm the judgment of the Appointing Authority.

COMPLAINT PROCEDURE**SECTION 8.05**

The County and its Appointing Authorities recognize that within any organization there will be occasional differences among employees regarding interpretations of rules or other problems stemming from conditions of employment. Whenever differences or problems arise, every attempt should be made to resolve the matter informally through normal channels. In the event a difference or problem cannot be resolved informally, an employee should put the complaint or problem in

writing and give it to the immediate supervisor. See, Sample Complaint Form, Section 12.4. To be effective this should normally be done within five (5) working days from when the problem arose. The supervisor will then attempt to resolve the matter and give the employee a written response within five (5) working days.

If the problem is not satisfactorily resolved, the employee should submit the written complaint and supervisor's answer to the department or agency head within five (5) working days of the supervisor's reply. The department head will, if necessary, meet with those concerned and otherwise attempt to resolve the matter, and also provide a written response.

If the department or agency head is not the Appointing Authority, the employee may submit the complaint in writing to the Appointing Authority or their designee within five (5) working days after receiving the department head's reply. The Appointing Authority's response shall be in writing and shall be final.

Where the complaint is one which qualifies for appeal under rules of the State Personnel Board of Review, the employee must timely file an appeal through the State Personnel Board of Review in accordance with Section 8.04.

RESIGNATION**SECTION 9.01**

- A. Employees who plan to voluntarily resign must notify their Employer in writing at least two (2) weeks (14 days) in advance of the effective date of the resignation. Withdrawal of resignations will generally not be accepted. Therefore, the decision to resign should be carefully considered prior to submission.
- B. Any employee who resigns is encouraged to give the reasons for resigning and discuss with the Employer any working conditions which the employee believes are unsatisfactory.
- C. A formal letter of resignation shall be requested by the Employer and shall include:
 - 1. A statement indicating the employee's intention to resign from County service;
 - 2. The date the notice was given;
 - 3. The effective date of the resignation;
 - 4. The reason for the resignation (optional); and
 - 5. The employee's signature.

The Appointing Authority reserves the right to accept any resignation immediately upon receiving it from the employee. In such instances, the employee's position with the Appointing Authority is terminated effective immediately, and the employee will receive compensation earned as of that date plus any accrued but unused vacation and/or compensatory time payments due.

- D. Failure to give proper notification will result in ineligibility for reinstatement.
- E. An employee's resignation shall be reported to the County Auditor immediately upon the acceptance of the resignation.,
- F. A person who resigned in good standing may be reinstated, at the discretion of the Appointing Authority, in the employee's former type of position within one (1) year following resignation, provided the person remains qualified to perform the duties of the position, a position is available, and reinstatement would be in the best interest of the Appointing Authority.
- G. All properties of the Appointing Authority in the possession of the resigning employee must be accounted for and turned into the Appointing authority or designee, including but not limited to manuals, handbooks, ID cards, equipment, uniforms, keys, etc.

EXIT INTERVIEW**SECTION 9.02**

Upon resignation or other voluntarily termination of employment, an employee is requested to complete an exit interview questionnaire and to personally discuss the questionnaire with the Employer. See, Exit Interview Form, Section 11.3.

PERSONNEL FILES**SECTION 10.01**

- A. The Appointing Authority shall maintain official personnel files on all of its employees. Such files normally include, but are not limited to, information on date of hire; job description and classification; employment status; payroll data, attendance records, including vacation and sick leave; performance evaluations; and other individual employment data pertaining to hiring, promotion, demotion, transfer, discipline, layoff, and termination. Personnel files access is governed by O.R.C. 149.43 and Chapter 1347.
- B. An employee shall have a right to inspect his or her official personnel file. The request shall be made in writing or via email to the Employer. The inspection/review shall occur during the Employer's regular business hours within a reasonable time after the request is received. The inspection/review shall occur during an employee's non-working time in the presence of an employee designated by the Employer at a time mutually agreed upon by the Employer and the employee. The employee may be accompanied by another employee or representative of the employee's choosing.
- C. Employees must advise their immediate supervisor within five (5) working days of any change in name, address, marital status, telephone number, citizenship, selective service classification, or association with any government military service organization.

PERSONNEL TRANSACTIONS AFFECTING PAY**SECTION 10.02**

Promotions, terminations, suspensions, and reductions in pay or position shall be reported to the County Auditor within five (5) business days of the effective date of the personnel transaction.

NOTARY PUBLIC**SECTION 10.03****I. PURPOSE:**

- A. This policy is to establish guidelines for notary public appointments of County employees and authorized duties.
- B. Notary public" means a person appointed and commissioned as a notary public pursuant to and in accordance with Ohio Revised Code Chapter 147.

II. PROCEDURE

- A. An employee of the County may, but is not required to, obtain appointment and commission as a notary public of the state of Ohio.
- B. A County employee who is appointed and commissioned as a notary public of the state of Ohio may notarize applicable documents in accordance with the requirements of Ohio Revised Code that are required to be notarized by the employee in the usual and customary conduct of County business and programs.
- C. A County employee shall not charge nor collect a fee for notarization of documents required to be notarized by the employee in the usual and customary conduct of County business and programs.

- D. While on paid time and/or on County premises, an employee shall not notarize documents that are not required to be notarized in the usual and customary conduct of County business and programs.
- E. Upon the presentation of appropriate receipts documenting the claimed fees and expenses, the Employer may approve the reimbursement of an employee who has been re-appointed and re-commissioned as a notary public of the state of Ohio for the fees incurred by the employee in the process of obtaining and maintaining the re-appointment and re-commission as a notary public. Such employee may be approved for up to two (2) hours of paid time for the class time and fingerprinting required for re-appointment and re-commission.
- F. Under no circumstances will reimbursement be made under this policy for travel, automobile expenses, mileage meals, lodging telephone calls, or parking and tolls.
- G. An employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

PERSONNEL FORMS

SECTION 11

- 11.1 Acknowledgement
- 11.2 Equal Opportunity Employer Application for Employment
- 11.3 Exit Interview Form
- 11.4 First Report of Injury, Occupational Disease, or Death (BWC-1101)
- 11.5 Employment Eligibility Verification (I-9) Form
- 11.6 Acknowledgment of Drug Free Workplace
- 11.7 Family and Medical Leave Request Form
- 11.8 Family and Medical Leave Notification Form
- 11.9 Certification of Health Care Provider
- 11.10 Workplace Safety and Illegal Activity Acknowledgement
- 11.11 Acknowledgement of Receipt of O.R.C Chapter 102 Form
- 11.12 Ohio Ethics Law and Related Statutes
- 11.13 Order of Removal, Reduction, Suspension, Fine, Involuntary Disability Separation
- 11.14 New Hire Reporting Form 7048
- 11.15 Asset Responsibility Form
- 11.16 Personnel Action Form
- 11.17 Unclassified Service Explanation and Acknowledgement PER O.R.C. 124.12
- 11.18 R.C.124.12 Leave Donation Application
- 11.19 County Credit and/or Fuel Card Acknowledgement
- 11.20 Fuel Card Purchasing Log
- 11.21 Credit Card Purchasing Log
- 11.22 Travel Expenses Report
- 11.23 Annual Driver's License Check & License/Insurance Maintenance Requirements

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

ACKNOWLEDGEMENT

SECTION 11.1

Please sign the attached, and present the acknowledgement slip below to your Appointing Authority for inclusion in your Personnel File.

ACKNOWLEDGEMENT

I have been informed of the existence of the Gallia County Personnel Policy Manual, and have been given an opportunity to review its contents. I have familiarized myself with the information and policies in this Manual. I understand that my employment is governed by the policies in this Manual. I further understand that this manual does not constitute an employment contract.

I understand that the policies and information in this Manual are subject to change and revision by the County at any time at the County's discretion. I understand that I will be notified of such change(s) through the usual channels of communication, including the Gallia County intranet. I agree to comply with the policies and information in this manual and any revisions to the policies and information contained in the manual.

Signature of Employee

Date

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**AN EQUAL OPPORTUNITY EMPLOYER APPLICATION
FOR EMPLOYMENT**

**SECTION 11.2
PAGE 1**

**PLEASE TYPE OR PRINT RESPONSES TO ALL OF THE QUESTIONS
CONTAINED ON THE ENTIRE APPLICATION FORM**

POSITION SOUGHT: _____

NAME: _____

Last

First

Middle Initial

HOME ADDRESS: _____

CITY/STATE/ZIP: _____

COUNTY: _____ HOME PHONE: _____

S.S. NUMBER: _____ ARE YOU AN ADULT? YES NO

EMPLOYMENT HISTORY AND WORK EXPERIENCE

IN THIS SECTION, LIST ALL EMPLOYMENT HISTORY AND WORK EXPERIENCE IN DATE ORDER, INCLUDING MILITARY EXPERIENCE. BEGIN WITH YOUR CURRENT EMPLOYER. USE ADDITIONAL PAPER IF NECESSARY. FAILURE TO INCLUDE ALL EMPLOYMENT MAY BE GROUNDS FOR DISQUALIFICATION.

CURRENT EMPLOYER: _____

Enter "None" if unemployed

MAY WE CONTACT YOUR CURRENT EMPLOYER PRIOR TO EMPLOYMENT? YES NO

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO: _____

JOB TITLE: _____

BEGINNING SALARY: _____ PER _____ CURRENT SALARY: _____ PER _____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

WHY DO YOU WANT TO LEAVE? _____

PREVIOUS EMPLOYER: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**AN EQUAL OPPORTUNITY EMPLOYER APPLICATION
FOR EMPLOYMENT**

**SECTION 11.2
PAGE 2**

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO: _____

JOB TITLE: _____

BEGINNING SALARY: _____ PER _____ CURRENT SALARY: _____ PER _____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

WHY DID YOU LEAVE? _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO: _____

JOB TITLE: _____

BEGINNING SALARY: _____ PER _____ CURRENT SALARY: _____ PER _____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

WHY DID YOU LEAVE? _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO: _____

JOB TITLE: _____

BEGINNING SALARY: _____ PER _____ CURRENT SALARY: _____ PER _____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**AN EQUAL OPPORTUNITY EMPLOYER APPLICATION
FOR EMPLOYMENT**

**SECTION 11.2
PAGE 3**

WHY DID YOU LEAVE? _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO: _____

JOB TITLE: _____

BEGINNING SALARY: _____ PER: _____ CURRENT SALARY: _____ PER _____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

WHY DID YOU LEAVE? _____

IF YOU NEED TO LIST ANY ADDITIONAL PREVIOUS EMPLOYERS, PLEASE USE A BLANK SHEET OF PAPER TO DO SO.

EDUCATION AND TRAINING

THIS SECTION IS INTENDED TO GIVE THE EMPLOYER INFORMATION ABOUT THE EDUCATION AND TRAINING THAT THE APPLICANT HAS COMPLETED, AND TO DEMONSTRATE THE SKILLS, KNOWLEDGE, AND ABILITIES OF THE APPLICANT TO PERFORM THE JOB DUTIES OF THE POSITION.

HIGH SCHOOL ATTENDED: _____

ADDRESS: _____

DID YOU GRADUATE? _____ HIGH SCHOOL EQUIVALENT? _____

COURSES PERTAINING TO JOB APPLIED FOR: _____

ACTIVITIES, AWARDS, SPORTS, ETC.: _____

COLLEGE OR TRADE SCHOOL ATTENDED: _____

ADDRESS: _____

DID YOU GRADUATE? _____ DEGREE: _____

COURSES PERTAINING TO JOB APPLIED FOR: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**AN EQUAL OPPORTUNITY EMPLOYER APPLICATION
FOR EMPLOYMENT**

**SECTION 11.2
PAGE 4**

ACTIVITIES, AWARDS, SPORTS, ETC.: _____

GRADUATE SCHOOL(S) ATTENDED: _____

ADDRESS: _____

DID YOU GRADUATE? _____ DEGREE: _____

PLEASE USE THE FOLLOWING SPACE TO PROVIDE ANY FURTHER INFORMATION ON TRAINING,
EDUCATION, SKILLS, ABILITIES, HOBBIES, VOLUNTEER WORK, ETC., THAT YOU POSSESS OR HAVE
EXPERIENCED THAT MAY BE HELPFUL IN THE EVALUATION OF YOUR APPLICATION.

PERSONAL INFORMATION

DO YOU HAVE ANY COMMITMENTS (I.E., SECOND JOB, SCHOOL, ETC.) WHICH MIGHT INTERFERE
WITH, OR ADVERSELY AFFECT, YOUR EMPLOYMENT SHOULD WE SELECT YOU FOR A POSITION?
YES NO

IF YES, PLEASE EXPLAIN: _____

DO YOU POSSESS A VALID DRIVER LICENSE? YES NO

IF NO, CAN YOU OBTAIN ONE PRIOR TO EMPLOYMENT? YES NO

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES NO

ARE YOU RELATED TO ANYONE THAT IS CURRENTLY EMPLOYED BY THE GALLIA COUNTY?
YES NO

PLEASE LIST THREE REFERENCES WHO ARE NOT RELATED TO YOU THAT YOU HAVE KNOWN AT
LEAST ONE YEAR:

NAME: _____

PHONE: _____ ADDRESS: _____

NAME: _____

PHONE: _____ ADDRESS: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

NAME: _____

PHONE: _____ ADDRESS: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**AN EQUAL OPPORTUNITY EMPLOYER APPLICATION
FOR EMPLOYMENT**

**SECTION 11.2
PAGE 5**

PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing. Initials: _____

2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours. Initials: _____

3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by an Appointing Authority of Gallia County, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded. Initials: _____

4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity. Initials: _____

5. I hereby authorize the employers, schools and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer. Initials: _____

6. **READ CAREFULLY BEFORE INITIALING**
"I agree that any claim or lawsuit relating to my service with Gallia County or any of its subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary." Initials: _____

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

(Applicant's Signature)

(Date)

(Notarized by)

(Date)

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**AN EQUAL OPPORTUNITY EMPLOYER APPLICATION
FOR EMPLOYMENT**

**SECTION 11.2
PAGE 6**

EEO DATA: VOLUNTARY DISCLOSURE FORM

Regulations of the Equal Employment Opportunity Commission (EEOC) require employers to compile data regarding the nature and make-up of their work forces in order to further the goals of Title VII of the Civil Rights Act of 1964, as amended. Your responses to the following questions will help the employer comply with this requirement. Completion of this questionnaire is entirely voluntary on your part. Should you opt to complete the questionnaire, your response will be used by the employer solely for the purposes of preparing the reports required by the EEOC. Your response will be kept confidential, and will play no part in the employer's evaluation of your employment performance or status, or your treatment as an employee. The completed questionnaire will be kept separate from your personnel file.

NAME: _____
AGE: _____
SEX: _____

RACIAL AND ETHNIC CATEGORIES:

- White (not of Hispanic origin)
- Black (not of Hispanic origin)
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaska Native

DO NOT WRITE BELOW THIS LINE

HIRE: _____ Yes _____ No _____ POSITION: _____

DEPT. _____ SALARY/WAGE: _____

DATE REPORTING TO WORK: _____ SHIFT: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

EXIT INTERVIEW FORM

SECTION 11.3

Name: _____ Department: _____

Job Title: Termination Date: _____

Date Interviewed: _____ Employment Date: _____

Reason for Separation: _____

EMPLOYEE'S EVALUATION OF THE JOB

	<u>Excellent</u>	<u>Satis- Factory</u>	<u>Fair</u>	<u>Poor</u>	<u>Unsatisfactory</u>
<u>Interest Job Held</u>					
<u>Performance Recognition</u>					
<u>Supervisory Fairness</u>					
<u>Chance for Advancement</u>					
<u>Wages and Benefits</u>					
<u>Enjoyed Fellow Workers</u>					
<u>Training on Job</u>					
<u>Work Was as Described</u>					
<u>Communications</u>					
<u>Working Conditions</u>					

Employee's Comments: _____

Interviewer's Comments: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

FIRST REPORT OF INJURY FORM

SECTION 11.4

Location of Accident: _____

Who advised you of accident? _____ When? _____

Was any protective equipment being used? If yes, what type? _____

What safeguards may be used to prevent similar incidents? _____

Complete First report of Injury, Occupational Disease, or Death (FROI) and submit to employer.

Form link is below (also attached)

[Microsoft Word - FROI.docx](#)

GALLIA COUNTY PERSONNEL POLICY MANUAL

First Report of Injury, Occupational Disease, or Death (FROI)

Submit the form to BWC in one of the following ways. **Online:** bwc.ohio.gov, **Fax:** 1-866-336-8352, **Mail:** BWC Mail Processing Center, Attn: Claims, 30 W. Spring St. Columbus, OH 43215

Note: If you work for a self-insuring employer, submit this form to your employer's workers' comp manager.

Injured worker information							
First name, middle initial, last name				Date of injury/disease		Social Security number	
Mailing address: add apartment number or P.O. Box, if applicable				City		State ZIP code	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Email address				Home phone number	
Employer name		Employer address				Cell phone number	
Was the injured worker hired through a temp agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of temp agency				Mark the days of the week you usually work <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat		Regular work hours (include a.m. p.m.) From To	
Date hired		Job title		State where hired		State where supervised	
Wage rate: \$ per hour		Number of hours scheduled to work the week of this injury					
Work number for call-offs (Number injured worker calls to reach supervisor)				Part(s) of body affected (For example: Left knee, right index finger)			
Accident description (Describe the sequence of events that directly caused the injury or death.)						Will the incident cause the injured worker to miss 8 or more days from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Injured worker start time <input type="checkbox"/> am <input type="checkbox"/> pm		Time of injury <input type="checkbox"/> am <input type="checkbox"/> pm		Date employer notified		Was any part of a workday missed due to the injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date last worked						If the injured worker has returned to work, provide the date.	
Was the place of the accident or exposure on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give accident location, street address, city, state, and ZIP code.						Was injured worker hospitalized overnight? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Initial treatment date		Health-care office/Facility name		Treating physician/Provider name		Telephone number	
Health-care office/Facility street address		City		State		ZIP code	
Fax number							
If the injury resulted in death, answer the following.							
Date of death		Decedent's marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed					
Decedent's number of dependents							
To be completed by the injured worker							
By signing this form, I:							
<ul style="list-style-type: none"> • Elect to only receive compensation, benefits, or both provided for in this claim under Ohio's workers' compensation laws. • Understand, waive, and release my right to receive compensation and benefits under the workers' compensation laws of another state for the injury, occupational disease, or death resulting from an injury or occupational disease for which I am filing this claim. • Confirm I have not received compensation and benefits under the workers' compensation laws of another state for this claim, and I will notify BWC immediately upon receiving any compensation or benefits from any source for this claim. • Will not file and have not filed a claim in another state for the injury, occupational disease, or death resulting from an injury or occupational disease for which I am filing this claim. Furthermore, I understand that: <ul style="list-style-type: none"> • Upon request, my treating providers may submit to BWC, my employer, my employer's managed care organization or qualified health plan, or their authorized representatives medical, psychological, psychiatric, or vocational documentation relating causally or historically to physical or mental injuries relevant to this claim and necessary for me to obtain medical services, benefits, or compensation. • Proper administration of this claim may require BWC to review and share with the employers of record, their authorized representatives, or my authorized representative any information or record maintained in this claim, or in my previous or future claims. • Information or records maintained in my previous or future claims may affect decisions made in this claim. • Any person who obtains compensation or benefits from BWC or self-insuring employers by knowingly misrepresenting or concealing facts, making false statements, or accepting compensation or benefits to which he or she is not entitled, is subject to felony criminal prosecution for fraud (Ohio Revised Code 2913.48). 							
I certify that I have read, understand, and agree to the above statements and the information contained on this form is true and accurate to the best of my knowledge.							
Injured worker signature						Date	
To be completed by the treating provider							
Diagnosis(es) narrative description including as appropriate, the location and body part, and ICD code(s). Important: If there is an injury, list the condition or disease, not the symptoms or exposure. For example, "sprain right knee" not "pain right knee"; "toxic effect of ammonia" not "exposure to ammonia"; "contusion to the head" not "headache".							
Initial treatment date		Are the medical conditions you have listed above causally related to the reported work-related accident or occupational disease? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Are you the physician of record? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Treating physician/Provider's name (Print)			Treating physician/Provider's signature			BWC provider number	
						Date	
To be completed by the employer							
Employer name		Employer county		Phone number		Fax number	
Employer policy number		Federal ID number		Email address			
				Injured worker is (Check box, if applicable.) <input type="checkbox"/> Owner/Sole proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Individual incorporated as a corporation			
For all employers: <input type="checkbox"/> Certification – I certify the facts in this application are correct and valid. <input type="checkbox"/> Rejection – I reject the validity of this claim for the reason(s) listed below.							
For self-insuring employers only: <input type="checkbox"/> Medical only <input type="checkbox"/> Lost time Clarification – I clarify and allow the claim for the condition(s) below.							
Employer signature and title						Date	
To be completed by the submitter if the form is completed by someone other than the injured worker, treating physician, or employer							
Signature of person completing this form						Date	

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

SECTION 11.5

<http://www.uscis.gov/files/form/i-9.pdf>

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

ACKNOWLEDGEMENT OF DRUG FREE WORKPLACE POLICY

SECTION 11.6

The purpose of this statement is to verify that I have received a copy of the Gallia County Board of Commissioners Drug Free Workplace Statement and Policy, and to further verify that I understand and support such Statement and Policy.

I further agree to refrain from violating this Policy while employed by the County.

I further acknowledge and understand, that the penalty for violating this policy can be termination. I agree that such penalty is appropriate when supported by evidence.

Signature: _____ Date: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

FAMILY MEDICAL LEAVE REQUEST FORM

SECTION 11.7

<http://www.dol.gov/whd/fmla/finalrule.htm>

Look under new and revised forms.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

FAMILY MEDICAL LEAVE NOTIFICATION FORM

SECTION 11.8

<http://www.dol.gov/whd/fmla/finalrule.htm>

Look under new and revised forms.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

CERTIFICATION OF HEALTH CARE PROVIDER

SECTION 11.9

<http://www.dol.gov/whd/fmla/finalrule.htm>

Look under new and revised forms.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**WORKPLACE SAFETY AND ILLEGAL ACTIVITY
ACKNOWLEDGEMENT**

SECTION 11.10

I understand and accept that all employees of the County share responsibility for maintaining a safe workplace and a workplace free from illegal activity. Therefore, I have an obligation to obey and enforce workplace safety rules and to immediately contact a supervisor if I become aware of potential or evident safety problems in the workplace. Furthermore, I am required to inform the appropriate County official of any evidence of wrongdoing or waste in the workplace by a fellow employee or supervisor, and to do so prior to reporting the issue to other authorities, pursuant to the requirements of Ohio law.

Signature:

Date:

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**ACKNOWLEDGEMENT OF RECEIPT OF O.R.C.
CHAPTER 102 FORM**

SECTION 11.11

Please sign below and present this acknowledgement slip to your Appointing Authority for inclusion in your personnel file.

I hereby acknowledge that I have received a copy of O.R.C. Chapter 102, Public Officers Ethics, and O.R.C. Section 2921.42. By my signature below, I hereby acknowledge that if I break these provisions of the law, I could be subject to criminal prosecution and/or discipline including termination of my employment.

Signature of Employee: _____ Date: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

OHIO ETHICS LAW AND RELATED STATUTES

SECTION 11.12

<http://www.ethics.ohio.gov/ethicslawrevisedcode.pdf>

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**ORDER OF REMOVAL, REDUCTION, SUSPENSION, FINE,
INVOLUNTARY DISABILITY SEPARATION**

SECTION 11.13

<http://pbr.ohio.gov/pdf/124-34OrderFillin.pdf>

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

NEW HIRE REPORTING FORM JFS 07048

**SECTION 11.14
PAGE 1**

Effective October 1, 1997, all Ohio employers are required to report certain information about employees who have been newly hired, rehired, or have returned to work. Employers file form JFS07048 online using the link below and complete and file the form below with the Gallia County Auditor. *Call 1-888-872-1490 to obtain information on submitting new hire reports electronically.* Reports must be made within 20 calendar days of date of hire.

TO ENSURE ACCURACY, PLEASE PRINT (OR TYPE) NEATLY IN UPPER-CASE LETTERS AND
NUMBERS USING A DARK BALLPOINT PEN

Mandatory Information

EMPLOYEE INFORMATION:

Social Security Number: _____ Employee Date of Hire: _____

Name: _____
 First Middle Last

Address 1: _____

Address 2: _____

Address 3: _____

City/State Zip: _____

Employee Date of Hire: _____ Date of Birth: _____

EMPLOYER INFORMATION:

Employer Federal EIN: _____

Employer Name: _____

Payroll Address: _____

Address 2: _____

Address 3: _____

City/State Zip: _____

REPORTS WILL NOT BE PROCESSED WITHOUT MANDATORY INFORMATION

<https://www.oh-newhire.com/>

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

NEW HIRE REPORTING FORM JFS 7048

**SECTION 11.14
PAGE 2**

Note that the following information is non-mandatory information that employers may provide at their discretion.

Optional Information

Foreign Address: _____

Foreign County Code: _____

Foreign County Zip Code: _____

Country Name: _____

EMPLOYEE INFORMATION:

Employee Name: _____

Gender: _____ (F=Female, M=Male, U=Unknown)

Employee Left During Reporting Period: _____ (Y=Yes, N=No, U=Unknown)

Employee Date of Hire: _____

EMPLOYER INFORMATION:

Foreign Address: _____

Foreign Country Code: _____ County Name: _____ Foreign Country Zip Code: _____

Optional
Address 1: _____

Optional
Address 2: _____

Optional
Address 3: _____

City/State/Zip: _____

Optional Foreign Address: _____

Foreign Country Code: _____ County Name: _____

Foreign Country Zip Code: _____

Can Employee Claim the Earned Income Tax Credit (EITC): _____

Y=Yes, N=No, U=Unknown

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

ASSET RESPONSIBILITY FORM

SECTION 11.15

I hereby acknowledge that I have received the following asset(s). By my signature below, I hereby acknowledge that if I do not return asset(s), I could be subject to criminal prosecution and/or discipline including termination of my employment.

Asset Received _____ Signature: _____ Date: _____

Asset Received _____ Signature: _____ Date: _____

Asset Received _____ Signature: _____ Date: _____

Asset Received _____ Signature: _____ Date: _____

Asset Received _____ Signature: _____ Date: _____

Asset Returned _____ Signature: _____ Date: _____

Asset Returned _____ Signature: _____ Date: _____

Asset Returned _____ Signature: _____ Date: _____

Asset Returned _____ Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

PERSONNEL ACTION FORM	SECTION 11.16
------------------------------	----------------------

Employee Name			
Hire Date	Rate of Pay		
Department			
Fund #			
Full-time	Part-time		
PERS code			
Sick Accrual	Yes	No	
Vacation Accrual	Yes	No	
Union	Yes	No	
City Tax	Yes	No	

EMPLOYER: Please Complete the Top Half of This Form

**EMPLOYEE: Please Complete the Forms Provided within the new hire packet and
Return to the Auditor's Office**

	COMPLETED	MISSING	N/A
Federal – W4			
State – IT-4			
PERS – Form A			
Social Security – SSA-1945			
Eligibility			
Equal Opportunity – EEOC			
Direct Deposit			
Public Safety – HLS 0037			
Salary Redirection (pretax health ins)			
Life Ins (full-time only)			
Health Ins (full-time only)			
COBRA – notice of right to continue coverage			
Copy of Driver's License			
Copy of Social Security Card			

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**UNCLASSIFIED SERVICE EXPLANATION AND
ACKNOWLEDGEMENT PER O.R.C. 124.12**

SECTION 11.17

https://das.ohio.gov/Portals/0/DASDivisions/HumanResources/BA/pdf/Unclassified%20Service%20Acknowledgement%20form%202012-15-09.pdf?ver=7ZD_1Cym6xnkNn-tA_yu9Q%3d%3d

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

LEAVE DONATION APPLICATION

SECTION 11.18

LEAVE DONATION APPLICATION

I _____ hereby donate _____ of sick leave to
(donating employee) (# of hours)
_____ for the pay period dated _____
(employee receiving time) (pay period date)

With receiving employee understanding that all required taxes and withholdings will be born by them.

I understand that donating sick leave is voluntary and that donated time is not recoverable to me. I certify that the number of hours I am donating will leave me with a balance of at least 240 hours.

Additionally, this authorizes the Gallia County Auditor's office to transfer the amount of listed sick time from my accrued sick time balance to the employee listed above.

FORM MUST BE TURNED INTO THE COUNTY AUDITOR'S PAYROLL DEPARTMENT WITH THE PAYROLL WORKSHEET FOR THAT PAY PERIOD.

Donating Employee Signature: _____ Date: _____

Approved by _____ Date: _____

Receiving Employee Signature: _____ Date: _____

Approved by: _____ Date: _____
(Elected Official/Department Head)

Approved by: _____ Date: _____
(Board of Commissioners)

Approved by: _____ Date: _____
(Board of Commissioners)

Approved by: _____ Date: _____
(Board of Commissioners)

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

**COUNTY CREDIT AND/OR FUEL CARD PROGRAM
CARDHOLDER ACKNOWLEDGEMENT**

SECTION 11.19

The credit and/or fuel card represents the County's trust in you. You are empowered as a responsible agent to safeguard County assets. Improper use of this card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment. Your signature below verifies that you have read the County and agency policies and procedures and agree to comply with them as well as with the following responsibilities. Your signature also acknowledges that you have received Card # _____

1. I understand that the card is for County-approved purchases only, and I agree not to charge personal purchases.
2. I understand that all charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from me directly. Therefore, any personal charges billed to the County could be considered misappropriation of County funds.
3. The card is issued in my name. I will not allow any other person to use the card. I am accountable for any and all charges against the card.
4. If the card is lost or stolen, I will immediately notify the card issuer by telephone. I will provide the card issuer written notification by mail or fax, with copies to the program administrator and my agency coordinator.
5. As the card is County property, I understand that I am required to comply with internal control procedures designed to protect County assets. This may include being asked to produce the card to validate its existence and account number.
6. I will record all transactions on a purchasing log, attaching the related receipts. I will receive a monthly statement listing all activity during the statement period, and will reconcile it with the purchasing log. I will resolve any discrepancies by contacting the vendor first, and then involving the program administrator, when necessary.
7. I have received a copy of the County's and the agency's policies and procedures for the credit card and/or fuel card program. I understand the program requirements and agree to follow them. Failure to do so may result in revocation of the card or other disciplinary action.
8. I understand the card is not provided to all employees. Assignment is based on my need to pay for work-related expenses. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement, nor reflective of title or position.
9. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.

Employee Signature

Authorized by: _____

Employee Printed Name

Authorized by: _____

Date: _____

Date: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

TRAVEL EXPENSES REPORT	SECTION 11.22
-------------------------------	----------------------

Name: _____

Department: _____

Travel to: _____

Purpose: _____

List names of employees traveling together: _____

Dates: _____

	Enter miles ↓	
Miles (x...approved rate)		\$
Parking/Tolls		\$
Registration Fees		\$
Lodging		\$
Fuel for County Car		\$
Other Expenses (explain below)		\$
TOTAL EXPENSES:		\$

Attach receipts of all expenses above and proof of mileage from Internet mapping service, i.e., <http://maps.yahoo.com>.

Employee Signature: _____ Date: _____

Authorized? Yes No

Reason Denied? _____

Supervisor Signature: _____ Date: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

ANNUAL DRIVER'S LICENSE CHECK

SECTION 11.23

The information listed below is needed by the Insurance Office to do an annual driver's license check with the Bureau of Motor Vehicles. This information must be provided as stated in the County's Driver/Vehicle Policy.

Please complete the requested information and return to the Employer.

Office/ Department: _____

Name: _____

Date of Birth: _____

Driver's License Number: _____

LICENSE/INSURANCE/MAINTENANCE REQUIREMENTS

I, the undersigned, agree, as a requirement for driving a county owned vehicle or personal vehicle during the course of employment, I will maintain a valid State Drivers' License. I also understand that a Motor Vehicle Report will be obtained by the Insurance Office to confirm a valid License. I, the undersigned, agree, as a requirement for using my personal vehicle during the course of my employment with Gallia County, will retain automobile liability insurance for bodily injury and property damage on the vehicle that I am driving for at least the **minimum of \$100,000 bodily injury, one person, \$300,000 bodily injury, accidental, and \$150,000 property damage.** I further agree to maintain my vehicle in, to the best of my knowledge, a roadworthy condition.

Note: CORSA strongly recommends a minimum of \$100,000 per person/\$300,000 per accident liability limits be personally carried by employees on their personal autos policy. However, State Law only requires limits of \$25,000/\$50,000.

Name: _____

Signature: _____

Department: _____

Date: _____

Note: This sample is provided to assist CORSA member counties in managing their liability exposure. As each county is unique, counties are advised to consult with their Prosecutor, Human Resources Director, Risk Manager and/or Loss Control Coordinator in order to modify a sample policy as necessary to meet the County's specific needs.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE FORMS

SECTION 12

- 12.1 Request for Leave of Absence [Sample]
- 12.2 Report of Written Reprimand [Sample]
- 12.3 Notice of Predisciplinary Conference [Sample]
- 12.4 Complaint Form [Sample]
- 12.5 EEO/ADA Complaint Form [Sample]
- 12.6 Workplace Safety Report Form [Sample]
- 12.7 Workplace Violence Incident Report [Sample]
- 12.8 Temporary Appointment Letter [Sample]
- 12.9 Intermittent Appointment Letter [Sample]
- 12.10 Request for Overtime Approval [Sample]
- 12.11 Discrimination Complaint Form [Sample]

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE REQUEST FOR LEAVE OF ABSENCE	SECTION 12.1
--	---------------------

Name: _____

Department: _____

Purpose	Date(s)	Hours Used
---------	---------	------------

- Doctor's Appointment
- Personal Illness
- Family Illness
- Death in Family
- Vacation
- Comp Time
- Personal Day
- Court Duty
- Leave without Pay
- Other (Explain)

Signature: _____ Date: _____

Is this absence due to work-related injury? Yes No

Is claim to be made to any insurance company? Yes No

Physician Statement:

Please attach a written doctor's excuse for sick time requests.

Administrative Action:	
<input type="checkbox"/> Recommended	<input type="checkbox"/> Approved
<input type="checkbox"/> NOT Recommended	<input type="checkbox"/> Disapproved
Supervisor:	Appointing Authority:
Date:	Total Hours Approved: <table border="1" style="width: 150px; height: 20px; display: inline-table; vertical-align: middle;"></table>

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE REPORT OF WRITTEN REPRIMAND

SECTION 12.2

Employee's Name: _____

Employee's Classification: _____ Date Reprimand Was Issued: _____

VIOLATION

Date Violation Occurred: _____ Location Where Violation Occurred: _____

Describe Violation: _____

(Attach Additional Page(s) If Necessary)

This written reprimand is issued as a corrective measure in an effort to help you improve your conduct. This warning will cease to have force or effect twenty-four (24) months from the date of issuance, provided no intervening corrective action for the same or similar conduct has occurred.

Signature of Person Issuing Warning _____ Title _____

I hereby acknowledge that a copy of this written reprimand has been given to me this date.

Employee's Signature

Date

I hereby acknowledge that a copy of this written reprimand was presented to the above-named employee on this date.

Witness

Date

**GALLIA COUNT
PERSONNEL POLICY MANUAL**

SAMPLE NOTICE OF PREDISCIPLINARY CONFERENCE

SECTION 12.3

This notice is provided to you to advise that a predisciplinary conference will be held at _____ at _____ on _____ to provide you with an opportunity
time location date
an opportunity to respond to the following allegations of misconduct:

Proof of allegations at this predisciplinary conference may result in disciplinary action ranging from an oral warning or counseling up to and including possible suspension or termination of your employment. The particular discipline, if any, to be imposed will be determined by the appointing authority after a careful review of the evidence presented.

You have the right to: (1) appear at the conference to present an oral or written statement in your defense; (2) appear at the conference and have your chosen representative present an oral or written statement in your defense; or (3) elect in writing to waive your opportunity to have a predisciplinary conference.

If you elect to attend the conference and present any evidence in your defense, or if you are called to testify as to these matters by the appointing authority, you must answer all questions truthfully. If it is proved that your responses to questions were not truthful, such dishonesty may result in further disciplinary action.

At the conference you may present any explanation of the alleged misconduct. If the conference is conducted by someone other than the Appointing Authority, a written report will be prepared by the person conducting the conference concluding as to whether or not the alleged misconduct occurred. A copy of this report will be provided to you within five (5) days following its preparation.

The predisciplinary conference will be conducted by _____.

If you have any questions in regard to this procedure, please contact this individual immediately.

I acknowledge receipt of this notice on: _____, 20____.

Witness Signature _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE COMPLAINT FORM

SECTION 12.4

Name of Employee _____

Classification _____ Unit or Dept. No. _____

Date of Occurrence _____ Date Presented _____

Nature of Complaint, what is the issue or allegation, what has been violated? _____

Statement of facts: _____

Names of any witnesses: _____

Relief requested: _____

Employee Signature: _____ Date: _____

If complaint is a group complaint, all employees in the group shall sign on the back of form.
The employee whose name appears in the above space shall process the complaint.

Complaint must be addressed verbally with the employee's immediate supervisor within five (5) working days from the date of the alleged complaint.

Supervisor _____ Date Received _____

Supervisor Answer _____ Date _____

(Response to be issued within five (5) working days of the date on which the complaint was submitted.)

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE EEO/ADA COMPLAINT FORM

SECTION 12.5

- A. Complainant must fill out this portion and give to the EEO/Personnel Officer within ten (10) working days of the incident being complained about.

Name of Complainant _____

Classification (Position Applied For) _____

Address (If Non-Employee) _____

County Department (If An Employee) _____

Reason for Claiming Discrimination
Based on Disability
(Continue on Back If Necessary) _____

Date Of Incident _____

Nature of Disability _____

Resolution You Request _____

Signature and Date _____

- B. EEO/Personnel Officer (answer within ten (10) working days)

Resolution _____

Or

Disposition _____

Note: Keep on file for three (3) years; six (6) years for employee complaints.

GALLIA COUNTY
PERSONNEL POLICY MANUAL

SAMPLE WORKPLACE SAFETY REPORT FORM

SECTION 12.6

PAGE 1

Dept./Office: _____ Date: _____

Location and nature of rules or workplace safety violation: _____

My suggested remedy(ies): _____

Signature of Employee: _____ Date: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE WORKPLACE SAFETY REPORT FORM

SECTION 12.6

PAGE 2

SUPERVISOR'S REPLY TO EMPLOYEE

Supervisor Signature: _____ Date: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE WORKPLACE VIOLENCE INCIDENT REPORT

SECTION 12.7

Date of incident: _____

Facts of Incident: _____

Statement(s) of Witnesses:

1. _____

Signature of Witnesses: _____

2. _____

Signature of Witnesses: _____

3. _____

Signature of Witnesses: _____

4. _____

Signature of Witnesses: _____

Proposed Action To Prevent Situation From Occurring Again: _____

Signature of Supervisor or Employer: _____

Date: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE TEMPORARY APPOINTMENT LETTER

SECTION 12.8

LETTERHEAD

Name
Address
Date

Welcome to employment with Gallia County. You are being appointed to the position of _____, effective _____, 20__.
(name of position) (date)

This is a temporary appointment for one specified period of time not to exceed six (6) months. During this period, you shall be scheduled _____ through _____, from _____ .m. to _____ .m.
(day) (day) (time) (time)

Any change in your work schedule will be communicated to you.

As a temporary appointment, this position is in the unclassified service. You shall serve in this position at the pleasure of the Appointing Authority, and may be terminated from employment with or without cause, with or without notice, with no right of appeal.

Please contact me if you have any questions concerning your appointment.

Appointing Authority

Date

Department Head/Director

Date

I hereby acknowledge and accept appointment to the untested, non-tenured classified service as provided herein.

Signature of Employee

Date

Appointment approved by Board of County Commissioners on _____ (date),
by _____.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE INTERMITTENT APPOINTMENT LETTER

SECTION 12.9

LETTERHEAD

Name
Address
Date

Welcome to employment with Gallia County. You are being appointed to the position of _____, effective _____, 20_____.
(name of position) (date)

This is an intermittent appointment. You will be required to work an irregular schedule which will be determined by the fluctuating demands of the work and is not predictable.

Your actual work hours will be determined on a daily basis depending on the need for your services which will fluctuate.

As an intermittent appointment, this position is in the unclassified service. You shall serve in this position at the pleasure of the Appointing Authority, and may be terminated from employment with or without cause, with or without notice, with no right of appeal.

Please contact me if you have any questions concerning your appointment.

Appointing Authority Date

Department Head/Director Date

I hereby acknowledge and accept appointment to the untested, non-tenured classified service as provided herein.

Signature of Employee Date

Appointment approved by Board of County Commissioners on _____ (date),
by _____.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE REQUEST FOR OVERTIME APPROVAL

SECTION 12.10

Employee Name: _____

Employee Classification: _____ Department: _____

Date of Overtime: _____ Number of Overtime Hours: _____

Reason for Overtime: _____

Employee Signature

Date

Method of Compensation:

Cash Payment

Compensatory Time

ADMINISTRATIVE ACTION

Approved

Disapproved

Department Head/Supervisor

Date

NOTE: This form should be completed in advance of any overtime to be worked.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

SAMPLE DISCRIMINATION COMPLAINT FORM

SECTION 12.11

Individuals who feel they have been discriminated against on the basis of race, color, religion, sex, national origin, age, or disability, or have been sexually harassed by an employee of the Employer or while working for the Employer may file a complaint by completing this form and submitting it to the County EEO/ADA Coordinator.

1. Name of complainant: _____

2. Position title (if employee): _____

3. Address (if non-employee): _____

4. Type of discrimination alleged:

- Racial Religious Sex National Origin
 Color Disability Age Sexual Harassment
 I believe the following program, service, or facility is inaccessible to disabled people:

5. Name(s) of individual(s) involved in the alleged discrimination: _____

6. Please describe the specific nature of your complaint: _____

Check here and add attachment if additional space is required.

7. Please describe any adverse employment action which you believe has resulted from the alleged discrimination: _____

8. Potential Witnesses: _____

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

MISCONDUCT

SECTION 13

- A. R.C. Section 124.34 sets out the forms of misconduct which are the legal basis for reduction, suspension or removal of a classified employee. Those forms of misconduct include but are not limited to:
1. neglect of duty;
 2. incompetency;
 3. inefficiency;
 4. dishonesty;
 5. drunkenness;
 6. immoral conduct;
 7. insubordination;
 8. discourteous treatment of the public;
 9. violation of any policy or work rule of the Appointing Authority;
 10. any other failure of good behavior;
 11. any other acts of misfeasance, malfeasance, or nonfeasance;
 12. any violation of DAS rules; or
 13. conviction of a felony.
- B. This section presents examples of misconduct that may warrant an appropriate level of disciplinary action as determined by the Appointing Authority depending upon the specific facts and circumstances that are presented. The examples are non-exhaustive and are not presented in any particular order.

Following each example, in parentheses, are suggested forms of R. C. Section 124.34 misconduct which may be cited as applicable to the conduct involved in the disciplinary action.

1. Failure or refusal to properly and completely clock/sign in or out, or failure to properly report off of work for an absence (inefficiency, neglect of duty, or failure of good behavior).
3. Leaving a post of continuous operations prior to being relieved by an employee of the incoming shift (neglect of duty or failure of good behavior).
4. Creating or contributing to unsanitary or unsafe work conditions (inefficiency, neglect of duty, or failure of good behavior).
5. Failure to observe or violating safety rules, regulations, policies, procedures, or common safety practices (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
6. Failure to report accidents, injuries, or equipment damage (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
7. Discourteous treatment of or inattention to the needs of the public (discourteous treatment of public or failure of good behavior).

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

8. Distracting others, unnecessary shouting, use of profane or other inappropriate language, misuse of two-way radios, or otherwise causing disruptions on the job (inefficiency, neglect of duty, or failure of good behavior).
9. Engaging in mischief, horseplay, wrestling, or other undesirable or potentially harmful conduct (inefficiency, immoral conduct, discourteous treatment of public, or failure of good behavior).
10. Interfering with the work performance of subordinates/other employees or causing other disruptions of the workplace (inefficiency, neglect of duty, or failure of good behavior).
11. Failure to assist or cooperate with other employees (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
12. Neglect of or failure to observe work rules, regulations, policies, and procedures (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
13. Excessive garnishments (failure of good behavior or nonfeasance).
14. Use or possession of another employee's working equipment or property without authorization or approval (dishonesty or failure of good behavior).
15. Unauthorized use of the County's telephone or cellphone for other than business purposes (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
16. Obligating the Employer for any expense, service, or performance without prior authorization (dishonesty, neglect of duty, failure of good behavior, or misfeasance).
17. Neglect, unauthorized use, failure to care for or careless use of County property, tools or equipment (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
18. Inefficiency, lack of application or effort on the job, unsatisfactory performance, failure to maintain required performance standards (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
19. Neglect or careless failure to prepare required reports or documents (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
20. Failure of a supervisor to enforce the work rules, regulations, policies, and procedures of the Employer (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
21. Failure to commence duties at the beginning of the work shift, leaving or ceasing to work prior to the end of the work shift (inefficiency, neglect of duty, or failure of good behavior).

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

22. Leaving the job or work area during the regular working hours without authorization (neglect of duty, failure of good behavior, or nonfeasance).
23. Making preparations to leave work without prior authorization before the lunch period, any official break period or specified quitting time (neglect of duty, failure of good behavior, or nonfeasance).
24. A pattern use of sick leave or other misuse or abuse of sick leave (neglect of duty, malfeasance, failure of good behavior).
25. Violation or disregard of any Department or Manual policy, rule, regulation, policy or procedure (violation of any work policy or work rule, neglect of duty, failure of good behavior, malfeasance).
26. Disregarding job duties and/or neglecting work (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
27. Reporting to or remaining at work while unfit for duty (incompetence or failure of good behavior).
28. Failure to report for overtime work, without proper excuse, after being scheduled to work (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
29. Performing personal or private work on County time (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
30. Threatening, intimidating, physically abusing or coercing subordinates, other employees or the general public (inefficiency, neglect of duty, or failure of good behavior).
31. Use of abusive or offensive language or gestures toward subordinates, other employees or the general public (immoral conduct, insubordination, failure of good behavior, or malfeasance).
32. Making or publishing of false, vicious or malicious statements concerning other employees, the Employer/County or its operations (dishonesty, failure of good behavior, or malfeasance).
33. Solicitation or distribution on County property in violation of the solicitation and distribution policy (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
34. Failure or refusal to perform assigned work, obey a reasonable order or verbal instructions of a supervisor, or failure to carry out work assignments (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
35. A traffic violation or accident while driving an Employer vehicle which evidences fault and/or recklessness by the employee (inefficiency, neglect of duty, failure of good behavior, or misfeasance).

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

36. Refusal to provide testimony in court, during a public hearing or any other official hearing, refusing to provide information in an investigation or proceeding involving the Employer (insubordination, failure of good behavior, or nonfeasance).
37. Possession or storage of alcoholic beverages or controlled substances on the Employer's premises (neglect of duty, drunkenness, failure of good behavior, or malfeasance).
38. Unauthorized presence on the Employer's property during an employee's non-work hours (failure of good behavior or misfeasance).
39. Neglect or failure to timely complete required reports or documents (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
40. Unauthorized posting or removal of notices or documents on or from Employer bulletin boards (failure of good behavior, misfeasance).
41. Neglect or carelessness in the performance of assigned duties (inefficiency, neglect of duty, failure of good behavior, misfeasance, or malfeasance).
42. Instigating, leading or participating in any walkout, strike, sit-down, stand-in, sympathy strike, call-in, slow-down, refusal to return to work at the scheduled time for a scheduled shift, or other concerted curtailment, restriction, or interference with work in or about the Employer's premises in violation of R.C. Chapter 4117 (neglect of duty, failure of good behavior, or misfeasance).
43. Refusal, without legitimate reason, to work during emergency situations or conditions (insubordination, neglect of duty, failure of good behavior, or nonfeasance).
44. Signing/clocking or altering other employees' time cards or records; altering one's own time card or record or having one's time card or record signed/clocked or altered by another, without authorization (dishonesty, failure of good behavior, or malfeasance).
45. Knowingly concealing a communicable disease (*e.g.*, tuberculosis, COVID, etc.) which may endanger others (neglect of duty, failure of good behavior, misfeasance, or malfeasance).
46. Carrying or possessing firearms, explosives or weapons on County property, in County vehicles or in a work area (failure of good behavior or malfeasance).
47. Withholding or concealing information which threatens the safety and security of the Employer, its operations, or employees (dishonesty, failure of good behavior, misfeasance, or malfeasance).
48. Demeaning, verbally abusing and/or humiliating an employee or member of the general public (discourteous treatment of the public, neglect of duty, failure of good behavior, or malfeasance).

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

49. Threatening, intimidating, or physically abusing an employee or member of the general public (discourteous treatment of the public, malfeasance, failure of good behavior).
50. Fighting with or attempting to injure an employee or member of the general public (discourteous treatment of the public, neglect of duty, failure of good behavior, or malfeasance).
51. Providing false testimony, statements, or information in any official Employer, court or administrative investigation, hearing, or proceeding (dishonesty, failure of good behavior, malfeasance, or neglect of duty).
52. Providing false information, making a false statement, committing a fraudulent act, or withholding pertinent information in the employment application process (dishonesty, failure of good behavior, misfeasance, or malfeasance).
53. Gambling during work hours (inefficiency, neglect of duty, failure of good behavior, misfeasance, or malfeasance).
54. Stealing or similar conduct, including destroying, damaging, concealing, or converting any property of the Employer or of other employees (dishonesty, failure of good behavior, or malfeasance).
55. Dishonesty or a dishonest action, such as theft, pilfering, making false statements to secure an excused absence or lying. These are examples only and do not limit the terms dishonesty and dishonest action (dishonesty or malfeasance).
56. Engaging in unauthorized political activity as proscribed in the Political Activity Section of this Manual (failure of good behavior, malfeasance).
57. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (immoral conduct, neglect of duty, failure of good behavior, or malfeasance).
58. Driving a motor vehicle on duty or Employer business without a valid, applicable operator's license (dishonesty, failure of good behavior, malfeasance, or neglect of duty).
59. Failure to obtain, maintain, and/or report the loss of required licenses, certifications, training or other qualifications of an employee's position (dishonesty, failure of good behavior, malfeasance, or neglect of duty).
60. Conviction of any violation of law which may adversely affect the public's trust in the employee's ability to perform the duties of the employee's position (dishonesty, failure of good behavior, or malfeasance).
61. Misuse of County/Employer funds or other public funds (dishonesty, neglect of duty, failure of good behavior, or malfeasance).

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

62. Soliciting or accepting a gift, gratuity, bribe, or reward for the private use of the employee, or otherwise using one's position, identification, name, photograph, or title for personal gain, or otherwise violating the Code of Conduct or Ohio's ethics laws for public employees (inefficiency, neglect of duty, failure of good behavior, misfeasance, or malfeasance).
63. Engaging in off-duty employment activities which the Employer has determined to be a conflict of interest or time (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
64. Making false claims or misrepresentations in an attempt to obtain any work-related benefit (dishonesty, failure of good behavior, neglect of duty, or malfeasance).
65. Misusing, removing, or revealing documents or information of a confidential nature or revealing such information without prior and appropriate authorization (dishonesty, neglect of duty, failure of good behavior, or malfeasance).
66. Misuse, removal or destruction of Employer records without prior authorization (dishonesty, neglect of duty, failure of good behavior, or malfeasance)..
67. Committing an act of discrimination, sexual harassment, or engaging in conduct giving insult or offense on the basis of race, color, sex, age, religion, ancestry, genetic information, military status, veteran's status, national origin, or disability (failure of good behavior or malfeasance).
68. Failure to report an act of discrimination.
69. Failure to maintain training, education, certification, insurability, or licensure as required by law or job requirements.
70. Conviction of a felony.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

ADDENDUM

JOBS AND FAMILY SERVICES' POLICIES

Policy No. 1: Agency Confidential Information Policy and Confidentiality Agreement

Policy No. 2: Employee Access to Personnel File and Other Records

Policy No. 3: Agency Background Check Policy

Policy No. 4: Agency Specific 24-Hour Emergency Services

Policy No. 5: Agency Guest Wi-Fi

Policy No. 6: Federal Tax Information (FTI) Procedures

Policy No. 7: Agency Specific Information Security Policies and Procedures

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

Gallia County Department of Job and Family Services (GCDJFS)

AGENCY CONFIDENTIAL INFORMATION POLICY

POLICY NO: 1

Subject: Confidential Information Policy

Effective Date: May 6, 2009

Notification Date of Revision: N/A (Revised as attachment and supplement to GCPPM.)

Effective Date of Revision: October 11, 2018

Approved By: Dana L. Glassburn, Director

I. PURPOSE/REASON:

It is the purpose of this policy to establish appropriate standards regarding employee and customer/client information that is received, used, and maintained by employees of the Gallia County Department of Job and Family Services (GCDJFS) in the execution of their official duties, and to safeguard the confidentiality of such information as required by State and Federal Law.

This policy is not meant to restrict access to public records appropriately requested in accordance with State and Federal Law. Those with access to information, as defined below, must comply with this policy and safeguard information regardless of whether the information may be subject to release in response to a public records request. In addition, this policy does not supersede State and Federal requirements law and regulations (such as HIPAA) but rather supplements these legal authorities.

II. REFERENCES/AUTHORITY:

A. REFERENCE

Articles 5, 12 and 19 of the Agreement Between The Gallia County Department of Job and Family Services and The County of Gallia, Ohio and The Communications Workers of America, Local 4320, AFL-CIO, effective August 30, 2018 through August 29, 2021 (the Agreement).

Ohio Revised Code (ORC) 5101 .02

Note: ORC references can be accessed at Anderson's Ohio Revised Code (<http://onlinedocs.andersonpublishing.com/revisedcode>)website.

B. AUTHORITY

This policy is established by order of the Director, GCDJFS, hereinafter referred to as Director.

III. SUPPLEMENTS:

Gallia County Personnel Policy Manual, Section 4.01 found on www.Gallianet.net.

IV. SCOPE:

This policy applies to all employees of GCDJFS (Agency) and as well as temporary/contract employees working on all GCDJFS premises. As part of orientation for new employees, GCDJFS will explain employees' obligations to protect the privacy of our client/customer's personal information under the Policies and Procedures of GCDJFS as well as State and Federal laws. New employees will sign a Confidentiality Agreement to verify that their responsibilities have been explained to them.

GALLIA COUNTY PERSONNEL POLICY MANUAL

Current employees have a signed Confidentiality Agreement on file. This policy revision includes the new systems (e.g., OB). If an employee has any questions regarding how this policy applies to systems the employee utilizes, the employee should submit a written request for clarification to the employee's supervisor and the Director.

The signed agreements will be kept in the employee's personnel file along with any ODJFS required confidentiality forms for computer access (if needed) and will remain in effect through the employee's employment with GCDJFS or until such time that the policy changes.

V. DEFINITION(S):

Confidential Information

Regardless of how the information is received, used or maintained by the GCDJFS, Confidential Information is Employee and/or Customer/Client Information that is personal, private information that identifies, describes, or pertains to an individual, including but not limited to: age and birth date; gender; race; ethnicity; social security number; motor vehicle operator's license or non-driver identification card number; home address; personal telephone numbers (home, cellular, emergency contact, and other non-official telephone numbers); financial account numbers and other private financial information; marital, domestic partner, and/or civil union status and dependent information; life insurance beneficiary designation; medical information; benefit plan enrollment, coverage, or deduction information; information about an individual's claimed or recognized impairments or disabilities; and, employment history (except employment history of an employee while employed at GCDJFS). Any information that is confidential pursuant to federal, state or local law is Confidential Information. This applies to all versions of information including but not limited to: all files, regardless of medium, means of storage, transmission, communication, and disposition.

In addition, certain information that relates to an employee's position or official duties may also be Confidential Employee Information, such as performance evaluation ratings and history of disciplinary action. Information that is descriptive of an employee's position or official duties is not Confidential Employee Information unless made confidential by statute or other regulation. An employee's name, base salary, work location, and/or official job title is not Confidential Information.

Additional guidance on Employee Information is available in Article 19 of the Agreement.

VI. PROCEDURES:

A. GENERAL INFORMATION

1. It is the responsibility of those who have access to Confidential Information to understand the policies governing its use. Such information may be accessed or used only when carrying out job duties in response to a legitimate GCDJFS business need and should not be disclosed to others who do not have a legitimate business-related need to know. Employees with access to, or responsibility for the collection, use, maintenance, dissemination, and/or disposal of such information shall comply with the provisions of this policy and all procedures written in accordance with this policy. Failure to comply with the provisions of this policy may result in appropriate disciplinary action up to and including termination of employment.
2. Employees responsible for collection, use, maintenance, dissemination and/or disposal of Confidential Information shall take all necessary precautions to ensure that proper administrative, technical, and physical safeguards are established and followed in order to protect the confidentiality of such information and to prevent its disclosure to unauthorized individuals or entities. Unauthorized individuals may include fellow employees that do not have a work related need to know such information.

GALLIA COUNTY PERSONNEL POLICY MANUAL

3. In accordance with specific business needs, additional policies may be created by GCDJFS that further define Confidential Information and establish procedures for the access, disclosure, disposition, protection and use of such information resources. In addition, other confidentiality disclosure statements may be required by employees based on various other requirements outside of the GCDJFS's control, such as for Ohio Integrated Eligibility System (OBWP), OnBase EDMS and SETS access.

B. SUPERVISOR RESPONSIBILITY

Supervisors are responsible for ensuring that a professional business environment is maintained and utilizing appropriate corrective measures with those employees who do not comply with the guidelines in this Policy.

C. VIOLATIONS OF POLICY

Consequences and procedures for violations will be handled by the GCDJFS Management in accordance with GCDJFS's policies and procedures. Failure to comply with the provisions of this policy may result in appropriate disciplinary action up to and including termination of employment. An employee who becomes aware of a security breach of maintained Confidential Information or other information resources, or suspects the potential of it being lost or misused, should notify his or her supervisor immediately.

D. ATTACHMENT(S) TO THIS POLICY

- Confidentiality Agreement

GALLIA COUNTY PERSONNEL POLICY MANUAL

Confidentiality Agreement

Gallia County Department of Job and Family Services

As per Gallia County Department of Job and Family Services (GCDJFS) Attachment A Policy No. 2 to the Gallia County Personnel Policy Manual, it is the policy of the GCDJFS that employee files and customer/client case files contain confidential information that each employee has a continuing obligation to protect. Employee agrees to protect GCDJFS's confidential information as set forth below throughout Employee's employment with the GCDJFS.

Employee understands that in the course of employment with GCDJFS, Employee may have authorized access to or inadvertently encounter "confidential information." As used in this Confidentiality Agreement, "confidential information" is the same as "protected health information (PHI)" and includes, **but is not limited to:**

- any information that is protected under state or federal law, including all medical and personal information concerning GCDJFS's employees and customers/clients' information regarding the provision of services or submission of claims; any document containing a client name or identification number.
- any information that identifies an individual and relates to past, present or future physical or mental health condition or care.
- information about billing or payment of health care services for an individual.
- any information about eligibility or enrollment of an individual for services, or even information.
- that an individual is a recipient of services or assessments for services.

Accordingly, as a condition of employment and in consideration of Employee's access to GCDJFS's confidential information, Employee agrees to the following:

1. Employee agrees to hold GCDJFS's confidential information in the strictest confidence and to not disclose or otherwise utilize this confidential information except as necessary for Employee to perform his or her customary and regular job duties. This means, among other things, that:
 - Employee will only access confidential information for which Employee has a legitimate Agency need to know.
 - Employee will not in any way disclose, discuss, divulge, (gossip about), copy, release, sell, loan, review, alter or destroy any of GCDJFS's confidential information except as properly authorized within the scope of Employee's employment with GCDJFS; and
 - Employee will not otherwise misuse or misappropriate GCDJFS's confidential information.
2. Employee further agrees to prevent unauthorized use of confidential information and agrees to report any unauthorized use of confidential information to the GCDJFS Director.
3. Employee agrees not to remove any record (including copies), or any other type of confidential information, from the office where it is kept, except in the performance of Employee's regular and customary job duties unless otherwise authorized in writing by the Director.
4. Employee agrees not to divulge his or her computer password(s) to anyone unless specifically authorized by a Supervisor and the Director in writing for a specific purpose. Such authorization must contain a manual control procedure to assure security until such time the password(s) can be reset by Employee. Example of a specific purpose would be a mass change or repair in computer software that would require changes while Employee was not available.
5. Employee understands that confidential information remains confidential both in and outside the workplace and agrees not to discuss such information with any individual or organization that does not have a valid legally authorized reason to have access to this information.
6. Employee agrees to follow all policies and procedures for privacy protection and security of data and information that are part of Employee's assigned job duties.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

Employee understands that GCDJFS Supervisors are available to answer questions and to provide guidance to assist Employee in protecting the privacy of an individual's confidential information. Employee acknowledges that failure to comply with the obligations contained in this Confidentiality Agreement may result in disciplinary action, up to and including possible termination of employment. Employee agrees that the obligations contained in this Confidentiality Agreement will continue after termination of employment, whether Employee's employment is terminated voluntarily or involuntarily.

I have read and understand the information above as well as the corresponding confidentiality policy and agree to the confidentiality requirements specified.

Signature

Date

Printed Name

Witness Signature

Effective Date of Revision: October 11, 2018

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

Gallia County Department of Job and Family Services (GCDJFS)

EMPLOYEE ACCESS TO PERSONNEL FILE AND OTHER RECORDS

POLICY NO: 2

Subject: Employee Access to Personnel File and Other Records

Effective Date: May 11, 2016

Notification Date of Revision: NIA (Revised as attachment to GCPPM.)

Effective Date of Revision: October 11, 2018

Approved By: Dana L. Glassburn, Director

I. PURPOSE/REASON:

- A. To establish guidelines for proper request for GCDJFS employee access to personnel files and other records.

II. REFERENCES/AUTHORITY:

A. REFERENCE

Articles 5, 12 and 19 of the Agreement between The Gallia County Department of Job and Family Services and The County of Gallia, Ohio and The Communications Workers of America, Local 4320, AFL-CIO, effective August 30, 2018 through August 29, 2021 (the Agreement).

B. AUTHORITY

This policy is established by order of the Director, GCDJFS, hereinafter referred to as Director.

III. SUPPLEMENTS:

Gallia County Personnel Policy Manual, Sections 7 23 and 10 01 found on www.Gallianet.net.

IV. SCOPE:

This policy applies to all employees of GCDJFS (Agency).

V. DEFINITIONS:

No Special Definitions.

VI. PROCEDURES:

A. NOTIFICATION

Upon request, a bargaining unit employee shall be granted full access to his/her personnel file as provided in Article 19, Sections 19.1 and 19.4 of the Agreement. Such request must be made in writing or via email to the Director, and a copy to the Fiscal Supervisor. The personnel file will be made available for inspection/review within a reasonable time after the Agency's receipt of the written request. The inspection/review shall occur during the employee's non-working time and in the presence of a non-bargaining unit Agency employee, at a time that is mutually agreed upon by the Agency and employee.

GALLIA COUNTY PERSONNEL POLICY MANUAL

A bargaining unit employee shall be granted full access to other records concerning the employee specified in Article 19, Section 19.5 and 19.6 of the Agreement, that are maintained by the Agency. Such request must be made in writing or via email to the Director, and a copy to the Fiscal Supervisor. The requested record(s) will be made available for inspection/review within a reasonable time after the Agency 's receipt of the written request. The inspection/review shall occur during an employee's non-working time, in the presence of a non-bargaining unit Agency employee, at a time that is a mutually agreed upon by the Agency and employee.

For purposes of inspection/review of the personnel file and other records, non-working time means time that the employee is on his/her own time, such as when the employee is on vacation leave, personal time or when the employee is clocked out for his/her lunch time. Inspection/review shall normally occur during the Agency's regular business hours. Inspection/review outside of the Agency 's regular business hours requires the Director's prior approval of overtime for the non-bargaining unit employee's activity.

The phrase "within a reasonable time" means the amount of time that is necessary for the Agency to fulfill the request under the circumstances and depending on the factors that exist at the time the Agency receives and processes the employee's request. The amount of time that is necessary to make the records available for inspection/review is dependent on a number of factors, including but not limited to the work schedule(s), work load(s) and availability of the Agency employees who are responsible to search and retrieve the requested file/records that are in the possession of the Agency , and the availability of a non-bargaining unit Agency employee to attend the employee's inspection/review.

This process does not apply to union information requests for employee information and records.

This process does not apply to records that are maintained by other Gallia County offices, such as official payroll records maintained by the Gallia County Auditor, or other public agencies. Such records must be requested under the County's Public Records Request Policy on www.Gallianet.net or the Ohio Public Records Act, as applicable.

B. VIOLATIONS OF POLICY

Consequences and procedures for violations will be handled by the GCDJFS Management in accordance with GCDJFS's policies and procedures. Failure to comply with the provisions of this policy may result in appropriate disciplinary action up to and including termination of employment.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

Gallia County Department of Job and Family Services (GCDJFS)

AGENCY BACKGROUND CHECK POLICY

Policy No. 3

Subject: Background Check

Effective Date: March 1, 2019

Notification Date of Revision: February 14, 2019

Effective Date of Revision: New Policy

Approved By: Dana L. Glassburn, Director

I. PURPOSE/REASON:

The purpose of this policy is to establish standards within Gallia County Department of Job and Family Services (GCDJFS) regarding criminal background checks, and to set uniform procedures for conducting investigations and evaluating investigation results to make suitability determinations for general employment and access to Federal Tax Information (FTI).

II. AUTHORITIES:

1. Ohio Revised Code (ORC) 301.22, 307.981, 329.02
2. ORC 2921.02, 2921.41, 2921.43 and 2961.02
3. ORC 124.25, 124.74
4. IRS Publication 1075, issued September 2016.

III. SUPERSEDES:

Previous policy on background checks.

IV. SCOPE:

- A.** This policy applies to all applicants selected for and offered positions with GCDJFS, including all current GCDJFS employees applying for positions.
- B.** This policy also applies to current employees, contract employees, intermittent employees, and temporary service personnel who have or will have access to FTI.
- C.** The GCDJFS Fiscal Supervisor(s) is/are responsible for implementing the procedures contained within this policy and ensuring they are equally applied to all final candidates, employees, intermittent employees, contract employees, and temporary service personnel working for GCDJFS.

V. DEFINITIONS:

Candidate – As used in this policy, a candidate refers to any individual, whether or not currently employed by GCDJFS, who has submitted an application for a position at GCDJFS.

GALLIA COUNTY PERSONNEL POLICY MANUAL

Conviction – As used in this policy, a conviction means a finding of guilty, no contest, or the imposition of a sentence by a judge or jury in any federal or state court.

Employee – As used in this policy, an individual who is currently appointed to a position at GCDJFS.

Favorable Adjudication – Is either the determination that a final candidate, employee, intermittent employee, contract employee, or temporary service personnel has no criminal conviction or record of criminal activity or the outcome of a background check of an individual with a criminal conviction or record of criminal activity when it is determined by the GCDJFS Director that the conviction or record of criminal activity does not prevent the individual from holding or continuing to hold a position having access to FTI. This term is used interchangeably within this policy with the concept of suitability.

Federal Tax Information (FTI) – Includes federal tax returns (including supplements, schedules, attachments, 1040s, 1099s, or W-2s) and information found on the tax return, if the return and return information have been provided to GCDJFS directly from a federal agency like the IRS, Social Security, OCSE, Health and Human Services or from the Ohio Department of Job and Family Services, where the original source is the IRS, Social Security, OCSE, or Health and Human Services.

Final Candidate – A candidate becomes a final candidate at the time GCDJFS makes this individual a conditional offer of employment.

Intermittent employee – Means an appointment where an employee is required to work less than one thousand hours per fiscal year, or for the duration of a specific project or grant which may exceed one thousand hours in a fiscal year.

Local Law Enforcement Check – Includes checks with local law enforcement agencies where the subject has lived, worked, and/or attended school within the past five years.

VI. PROCEDURES – CRIMINAL BACKGROUND CHECKS:

A. INTRODUCTION:

1. GCDJFS requires that final candidates submit to a background check which is conducted in accordance with state and federal law. Background checks ensure that GCDJFS does not employ any individual who is barred from county, state or federally funded employment because of the conviction of certain crimes. GCDJFS is also responsible for assuring that those individuals who have criminal convictions are suitable for the applied for position with GCDJFS. Employment in a position with GCDJFS is contingent upon successful completion and favorable adjudication of a criminal background check.
2. Candidates, employees, intermittent employees, contract employees, and temporary service personnel who will have or have access to FTI are required to have an initial state, local and federal criminal background check conducted by the Ohio Bureau of Criminal Investigation and the Federal Bureau of Investigation in accordance with IRS Publication 1075 before being afforded access to systems containing FTI, and then every ten years thereafter if remaining in a position that has access to FTI.

B. REVIEWING A CRIMINAL RECORD:

Unless provided by law, a record of criminal conviction(s) will not automatically disqualify a final candidate, employee, intermittent employee, contract employee, temporary service personnel from being appointed to or maintaining a position with GCDJFS.

GALLIA COUNTY PERSONNEL POLICY MANUAL

If a final candidate, employee, intermittent employee, contract employee, temporary services personnel has a criminal conviction, the GCDJFS Director, with assistance, if required, from the Gallia County Prosecutor and/or Labor Consultant/Attorney, will determine whether the final candidate, employee, intermittent employee, contract employee, temporary service personnel is or remains qualified and suitable to hold the position, given the criminal conviction record.

1. Disqualifications from employment provided by law or policy: The following will disqualify a final candidate, employee, intermittent employee, contract employee, and temporary service personnel from appointment, working or continued employment at GCDJFS:

- (a) Refusal to consent to a background check, including unusual delay in executing the consent to conduct a background check;
- (b) A conviction listed in ORC 2961.02;
- (c) A felony conviction or guilty plea for a violation of any of the following sections of the Ohio Revised Code or a felony conviction (or equivalent) or guilty plea in another state for the same type of violation:
 - (1) Bribery, ORC 2921.02;
 - (2) Theft in Office, ORC 2921.41;
 - (3) Soliciting/Receiving Improper Compensation, ORC 2921.43; any conviction for this offense within seven years of submission of the employment application to GCDJFS.

2. Criminal convictions considered for positions with access to FTI:

When a position includes access to FTI, GCDJFS will engage in the individualized analysis below when reviewing any conviction involving a crime of theft, dishonesty or fraud, including the following: theft, identity fraud, embezzlement, forgery, burglary, robbery, or any equivalent crime in another jurisdiction.

3. General relevance of criminal convictions to employment at GCDJFS:

Even when an employee, final candidate, contract employee or temporary service personnel will not, in the course of employment, have access to or use FTI, GCDJFS will conduct an individualized analysis on a final candidate, employee, intermittent employee, contract employee, temporary service personnel's conviction history, as is set forth below.

4. Individualized analysis:

- (a) Unless otherwise provided by federal or state law, to determine whether a final candidate, employee, intermittent employee, contract employee, or temporary service personnel is or continues to be suitable for a position, GCDJFS will conduct an analysis of the duties of the position and the crime(s) committed, along with the following, which is not intended to be an exclusive list:
 - (1) Relationship of the criminal record to access to the type of FTI used or accessible in the position;
 - (2) The nature of the work to be performed;
 - (3) The time that has lapsed since the conviction;
 - (4) The age of the final candidate, employee, intermittent employee, contract employee or temporary service personnel at the time of the offense;

GALLIA COUNTY PERSONNEL POLICY MANUAL

- (5) The seriousness and specific circumstances of the offense, including the type of harm that the final candidate, employee, intermittent employee, contract employee, temporary service personnel caused, and/or the legal elements involved in the specific crime committed;
 - (6) The number of offenses;
 - (7) Whether the candidate, employee, intermittent employee, contract employee, or temporary service personnel has pending charges;
 - (8) Any evidence of rehabilitation or contrition;
 - (9) Any other relevant information, including that submitted by or on behalf of the final candidate, employee, intermittent employee, contract employee, temporary service personnel, or other information obtained by GCDJFS.
- (b) Assessing a criminal background check with arrests: Since arrests are not evidence of the commission of a crime, they cannot serve as the basis for a denial of employment or continued employment. However, if the identity of the employee, final candidate, intermittent employee, contract employee, temporary service personnel is confirmed, and if there is corroborating evidence of criminal activity involving acts identified in section VI, B, 2, above, these may be considered when performing the individualized analysis in determining suitability for a position with access to FTI.

The GCDJFS Director will determine from these factors, and other information deemed appropriate, whether there is a significant relationship between the duties that the final candidate, employee, intermittent employee, contract employee, or temporary service personnel would perform for GCDJFS and the crime(s) committed and/or criminal record and whether this renders this individual unsuitable for the job or access to FTI as a matter of business necessity. The final decision whether to withdraw a conditional offer of employment or to seek termination of employment based on this analysis will be made by the GCDJFS Director.

5. Notification of automatic disqualification or unsuitability.

- (a) If the GCDJFS Director determines in accordance with section VI, B, 1 that a final candidate, employee, intermittent employee, contract employee or temporary service personnel's criminal record automatically disqualifies or renders the individual unsuitable or no longer suitable for the position, the individual will be notified immediately.
- (b) The final candidate, employee, intermittent employee, contract employee or temporary service personnel will be provided a copy of the background check information upon which the GCDJFS Director relied, a copy of this policy, and will be provided the reason why the criminal record rendered this individual disqualified or unsuitable for employment with GCDJFS.
- (c) The final candidate, employee, intermittent employee, contract employee or temporary service personnel will also be informed of the right to dispute the accuracy and/or relevancy of the criminal record within eight (8) business days. This individual may dispute the accuracy or relevance of the criminal record by providing verified information indicating that the criminal record is inaccurate or by providing information that demonstrates the irrelevance of the criminal record to the duties of the position being sought or maintained.
- (d) Once GCDJFS has received the final candidate, employee, intermittent employee, contract employee or temporary service personnel's dispute and accompanying information, the GCDJFS Director shall make a final determination about the disqualification or suitability within two (2) business days. After a final decision has been made about the disqualification or suitability of a final candidate, employee, intermittent employee, contract employee, temporary service personnel, there is no further appeal.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

C. REPORTING OF KNOWN OFFENDERS

Should the results of the criminal background check disclose outstanding warrant(s), violation(s) of probation or parole, or any other similar outstanding actions against a final candidate, employee, intermittent employee, contract employee, or temporary service personnel any pertinent information supplied as part of the background check process will be forwarded to the Gallia County Prosecutor and/or Labor Consultant/Attorney, for appropriate action on behalf of GCDJFS

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

Gallia County Department of Jobs and Family Services (GCDJFS)

AGENCY SPECIFIC 24-HOUR EMERGENCY SERVICES

POLICY NO: 4

Subject: 24-Hour Emergency Children Services

Effective Date: December 1, 2020

Notification Date of Revision: N/A (attachment and supplement to GCPPM)

Effective Date of Revision: November 30, 2022

Revision Approved by: Dana L. Glassburn, Director

I. PURPOSE:

- A. To establish guidelines for Children Services staff for providing 24-hour emergency children services.

II. AUTHORITY:

- A. This policy is established by order of the Director, GDFJFS, hereinafter referred to as Director.

III. SUPPLEMENTS: Not applicable.

IV. SCOPE:

- A. This policy applies to each children protective services case manager 2 employed in the Children Services unit.

V. DEFINITIONS:

- A. "On call" means the time period after regular work hours during the work week and weekend days and holidays that an employee is assigned to be available for contact by telephone, text or pager to answer telephone calls within a reasonable period of time, generally within thirty (30) minutes of being contacted, and to return to work or otherwise be available to respond to an emergency situation/location within a reasonable period of time, generally within one (1) hour or less of being contacted.

VI. PROCEDURES AND GUIDELINES:

A. GENERAL INFORMATION

1. Each Child Protective Services Case Manager 2 shall rotate 24-hour emergency services ("on call") duty. On call means that after regular work hours during the work week and on weekends and holidays ("after hours") the employee must be available for contact by telephone, text or pager to answer telephone calls, return to work or otherwise be available to respond to an emergency situation/location within a reasonable period of time, generally within 30 minutes of being contacted.
2. One Child Protective Services Case Manager 2 shall be on 24-hour emergency on call duty at all times. The 24-hour emergency on call duty shall be rotated each Wednesday. The on-call rotation schedule shall be posted, and the regular rotation shall be determined by length of service.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

3. A newly hired Child Protective Services Case Manager 2 in his/her probationary period shall not be assigned to the on-call duty rotation until the employee has completed at least three (3) months of employment. After three (3) months of employment, the employee's supervisor shall evaluate the employee's performance and make a recommendation to the Director as to whether and when the probationary employee is performing at a satisfactory level to be added to the on call rotation list. It is generally expected that new hire probationary employees will be recommended for and determined eligible for on call duty by the Director on or before six (6) months of employment.
4. An employee is not expected to restrict his/her activities while on call; however, while on 24-hour emergency on call, the use of alcohol, controlled substances and/or mood-altering substances is prohibited. The on call employee must be fit for duty at all times during the on-call period and be able to respond to a call with the same clarity of thought as is required for the employee to perform his/her job duties during regular work hours. It is the employee's responsibility to arrange personal matters in a manner that allows the employee to promptly respond to calls.
5. While on 24-hour emergency on call, an employee should not take any prescription medication which could adversely affect the employee's ability to operate a motor vehicle safely and effectively and/or perform the employee's job duties. If an employee has a medical condition and has concerns about complying with this requirement, the employee should consult with the employee's supervisor or the Agency Director.
6. If an employee has a conflict and is unable to be on call during the employee's assigned time, it is the employee's obligation to arrange with the employee's supervisor for a suitable replacement to cover the employee's on call time. This obligation also applies to time when the employee is sick, on vacation, on personal time or leave of absence, or is otherwise unavailable for on call duty.
7. In order to reduce response time and provide for greater efficiency, and as permitted by the Board of Commissioners in accordance with the Gallia County Personnel Policy Section 7.06(D), the employee who is on assigned on-call duty outside of regular work hours and who resides within thirty (30) road miles/twenty-five (25) air miles of the Gallia County Department of Jobs & Family Services headquarters, currently 848 Third Avenue, Gallipolis, Ohio, shall be required to drive the employee's assigned county vehicle to work at the headquarters from the employee's residence and from work at the headquarters to the employee's residence during the period of the on-call assignment and for responding to on-call emergency situations/locations and any activity related to an emergency call out ("take home vehicle employee"). The assigned county vehicle shall be used only for: a) responding to on-call emergency situations/locations and any activity related to an emergency call out, and b) for driving to and from the GCDJFS headquarters during the period of the on-call assignment.
8. An eligible take home vehicle employee may request to opt out/be excluded from the take home vehicle requirement based upon a hardship. To opt-out/be excluded, an employee must complete and submit a Take Home Vehicle Opt-Out Form to the Director specifying the reason(s) for requesting exclusion, the length of time of the requested opt-out, and the employee's proposed plan to meet the one (1) hour or less response time to an emergency call out. The Director may approve or disapprove the request at his/her discretion or approve a request subject to modifications to the employee's proposed plan, and the Director shall determine the length of time of the approved opt-out.
9. The employee who is on assigned on-call duty outside of regular work hours and who resides more than thirty (30) road miles/twenty-five (25) air miles of the Gallia County Department of Jobs & Family Services headquarters is not permitted/authorized to drive the assigned county vehicle to work at the GCDJFS headquarters from the employee's residence and from work at the headquarters to the employee's residence during the period of the on-call assignment ("non-take home vehicle employee").

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

10. The employee who is assigned to on call duty shall be compensated at the flat rate that is established by the Board of Commissioners for the period of on call duty. The flat rate shall be considered compensation for the period of on call and handling after-hours emergency telephone calls lasting 30 minutes or less. The flat rate amount is included in calculating an employee's regular rate of pay for overtime purposes.
11. While an employee is on call outside of regular work hours, the employee shall be paid at the employee's regular hourly rate or at the employee's overtime rate, as applicable, for time worked when responding to an emergency. Time worked includes telephone calls lasting more than 30 minutes and time spent responding to, investigating and documenting child abuse or neglect emergencies.
12. A take home vehicle employee who is on call outside of regular work hours and responds to a call that requires the employee to leave the employee's residence will clock-in when the employee enters the assigned county vehicle and will clock out when the employee returns to the employee's residence or returns the assigned vehicle to GCDJFS headquarters, as applicable.
13. An approved opt-out employee or a non-take home vehicle employee who is on call outside of regular work hours and responds to a call that requires the employee to leave the employee's residence will clock in when the employee enters the assigned county vehicle at GCDJFS headquarters and will clock out when the employee returns the assigned vehicle to GCDJFS headquarters.
14. The commute travel time between an employee's home and the GCDJFS headquarters does not constitute time/hours worked.
15. In on call cases involving child removals and emergency placement of children, a supervisor should be consulted if possible.

B. VIOLATIONS OF POLICY:

An employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

Gallia County Department of Job and Family Services (GCDJFS)

AGENCY GUEST WI-FI

POLICY NO: 5

Subject: Employee Use of Guest Wi-Fi

Effective Date: January 1, 2023

Notification Date of Revision: N/A (Revised as attachment and supplement to GCPPM)

Approved By: Dana L. Glassburn, Director

I. PURPOSE/REASON:

- A. To address and establish guidelines to prohibit the use of the Agency's Guest Wi-Fi by Agency employees.

II. REFERENCES/AUTHORITY:

A. REFERENCE

Section 7.15 of the Gallia County Personnel Policy Manual.

B. AUTHORITY

This policy is established by order of the Director, GCDJFS.

III. SUPPLEMENTS:

Gallia County Personnel Policy Manual, Section 7.15 found on www.Gallianet.net

IV. SCOPE:

This policy applies to all employees of this agency.

V. DEFINITIONS:

No special definitions.

VI. PROCEDURE

A. GENERAL INFORMATION

1. The Agency has established a Guest Wi-Fi system for the exclusive use of Agency clients/participants.
2. Agency employees are not authorized or permitted to use the Guest Wi-Fi.
3. Use of the Guest Wi-Fi will be monitored. There is no employee expectation of privacy with respect to the Guest Wi-Fi.

**GALLIA COUNTY
PERSONNEL POLICY MANUAL**

B. VIOLATIONS OF POLICY

Any employee identified as being on the Guest Wi-Fi is in violation of this policy and will be subject to disciplinary action.

VI No Special Definitions.

GALLIA COUNTY PERSONNEL POLICY MANUAL

Gallia County Department of Job and Family Services (GCDJFS AGENCY)

FEDERAL TAX INFORMATION (FTI) PROCEDURE

POLICY NO: 6

Subject: Federal Tax Information (FTI)

Safeguarding Procedure

Effective Date: August 14, 2023

Notification Date of Revision: N/A (Revised as attachment and supplement to GCPPM)

Approved By: Dana L. Glassburn, Director

A. General Information on Federal Tax Information (FTI)

The rule of law regarding confidentiality, disclosure and guidelines for safeguarding FTI can be found under Title 26 of the United States Code (USC), Section 6103. The Internal Revenue Service (IRS) Publication 1075 outlines the requirements for safeguarding FTI which is the source of information for this procedure.

The Agency must have written procedures governing the security of federal tax return information. These procedures must include employee awareness, storage and handling, access, facility security and disposal. These procedures are set forth in the following subsections regarding FTI safeguarding requirements.

FTI is any federal tax return or return information that is filed with the Internal Revenue Service (IRS) by, on behalf of, or with respect to a taxpayer. The Ohio Department of Job and Family Services (ODJFS) receives FTI directly from the IRS or from secondary sources, such as the Social Security Administration (SSA). FTI received from the IRS includes information from tax returns and/or information supplied by the source of the information. This can include: wage information, self-employment income, dividends, interest, retirement income, sale of property, and other 1099 sources of income. FTI received from SSA includes Benefit Earnings Exchange Record (BEER) information that contains federal wage information obtained from the SSA master earnings file. Tax return information provided by the client to the Gallia County Department of Job and Family Services (GCDJFS or Agency) and located within the case record is not FTI.

Most FTI is received through the Income and Eligibility Verification System (IEVS) data matching system and the Treasury Offset Program (TOP) within the Ohio Benefits Worker Portal (OBWP). FTI received through IEVS helps determine past, present, or future eligibility for public assistance benefits. This information can only be disclosed to those individuals who need to know it to complete their assigned work. FTI for TOP can only be disclosed for the purpose of administering the program and to monitor collections on Food Assistance overpayment claims.

B. Handling and Storage of FTI

Some OBWP screens are considered FTI, mostly found under the E-Verify tab, such as, Unearned Income, Federal Wage and BEER match screens. FTI may also be found under the Fiscal tab regarding TOP payments on recovery accounts. If case files include old CRIS-E screen prints, the screen prints may contain FTI. The CRIS-E screens include DERS, DEBW, BVTS, BVTD, BVTH, and BVTR. Some Control D Reports and OBWP Reports also contain FTI, particularly the GBV-TOP Reports.

In most situations, there is no need to print FTI; however, if a situation arises in which FTI must be printed or copied, or FTI was printed inadvertently, the printed or copied FTI document(s) must be secured when not in use and recorded on the office's FTI Tracking Log from receipt to destruction of the FTI documents. FTI Tracking Logs are currently located on the wall above all shredders, and a printable copy is available on Sharepoint under the agency FTI tab.

GALLIA COUNTY PERSONNEL POLICY MANUAL

Pursuant to IRS Publication 1075, section 2.B.1, safeguarding measures require that all FTI material be separated from other case information. All printed FTI must be stored in an area that is physically safe from access by unauthorized persons. This can be accomplished by securing all FTI material in a locked desk drawer or cabinet in a restricted area of the Agency when not in use and while adhering to the two-barrier rule under the Minimum Protections Standards (MPS) identified in IRS Publication 1075, section 2.B.2.

Agency policy is to not copy FTI. If FTI is copied, all FTI material must be clearly labeled as FTI in accordance with IRS Publication 1075 standards, including the display of a safeguarding banner or poster near all printers, scanners, computer screens and storage containers where FTI may be viewed. When printing FTI on a multifunction print device (MFP), where possible, employees shall utilize the MFP device's "secure print" functionality. The "secure print" function requires the employee to physically be present at the MFP and input the User ID and PIN to print and retrieve the FTI document.

FTI information shall not be copied, stored or transferred to other documents, notes or note pads, case records, or any electronic media, including mobile devices, unless the appropriate safeguarding measures are taken. FTI shall not be stored on any mobile device, including the Microsoft Surface Pro computer and the OneDrive (Cloud). FTI may be accessed using the Microsoft Surface Pro, laptop computer or any other state computer directly connected to the network. FTI information shall not be transmitted by fax or email unless no other option is available and the appropriate safeguarding measures are taken. FTI shall not be transmitted, printed, stored, faxed or emailed without following the safeguarding methods outlined in the following sections of IRS Publication 1075:

Section 2.B.7, Alternate Work Sites

Section 3.3.2, Email Communications

Section 3.3.3, Fax Equipment

Section 3.3.4, Mobile Devices (phones, tablets, etc.)

Section 3.3.5, Multi-Functional Devices (printers, scanners, etc.)

FTI may only be retained for as long as it is needed. Once third-party verification is received or the monitoring activity is completed, the FTI must be destroyed by an approved method and recorded as such on the FTI Tracking Log. Authorized staff members shall maintain a record of the receipt and destruction of all FTI material using a FTI Tracking Log. The FTI Tracking Log shall be kept in close proximity to where FTI is stored. FTI shall not be recorded or transferred to the FTI Tracking Log. IRS Publication 1075, Section 2.A.2.

In accordance with IRS Publication 1075, Section 2.B.3.5, Locking Systems for Secured Areas, all keys, combinations, and other physical access devices should be secured from unauthorized access. An inventory of all keys and other physical access devices shall be kept in a secure area for auditing and reconciliation purposes.

When FTI is transmitted inadvertently by email or fax, the following procedures shall be used to correct the error. When an email or fax contains FTI, every effort must be made to stop any further transmission from occurring, by contacting each recipient and request the following steps be taken:

- Identify the document containing FTI and ensure it has been located
- A log entry must be made on the FTI Tracking Log
- If this involves anyone who does not have a "need to know," follow the incident response procedures under Section Hof this document
- Delete the document from the inbox or file on the computer; or ensure the physical document is destroyed using the proper methods
- After deleting the FTI from the inbox and file folder(s), the recipient must delete their "Deleted" folder to ensure the document cannot be accessed
- If a physical fax confirmation document is created, it also must be destroyed using an approved destruction method.
- Proper destruction must be logged on the FTI Tracking Log.

GALLIA COUNTY PERSONNEL POLICY MANUAL

C. Restricted Area

IRS Publication 1075 Sections 2.B.3.1 and 2.B.3.2 requires that access to offices and cubicles in which FTI may be viewed be restricted to authorized personnel. The Minimum Protection Standards require two barriers to access FTI. If these barriers are not fully in place, a Visitors' Log must be maintained (in ink) and management must escort visitors to the restricted area. Individuals without access credentials are not permitted to "piggyback" with other individuals by bypassing security controls. An Authorized Access List (AAL) can be maintained for individuals who have a frequent and continuing need to visit the area and who have been authorized to access the restricted area. Management must review and initial the Visitor Log at the end of each month and update the AAL monthly. A Visitor Log is located at the front desk. A blank visitor log is located on Sharepoint under the agency FTI tab.

If any person leaves the Agency who previously knew the combination, possessed the key, or physical access device, then the combination, key lock, or physical access device should be changed, where applicable. Management must review the roster of active and authorized employees monthly. An updated roster of active and authorized employees must be made available upon request for review purposes.

Any federal tax information which is provided through OBWP or on paper must not be commingled with other information. FTI should not be filed in areas used for breaks, food preparation or any similar facilities which would be used by employees not authorized to have access to FTI, nor in areas to which clients have access.

D. Destruction of FTI Data

Pursuant to IRS Publication 1075, Section 2.F.3., upon completion of the use of FTI, the FTI must be destroyed by burning or shredding the document if not being returned to the IRS. Tearing documents by hand, recycling, or burying information in a landfill are not acceptable methods of disposal. Each staff member must maintain a FTI Tracking Log and have access to a secure container in case FTI needs to be stored. Each staff member is responsible for recording the receipt and destruction of FTI. The destruction of FTI must occur in the presence of a witness.

Destroy paper using "crosscut" shredders that produce particles that are 1 mm x 5 mm (0.04 in. x 0.2 in.) in size (or smaller) or pulverize/disintegrate paper materials using disintegrator devices equipped with a 3/32 in. (2.4 mm) security screen. If shredding deviates from the above specification, FTI must be safeguarded until it reaches the stage where it is rendered unreadable through additional means, such as burning or pulping.

E. Safeguarding Requirements of FTI

Agency staff must protect the source of the FTI by never including any information in case records that comes directly from the matched source provided in the FTI. If the FTI is independently verified by the individual, an authorized representative of the individual or a third-party entity from their records, the information is not considered FTI and does not have to be safeguarded.

FTI shall not be entered into the Ohio Benefits Worker Portal (OBWP) journal notes & records, case notes or recovery account notes. Notes about third-party verifications are permitted when the third party is the source of the information.

There is an annual safeguarding training with all Agency staff who have access to FTI. Supervisors of new employees must ensure any new employee with a duty to access FTI receives their initial certification training on the methods of safeguarding FTI before access to FTI is granted. A supervisor will ensure all Agency staff who have access to view FTI receive their annual recertification training.

Original attendance logs of each annual training will be maintained by a designated supervisor. The original attendance log must be signed in ink by each employee who attends the training to attest that the employee understands the safeguarding procedures and penalties for unauthorized access and disclosure. A copy of each attendance log for all Agency staff will be sent electronically to the BPI_FCS@jfs.ohio.gov mailbox as a backup for recordkeeping purposes.

GALLIA COUNTY PERSONNEL POLICY MANUAL

F. Alternate Work Locations

If the confidentiality of FTI can be adequately protected, telework sites such as employee's homes or other non-traditional work sites can be used. In such case, FTI remains subject to the same safeguard requirements and the highest level of attainable security. All the requirements of IRS Publication 1075, Section 2.B.5, Physical Security of Computers, Electronic and Removable Media, apply to alternate work sites.

G. Background Investigations

Per IRS Publication 1075, Section 2.C.3, all employees with access to FTI are required to undergo at least a federal Tier 2 background investigation at least once every five (5) years. Employees receiving a favorably adjudicated background check may be granted access to FTI as part of their job duties.

Background investigations shall include FBI & Ohio BCI fingerprinting check, local law enforcement check near the employee's residence within the last five years, and a validation of citizenship and residency.

Employees who have access, or will have access to FTI, must submit to the background investigation or risk losing access to FTI. Employees must follow Agency policies, procedures and regulations regarding the logistics of completing the background investigations; specifically, Ohio Administrative Code (OAC) 5101:9-9-26, *Safeguarding Federal Tax Information using Background Investigations*.

H. Penalties for Unauthorized Disclosure of FTI

Agency staff must not disclose FTI to anyone who does not have a "need to know" related to their duties at the Agency.

All FTI is strictly confidential and can never be disclosed to unauthorized individuals. Per IRC Section 7213(a) and (b), unauthorized "disclosure" of FTI is a crime that may be punishable by a \$5,000 fine, five-year imprisonment, or both.

Unauthorized "access" to FTI is a crime that may be punishable by a \$1,000 fine, one-year imprisonment, or both. The convictions and penalties that may be imposed are separate from any which may be imposed on the agency. A taxpayer may also sue for civil damages in the amount of \$1,000 for each occurrence for unauthorized disclosure of returns and return information. The law allows for punitive damages in case of willful disclosure or gross negligence. Civil and criminal penalties apply even if the unauthorized disclosure is made or discovered after the individual's employment with the agency has been terminated.

Upon the discovery of an incident involving unauthorized access, unauthorized disclosure or the loss of FTI, including breaches and security incidents, the person making the discovery shall report the incident immediately to their supervisor. The incident shall also be reported to the Treasury Inspector General for Tax Administration (TIGTA) and the Office of Safeguards immediately, but no later than 24 hours following discovery of the incident.

After notifying a supervisor, notification should first be made to the local TIGTA Field Division Office, then to the Office of Safeguards using the following contact information:

Ohio's Local TIGTA Field Office

Regional Office: (713) 209-3711

TIGTA Hotline: (800) 366-4484

Address: Treasury Inspector General for Tax
Administration (TIGTA)
Ben Franklin Station P.O. Box 589
Washington, DC 20044-0589

IRS Office of Safeguards

Safeguardreports@irs.gov

Please note that inadvertent entries made in the comments section of the eligibility system or inadvertent printed documents scanned to a case file in the electronic document imaging system may not necessarily require a report of an incident or security breach if the error is contained. Inadvertent, but secure disclosures must be remedied immediately by removing the comment or document from the system. In such case, an employee must contact a supervisor or manager for assistance. For further clarification and technical assistance, contact an ODJFS Fraud Control Specialist.

GALLIA COUNTY PERSONNEL POLICY MANUAL

I. VIOLATIONS OF POLICY

Administrative consequences for violations of this policy and procedures will be handled by Agency management in accordance with Agency policies and procedures. Failure to comply with the provisions of this policy and procedures may result in appropriate disciplinary action up to and including termination of employment.

An employee who becomes aware of or suspects a security breach or misuse of FTI should notify the employee's supervisor or a manager immediately.

References:

IRS Publication 1075, *Federal Tax Information Security Guidelines (rev.11-2021)*

USC Title 26, IRC 6103, *Confidentiality of Federal Tax Information*

USC Title 26, IRC 7213, *Penalties for Unauthorized Access and Disclosure of Federal Tax Information*

OAC 5101:9-9-25, *Federal Tax Information (FTI) Safeguarding Procedures*

OAC 5101:9-9-25.1, *County Agency Federal Tax Information (FTI) Safeguarding Procedures*

Notice: For more information on regulations pertaining to the Safeguarding of Federal Tax Information, refer to the most updated version of IRS Publication 1075 or any other of the references mentioned.

GALLIA COUNTY PERSONNEL POLICY MANUAL

Gallia County Department of Job and Family Services (GCDJFS)

AGENCY SPECIFIC INFORMATION SECURITY POLICIES & PROCEDURES

POLICY NO: 7

Subject: ODJFS Office of Information Services IPP. 3001: Information Security

Effective Date: March 1, 2024

Notification Date of Policy: February 22, 2024

Effective Date of Revision: New Policy

Approved By: Dana L. Glassburn, Director

I. PURPOSE/REASON:

- A. To establish guidelines for information security for GCDJFS personnel.

II. REFERENCES/AUTHORITY

A. REFERENCES

IPP. 3001 Information Security and references cited therein.

Note: References can be accessed at IPP.3001 Information Security.

B. AUTHORITY

This policy is established by order of the Director, ODJFS., and Director, GCDJFS.

III. SUPPLEMENTS:

Gallia County Personnel Policy Manual, Sections 7.15, 7.17, 7.23 and 7.26 found on www.Gallianet.net and Agency Personnel Policy No. 2 Confidential Information Policy.

IV. SCOPE:

This policy applies to all employees of this Agency.

V. DEFINITIONS:

Per the Definitions in IPP. 3001 Information Security, information is a key organizational asset. Information security is ensuring the availability, integrity and confidentiality of products and services, while preventing and minimizing security incidents.

VI. PROCEDURES:

A. GENERAL INFORMATION

1. Unless otherwise specifically stated, where applicable it is the policy of the Agency to follow all Gallia County, State and ODJFS IT security policies and procedures (IPP. 3001).
2. It is the responsibility of all Agency employees to ensure the availability, integrity and confidentiality of Agency information, products, and services.

B. VIOLATIONS OF POLICY

Consequences and procedures for violations of this policy will be handled by the GCDJFS management in accordance with GCDJFS policies and procedures. Failure to comply with the provisions of this policy may result in appropriate disciplinary action up to and including termination of employment.