



Board of Commissioners
Kathleen Chandler
Maureen T. Frederick
Vicki A. Kline, CPA

PORTAGE COUNTY BOARD OF COMMISSIONERS

PERSONNEL POLICY MANUAL

LAST REVISION: October 25, 2016



TABLE OF CONTENTS

<u>SECTION</u>	<u>POLICY</u>
1.	GENERAL PROVISIONS <ul style="list-style-type: none">A. INTRODUCTIONB. ETHICS IN COUNTY EMPLOYMENTC. FRAUD REPORTING SYSTEMD. CLASSIFIED AND UNCLASSIFIED POSITIONSE. EMPLOYEE RECORDS
2.	DISCRIMINATION PROHIBITED <ul style="list-style-type: none">A. EQUAL EMPLOYMENTB. HARASSMENT FREE WORKPLACEC. AMERICANS WITH DISABILITIES ACTD. RECRUITING AND HIRING
3.	DRUG AND ALCOHOL POLICY <ul style="list-style-type: none">A. DRUG FREE WORKPLACE/MANDATORY CONDITION OF EMPLOYMENTB. DRUG AND ALCOHOL POLICYC. DRUG AND ALCOHOL TESTING REQUIREMENTSD. DRUG AND ALCOHOL TESTING PROCEDURESE. EMPLOYEE RIGHTS AND RESPONSIBILITIES
4.	WORKPLACE VIOLENCE <ul style="list-style-type: none">A. ZERO TOLERANCEB. PROHIBITED ACTS OF VIOLENCEC. WEAPONS PROHIBITED
5.	OUTSIDE EMPLOYMENT <ul style="list-style-type: none">A. EMPLOYMENT CONFLICTSB. PRIOR PERMISSION
6.	SOLICITATION <ul style="list-style-type: none">A. GENERALB. NON-EMPLOYEESC. EMPLOYEESD. COMMUNICATION SYSTEMSE. VIOLATIONS
7.	POLITICAL ACTIVITY <ul style="list-style-type: none">A. PURPOSEB. SCOPEC. PERMISSIBLE ACTIVITIESD. PROHIBITED ACTIVITIESE. DISCIPLINE
8.	SOCIAL RELATIONS AND NEPOTISM <ul style="list-style-type: none">A. DATINGB. RELATIVES DEFINEDC. NEPOTISM GENERALD. RELATIVE IN CHAIN OF COMMANDE. MARRIED IN COURSE OF EMPLOYMENTF. VIOLATIONS

TABLE OF CONTENTS

- 9. **JOB SAFETY**
 - A. RESPONSIBILITES
 - B. PROCEDURE
 - C. WORKERS' COMPENSATION
 - D. TRANSITIONAL WORK PROGRAM
- 10. **USE OF COUNTY PROPERTY**
 - A. INTRODUCTION
 - B. DEPARTMENT EQUIPMENT
 - C. COUNTY VEHICLES
 - D. PARKING CONTROL
- 11. **COUNTY COMMUNICATION SYSTEMS**
 - A. GENERAL
 - B. TELEPHONES AND VOICE MAIL
 - C. INTERNET, E-MAIL AND ON-LINE SERVICES
 - D. COMPUTER HARDWARE / SOFTWARE AND DATA
 - E. LICENSED SOFTWARE / COPYRIGHTED MATERIAL
 - F. COMPUTER SYSTEM
 - G. ON-LINE CONDUCT / INTERNET USE
 - H. PERSONAL INTERNET E-MAIL
 - I. COUNTY E-MAIL SYSTEM
 - J. CELLULAR PHONES
 - K. VIOLATIONS
- 12. **DRIVER ELIGIBILITY STANDARDS**
 - A. NEW HIRES
 - B. CURRENT EMPLOYEES
 - C. SUPERVISOR'S VERIFICATION REQUIREMENTS
 - D. EMPLOYEE'S NOTIFICATION REQUIREMENTS
 - E. INELIGIBLE EMPLOYEES
 - F. CONDITIONAL REINSTATEMENT OF DRIVING PRIVILEGES
 - G. REPORTING REQUIREMENTS
 - H. MINIMUM INSURANCE REQUIREMENTS FOR PERSONAL VEHICLES
- 13. **TRAVEL AND EXPENSE REIMBURSEMENT**
 - A. GENERAL
 - B. TRAVEL
 - C. MEALS
 - D. OVERNIGHT EXPENSES
 - E. RECEIPTS
 - F. NON-REIMBURSABLE EXPENSES
 - G. EXCEPTIONS
- 14. **DISCIPLINE**
 - A. TENURE IN SERVICE
 - B. DISCIPLINARY PROCEDURES
 - C. RIGHTS AND RESPONSIBILITIES
- 15. **DRESS CODE**
 - A. GENERAL
 - B. VIOLATIONS OF POLICY

TABLE OF CONTENTS

- 16. **HOURS OF WORK**
 - A. DEFINITIONS
 - B. REGULAR WORK HOURS
 - C. ABSENTEEISM AND TARDINESS
 - D. OVERTIME
 - E. FLEXTIME
 - F. LACTATION BREAKS
- 17. **PAYROLL DEDUCTIONS**
 - A. GENERAL
 - B. OPERS
 - C. INCOME TAX
 - D. MISCELLANEOUS
- 18. **INSURANCE BENEFITS**
 - A. ELIGIBILITY
- 19. **PERFORMANCE EVALUATIONS**
 - A. EVALUATIONS
- 20. **VACANCIES AND PROMOTIONS**
 - A. VACANCIES
 - B. PROBATIONARY PERIODS
 - C. REHIRING RETIRED OPERS MEMBERS
- 21. **TRANSFERS AND JOB ASSIGNMENTS**
 - A. JOB ASSIGNMENTS
 - B. TEMPORARY TRANSFERS AND ASSIGNMENTS
 - C. PERMANENT TRANSFERS
- 22. **PAID LEAVE OF ABSENCE**
 - A. SICK LEAVE
 - B. FUNERAL LEAVE
 - C. VACATION LEAVE
 - D. HOLIDAYS
 - E. MILITARY LEAVE
 - F. WEATHER EMERGENCY LEAVE
 - G. PERSONAL DAYS
 - H. COURT LEAVE
 - I. LEAVE DONATION PROGRAM
 - J. ACCRUED SICK LEAVE CONVERSION PAY-OUT
 - K. ELECTION DAY LEAVE
- 23. **UNPAID LEAVES OF ABSENCE**
 - A. GENERAL
 - B. EDUCATIONAL LEAVE
 - C. POLITICAL LEAVE
- 24. **FAMILY AND MEDICAL LEAVE ACT**
 - A. STATEMENT OF POLICY
 - B. ELIGIBILITY
 - C. QUALIFYING LEAVE
 - D. DURATION OF LEAVE
 - E. USE OF PAID AND UNPAID LEAVE
 - F. INTERMITTENT / REDUCED SCHEDULE LEAVE
 - G. EMPLOYEE BENEFITS
 - H. STATUS FOLLOWING FMLA LEAVE
 - I. PROCEDURES FOR REQUESTING FMLA LEAVE

TABLE OF CONTENTS

- J. CERTIFICATION OF NEED FOR FMLA LEAVE
- K. SECOND OPINION
- L. PERIODIC REPORTS
- M. RECORDS
- 25. **MEDICAL EXAMINATIONS AND DISABILITY SEPARATIONS**
 - A. MEDICAL EXAMINATIONS
 - B. VOLUNTARY SEPARATION
 - C. INVOLUNTARY SEPARATION
- 26. **REDUCTIONS IN FORCE**
 - A. LAY OFF
 - B. REINSTATEMENT
 - C. COMPLIANCE WITH LAWS
- 27. **UNEMPLOYMENT COMPENSATION**
 - A. ELIGIBILITY
- 28. **SMOKE-FREE WORKPLACE**
 - A. STATEMENT OF POLICY
 - B. VIOLATIONS
- 29. **PUBLIC RECORDS POLICY**
 - I. PURPOSE
 - II. SCOPE
 - III. FEES
 - IV. AVAILABILITY
 - V. TRAINING AND EDUCATION
 - VI. RECORDS RETENTION SCHEDULE FOR GENERAL RECORDS (RC-2)

GENERAL PROVISIONS

SECTION 1

EFFECTIVE: 05/04/2012

RESOLUTION: 12-0382

A. INTRODUCTION

- 1) The Purpose of this Policy Manual is to set forth personnel policies for the employees of Portage County Board of Commissioners. These policies have been established by the Board of Commissioners. Many of the rights and responsibilities outlined in this Manual are based on provisions contained in the Ohio Revised Code and Ohio Administrative Code. When a direct conflict exists between state or federal law and these policies, state or federal law prevails. When a direct conflict exists between an applicable collective bargaining agreement and these policies, the provisions of the collective bargaining agreement prevail.
- 2) The Board of Commissioners cannot foresee all personnel issues and concerns that may arise. Accordingly, it may be necessary, and the Board of Commissioners reserves the right to revise, modify, amend, or delete any policy, procedure, benefit, or regulation. An amendment affects only the specific policy it modifies and does not affect the enforceability of the remainder of this Policy Manual.
- 3) Ohio law grants the Board of Commissioners the power to hire, compensate, discipline and discharge employees. The Board of Commissioners intends for all departments and personnel to adhere to this Policy Manual in a consistent and uniform manner.
- 4) Departments, subject to the approval by the Board of Commissioners, may recommend a policy supplement with regard to work rules, policies and procedures which do not conflict with the provisions of this Policy Manual and which may be necessary due to the unique nature of the individual office, department or agency.
- 5) Words contained within the Policy Manual, whether in the masculine or feminine gender, shall be construed to include both genders. The use of the masculine or feminine gender is for convenience only and is not to be construed as discriminatory by reason of sex.
- 6) Questions concerning this Policy Manual and/or specific departmental operations should be directed to an employee's immediate supervisor or department director.
- 7) The provisions of this Policy Manual are not intended to, and do not operate to, create a contract of employment between the County and its employees.

B. ETHICS IN COUNTY EMPLOYMENT

- 1) The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code Sections 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. All employees of the Board of Commissioners shall abide by the following Code of Ethics:
 - a. No employee shall use his or her official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.
 - b. No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the County, nor shall the employee use such information to advance the financial or other private interest of the employee or others.
 - c. No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation which is interested directly or indirectly in any

GENERAL PROVISIONS

SECTION 1

EFFECTIVE: 05/04/2012
RESOLUTION: 12-0382

- manner whatsoever in business dealings with the County; nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of duties or grant, in the discharge of the employee's duties any improper favor, service or item of value.
- d. No employee shall represent private interests in any action or proceeding against the interest of the County in any matter in which the County is a party.
 - e. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independent judgment or action in the performance of official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.
- 2) Any employee having doubt as to the applicability of these provisions should consult his supervisor or Board of Commissioners.
 - 3) Any employee offered a gift or favor, who is not sure if its acceptance is a violation of the Code of Ethics, should inform his department director or supervisor of the gift offer. The department director will make a decision or will refer the issue to the Prosecutor's Office with a copy of the referral sent to the Board of Commissioners. No employee will accept from any contractor or supplier doing business with the County, any material or service for the employee's private use.
 - 4) State law prohibits County employees and officials from having a financial interest in companies that do business with public agencies, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult a private attorney.

C. FRAUD REPORTING SYSTEM

- 1) According to Ohio Revised Code Section 117.103, effective May 4, 2012, the Auditor of State shall establish and maintain a system for the reporting of fraud, including misuse and misappropriation of public money, by any public office or public official. The system shall allow Ohio residents and the employees of any public office to make anonymous complaints either through the fraud hot-line at 1-866-FRAUDOH (1-866-372-8364), the Auditor of State's website at www.auditor.state.oh.us, or the U.S. mail at: Ohio Auditor of State's Office, Special Investigations Unit, 88 East Broad St., P.O. Box 1140, Columbus, OH 43215.
- 2) ORC 117.103 amends ORC section 124.341 - "Violation or Misuse – Whistleblower Protection."
- 3) ORC 117.103 also requires public offices to provide information about the fraud-reporting system to all new employees and make all employees aware of the fraud-reporting system.
- 4) If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review.

D. CLASSIFIED AND UNCLASSIFIED POSITIONS

- 1) Most County employees are in the "classified" service, which is defined as the competitive classified civil service, as defined in ORC §124.11(B). Certain positions are exempt from the classified service and are considered to be in the "unclassified" service. Employees in the unclassified service serve at

GENERAL PROVISIONS

SECTION 1

EFFECTIVE: 05/04/2012

RESOLUTION: 12-0382

the pleasure of the Board of Commissioners and do not have the job security protections of Ohio Civil Service laws. Some unclassified positions are set forth in ORC §124.11 and other provisions of the Ohio Revised Code.

- 2) Classified employees who have completed their probationary periods may only be disciplined for the causes, and using the procedures, set forth in ORC §124.34

E. EMPLOYEE RECORDS

- 1) A personnel file shall be established for each employee and will be maintained in the Human Resources Department. Personnel files are public records as defined by ORC §149.43. Records maintained by the County that are not defined as public records in ORC §149.43 or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in writing. Records maintained by the County that are defined as public records shall be released in accordance with law. Pursuant to applicable law, all medical records shall be maintained in a separate file. Such records are not considered to be public records.
- 2) At the time of original appointment, the employee's personnel file shall include the application form and will contain the employee's correct name, address, telephone number, social security number, tax exemptions, current affiliation with any branch of the armed services, and loss of licensure or insurability, if applicable. In addition, the initial record should include the name and phone number of a person to contact in case of an emergency. The employee is responsible for providing this information to the Human Resources Department and for promptly reporting any change in the information.
- 3) Each employee shall have the right, upon request and reasonable notice, to examine his or her personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time.
- 4) If an employee disputes the accuracy, timeliness, relevance or completeness of documents in the personnel file, the employee may submit a written request that the Board of Commissioners investigate the current status of the information. The Board of Commissioners will make a reasonable investigation to determine the accuracy, timeliness, relevance and completeness of the file, and will notify the employee of the results of the investigation and any plans the Board of Commissioners has to take action with respect to the disputed information. The employee may submit a statement to be attached to any disputed documents.
- 5) Employees are not permitted to alter, add or remove documents or other information contained in their personnel files without express written authorization from the Board of Commissioners. An employee who alters, adds or removes documents or information from his or her personnel file without prior approval may be subject to discipline up to and including discharge.

DISCRIMINATION PROHIBITED

SECTION 2

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

A. EQUAL EMPLOYMENT OPPORTUNITY

- 1) The Board of Commissioners' policy is to provide equal opportunity in employment to all employees. No appointing authority, department director, manager, supervisor or other employee may discriminate against a person with respect to the terms and conditions of employment on the basis of the person's race, sex, religion, color, national origin, age, ancestry, disability, or military status.
- 2) All County employees shall be treated fairly and equitably based on their respective merit, fitness and bona fide occupational qualifications.
- 3) The "Complaints," "Retaliation," and "False Complaints" sections of the County's Harassment Free Workplace policy as outlined in Part B below shall apply with equal force and effect to the County's Equal Employment Opportunity Policy. A proven violation of the Equal Employment Opportunity Policy by any County employee shall be considered justification for dismissal.

B. HARASSMENT FREE WORKPLACE

- 1) Purpose: Portage County's policy is to provide its employees with an environment free of employee discrimination, including sexual and other unlawful harassment. Harassment interferes with the well-being and productivity of employees and the efficiency of our organization, negatively affecting morale, motivation and job performance. The County, in the commitment to eliminating this inappropriate behavior, has established the following policy.
- 2) Definition: Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as sex, color, race, ancestry, religion, national origin, age, disability, military status, or other protected group status. Harassment includes, but is not limited to, conduct that demeans or shows hostility or aversion toward an individual because of his or her protected status or that of his or her relatives, friends, or associates.
- 3) Sexual Harassment: Unwelcome sexual advances, comments, or requests may constitute sexual harassment. Prohibited conduct includes, but is not limited to, sexual comments, suggestions, jokes, leering, pats, squeezes or other similar contact, posting of sexual pictures, cartoons, photos or other graphics. This type of conduct may be unlawful when:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of employment;
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual; or
 - c. Such conduct has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, in violation of this policy, does not generally encompass conduct of a socially acceptable nature; however, some conduct that is appropriate in a social setting may be inappropriate in the work place. While such conduct often can be unlawful sexual harassment only if it is unwelcome and either severe or pervasive, any such conduct in the workplace is discouraged, regardless of the circumstances and regardless of whether it is unlawful.

DISCRIMINATION PROHIBITED

SECTION 2

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

- 4) Complaints: Employees who feel they experienced harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the County (including delivery persons, vendors and clients) shall immediately report the harassment through their department director, the Human Resources Department or a member of the Board of Commissioners. The Human Resources Department may report harassment directly to one or more County Commissioners. Employees who feel that they have witnessed discrimination or harassment, or who have questions or concerns regarding harassment, should immediately contact their department director, the Human Resources Department or a member of the Board of Commissioners. Late reporting of complaints will not, in and of itself, preclude the County from taking remedial action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to report complaints in an expedient manner.

Although employees are encouraged to inform the alleged harasser of the unwelcome or offensive nature of the conduct, they are also required to report any incidents to their department director or the Human Resources Department. When the department director, Human Resources Department or a member of the Board of Commissioners is notified of the alleged harassment, the incident shall be immediately investigated. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality cannot be guaranteed. All employees are required to cooperate in any investigation of a harassment complaint.

When an investigation determines that this policy has been violated, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken. This may include discipline or discharge of any person whose conduct is in violation of this policy. Any employee who has knowledge of sexual harassing conduct, and who allows that conduct to go unaddressed, may also be subject to discipline.

- 5) Retaliation: Retaliation against an individual for filing a complaint, reporting harassment or participating in an investigation is also a violation of this policy. Any employees who feel that they have been subjected to retaliatory conduct as a result of actions taken under this policy shall report such conduct to their department director, the Human Resources Department or a member of the Board of Commissioners. Any person found to have retaliated against an individual for engaging in activity protected by this policy will be subject to discipline.
- 6) False Complaints: Although legitimate complaints made in good faith are strongly encouraged, false complaints or complaints made in bad faith will not be tolerated. Failure to prove a violation of this policy will not constitute a false complaint without further evidence of bad faith. False complaints are considered a violation of this policy and an employee who makes a false complaint will be subject to discipline. Disciplinary action for the filing of a false complaint, however, shall not be considered a retaliatory act.

C. AMERICANS WITH DISABILITIES ACT

- 1) The Americans with Disabilities Act (ADA), 42 U.S.C. §12101 et seq., prohibits discrimination in hiring, promotions, transfers, or any other benefit or privilege of employment, of any qualified individual with a disability. To be considered a qualified individual, the employee must satisfy the requisite skills, experience, education and other job-related requirements of the position held or desired and must be able to perform the essential functions of the position, with or without a reasonable accommodation. The "Complaints," "Retaliation," and "False Complaints" sections of the County's harassment free workplace policy, as outlined in Part B above shall apply with equal force and effect to the County's ADA policy. The County shall reasonably accommodate a qualified employee with a disability unless the accommodation would pose an undue hardship. Decisions as to whether an accommodation is reasonable shall be made on a case-by-case basis. Employees

DISCRIMINATION PROHIBITED

SECTION 2

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

who believe they are in need of a reasonable accommodation are responsible for making their department director aware of this need.

D. RECRUITING AND HIRING

- 1) The County's identity as an Equal Opportunity Employer shall be imprinted upon letterheads, documents, publications, and advertisements having specific relevance to equal opportunity in employment or used in recruitment of employees.
- 2) The external communications program of the County shall include special efforts to inform the general public, unions, professional associations, and especially the potential sources of recruitment from among women, minorities, disabled, and veterans, about the equal opportunity policy and affirmative action program.
- 3) Records shall be kept, and reports rendered externally, pursuant to laws calling for such records and reports.
- 4) Reports shall include, but not be limited to, annual analysis of the County's work force and the major job groups, and of the utilization of the available labor force with special reference to women and members of minority groups who are qualified in terms of job-related specifications in the County.

DRUG AND ALCOHOL POLICY

SECTION 3

EFFECTIVE: - 9/6/16
RESOLUTION: 16-0748

A. DRUG FREE WORKPLACE/MANDATORY CONDITION OF EMPLOYMENT

- 1) Definitions:
 - a. **Controlled Substance:** Means any controlled substance contained in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. §812; or as defined in Ohio Revised Code ("R.C.") §3719.01.
 - b. **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.
 - c. **Criminal Drug Statute:** Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with R.C. §3719.01 *et seq.*
- 2) **Statement of County Policy:** The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in a County workplace (including a motor vehicle) is strictly prohibited and will result in criminal prosecution and/or discipline of the employee in accordance with the standards and procedures contained in this Manual.
- 3) As a condition of employment, it is the duty of each employee to abide by the terms of the County's Drug Free Workplace Policy statement, and to notify the County of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction.

B. DRUG AND ALCOHOL POLICY

- 1) **Policy:** Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his/her job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases. The County will reasonably accommodate a recovering employee's alcohol or drug addiction in accordance with federal and state law.

Treatment pursuant to this accommodation policy will not result in any special regulations, privileges, or exemptions from standard administrative procedures, practices, or policies including disciplinary action. The County may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

- 2) **Prohibitions:** County workplaces, including land, buildings and vehicles, as well as County employees while on duty, shall be drug and alcohol free, in order to eliminate the inherent risks and liability to the County, the affected employee, co-workers and the public. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during the employee's working hours, as well as at any location where County employees are conducting County business, regardless of whether the affected employee is on duty. Also prohibited is the illegal use of legal substances.

DRUG AND ALCOHOL POLICY

SECTION 3

EFFECTIVE: - 9/6/16
RESOLUTION: 16-0748

- 3) No County employee shall report for duty or remain on duty while using, or while under the influence of, alcohol or any controlled substance, except a legally prescribed medication. Employees must inform the County if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any County function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

Employee use of prescription or over-the-counter medications must be only for legitimate medical reasons, taken at the dosage and frequency of use prescribed on the label, and, in the case of prescription drugs, prescribed to employees for medical reasons by a licensed medical practitioner. An employee's legal use of the prescription or over-the-counter drugs shall not excuse inadequate job performance or other unsafe or threatening behavior inappropriate for the workplace.

- 4) An employee may be found to be in violation of this policy on the basis of any appropriate evidence including, but not limited to:
 - a. Direct observation;
 - b. Evidence obtained from a workplace arrest or criminal conviction;
 - c. A verified positive test result;
 - d. An employee's voluntary admission; or,
 - e. An employee's refusal to participate in a drug or alcohol test required by this policy.
- 5) An employee found in violation of this policy shall be subject to appropriate discipline, up to and including termination.
- 6) The County has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, 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 medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

C. DRUG AND ALCOHOL TESTING REQUIREMENTS

- 1) Pre-employment: Every offer of full or part time, including seasonal employment extended by the County to any person shall be conditioned on a negative drug test result. Any conditional offer of employment made shall be revoked upon a verified positive test result, and the applicant will not be considered for employment for a period of one year.
- 2) Reasonable Suspicion Testing: Where there is reasonable suspicion to believe that an employee, when reporting for duty or on the job, is under the influence of, or his/her job performance is impaired by, alcohol or other drugs, the employee may be required to submit a urine or breath specimen for testing for the presence of drugs or alcohol. Such reasonable suspicion must be based upon objective facts or specific circumstances found to exist that present a reasonable basis to believe that an employee is under the influence of, or is using or abusing, alcohol and/or other drugs. Examples of reasonable suspicion shall include, but need not be limited to:

DRUG AND ALCOHOL POLICY

SECTION 3

EFFECTIVE: - 9/6/16
RESOLUTION: 16-0748

- a. Observable phenomena, such as direct observation of use, possession, or distribution of alcohol or a controlled substance, or of the physical symptoms of being under the influence of alcohol or a controlled substance, such as but not limited to slurred speech, dilated pupils, odor of alcohol or a controlled substance, changes in affect, or dynamic mood swings;
 - b. A pattern of abnormal conduct, erratic or aberrant behavior, or deteriorating work performance such as frequent absenteeism, excessive tardiness, or recurrent accidents, that appears to be related to the use of alcohol or a controlled substance, and does not appear to be attributable to other factors;
 - c. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 - d. Repeated or flagrant violations of the County's safety or work rules that are determined by the employee's supervisor to pose a substantial risk of physical injury or property damage and that appear to be related to the use of alcohol or a controlled substance and that do not appear attributable to other factors;
 - e. Evidence that an individual has tampered with a drug test during his/her employment with the County;
 - f. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of alcohol and/or other drugs while working, or while on the County's premises or operating a County vehicle, machinery, or equipment.
- 3) Post-Accident Testing: An employee who is involved as a driver in a serious on-duty motor vehicle accident ("MVA") or who has been involved in a serious on-duty industrial accident shall be required to submit a urine or breath specimen for testing for the presence of drugs or alcohol. "Serious," for the purposes of this section, means an MVA or industrial accident causing over \$2,000 in property damage or transport of any person for off-site medical care, unless the circumstances indisputably exonerate the employee (e.g., the employee is rear-ended by another driver). For employees who are required to hold a valid Commercial Driver's License ("CDL") to engage in their work, post-accident testing will be required as provided in 49 CFR §382.303 (Includes accidents involving human fatalities, bodily injury with immediate medical treatment away from the scene, and disabling damage to any motor vehicle requiring tow away.)
- 4) Random Testing: Employees who are required to hold a valid CDL to engage in their work will be subject to random drug and alcohol testing in accordance with 49 CFR §382.305. In addition, any employee returning to work after a positive drug or alcohol test may be required to submit to random on-duty drug or alcohol testing in the frequency and for the duration of any time period recommended by the appropriate substance abuse professional, as part of the employee's rehabilitation process.
- 5) If requested, the employee shall sign a consent form authorizing a clinic retained by the County to withdraw a specimen of breath or urine and release the test results to the County. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge. Employees subject to drug and alcohol testing as set forth in this section that refuse to participate in the testing and/or rehabilitation program, or who continue to test positive for substance abuse, will be subject to discipline, up to and including termination.

D. DRUG AND ALCOHOL TESTING PROCEDURES

- 1) Applicants and employees required to hold a valid CDL to engage in their work will be subject to the drug and alcohol testing techniques, methods and standards for test positives promulgated by the U.S. Dept of Transportation ("DOT") in 49 CFR Parts 40, 382 and 383.

DRUG AND ALCOHOL POLICY

SECTION 3

EFFECTIVE: - 9/6/16
RESOLUTION: 16-0748

- 2) For all other applicants and employees, the applicable techniques and methods, the identity of controlled substances for which tests shall be made, and the threshold concentration for positive drug tests will be as provided in the Mandatory Guidelines for Federal Workplace Drug Testing Programs Promulgated by the U.S. Dept. of Health and Human Services ("HHS"). The applicable techniques and methods for alcohol testing, and the threshold concentration for positive alcohol tests shall be as provided in 49 CFR Part 40.
- 3) Applicant and employee behavior that indicates a refusal to test, including failure to timely report to the testing clinic, a non-medical failure to provide a test specimen, or an attempt to alter, substitute, contaminate or otherwise tamper with a breath or urine specimen, shall be considered a refusal to participate in the County's drug testing program. The Medical Review Officer associated with the testing clinic is authorized to determine whether an employee has refused to participate in a drug or alcohol test within the meaning of DOT or HHS regulations, as applicable. Where the regulations are silent or indicate this decision is to be made by the Designated Employer Representative, the Director of Human Resources shall make the determination.

E. EMPLOYEE RIGHTS AND RESPONSIBILITIES

- 1) An employee instructed to report for a drug or alcohol test is deemed to be at work and on County time. The employee will be paid for the time necessary (including overtime) to complete the drug test, and shall not take any otherwise authorized leave (lunches, breaks) until the test process is completed.
- 2) Any applicant or employee who tests positive may obtain a retest of the original specimen at his or her own expense.
- 3) Upon receipt of a verified positive drug or alcohol test, the employee will be placed on paid administrative leave. A pre-disciplinary hearing will be scheduled. Paid administrative leave will terminate upon the pre-disciplinary hearing.
- 4) Employees who test positive for drugs and/or alcohol may be offered rehabilitation through the County Employee Assistance Program. An employee who participates in a rehabilitation or detoxification program will be placed on Family and Medical Leave Act leave if applicable. An employee may be required to use sick time, compensatory days, vacation leave, and/or personal days for the period of rehabilitation or detoxification. If no accrued leave is available, the employee may be placed on an unpaid leave of absence for a period of up to six months, as provided for in Section 23.
- 5) Failure to fully participate in or successfully complete a rehabilitation program (including return-to-work and random drug screens during rehabilitation) may be deemed a refusal to participate in the County's drug testing program, and, may result in disciplinary action.
- 6) Employees are responsible for the costs of any rehabilitation or detoxification program subject to the provisions of any applicable insurance coverage the employee may have.

WORKPLACE VIOLENCE

SECTION 4

EFFECTIVE: 03/25/2004
RESOLUTION: 04-0214

A. ZERO TOLERANCE

- 1) The Board of Commissioners is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. Accordingly, the County enforces a zero tolerance policy for workplace violence. Threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect County employees, or which occur on County property, will not be tolerated.
- 2) An employee should immediately notify his supervisor if he witnesses any warning sign or risk factor that could lead to violence.
- 3) County employees who are found to have committed acts of workplace violence will be disciplined, up to and including discharge, and may be criminally prosecuted.

B. PROHIBITED ACTS OF VIOLENCE

- 1) Prohibited acts of workplace violence include, but are not limited to, the following:
 - a. Hitting or shoving an individual.
 - b. Threatening to harm an individual or an individual's family, friends, associates, or property.
 - c. The intentional destruction or threat of destruction of County property.
 - d. Making harassing or threatening telephone calls or sending harassing or threatening letters or other forms of written or electronic communications, including e-mail.
 - e. Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule.
 - f. The willful, malicious and repeated following of another person, also known as "stalking," and/or making threats with the intent to place another person in reasonable fear for his own safety.

C. WEAPONS PROHIBITED

- 1) Only commissioned County law enforcement officers are permitted to bring any deadly weapon or dangerous ordnance onto County property or carry any deadly weapon or dangerous ordnance while on County business.
- 2) Except as provided in item C(1), no County employee shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into any building owned or leased by Portage County.
- 3) Except as provided in item C(1), no County employee shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance at any time while conducting County business, whether on County property or traveling on County business.
- 4) Except as provided in item C(1), no County employee shall knowingly convey, or attempt to convey a deadly weapon or dangerous ordnance onto a County owned parking lot, even if it is kept in their own vehicle, except for employees with a valid license to carry a concealed weapon.
 - a. A County employee with a valid license to carry a concealed weapon may bring the weapon onto a County owned parking lot, but must leave the weapon in their own locked vehicle, either in a locked glove compartment (or other locked compartment), in the trunk, or locked inside a gun case.
 - b. A County employee with a valid license to carry a concealed weapon who is reporting to work may remove the weapon 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.

WORKPLACE VIOLENCE

SECTION 4

EFFECTIVE: 03/25/2004
RESOLUTION: 04-0214

- 5) The County will not defend or indemnify an employee, except as provided in item C(1), who carries or discharges a personal weapon while on County business.

OUTSIDE EMPLOYMENT

SECTION 5

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

A. EMPLOYMENT CONFLICTS

- 1) Under no circumstances shall an employee have other employment which conflicts with the policies, objectives and operations of Portage County offices or the employee's specific job description. In addition, employees shall not become indebted to a second Employer whose interest might be in conflict with those of the County office in which they work.

B. PRIOR PERMISSION

- 1) Employees who wish to engage in other employment must obtain prior written permission from the Board of Commissioners.
 - a. Should the Board of Commissioners determine that an employee's outside employment is adversely affecting the employee's job performance, the Board of Commissioners may recommend that the employee refrain from such activity
 - b. Any conflict, policy infraction, or other specific offense which is a direct result of an employee's participation in outside employment shall be disciplined up to and including discharge.

SOLICITATION

SECTION 6

EFFECTIVE: 07/01/2003
RESOLUTION: 03-0340

A. GENERAL

- 1) The Board of Commissioners' policy is to prohibit solicitation and distribution of literature on its premises by non-employees and to permit solicitation and distribution of literature by employees subject to the restrictions of this Section. This policy does not supercede any provision in an applicable collective bargaining agreement that directly conflicts with this policy.
- 2) The Board of Commissioners limits solicitation and distribution on its premises as those activities can interfere with the County's operations, reduce employee efficiency, annoy customers, and pose a threat to security.

B. NON-EMPLOYEES

- 1) Individuals not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on County premises.

C. EMPLOYEES

- 1) The Board of Commissioners may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.
- 2) The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:
 - a. The distribution of literature, solicitation and the sale of merchandise or services are prohibited in work areas.
 - b. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution or the targeted employee is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.
 - c. Distributing literature in a way that causes litter on County property is prohibited.

D. COMMUNICATION SYSTEMS

- 1) The Board of Commissioners maintains various communications systems to communicate County-related information to employees and to disseminate or post notices required by law. These communications systems (including bulletin boards, electronic mail, voice mail, telephones, facsimile machines, and personal computers) are for business use only and may not be used for employee solicitation or distribution of literature.
- 2) Only persons authorized by the Board of Commissioners may place notices on or take down material from bulletin boards.
- 3) The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any County property is prohibited.

SOLICITATION

SECTION 6

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

E. VIOLATIONS

- 1) Employees who violate the provisions of this Section are subject to discipline. All violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.

POLITICAL ACTIVITY

SECTION 7

EFFECTIVE: 07/01/2003
RESOLUTION: 03-0340

A. PURPOSE

- 1) Employees in the classified civil service are prohibited by Ohio law from engaging in political activity.
- 2) An employee who has a question regarding permissible and prohibited activity shall contact his immediate supervisor prior to engaging in the activity.

B. SCOPE

- 1) This section does not apply to unclassified employees.

C. PERMISSABLE ACTIVITIES

- 1) The following is a non-exhaustive list of examples of permissible political activities for employees in the classified civil service:
 - a. Registration and voting;
 - b. Expression of opinions, either oral or written;
 - c. Voluntary financial contributions to political candidates or organizations;
 - d. Circulation of non-partisan petitions or petition stating views on legislation;
 - e. Attendance at political rallies;
 - f. Signing nominating petitions in support of individuals;
 - g. Display of political materials in the employee's home or on the employee's property;
 - h. Wearing political badges or buttons, or the display of political stickers on private vehicles;
 - i. Serving as a precinct election official under ORC §3501.22.

D. PROHIBITED ACTIVITIES

- 1) The following is a non-exhaustive list of examples of prohibited political activities for employees in the classified civil service:
 - a. Candidacy for public office in a partisan election;
 - b. Candidacy for public office in a non-partisan election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party.
 - c. Filing of petitions meeting statutory requirements for partisan candidacy for elected office;
 - d. Circulation of official nominating petitions for any candidate participating in a partisan election;
 - e. Service in an elected or appointed office in any partisan political organization;
 - f. Acceptance of a party-sponsored appointment normally filled by partisan election;
 - g. Campaigning by writing in publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
 - h. Solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate.
 - i. Solicitation for the sale, or actual sale, of political party tickets;
 - j. Partisan activities at the election polls, such as solicitation of votes for other than non-partisan candidates and non-partisan issues;
 - k. Service as a witness or challenger for any party or partisan committee;
 - l. Participation in political caucuses of a partisan nature; and
 - m. Participation in a political action committee which supports partisan activity.

POLITICAL ACTIVITY

SECTION 7

EFFECTIVE: 07/01/2003
RESOLUTION: 03-0340

E. DISCIPLINE

- 1) Any classified employee who engages in any of the activities listed as prohibited in the preceding paragraph is subject to discipline, up to and including discharge.

SOCIAL RELATIONS & NEPOTISM

SECTION 8

EFFECTIVE: 07/01/2003
RESOLUTION: 03-0340

A. DATING

- 1) Romantic relationships between an employee and a supervisor within the same County department have the inherent potential to create conflicts of interest. It is the policy of the Board of Commissioners that romantic relationships between an employee and any supervisor or between two supervisors in the same County department are prohibited. This includes, but is not limited to, those relationships in which a supervisor may influence directly or indirectly the work of the subordinate or be in a position to influence any decision concerning the terms and conditions of the subordinate's employment. Should such a relationship develop or be created through promotion or transfer, one of the affected employees must be transferred or discharged.
- 2) Other employees who are involved in a romantic relationship are responsible for upholding all County policies and procedures. A romantic relationship between any two employees is therefore prohibited when the employees' conduct interferes with the workplace, regardless of whether the employees are in different departments and regardless of supervisory status.
- 3) Employees who marry are subject to the provisions of Part E of this Section.

B. RELATIVES DEFINED

- 1) For purposes of this Section, the term "relative" shall include: spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, step-parents, step-children, step-siblings, and a legal guardian or other person who stands in the place of a parent to the employee.

C. NEPOTISM GENERAL

- 1) The Board of Commissioners will receive employment applications from relatives of current employees. The following four (4) situations shall prevent the Board of Commissioners from hiring a relative of a current employee:
 - a. If one relative would supervise or have disciplinary authority over another.
 - b. If one relative would audit the work of another.
 - c. If a conflict of interest exists between the relative and the employee or the relative and the County.
 - d. If the hiring of relatives could result in a conflict of interest with clients.

D. RELATIVE IN CHAIN OF COMMAND

- 1) An employee is not permitted to work in a position where his supervisor or any person above him in his established chain of organizational command is a relative.
 - a. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or discharged, or an accommodation acceptable to the Board of Commissioners must be established.
 - b. Discharge is a last resort. No employee who meets current standards of performance and behavior shall be discharged if a transfer is practical.

E. MARRIED IN COURSE OF EMPLOYMENT

- 1) If two employees marry, they will be subject to the same rules listed above as other relatives, unless state law or judicial decisions dictate otherwise. No person employed by the Board of Commissioners prior to the adoption of this policy will be retroactively affected by this policy (except in cases of marriages which occur after this policy is adopted).

SOCIAL RELATIONS & NEPOTISM

SECTION 8

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

F. VIOLATIONS

- 1) The provisions of ORC §102.03 and 2921.42 render it unlawful for a public official to use influence to obtain a benefit, including a job for a relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action including discharge.

JOB SAFETY

SECTION 9

EFFECTIVE: 01/01/2007
RESOLUTION: 06-1087

A. RESPONSIBILITIES

- 1) Every department is responsible for providing safe working conditions, tools, equipment, and work methods for its employees.
 - a. It is the policy of the County to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free from recognized hazards as feasible.
 - b. The supervisor is responsible for addressing unsafe conditions promptly and for ensuring that employees abide by all safety rules and safe working methods.
 - c. Employees are expected to comply with all safety and health requirements whether established by management or federal, state, or local law.
 - d. Employees have a duty to use the safety equipment provided by the County and to follow all safety rules and safe working methods recommended or required. Violation of safety rules or failure to comply with safety rules will lead to disciplinary action up to and including discharge.
 - e. Employees are responsible for reporting any safety concerns and/or unsafe working conditions to their supervisor immediately upon discovery. Failure to report a known unsafe condition may result in discipline up to and including discharge.

B. PROCEDURES

- 1) The supervisor will use the following procedure for handling on-the-job injury cases: (Also see Part C)
 - a. Arrange for prompt medical care.
 - b. Complete a County accident/incident form as soon as practicable.
 - c. Maintain a copy of the form and forward a copy to the Safety/Loss Control Coordinator in the Human Resources Department.
 - d. Provide the employee with a copy of the form.

C. WORKERS' COMPENSATION

- 1) State law provides that County employees are eligible for Workers' Compensation for injuries arising out of, or in the course of employment. Guidelines for filing a claim with Ohio Bureau of Workers' Compensation (BWC) are set forth below:
 - a. Should an employee be injured during the course of employment with the County, the employee shall seek treatment immediately, if required. Employees shall notify the supervisor within 24 hours, regardless of the seriousness of the injury and whether or not treatment is required or sought. The supervisor shall notify the department director and the Safety/Loss Control Coordinator (SLCC) in the Human Resources Department. If the employee chooses to seek medical treatment and file a claim with the BWC, the employee will complete a BWC First Report of an Injury, Occupational Disease or Death (FROI) while at the treatment facility. FROI forms are normally available at doctors' offices, hospital emergency rooms, or the SLCC. The completed FROI will be forwarded to the County's Managed Care Organization (MCO) and the SLCC. In all cases, whether a FROI has been filed or not, the employee and supervisor must complete the County accident/incident form and forward it to the SLCC.
 - b. The SLCC must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for informing the department director and the SLCC of their expected date of return, or the date of their next medical evaluation.
 - c. Any documents received from injured employees, their physician, hospital, or the State, regarding Workers' Compensation claims must be immediately forwarded to the SLCC.

JOB SAFETY

SECTION 9

EFFECTIVE: 01/01/2007

RESOLUTION: 06-1087

- 2) Employees who are injured in the course and scope of employment and who must leave work before completing their work period shall receive the regular rate of pay for the balance of the scheduled work day.
- 3) An injured employee may elect to use accrued sick leave and vacation leave prior to receiving payments for Workers' Compensation. An injured employee is prohibited, however, from receiving payment for sick leave while simultaneously receiving payment for Workers' Compensation.
- 4) The County retains the right to require an employee who is receiving Workers' Compensation to report for work and perform such duties as can be accomplished given the physical limitations of the employee. An employee who refuses may lose the right to Workers' Compensation benefits and may be disciplined up to and including discharge.
- 5) Employees who are off work due to a Workers' Compensation injury for more than three days may be placed on FMLA (Family and Medical Leave Act) leave that will run concurrently with a Workers' Compensation absence(s). After the allowed 12 weeks of FMLA leave have been used, the employee's healthcare benefits will be terminated and the employee and any dependents will be offered COBRA coverage as detailed in Section 23.

D. TRANSITIONAL WORK PROGRAM

- 1) The TWP is limited to employees currently working in the Water Resources Department, The Woodlands at Robinson and the Portage County Solid Waste Management District.

- 2) TWP Program Mission Statement

It is Portage County's mission to make every reasonable effort to provide suitable alternate work options, or make reasonable accommodations, for an employee who is unable to perform his/her normal job duties as a result of a work-related injury or occupational disease. Through early intervention, structured rehabilitation activities, job accommodations, and a gradual transition back to work, employment throughout the recovery process is possible.

- 3) The Ohio Bureau of Workers' Compensation (BWC) defines transitional work as: "A progressive and individualized program. It is an interim step in the recovery of an employee with restrictions. The goal is to return the injured worker to his/her original job. Transitional work helps the employer protect the employability of the worker with restrictions, while reducing the employer's and employee's financial liability associated with time lost from work."
- 4) Transitional work allows an employee to resume work functions and lifestyles sooner with minimal time off from his/her job. It allows the worker with restrictions to remain and or return to work quickly and safely in an environment that permits the worker to gradually transition back to performing an expanded range of work tasks. The program assists the worker until he/she fully recovers from the workplace injury and or occupational disease.
- 5) A transitional work program may include:
 - a. Progressive conditioning and on-site work activities;
 - b. Education for safe work practices;
 - c. Work re-adjustments or changes in work tasks;
 - d. Job Modifications.
- 6) Transitional work can be offered as:
 - a. Remain-at-work (RAW) services;

JOB SAFETY

SECTION 9

EFFECTIVE: 01/01/2007

RESOLUTION: 06-1087

- b. A risk charge for a lost-time claim;
 - c. A vocational rehabilitation plan for lost-time claims where aggressive case management is required.
- 7) The injured worker is encouraged to discuss concerns and questions openly with the Safety/Loss Control Coordinator. If the concern is not resolved at this level, the employee is to be referred to the Human Resources Director. All medical information will remain as confidential as possible.
- 8) Transitional work is part of BWC's remain-at-work services. The program goal is to assist injured workers to remain at work after an injury and provide needed rehabilitation services. The services are designed to assist workers who have returned to work, but are experiencing difficulties and are in jeopardy of going off work again. The program helps injured workers stay on their jobs and keeps medical-only claims from becoming lost-time claims.
- 9) Other remain-at-work services could include, but are not limited to:
- a. Ergonomics study;
 - b. Job analyses;
 - c. On-site therapy;
 - d. Job modifications;
 - e. Injured workers' tools and equipment.
- 10) TWP goals:
- a. Return injured employees to work as quickly and efficiently as possible;
 - b. Reduce the incidence of re-injury/re-aggravation in "newly returned" employees by ensuring a safe and supportive work environment;
 - c. Contribute to stabilization of the workforce by allowing the occupationally disabled employees to work throughout the recovery process and by utilizing their available productivity/work abilities;
 - d. Minimize the duration of work restrictions;
 - e. Optimize the injured employee's functional abilities (work productivity);
 - f. Maintain high satisfaction with the program by all stakeholders, including participants, and management.
- 11) This Transitional Work Program (TWP) will benefit County employees by providing an opportunity to build strength and stamina to return to their regular job duties.
- 12) If needed, workstation accommodations and occupational/physical therapy may be provided at the work site.
- 13) The program is an interdisciplinary and highly integrated return to work process. The program is built upon the cooperation of the injured employee, physician of record, union representative, physical and occupational therapists, MCO nurse case managers, and management.

JOB SAFETY

SECTION 9

EFFECTIVE: 01/01/2007
RESOLUTION: 06-1087

- 14) The TWP is designed for employees with work related injuries or occupational disease that substantially limit their ability to perform job duties (essential job functions). The program seeks to maintain, and enhance if possible, the maximum productivity of these employees, while ensuring a safe and supportive work environment.
- 15) Roles and Responsibilities
- a. The Employee (injured worker) will be responsible for the following:
 - i. Maintaining regular, consistent attendance during the program including all therapy and physician appointments;
 - ii. Notifying the coordinator, supervisor, physician, or therapist when experiencing acute pain or discomfort so appropriate modifications or accommodations can be made;
 - iii. Performing only those work tasks identified by the therapist and/or physician as part of the TWP, and within physician restrictions;
 - iv. Observing safe work practices both on and off the job;
 - v. Attempting to minimize requests for vacations and other non-emergency days off.
 - b. The Safety/Loss Control Coordinator will be accountable for the overall administration of the program and will be responsible for delegating the following responsibilities:
 - i. Serving as a liaison with the physician, supervisor, union representative, therapist, case manager, MCO, BWC, and all persons directly, or indirectly involved in the TWP's administration;
 - ii. Identifying work tasks using job analyses;
 - iii. Participating in implementing work tasks;
 - iv. Monitoring employees' performance performing work tasks in terms of the appropriateness of the work assignments, the need for additional training, safety, and changes in productivity;
 - v. Monitoring services provided by the therapist that should include date and duration of services provided and the injured worker's progress;
 - vi. Scheduling periodic staffings with the worker and all appropriate persons when necessary;
 - vii. Educating the co-workers about the reasons for work assignments and how these accommodations may impact their jobs;
 - viii. Providing recommendations regarding program extensions, modifications, or leaving the program;
 - c. The Departmental TWP Coordinator will be responsible for:
 - i. Providing a written TWP offer to the injured worker;
 - ii. Taking an active role by identifying transitional job tasks and non-traditional work options;
 - iii. Informing the departmental director and the SLCC of the program's progress as well as potential obstacles to the program's successful operation;
 - iv. Monitoring the safe work practices of program participants;
 - v. Ensuring the injured worker is utilizing safe work practices and is performing only those tasks allowed in the program;
 - vi. Providing a written TWP exit notification.
 - d. The Labor Representative (if appropriate) will be responsible for:
 - i. Assisting in the communication of the TWP's goals, benefits and objectives to the employee of a collective bargaining unit;
 - ii. Informing workers of their rights and responsibilities associated with voluntary program participation;
 - iii. Informing workers of any adverse consequences for not participating in the program;
 - iv. Notifying the Safety/Loss Control Coordinator of any unresolved issues or problems associated with workers' concerns or workers' resistance to program participation.
 - e. The Physician of Record (POR) will be responsible for:

JOB SAFETY

SECTION 9

EFFECTIVE: 01/01/2007
RESOLUTION: 06-1087

- i. Approving all TWP participants in accordance with the policies governing workers who return to work following injury or occupational disease;
 - ii. Indicating whether the employee can realistically expect to return to his/her original job within 8-12 weeks;
 - iii. Consulting with the worker regarding medical-management issues;
 - iv. Consulting with the local coordinator, work supervisor, and therapist regarding the assignment of appropriate accommodated work tasks;
 - v. Identifying work restrictions/limitations;
 - vi. Making decisions regarding program extensions, terminations and/or interruptions.
- f. The Managed Care Organization (MCO) will be responsible for:
- i. Helping to identify and determine the need for Remain-at-Work services;
 - ii. Managing the claims medical portion that includes vocational rehabilitation's case management services, medical costs and the time frames;
 - iii. Assist in obtaining prescriptions and restrictions from physicians;
 - iv. Receive confirmation/First Report of Injury (FROI) regarding injury/illness;
 - v. Make contact with the injured employee, employer and physician to explore return to work/remain at work options (per BWC protocol);
 - vi. Authorize appropriate C9 Treatment Plan (physician request for treatment) requests;
 - vii. Determining the feasibility for vocational-rehabilitation services.
- g. The Workers' Compensation Third Party Administrator (TPA) will:
- i. Assist in the evaluation and recommendation of the compensability of work related claims. (The Ohio BWC maintains jurisdiction over the final determination of all claims filed with the BWC);
 - ii. File appeals and motions, attend hearings and negotiate settlements on behalf of the employer.
- h. The BWC Client Service Specialist will be responsible for:
- i. Designating important contact persons for risk management and injury management;
 - ii. Educating the employer in workers' compensation strategies to reduce claims severity and premium costs;
 - iii. Determining the allowance of the initial claim, processing claims and making referrals to the Industrial Commission;
 - iv. Staffing the claim after the worker has received 45 days of Remain-at-Work services to assure appropriateness of case direction;
 - v. Verifying vocational-rehabilitation services eligibility;
 - vi. Determining and issuing workers' compensation payments, such as living maintenance, temporary total compensation and living maintenance wage loss;
 - vii. Reviewing the appropriateness of rehabilitation services and making recommendations to the MCO and other parties as needed;
 - viii. Providing a safety and hygiene program to educate the employer on injury prevention and creation of a safe work environment.
- i. The Vocational Rehabilitation Professional will be responsible for:
- i. Writing vocational rehabilitation plans to be submitted to the MCO for services approval;
 - ii. Establishing communication among key participants, including the injured worker, the coordinator, the physician, the supervisor, MCO, BWC, and the union representative;
 - iii. Assisting in obtaining prescriptions and restrictions/limitations from the physician;
 - iv. Meeting with the injured worker to explain program activities and to help identify work tasks;
 - v. Monitoring the injured worker's progress;
 - vi. Coordinating the injured worker's discharge from the program;
 - vii. Providing follow-up on the injured worker's adjustment to his/her original job or a non-traditional job and coordinating additional interventions as needed.

JOB SAFETY

SECTION 9

EFFECTIVE: 01/01/2007
RESOLUTION: 06-1087

16) Eligibility Criteria

- a. Transitional work program participation is voluntary. Benefits of active participation in the program are available to any employee who sustains a work-related injury, occupational disease and is having difficulty performing his/her work tasks.
- b. Injuries/illnesses that are eligible for a TWP will be classified as either medical-only claims or lost-time claims. Each of these classifications will require different program entrance criteria and varying levels of service to ensure a successful transition of the injured worker to full employment.
- c. If an injured worker is deemed eligible and feasible for transitional work and refuses to participate in the program, the Safety/Loss Control Coordinator will schedule a meeting with the worker. Safety/Loss Control Coordinator will explain that the injured worker's physician has approved the injured worker's outlined job duties as medically appropriate within the worker's limitations. The Safety/Loss Control Coordinator should obtain the injured worker's input and reason for not wanting to participate in the program.
- d. If appropriate, the Safety/Loss Control Coordinator will share the injured worker's concerns with the worker's physician. If the physician continues to approve the plan, the injured worker is advised by registered mail that refusal of return to work may jeopardize the injured worker's BWC compensation benefits and other employment benefits.
- e. The injured worker is then referred to a BWC claims service specialist. The Safety/Loss Control Coordinator will submit the written plan with the physician's approval to the claims services specialist and advise the BWC that the injured worker has refused to return to work. The claims service specialist will take the necessary action

17) Referral Process

- a. If the employee should have a work-related injury or occupational disease, the employee must immediately inform their supervisor who will then inform the Safety/Loss Control Coordinator. If medical attention is required, the employee is encouraged to immediately go to the most convenient hospital or urgent care facility. Follow up visits should be provided by one of the County's preferred workers' compensation providers; however, the injured worker may seek treatment from a certified BWC provider of the worker's choice.
- b. The "Incident Report Form" will be filled out as soon as possible following the report of the incident; by the employee, the employee's supervisor and any witnesses.
- c. The Safety/Loss Control Coordinator will confirm claim status and investigate and facilitate (if appropriate) claim filing with the MCO.
- d. The employer or the worker's physician will initiate referrals into the TWP at any time, provided there is reasonable expectation the worker will return to the job or another job the employer may identify.
- e. The worker who is released to return to work by their physician with restrictions/limitations may be directly referred into the TWP. The Safety/Loss Control Coordinator will review the physician's restrictions/limitations and identify work activities that are compatible with these restrictions.
- f. The worker, who has missed more than seven days of work for a lost-time claim, may be referred to a vocational case manager to help develop a formal rehabilitation plan. This plan may include a functional capacity evaluation, transitional work and on-site therapy services.

18) Entrance Requirements

- a. Workers referred to a TWP will be evaluated to determine readiness to safely and productively participate in the program.
- b. All program participants must have the consent and approval of their physician(s).
- c. When appropriate, workers will participate in a functional capacity evaluation under the physician's prescription that is conducted by a licensed physical therapist/occupational

JOB SAFETY

SECTION 9

EFFECTIVE: 01/01/2007
RESOLUTION: 06-1087

therapist, to determine the worker's physical restrictions, work capacities and readiness to enter the program

19) Time Frames

- a. Employees who are expected to have a temporary period of job performance limitation (a limitation that is not expected to last more than 8-12 weeks) will be considered for participation in the program. Under extenuating circumstances, the program may be extended pending review with the physician. In considering a program extension, the physician may consider information obtained from the Safety/Loss Control Coordinator, therapist, work supervisor, and case manager. Criteria for extension beyond 8-12 weeks may include the following:
 - i. The worker has demonstrated significant progress and is expected to make a successful transition to work within a reasonable timeframe;
 - ii. Due to an aggravation of the worker's impairment, the worker's program participation is temporarily disrupted, limited or modified;
 - iii. Workers must be able to participate in the program a minimum of 12 hours weekly, but not less than three hours daily.

20) Wages and Salary Continuation

- a. All workers who participate in a TWP will be compensated for all hours worked at the rate of their primary job prior to injury and will accrue full benefits to which they are entitled.
- b. Salary continuation occurs when the employer continues an employees' regular wages at the onset of a work related injury. The injured worker has the option to elect workers' compensation benefits if he or she so chooses unless a collective bargaining contract exists. Salary continuation will continue until the injured worker or employer terminates it. At that time, workers' compensation benefits may take effect if appropriate.
- c. If BWC discovers at any time that the injured worker is not receiving his/her regular full wages as part of the salary continuation agreement, BWC will begin paying temporary total compensation and begin reserving the claim.

21) Exit Requirements

- a. The TWP should be based on operational need and allow the employee to build strength and stamina for return to work in his/her original job. The TWP is not a permanent reassignment of job duties. An employee would not be eligible for the TWP if:
 - i. The nature and severity of the injured worker's injury indicates that the employee will never be able to return to regular job duties and the County is unable to accommodate permanent restrictions;
 - ii. Due to an aggravation of the employee's impairment, the County determines continued involvement in the TWP is not feasible;
 - iii. The injured worker no longer has any restrictions/limitations and is able to perform full time job duties;
 - iv. The injured worker is not complying with the County's transitional work policies;
 - v. Lack of medical progress;
 - vi. Inability of the County to accommodate restrictions;
 - vii. The injured worker is no longer progressing toward regular job duties.
- b. In the above circumstances, the worker will be discharged from the TWP.

22) Assigning Work

- a. Assigning work can be accomplished in a variety of ways:

JOB SAFETY

SECTION 9

EFFECTIVE: 01/01/2007

RESOLUTION: 06-1087

- i. Return the worker to his/her job with no restrictions for the worker's particular job. (The restrictions don't limit the worker's ability to perform his/her job);
- ii. Return the worker in his/her job with restrictions as specified by the physician. (This may involve assistance from another employee such as when the employee is lifting objects);
- iii. Modify the worksite in a manner that reduces the impairment's impact. This may involve purchasing equipment or modifying the work area. Modification may also include more frequent changes of position, or reducing the amount of walking, lifting or bending;
- iv. Modify the work schedule to allow the injured worker to work and participate in rehabilitation services. The worker may also return to work in a gradual return to work program that is on a graduated basis. If this is a lost time claim, this may occur in a vocational rehabilitation plan and may be included in an employer incentive contract;
- v. Establish the work tasks that are within the workers' functional capacities. The job demands and the worker's capacities can be reviewed to determine the elements of the job that can be performed during the program period. Regular job duties can be intermixed with transitional work duties. Increases in work tasks occur as the worker's restrictions/limitations decrease. These decreases may include doing a task more often or for a longer period, increasing work intensity or adding work tasks.

23) TWP Committee

- a. The County will establish a transitional work committee. The committee will meet at least annually or as needed. This committee will consist of the following personnel:
 - i. Safety/Loss Control Coordinator
 - ii. Water Resources Director-or designee
 - iii. Water Resources union representative
 - iv. Solid Waste District Coordinator or designee
 - v. Solid Waste District union representative
 - vi. Nursing Home Administrator or designee
 - vii. Nursing Home union representative
 - viii. MCO Representative (Consultation as needed)
 - ix. TPA Representative (Consultation as needed)
- b. Additional Committee members will be added as the TWP becomes available to additional County departments.
- c. Program evaluation data will be collected to evaluate whether or not the Transitional Work Program is meeting its objectives. The following data will be collected: number of injuries/claims, types of injuries, lost work days, amount of reserves per claim, length of TWP, total program and claims costs, and participant satisfaction with the process.
- d. The Safety/Loss Control Coordinator will assume the task of collecting the data and reviewing the TWP data on a yearly basis. The committee will recommend changes in processes as deemed necessary to refine the program.
- e. Data noted above will be collected and placed in a spreadsheet diagram. The committee will review the spreadsheet and the MCO reports to compare the number of claims, number of lost workdays, claim reserves, and total claims cost values with that of the previous year to determine cost savings. Trends in number of lost workdays and length of individual TWP's will be tracked as measures of productivity.
- f. Each employee and manager involved in the TWP will be encouraged to provide feedback to the TWP Committee

USE OF COUNTY PROPERTY

SECTION 10

EFFECTIVE: 09/04/2014

RESOLUTION: 14-0659

A. INTRODUCTION

- 1) Portage County's policy is to provide its employees with the materials and services necessary to promote an efficient and productive workplace. Use of County-owned property by employees shall be limited to uses that effectively and appropriately utilize the resources provided for the furtherance of County business. Any unauthorized or improper use of County property by an employee may be considered theft and may result in disciplinary measures. In addition, the County may refer instances of employee theft or destruction of County property, or other acts in violation of applicable local, state or federal law, to the County Prosecutor's Office.
- 2) The County owns the furniture, fixtures, supplies, lockers, file cabinets, computer equipment, and other materials and equipment used and/or located in County offices. County employees are permitted to use County property only to promote the efficient conduct of County business. As owners of the property, the County reserves the right to replace, repair, or remove such property as it deems necessary. In addition, the County may conduct searches of any portion of County-owned property including, but not limited to, desks, file cabinets, offices, lockers, communications systems and computer systems. Employees shall have no expectation of privacy in relation to their use of County property.
- 3) Employees shall not use County property for personal or private reasons unless otherwise allowed by County policy.
- 4) Upon separation from employment, employees shall return all County property, including but not limited to, keys, passwords, pager, cellular telephone, ID badge, tools and uniforms.

B. DEPARTMENT EQUIPMENT

- 1) Employees are responsible for all keys and other equipment assigned to them. Employees may be required to pay for lost equipment.
- 2) Lost County property must be reported immediately to the Employer.
- 3) The use of County equipment, machines and property for purposes other than County business is strictly prohibited unless otherwise allowed by County policy. This includes, but is not limited to, the use of computers, typewriters, duplication or copying machines, bulletin boards, facsimile machines and telephones.
- 4) Equipment or supplies removed from County offices or its premises must be recorded by the supervisor, noting when it is removed, when it will be returned, and the individual responsible for its return.
- 5) Employees are required to maintain the security of their work area by locking drawers and files. Employees are expected to secure confidential files in the appropriate areas, put supplies and equipment away, lock doors, and automobiles, and set security systems on a routine basis.

USE OF COUNTY PROPERTY

SECTION 10

EFFECTIVE: 09/04/2014

RESOLUTION: 14-0659

C. COUNTY VEHICLES

- 1) Any County employee who is required to operate a County-owned vehicle in the course of employment must be at least eighteen (18) years of age, possess a current valid driver's license that covers the type of vehicle to be operated, follow all applicable motor vehicle laws and regulations, and shall be subject to the following conditions and restrictions:
 - a. Periodic (at least annual) record checks from the Bureau of Motor Vehicles;
 - b. Use of seat belts by all drivers and passengers;
 - c. Immediate notification to the employee's supervisor of any moving violations; and
 - d. Reassignment or other appropriate personnel action in the event of a license revocation, suspension or traffic offense conviction.
- 2) When beneficial to efficient delivery of County services, the Board of Commissioners may assign a County car or truck to the exclusive use of an employee or a department ("assigned vehicle"). Employees who are "on call" during paid or unpaid lunches or breaks may be permitted to use an assigned vehicle during such times. When the employee is off duty but "on call," the employee may drive the assigned vehicle to and from the employee's residence and store it there in case of a call to duty. Employees shall use assigned vehicles only for official business. The Director of Internal Services will install a GPS tracking device on assigned vehicles, or will supply each assigned vehicle with a vehicle log book or form upon which the driver will record information about each trip taken, including destination, purpose, time, mileage, and such other information required by the Director. Completed forms will be retained by the department or supplied to the Director of Internal Services, as the Director requires. The use of an assigned vehicle for official business within Portage County or any contiguous county will require no advance approval. Use of an assigned vehicle outside either Portage County or a contiguous county requires a travel authorization (Section 13). No passengers will be permitted in County vehicles unless required for County business. Reimbursement for necessary emergency road service and repairs, parking and highway-related tolls require appropriate receipts for reimbursement. Employees will be responsible for promptly paying any parking tickets or fines related to the operation of a County vehicle.
- 3) Employees who use County vehicles are required to report any unsafe conditions and are responsible for submitting their vehicle to the County for all regularly scheduled and/or necessary maintenance.
- 4) County employees involved in an accident while driving or riding in a County vehicle shall report the accident to their supervisor immediately and shall complete and forward to the Safety/Loss Control Coordinator a County accident/incident report within twenty-four (24) hours, barring extraordinary circumstances.
- 5) An assigned vehicle stored at an employee's residence in case of a call to duty shall not be used for any purpose other than responding to a call to duty or commuting to the employee's workplace.
- 6) All County Appointing Authorities will maintain a current list of all employees authorized to drive County vehicles, and provide that list upon request to the Director of Human Resources. Not less often than annually, the Director of Human Resources will obtain a Driver's License status report on each employee so identified, to ensure that the employee remains eligible to operate a county vehicle in accordance with Section 12.
- 7) County employees who use an assigned vehicle to commute to and from work may be subject to income tax on the value of the benefit provided. The employee will cooperate with any County authority as necessary to establish a value for income tax reporting purposes.

USE OF COUNTY PROPERTY

SECTION 10

EFFECTIVE: 09/04/2014

RESOLUTION: 14-0659

- 8) Employees whose job descriptions require that they possess a valid commercial drivers license (CDL) are subject to State and Federal regulations and requirements concerning CDL license-holders. The CDL requirements are in addition to, not in lieu of, the above-listed requirements for the use of County vehicles.

D. PARKING CONTROL

- 1) County employees assigned to the County Administration Building or Prosecutor's Office must utilize the employee parking areas provided by the Board of Commissioners. Visitor parking is reserved for public use. Employee parking spaces are assigned and permits are issued to each employee. The permit must be prominently displayed on the vehicle at all times.
- 2) Any employee assigned to park at the Administration Building or the Prosecutor's Office who is unable to park in the assigned space should notify the Security Office or the Maintenance Office immediately.
- 3) A limited number of parking spaces are reserved for employees with physical disabilities. Employees who require accommodation for a physical disability should contact their appointing authority, department director, or supervisor as soon as possible so that alternative parking arrangements may be made, as appropriate. Eligible employees may be granted a temporary alternative parking assignment for up to four (4) weeks. An employee with a disabling condition lasting longer than four weeks must obtain a temporary or permanent disability placard from the Ohio Bureau of Motor Vehicles, as provided by ORC §4503.44. Upon expiration of the placard, the employee will be reassigned to an employee parking space.
- 4) Any employee who violates the parking policy will receive a parking reminder notice. After three notices have been given, the employee's vehicle will be immobilized with a boot device on the front wheel. A parking reminder will be administered and an "Immobilization Sticker" will be placed on the driver's side window. A \$20.00 administrative fee will be charged to have the boot removed. Further violations may result in towing. Violations of this policy may also result in disciplinary action by the appropriate appointing authority.
- 5) A copy of each parking reminder will be sent to the employee and the employee's appointing authority or department director, specifying the number of infractions that have occurred to date.

COUNTY COMMUNICATION SYSTEMS

SECTION 11

EFFECTIVE: 01/01/2007
RESOLUTION: 06-1086

A. GENERAL

- 1) The County's policy is to provide or contract for communications services and for the equipment necessary to promote the efficient conduct of County business. Communication equipment and services include, but are not limited to, mail, electronic mail ("e-mail"), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet systems, computer files, telex systems, video equipment, tape recorders and recordings, pagers, cellular phones, and bulletin boards.
- 2) Supervisors are responsible for instructing employees on the proper use of communications services and equipment used by the County for both internal and external business-related communications.
- 3) All County communication services and equipment, including the messages transmitted or stored by County communication services, are the sole property of the County. The County may access and monitor employee communications and files as it deems appropriate.
- 4) Employees shall not use County communication services and equipment for personal purposes unless otherwise allowed by County policy. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, are public records and must be accurate, appropriate, and work-related. Employees may not use the County's address for receiving personal mail or use County stationery or postage for sending personal mail. Personalized County stationery and business cards may be issued only by the County. No employee shall tamper with, alter or sabotage any County computer hardware or the information maintained on it.

B. TELEPHONES AND VOICEMAIL

- 1) Employees may make and receive a limited number of purely personal calls during duty hours (purely personal calls are those determined not to be necessary in the interest of the County) from County telephones when those calls do not incur additional charges to the County. In making purely personal calls, employees shall ensure that:
 - a. All long-distance calls are made at their own expense, e.g., charged to personal calling or credit cards, home telephones, or other non-County telephone numbers;
 - b. The calls do not adversely affect the performance of official duties or the organization's work performance; and
 - c. The calls are of reasonable duration and frequency.

Supervisors and managers determine whether brief personal telephone calls are of reasonable length, and in the interest of the County, based on employees' work schedule, co-worker needs, office work demands, length of work day, etc. Personal calls in excess of three times a day and longer than 10 minutes each are normally to be considered unreasonable.

- 2) The voice mail system is maintained for the benefit of the County and it may be monitored by the County at any time without prior notice. The system is a County asset and all entries are County property. Improper use of the voice mail system or its use for personal or non-business purposes may lead to disciplinary action.

COUNTY COMMUNICATION SYSTEMS

SECTION 11

EFFECTIVE: 01/01/2007

RESOLUTION: 06-1086

C. INTERNET, EMAIL AND ONLINE SERVICES

- 1) Portage County provides computer equipment, software, electronic mail (e-mail) services and Internet access to its employees for governmental purposes.
- 2) Every employee has a responsibility to maintain and enhance the County's public image and to use County equipment and services in an appropriate manner. Accordingly, users of equipment must adhere to strict guidelines as outlined below.
- 3) Any unauthorized or improper use of County computer equipment, software, e-mail services or the Internet is not acceptable and will not be permitted. System administrators, office holders, and department directors reserve the right to monitor all activity on County-owned computers. They also reserve the right to immediately terminate the account of a user who misuses the system. The County may modify these regulations at any time and will provide proper notification of modifications to all users.

D. COMPUTER HARDWARE / SOFTWARE AND DATA

- 1) It is the responsibility of each employee to ensure that software and hardware computer resources owned, leased by or licensed to the County are properly secured and controlled.
- 2) No employee may misuse their authority over any such computer resources.
- 3) No employee may reproduce or make personal use of proprietary software purchased by and licensed to the County.
- 4) No employee may use the County's computer resources for private purposes except as provided in Part G below.
- 5) No software, data or information may be removed from the County premises in the form of tape, diskette, print or other media, unless the removal is related to County business.
- 6) All computer software, data and information relating to the conduct and operation of the County are considered proprietary information belonging to the County and cannot be appropriated, altered, sublicensed, copied or used for other than County business.
- 7) No employee shall disclose County information to others without written permission from the Board of Commissioners.
- 8) Personal system passwords are regarded as confidential and may not be given to others. Any suspected loss or misuse of passwords is to be reported immediately to the Board of Commissioners or the appropriate system administrator.

E. LICENSED SOFTWARE / COPYRIGHTED MATERIAL

- 1) No employee shall install, upload or download any software on County equipment without the expressed written consent of the Automatic Data Processing Board and Board of Commissioners.
- 2) Copyrighted and trademarked materials that do not belong to the County must not be placed on any system. Employees may not copy, retrieve, modify or forward copyrighted and trademarked materials except with permission. All copyright laws must be observed.

COUNTY COMMUNICATION SYSTEMS

SECTION 11

EFFECTIVE: 01/01/2007

RESOLUTION: 06-1086

F. COMPUTER SYSTEM

- 1) Employees are not to publish on or over the system, any information that violates or infringes upon the rights of any other person, or any information which would be abusive, profane or sexually offensive to an average person or one who the sender knows has a predisposition to respond.
 - a. The system shall not be used to harass or disparage management or others.
 - b. Employees are not to publish any advertising or solicitation of other employees to use goods or services.
 - c. Employees are not to use the facilities and capabilities of the system to conduct any business, or to solicit the performance of any activity that is prohibited by law.
 - d. Employees will not seek to benefit personally or permit others to benefit personally, or to reveal any confidential information that has come to them by virtue of their position in the County.
 - e. The County does not condone the use of objectionable materials. Employees, therefore, specifically must not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal materials. Use of the system is subject to the provisions of the Harassment Free Workplace Policy.
 - f. Employees will not encourage the use, sale, or distribution of controlled substances via the computer. Transmission of material, information, or software in violation of any local, state or federal laws is also prohibited.
 - g. Each employee is responsible for the content of all text, audio or images that he places on or sends over the County's e-mail or Internet system.
 - h. Employees may not hide their identities or represent that any e-mail or other electronic communications were sent from someone else or someone from another organization or entity. Employees must include their name in all messages communicated on the County's e-mail or Internet system.
 - i. Employees agree to indemnify the County of any losses, costs, or damages, including attorney fees incurred relating to or arising out of any violation of this policy by the employee.

G. ON-LINE CONDUCT / INTERNET USE

- 1) Internet access is for County business use only, except as provided for in Part G below. Employees are granted permission to utilize the County's Internet account only on County-owned equipment.
- 2) The County permits reasonable and limited personal Internet use of County computers subject to the following conditions:
 - a. Personal use will be on an employee's personal time (before or after regularly scheduled work time, during breaks or lunch).
 - b. Personal use of computers will not interfere with any work-related activity and will be considerate of coworkers' time.
 - c. The Internet should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-work-related solicitations. Employees may not use County computing resources in any business or profit-making venture.
 - d. Participation in social chat channels, instant messaging, bulletin boards, and Internet gaming is not permitted using County computing resources at any time.
 - e. Downloading of non-work related files from the Internet, or loading of software, is not permitted without the specific consent of the Board of Commissioners.
 - f. The use of computer games is not permitted.
 - g. Use of Internet access using County equipment is subject to the provisions of Section 2.B., Harassment Free Workplace Policy. Accordingly, employees may not access any Internet site, download any information, view any document or graphic, or send/receive any e-mail

COUNTY COMMUNICATION SYSTEMS

SECTION 11

EFFECTIVE: 01/01/2007

RESOLUTION: 06-1086

that contains material of an abusive, profane, sexual, pornographic, or defamatory nature. The County explicitly reserves the right to monitor the use of Internet services, including Internet e-mail accounts.

- 3) If any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his supervisor immediately.

H. PERSONAL INTERNET E-MAIL

- 1) Reasonable and limited use of personal Internet e-mail accounts is permitted subject to the conditions stated above. In addition, use of personal Internet e-mail accounts is subject to the following conditions:
 - a. Employees do not have an expectation of privacy in any e-mail message sent or received using County computing equipment and/or County Internet connections, whether or not such e-mail is sent from a personal Internet account.
 - b. E-mail that pertains to County business may be a public record and/or subject to discovery and disclosure even if sent using a personal Internet account.

I. COUNTY E-MAIL SYSTEMS

- 1) Computers and the software installed on them are owned by the County, including the words written with them and time spent using them. All messages composed, sent, or received on the e-mail system are and remain the property of Portage County. They are not the private property of any employee.
- 2) The use of the e-mail system is reserved solely for the conduct of business at Portage County. It may not be used for personal business nor may it be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- 3) E-mail transmissions that contain disruptive, offensive, harassing or defaming messages are not permitted. Transmissions considered offensive are any messages which contain sexual implications, racial slurs, or otherwise violate the Harassment Free Workplace Policy, Section 2.B. Distribution of non-work related e-mail (jokes, recipes, chain letters, forwarded "mass mailings," etc.) is an inappropriate use of County e-mail accounts.
- 4) The e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- 5) The County reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system for any purpose. The contents of e-mail properly obtained for legitimate business purposes may be disclosed within Portage County without the permission of the employee.
- 6) The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the County or they are invalid and cannot be used. Highly confidential information or data should be transmitted in other ways.
- 7) Notwithstanding the County's right to retrieve and read any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the appropriate County authority.

COUNTY COMMUNICATION SYSTEMS

SECTION 11

EFFECTIVE: 01/01/2007

RESOLUTION: 06-1086

- 8) Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to supervisors. No pass code may be used that is unknown to the County.
- 9) E-mail is subject to disclosure and discovery. Any public record is subject to discovery requests as part of a legal proceeding. Discovery can include all data in e-mail that may pertain to a particular court case or proceeding.
- 10) County e-mail is an official form of communication to be used for County business and is subject to public records laws. The contents of all e-mail sent through the County e-mail system shall be appropriate and business-related. Employees should not send any communication via e-mail that they would not be willing to communicate in writing. If an employee receives an open records request for information contained in e-mail sent or received by the employee, the employee must respond to the request for such e-mail in the same way they would respond to a request for paper records. The Prosecutor's Office should be consulted before responding to an open records request for e-mail.

J. CELLULAR PHONES

- 1) Personal Cellular Phones
 - a. While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of County phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. The County has established a reasonable standard that limits personal calls during work (See Part B(1)(c)). Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the County's policy. Flexibility will be provided in circumstances demanding immediate attention.
 - b. The County will not be liable for the loss of or damage to personal cellular phones brought into the workplace.
- 2) Use of County-Provided Cellular Phones
 - a. Where job or business needs demand immediate access to an employee, the County may issue a business cellular phone to an employee for work-related communications. Elected officials and department directors will maintain a list of employees to whom cell phones have been assigned and provide that list annually to the Board of Commissioners. Elected officials and department directors are responsible for an annual review of employee business-related cell-phone use, to determine if existing cell phone plan minutes should be continued as-is, changed, or discontinued, and to determine if any new calling plans should be established.
 - b. In order to protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs will be audited monthly by the elected official or department director to ensure no unauthorized use has occurred.
 - c. If an employee experiences a severe personal emergency that results in the need to use the County's cellular phone, he or she is required to report this use to the department director or designee within 48 hours. Failure to report such use may result in disciplinary action. The employee will be asked to sign a form specifying the number called and the reason for the call and will directly reimburse the County when the bill is received. Reimbursement will be made using procedures established by the Internal Services Director. Failure to reimburse the County will result in the employee having the entire monthly cost of cellular phone service added to his/her taxable income for that year.
 - d. Employees in possession of County equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of

COUNTY COMMUNICATION SYSTEMS

SECTION 11

EFFECTIVE: 01/01/2007

RESOLUTION: 06-1086

- employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within 24 hours may be expected to bear the cost of a replacement.
- e. Employees who separate from employment with outstanding debts for equipment loss or damage or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.
- 3) Safety Issues for Cellular Phone Use
- a. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal or County issued cellular phone while driving County vehicles or while driving their personal vehicle on County business. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic or inclement weather or where the employee is driving in an unfamiliar area.
 - b. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided for County issued cellular phones to facilitate the provisions of this policy.
 - c. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cellular phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees to place themselves at risk to fulfill business needs.
 - d. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

K. VIOLATIONS

- 1) Improper use of County communication systems and equipment will result in discipline, up to and including discharge. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive uses of written, recorded, or electronically transmitted messages.
- 2) Employees who discover a violation of this policy shall immediately notify their supervisor or the Human Resources Department.
- 3) The County also reserves the right to advise appropriate officials of any illegal activities.

DRIVER ELIGIBILITY STANDARDS

SECTION 12

EFFECTIVE: 05/27/2010
RESOLUTION: 10-0508

A. NEW HIRES

- 1) The Safety/Loss Control Coordinator (SLCC) shall verify the validity of an applicant's driver's license before an offer of employment is made for a position that requires, as a condition of employment, the possession of a valid driver's license.

B. CURRENT EMPLOYEES

- 1) On at least an annual basis, the SLCC shall verify the validity of the driver's license, of any County employee required to drive in the course of employment by reviewing the State's Motor Vehicle Registration Records.

C. SUPERVISOR'S VERIFICATION REQUIREMENTS

- 1) Employees may not drive vehicles for County business without the prior approval of their supervisor or department director. Before approving a driver, each supervisor must check with the SLCC to ensure that the employee has been pre-approved to drive on County business.

D. EMPLOYEE'S NOTIFICATION REQUIREMENTS

- 1) An employee approved to drive on County business is required to inform the supervisor or department director of changes that may affect either the employee's legal or physical ability to drive, or continued insurability under the County's insurance policy.
 - a. Employees must report any accident, whether or not at fault and all traffic citations for moving violations or DUI offenses. (See part F(1) of this Section)
 - b. Failure to do so could result in denial of coverage under the County's insurance policy and could affect any employee immunity provided under ORC §2744.
 - c. Failure to do so may result in discipline up to and including discharge.

E. INELIGIBLE EMPLOYEES

- 1) An employee who has had a DUI or three or more moving violations within the last three years is prohibited from driving a County vehicle.
- 2) An employee who is ineligible to drive a County vehicle will not be permitted to use a personal vehicle to perform job duties.
- 3) Any employee who is an ineligible driver and chooses to operate either a County vehicle or a personal vehicle for County purposes may be discharged.

F. CONDITIONAL REINSTATEMENT OF DRIVING PRIVILEGES

- 1) If an employee is ineligible because of moving violations only, an employee may have their driving privileges restored on a conditional basis by successful completion of a County approved driver (re)training program.
 - a. This provision only applies for drivers who are ineligible due to moving violations. Ineligibility due to DUI, suspension or any other reason does not qualify for conditional reinstatement.
 - b. The (re)training program must be a professionally administered program and must be approved by the County's SLCC prior to the starting date.
 - c. Written proof of successful completion by the professional training organization must be provided.
 - d. The (re)training program must be paid for by the employee.

DRIVER ELIGIBILITY STANDARDS

SECTION 12

EFFECTIVE: 05/27/2010

RESOLUTION: 10-0508

- e. The County reserves the right to deny conditional reinstatement even upon completion of the (re)training program.
- 2) Administration of Item F of this Section is through the Human Resources Department, Safety/Loss Control Coordinator.
- 3) Conditional reinstatement is only available to an employee once in any three-year period.
- 4) Any reinstatement of driving privileges under part F of this section is conditional in nature and may be withdrawn at any time.
 - a. Any new conviction for a moving violation will immediately terminate the conditional reinstatement.

G. REPORTING REQUIREMENTS

- 1) Employees must report any accident, whether or not at fault, and all traffic citations for moving violations or DUI offenses to their supervisor and the SLCC on the County Accident Report Form as soon as possible but no later than the end of the employee's next scheduled working day. This requirement applies to both on-the-job and off-the-job occurrences.

H. MINIMUM INSURANCE REQUIREMENTS FOR PERSONAL VEHICLES

- 1) Any employee utilizing a personal vehicle for county purposes must provide the County with a current proof of insurance that meets the minimum requirements of Ohio law. Proof of financial responsibility must be maintained continuously throughout the registration period with respect to that vehicle, or, in the case of a driver who is not the owner, with respect to that driver's operation of that vehicle.

Ohio law currently requires:

- a. \$12,500/25,000 Bodily Injury Liability
 - b. \$ 7,500 Property Damage
- 2) Failure to provide such proof will result in the denial of reimbursement and the suspension of the employee's right to utilize a personal vehicle for County purposes.

TRAVEL AND EXPENSE REIMBURSEMENT

**SECTION 13
EFFECTIVE: 02-09-2016**

A. GENERAL

- 1) County employees may be entitled to reasonable reimbursement for expenses incurred while traveling on official County business. In order to seek reimbursement, all expenses must be approved in advance by the employee's department director or designee and/or the Board of Commissioners. For meetings and conferences, request forms must be completed and submitted to the Board of Commissioners in advance of the meeting/conference date with a copy of the meeting/conference details attached and the names of all County personnel attending. This provision applies equally to elected officials, department directors, employees, and board members.

B. TRAVEL

- 1) Mileage, Parking and Tolls:
 - a. A County car or an employee's personal car may be used for approved county travel. If an employee's personal car is used, actual total mileage should be reported and will be reimbursed at the prevailing Internal Revenue Service's Standard Mileage Rate (AAA mileage will be used to verify questionable mileage reimbursement requests). This rate will be reviewed each year during the month of November and adjusted at that time to match the Internal Revenue Service's Standard Mileage Rate established for the year ahead.
 - b. Any change in rate will take effect January 1 of each year. Such payment is considered to be a total reimbursement for all vehicle related expenses (e.g. gas, oil depreciation, etc.).
 - c. Mileage reimbursement is payable only to one (1) employee if two (2) or more employees are traveling on the same trip and in the same automobile.
 - d. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
 - e. No expense reimbursements are paid for travel between home and office.
- 2) Common Carrier:
 - a. Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel.
 - b. The employee shall be personally liable for any charges assessed due to his/her failure to cancel reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control.
 - c. Expenses claimed under this section must be supported by an original receipt.
 - d. Frequent flyer credits earned by County employees for travel on County business cannot be used for personal travel. These credits must be applied towards future County travel or must be forfeited.

C. MEALS

- 1) Each expense voucher submitted will be reviewed for accuracy and completeness of documentation before payment is made. Expense vouchers are to be submitted within one month of the last date of travel for each trip out of the County.
- 2) If an employee attends a conference, workshop, or seminar where a meal is being served as a part of the cost of attending the event, and he or she chooses to forgo the pre-paid meal and eat elsewhere, the employee will be responsible personally for all costs incurred, including the cost of the substituted meal, related travel expense, and gratuities.
- 3) Before traveling, the employee may wish to review the Maximum Federal Per Diem Rates Schedule located in his or her department to determine what the maximum reimbursement would be for the city visited.
- 4) If partial days are included in time away, meals will be reimbursed as follows:
 - a. Breakfast 25% of the applicable daily reimbursement rate;
 - b. Lunch 25% of the applicable daily reimbursement rate; and

- c. Dinner 50% of the applicable daily reimbursement rate.
- 5) If the employee does not remain away overnight, he or she will be reimbursed for meals according to the percentages list directly above; however, the employee must be away at least 4 hours for any meal costs to be reimbursed.
- 6) Reimbursement for gratuities for meals shall not exceed 20% of the cost of the meal.

D. OVERNIGHT EXPENSES

- 1) Hotel/motel bills for approved travel will be paid as submitted on an original invoice or receipt. Travel requests should be approved by the Appointing Authority prior to the date of travel. The Board of Commissioners reserves the right to authorize additional employee reimbursement due to inclement weather or other emergency.
- 2) When at all possible, employees should use a warrant for paying the hotel directly and include a tax exemption form, so as to save the County the cost of state sales tax.
- 3) No reimbursement will be made for lodging:
 - a. Within the county wherein the employee's headquarters is located;
 - b. Within the employee's county of residence;
 - c. For the night prior to the meeting or conference unless the meeting or conference is greater than one hundred and fifty (150) miles from the locations listed in (a) and (b) and the meeting or conference is scheduled to start prior to 10:00 am.

E. RECEIPTS

- 1) Original Receipts are required for all reimbursable authorized expenses.

F. NON-REIMBURSEABLE EXPENSES

- 1) Non-reimbursable expenses include:
 - a. Alcoholic beverages
 - b. Laundry
 - c. Entertainment/Movies
 - d. Tips, other than for meal service, or tips greater than 20% of the total cost of the meal
 - e. Personal telephone calls, except for calls that:
 - i. Announce to the employee's family his or her safe arrival at the destination;
 - ii. Pertain to family emergencies;
 - iii. Report to the employee's family any uncontrollable changes in travel plans, or delays to the traveler caused by weather or other unforeseen circumstances.

G. EXCEPTIONS

- 1) The Board of Commissioners recognizes that there may be times when an employee will not be able to adhere to the dollar limits set down in this policy. In such cases, the Board of Commissioners will review the circumstances surrounding the excess requested for approval and make a decision as to whether some or all of the excess will be approved.

DISCIPLINE

SECTION 14

EFFECTIVE: 07/01/2007
RESOLUTION: 07-0605

A. TENURE IN SERVICE

- 1) No employee in the classified civil service, upon completion of his probationary period, shall be disciplined other than for just cause.
 - a. Classified employees may be reduced in pay or position, fined, suspended, or removed from their job or have the employee's longevity reduced or eliminated for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any workplace policy of the appointing authority, work rules, any other failure of good behavior including a violation of the Ethics of County Employment Policy, any other acts of misfeasance, malfeasance, nonfeasance in his job, or conviction of a felony.
 - b. The denial of a one-time pay supplement or bonus is not a reduction in pay for purposes of this section.
 - c. Employees in the unclassified service serve at the pleasure of their appointing authorities and may be removed at any time for any reason not inconsistent with law.

B. DISCIPLINARY PROCEDURES

- 1) The Board of Commissioners or their designee shall impose disciplinary action as appropriate. Before imposing a reduction in pay, reduction in position, fine, suspension, or removal on a classified civil service employee, the Board of Commissioners or their designee shall hold a pre-disciplinary meeting with the employee to explain the charges against him and to permit the employee the opportunity to respond to the charges.
- 2) Prior to the pre-disciplinary meeting, the Board of Commissioners or their designee shall provide the employee with a brief summary of the allegedly improper conduct that is the subject of the disciplinary charges. Generally, this information will be provided to the employee at least twenty-four (24) hours before the pre-disciplinary meeting.
- 3) The employee has the right to be accompanied at the pre-disciplinary meeting by one chosen representative. At the pre-disciplinary meeting, the employee has the right to:
 - a. Appear at the conference and present an oral or written statement in response to the charges;
 - b. Appear at the conference and have a chosen representative present an oral or written statement in response to the charges; or,
 - c. Elect to waive the opportunity to have a pre-disciplinary meeting. Failure to attend a scheduled pre-disciplinary meeting will be considered a waiver of the opportunity to have a pre-disciplinary meeting.
- 4) The pre-disciplinary meeting will be scheduled as promptly as possible by the Board of Commissioners or their designee. The Board of Commissioners or their designee may impose reasonable rules as to the length of the pre-disciplinary meeting and the conduct of the participants. The Board of Commissioners or their designee and/or the employee or his representative may tape-record the pre-disciplinary meeting. The employee does not have the right to call, confront, or cross-examine witnesses. The Board of Commissioners or their designee may prepare a written report after the pre-disciplinary meeting concluding whether the alleged conduct occurred. If such a report is prepared, it will be provided to the employee.
- 5) If the Board of Commissioners or their designee determines that the employee's continued employment prior to the meeting poses a danger to persons or property or a threat of disrupting operations, the Employer may place the employee on administrative leave with pay pending the conclusion of the disciplinary procedure.

DISCIPLINE

SECTION 14

EFFECTIVE: 07/01/2007

RESOLUTION: 07-0605

- 6) Upon completion of the pre-disciplinary meeting, the Board of Commissioners or its designee shall determine the appropriate discipline, if any. The employee will be notified of the disciplinary action in accordance with law. The County adheres to the principles of progressive discipline with respect to classified employees. However, certain offenses are serious enough to warrant immediate suspension or removal without regard to previous reprimands or discipline.
- 7) When imposing a reduction in pay or position; a suspension of more than twenty-four or more work hours, in the case of an employee who is non-exempt for purposes of the Fair Labor Standards Act (FLSA), or forty or more work hours, in the case of an exempt employee; a fine in excess of twenty-four or more hours' pay, in the case of a non-exempt employee or forty or more hours' pay, in the case of an exempt employee; or removal, on a classified employee, the Board of Commissioners or its designee shall sign a written order of reduction, suspension or removal.
 - a. The order shall state the reasons for the disciplinary action or removal.
 - b. The Board of Commissioners or its designee shall furnish a copy of the order to the employee and shall file a copy of the order in accordance with law.
- 8) The filing, prosecution, or disposition of criminal charges against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The Board of Commissioners or its designee shall investigate the employee's alleged misconduct or activities and determine the appropriate discipline, if any, without regard to whether criminal charges are pending. The disposition of criminal charges shall be independent of the disciplinary investigation and shall not affect either the decision to take disciplinary action or the appropriateness of the action taken.
- 9) The Board of Commissioners may, in its discretion, place an employee on administrative leave without pay for a period not to exceed two months, if the employee has been charged with a violation of law that is punishable as a felony. If the employee subsequently does not plead guilty to or is not found guilty of a felony with which the employee is charged or any other felony, the Board of Commissioners shall pay the employee at the employee's base rate of pay, plus interest, for the period the employee was on the unpaid administrative leave.

C. RIGHTS AND RESPONSIBILITIES

- 1) The Board of Commissioners or its designee has the right to investigate alleged disciplinary violations.
 - a. All employees are required to cooperate during investigations.
 - b. Failure to cooperate in an investigation will result in discipline up to and including discharge.

DRESS CODE

SECTION 15

EFFECTIVE: 07/01/2007

RESOLUTION: 03-0340

A. GENERAL

- 1) All employees of Portage County shall project a professional appearance and maintain proper personal hygiene. Generally, attire should be neat and clean. Supervisors shall be responsible for the uniform and consistent application of the dress code policy. Decisions of inappropriateness are at the discretion of the department director and/or Board of Commissioners.

B. VIOLATIONS OF POLICY

- 1) In cases involving a minor disregard of this policy, the employee will be verbally advised of the problem with the expectation of no further reoccurrences.
- 2) In cases of flagrant violations of this policy, the employee may be required to leave the worksite, change to proper dress and return to the office in a timely manner. Employees will not be paid for the time they are away from work changing clothes.
- 3) Continued disregard of this policy will result in disciplinary action.

HOURS OF WORK

SECTION 16

EFFECTIVE: 08/14/2014

RESOLUTION: 14-0608

A. DEFINITIONS

- 1) "Compensatory Time" means accrued paid leave that is earned and recorded in lieu of receiving compensation for overtime work.
- 2) "Compensatory Time Off" means paid leave compensated by use of accrued Compensatory Time.
- 3) "Exempt" or "exempt employee" means an employee exempt from the overtime compensation requirements of the Fair Labor Standards Act ("FLSA"), 29 USC §201 *et seq.*
- 4) "Full-time employee" means an employee having a regular schedule of 40 hours of work per week.
- 5) "Part-time employee" means an employee having a regular schedule less than 40 hours of work per week, or whose work hours are variable.
- 6) "Part-time benefits-eligible employee" means an employee having a regular schedule of at least 30 but less than 40 hours of work per week, or a part-time employee with variable hours that averages, or likely will average at least 30 hours of service per week or 130 hours of service per month during the applicable measurement period chosen by the County pursuant to 26 CFR §54.4980H-3.

B. REGULAR WORK HOURS

- 1) The Board of Commissioners will establish the scheduled work hours for each department or office, according to the nature of the work, work practices and any applicable collective bargaining agreement.
- 2) The Board of Commissioners, when acting as the appointing authority or co-appointing authority, will designate each position and incumbent employee as full-time, part-time, or part-time benefits-eligible, and exempt or non-exempt.
- 3) Non-exempt employees shall not work outside of their regularly scheduled hours unless authorized to do so in advance by their supervisor or in emergency situations.
- 4) Employees shall receive reasonable notice of any change in regular work hours when practicable.
- 5) Employees may be entitled to a paid or unpaid lunch period as determined by the Board of Commissioners.
 - a. Non-exempt employees who receive an unpaid lunch period shall not work during their lunch period except with the approval of their supervisor or in emergency situations.
 - b. Employees may also be entitled to paid breaks during their workday as determined by the Board of Commissioners. Breaks may only be taken if the workload permits.

C. ABSENTEEISM AND TARDINESS

- 1) Employees are expected to be present and ready to work at their scheduled starting times. Supervisors will document instances of employees arriving late. Tardiness shall be grounds for discipline, up to and including discharge.

HOURS OF WORK

SECTION 16

EFFECTIVE: 08/14/2014

RESOLUTION: 14-0608

- 2) An employee who is absent for a scheduled workday without approved leave may be subject to discipline, up to and including discharge.
- 3) Non-exempt employees shall not receive pay for any period of an unauthorized absence.
- 4) Employees who fail to report to work for three or more consecutive work days without notifying their department director or supervisor shall be considered to have abandoned their positions and shall be subject to discipline, up to and including discharge.

D. OVERTIME

- 1) Overtime may be necessary and required.
 - a. Supervisors shall attempt to distribute overtime as equally as practicable among qualified employees within those classifications for which overtime is required.
 - b. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and be disciplined accordingly.
- 2) Non-exempt employees shall be considered to be working overtime for all hours actually worked in excess of forty (40) in any one work week, unless otherwise provided for in FLSA.
 - a. Only hours the employee actually performs work shall be considered "hours worked" for purposes of overtime compensation. Sick leave, vacation leave, personal days, compensatory time off, paid and unpaid meal breaks, and other paid and unpaid leaves shall not be considered hours worked for purposes of overtime compensation.
 - b. Holidays shall be considered hours worked for purposes of calculating eligibility for overtime.
- 3) Overtime shall be compensated at a rate of one and one-half times the employee's regular rate of pay for actual overtime worked.
- 4) Non-exempt employees may earn compensatory time in lieu of cash overtime pay.
 - a. Compensatory time will be awarded in lieu of overtime payment only upon request and consent of the employee before the overtime work is performed.
 - b. Compensatory time is accrued at the rate of 1½ hours of time per hour of overtime worked.
 - c. No employee shall accrue and have on the books more than two hundred forty (240) hours of accrued compensatory time. If a request to earn compensatory time in lieu of overtime would exceed this limit, the excess will be paid as overtime compensation.
 - d. Compensatory time earned in any pay period must be used within one hundred eighty (180) days of that pay period. A request to use compensatory time off shall be granted by the employee's supervisor subject to the operational needs of the department. Use of compensatory time-off shall be deducted from the oldest time accrued on the record.
 - e. Compensatory time not used within one hundred eighty (180) days of its accrual will be cashed out at the employee's then-current rate of pay.

E. FLEXTIME

- 1) Flextime is an authorized absence from work during normal work hours that is redeemed by work outside of the employee's normal work hours, but within the same work week. Alternatively, flextime may be extra work on a given day or days, outside the employee's normal work hours, that is compensated by an authorized absence from work of equal duration during the normal work hours of the same work week. The purpose of flextime is to provide flexibility to an employee's regular work

HOURS OF WORK

SECTION 16

EFFECTIVE: 08/14/2014

RESOLUTION: 14-0608

schedule due to the needs of the employee and/or the department. A flextime event requires advance approval of management and consent of the employee. An employee may choose flextime to compensate the employee for work that would otherwise be paid at the employee's overtime rate. However, under all circumstances, flextime shall be compensated only hour-for-hour. No employee will be required to accept flextime in lieu of overtime.

- 2) Prior to approving flextime, the supervisor must determine that the flextime will not interfere with the normal operation of the department and will not result in the need to authorize overtime for another employee. The supervisor and the employee shall mutually agree to the time that the employee will flex out. Flextime does not reduce the number of work hours required in a given week by an employee.
- 3) Extra hours worked beyond a regularly scheduled workday must be flexed out within the same workweek. The workweek is defined by the applicable collective bargaining agreement or personnel policy. No flextime schedule will be approved requiring more than 40 hours of actual work in a work week for non-exempt employees.
- 4) All requests for the utilization of flextime must be approved by the Board of Commissioners or the department director prior to the commencement of an absence from work or extra work outside normal work hours.
- 5) Flextime is intended to provide for occasional situations. No department director or supervisor shall approve flextime as a standing work schedule, or for multiple work weeks beyond the next following work week; provided, however, that the Board of Commissioners will consider a long term flextime schedule for employees with particular hardships if the flextime schedule will not negatively affect departmental operations.

F. LACTATION BREAKS

- 1) Upon request, employees who are nursing will be provided with a reasonable amount of unpaid break time for purposes of expressing breast milk for up to one year after the birth of a child. The employee will be provided an appropriate space (such as an office or private area but not a bathroom) that is shielded from view and free from intrusion from co-workers and members of the public.
- 2) Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee, and as long as providing such break time does not unduly disrupt operations. To the extent additional time is needed, such additional time shall be unpaid. Employees will not be retaliated against for exercising their rights under this policy. Employees should make arrangements with their supervisor.

PAYROLL DEDUCTIONS

SECTION 17

EFFECTIVE: 07/01/2007
RESOLUTION: 07-0607

A. GENERAL

- 1) 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 the bi-weekly paycheck.

B. OPERS

- 1) Membership in the Ohio Public Employees Retirement System (OPERS) is compulsory upon being employed, with the exception of those employees specifically exempted under the provisions of ORC §145.03. State law requires that employees contribute to OPERS, rather than Social Security.
- 2) The current rate of deduction for OPERS is 9.5%. Effective in 2008, the rate of deduction will be 10%.
- 3) Some deductions may be eligible for tax deferment. Employees should speak with their department director or the Human Resources Department for more information.

C. INCOME TAX

- 1) Federal and state laws, and some local ordinances, require that taxes be withheld from wages. Employees are required to complete withholding tax certificates (W-4) upon initial employment and to inform the payroll office of any exemption changes whenever they occur.

D. MISCELLANEOUS

- 1) Other deductions may include the cafeteria plan, deferred compensation, garnishments, child support, credit union, and other approved deductions.
- 2) All requests for voluntary payroll deductions must be presented to the Board of Commissioners for authorization. The Portage County Auditor may refuse to make deductions, not required by law, which are below certain prescribed minimum amounts, or at irregular intervals, or for other cause, which the Portage County Auditor deems not in the best interests of the County.

INSURANCE BENEFITS

SECTION 18

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

A. ELIGIBILITY

County employees who are considered full-time may be eligible for County health insurance benefits. Employees should refer to the appropriate health insurance booklet for insurance benefit information. The County reserves the right to modify the insurance coverage currently in effect and/or to modify employee premium contributions.

PERFORMANCE EVALUATIONS

SECTION 19

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

A. EVALUATIONS

- 1) The Board of Commissioners shall assure that all probationary employees are evaluated at least once during their probationary period and once each calendar or anniversary year thereafter. Forms for performance evaluation shall be made available to all departments by the Board of Commissioners.
- 2) Each supervisor shall review and discuss the performance evaluation with the employee. The employee shall sign a copy of the performance evaluation, acknowledging that a review was conducted. The employee shall receive a copy of the performance evaluation and may submit a written response which will be attached to the evaluation.

VACANCIES AND PROMOTIONS

EFFECTIVE: 09/25/2003

SECTION 20

EFFECTIVE: 05/13/2010

RESOLUTION: 10-0459

A. VACANCIES

- 1) The Board of Commissioners has sole discretion to determine when a vacancy exists. Vacant positions will be filled in accordance with state and federal law. When the Board of Commissioners determines that a vacancy should be posted, it will comply with the following procedures:
 - a. The Board of Commissioners may publicly announce the vacancy, by any appropriate means, for the purpose of recruiting qualified applicants. The opening will be posted on the bulletin board on the first floor of the Administration Building and in various locations throughout the County until the closing date as indicated on the job announcement.
 - b. Each announcement, insofar as practicable, shall specify the classification, title, summary of duties, minimum qualifications required, wage rate and the deadline for and method of application.
 - c. All applicants, including current employees, must complete and submit the required application form in the appropriate time frame before they will be considered for the position.
 - d. To be eligible for a promotion, an employee must have successfully completed the applicable probationary period.

B. PROBATIONARY PERIODS

- 1) Original Appointments:
 - a. All original appointments in the classified service shall be for a probationary period of one hundred and twenty (120) calendar days. A longer probationary period, not to exceed one (1) year, may be established for a specific job classification upon agreement by the Director of the Ohio Department of Administrative Services and the Board of Commissioners.
 - b. No appointment is final until the probationary appointee has satisfactorily completed the probationary period. If the service of a probationary employee is unsatisfactory, the employee may be removed or demoted at any time during the probationary period without recourse.
 - c. If an employee is removed during the probationary period, the Board of Commissioners must file a written statement with the Director of the Ohio Department of Administrative Services, indicating the reason(s) for the decision.
- 2) Promotional Appointments:
 - a. All promotional appointments to the classified service shall have a probationary period equal to that of an original appointment within that classification. If the service of the promotional probationary employee is unsatisfactory, the employee may be demoted to the original position or to a similar position at any time during the promotional probationary period.

C. REHIRING RETIRED OPERS MEMBERS

- 1) County employees who take OPERS retirement may be rehired subject to the following:
 - a. Sixty days prior to rehire in the same job from which the employee retired, the Board of Commissioners must give public notice of the intent to rehire and then hold a public meeting on the issue between 15 and 30 days prior to the rehire beginning the job in accordance with ORC §145.381.
 - b. At the time of retirement, the employee must be paid all accrued vacation time. When rehired the employee will begin accruing vacation as a new employee as provided in Section 22.C, Vacation Leave. The employee will not receive credit for prior years' service in determining the vacation accrual rate.
 - c. If the employee requests payment of a portion of accrued sick leave in accordance with Section 22.A.16, Sick Leave Conversion, upon rehire he/she will start with a zero balance and accrue sick leave as a new employee. The employee will not be eligible for any future payment of unused sick leave earned during post-retirement employment.

VACANCIES AND PROMOTIONS

EFFECTIVE: 09/25/2003

SECTION 20

EFFECTIVE: 05/13/2010

RESOLUTION: 10-0459

- d. If the employee does not elect sick leave conversion at the time of retirement, then he/she may retain the sick leave balance for use when rehired and continue to accrue and use sick leave as provide in Section 22.A, Sick Leave provided the employee is rehired within ten years of the date the employee retired. The employee will not be eligible for any payment of unused sick leave upon separation from the post-retirement employment.
- e. Classified employees who are rehired subsequent to taking OPERS retirement will receive no credit for prior service, i.e., they start a new period of classified service for the purpose of calculating service credits in the event of layoff or other action affecting their employment in the classified service.
- f. Employees rehired to the same job will be paid at the minimum of the applicable pay range. The Board of Commissioners reserves the right to start a rehired employee at a negotiated rate of pay.

TRANSFERS AND JOB ASSIGNMENTS

SECTION 21

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0436

A. JOB ASSIGNMENTS

- 1) Employees are expected to perform the specific duties set forth in their job descriptions as well as any other duties assigned by their department director or supervisor. All employees shall be required to perform any and all temporarily assigned duties of which they are capable regardless of their usual or customary duties or job assignments.

B. TEMPORARY TRANSFERS AND ASSIGNMENTS

- 1) A temporary transfer may be used:
 - a. To fill a vacancy caused by an employee's absence due to sick leave or other approved leave of absence;
 - b. To provide vacation relief scheduling;
 - c. To fill an opening pending permanent appointment;
 - d. To meet an emergency situation;
 - e. To replace an employee who is temporarily incapacitated from performing regular duties; or
 - f. For any other reason consistent with law.
- 2) A temporary transfer shall not exceed thirty (30) working days unless the employee agrees to a longer period.
- 3) A classified employee temporarily assigned to substitute in a different job classification with a lower rate of pay shall receive the regular rate of pay of his normal assignment.
- 4) A classified employee temporarily assigned to a position with a higher rate of pay shall receive the regular rate of pay corresponding to the temporary assignment.

C. PERMANENT TRANSFERS

- 1) A permanent transfer is any transfer in excess of thirty (30) working days unless the employee agrees to a longer period not exceeding ninety (90) working days. An employee shall be eligible for a permanent transfer only after successfully completing the probationary period for the current position.
- 2) No permanent transfer to a vacancy may occur until the Board of Commissioners has satisfied its obligation to post a notice of the vacancy and to consider applicants in accordance with law and/or policy on vacancies and promotions.
- 3) A classified employee may be transferred to a position of a similar classification and having similar qualifications in another state or county agency with approval of the appointing authorities involved, with consent of the employee and with approval of the Director of the Ohio Department of Administrative Services.
- 4) An employee and the Board of Commissioners may agree to a transfer from one classification to another similar classification that has similar qualifications.
- 5) A classified employee may be transferred when the positions involved have the same classification title.

TRANSFERS AND JOB ASSIGNMENTS

SECTION 21

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0436

- 6) Any employee who voluntarily requests, and is granted, a transfer to a vacancy in a lower classification will be reclassified and must accept the duties, responsibilities, and wages of the lower classification for a minimum of six (6) months before requesting or applying for a transfer or promotion to a higher classification.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

A. SICK LEAVE

- 1) Each County employee shall be entitled to four and six-tenths (4.6) hours of paid sick leave upon completion of each eighty hours of service with a maximum accumulation of 120 hours per year. This accrual rate will be prorated for employees who are otherwise eligible for sick leave and who work less than eighty (80) hours in a bi-weekly pay period. Employees absent on paid sick leave will be paid at their regular rate of pay. Unused sick leave shall be cumulative without limit.
- 2) Employees are expected to be in attendance daily and sick leave is to be used only for those reasons set forth below. An employee may submit a request for sick leave for the following reasons:
 - a. Illness, injury, or pregnancy-related condition of the employee.
 - b. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
 - c. Examination of the employee, including medical, psychological, dental, or optical examination by an appropriate licensed healthcare practitioner.
 - d. Death of a member of the employee's immediate family, in accordance with Part B, Funeral Leave, of this section.
 - e. Illness, injury, or pregnancy-related condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
 - f. Examination, including medical, psychological, dental, or optical examination of a member of the employee's immediate family by an appropriate licensed practitioner where the employee's presence is reasonably necessary.
- 3) "Immediate family" for purposes of this section includes: spouse, children, step children, foster children, grandchildren, parents, grandparents, and a legal guardian or other person who stands in the place of a parent to the employee.
- 4) A satisfactory certificate from a licensed healthcare practitioner will be required in each case when an employee has been absent more than three (3) consecutive days. The certificate must be signed personally by the treating practitioner, and must verify the specific reason that the employee was unable to work during the period in question and that the employee is able to resume all the duties of the position. The practitioner's certificate must be submitted to the supervisor upon the employee's return to work. Absences of more than 3 days may qualify an employee for leave under FMLA. (See Section 24).
- 5) The Board of Commissioners, department director, or supervisor shall have the right to require a satisfactory practitioner's certificate for absences fewer than three (3) consecutive days to verify the proper use of sick leave. Portage County may also require an employee to be examined by a physician selected by the County in order to verify the proper use of sick leave. The County will pay for such an examination.
- 6) An employee requesting sick leave shall inform the supervisor of the request and the reason for the request as soon as possible, but not later than one-half (1/2) hour after the scheduled starting time on each day of the absence. This requirement may be waived if the employee is hospitalized or has provided a practitioner's statement containing an expected date of return.
 - a. Except for an emergency, the employee may not have family members or friends make the call for the employee, or leave voice mail messages or messages with co-workers in lieu of speaking with the supervisor or designee.
 - b. If the supervisor or designee is not available at the time of the call, the employee may telephone another supervisor or the department director.
 - c. Failure to comply with these notification procedures may result in denial of sick leave for the period of absence and such disciplinary action as may be appropriate.
- 7) Vacation leave and compensatory time may be used for sick leave purposes, at the employee's request and with the approval of the department director, after sick leave is exhausted.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- a. Employees who have exhausted all paid sick leave, vacation leave and compensatory time may, at the sole discretion of the Board of Commissioners, be granted a personal leave of absence without pay for a period not to exceed six (6) months as provided in Section 16 Unpaid Leaves of Absence.
- 8) All employees play an important role in providing quality service to our valued customers, the residents of Portage County. To ensure our superior performance, it is important that employees are consistently on the job. It is also important that each person be at his/her work area at his/her designated start time and returns at his/her designated time from meal periods, and remain at work until the end of the scheduled workday. Excessive absenteeism disrupts work schedules that affect the County's ability to provide services, causes unnecessary overtime and places a burden on other employees and supervisors. Effective immediately, excessive unexcused absences will be cause for disciplinary action up to and including termination.

Definition of Terms

For purposes of this policy, the term *unexcused absence* shall be defined as any absence from work that exceeds a full- or part-time employee's available balance of sick leave, vacation time, compensatory time or personal time in a given pay period. Those hours not covered by sick leave, vacation time, compensatory time or personal time are hours for which the full-time employee will not be paid. The term *leave without pay* occurs when the employee has exhausted all of their paid time off available to them and continues to report off from work. The term *excessive* shall be based on the occurrence of an unexcused absence. It is the employee's responsibility to track his/her leave balances and to request/take only that time which is available.

Attendance Tracking

Employees will be permitted to incur three unexcused absences during any twelve-month period. This twelve-month period will be calculated as a rolling twelve-month period measured backward from the date the employee incurs an unexcused absence. If the employee incurs a fourth unexcused absence during any rolling twelve- month period, his/her employment will be terminated.

Disciplinary Action

Disciplinary action shall be administered as follows:

First occurrence of an unexcused absence in a rolling twelve-month period

Verbal Warning reduced to Writing

Second occurrence

Written warning, with employee being advised that the next offense will result in a suspension

Third occurrence

Three Day Suspension without Pay

Fourth occurrence

Termination

The Director reserves the right in all cases to determine if disciplinary action is appropriate.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- 9) An employee who fraudulently obtains sick leave, who falsifies sick leave requests, documentation, or records, who misrepresents the grounds for a sick leave request, or who uses sick leave for improper purposes shall be subject to disciplinary action up to and including discharge. Further, an employee may be disciplined for excessive leave use, whether or not the employee has exhausted all available paid sick leave, based on indications of inappropriate use of the leave or the inability of the employee to perform the essential functions of his position. Employees are expressly prohibited from engaging in either of the following during a paid or unpaid sick leave:
 - a. paid employment of any kind, or
 - b. other activities, whether or not paid, that are inconsistent with the claimed inability to work or the claimed need to care for a seriously ill member of the immediate family.
- 10) The Board of Commissioners may investigate any use of sick leave when it has reason to believe that an employee may be abusing sick leave and/or not using sick leave for its intended purposes. Intentional misuse of sick leave will be considered theft of public funds and just cause for discharge.
- 11) Altering a practitioner's certificate or falsification of a written, signed leave statement shall be cause for immediate discharge.
- 12) Employees who transfer between County departments or agencies, or from another public agency, or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave provided the time between separation, reappointment, or transfer does not exceed ten (10) years. The words "public agency" as used above include the State, counties, municipalities, all boards of education, libraries, townships, and other public appointing authorities within the State of Ohio.
- 13) Sick leave shall be charged in increments of one-quarter (1/4) hour with a minimum of one (1) hour.
 - a. When sick leave is used it shall be deducted from the employee's accumulated balance on the basis of one hour of sick leave for every one hour of absence from previously scheduled work.
 - b. Sick leave payments shall not exceed the normal scheduled workday or workweek earnings. Employees may utilize sick leave only for the hours and days on which they are scheduled to work.
- 14) Any employee who completes a 12-month period (calculated from January 1 to December 31 of each year) without utilizing any sick time shall be rewarded by converting 4 hours of sick time to 4 hours of paid personal time which may be used as provided in Part G. (Personal Days). The extra personal time must be utilized within the 12-month period immediately following the year for which the day was awarded and must be scheduled and approved in advance by the employee's supervisor.
- 15) Any employee who completes a 24-month period (calculated from January 1 to December 31 of each year) without utilizing any sick time shall be rewarded by converting 8 hours of sick time to 8 hours of paid personal time which may be used as provided in Part G. (Personal Days). The extra personal day must be utilized within the 12-month period immediately following the year for which the day was awarded and must be scheduled and approved in advance by the employee's supervisor.
- 16) Any employee who completes a 60-month period (calculated from January 1 to December 31 of each year) without utilizing any sick time shall be rewarded by converting 3 days of sick time to 3 days of paid personal time which may be used as provided in Part G. (Personal Days). The three extra personal days must be utilized within the 12-month period immediately following the year for which the day was awarded and must be scheduled and approved in advance by the employee's supervisor.
- 17) Sick Leave Conversion

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- a. An employee, at the time of retirement from active service with the County, or upon the death of an employee while in active service, shall be paid one-fourth (1/4) of the value of earned but unused sick leave credit. The maximum of such payment, however, shall be as follows:

Years of Service	Maximum payment
1-5	30 days
6-10	45 days
11-15	60 days
16 and greater	90 days

Retirement is defined as disability or service retirement from active County service, under any state or municipal retirement system in Ohio.

- b. Payment shall be based on the employee's hourly rate of pay at the time of retirement or as of the date of death.
- c. Payment shall eliminate all sick leave credit accrued by the employee. Employees who are subsequently rehired will receive no prior sick leave credit and are not eligible for any future payment of unused sick leave under this policy.
- d. Eligible County employees, retiring from active service shall request such payment in writing in order to initiate the payment process.
- e. Employees shall be considered to have terminated their employment as of the date of their death, and payment shall be made in accordance with ORC §2113.04, or paid to the employee's estate.

B. FUNERAL LEAVE

- 1) Any eligible employee may be granted usage of sick leave, upon approval of the Board of Commissioners, for a maximum of five (5) working days in the event of a death of an immediate family member. For purposes of this section, the "immediate family" is defined as only an employee's: parent, sibling, child, spouse, grandparent, spouse's grandparent, grandchild, spouse's parent, children's spouse, sibling's spouse, spouse's sibling, legal guardian or other person who stands in the place of the employee's parent.

C. VACATION LEAVE

- 1) Full-time employees, after completion of one full year of service, shall have earned eighty (80) hours of vacation leave with full pay. Thereafter, full-time employees shall earn and accrue vacation leave pro rata over twenty-six (26) bi-weekly pays at the following rates:

40-hourperweek employees	Yearly accrual	Bi-weekly accrual
1-8 years of service	80 hours of vacation	3.1 hours
9-15 years of service	120 hours of vacation	4.6 hours
16-25 years of service	160 hours of vacation	6.2 hours
26 or more years of service	200 hours of vacation	7.7 hours

- 2) Upon the completion of the employee's 8th year of service, the employee will receive a lump sum of 40 hours of vacation leave and will then begin to accrue leave at the rate of 4.6 hours per pay period.
- 3) Upon the completion of the employee's 15th year of service, the employee will receive a lump sum of 40 hours of vacation leave and will then begin to accrue leave at the rate of 6.2 hours per pay period.
- 4) Upon the completion of the employee's 25th year of service, the employee will receive a lump sum of 40 hours of vacation leave and will then begin to accrue leave at the rate of 7.7 hours per pay period.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- 5) An employee who is not in active pay status for a portion of bi-weekly pay period shall earn a pro-rated amount of vacation leave for that period.
- 6) Prior Service Credit: Any service with the State of Ohio or its political subdivisions counts toward the number of years of service in determining the amount of vacation to which an employee is entitled.
 - a. Time spent on previous authorized leaves of absence (including military leave) also counts.
 - b. No vacation leave is earned while an employee is on leave without pay.
 - c. Any person removed from public employment due to conviction of a felony who is subsequently re-employed in the public sector shall not be credited with prior public service for the purpose of receiving vacation leave.
- 7) Vacation schedules are subject to the approval of the Board of Commissioners and department director.
 - a. Vacations are scheduled in accordance with workload requirements of the individual department or office.
 - b. Vacation requests for three days or less should be made at least one week in advance of proposed starting dates.
 - c. Vacation requests for one week or more should be made at least thirty (30) days in advance of the proposed starting date.
- 8) Vacation leave is granted in minimum units of one (1) hour.
- 9) Employees are expected to use accrued vacation leave in the year in which it accrues and prior to the employee's next anniversary date. An employee may carry over earned vacation leave for a period not to exceed three years from the employee's anniversary date with the approval of the Board of Commissioners. Vacation credit in excess of three years of accrual will be eliminated.
- 10) Employees with at least one year of service are entitled to payment for any earned but unused vacation at the time they resign from County service.
- 11) In the case of an employee's death, earned but unused vacation leave shall be paid to the employee's estate.
- 12) Part-time, seasonal, temporary and intermittent employees are not entitled to vacation leave.
- 13) The Board of Commissioners retains the right to negotiate vacation leave for all department director and other fiduciary positions.

D. HOLIDAY

- 1) Full-time employees shall receive eight (8) hours of holiday pay for:
 - a. NEW YEAR'S DAY (January 1st)
 - b. MARTIN LUTHER KING DAY (third Monday in January)
 - c. PRESIDENTS' DAY (third Monday in February)
 - d. MEMORIAL DAY (last Monday in May)
 - e. INDEPENDENCE DAY (July 4th)
 - f. LABOR DAY (first Monday in September)
 - g. COLUMBUS DAY (second Monday in October)
 - h. VETERANS' DAY (November 11th)
 - i. THANKSGIVING DAY (fourth Thursday in November)
 - j. DAY AFTER THANKSGIVING (fourth Friday in November)
 - k. CHRISTMAS DAY (December 25th)

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- 2) Employees who work less than a full-time schedule are entitled to holiday pay only for those days and hours on which they are scheduled to work.
- 3) If the holiday falls on Saturday, the Friday immediately preceding shall be observed as the holiday; if the holiday falls on Sunday, the Monday immediately succeeding shall be observed.
- 4) Employees who are required to work on a holiday, shall receive holiday pay plus pay for time actually worked on the holiday. The employee's pay for the time worked shall be one and one-half times the regular straight-time rate. However, time worked on a holiday and compensated at one and one-half times the employees regular rate shall not be considered time worked for purposes of calculating overtime.

E. MILITARY LEAVE

- 1) Paid Leave:
 - a. Any permanent County employee who is a member of the Ohio organized militia or another reserve component of the armed forces of the United States, including the Ohio National Guard, is entitled to leave of absence without loss of pay for service in the uniformed services for periods of up to one month, for each calendar year in which service in the uniformed services is performed. During this period, the employee remains eligible for health insurance coverage according to the terms of the employee benefit plan.
 - b. For purposes of this policy, one month means twenty-two (22) eight-hour working days or 176 hours within one calendar year.
- 2) Extended Leave:
 - a. Any permanent County employee who is a member of the Ohio organized militia or another reserve component of the armed forces of the United States, including the Ohio National Guard and who is called or ordered to the uniformed services for longer than one month during each calendar year because of an executive order of the President of the United States or an Act of Congress, is entitled to a leave of absence during the period designated in the order or act.
 - b. During the leave of absence, the employee shall be paid the difference between the employee's gross monthly wage as a County employee and the sum of the employee's gross uniformed pay and allowances received or five hundred dollars, whichever is less.
 - c. No employee shall receive this payment if the sum of the employee's gross uniformed pay and allowances exceeds the employee's gross county wage.
- 3) An employee on extended military leave may opt to continue County health insurance for up to eighteen months at the employee's expense.
 - a. Employees who elect to continue County health insurance must pay one hundred two percent (102%) of the applicable premium costs.
 - b. Deductions for cafeteria plan selections, when applicable, will be taken from the employee's compensation.
 - c. If the employee's compensation is insufficient to cover cafeteria plan deductions, the employee must pay the difference directly. Employees should contact the Human Resources Department for more information.
- 4) Unpaid Leave:
 - a. Employees whose service in the uniformed services requires absence from work, but who do not qualify for extended military leave as described above, will be granted unpaid military leave.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- b. Unpaid leave will be granted for the performance of a duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, absence from examination to determine fitness for duty, and funeral honors duty.
- 5) Notice:
- a. To be eligible for compensation under this policy, employees who anticipate the need for military leave must submit the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing service to their department director or supervisor in advance.
 - b. To be eligible for unpaid leave, employees must provide their department director or supervisor with advance notice of military service, either written or oral, unless military necessity prevents the giving of notice or the giving of notice is otherwise impossible or unreasonable.
- 6) Reemployment and Reinstatement Rights:
- a. Employees are entitled to all reemployment and reinstatement rights provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA), 43 U.S.C. §4301 et seq.

F. WEATHER EMERGENCY LEAVE

- 1) In the event a weather emergency is declared by the Governor, or the Board of Commissioners, or if the Sheriff declares a Level 3 Snow Emergency, employees shall be compensated for the number of hours which they were scheduled to work during the emergency period but did not work by reason of such weather emergency. Exempt employees will be paid for absences of less than a full week if a facility is shut down because of the weather. If the agency remains open, however, and employees choose not to report to work, they will not be paid although employees may request the use of vacation leave or compensatory time.
- 2) In the event a weather emergency is declared, essential employees who are required to work during the weather emergency shall receive compensatory time at straight time for all hours worked in addition to their compensation for their regular shift or shall be paid in accordance with the hours of work and overtime provisions of this policy manual or the applicable labor agreement. Each department director is responsible for identifying essential employees.
- 3) During weather emergencies, those agencies required to maintain twenty-four hour service may continue to use available personnel beyond regularly scheduled hours. Time spent in non-duty status, such as sleep or recreation, is not compensable.
- 4) With the exception of a Level 3 snow emergency declared by the Sheriff, the Board of Commissioners determines whether a weather emergency exists and whether employees must report to work. Emergency and other essential personnel may be required to report to work even when a weather emergency or Level 3 snow emergency has been declared.
- 5) Employees not scheduled to work during a weather emergency because of scheduled vacation, compensatory time, or sick leave will be charged for leave regardless of the declared emergency. If, however, the vacation, compensatory time off, or sick leave ends prior to the end of the declared emergency, no leave shall be charged for the remainder of the emergency period.
- 6) Employees shall not charge sick leave for absences due to inclement weather.
- 7) An employee who is absent, tardy, or who leaves work early with the Employer's approval on days when severe weather conditions interfere with travel but when no weather emergency has been declared shall be in unpaid status.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- a. With the approval of the department director, the employee may account for the time absent because of inclement weather by working an equivalent time in addition to their regular schedule or by charging such time to vacation leave or compensatory time; otherwise, leave without pay will be charged.
 - b. Nothing in this policy shall be construed to require the Employer to keep the work facility open beyond normally scheduled hours or to otherwise permit the employee to work make-up hours where not reasonably consistent with the Employer's normal business operations.
- 8) Non-exempt employees will not be required or permitted to work any period of time before or after scheduled starting or quitting time for purposes of making up time lost because of inclement weather if the result will be that the employee works more than forty (40) hours during the regular work period, unless specific overtime assignments are needed as determined by the Employer.

G. PERSONAL DAYS

- 1) After completion of one (1) full year of continuous employment with the County, all full-time non-probationary employees of the Board of Commissioners are entitled to personal days. Each full-time employee will receive 24 hours (3) days of personal time each fiscal year. Personal days will be charged against an employee's sick leave although no illness is required in order to utilize them.
- 2) Employees who complete a year of service in the middle of a calendar year will be entitled to the proportionate amount of personal days (e.g. an employee reaching their one (1) year anniversary on June 30th, would be entitled to 1.5 personal days). All calculations will be rounded to the nearest ½ day.
- 3) Personal time must be used by December 31 of each year and cannot be carried over.
- 4) Personal time carries no cash value upon termination (or at the end of a fiscal year) and cannot be used toward the notice period for separation.
- 5) Employees must request to use personal time in increments of one hour. Use of personal time is subject to the scheduling needs of the department. Except in the case of an emergency, personal time must be scheduled and approved in advance.
- 6) The use of personal days, while charged against an employee's accumulated sick leave, will not be counted as sick days when determining eligibility for sick leave incentives described in Part A of this section.

H. COURT LEAVE

- 1) An employee called for court jury duty or subpoenaed to testify in a court of law during any portion of the employee's regularly scheduled working day may choose to be compensated for such time in one (1) of the manners that follow:
 - a. The employee may choose to receive from the County his/her regular salary or wage in full for such time. In such case, all monies received as compensation for court service shall be turned over to the County Treasurer in full.
 - b. The employee may choose to retain all monies received as compensation for court service and waive his/her regular salary or wage in full from the County for such time.
- 2) An employee released from jury or court duty before the end of his/her scheduled workday must report to work for the remaining hours if a reasonable amount of time remains in his/her scheduled workday.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

An employee who must appear in court on his/her own behalf must use personal days, vacation, or compensatory time or may request an unpaid leave of absence.

I. LEAVE DONATION PROGRAM [Effective 9/16/2010 – Resolution 10-0870]

The purpose of the Leave Donation Program is to provide a mechanism for employees to remain in active pay status during catastrophic illnesses of themselves or immediate family members. Portage County is interested in providing this benefit in order to aid the continuation, as long as possible, of medical insurance benefits and life necessities to employees who are already encountering emotional and physical stress.

The Leave Donation Program will become effective January 1, 2011. Department Heads and Elected Officials have the opportunity to actively select to opt-in and participate in the Leave Donation Program on an annual basis prior to the first of the year.

- 7) 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 the serious illness or injury (must be a critical, life threatening disease or injury¹) of the employee or member of the employee's immediate family. For purposes of this policy, immediate family is defined as: spouse, child, parent, grand parent, grand child, step-child, foster child and legal guardian or other person who stands in the place of a parent to the employee. To the extent that the definitions of any of the terms in this policy are different from such definitions as may be included in a collective bargaining agreement of the County, the definition within the collective bargaining agreement will prevail. Full time employees may participate in the Program by donating sick leave (including personal hours) hours or vacation hours (not compensatory time) to a fellow employee who is otherwise eligible to accrue and use sick leave. Employees using donated leave shall be considered in active pay status and shall accrue leave and be entitled any benefits that they would otherwise be entitled.
- a. An employee may receive donated leave, up to the number of hours the employee is normally scheduled to work in each pay period, if the employee, or a member of the employee's immediate family as stipulated above has a serious illness or injury and:
 - i. Has exhausted all accrued leave and has not been approved to receive other state or federal government paid benefits; and
 - ii. Has applied for all paid leave, workers' compensation, or benefits program for which the employee is eligible; and
 - iii. Make their request as soon as the need is recognized, or no less than two (2) weeks prior to the date the employee intends to begin using the donated leave. For employees on the County's medical plan, an employee must be covered by the County's medical insurance at the time the request for distribution is made in order for such medical insurance to continue; and
 - iv. Donated leave will be considered as sick leave for the recipient, and shall never be converted into a cash benefit.

An employee shall request no less than forty (40) hours and no more than four hundred and eighty (480) hours in connection with a single incident or occurrence. The leave can only be credited up to the number of hours donated and approved. An employee cannot make more than one request in a rolling calendar year.

Portage County makes no representations as to the effect of the distribution on already existing plans, such as disability separation, long-term disability leave or other benefits that may be in existence.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- b. Employees may donate leave if the donating employee:
 - i. Voluntarily elects to donate leave and does so with the understanding that unused donated leave may not be returned;
 - ii. Donates a minimum of eight (8) hours in eight (8) hour increments, up to a maximum of forty (40) hours per calendar year; and
 - iii. Retains a combined leave balance of at least one hundred and twenty (120) hours after their donation is made.
 - c. The Leave Donation Program shall be administered on a pay period by pay period basis. 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. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received. Donated leave shall not count toward the probationary period of an employee who receives donated leave during his or her probationary period.

Employees who are away from work on donated leave shall continue to be paid as they would be if they were using their own accumulated sick leave, until such time as the donated leave is exhausted. Such employees shall not receive more than the amount of their regular bi-weekly earnings, less any regular payroll deductions (i.e., PERS, taxes, health insurance or other voluntary program(s) elected by the employee). The employee will receive sick leave hours and the rate of pay of the employee at the time the application is made.

The Appointing Authority of the employee receiving the donated leave hours is responsible for paying the benefit.
 - d. Donated leave will not affect the effective date of the qualifying event for purposes of offering continuation of the County's health insurance program. Family and Medical Leave will run concurrently with donated leave.
 - e. This Program will not be available for work related injuries. Those injuries are covered under the Ohio Workers' Compensation Program (ORC 4121).
- 8) The responsibility to oversee this program will be the responsibility of the County Human Resources Director. The Director will verify the medical condition or critical need, assure non-discriminatory practices and review attendance and benefits eligibility records.
- a. At no time will the Human Resources Department contact the physician directly to discuss or verify the information provided in the medical certification. Rather, they will seek clarification through the employee making the request.
 - b. The employee seeking leave donation must submit a "Leave Donation Request and Authorization Form" to the Portage County Human Resources Director. The Director will verify that the employee making the request meets the above-mentioned criteria.
 - c. Incomplete applications will be returned to the employee for completion prior to consideration.
 - d. The recipient employee may be required to provide updated certification from the health care provider no more than on a monthly basis while on donated leave time.
 - e. After a decision is reached, the Human Resources Director will notify the employee requesting the donation by certified mail or hand delivery, and will also inform the employee's Appointing Authority/Elected Official.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- f. All contributions and distribution requests (medical documentation redacted) will be sent to the Auditor's office for processing.

The Human Resources Department shall make the final approval of all donations of leave. Decisions affecting the donor and recipient's eligibility rest exclusively at the Human Resources Director and are not subject to appeal.

- 3) The Appointing Authority and/or Elected Official shall ensure that employees are not coerced or forced to donate leave. The Appointing Authority and/or Elected Official shall respect an employee's right to privacy. However, the Appointing Authority/Elected Official may, with the written permission of the employee who is in need of leave or a member of the employee's immediate family as stipulated above, inform employees of their co-worker's critical need for leave. The Appointing Authority, department head, supervisor, the employee requesting leave and any other employee of the County shall not directly solicit leave donations from employees. The leave donation program is confidential with regard to who has chosen to donate, who has declined and the amounts donated.
 - a. Employees who wish to request donated leave shall certify to the Human Resources Director, through the use of the "Leave Donation Request and Authorization Form":
 - i. The name of the employee requesting the leave donation;
 - ii. The number of hours requested;
 - iii. Dates in which the donated leave is needed;
 - iv. The level of confidentiality requested, i.e., whether the employee wishes to disclose the medical condition as part of the solicitation request for leave donation; and
 - v. Substantiating medical documentation, including a physician's certification confirming diagnosis, the anticipated duration and the medical necessity. If the request is being made for an immediate family member, there must be sufficient information and physician verification on the application to show that the employee is needed to attend to the family member.
 - vi. The employee should retain a copy of the Leave Donation Request form and documents submitted.

In the case where an employee is in a condition due to a critical or life threatening disease or injury which does not permit the employee to apply for benefits, the next of kin or an individual having legal authority to handle the employee's matters may apply. Evidence of the legal authority or status of next of kin must be submitted with the Form. The individual holding legal authority or next of kin status must sign the Form for the employee who is not able to sign.

- b. Employees who wish to donate leave shall certify to the Human Resources Director, through the use of the "Donation of Sick/Vacation Time Authorization Form":
 - (1) The name of the donating employee;
 - (2) The name of the employee for who the donated leave is intended;
 - (3) The type of leave (sick or vacation) and the number of hours to be donated (in 8-hour increments only);
 - (4) Affirm that the donor will retain a minimum combined leave balance of at least one hundred and twenty (120) hours after donating; and
 - (5) That the leave is donated voluntarily and the employee understands that the donated leave may not be returned.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

- c. In no event shall an employee be credited with more donated leave time than leave time actually consumed in connection with the absence for which leave was donated.

In the event that several donors submit pledges on behalf of a single recipient, donated time will be withdrawn from each of the donors in eight (8) hour increments to satisfy the recipient's regular earnings for that pay period. Unused donations will be returned to all donors on a prorated basis.

In the event that the employee is separated from employment with Portage County, any remaining sick leave hours from a distribution will be forfeited and will be returned to donors on a pro-rated basis. It shall not be converted into a cash benefit or transferred to the employee's credit with the next employer.

- 4) It is understood that the donation of paid leave is a personal, voluntary and individual choice of the donor. Employees who terminate their employment with Portage County, either voluntarily or involuntarily, are unable to donate their unused time at the end of their employment.

¹ "Critical, life threatening medical condition" is defined as a serious life threatening or terminal illness or injury involving substantial amounts of hospitalization and/or medical treatment and the subsequent recuperative and rehabilitative period.

J. Annual Sick Leave Cash Incentive

- 1) For the purposes of this subsection, the "measurement year" means the 26 bi-weekly pay periods ending closest to but not later than October 31. The "annual balance of sick leave" means the sick leave earned by the employee and accrued on the books during the measurement year, less any sick leave used during that measurement year. The "total accrued sick leave balance" means the employee's sick leave accrued from the date of original appointment, from work and non-work sources (e.g., transfer from another public agency), less sick leave used or redeemed since the date of original appointment.
- 2) Annually, full-time employees in active pay status on the first payday in November and still in active status on the date of payment shall have the option to redeem, for cash, the annual balance of sick leave remaining from the previous measurement year, or some lesser amount selected by the employee, but not to exceed 80 hours. The sick leave cash incentive payment will occur no later than the first pay in December. Re-hired retirees, part-time and seasonal employees are not eligible for this incentive.
- 3) Sick leave cashed-out pursuant to this incentive will be paid in one-hour increments at
- a) Sixty percent (60%) of the employee's hourly rate on the date of payment, if the annual balance of sick leave is 80 hours or more,
 - b) Fifty percent (50%) of the employee's hourly rate on the date of payment, if the annual balance of sick leave is less than 80 hours, but not less than 70 hours,
 - c) Forty percent (40%) of the employee's hourly rate on the date of payment, if the annual balance of sick leave is less than 70 hours, but not less than 60 hours,
 - d) Thirty percent (30%) of the employee's hourly rate on the date of payment, if the annual balance of sick leave is less than 60 hours, but not less than 50 hours,
 - e) Twenty percent (20%) of the employee's hourly rate on the date of payment, if the annual

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/18/16
RESOLUTION: 16-0878

balance of sick leave is less than 50 hours, but not less than 40 hours.

- 4) No incentive payment will be made if the employee's annual balance of sick leave is less than 40 hours. Fractional hours will not be redeemed. Sick leave hours redeemed by the employee pursuant to this incentive will be permanently deducted from the employee's total accrued sick leave balance.
- 5) This incentive is available only to the extent the employee will have, after the cash-out is made, a total accrued sick leave balance of two-hundred forty (240) hours or more.
- 6) Sick leave accrued by donation, transfer from another public agency, or other non-work basis is not eligible for redemption under this policy. The employee's use of personal days earned under Section 22(G) or a collective bargaining agreement during the measurement year shall be deemed a use of sick leave for the purposes of this policy.

K. Election Day Leave

- 1) Any full-time employee of the Board of Commissioners may be permitted to use available Personal Days, Vacation Leave, or Compensatory Time in order to perform paid work as a precinct elections official for the Portage County Board of Elections on any Election Day. Employees obtaining such employment may retain the compensation paid by the Board of Elections for that work. Paid leave is not available to train or qualify as a precinct elections official, or to perform paid work on any other day. Regardless of the type of leave used, Election Day leave shall be granted in one increment of eight (8) hours.
- 2) Use of paid Election Day Leave is subject to the operational needs of the department, and must be scheduled and approved in advance in accordance with departmental policy for the use of Personal Days, Vacation Leave, and Compensatory Time.
- 3) Part-time, shift employees, seasonal employees, and temporary employees are not eligible for Election Day Leave.
- 4) Election Day Leave shall not be granted if the leave may under any possible circumstances cause the County to be liable for overtime compensation for any period of work based upon the employee's normal work period or obligations contained in an applicable collective bargaining agreement. An employee using paid Election Day leave who causes the County to incur overtime liability shall be disqualified from any future use of paid Election Day leave.

PAID LEAVES OF ABSENCE

SECTION 22

EFFECTIVE: 10/30/14
RESOLUTION: 14-0830

normal work period or obligations contained in an applicable collective bargaining agreement. An employee using paid Election Day leave who causes the County to incur overtime liability shall be disqualified from any future use of paid Election Day leave.

UNPAID LEAVES OF ABSENCE

SECTION 23

EFFECTIVE: 07/01/2003

RESOLUTION: 03-0340

A. GENERAL

- 1) Employees may request an unpaid leave of absence of up to six (6) months for personal reasons including maternity leave, disability, and educational pursuits that are not in the course of and required as part of the job.
 - a. The Board of Commissioners has sole discretion whether to grant the leave.
 - b. Employees on unpaid leave must keep the Board of Commissioners and the department director informed of the status of their leave and provide advance written notice of their intent to return to work.
 - c. Failure to return to work following an unpaid leave of absence will be cause for discharge.
 - d. An employee on unpaid leave status shall not accumulate sick leave or vacation leave, and shall not receive holiday pay. Except as provided in Section 24, FMLA, unpaid leave shall not count for seniority purposes and an employee on unpaid leave may elect to continue health insurance coverage (COBRA) and related benefits by paying all applicable premiums and processing fees.
 - e. The Board of Commissioners may revoke the unpaid leave of absence for business reasons upon one week's written notice to the employee that the employee must return to work. An employee on an unpaid leave of absence who is determined to be using the leave for purposes other than the purpose for which the leave was granted may be ordered to return to work immediately. Failure to return to work as instructed in accordance with these policies may result in discipline, up to and including discharge.

B. EDUCATIONAL LEAVE

- 1) Educational leave may be granted for up to two (2) years for purposes of education, training or specialized experience which would benefit the County. Employees must present the Board of Commissioners with a written request for educational leave that describes the program and explains why the education, training or specialized experience would benefit the County.
 - a. The Board of Commissioners will determine whether to grant educational leave.
 - b. Upon completion of an educational leave, the employee will return to the former position or a similar position within the same classification.

C. POLITICAL LEAVE

- 1) Unpaid leaves of absence shall not be granted to an employee for the purpose of engaging in partisan political activity or other employment.

FAMILY AND MEDICAL LEAVE ACT

SECTION 24

EFFECTIVE: 01/08/2009

RESOLUTION: 09-0013

A. STATEMENT OF POLICY

- 1) It is the policy of the Board of Commissioners to grant up to twelve weeks of family and medical leave during any twelve-month period to eligible employees, in accordance with the Family And Medical Leave Act of 1993 (FMLA), and up to twenty-six weeks of leave in any twelve month period in compliance with the expansion of FMLA under The Support for Injured Servicemember Act of 2007. This leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. ELIGIBILITY

- 1) To be eligible for leave under this policy, an employee must meet all of the following conditions:
 - a. The employee must have worked for the County for at least twelve months, or fifty-two weeks. The twelve months, or fifty-two weeks, need not have been consecutive; and
 - b. The employee must have worked at least 1250 hours during the twelve-month period immediately prior to the date when the FMLA leave is scheduled to begin.
 - c. The employee must not have used all twelve weeks of FMLA leave in the preceding twelve months.

C. QUALIFYING LEAVE

- 1) To qualify for FMLA leave under this policy, an employee must require leave for one of the reasons listed below:
 - a. The birth of a child and in order to care for that child, provided that leave must be taken within twelve months of the birth of the child;
 - b. The placement of a child for adoption or foster care, and to care for the newly placed child, provided that leave must be taken within twelve months of the placement of the child;
 - c. To care for a spouse, child, or parent with a serious health condition; or
 - d. A serious health condition of the employee that makes the employee unable to perform the functions of the employee's position.
 - e. A covered family member's active duty or call to active duty in the Armed Forces; or
 - f. To care for an injured or ill service member.
- 2) A serious health condition is defined as any illness, injury, impairment, or physical or mental condition that involves:
 - a. Inpatient care or subsequent treatment in connection with such inpatient care;
 - b. Continuing treatment by a health care provider, which includes a period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes treatment two (2) or more times by or under the supervision of a health care provider or one treatment by a health care provider with a continuing regimen of treatment;
 - c. Any period of incapacity due to pregnancy or for prenatal care;
 - d. Any period of incapacity or treatment for a chronic serious health condition, which continues over an extended period of time, requires periodic visits (at least twice per year) to a health care provider, and may involve occasional episodes of incapacity;
 - e. Any period of incapacity which is permanent or long term and for which treatment may not be effective; or
 - f. Any absence to receive multiple treatments for restorative surgery or for a condition that would likely result in an absence of more than three (3) consecutive full calendar days at a later date without medical intervention at the present time.
- 3) Employees with questions about what circumstances are covered under this FMLA policy are encouraged to consult with their supervisor, department director or the H. R. Department.

FAMILY AND MEDICAL LEAVE ACT

SECTION 24

EFFECTIVE: 01/08/2009

RESOLUTION: 09-0013

D. DURATION OF LEAVE

- 1) An eligible employee can take up to twelve weeks (or up to twenty-six weeks of leave to care for an injured or ill service member) of leave under this policy during any twelve-month period, as defined below:
 - a. The Board of Commissioners will measure the twelve-month period as a "rolling twelve-month period" measured backward from the date an employee uses any leave under this policy.
 - b. Each time an employee takes FMLA leave, the Board of Commissioners will compute the amount of leave the employee has taken under this policy and subtract it from the twelve weeks of available leave and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee used four weeks of FMLA leave beginning February 5, 2001, four weeks beginning June 1, 2001, and four weeks beginning December 1, 2001, the employee would not be entitled to any additional FMLA leave until February 5, 2002.
- 2) Spouses who are both employed by the County are entitled to a combined total of twelve weeks of FMLA leave (rather than twelve weeks each) for the birth of a child, the placement of a child with the employee for adoption or foster care, or the care of certain family members with serious health conditions.

E. USE OF PAID LEAVE AND UNPAID LEAVE

- 1) All employees eligible for FMLA leave will be required to use all available accrued paid leave or unpaid leave concurrently with the twelve (12) weeks of FMLA leave as described below.
 - a. When FMLA leave is due to an employee's own serious health condition or the serious health condition of a family member, the employee must use all paid sick, personal, and vacation leave as part of FMLA leave. Once available paid leave has been exhausted, the remainder of the twelve weeks will be taken as unpaid leave.
 - b. When FMLA leave is due to the birth of the employee's child, the employee must first use all available accrued paid vacation and personal leave prior to using unpaid leave for the remainder of the twelve-week period. If the employee requests leave for the employee's own serious health condition that results from pregnancy or child birth, the employee will also be required to exhaust all accumulated paid sick leave prior to using unpaid leave for the remainder of the twelve-week period.
 - c. When FMLA leave is due to the placement of a child with the employee for adoption or foster care, the employee must first use all accrued paid vacation and personal leave prior to using unpaid leave for the remainder of the twelve-week period.
- 2) The Board of Commissioners will designate any absence due to workers' compensation or disability leave as FMLA leave for eligible employees and count it toward the twelve-week FMLA entitlement if the employee's illness or injury qualifies as a serious health condition. While an employee is receiving compensation related to a workers' compensation absence, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee).
- 3) Employees will be responsible for any payroll deductions that may be missed as a result of unpaid FMLA leave.

F. INTERMITTENT / REDUCED SCHEDULED LEAVE

- 1) An employee of the Board of Commissioners may take FMLA leave on an intermittent or reduced work schedule basis when medically necessary due to a serious health condition of the employee or a serious health condition of a family member. In the discretion of the Board of Commissioners, an

FAMILY AND MEDICAL LEAVE ACT

SECTION 24

EFFECTIVE: 01/08/2009

RESOLUTION: 09-0013

employee may 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. In all cases, the FMLA leave granted to any employee shall not exceed a total of twelve weeks per 12-month period.

- 2) Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty days prior to taking leave or, if this is not possible, as soon as practicable.
 - a. An employee must consult with his supervisor and with the Board of Commissioners in advance to determine a mutually agreeable schedule for reduced schedule or intermittent leave.
 - b. If agreement is not possible, the employee must submit additional certification that establishes the medical necessity for intermittent or reduced schedule leave, including the dates and the duration of treatment, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts which support the medical necessity for taking FMLA leave on an intermittent or reduced schedule basis.
- 3) 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 classification, pay, and benefits if the alternative position would better accommodate the intermittent or reduced schedule.
- 4) An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment and notify the supervisor so as not to unduly disrupt departmental operations.

G. EMPLOYEE BENEFITS

- 1) The County will continue to provide health care coverage to an employee on FMLA leave at the same level and under the same conditions as if the employee had continued to work.
- 2) The County will continue to pay the Employer portion of premiums for any health benefits that the employee receives through the County during FMLA leave, under the same conditions as if the employee had continued to work.
 - a. During any portion of FMLA leave that is paid, as described above, the County will continue to make payroll deductions to collect the employee's share of the premium.
 - b. During any portion of FMLA leave that is unpaid, the employee must continue to make this payment either in person or by mail, by the first day of each month. The employee must contact the employee benefits representative to make arrangements for payment, if applicable. If the payment is more than thirty days late, the applicable coverage will terminate for the remainder of the employee's leave.
 - c. The County will provide fifteen days' notice prior to termination of coverage.
- 3) During any portion of FMLA leave that is paid, as described above, the County will continue to make payroll deductions for pre-tax contributions to an employee's flexible spending account when applicable. Contributions to such account will cease for the duration of FMLA leave once an employee's paid leave has been exhausted.
- 4) 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 County may seek reimbursement from the employee for any amounts paid by the County for insurance benefits which the employee received through the County during any period of unpaid FMLA leave.
- 5) FMLA leave, whether paid or unpaid, does not constitute a break in service.

FAMILY AND MEDICAL LEAVE ACT

SECTION 24

EFFECTIVE: 01/08/2009

RESOLUTION: 09-0013

- a. Service credit shall continue to accrue during periods of paid FMLA leave.
- b. Upon reinstatement following FMLA leave, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of unpaid FMLA leave.
- c. FMLA leave will be treated as continuous service for the purpose of calculating the rate of accrual for benefits which are based on length of service. However, an employee will not accrue vacation, personal, or sick leave hours 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.

H. STATUS FOLLOWING FMLA LEAVE

- 1) Employees on FMLA leave must give at least two business days notice of their intent to return to work, regardless of the anticipated date of return. Prior to reinstatement, an employee who takes FMLA leave based on his own serious health condition shall provide certification from the employee's health care provider that the employee is able to resume work.
- 2) Employees who take leave under this policy will generally be reinstated to the same or an equivalent position upon return from leave.
 - a. The determination of whether a position is equivalent will be made by the Board of Commissioners and will be based on the relative levels of skill, effort, responsibility, authority, status, pay, benefits, and other terms and conditions of employment of the positions.
 - b. Certain highly-compensated key employees, as designated by the Board of Commissioners, may be exempt from the required reinstatement.
 - c. An employee will be notified in writing of his status as a key employee, if applicable, when leave is requested.
- 3) An employee on FMLA leave has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. An employee of the Board of Commissioners will not be laid off as a result of exercising the right to FMLA leave. However, the Board of Commissioners will not reinstate an employee who has taken FMLA leave if, as a result of a layoff, the employee would not otherwise be employed at the time reinstatement is requested.

I. PROCEDURE FOR REQUESTING FMLA LEAVE

- 1) Requests for FMLA leave should be submitted on the FMLA Request form available from the supervisor, department director, Human Resources Department or the Board of Commissioners.
 - a. When the need for FMLA leave is anticipated, a request must be submitted at least thirty days prior to taking leave.
 - b. If it is not possible to provide thirty days advance notice, a request must be made as soon as practicable.
 - c. If the employee fails to provide thirty days notice for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until at least thirty days from the date the Board of Commissioners receives notice.
- 2) When a request is made for a foreseeable FMLA leave due to a serious health condition of either the employee or a member of the employee's family which involves planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with departmental operations, subject to the approval of the health care provider of the employee or the employee's family member.
- 3) When an employee requests FMLA leave, or when the Board of Commissioners, supervisor, department director or Human Resources Department becomes aware that an employee's use of

FAMILY AND MEDICAL LEAVE ACT

SECTION 24

EFFECTIVE: 01/08/2009

RESOLUTION: 09-0013

other leave may qualify as FMLA leave, the FMLA Designation Notice of eligibility or ineligibility will be generated.

J. CERTIFICATION OF NEED FOR FMLA LEAVE

- 1) An employee who requests FMLA leave due to a serious health condition of the employee or a family member must provide certification from a health care provider of the serious health condition within fifteen (15) calendar days from the date of the request by the Board of Commissioners.
- 2) Certification of the serious health condition shall include the date when the condition began, its expected duration, and a brief statement of treatment.
 - a. When the need for FMLA leave is due to the employee's own serious medical condition, the health care provider must confirm in the certification whether the employee is unable to perform work of any kind or that the employee is unable to perform the essential functions of the employee's position.
 - b. When the need for FMLA leave is due to the serious medical condition of a family member, the health care provider must complete the certification that indicates the family member requires assistance and that the employee's presence would be beneficial or desirable.
 - c. The employee must also include a statement that indicates the type of care that will be provided and a schedule, including intermittent or a reduced schedule, of the time required for care of the family member.
- 3) An employee requesting service member FMLA leave must provide documentation of the family member or next-of-kin's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.
- 4) An employee requesting leave for the covered family member's Active Duty or Call to Active Duty in the Armed Forces must provide proof of the qualifying family member's call-up of active Military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

K. SECOND OPINION

- 1) The Board of Commissioners may require a second medical opinion prior to granting FMLA leave.
 - a. The second opinion will be rendered by a health care provider designated by the Board, and the cost will be paid by the Board of Commissioners.
 - b. If the first and second opinions differ, the Board will require the opinion of a third health care provider, mutually selected by the Board and the employee.
 - c. The third opinion will be considered final.
 - d. Failure or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, will result in the denial of the FMLA leave request.

L. PERIODIC REPORTS

- 1) Employees who request and are granted FMLA leave due to a serious health condition of the employee or a family member may be required to submit periodic written reports from the health care provider to either the supervisor, department director, Human Resources Department or the Board of Commissioners in order to assess the continued qualification for FMLA leave.
- 2) The Board of Commissioners may also request additional reports if the circumstances described in the previous certification, including the duration or frequency of absences, the severity of the condition, or the presence of complications, have changed significantly, or if the Board of

FAMILY AND MEDICAL LEAVE ACT

SECTION 24

EFFECTIVE: 01/08/2009

RESOLUTION: 09-0013

Commissioners receives information that casts doubt on the employee's stated reason for the absence.

- 3) Any costs associated with the additional reports requested by the Board of Commissioners shall be at the employee's expense.

M. RECORDS

- 1) All records related to FMLA leave will be maintained as required by law. Any medical records accompanying FMLA requests will be kept separate from an employee's personnel file.

To the extent permitted by law, medical records related to FMLA leave shall be kept confidential.

**MEDICAL EXAMINATIONS AND DISABILITY
SEPERATIONS**

SECTION 25

EFFECTIVE: 07/01/2003
RESOLUTION: 03-0340

A. MEDICAL EXAMINATIONS

- 1) The Board of Commissioners may require an employee to submit to a medical examination, when job-related and consistent with business necessity, for the purpose of determining whether the employee is able to perform the essential functions of the employee's position. The examination will be conducted by a Licensed Medical Practitioner selected by the Board of Commissioners, and the cost of the examination will be borne by the Employer. Prior to the examination, the Board of Commissioners will furnish the Licensed Medical Practitioner with all relevant requirements of the employee's position.
- 2) The Medical Practitioner shall limit the report to the issue of whether the employee is capable of performing the essential functions of the position, as defined by the Board of Commissioners, with or without reasonable accommodation. An employee who refuses to submit to an examination, to appear, or to release the results of an examination will be considered insubordinate and will be subject to discipline, up to and including discharge.
- 3) An employee who disagrees with the result of a medical examination conducted according to this policy may request a second examination, to be conducted by a licensed medical practitioner of the employee's choice at the employee's expense. If the results of the medical examinations conflict, a third opinion shall be rendered by a licensed medical practitioner chosen and paid for by the Board of Commissioners.

B. VOLUNTARY SEPARATION

- 1) A classified employee who does not dispute the inability to perform the essential functions of the position due to disabling illness, injury, or condition may request a voluntary disability separation. The Board of Commissioners may require an independent medical examination, conducted according to this policy, prior to granting a request for voluntary disability separation.

C. INVOLUNTARY SEPARATION

- 1) When the Board of Commissioners makes the initial determination that a classified employee is unable to perform the essential functions of the employee's position, the Board will institute pre-separation proceedings. A pre-separation hearing will be scheduled and advance notice provided to the employee. If, after the hearing, the Board of Commissioners determines that the employee is unable to perform the essential functions of the position with or without reasonable accommodation, the Board of Commissioners will issue an involuntary disability separation order to be given to the employee and filed with the State Personnel Board of Review. The effective date of separation shall be based on the date in which the employee was no longer in active work status due to the disabling illness, injury, or condition.
- 2) An employee who has been separated from employment due to disability, either voluntarily or involuntarily, may request reinstatement in writing within three years. 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 position. The Board of Commissioners shall have the right to have the employee examined at the Board's expense prior to reinstatement.

REDUCTIONS IN FORCE

SECTION 26

EFFECTIVE: 08/31/2010

RESOLUTION: 10-0799

A. LAYOFF AND ABOLISHMENT POLICY

- 1) In implementing layoffs, the Portage County Board of Commissioners ("Board") adopts the following procedures. In adopting these procedures, the Board 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; the Board reserves the right to substantially comply with these procedures where permitted:
 - a. employees may be laid off as a result of lack of funds (as determined by the Board), lack of work (as determined by the Board), or job abolishment (the need for which will be determined by the Board);
 - b. positions ("jobs") may be abolished as a result of reorganization for the efficient operation of the Board, for reasons of economy (determined at the time the Board proposes to abolish the position), or for lack of work;
 - c. the Board 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;
 - d. in the case of a layoff or an abolishment that results in a reduction of the workforce, the Board shall follow the order of layoff, displacement (bumping), recall, etc. that the Board is required to follow under RC 124.321-124.327.
- 2) Furthermore, the Board will follow the current procedures established by the Ohio State Personnel Board of Review and the administrative rules of the Ohio Director of Administrative Services (ODAS) (as they are amended from time to time) regarding:
 - a. 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] and held the position within the last three years and meets the minimum qualifications);
 - b. content and service of notices to employees on layoff or displacement (e.g., mailed seventeen [17] days in advance if served by certified mail, or fourteen [14] days in advance if hand-delivered);
 - c. the calculation of retention points;
 - d. other aspects of abolishment, layoff, and recall;

except that the Board will not file retention point calculations, statements of rationale, or other layoff documents with the Director, nor require verification of same, nor does the Board adopt the SPBR or ODAS procedures that are not expressly or logically applicable to the Board or its/their employees or that would require more of the Board than applicable civil service law.
- 3) The Board reserves the right to amend this policy from time to time in accordance with applicable law.

B. REINSTATEMENT

- 1) Employees who are laid off may be eligible for reinstatement within one (1) year provided they remain qualified to perform the duties of their positions.

UNEMPLOYMENT COMPENSATION

SECTION 27

EFFECTIVE: 07/01/2003
RESOLUTION: 03-0340

A. ELIGIBILITY

- 1) All Portage County employees are eligible for unemployment compensation in accordance with the laws and regulations of the State of Ohio.

SMOKE FREE WORKPLACE

SECTION 28

EFFECTIVE: 07/01/2007

RESOLUTION: 07-0609

A. STATEMENT OF POLICY

- 1) Pursuant to Ohio Revised Code Chapter 3794, smoking is absolutely prohibited in all facilities owned or operated by Portage County. The County prohibits smoking in all worksites and in all outdoor areas adjacent to doors, windows, and other access points that may permit smoke to enter the ventilation system. Smoking is also prohibited in all vehicles owned by the County.
 - a. Smoking is prohibited within 25' of windows, doorways, and ventilation systems of all County facilities.
 - b. "No Smoking" signs will be posted at the entrance of each County facility.
 - c. Ashtrays and smoking receptacles will be moved to a point 25' from any window, doorway, or ventilation system. This will allow those approaching a County facility to extinguish cigarettes and/or cigars.

B. VIOLATIONS

- 1) Violation of the smoke-free workplace policy will result in discipline and may result in the assessment of a monetary penalty by the Ohio Department of Health. An employee who has violated this policy will be held financially responsible for fines assessed against the County due to the violation, and the County reserves the right to deduct the amount of such fines from the employee's pay.

PUBLIC RECORDS POLICY

SECTION 29

EFFECTIVE: 12/10/2009

RESOLUTION: 09-1126

This policy is not intended to be legal advice. The policy contains a general template for addressing the requirements imposed by House Bill No. 9 mandating that each public office have a public records policy located: (1) at every location in which the public may access the public office's records; (2) in the public office's policies and procedures manual; and (3) with each of the public office's records custodians. The policy does not include legal authority for denying specific public records requests. Incorporation of these types of disclosure exemptions should be reviewed by legal counsel before implementation. Additionally, the template provided requires further explanation in order to make the policy administratively and operationally effective for a public office.

I. Purpose:

The Portage County Board of Commissioners acknowledges that it maintains many records that are used in the administration and operation of its Departments. In accordance with state law and the Portage County Records Commission, the Portage County Board of Commissioners has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records. These schedules identify records that are stored on a fixed medium (paper, computer, film, etc.) that are created, received, or sent under the jurisdiction of the Portage County Board of Commissioners and document the organization, functions, policies, decisions, procedures, operations, or other activities of the Commissioners' office. (R.C. 149.011(G); R.C. 149.43(A)(1)). The records maintained by the Commissioners' office and the ability to access them are a means to provide trust between the public and the Commissioners' Departments.

II. Scope:

- A. Each office, department or function that maintains records has a designated employee who serves as the custodian of all records maintained by the office, department or function.
 - 1. Each record custodian has a copy of the Board of Commissioners' public records policy. (R.C. 149.43(E)(2)).
- B. The Board of Commissioners' public record policy, as well as, the Portage County Schedule of Records Retention and Disposition (RC-2) (Board of Commissioners and General Records of the Board of Commissioners) are located at every location in which the public may access the Board of Commissioners' records.
- C. The Board of Commissioners' public records policy is located in the Board of Commissioners' policies and procedures manual.
- D. The Commissioners' Departments will display a poster which generally describes the Board of Commissioners' public records policy at every location in which the public may access the Commissioners' Departmental records.

III. Fees:

- A. The Portage County Board of Commissioners, in accordance with Section 149.43 of the Revised Code, has established the following fees for provided copies or reproductions of public records maintained by the Commissioners' Departments.

PUBLIC RECORDS POLICY

SECTION 29

EFFECTIVE: 12/10/2009

RESOLUTION: 09-1126

1. For photocopies of either letter or legal size documents, the fees shall be five cents (5 cents) per photocopy, with the first five (5) copies free of charge. Advance payment is required before any copies are prepared. Two sided photocopies shall be charged at a rate of five cents (5 cents) per sheet.
2. For video tapes, CD's, cassette tapes or for any other type of media, the fee shall be the replacement cost or the reproduction (copying) cost. Reproduction costs may only be charged if a commercial or professional service is contracted to provide the copy.
3. Established costs/fees under this policy shall be clearly posted and visible for the public at all locations authorized to provide copies of public records.

IV. Availability

Inspection

- A. All public records maintained by the Board of Commissioners' Departments shall be promptly prepared and made available for inspection to any person during regular business hours as well as a copy of the Portage County current records retention schedule(s). (R.C. 14943.(B)(1)). (Promptness is to be determined by the facts and circumstances of each public records request)). Regular business hours for the Commissioners' Office are Monday through Friday (except holidays), from 8:00 AM to 4:30 PM.
- B. For the purpose of enhancing the ability of the Commissioners' Departments to identify, provide for prompt inspection as well as, provide copies of the requested items in a reasonable period of time, the Commissioners' Office shall provide to the requester the Commissioners' *Public Records Request* form to the requester to complete.
 1. Prompt inspection and copies of records within a reasonable amount of time contemplates the opportunity for legal review.
 2. Although the Commissioners' Departments may ask the requestor to make the request in writing, for the requestor's identity, and may inquire about the intended use of the information requested, the requestor shall be advised that:
 - a. The requests are not mandatory; and
 - b. The requestor's refusal to complete the Commissioners' *Public Records Request* form does not impair the requestor's right to inspect and/or receive copies of the public record. (R.C. 149.42(B)(5)).
 3. Any person, including corporations, individuals, and even governmental agencies, may request public records, and will be allowed prompt inspection of public records and copies within a reasonable amount of time upon request.

PUBLIC RECORDS POLICY

SECTION 29

EFFECTIVE: 12/10/2009

RESOLUTION: 09-1126

- C. In the event a request is made to inspect and/or obtain a copy of a record maintained by the Commissioners' Departments whose release may be prohibited or exempted by either state or federal law, the request shall be forwarded to legal counsel for the Department for research and/or review. The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released by the Board of Commissioners.

- D. Records, whose release is prohibited or exempted by either state or federal law, or not considered public records as defined by R.C. 149.43(A)(1), shall NOT be subject to public inspection. The following represents a partial list of records maintained by the Portage County Board of Commissioners that may not be inspected or copied.
 - 1. Portage County Board of Commissioners' Departmental known records which are exempt from disclosure.

Public Records Request

- A. Mailed Requests for Public Records:
 - 1. Upon receiving a written request for copies of a public record made in accordance with section 149.43 of the Ohio Revised Code via the United States Postal Service, the Commissioners' Departments shall promptly respond to the request.
 - 2. An authorized employer of the Department shall, by any means practical, contact the requestor and advise them that advance payment is required prior to providing copies of public records, and in addition the fee shall also include the cost of postage and the envelope. (R.C. 149.43(B)(7)).
 - 3. When practical, the Board of Commissioners' Departments may forward copied records by any other means reasonably acceptable to the requestor.
 - a. If a person requests a copy of a public record, the Commissioners' Departments shall permit the requestor to choose to have the public record duplicated on paper or upon the same medium upon which the Department maintains the public record or upon any other medium on which the record can reasonably be duplicated as an integral part of the normal operations of the Department, or the responsible Commissioners' employee for the public record. (R.C. 149.43(B)(6)(7)).
 - b. Persons seeking copies of public records are not permitted to make their own copies of the requested records by any means. R.C. 149.43(B)(6)).

PUBLIC RECORDS POLICY

SECTION 29

EFFECTIVE: 12/10/2009

RESOLUTION: 09-1126

4. In accordance with section 149.43(B)(7) of the Ohio Revised Code, the Portage County Board of Commissioners limits the number of requested public records, to be transmitted through the U.S. Mail, to a maximum of ten records per month, unless the requestor certifies that the records or information in them will not be used for commercial purposes.
 - a. "Commercial purposes" shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.
 5. Authorized Commissioners' Departmental employees shall comply with the following procedures upon receiving a valid public record request
 - a. Commissioners Departmental employees shall promptly process requests.
 - b. Requestors shall be charged the postage fees and the cost of the envelope required to properly send the requested records through the mail.
- B. Written or verbal requests for copies made by the public records requestor or their designee shall be processed in the same manner as mailed requests.

Response and Denials

- A. Requests for inspection and/or copies of public records, which are not maintained by the Commissioners' Departments shall be processed in the following manner:
1. If the Department receives a request for a record that it does not maintain or the request is for a record which is no longer maintained, the requestor shall be so notified in writing utilizing the Commissioners' *Public Records Request* form that one of the following applies:
 - a. Their request involves records that have never been maintained by the Department;
 - b. Their request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable Portage County Schedules of Record Retention and Disposition (RC-2);
 - c. Their request involves a record that has been disposed of pursuant to an Application of the One-time Records Disposal (RC-1);

PUBLIC RECORDS POLICY

SECTION 29

EFFECTIVE: 12/10/2009

RESOLUTION: 09-1126

- d. If the record that is requested is not a record used or maintained by the Department, the requestor shall be notified that in accordance with Ohio Revised Code Section 149.40, that the Department is under no obligation to create records to meet public record requests.

B. Ambiguous or Overly Broad Request for Public Records

If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the Department responsible for the requested public record cannot reasonably identify what public records are being requested.

1. The Board of Commissioners may deny the request.
2. However, the Board of Commissioners shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the Commissioners' Office in the ordinary course of business. (R.C. 149.43(B)(2)).

C. Denial of a Record Maintained by the Portage County Board of Commissioners.

The Commissioners may deny a request for a record maintained by the Commissioners' Departments if:

1. The record that is requested is prohibited from release due to applicable state or federal law.
 - a. Employees of the Portage County Board of Commissioners shall consult legal counsel if they are unsure of whether the record requested should be withheld from disclosure.
 - i. Employees may check the appropriate box on the Commissioners' *Public Records Request* form if they are simply applying the statutory exclusion.
 - ii. Otherwise, legal counsel will respond with the legal authority for a denial.
2. As governed by R.C. 149.43(B)(3), if a request is ultimately denied, in part or in whole, the Portage County Board of Commissioners shall provide the requestor with an explanation, including legal authority, setting forth why the request was denied.
 - a. If the initial request was provided in writing then the explanation shall also be provided in writing.
 - b. The explanation shall not preclude the Portage County Board of Commissioners from relying upon additional reasons or legal authority in defending an action commenced pursuant to R.C. 149.43.

D. Redacting Exempted Records/Procedure

PUBLIC RECORDS POLICY

SECTION 29

EFFECTIVE: 12/10/2009

RESOLUTION: 09-1126

1. "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "record" in section 149.011 of the Ohio Revised Code (R.C. 149.43)(A)(11));
 - a. A redaction shall be deemed a denial of a request to inspect or copy the redacted information, except if federal or state law authorizes or requires a public office to make the redaction. (R.C. 149.43(B)(1)).
 - b. If a request is ultimately denied, in part or in whole, the Board of Commissioners shall provide the requestor with an explanation, including legal authority, setting forth why the request was denied. (R.C. 149.43(B)(3)).
2. If a public record contains certain information that is exempt from the duty to permit public inspection or to copy the public record, the Board of Commissioners shall make available all of the information within the public record that is not exempt.
3. When making that public record available for public inspection or copying that public record, the Board of Commissioners shall notify the requestor of any redaction or make the redaction plainly visible. (R.C. 149.43(B)(1)).
4. The releasing employee shall then reproduce a copy of the page with the redactions; the resulting copy shall be the page that is released to the requester.
5. The first reproduction page with the original redactions made by the employee is the work sheet. It shall be attached to the original record, and maintained in accordance with the retention period established for the original document.

Remedy

A. Grievances

1. If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person shall be advised that they may:
 - a. Contact the Commissioners' Departmental designee as listed in the department chart in the front of this policy.
 - b. If the person is not satisfied after contacting the departmental designee, they shall be advised that Ohio Revised Code section 149.43 provides a legal means for addressing their complaint in these disputes. (R.C. 149.43(C)(1)(2)).

PUBLIC RECORDS POLICY

SECTION 29

EFFECTIVE: 12/10/2009

RESOLUTION: 09-1126

V. Training and Education

The Portage County Board of Commissioners' office continues to update and address all education, training, disclosure and policy requirements mandated by R.C. 109.43 and R.C. 149.43(E)(1)(2).

VI. RECORDS RETENTION SCHEDULE FOR GENERAL RECORDS (RC-2) FOR THE BOARD OF COUNTY COMMISSIONERS' OFFICE AND BOARD OF COMMISSIONERS' DEPARTMENTS.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-1	Accident Reports Bodily injury to non-employee Employee injury reports Damage to county vehicle	6 years provided no action pending Place in personnel file 6 years provided no action pending	Paper		<input type="checkbox"/>
12-2	Accounts Receivable Ledger and Documents	3 years provided audited	Paper		<input type="checkbox"/>
12-3	Activity Reports	2 years	Paper		<input type="checkbox"/>
12-4	Agendas	2 years	Paper		<input type="checkbox"/>
12-5	Annual County Budgets	Permanent	Paper Microfilm		<input type="checkbox"/>
12-6	Annual Department/Office Budgets	5 years	Paper		<input type="checkbox"/>
12-7	Annual Reports	Permanent	Paper		<input type="checkbox"/>
12-8	Applications for employment	1 year after receipt	Paper		<input type="checkbox"/>
12-9	Attendance Reports/Records	3 years	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-10	Audiovisual, PR & Training Materials	Until information is superseded Appraise for historical value	Paper		<input type="checkbox"/>
12-11	Audit reports (federal, state and internal)	5 years	Paper		<input type="checkbox"/>
12-12	Automatic data processing and electronic data processing media	Erase when no longer of administrative value/No RC-3 required	Tape		<input type="checkbox"/>
12-13	Badges and IDs	Turn in upon termination of employment			<input type="checkbox"/>
12-14	Bank deposit receipts	3 years provided audited	Paper		<input type="checkbox"/>
12-15	Bank statements	3 years provided audited	Paper		<input type="checkbox"/>
12-16	Blank forms	Until obsolete or superseded/No RC-3 required	paper		<input type="checkbox"/>
12-17	Blue prints/vellums	Until updated or obsolete Appraise for historical value/No RC-3 required	paper		<input type="checkbox"/>
12-18	Bids (successful)	A. Copies of successful bids to provide goods and services – 3 years after expiration of contract B. Original, if made part of contract and filed with contract – 15 years after expiration of contract	Paper		<input type="checkbox"/>
12-19	Bids (unsuccessful)	2 years after letting of the contract	paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-20	Bond coupons	2 years provided audited	Paper		<input type="checkbox"/>
12-21	Bond registers	20 years after issue called or redeemed	Paper		<input type="checkbox"/>
12-22	Bonds (redeemed)	2 fiscal years after redeemed, provided audited	Paper		<input type="checkbox"/>
12-23	Budget preparation documents (working papers)	4 years	Paper		<input type="checkbox"/>
12-24	Bulletins, posters and notices to employees	Until no longer administratively necessary/No RC-3 required	Paper		<input type="checkbox"/>
12-25	Calibration records	5 years	Paper		<input type="checkbox"/>
12-26	Cancelled checks	3 years provided audited	Paper		<input type="checkbox"/>
12-27	Cash books/journals	3 years provided audited	Paper		<input type="checkbox"/>
12-28	Check registers	3 years provided audited	Paper		<input type="checkbox"/>
12-29	Claims and litigation records	5 years after case is closed and appeals are exhausted	Paper		<input type="checkbox"/>
12-30	Collective Bargaining Agreement/Union Contract	15 years after expiration	Paper		
12-31	Compliance reports	5 years	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-32	Continuing education certificates/Class seminars/Training attendance records	Place in personnel file	Paper		<input type="checkbox"/>
12-33	Contracts/agreements	15 years after expiration	Paper		<input type="checkbox"/>
12-34	Copies of records	Destroy when no longer of administrative value/No RC-3 required	Paper		<input type="checkbox"/>
12-35	Correspondence Routine form letters General Executive	1 year 2 years 5 years	Paper		<input type="checkbox"/>
12-36	Delivery/packing slips	2 years	Paper		<input type="checkbox"/>
12-37	Desk/appointment calendar	3 months after end of calendar year	Paper		<input type="checkbox"/>
12-38	Disaster plans COOP (Continuity of Operations Plan)	Until updated or superseded/No RC-3 required Until updated or superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-39	Dispatcher radio/telephone calls/audio recordings	30 days, erase and reuse providing no action is pending/No RC-3 required	Tape		<input type="checkbox"/>
12-40	Dog Warden Weekly Reports	Until audited	Paper		
12-41	Drafts	Until no longer administratively necessary/No RC -3 required	Paper		<input type="checkbox"/>
12-42	Drawings, tracings, Mylars	Until superseded or obsolete. Appraise for historical value/No RC-3 required	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-43	<p>Electronic mail (E-Mail)</p> <p>Non-record materials Personal Correspondence i.e. “let’s do lunch”</p> <p>Non-state publications: i.e. electronic newsletters, advertisements</p> <p>Intermediate retention: i.e. general correspondence, informative letters & memos that do not affect policy</p> <p>Routine correspondence i.e. referral letters, requests for information Weekly or monthly reports</p> <p>Executive Correspondence</p>	<p>Retain according to content</p> <p>Delete Immediately/No RC -3 required</p> <p>Delete immediately/No RC -3 required</p> <p>Retain in accordance with correspondence guidelines (12-34) /No RC -3 required</p> <p>Six months 1 year for ongoing projects</p> <p>Retain in accordance with correspondence guidelines (12-34)</p>	Paper/ Electronic		
12-44	Equipment inventories	3 years	Paper		<input type="checkbox"/>
12-45	Equipment maintenance records	Life of equipment	Paper		<input type="checkbox"/>
12-46	Expense records	3 years	Paper		<input type="checkbox"/>
12-47	Fax Logs Messages	1 year Treat as correspondence	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-48	Federal grant files, supporting documents, and financial records	5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims and audit findings resolved	Paper		<input type="checkbox"/>
12-49	Flow charts (operations)	2 years	Paper		<input type="checkbox"/>
12-50	Fuel usage records	3 years	Paper		<input type="checkbox"/>
12-51	General orders, directives, policies, rules, regulations or procedures	Until superseded Retain one copy until audited	paper		<input type="checkbox"/>
12-52	Hearings Audio and video recordings Report of proceeding Transcripts	1 year Permanent 5 years	Tape Paper Paper		<input type="checkbox"/>
12-53	Insurance policies	2 years after expiration, provided all claims are settled	Paper		<input type="checkbox"/>
12-54	Inventories (Annual of county property)	3 years provided audited	Paper		<input type="checkbox"/>
12-55	Invoices (paid)	County Auditor record copy -3 years Duplicate copies – 2 years	Paper		<input type="checkbox"/>
12-56	Job descriptions	Until superseded or classification abolished	Paper		<input type="checkbox"/>
12-57	Lawsuits – Claims and Litigation	5 years after case is closed and appeals exhausted	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-58	Leases Equipment Real estate	2 years after expiration 5 years after expiration provided audited	Paper		<input type="checkbox"/>
12-59	Leave requests (Sick and Vacation)	3 years provided audited	Paper		<input type="checkbox"/>
12-60	Licenses, permits and certifications	1 year after expiration	Paper		<input type="checkbox"/>
12-61	Mail Unsolicited mail Postal records	Until no longer administratively necessary/No RC -3 required 2 years	Paper		<input type="checkbox"/>
12-62	Mailing lists	Until updates, superseded or obsolete/No RC-3 required	Paper		<input type="checkbox"/>
12-63	Management and operations reports Monthly/Quarterly/Semiannual Annual Consultant	Until incorporated in an annual report 5 years 5 year	Paper		<input type="checkbox"/>
12-64	Manuals, handbooks, and directives	Until superseded, obsolete or replaced Retain one copy – 5 years	Paper		<input type="checkbox"/>
12-65	Material safety sheets	Until superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-66	Meeting notices	1 year	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-67	Memoranda	Handle as correspondence (see schedule #12-35)	Paper		<input type="checkbox"/>
12-68	Minutes of meetings Official copy Audio and visual recordings Drafts/Notes	Permanent 1 year provided the meeting minutes are approved by the Board of Commissioners Until official minutes are approved/No RC -3 required	Paper Tape Paper		<input type="checkbox"/>
12-69	911 System Documentation Logs Printouts Recording Tapes	Life of system 3 years 1 year 30 days then reuse provided no action is pending/No RC-3 required	Tapes, electronic and/or paper		<input type="checkbox"/>
12-70	Oaths of office of elected officials	10 years after leaving office	Paper		<input type="checkbox"/>
12-71	Officials' bonds	10 years after expiration	Paper		<input type="checkbox"/>
12-72	Ohio Department of Liqueur Control Notices	1 year	Paper		
12-73	Organizational Charts	Until superseded/No RC-3 required	Paper		
12-74	Pay-ins to Treasury Records	3 years provided audited	Paper		<input type="checkbox"/>
12-75	Personnel files	2 years after employee terminates purge extraneous records. Retain retirement	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
		waivers, service record and leave balance			
12-76	Petty cash records	3 years provided audited	Paper		<input type="checkbox"/>
12-77	Plats and maps	Permanent	Paper		<input type="checkbox"/>
12-78	Photo file	Until information is no longer current/No RC -3 required Appraise for historical value.	Paper		<input type="checkbox"/>
12-79	Preliminary drafts of letters, memoranda, worksheets, reports, and the preparation of recorded information	Destroy when no longer of administrative value to the office/No RC -3 required	Paper		<input type="checkbox"/>
12-80	Press/news releases	3 years	Paper		<input type="checkbox"/>
12-81	Printing orders	3 years	Paper		<input type="checkbox"/>
12-82	Professional Association records	Destroy when no longer of administrative value/No RC -3 required	Paper		<input type="checkbox"/>
12-83	Project plans and drawings	Life of project or when obsolete. Appraise for historical value	Paper		<input type="checkbox"/>
12-84	Publication stock	30 days after obsolete/No RC-3 required	Paper		<input type="checkbox"/>
12-85	Publications created by local government	Until superseded or obsolete. Retain one copy permanently	Paper		<input type="checkbox"/>
12-86	Purchase orders	3 years provided audited	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-87	Receipt documents	2 years provided audited	Paper		<input type="checkbox"/>
12-88	Receiving documents	3 years	Paper		<input type="checkbox"/>
12-89	Records of accrued fees	3 years provided audited	Paper		<input type="checkbox"/>
12-90	Records of receipts and expenditures	10 years	Paper		<input type="checkbox"/>
12-91	Records requests	2 years	Paper		<input type="checkbox"/>
12-92	Records documents (RC-1, RC-2, RC-3)	Permanent	Paper		<input type="checkbox"/>
12-93	Reference library materials	Until superseded, obsolete or replaced/No RC-3 required	Paper		<input type="checkbox"/>
12-94	Requisitions	3 years	Paper		<input type="checkbox"/>
12-95	Research files	5 years	Paper		<input type="checkbox"/>
12-96	Roster/directories	1 year after obsolete or superseded/No RC-3 required	paper		<input type="checkbox"/>
12-97	Scrapbooks/Yearbooks	Appraise for historical value/No RC -3 required	Paper		<input type="checkbox"/>
12-98	Speeches/presentations	3 years	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-99	State grant files, supporting documents, and financial records	5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims and audit findings resolved	Paper		<input type="checkbox"/>
12-100	Statistical reports Monthly/quarterly/semiannual Annual Consultant produced	Until incorporated into annual report 5 years 5 years			<input type="checkbox"/>
12-101	Surveying field notes	Permanent	Paper		<input type="checkbox"/>
12-102	Surveillance tapes/videos	30 days then reuse provided no action is pending/No RC-3 required	Tapes		<input type="checkbox"/>
12-103	Table of organization/organizational charts	Until superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-104	Tape recordings and video recordings	1 year after minutes are transcribed or approved	Tape		<input type="checkbox"/>
12-105	Telephone records Messages Charges/bills Documentation Service record System equipment	Until no longer administratively necessary/No RC -3 required 2 years provided audited Life of system 2 years Continually updated – retain superseded data 1 year			<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-106	Time cards, time sheets, payroll sign in sheets	3 years provided audited	Paper		<input type="checkbox"/>
12-107	Training material/lesson plans	Until superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-108	Transient records Post-it notes Text messages Instant messages	Until no longer administratively necessary/No RC -3 required	Paper and Electronic		<input type="checkbox"/>
12-109	Travel expense reports	3 years provided audited	Paper		<input type="checkbox"/>
12-110	Uniform records	3 years provided audited	Paper		<input type="checkbox"/>
12-111	Vehicle maintenance records	Until vehicle sold	Paper		<input type="checkbox"/>
12-112	Vehicle mileage records	Until vehicle sold	Paper		<input type="checkbox"/>
12-113	Vehicle mileage logs (departmental record)	1 year	Paper		<input type="checkbox"/>
12-114	Visitor log or sign-in sheets	1 year	Paper		<input type="checkbox"/>
12-115	Voice mail Messages System documentation	Until no longer administratively necessary/No RC -3 required Life of system			<input type="checkbox"/>
12-116	Voucher registers	3 years provided audited	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-117	Vouchers	3 years provided audited	Paper		<input type="checkbox"/>
12-118	Warrant registers/journals	3 years provided audited	Paper		<input type="checkbox"/>
12-119	Warrants (paid)	3 fiscal years provided audited	Paper		<input type="checkbox"/>
12-120	Work orders	2 years	Paper		<input type="checkbox"/>
12-121	Work schedules	1 year after schedule changed	Paper		<input type="checkbox"/>
	This schedule covers records common to the Commissioners' Office and Board of Commissioners' departments. It is provided to authorize the disposal of records that have no further value to the agency and/or the county once their usefulness is terminated and the retention requirement has been met.				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>