

**County of Summit Alcohol Drug Addiction &  
Mental Health Services Board  
Employee Handbook 2014**

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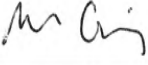
Section 1: Introduction

**1.0: Welcome**

Dear Employees:

Whether you have just joined the County of Summit ADM Board staff or have been part of the team for a while, each of you makes a contribution to the ADM Board's success. You should never underestimate the importance of what you do. Your efforts make a difference. No job is insignificant. Every role, from clinical support and monitoring, setting direction and policy, processing claims, balancing our books, promoting our services, answering phones and welcoming our guests makes a difference. We should embrace the role we play, and recognize the impact we have, directly or indirectly, on the lives of persons we serve. Mental health and addictions touch all our lives in some manner. We must remember that our efforts are important, and our ability to fulfill our part of the agency mission to the best of our abilities does have an impact on the rest of the system. Let us work together to improve the behavioral health and quality of life of Summit County citizens.

Sincerely yours,



Gerald A. Craig  
Executive Director

## **1.1: About your Employee Handbook**

The purpose of this employee handbook is to provide employees with a ready source of information about the ADM Board and the work rules, procedures and policies it has established.

Although the ADM Board has tried to be comprehensive, the handbook does not, and cannot, include policies which address every situation that may arise. For that reason, should you have any questions concerning this handbook, your employment, eligibility for benefits, or the applicability of a policy or practice, you should address your specific question to your supervising manager or to the Manager of Administration.

You should also be advised that the Executive Director has sole discretion, and reserves the right to adopt new work rules, procedures and policies, and to modify, suspend, or change existing policies and procedures contained in this Handbook. You will be informed of such changes through the usual, normal and customary channels.

The work rules, policies and procedures set forth in this handbook apply to ADM Board employees, interns and volunteers. In addition, because student interns, temporary employees and volunteers do not receive fringe benefits, those sections in this handbook do not apply.

While you may wish to print this manual for your own use, we discourage this since the information in the handbooks is subject to change. The official and most up to date version of this handbook resides on the [employee communication page](#).

The employee communication page is an internal network for ADM Board employees designed to serve as a resource to access commonly used forms, operational procedures and to share information.

## **Section 2: About the ADM Board**

### **2.1: Description**

The County of Summit Alcohol, Drug Addiction and Mental Health Services ( ADM) Board is a political subdivision of the State of Ohio, organized under [Chapter 340 of the Ohio Revised Code](#) for the purpose of planning, funding, monitoring, and evaluating prevention, education, and treatment services for people with alcoholism, drug addiction, and/or mental illness.

The ADM Board doesn't provide direct service, but contracts with local agencies to provide services for individuals and families at critical times in their lives.

The agency's operating budget is from the support of a local property tax levy.

### **2.2: ADM Mission and Values**

#### **Mission**

In an effort to maintain a safe and healthy community, the ADM Board provides a cost-effective, efficient system of prevention and care for persons suffering from addiction and/or mental illness. The ADM Board assures a client driven system of care for residents of Summit County with a priority for those individuals most in need.

## **System Values**

We believe that mental illness and addictions are treatable diseases.

We believe that people must participate in their own care, but that the system shares responsibility.

We believe that the community has a responsibility to provide a comprehensive array of mental health and addiction services for all who need them.

We believe that it is no longer enough to be able to talk about what we do without being able to identify accurately the results of what we do.

We believe that cooperation between the ADM Board, the contract agencies, local, state and federal government, and the community is essential to adequate services for people in need.

The ADM Board helps Summit County residents connect with high quality and affordable alcohol, drug addiction and mental health services. We believe that people can and do recover from addiction and mental illness.

The ADM system of care helps Summit County residents who are uninsured or under-insured people get the help they need on an ongoing basis.

## **Section 3: Starting your Employment**

### **3.1: Employment at Will**

We hope that your employment relationship with ADM Board will be productive and satisfying.

Nothing in this employee handbook constitutes a contract, expressed or implied for any specified period of time or duration, as the ADM Board may need to reorganize staff functions in the future to better serve our community, or in response to budgetary limitations. As an at-will organization, the ADM Board may terminate this relationship with or without cause and with or without prior notice. You may also terminate your employment with the ADM Board for any reason at any time.

No employee may rely on or otherwise interpret a statement or promise by a supervisor as a change in this policy; nor will any such statement or promise constitute an agreement between the ADM Board and an employee. Only the Executive Director and the Board of Directors (for appointment of the Executive Director only) have the authority to enter into any agreement for employment or to authorize termination of an employee.

### **3.2: Employment Applications and Other Forms**

Prior to an appointment to the ADM Board, candidates will be required to complete [a civil service application](#), and may be required to complete other forms or provide other information as necessary for employment or placement purposes.

Over the course of employment, current employees may be required to update their employment records or execute employment-related forms.



### **3.3: Accuracy of Personnel Information**

All employees are expected to provide truthful, complete and accurate information in connection with their employment by the ADM Board.

Any falsification or misrepresentation of information in connection with employment records and forms are a serious offense and grounds for termination from employment.

Employees must notify the Manager of Administration within five business days of a plea of guilty or a conviction for breaking a federal, state or local law while employed by the ADM Board. Violation of any federal, state or local law while employed by the ADM Board may be grounds for immediate termination depending on the severity of the infraction. Other factors may also be considered, including the employee's performance and past conduct on the job. Failure to disclose on an application or report any such conviction is likewise grounds for disciplinary action up to and including termination from employment.

### **3.4: Personnel Records**

The Manager of Administration shall maintain official personnel files on all employees of the ADM Board. Such files shall include records pertaining to hiring, promotion, compensation, performance, demotion, transfer, layoff, discipline, etc.

Generally, personnel records are considered under Ohio law to be "Public Records", and shall be made available to any member of the general public in accordance with the law and [ADM Board's Public Records Procedure](#). Upon request, an employee's personnel file shall be prepared and made available to any member of the general public for inspection or copying at cost within a reasonable period of time, during regular business hours.

Before allowing inspection or copying of any records, the Manager of Administration shall redact information not subject to the public records law or otherwise protected from disclosure under state and federal law.

Employees may request to view their personnel file by making a written or email request to the Manager of Administration.

To keep necessary ADM Board personnel records up to date, it is extremely important that you notify the Manager of Administration of any changes in:

- Name and/or marital status,
- Address and/or telephone number,
- Number of eligible dependents,
- W-4 for State and Federal withholdings,
- Supplemental benefits with holdings,
- Persons to contact in case of emergency, and,
- Direct deposit information.

### **3.5: Employment Eligibility**

The Immigration Reform and Control Act requires that your first day of work, you must complete an [Employment Eligibility verification form \(I-9 Form\)](#), and show us documentation proving your identity and your eligibility to work in the United States.

[I-9 Forms](#) are maintained separately from other personnel records and are treated as confidential to the extent possible. If you need additional information about the I-9 Form, please contact the Manager of Administration.

A list of documents that may be used to establish identity and/or employment verification is available in the Manager of Administration's office.

### **3.6: Child Support Disclosure Agreement**

Federal and state laws require us to report basic information about new employees, including your name, address, and social security number to a state agency designated as the [Ohio New Hire Reporting Center](#). The state collects this information in an effort to enforce child support orders. Please be advised that if the state determines that you owe child support, it will send the Summit County Fiscal Office an order to withhold money from your paycheck to pay your child support obligations.

### **3.7: Identification Cards**

The Manager of Administration will issue a photo identification card with building card access to all employees. Every employee is required to display his or her identification so that it is visible while on duty.

The building card access will allow employees to enter the building and locked areas as determined by the supervising manager.

Any individual who loses the ADM Board-issued identification card must notify the Manager of Administration immediately. A fee may be charged to replace a lost card.

The identification card remains the property of the issuing agency and must be returned to the Manager of Administration along with all other ADM Board property when an individual terminates employment with the ADM Board.

### **3.8: New Employee Orientation**

All newly hired, transferred and promoted employees are required to serve a six month probationary period beginning with the date of original appointment or date of promotion, as applicable. Time spent on approved unpaid leave does not count toward completion of the probationary period.

The employee will be offered orientation training by their supervising manager to introduce the employee to the agency's culture, purpose, operations and to convey and document understanding of the terms, conditions and benefits of employment. Supervising managers are expected to provide newly hired, transfers and promoted employees with a more specific orientation about their department, agency policies, expected conduct, performance standards, job methods, responsibilities, work rules including the specifics of each job assignment, how to report off work, Kronos Time Keeping System and work rules consistent with established procedures.

**The New Employee Orientation Checklist** shall be followed to provide training structure and guidance, and to ensure that important areas of employment and the job are covered with the employee. The new employee orientation checklist shall be signed and dated by both the employee and the person providing training upon successful completion. The new employee orientation checklist shall be given to the Manager of Administration to be retained in the employee's personnel file.

During the probationary period, the supervising manager will closely observe and evaluate the employee's performance and job aptitude. Likewise, the employee is encouraged to bring concerns and questions to his/her supervisor to seek direction as necessary. Newly hired and promoted employees will be evaluated halfway through the probationary period, and again within ten (10) days prior to its completion. At the end of the probationary period the supervising manager and the employee will establish goals for the new hire's

performance development plan.

The Executive Director will retain only those newly hired probationary employees who meet acceptable work standards during the probationary period. Newly hired employees may be separated at any time during the probationary period without cause and without appeal rights to the [State Board of Personnel Review \(SBPR\)](#). A newly promoted employee who does not meet work standards during his/her promotional probationary period will be reduced back to the position and pay from which he/she was promoted. Newly promoted employees may be reduced at any time during the probationary period without appeal rights to the SBPR, and any time thereafter with cause.

Although employees discharged or reduced during their probationary period do not have the right to appeal such discharge or reduction to the SBPR, they may appeal to the ADM Board of Directors in accordance with the [Employee Grievance Procedure](#). The grievant can make a final appeal by filling out the [ADM Board of Directors Employee Grievance Forms](#) which shall include a copy of the [ADM Board Policy 2.2. Treatment of Staff](#).

The action of reducing a promoted employee back to the position from which she/he was promoted shall not be considered disciplinary action or disqualify the employee from consideration for later advancement.

### **3.9: References**

An employer may contact the ADM Board for verification of employment or other reference information for former or current employees as part of that employer's job reference checking process. All inquiries received by an employee regarding a current or former ADM Board employee must be referred to the Manager of Administration. Under no circumstances should any employee release any information about any current or former employee.

### **3.10: Professional Letters of Support**

Employees may elect to provide a personal letter of support for a colleague. The letter of support will be provided on personal stationary, and not on ADM Board letterhead or email account. The employee must expressly indicate that their views and opinions expressed on are theirs alone and do not represent the views of the ADM Board.

### **3.11: Outside Employment**

All employees must notify the Executive Director before accepting outside employment to guard against a potential conflict.

No employee of the ADM Board shall be employed by, or contract with, any agency that receives ADM Board funding. No employee of the ADM Board shall be employed by, or contract with, other mental health/alcohol/drug addiction agencies, Alcohol, Drug Addiction & Mental Health Services Boards, or any other agency/organization without prior approval of the Executive Director. Failing to obtain prior approval may be cause for disciplinary action, up to and including termination.

From time to time employees may be required to work outside of their normally scheduled hours. If an employment has a personal conflict with any outside activity, the employee's obligations to the ADM Board must be given priority. Employees are hired, and continue in the ADM Board's employment, with the understanding that the ADM Board is their primary employer and that other employment, or commercial involvement that is in conflict with the business interests of the ADM Board is strictly prohibited.

In the event that a secondary job of an employee presents an ethical, scheduling, or other conflict with the ADM Board's interests, the Executive Director may direct the employee to refrain from entering into and/or continuing the employment relationship with the secondary employer, or optionally, the employee may resign and/or be discharged from employment with the ADM Board.

Employees who are on sick leave or a leave of absence, including family medical leave (FMLA) or Workers' Compensation leave are prohibited from having outside employment during their leave.

## **Section 4.0: Designations, Appointments, Classifications, Seniority, Prior Service and Transfers**

### **4.1: Employee Designations**

The ADM Board designates all employees as full-time, part-time or temporary. Unpaid volunteers, students and interns are not considered employees.

- Full-time: an employee who works thirty five (35) hours or more per week on a regularly scheduled basis.
- Part-time: an employee who works less than thirty five (35) hours per week on a regularly scheduled basis.
- Temporary: an employee hired into a position which is of a non-permanent nature and which exists for a specified duration of time, as designated by the Executive Director, but not to exceed six (6) months in a one year period. An employee shall not be appointed, on a temporary basis, successively to the same position. An employee who is appointed as a temporary employee may work either a full or part-time work schedule for the duration of the appointment. Temporary employees are not afforded health care benefits.

### **4.2: Appointments**

Full-time and part-time employees shall be appointed for an indefinite period of time, until the employee is separated from service due to the employee's resignation, layoff, discharge or other lawful separation from service.

Employees are also categorized as either classified or unclassified from civil service as specified in [Chapter 124 of the Ohio Revised Code \(ORC\)](#). Employees in the classified civil service are provided civil service rights and privileges as provided for by the ORC. Employees in the unclassified civil service serve at the pleasure of the appointing authority and may be removed from their unclassified position at any time and for any legal reason.

### **4.3: FLSA Classifications**

All ADM Board employees will be designated in accordance with the Fair Labor Standards Act (FLSA) as exempt or non-exempt. Each position classification is contained on the approved job description.

FLSA non-exempt employees are paid their regular rate of pay for all hours worked, for up to forty (40) hours per week. Time worked over forty (40) hours per week is normally compensated at one and one half (1 ½) times the regular rate of pay. In lieu of overtime pay for hours worked over 40 hours per week, employees accrue compensatory time.

The maximum accrual of compensatory time for non- exempt employees is eighty (80) hours. Any hours accrued over 80 will be paid in the pay period the hours were approved.

FLSA exempt employees are paid on a salaried basis, with time worked over forty (40) in the work week compensated hour for hour. The maximum accrual of compensatory time for exempt employees is forty (40) hours.

The [overtime pay policy](#) provides clear guidelines on compensatory time for exempt and non- exempt employees.

To ensure the equitable treatment of all employees regardless of classification, employees are required to accurately record all their hours worked in the Kronos Timekeeping System.

## **4.4: Seniority**

An employee accrues seniority with the ADM Board, beginning from the employee's original date of appointment with the ADM Board, unless a break in service occurs.

Seniority is defined as an employee's continuous service with an appointing authority, provided that such continuous service shall be uninterrupted by any break in service of one (1) year or more. A break in service of one (1) year or more shall result in a new seniority date that begins on the date of return.

An approved leave of absence (paid or unpaid), regardless of length, does not constitute a break in service, and seniority continues to accumulate during the term of the leave, provided that the employee complies with the terms and conditions of the leave. However, benefits, such as, but not limited to, vacation leave and sick leave, do not accrue when the employee is in approved, unpaid leave status.

Seniority for determining pay raises and other internally determined matters is established using service time with the ADM Board only, and does not include any prior service time awarded to the employee from employment experience with the State of Ohio or any of its political subdivisions.

Seniority for the purpose of calculating available vacation leave is determined according to the years of service with the ADM Board any other verified prior service time. This service need not be continuous; however, an employee does not earn vacation leave during any time spent away from public service.

## **4.5: Prior Service**

Prior full-time public and part time service with the State of Ohio, County authorities or any political subdivision of the State of Ohio shall be used in determining service credit for purposes of vacation leave accumulation. However, no prior service credit shall be given to an employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio for the purpose of computing vacation leave.

An employee claiming [prior service](#) shall provide the Manager of Administration with a signed document from the prior employer(s) setting forth the dates of service, the hours worked and whether such service was part-time, full-time, seasonal or as an elected official. Once verified the adjusted services date will be credited. Retirement statements are not acceptable forms of documentation.

An employee who transfers from another public agency to the ADM Board will be credited with the unused balance of accumulated sick leave, provided the time between separation and reappointment does not exceed ten (10) years, and upon documented proof of sick leave carry-over from previous public employer(s).

An employee with approved and accepted prior service shall be entitled to use accrued vacation and sick leave immediately upon full-time employment.

## **4.6: Transfers**

A transfer is when an employee is assigned to a different position within the ADM Board. An employee's classification assignment and rate of pay may or may not change when the employee is given a transfer, depending on the position. The transfer may be for either a permanent or temporary basis. Employees may be transferred from one position to another to enable the ADM Board to meet its workload needs and operational requirements or for other job-related reasons. The Executive Director retains complete control and discretion in requiring and approving transfers.

## **Section 5.0: Reporting to Work**

The ADM Board values the contribution of each employee in creating a positive, professional work environment that is dedicated towards achieving our mission. This mission cannot be achieved without your commitment to follow your approved work schedule promptly and reporting to work reliably.

### **5.1: Work Hours**

The ADM Board's normal business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. A workday will constitute at least eight (8) hours (inclusive of a one-half hour lunch) and a workweek will constitute forty (40) hours.

Employee work schedules normally fall between 8:00 a.m. and 4:30 p.m.; however employees may be required to conduct business outside the established business hours and normal workweek.

The ADM Board acknowledges that employee's job responsibilities and personal needs often require flexibility in scheduling. When reasonable, as a retention tool and to serve as an employee-friendly work-place flexible scheduling will be available to employees. The [employee attendance procedure](#) provides clear guidelines on work hours, scheduling and flexible scheduling.

### **5.2: Kronos Work Week**

Each work week in the [Kronos Time Keeping System](#) is forty (40) hours and extends from Monday 12:00 a.m. through the following Sunday of each week. Each work week stands alone in the eighty (80) hour pay period.

### **5.3: Overtime/ Compensatory Time**

The ADM Board realizes that the essential duties and responsibilities of employees are not always equal and predictable in the amount of time required. Therefore, employees may be required to work overtime during peak work surges to meet the ADM Board goals, carry out its mission or to complete assigned projects.

As in accordance with the [overtime pay policy](#), overtime will be credited as compensatory time to employees. Any overtime greater than one hour per workday must be authorized by the supervising manager or the Executive Director before the overtime is worked, except for extenuating circumstances. Although employees will be compensated for all time worked, working overtime beyond one hour per workday without authorization may be grounds for discipline.



## 5.4: ADM Board Events and Compensation

The ADM Board provides financial sponsorship for community events that frequently result in event tickets being made available to employees.

When the Executive Director or his or her designee requires employee attendance at an event, the employee will receive compensatory time. This may include evening and weekend [ADM sponsored events](#) that require event coverage at community events, display tables, literature distribution, etc. In the event that the employee becomes unavailable to fulfill the assignment, the employee is responsible to provide prior notification as in accordance with the [employee attendance procedure](#).

## 5.5: Working at Home

The ADM Board provides an opportunity for employees to [work at home](#), in accordance with the policy, under extenuating circumstances. Attendance is considered to be an essential job function and employees are expected to report to work on a daily basis. Therefore, this policy is not intended to supplant that expectation. Employees with a need to work at home shall submit a [Request to Work at Home](#) form to their supervising manager.

## 5.6: Inclement Weather

When the ADM Board officially closes due to [inclement weather](#) or other emergency conditions, employees will be compensated for the number of hours for which they were scheduled to work but did not work during the weather emergency.

## 5.7: Attendance, Punctuality, Tardiness and Dependability

[The employee attendance procedure](#) outlines employee expectations on attendance, punctuality, tardiness and dependability. As such, employees are expected to be at work on time, ready to perform the duties of their position during all scheduled work hours.

## 5.8: Completion of Timesheets

The ADM Board uses the Kronos Timekeeping System for the completion of timesheets. Upon hire each employee will be assigned a user identification and passcode. Employees are responsible for ensuring that their own actual hours worked and absences are recorded promptly and accurately on their Kronos timesheet. Care must be exercised in recording the hours worked, overtime hours, and absences. Any inaccuracies or errors within an employee's timesheets must be reported in writing to the Manager of Administration within thirty (30) days after the inaccuracy or error was first known or should have been known. Falsification of any record is grounds for discipline, up to and including discharge. All attendance records are subject to audit and public records request. [The employee attendance procedure](#) provides clear guidelines on how to complete timesheets in the Kronos Timekeeping System.

## 5.9: Meal Period

The ADM Board standard workday consists of eight (8) hours of work with at least a thirty (30) minute or one (1) hour unpaid lunch period.

Lunch periods are specifically not permitted at the beginning, or at the end, of the scheduled workday.

Each employee shall take a half hour or an hour for a meal break, at a reasonable time so as not to unduly burden coworkers or the performance of ADM Board business.

As in accordance with federal regulations non-exempt employees are completely relieved of their duties during their meal period. However, if a non-exempt employee performs work during a meal period, he or she will be paid for that time. For example, if an employee begins their meal time but receives an urgent call from a customer that requires immediate attention, this is considered working time and the employer must pay for that time. In order to ensure that all employees are properly paid, non-exempt employees must accurately record the time spent working during a lunch break in the Kronos Timekeeping System.

In accordance with the [employee attendance procedure](#) employees departing the building for a non-working lunch are required to record their departure and return times in the Kronos Time Keeping System.

## **5.10: Breaks and Rest Periods**

The ADM Board offers its employees break periods of short duration, usually 15 minutes or less during their scheduled work hours.

Employees are encouraged to take rest breaks, twice each day, throughout the work period. Since a rest period is considered part of the employee's compensable basic workday a break period shall not be added to a meal period or taken at the beginning or end of scheduled hours.

## **Section 6.0: Time Away from Work**

The ADM Board provides time away from work to eligible employees for a variety of reasons (vacation, sick, compensatory time, etc.). Time away from work must be approved by the supervising manager and recorded in the Kronos Time Keeping System in accordance with employee attendance procedure. Once approved, employees are responsible for recording and or forwarding time away message notifications i.e. voicemail, email, etc. to insure that business needs are met while they are away from work.

### **6.1: Vacation**

In accordance with the [ADM Board vacation policy](#), all full-time employees earn annual vacation leave according to their total years of service with the ADM Board, County authorities and any other political subdivisions of the State of Ohio. When requesting time off, employee accrued compensatory time will be considered first. Time spent on military leave, or other authorized leaves of absence, are also counted.

### **6.2: Vacation to Sick Leave**

If an employee, while on vacation leave, becomes otherwise eligible for sick leave, such employee may be permitted to change such leave to sick leave under certain conditions. If the employee has an illness lasting for three consecutive days and has documented evidence that they were under the care of a healthcare provider, consideration will be given to convert the vacation to sick leave.

### **6.3: Personal Leave**

Each calendar year, full-time employees may elect to use up to three (3) days of sick leave as personal leave, provided they have enough sick hours accrued, to cover any short-term absences of a personal nature. New full-time employees will be eligible for three (3) days of personal leave after the sick leave hours have accrued. The time off must be scheduled and approved in advance, in the Kronos Time Keeping System, by the supervising manager. Any personal leave not used by December 31<sup>st</sup> will remain in the sick leave bank. Unused personal leave cannot be cashed out at the end of the calendar year or when an employee leaves his or her position, nor be carried over into the following year for future use.



## 6.4: Holidays

The ADM Board authorizes the following holidays, per County of Summit Council enacted legislation, with pay, for all employees, pro-rated for part-time employees:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve (per County of Summit Council enacted resolution)
- Christmas Day
- Employee's Birthday\*

The Employee Birthday may be taken the day of the employee's birthday, or within fourteen (14) days after the birthday with the supervising manager's approval. If the time is not taken within the fourteen days, the holiday will be forfeited. Employees must be employed for one (1) full year to be eligible.

Any other day designated by an act of the President of the United States, and/or by the Governor of Ohio, in accordance with Section 124.19 of the Ohio Revised Code, shall be considered a holiday.

Holidays occurring on Sunday will be observed on the following Monday, and those occurring on Saturday will be observed on the preceding Friday.

Part-time employees will be compensated for their scheduled number of hours worked in a week, divided by five days, on the holiday.

## 6.5: Bereavement Leave

An employee is eligible for bereavement leave, a leave of absence, with pay, for five (5) days in the event of the [death of a member of the immediate family](#) with proper verification submitted to the Manager of Administration. An obituary notice, or a statement from the Funeral Director, if the employee's name is not listed in the obituary, shall constitute proper verification.

## 6.6: Military Leave

In compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the ADM Board does not discriminate against individuals who are members of, or apply to be members of a uniformed service; who perform, or apply to perform military duty; or who have service obligations.

The ADM Board also prohibits retaliation against individuals because they have exercised their right to perform military services, testified or made a statement in connection with any proceeding under the Act, or participated in a USERRA investigation.

All full-time employees who have held a position of at least ninety (90) days shall be granted a [military leave](#) of absence without pay to be inducted or otherwise enter full-time military duty and shall be considered as a separation from ADM Board service with reinstatement rights.

## **6.7: Absence due to Illness**

The ADM Board recognizes that an employee may occasionally be disabled by injury or illness. As a result, the [Absence Due to Illness](#) policy is designed to provide protection to employees against loss of income during unavoidable illness or injury.

## **6.8: Reporting off Sick**

Employees are expected to notify their supervising manager or the supervisor's designees, in their absence as far in advance as possible if they are reporting off ill, notification must be given for an absence to be excused. Absences must meet the following conditions in order to be excused:

1. The employee provides notification prior to the scheduled starting time to their supervising manager or supervisor's designee. Notification shall occur by phone unless other means have been approved by the supervising manager.
2. Employees are required to notify the supervising manager each day of the absence, unless instructed otherwise.
3. The employee has sufficient accrued leave to cover the absence.
4. The absence request must be approved by his or her supervising manager.

## **6.9: Sick Leave Greater than three days**

If an employee is absent from work for more than three (3) consecutive working days, the employee will be required to submit a physician notice in addition to the Kronos time off request on the first day of return to work. The physician notice shall remain confidential and be directly submitted to the Manager of Administration.

When an employee is absent from work more than three (3) consecutive calendar days, the Manager of Administration must be informed of the employee status by the supervising manager.

On the fourth day of absence the employee will be sent, by certified postage, a Notice of Eligibility & Rights and Responsibilities (Under Family Medical Leave Act) Department of Labor (DOL) Form WH-381 in accordance with federal rules.

## **6.10 Federal Family and Medical Leave Rights**

The ADM Board is covered under the Federal Family and Medical Leave Act of 1993 and complies with all FMLA requirements.

The Family and Medical Leave Act of 1993 permits eligible employees to take up to twelve (12) weeks of unpaid leave per twelve (12) month period for a qualifying reason. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a family member who is a covered service member during a single 12-month period. The ADM Board's [FMLA operational procedure](#) provides employee with guidance on how to apply for leave under FMLA.

## **6.11: Jury Duty**

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees required to report for jury service by the United States, the state of Ohio, or a political subdivision, must notify his/her supervisor within a reasonable time after receipt of such notice of selection for jury service. In most cases, employees will be given leave by the Executive Director and will be given full pay. A statement, signed by an appropriate court officer, will be required to justify use of leave. Any compensation, or reimbursement, for jury duty, or for court attendance compelled by subpoena, when such duty is performed during an employee's normal working hours, shall be turned over to the Manager of Finance. If excused or released from jury duty, employees are expected to return to work promptly.

An employee may be requested to seek permission to be excused from jury duty if the employee's position is critical to the ADM Board at the time of jury duty selection. In such event, the Executive Director shall provide the employee with a letter of request to be submitted to the court.

## **6.12: Administrative Leave**

Administrative leave is a leave of absence (paid or unpaid) initiated to manage special circumstances where it is in the ADM Board's best interest to retain the employment relationship for a period of time to be determined by the Executive Director.

Administrative leaves may be initiated by the Executive Director for special circumstances that may be, but are not limited to:

- Necessity to remove an employee from the work place while an internal investigation/review ensues;
- Emergency conditions where no other administrative option exists.

The decision of whether an administrative leave shall be paid or unpaid rests with the Executive Director and depends on the circumstances surrounding the administrative leave. The ADM Board reserves the right to restrict access to ADM Board resources during periods of administrative leave.

## **Section 7.0: Compensation**

### **7.1: Understanding your compensation**

The Executive Director is responsible, subject to the limitations in Governance [Policy 2.3 Compensation and Benefits](#), for the overall management and administration of the compensation program and ensures that the compensation program adheres to applicable employment laws and regulations, including but not limited to the Equal Pay Act, Civil Rights Act, Fair Labor Standards Act and related amendments, regulations and court decisions. The ADM Board's compensation policy and procedures manual is maintained in the office of the Manager of Administration.

### **7.2: Wage Schedule**

The ADM Board wage schedule and pay assignments are structured to be both internally equitable and external competitive, but within practical budgetary and philosophical constraints. Pay raises are considered annually by the Executive Director. Pay raises in one year do not create or imply a promise for pay increases in subsequent years.

To insure that the ADM Board offers its employees a total compensation package that is competitive within our

labor market a systematic review of the compensation policy, including wages and labor market analysis will be conducted every three years.

### **7.3: Wage Increases**

For employee wage increases, the employee's ADM Board date of hire shall be considered the anniversary date on which the employee actually began work.

### **7.4: Pay Grade Assignment**

Employees will normally be assigned to the starting rate of the pay range, except in instances where applicable experience credit is given in accordance with the [compensation policy](#). Thereafter, the employee will be given opportunity to advance through the pay range through the ADM Board's pay increase policy, up to, but not to exceed the maximum of the assigned range.

### **7.5: Position Descriptions**

Position descriptions ensure that all employees have well-defined, clear and consistent information regarding their positions at the ADM Board. Position descriptions are meant to identify the key responsibilities and duties of the position. Each employee will be provided a position description that is assigned to the pay grade specified for the employee's job classification. Position descriptions shall be reviewed annually by the employee and supervising manager for review of key responsibilities and core competencies as part of the employee professional development process.

### **7.6: Job Audits and Reclassifications**

When an employee believes that their job description or classification assignment is inaccurate, or when there are significant modifications in an employee's job duties, the employee may request a job audit in accordance with the [compensation policy](#).

### **7.7: Pay Periods**

Employees are paid bi-weekly, in accordance with the Summit County Fiscal Office and Payroll guidelines. All employees are paid every other Friday for the pay period ending one week prior. If a holiday should occur on a Friday on which a pay day falls, then paychecks shall be issued on the preceding Thursday. Direct deposit for payroll checks is mandated for all ADM Board employees. Pay advances are not permitted.

Employees have access to direct deposit information through the [Summit County Fiscal Portal](#) showing gross pay, deductions and net pay. Certain automatic deductions are made from an employee's pay, as required by law, in accordance with employee benefit plans, or as requested by the employee. Deductions include, but are not limited to health insurance, life insurance, federal, state and city income taxes, OPERS, Medicare, deferred compensation, court-ordered garnishments, child support, United Way pledges and other deductions.

In addition, the ADM Board makes available certain voluntary deductions as part of the Summit County Department of Insurance Law and Risk Management benefits program. If an employee elects supplemental coverage under one of the Summit County benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check/direct deposit due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Summit County.

## **7.8: Payroll Errors**

Payroll errors and improper salary deductions could inadvertently happen from time to time due to human error or payroll processing problems, despite every good faith effort to process payroll accurately. Any inaccuracies or errors within a payroll period must be reported in writing to the Manager of Administration within thirty (30) days after the inaccuracy or error was first known or should have been known.

## **Section 8.0: Employee Benefits**

### **8.1: Understanding Your Benefits**

The ADM Board provides a highly competitive benefits program for employees and eligible dependents. The County of Summit Department of Insurance Law and Risk Management serves as the benefits administrator and attempts to provide plans that offer the best benefits at a reasonable cost to employees. The Manager of Administration serves as the ADM Board's benefits coordinator and works directly with the Department of Insurance Law and Risk Management.

This portion of the employee handbook contains a very general description of the benefits to which you may be entitled as an employee of the ADM Board. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination by visiting the [Summit County Intranet Scene Employee Benefits](#) for information on benefit programs. Within this site you will find links to valuable information on healthcare, employee assistance programs, workers' compensation, and voluntary benefit programs that will help you and your family enjoy a better quality of life. To the extent that any of the information contained in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the ADM Board and its employees, retirees, or their dependents, for benefits, or for any other purpose. The ADM Board reserves the right to add, amend, modify or terminate any employee benefit plans or programs.

Answers to questions regarding understating your benefits coverage, etc., can be found on the [Summit County Intranet Scene Employee Benefits](#) or by contacting the Manager of Administration.

### **8.2: Group Health Insurance**

Eligible employees of the ADM Board are covered by the Summit County Policy Group Medical and Hospitalization Insurance. The policy also provides coverage for all dependents of eligible ADM Board employees. There are other employee-paid coverage options available (e.g., vision, dental, short-term disability).

#### **Eligibility**

All regular full-time employees and dependents shall receive health benefits on the first of the month following the date of employment.

## **Cost**

All regular full-time employees shall pay the employee's portion of the premium costs of such health benefits as established by agreement or the County Council. The County Fiscal Officer shall deduct from the bi-weekly pay of all employees an amount representing the employee's portion of the premium cost of health benefits. In the event the employee's pay is not sufficient to cover the employee's portion of the premium cost, the employee must make direct payment to the County of Summit for their portion of the premium cost within thirty (30) calendar days.

An "incentive payment" will be offered to any employee of the ADM Board who has other family hospitalization coverage and elects to receive no medical or prescription drug coverage through the County's health insurance programs. The incentive payment shall be available to all ADM employees, except those married to other County employees. The amount of the incentive shall be established by the Summit County Council.

## **8.3: Group Life Insurance**

Each employee of the ADM Board is provided with life insurance coverage, and additional accidental death and dismemberment insurance coverage, as stipulated by the Summit County insurance plan. The entire cost of this coverage is paid by the ADM Board.

## **8.4: Retirement Plan**

Earnings from the ADM Board are not covered under Social Security. Employees of the ADM Board are members of the Ohio Public Employees Retirement System ([OPERS](#)) in lieu of Social Security.

### **Employee Portion**

Deductions from gross earnings are taken from the employee's paychecks as their payment to the retirement system. The rate of deduction is determined by OPERS. Should an employee leave public employment prior to retirement, he/she has the option to withdraw the entire amount of deductions which have been credited to his/her account, in accordance with OPERS regulations.

### **ADM Board Portion**

The ADM Board pays a percentage to OPERS based on the amount of the employee's gross wages. The percentage is determined by OPERS. Further questions regarding OPERS should be directed to OPERS or by visiting the OPERS website at [www.opers.org](http://www.opers.org).

## **8.5: Medicare**

Medicare deductions are required by law from all employees hired after May 1, 1986.

## **8.6: Employee Assistance Program (EAP)**

All ADM Board employees are eligible to receive an established number of free confidential counseling services through the Summit County's Employee Assistance Program (EAP). The EAP offers confidential, professional help with personal problems for any employee or family member. The program can assist with any of the following issues, such as: marital, family, financial/legal, substance abuse, and stress.



When a supervising manager observes a problem with an employee that is affecting job performance, and feels the employee would benefit from the EAP, a management referral may be made. Any manager or supervisor seeking to refer an employee to the EAP shall consult with the Manager of Administration.

## **8.7: Credit Union**

Board employees are eligible for membership in the [Summit Federal Credit Union](#). For further information contact the credit union at 330-376-3626 or visit their website.

## **8.8: Leave Donation Program**

The purpose of the leave donation program is to allow ADM Board employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to an extraordinary or severe illness or injury of the employee or the employee's spouse, child or parent. Spouse, child or parent shall be defined for the purposes of this section as such terms are defined under the Family Medical Leave Act. Both the donor and the recipient must work for the same appointing authority and be paid from the same funding source.

The leave donation program shall be administered on a pay period by pay period basis. Employees using donated sick leave shall be considered in active pay status, and will accrue leave and be entitled to any benefits to which they would normally be entitled. All accrued leave must be used prior to using donated leave. No employees may be forced to participate in any leave donation. However, with the permission of the employee who is in need, the Manager of Administration may inform other employees of their co-workers' need for leave. For question on the criteria for employee leave donation eligibility, contact the Manager of Administration.

## **8.9: Deferred Compensation Program**

The County of Summit Department of Insurance Law and Risk Management have adopted three deferred compensation plans:

- The Ohio Public Employees Deferred Compensation Program;
- The County Commissioners Deferred Compensation Program; and,
- ING (formerly Aetna).

Any eligible employee interested in participating in one of the established plans should visit the [Summit County Intranet Scene Employee Benefits](#) page.

## **8.10: COBRA**

The right to continuation of coverage for group health plan benefits was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA governs continuation of health benefits after separation from employment. Additionally, an employee is eligible for COBRA while on unpaid leave. The County of Summit Department of Insurance Law and Risk Management administer COBRA continuation coverage.

## **8.11: Workers' Compensation**

Workers' compensation is required by law, and is paid by the ADM Board for each employee. Employees must immediately report, in writing, any injuries received on the job to their supervising manager, who will provide the report to the Manager of Administration, who will then send the report to the Summit County Department of Law, Insurance and Risk Management. Specifically, Summit County rules require that the employee complete the Bureau of Workers' Compensation ([BWC FROI-1\) Form](#) and send this to Summit County Workers Compensation Administrator, which is the medical management company, for handling. Additionally, all employees are subject to the post-accident drug and alcohol testing policy. Employees, who sustain a work-related injury while employed with the ADM Board and are removed from Active Pay Status as a result of the work-related injury, shall continue to receive health benefits for a period not to exceed three (3) months. The employee shall be responsible for the employee's portion of the premium cost for the three (3) month period.

## **8.12: Unemployment Compensation**

The law provides unemployment compensation benefits to protect workers from catastrophic economic hardship due to a loss of employment. A terminated employee who is unable to secure new employment may file a claim for unemployment compensation. An employee may be eligible for unemployment compensation if he/she was terminated for reasons other than "just cause", as defined by state law. Generally, employees who were terminated for "just cause" or who voluntarily resign are not eligible for benefits.

## **8.13: Compensation Statements**

On an annual basis, employees are provided with a compensation statement that provides a detailed review of their salary and the value of benefits. The Manager of Administration is available to resolve any questions regarding the compensation statement.

## **8.14: Worksite Wellness**

The ADM Board is committed to promoting the health and well-being employee and encourages participation in ADM Board approved programs and wellness activities offered through the County of Summit Department of Law, Insurance and Risk Management. The [Worksite Wellness Policy](#) provides the foundation and guidance by encouraging employee participation in activities and reducing barriers to participation.

## **Section 9.0: Professional Development**

### **9.1: Performance Development Plans (PDP)**

The ADM Board is committed to enhancing the performance and professional development of all employees through a [performance development plan \(PDP\)](#). The PDP also aligns individual employee goals with organizational goals. The PDP process includes quarterly performance planning for the calendar year. It is designed to ensure that employees:

- understand their duties and responsibilities by reviewing and, if necessary, revising an outdated position description,
- understand the goals that they have developed with their supervising manager,
- receive timely feedback about their performance, and



- are evaluated in a fair and consistent manner.

Supervising managers and their employees are required to create a professional development plan at the beginning of each calendar year for existing employees and during the first month after probationary period. Throughout the year, supervising managers meet with their employees at least quarterly to discuss goals, provide feedback on performance, coach, and counsel. During the year- end review meeting, performance planning begins for the next calendar year.

## **9.2: All-Staff Meetings**

Employees are required to attend all-staff meetings as scheduled. If the employee is unable to attend the staff meeting, the employee is required to notify their supervising manager. The employee is responsible for the items covered at the staff meeting.

## **9.3: Training and Development**

The ADM Board is committed to providing training to ensure that the needs of the organization are met and that employees are trained on emerging topics and issues. As identified by the Executive Director, there may be staff development courses that employees will be required to attend. Examples of these courses include ethics for public employees, sexual harassment, drug free workplace and diversity. The courses listed are examples and not all inclusive. With the exception of courses taken as a pre-condition of employment, employees will be paid their regular rate of pay for the time spent attending any required courses.

## **9.4: Lunch and Learns**

On occasion there will be opportunities for employees to attend lunch and learn sessions with topics that are not directly related to the employee's job. Attendance at lunch and learns is completely voluntary and generally not compensated.

## **9.5: Tuition Reimbursement**

All employees of the ADM Board who have completed at least one year of service are eligible for reimbursement for job-related formal education coursework and certain approved actual expenses incurred for education or training. Each employee may be eligible to receive up to \$1,500 per year for tuition reimbursement, with proof of a passing grade of a "C." Employees are required to submit a [training and development request](#) and have it approved by the supervising manager and Executive Director before enrolling in courses.

When it is deemed by the Executive Director to be in its best interest, the ADM Board may, on a case-by-case basis, and at its discretion, reimburse employees for the completion of accredited course work. Reimbursement may include such things as: tuition, books, registration fees, and laboratory fees.

## **9.6: Conferences, Seminars and Training**

The ADM Board supports employee professional development attendance at continuing education activities that enhance employee's knowledge and skills as related to effective performance of job responsibilities. The ADM Board's [professional development and training procedure](#) outlines the approval process for employee-requested, external job-related conferences, workshops, trainings and seminars.

## **9.7: Volunteering**

The ADM Board recognizes the generosity and benefits of volunteerism. ADM employees often meet the demands of their position, but they also may go above and beyond by supporting community programs by volunteering without the promise, expectation, or receipt of compensation.

## **Section 10.0: Reimbursement of Business Expense**

### **10.1: Travel**

All employees of the ADM Board shall be reimbursed for authorized actual, necessary, and reasonable expenses while conducting official ADM Board business in accordance with the following policy and procedure [Travel, Training, Seminar & Other Business Expense Reimbursement Procedure](#).

The vehicle shall be insured by the owner, and the owner shall save and hold harmless the County of Summit ADM Board, from any and all claims arising from such use.

Employees will be held financially responsible for unauthorized costs and additional expenses incurred for personal preference or convenience. Abuse or fraudulent claims for travel and reimbursement may result in discipline, up to and including termination.

## **Section 11.0: Employment Standards**

### **11. 1: Equal Employment Opportunity Statement**

It is the policy of the ADM Board to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all ADM Board sponsored employee activities.

As part of the ADM Board's equal employment opportunity policy, the ADM Board will also take affirmative action as called for by applicable laws and to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities. The ADM Board's equal employment opportunity statement and [affirmative action plan](#) applies to all operations and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment inclusive of [ORC 125.111](#).

### **11.2: Affirmative Action Plan**

The ADM Board embraces human diversity, and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. The [affirmative action plan](#) shall guide the ADM Board and its staff in all matters relating to equal employment opportunity and affirmative action to achieve a diverse work force:

### **11.3: Americans with Disabilities Act Policy Statement**

The ADM Board will comply with all applicable provisions of the Americans with Disabilities Act (ADA) Amendments Act of 2008, the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable.

It is the ADM Board's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, or perceived disability, so long as the employee or applicant can perform the essential functions of the job.

Consistent with this policy of nondiscrimination, the ADM Board will provide reasonable accommodations to a qualified individual with a disability upon request of an individual who has made the ADM Board aware of his or her disability, as defined by the ADA, provided that such accommodation does not constitute an undue hardship on the ADM Board.

The ADM Board encourages individuals with any disabling condition to **request any reasonable accommodation**. Any employee or job applicant who has questions regarding this policy, or believes that he or she has been discriminated against based on a disability, should notify the Manager of Administration. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

#### **11.4: Policy Prohibiting Harassment**

The ADM Board is committed to creating a work environment free from all forms of discrimination and harassment, where employees treat each other with respect, dignity and courtesy. The ADM Board does not and will not tolerate any type of harassment of our employees, applicants for employment, customers and vendors. The accomplishment of this goal is essential to the mission of the ADM Board. For that reason, the ADM Board will not tolerate unlawful harassment of any kind.

Through enforcement of this policy, and by education of employees, the ADM Board will seek to prevent, correct, and discipline behavior that violates this policy. Appropriate disciplinary action will be taken against any employee who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. The ADM Board reserves the right to investigate any suspected violation of this policy even in circumstances where no formal complaint has been made.

#### **11.5: Anti Retaliation Policy**

The ADM Board is committed to maintaining a work environment free from unlawful discrimination or harassment. In an effort to foster such an environment, and in conformity with all federal state and local laws, the ADM Board strictly prohibits any form of relation against any employee who files in good faith a complaint of harassment, discrimination or reports conduct prohibited by ADM Board polices laws or regulations. An employee will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Nothing in this policy shall prevent the complainant, or the respondent, from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

#### **11.6: Dating In the Workplace Policy**

The ADM Board prohibits romantic or sexual relationships between a manager, or other supervisory employee, and his or her staff (an employee who reports directly or indirectly to that person), because such relationships tend to create compromising conflicts of interest, or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions

affecting the staff employee.

## **11.7: Drug Free Workplace Policy**

Our commitment to maintaining a safe and secure workplace requires a clear policy and supportive programs relating to the detection, treatment, and prevention of substance abuse by employees. It is the goal of the ADM Board to provide a safe workplace by eliminating the hazards to health and job safety created by alcohol and other drug abuse. The ADM Board's **substance abuse policy and procedure** applies to all employees while on duty or off premises.

## **11.8: Anti-Nepotism Policy**

Members of an employee's immediate family may be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a manager/subordinate relationship with a family member;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of the immediate household. This policy also applies to romantic relationships.

Employees who become immediate family members, or establish a romantic relationship, may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the ADM Board to which one of the employees will transfer. If employees become immediate family members, or establish a romantic relationship, the ADM Board will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Executive Director will decide which employee will not be retained.

## **11.9: Ethical and Legal Business Practices- Whistleblower Policy**

The ADM Board is committed to creating an open environment in which employees are able to raise concerns regarding actual or suspected unethical, unlawful or undesirable conduct. The ADM Board recognizes that any genuine commitment to detecting and preventing illegal and other undesirable conduct must include a mechanism whereby employees can report their concerns freely and without fear of reprisal or intimidation.

Under this policy (sometimes referred to as a "whistleblower policy") a "whistleblower" is an employee who in good faith reports an activity that he/she considers to be illegal or dishonest.

To demonstrate the ADM Board's commitment to a high standard of ethical, moral and legal business conduct, an avenue is provided for employees to report concerns to an external party, independent from the ADM Board of Directors, staff or administration. Such concerns may include, but are not limited to:

- Incorrect financial reporting;
- Unlawful activity;
- Activities that are not in line with County of Summit ADM Board policy; or
- Activities which otherwise amount to serious, improper conducts.

The policy also offers safeguards for employees if they raise concerns regarding, but not limited to, the above listed activities.

Efforts will be made to treat a report of unethical or illegal conduct as confidential, consistent with the need to investigate and prevent, or correct, the action. The individual making the report will not be retaliated against, discharged, threatened, harassed, or discriminated against for reporting, in good faith, what they perceive to be wrongdoing, violations of law, or unethical conduct. Notwithstanding the above, any employee who knowingly submits false information may be subject to discipline, up to and including termination.

When an informal discussion with a supervisor or other administrator is not appropriate, or when the employee does not feel comfortable in doing so; or when the employee has previously done so and believes no action has been taken, or action taken has not remedied the concern. The employee should collect any available evidence to support the allegation and contact [Red Flag Reporting](#).

The employee may file a concern/complaint with [Red Flag Reporting](#) accessing their website or by calling 1-877-64 Red Flag (1-877-647-3335). Employees will need to enter the County of Summit ADM Client Code (3307623500) to submit a report.

Once the report is filed, [Red Flag Reporting](#) will contact the ADM Board Governance Chair and the Chair of the Audit Committee to oversee the complaint investigation.

## **11.10: Open Door Policy**

The purpose of our open door policy is to encourage open communication, feedback, and discussion where everyone's voice is heard regarding any matter of importance to an employee.

Through this open door policy, employees can approach any manager or the Executive Director to seek understanding of the rationale for practices, processes, and procedures or offer to offer input to improve a process. While there may not be an immediate change to an existing methods, procedures, or approach your voice will be heard.

If any area of your work is causing you concern, you have the responsibility to address your concern with your supervising manager, this is always encouraged as your first effort to solve a concern.

## **11.11: Employee Grievance Policy**

The Executive Director shall not prevent staff from grieving to the Board when the internal grievance procedures have been exhausted and the employee alleges that ADM Board policy has been violated to his or her detriment. Further, the ADM Board's policy specifically prohibits retaliation for registering a grievance, nor will filing a grievance have an adverse impact on the individual's employment status.

If an employee believes that an act has occurred that is in violation of ADM Board policy, he or she should follow the internal procedure which is outlined in the [employee grievance procedure](#).

## **Section 12.0 Employee Standards**

### **12.1: Code of Conduct**

The ADM Board prides itself on the high standards of excellence embodied by our mission and operating principles. Each employee is expected to adhere to a high standard of conduct professionally, socially and

legally. The ADM Board depends on the way employees conduct business, and the way the public perceives that conduct. All employees should conduct themselves and perform their duties ethically, honestly, and with integrity. The ADM Board strives to create and maintain an environment in which people are treated with dignity, decency, and respect.

## **12.2: Ethics for Public Employees**

All ADM Board employees are expected to adhere to the highest possible ethical and moral standards and to perform their duties in accordance with the State of Ohio Ethics Law and other rules and regulations as may be set forth by the Executive Director. Behavior and conduct that compromises the mission of the organization, interferes with the normal office operations, is illegal or is offensive to the public or co-workers will not be tolerated. The ADM Board reserves the right to discipline or discharge any employee for violating any Company policy, practice or rule of conduct. Be aware that the ADM Board retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. All new hires will receive and be expected and required to become familiar with the [Ohio Ethics Law and Related Statutes](#) for public employment within 15 days upon hire. All employees will be trained every two years and required to sign an [employee conflict of interest disclosure statement annually](#).

## **12.3: Acceptance of Gifts, Favor or Items of Value**

ADM Board employees are public employees. Public employees are subject to the Ohio Ethics Law and Related Statutes and cannot solicit, accept or use the authority of their public position to secure anything of value, including a gift, meal, or entertainment, that could have a "substantial" and "improper" influence upon the performance of their duties.

An improper source is defined as any person, company, or private entity or association that is regulated by or interested in matters before, or seeking to do business with, a public agency such as the ADM Board.

Gifts, meals at expensive restaurants, entertainment activities such as exclusive golf outings and season tickets to the games of a professional sports team, are of substantial value. Jewelry, discounts on major consumer items and travel, meal and lodging expenses are also of substantial value.

An employee may entertain potential or actual customers, if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards, and the public disclosure of such activities will not embarrass the ADM Board.

Small gifts, such as a book, a meal at a family restaurant, a promotional item, an inexpensive entertainment activity, and any other things of nominal value, even if they are provided by an improper source, will not be considered to have a substantial influence on an employee.

The facts and circumstances of each situation dictate that special care and consideration must be taken to avoid even the impression of a conflict of interest. If any question arises about the acceptance of such gifts, it is preferable to decline it. Any questions regarding this policy should be addressed with your supervising manager or the Manager of Administration.

## **12.4: Business and Financial Interest**

An employee, and his or her immediate family, may not own or hold any significant interest in a supplier, customer, or competitor of the ADM Board, except where such ownership or interest consists of securities in a publicly owned company and that such securities are regularly traded on the open market.



## 12.5: Confidentiality and Protected Information

Employees shall preserve the integrity and confidentiality of individually identifiable health information (IIHI) pertaining to each client. This IIHI is protected health information (PHI) and shall be safeguarded to the highest degree possible in compliance with the requirements of the security rules and standards established under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

In accordance to the with our [email security procedure](#), employees are prohibited of sending any electronic protected health information (ePHI) in an unsecured channels. Email with PHI must be encrypted through ADM's secure messaging system. Employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the client or his/her authorized representative unless required to do so by federal and/or state law or regulation; unless an emergency exists; or, unless the information has been sufficiently de-identified that the recipient would be unable to link the information to the client.

The ADM Board will take reasonable steps to limit the use and/or disclosure of, and requests for PHI to the minimum necessary to accomplish the intended purpose.

All employees shall comply with the standards set forth in this policy. Violation of this policy and unauthorized uses and/or disclosures of protected health information are very serious offenses. Not only is violation of this policy grounds for disciplinary action, up to and including termination of employment, but violations related to unauthorized use and disclosure of protected health information may be subject to civil and criminal penalties including significant costs and incarceration. Employees will be trained on confidential and protected information by the ADM Board's Privacy Officer and required to sign a [confidentially statement](#). Employees who are unsure about the confidentiality requirements of specific information must seek clarification from their supervising manager or the ADM Board's [Privacy Officer](#).

## 12.6: Dress Code

All employees represent the ADM Board in their appearance, as well as by their actions. The ADM Board expects employees to maintain a neat, well groomed appearance at all times. Appropriate business dress, grooming and personal hygiene contribute to the morale of employees and affect the business image of the organization.

Employees should consider each day's activities when determining their dress. Employees who are hosting or attending meetings with clients, agency staff, or vendors should dress professionally, in accordance with the business environment in which they are interacting.

The following guidelines are intended to establish minimum standards regarding suitable dress for all employees of ADM Board:

- Every employee is required to wear an identification badge, either attached to their clothing in a visible location or hung around their neck with a lanyard.
- Employee work attire should be neat and clean, without holes or signs of heavy wear. Personal hygiene and good grooming shall be a part of appropriate dress, and will be maintained at acceptable levels.
- If an employee is unsure of the appropriateness of a particular item of clothing, the employee should first discuss it with the supervising manager.

At the discretion of the Executive Director, the ADM Board may offer the opportunity for employees to dress in business casual attire. Business casual is a privilege that is offered to provide a comfortable and relaxed work atmosphere. Employees are not required to dress in business casual attire when permitted. In all cases, the business attire of the employee should be reflective of the business activities of the day.

Casual business attire encompasses many looks; however, for the purpose of this policy, casual business attire is defined as clothing that allows employees to feel comfortable at work, yet is appropriate for a customary office environment. Flip Flops, sweatpants, t-shirts, distressed jeans and athletic wear are prohibited.

## **12.7: Tattoos and Body Piercing**

The ADM Board reserves the right to prescribe reasonable and appropriate standards as they pertain to employee's body piercing, jewelry and tattoos, to preserve the agency's image and reputation in the community.

ADM Board prohibits employees from displaying tattoos, piercings, or other forms of body art that are highly offensive unreasonably interfere with work performance, or expound any type of sexual, racial or other forms of harassment or malice against any person or group. Such tattoos are contrary to the ADM Board's business environment, and risk to jeopardize the agency's public reputation.

## **12.8: ADM Board Levy Activities**

Under an exception in Ohio Law, ADM Boards are specifically authorized to use resources for the passage of a ADM Board levy activities.

## **12.9: Political/Campaign Prohibited Employee Activities**

Political activity for classified employees shall be governed by ORC 124.57. Classified employees who engage in political activities prohibited under ORC 124.57 are subject to discipline, including termination.

Employees are not permitted to participate in any political activity that interferes with or disrupts the workplace in any manner. With the exception of activities that are permissible under ORC 340.03(A) (7), it is against ADM Board policy for any employee to:

- A. Use work time or company resources to accomplish goals that are politically motivated.
- B. Solicit or encourage monetary contributions or other support for a political party, campaign, candidate, or political belief during work hours or during after hour work activities.
- C. Use company facilities, such as break or eating areas, conference rooms, or offices for any political or campaign activity.
- D. Utilize the company's property or company-issued property, including but not limited to, telephones (both cellular and desk phones), computers, facsimile machines, email systems, interoffice mail or voicemail, photocopiers, postage, paper, envelopes, or other office supplies, for any political or campaign activity.
- E. Use the company's name or affiliation in connection with any political or campaign activity, at any time, without the s expressed written approval.



Unclassified employees are not prohibited from participating in any lawful political activity.

## **12.10: Employees Running for Public Office**

Employees who decide to run for public office are expected to keep politics separate from employment, and should not allow political involvement to interfere with work performance. The ADM Board strictly prohibits employees seeking public office from using the ADM Board's name in association with any political or campaign activity without the ADM Board's express written permission. Employees wishing to run for public office should notify their supervisor and the Manager of Administration in writing of their intentions, specifying the position and venue in which they are seeking election. Employees running for office are expected to maintain all regular work duties during the campaign and upon election. Employees elected to a full-time office are encouraged to either resign or request a leave of absence without pay. The ADM Board does not guarantee that employees will be reinstated to their prior position or any other position upon return from a leave of absence for political service. Employees elected to public office must disclose the existence of any potential or actual conflict of interest affecting the employee's duties or loyalty to the company, and shall cooperate to the extent practicable to resolve such conflicts to the company's satisfaction.

## **12.11: Solicitations**

It is generally the policy of the ADM Board to prohibit solicitations on its premises. Persons not employed by the ADM Board may not solicit ADM Board employees for any purposes on ADM Board premises.

Employees may not solicit any other employee during working time, nor may employees distribute literature in work stations at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Employees are permitted to leave sales brochures, order sheets, nominal items for purchase in the lunchroom. (i.e., Avon, Candy Bars Girl Scout, Boy Scout Order Forms, Mary Kay, Tupperware, etc.)

Solicitations for charitable causes, such as United Way and NAMI, are permitted with the approval, and under the direction of, the Executive Director.

## **Section 13.0: ADM Board Property, Equipment, Communication and Technology**

### **13.1: Using ADM Board Equipment**

When using ADM Board property, including computer equipment or hardware, exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. The protection of ADM Board business information, property, and all other ADM Board assets are vital to the interests and success of the ADM Board. No ADM Board-related information or property, including, without limitation, documents, files, records, computer files, equipment, office supplies, or similar materials (except in the ordinary course of performing duties on behalf of the ADM Board) may, therefore, be removed from the ADM Board's premises. Employee should not remove any property from the premises without prior written permission from your supervising manager or the Manager of Administration. Using ADM Board equipment for personal conveniences or gain is prohibited.

The ADM Board provides and maintains the following forms of electronic communication, messaging agents, and electronic facilities: internal and external electronic mail (email), telephone voice mail, internet access, and computer hardware and software. As a condition of providing the previously identified communications access

to its employees, the ADM Board places certain restrictions on workplace as outlined in [the email, voice mail and computer usage policy](#).

Notify your supervising manager if any equipment or machines appear to be damaged, defective, or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Employee should not remove any property from the premises without prior written permission from your supervising manager or the Manager of Administration. Should you have questions about the maintenance and care of any workplace equipment, ask your supervising manager.

### **13.2: Software Policy**

The ADM Board regulates employees' use of its computer software. Employees may not duplicate any licensed software or related documentation for use, either on ADM Board premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. Employees may not provide software licensed to the ADM Board to anyone outside the ADM Board. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the ADM Board to liability.

All software on ADM Board owned computers or devices must be purchased by and remain the property of the ADM Board. Upon delivery, all software must be registered properly and installed by the IT Department. Employees may not load personal software on ADM Board computers or other devices.

### **13.3: Intellectual Property- Employee Work Product**

For purposes of this policy, the term "Employee Work Product" is defined as intellectual property distinctively and collectively the whole or any part of any idea, concept, know-how, technique, discovery, invention, product, patent, trade secret, trademark, copyright, copyrightable or patentable creation, process, improvement, or any other item or work conceived, discovered, originated, created, made, written, reduced to practice, or otherwise developed by an ADM Board employee, alone or in conjunction with others, provided that: (1) the work is related to or useful to ADM Board or anticipated business; and (2) the work results from any task assigned or performed by an employee on ADM Board time, or results from any work performed with the ADM Board 's equipment, supplies, facilities, or other ADM Board resources.

All ADM Board employees must be aware that the ADM Board retains legal ownership of employee work products. No employee work product created while employed by the ADM Board can be claimed, construed, or presented as property of the individual, even after employment by the ADM Board has been terminated or the relevant project completed. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain employee work product as an example in certain situations, one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, any use of ADM Board data must receive prior approval of the Executive Director and it must always be made clear that employee work product is the sole and exclusive property of the ADM Board.

Intellectual Property created prior to the employee's employment with ADM Board will not be deemed employee work product for purposes of this policy.

### **13.4: Use of Cell Phones While Driving**

Employees must adhere to all federal, state or local laws and regulations regarding the use of cell phones while driving. Accordingly, employees should not use text messages while driving as it is prohibited by law.

Employees who operation their private vehicles while on work time or for ADM Board conducting business for and violate traffic laws will be solely responsible for all liabilities.

### **13.5: Electronic Devices: Bring Your Own Device (BYOD) Policy**

This policy outlines the use of personally owned electronic devices when they are brought to work or used for work purposes. If an employee elects to use their personal devices for work purposes it should be discussed and approved by their supervising manager.

Personal electronic devices include but are not limited to personally owned cell phones, tablets, laptops and other electronic devices. Employees who use their personal devices for work-related purposes will be solely responsible for all liabilities. The ADM Board does not reimburse employees for the purchase, data or call plan overages, damage, loss or theft of personal devices.

Employees are prohibited of storing and or transferring ADM Board protected health information on their personal mobile devices. Emails with PHI must be encrypted and retrieved through ADM's secure messaging system.

Excessive personal calls, e-mails or text messaging during the work day can interfere with employee productivity and be distracting to others. Personal devices brought to work shall be set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

Employees whose personal devices have camera, video or recording capability are restricted from using those functions anywhere in the building or on company property at any time unless they obtain prior authorization.

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. ADM Board policies, including but not limited to those pertaining to harassment, discrimination, retaliation, confidential information and ethics, apply to the use of personal devices for work-related activities.

Care must be exercised when nonexempt employees use their personal devices for work purposes outside of their normal work schedule without authorization in advance from their supervising manager. This includes but is not limited to reviewing, sending and responding to e-mails or text messages, responding to calls or making calls.

### **13.6: Employee Communication Page and Bulletin Boards**

Employee should read the employee communication age regularly to obtain important information about announcements, events, forms and policies. Agency computers are set up by the ADM Board's IT department to automatically load the employee communication page when a user opens a web browser.

Bulletin boards maintained by the ADM Board are to be used only for posting or distributing material of the following nature:

- A. Notices containing matters directly concerning ADM Board business;
- B. Announcements of a business nature, which are equally applicable and of interest to employees.

All posted material must have authorization from the Manager of Administration.

### **13.7: Communication with Press or Media**

The Executive Director and the Manager of Community Relations are responsible for overseeing community

relations, education, and marketing for the ADM system of services, and events sponsored by the ADM Board. The ADM Board procedure [Community Relations Media Relationships](#) covers all forms of responses to the press and media.

If the Executive Director or the Manager of Community Relations is not available the employee should refer them to the Executive Director and/or Manager of Community Relations email address, business, or cell phone.

Except as provided above, employees are expressly prohibited from making any statements to the press or media outlets, whether on-the-record, off-the-record or anonymously.

The ADM Board reserves the right to retrieve and review any message or file composed, sent, or received.

### **13.8: Social Media**

The ADM Board is committed to utilizing social media platforms and electronic communications to advocate, educate and communicate with our audiences about the ADM Board's mission, programs, and value provided to the community. Only the Executive Director or his/her designee is permitted use social media to speak on behalf of the agency in any official capacity.

The objective of the [social media policy](#) is to establish practical, reasonable and enforceable guidelines by which our employees can conduct responsible, constructive social media engagement. When an employee participates in social media, he or she must make it clear to others that the views expressed are the employee's alone, and do not necessarily reflect the views of the ADM Board. Employees may not disclose any information that is confidential or proprietary to the ADM Board, or to any third party that has disclosed confidential or proprietary information to the ADM Board. Employees also shall not make, share, or publish any defamatory, critical, disrespectful or otherwise damaging remarks or images about the ADM Board, its employees, or clients.

### **13.9: Public Records Policy**

The ADM Board is a political subdivision of the State of Ohio and abides by Ohio's Open Records and Meetings Laws. Our [Records Retention Schedule \(RC-2\)](#) lists the records created and maintained by the ADM Board. The RC-2 is approved by the Summit County Records Commission per the Ohio Revised Code, and then approved by both the Ohio Historical Society and the State Auditor's Office. All persons requesting permission to inspect public records must follow the [public records request procedure](#).

### **13.10: Surplus Inventory and Disposal of Equipment**

An essential internal control to safeguard the ADM Board assets, and ensure compliance with state and local law regarding surplus governmental property, is the policy of the ADM Board that employees which identify equipment, furniture and other materials/supplies that are in surplus or no longer needed for use should consult with the Manger of Administration or the Manager of Information Technology before any items are disposed. This policy is applicable to all equipment and materials purchased and/or owned by the ADM Board.

## **Section 14.0: Workplace Environment, Health and Safety**

### **14.1: Smoking Policy**

The ADM Board is committed to workplace wellness, which includes promoting the health and well-being of employees. The ADM Board is a smoke-free workplace, and prohibits smoking either inside the building or on or near its premises. The ADM Board complies with state laws governing public smoking. ADM Board

employees are expected to adhere to the smoke-free workplace policy. Violation of this policy may subject the employee to disciplinary action. Questions about the smoking policy should be directed to the Manager of Administration.

## **14.2: Lactation Policy**

The ADM Board prohibits discriminating against employees on the basis of breastfeeding or lactation.

In accordance with the Fair Labor Standards Act, an employee will be provided a reasonable break time to express breast milk for her nursing child for one (1) year after the child's birth, each time the employee has need to express the milk. The employee will be provided a place to express her breast milk, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

The employee is free to use her meal period or two 15-minute rest periods (described earlier in this handbook) for this purpose. However, if an employee needs additional breaks to express breast milk, she must receive authorization from her immediate supervisor, and is not entitled to compensation for the time spent taking these additional breaks.

## **14.3: Workplace Violence Policy**

The ADM Board strives to provide a safe and healthful working environment for its employees. Therefore, the ADM Board maintains a zero-tolerance policy towards workplace violence.

Threats, threatening conduct, intimidation or any other acts of aggression or violence will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action up to and including termination. If non-employees engage in violent acts on the Board's premises, they may be reported to law enforcement, crisis mental health services or other appropriate authorities for prosecution and/or treatment.

Employees shall inform their supervising manager if any employee, client or other individual exhibits any violent or threatening behavior in the workplace. Signs may include, but are not limited to, discussing weapons, displaying overt signs of extreme stress, resentment, hostility, or anger, making threatening remarks, sudden or significant deterioration of performance or displaying irrational or inappropriate behavior. If the supervising manager is not available, employees shall report any of the previously mentioned behavior to the Manager of Administration.

All reported incidents will be investigated immediately and as objectively as possible. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Upon the completion of the investigation, the Executive Director will take appropriate actions to resolve the situation.

All employees' criminal backgrounds are investigated following conditional offers of employment. The ADM Board follows the rules and regulations governing fair employment practices when conducting background checks and the applicant's right to privacy shall be respected. The ADM Board shall treat results of all inquiries in confidence.

Employees shall be provided periodic training regarding workplace violence to increase employees' understanding of violence, awareness of responsibilities and protective measures which must be taken.

## **14.4: Firearms and Other Weapons**

It is the purpose of this policy to ensure that all employees understand that the possession of firearms and other weapons while on duty, while conducting Board business and on Board property is prohibited.

The ADM Board prohibits employees from possessing any deadly weapon, as defined under ORC 2923.11 (including but not limited to handguns, firearms, explosives, knives and other dangerous ordinances), on the business premises. Employees are further prohibited from possessing any concealed or visibly carried deadly weapon while on duty or while conducting Board business.

Regardless of whether an employee possesses a concealed weapons permit under Ohio's Concealed Carry law, the employee may not carry or bring any deadly weapon onto ADM Board property, including parking lots and employee-owned vehicles parked in Board parking lot. The ADM Board also prohibits customers, vendors, visitors, and guests from possessing a deadly weapon on ADM Board property.

Any violation of this policy must be immediately reported to the employee's supervisor and/or the Manager of Administration for prompt investigation. In the event that a policy violation has occurred, the employee may be subject to disciplinary action, up to and including discharge.

## **14.5: Employee Accidents and Unusual Incident Reporting**

In an effort to maintain a safe and healthy work environment all accidents all employee accidents must be reported accidents in accordance to the [employee accidents procedure](#).

[The unusual /incident reporting procedure](#) provides a process whereby unusual incidents involving employees, volunteers, vendors, visitors or Board members which occur at the ADM Board offices or while during the course of work while serving in an official capacity of the ADM Board under the sponsorship of the ADM Board, regardless of the location are reported and investigated.

Employees are also encouraged to report any potential safety hazards, safety suggestions and health and safety related issues immediately to your supervising manager or the Manager of Administration.

## **14.6: Fire Safety**

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area. The ADM Board will follow the Akron Metropolitan Housing Authority Emergency Management Procedures, which can be found on the employee communication page or clicking on the following link.

## **14.7: Hazards Communication Policy**

Almost every workplace contains some substances which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. The ADM Board recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed.

The [hazards communication policy](#) intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to Occupational Safety and Health Administration's (OSHA) Right to Know Law and the Public Employment Risk Reduction Act (The Act). The fundamental requirement of The Act is that employers are required to ensure that information about workplace hazards and safety issues is made easily available to employees. The Act also requires public employers to display a “notice” to inform employees of their rights and responsibilities.

The Manager of Administration shall be informed by supervising managers and employees of new equipment purchases and products to ensure the receipt of Material Safety Data Sheet.

## **14.8: Non-Business or Social Visits to the Worksite**

While personal visits are not prohibited, their frequency and duration should be limited and should not interfere with on-going work nor distract fellow employees. Visitors in the work area must obtain and wear a visitor's badge for identification purposes, and have an employee escort them while on the ADM Board's premises. Unaccompanied visitors will be asked to leave the premises. The employee shall be responsible for the behavior and activities of visitors in the workplace.

## **14.9: Security**

The ADM Board is committed to ensuring employees' security. Our premises are managed by the Akron Metropolitan Housing Authority, and as tenants, we are required to follow their security protocol. All visitors and guest must sign into the building upon entrance.

## **Section 15.0 Disciplinary Action**

### **15.1: Overview**

This policy is a guide for the uniform administration of disciplinary action. It is not, however, to be construed as a delegation of, or a limitation upon, the ADM Board or employee's statutory rights as set forth in the Ohio Revised Code.

The Executive Director has been delegated by the Board of Directors the authority for determining work rules, including any required disciplinary action for unclassified and classified employees in accordance with applicable requirements and law. The Executive Director, likewise, delegates to his/her supervisors the authority to administer disciplinary action. This may include oral or written counseling and reprimands to address performance of employees under the supervisor's management direction. Only the Executive Director, however, may approve and administer the suspension or termination of any employee. In suspension and termination cases, however, supervisors may effectively recommend such actions.

The Executive Director or the supervisor has the discretion to take disciplinary action against any employee who violates a policy, procedure, rule or regulation; performs unsatisfactorily, or whose conduct falls below expected or minimum standards. Employees will be advised of expected job behavior, as well as conduct considered unacceptable.

Matters that require disciplinary action shall be dealt with as quickly and objectively as possible. Disciplinary action is to be applied uniformly and consistently, and in accordance with established procedures. Any deviation from standard procedure will be justified and clearly documented.

To the extent it is feasible, disciplinary action shall be discrete and administered privately. It is the goal of any disciplinary action to address performance problems or deficiencies in the most constructive manner possible.

Depending on the seriousness of the offense, disciplinary action may involve any one of the progressive disciplinary action levels listed below. ***However, nothing in this policy shall be construed as preventing the Executive Director or authorized supervisor from omitting, skipping or repeating any of these levels, depending upon the circumstances involved or the severity of the offense.*** For example, a major offense may subject an employee to immediate discharge on the first offense, without first going through any of the progressive disciplinary levels. Other offenses may subject an employee to an immediate suspension, without informal counseling or written reprimand. In cases where the disciplinary action recommended deviates from the progressive levels, the reason(s) for the deviation may be noted in writing by the Executive Director or supervisor.

Any employee whose conduct, actions, or performance violates, or conflicts with, the ADM Board's policies may be terminated immediately and without warning. The following are some examples of grounds for immediate dismissal of an employee:

1. Breach of trust or dishonesty;
2. Conviction of a felony;
  - A. Willful violation of an established policy or rule;
  - B. Falsification of ADM Board records;
  - C. Gross negligence;
  - D. Insubordination;
  - E. Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies;
  - F. Time sheet or sign-in violations;
  - G. Undue and unauthorized absence from duty during regularly scheduled work hours;
  - H. Deliberate non-performance of work;
  - I. Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, or visitor of the ADM Board;
  - J. Possession of deadly weapons on the premises;
  - K. Unauthorized possession, use, or copying of any records that are the property of the ADM Board;
  - L. Unauthorized posting, or removal of, notices from bulletin boards;
  - M. Excessive absenteeism or lateness;
  - N. Marring, defacing, or other willful destruction of any ADM Board supplies, equipment, or property;
  - O. Failure to call or directly contact your supervising manager when you will be late or absent from work;
  - P. Fighting or serious breach of acceptable behavior;
  - Q. Violation of the Alcohol or Drug Policy;
  - R. Theft;
  - S. Violation of the ADM Board's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy;



- T. Gambling, conducting games of chance, or possession of such devices on the premises or during work hours;
- U. Leaving the work premises without authorization during work hours; and,
- V. Sleeping on duty

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, is not intended to be comprehensive, and does not change the employment-at-will relationship between the employee and the ADM Board.

## **15.2: Discipline Levels**

Discipline may consist of the four (4) steps outlined below. While the disciplinary procedure will generally be progressive, in cases of serious misconduct, the level of discipline imposed may be more severe. It is possible to skip, reduce, or repeat steps, depending upon the individual circumstances. Supervising managers should consult with the Manager of Administration any disciplinary action is taken against any employee.

### **Step 1: Oral Counseling or Corrective Action**

When a performance or conduct problem is first identified, the problem may be brought to the attention of the employee by his/her supervisor. This may be sufficient to prompt the employee to willingly correct the problem. A notation of this counseling will be included in the employee's personnel file, reflecting the specific nature of the problem, as well as the date, time, place, content of the counseling and the corrective action taken, if any. The employee is required to sign the oral counseling notice.

### **Step 2: Written Reprimand**

When issuing a written reprimand, the immediate supervisor will complete the letter of written reprimand, and then meet with the employee to outline the specific actions the employee is expected to take to achieve satisfactory performance or correct the misconduct. The supervisor and employee shall meet, and the employee shall be provided an opportunity to review the letter. The employee will then be required to acknowledge receipt by signing and dating the original. The employee is permitted to write a letter of response to the written reprimand within three business days. The letter of response will be given to the Manager of Administration and shall be retained in the employee's personnel file.

### **Step 3: Suspension**

When employee misconduct does not respond to earlier steps, or when the conduct warrants expedited disciplinary action, the employee may be suspended for up to thirty (30) consecutively scheduled workdays, with or without pay. Prior to ordering a paid or unpaid suspension, however, the Executive Director will schedule a pre-disciplinary conference. Following the conference, the Executive Director will determine if the recommended disciplinary action is appropriate.

If suspended, the immediate supervisor and/or Executive Director will develop a written plan of corrective action with the employee. The employee will be required to successfully complete this corrective action plan upon return from suspension. Refusal to accept the plan (as evidenced by obtaining the employee's signature of consent to the plan), or failure to successfully complete the plan, will be considered grounds for termination. Alternatively, the employee may choose to resign. Upon acceptance, the employee agrees to abide by the terms of the plan, as well as all policy, performance and conduct expectations.

The suspension will be documented on the Order of Discipline form. The employee will then be required to acknowledge receipt by signing and dating the Order of Discipline form. A copy will be given to the employee and the Executive Director. The original shall be retained in the employee's personnel file.

## **Step 4: Reduction or Discharge**

When an employee fails to correct his or her misconduct, or when the conduct warrants expedited disciplinary action, the employee may be reduced or discharged. Prior to ordering a reduction or discharge the Executive Director will schedule a pre-disciplinary conference. Following the conference the Executive Director will determine whether or not the recommended disciplinary action is appropriate. If the Executive Director determines that reduction or discharge is appropriate, the reduction or discharge will be documented on the required Order of Removal form, with copies distributed within the required timeframes and to the appropriate parties. The original shall be retained in the employee's personnel file.

### **15.3: Pre-disciplinary Conference**

If the Executive Director believes that an employee may have committed a violation that could result in a suspension (without pay), reduction or discharge, a pre-disciplinary conference shall be conducted by the Executive Director or a designee appointed by the executive director. The pre-disciplinary conference provides an opportunity for the employee to offer an explanation or present mitigating information.

If the Executive Director determines that the employee's presence in the workplace prior to the conference poses a risk to persons or property, or is may disrupt agency operations, the employee may be suspended, with pay, pending the scheduling and outcome of the pre-disciplinary conference.

Not less than twenty-four (24) hours prior to the conference, the employee will be provided with a Notice of Pre-Disciplinary Conference, summarizing the alleged violation. This notice may be personally delivered or mailed (certified, with return receipt requested) to the employee. The employee may choose to:

1. Appear at the conference to present an oral or written explanation;
2. Appear at the conference and have one (1) chosen representative present an oral or written explanation; or
3. Waive the pre-disciplinary conference (in writing).

Failure of the employee to respond to the notice or attend the conference shall be interpreted as a waiver of the employee's right to attend the conference.

The employee or the employee's designated representative may present statements, witnesses, or documents at the pre-disciplinary conference that are relevant and material to the alleged violation. The employee may have witnesses, but is responsible for notifying any witnesses that their attendance is desired. The employee shall provide a list of invited witnesses to the Executive Director, or his/her designee, not later than one (1) hour prior to the start of the conference.

Either the Executive Director or the employee may tape record the pre-disciplinary conference as long as the party who wishes to conduct the taping informs the other party prior to the beginning of the conference.

The Executive Director has sole discretion to determine whether or not a scheduled pre-disciplinary conference should be postponed due to the unavailability of the employee and/or his/her representative.

If the Executive Director does not personally conduct the conference, then his/her designee will prepare a written summary of the conference. Both the Executive Director and the employee will be provided with copies of the summary within ten (10) calendar days following conclusion of the conference. If the Executive Director

conducts the conference, he/she shall complete a pre-disciplinary conference report to document the results and shall mail a copy to the employee within ten (10) days of the conference.

After the conference, the Executive Director will determine the appropriate level of discipline.

## **15.4: Probations**

An employee may be placed on probation at any point during the disciplinary action process. The probationary period may last up to ninety (90) days. At the end of the probationary period, the supervising manager and the Executive Director may conclude the probation, or may extend it for up to another ninety (90) days. The performance of employees placed on probation for disciplinary purposes shall be closely monitored by the supervising manager and/or the Executive Director and reviewed with the employee at periodic intervals during the ninety (90) day period. Unimproved performance may lead to additional or heightened disciplinary action as outlined in this handbook.

## **15.5: Reductions**

Reductions are changes to a classification with a lower base pay range, such as a transfer from a supervisory to a non-supervisory position. A reduction may be recommended as a way to retain employment after failure to satisfactorily complete corrective action. Reduction recommendations shall be made by the supervising manager to the Executive Director. The decision to offer a reduction shall be the Executive Director's. Copies of any reduction order will be given to the employee.

## **15.6 Employee Right to Appeal Disciplinary Action**

The employees are is required to sign all notice of disciplinary action. The signature does not necessarily indicate you agreement but acknowledge of the action. If the employee is not in agreement with this decision, they have the right to appeal as outlined in the [employee grievance procedure](#).

## **Section 16.0: Separation from the ADM Board**

Separation of employment within an organization can occur for several different reasons.

- Resignation
- Retirement
- Termination
- Workforce Reduction

## **16.1: Resignation**

When an employee decides to leave employment with the ADM Board for any reason, his/her supervising manager and the Manager of Administration would like the opportunity to discuss the resignation before final action is taken. If after full consideration the employee decides to leave, it is requested that the employee provide the ADM Board with a written two-week advance notice period. Managers are requested to provide a four week advance notice period. Vacation days, compensatory time or personal days may not be included in the two-week notice period. Employees who resign in good standing may be considered for re-employment, at the discretion of the Executive Director, however, failure to give proper notification may result in ineligibility for reemployment.

## **16.2: Retirement**

Any employee who plans to retire from the ADM Board shall notify the his/her supervising manager at least four (4) weeks in advance of the effective date of retirement to allow for scheduling and workload adjustments, selection procedures, and other processes needed to meet the agency's operational and staffing needs.

Notification of retirement will be requested in writing. Content of the letter shall include the employee's intention to voluntarily retire, the date that the notice was given, the effective date of retirement, and the employee's signature. The letter of retirement shall be retained in the employee's personnel file. Employees must contact OPERS to obtain specific information concerning their retirement status and benefits.

Employees at the time of retirement from active service with the ADM Board or death shall be paid one-half (½) of the value of their accrued but unused sick leave credit; however, the maximum of such payment shall not exceed ninety (90) days.

A retiring employee shall submit documentation from the Ohio Public Employee Retirement System showing the retirement date of the employee with a request for payment. Legal beneficiaries of a deceased employee shall submit a death certificate with a request for payment. To qualify for such payment, employees shall have had, prior to the date of retirement or death, ten (10) or more years of service with the County, the State or any of its political subdivisions and meet all requirement criteria as established by the Public Employees Retirement System of the State of Ohio. Such payment shall be based on the employee's rate of pay at the time of retirement or death, and shall eliminate all sick leave credit accrued by the employee.

## **16.3: Termination**

Sections 3.1 and 4.2 of this employee handbook provide guidance regarding terminations from the ADM Board.

## **16.4: Workforce Reduction**

The ADM Board hopes that employment of its staff will be continuous and uninterrupted. However, in the event that a reduction in the workforce is warranted, the reduction or abolishment will be as specified in [Chapter 124 of the Ohio Revised Code \(ORC\)](#).

The Executive Director reserves the right to manage the operation, control the premises, direct the working force and maintain the efficiency of operations. Specifically, those rights include, but are not limited to, the ability to lay off employees and abolish positions for reasons including but not limited to lack of work, lack of funds, and/or for reorganization.

The Executive Director shall determine if and when layoffs are necessary in consideration of the budgetary, payroll, position staffing and other mandates of the Board of Directors, or when the Executive Director otherwise determines a need for layoff due to lack of funds, lack of work or job abolishment.

## **16.5: Return of Property**

When an employee's employment with the ADM Board terminates for any reason, the employee is required to return all ADM Board-owned property in the employee's possession. This includes without limitation, keys, computers or other electronic devices, identification cards or badges, and any other equipment, materials, or times purchased, loaned, leased or otherwise belonging to the ADM Board.

## **16.6: Exit Interviews**

It is the policy of the ADM Board of conduct exit interviews with employees who voluntary resign from employment. The Manager of Administration is responsible for scheduling an exit interview, with an employee who is leaving the ADM Board, on the employee's last day of employment, and for arranging the return of all ADM Board property.

## Acknowledgment & Agreement

I acknowledge that I have received instruction on how to access the County of Summit Alcohol, Drug Addiction & Mental Health Services Board's Employee Handbook and that I have read and understand the policies therein.

**I understand that this Employee Handbook represents only current policies and benefits, and that it does not create a real or implied contract of employment.** The County of Summit Alcohol, Drug Addiction & Mental Health Services Board retains the right to change these policies and benefits, as it deems advisable. When changes are made to this Handbook, the Manager of Administration will provide a notice of the changes via email and place the most recent version of the handbook on the employee communication page for my access and use.

Unless expressly proscribed by statute or contract, my employment is "at-will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the ADM Board has the same right. I further understand that my status as an "at-will" employee may not be changed except in writing and signed by the Executive Director.

I understand that any information I generate or come into contact with during my employment is proprietary to the ADM Board and accordingly, I agree to keep it confidential, which means I will not use it outside of the performance of my duties, or disclose it to any person or entity outside the ADM Board. I understand that I must comply with all of the provisions of the Handbook to have access to and use the ADM Board's resources. I also understand that if I do not comply with all provisions of the Handbook, my access to the ADM Board's resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the ADM Board's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

Finally, in order to provide for a fair and timely resolution of disputes, I agree that any claim or lawsuit arising out of my employment or application for employment with the ADM Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit, or within the applicable statute of limitations, whichever expires first. This limitations period applies whether the claim or lawsuit is filed by me or the ADM Board; applies to all federal employment-related claims, including but not limited to those brought under Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, Americans With Disabilities Act, Family and Medical Leave Act, Fair Labor Standards Act, ERISA, COBRA, and Genetic Information Nondisclosure Act; and applies to all state, municipal, local or common-law employment-related claims, including but not limited to discrimination, wrongful discharge, retaliation or failure to pay appropriate wages or fringe benefits. While I understand that the statute of limitations for claims may be longer, I agree to be bound by the six (6) month period of limitations set forth herein, and I waive any statute of limitations of duration longer than six (6) months. Should a court determine that this provision allows an unreasonably short period of time to commence a lawsuit, I agree that the court shall enforce this provision to the greatest extent possible and shall declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit could have been commenced.

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Signature

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Date

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Please Print Your Name