

**Clark County Board of Mental Retardation and Developmental Disabilities**

**Personnel Manual**

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Revised: August 19, 2003

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# Clark County Board of Mental Retardation and Developmental Disabilities

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**Policy:** Introduction

**Application:** Personnel

**Procedure:** \_\_\_\_\_

**Application:** Program-wide

**Board Approved:** June 24, 1997

**CARF Ref:** Section 1:D(p)

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## Disclaimer

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

The policies and procedures set forth and adopted within this manual supersede all previous personnel policies of the Clark County Board of Mental Retardation and Developmental Disabilities (hereinafter known as the Board). The Board maintains the ultimate right and responsibility to establish policies and procedures governing the workforce of this agency. Policies and procedures may include, but are not limited to, determination of methods and procedures, size of the workforce, assignment of duties and location, hours of employment, compensation of employees, hiring, discipline, promotion, transfer, and the right to lay off employees for lack of work, lack of funds or due to job abolishment.

This policy/procedure manual is designed to ensure uniformity and nondiscriminatory application of the conditions of employment. In the event there is a conflict between the contents of this manual and any applicable laws, the applicable laws shall prevail.

The manual is designed as a tool to enable staff to know and to understand expectations of the environment and the Board/Program. It does not create a contract, expressed or implied, with employees. Questions regarding the interpretation and application of these policies should be directed to your supervisor who will seek clarification through the chain of command. Every effort shall be made to ensure that such decisions are made objectively, with the general intent of the policy in mind.

The Board reserves the right to change any provision in writing without consultation based on changes of laws, economic conditions, program certification standards, emergency situations, or other necessary reasons. However, the Board and its management do want to develop and maintain a good relationship with employees. Your input about matters addressed in this handbook is welcome and will always be considered.

As conditions shift within the organization, it may be necessary to add, delete, or review specific policies affected by such change. Revised policies will be issued to all handbook holders and communicated to affected employees. Changes are applicable to employees regardless of their date of hire.

## **Mission**

We assist people with MR/DD and families in living, working, and participating in our community.

## **Objectives**

The Board recognizes that a personnel system that recruits and retains competent, dependable personnel is indispensable for the effective delivery of services to participants of the community with mental retardation or other developmental disabilities and their families.

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

- (a) Promote and foster good working relationships among employees of the Board, as well as promote a productive work environment, by providing uniform personnel policies, equal opportunities for advancement, and consideration of employment needs.
- (b) Enhance the attractiveness of employment with the Clark County Board of MR/DD and encourage each of its employees to give his/her best effort to the county and public.
- (c) Establish a standard of courteous and dependable service to the public and to the individuals enrolled in the Board's programs.
- (d) Provide fair and equal opportunity for qualified persons to enter and progress in their employment as determined through objective and practical human resource management methods.
- (e) Ensure that all operations and programs are conducted in an ethical and legal manner so as to promote the Board's reputation as an efficient, progressive organization in the community and state.

## ***Section 5123.62 Bill of Rights***

*The rights of persons with mental retardation and developmental disabilities include, but are not limited to:*

- ❖ The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
- ❖ The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the persons' need for privacy and independence;
- ❖ The right to food adequate to meet accepted standards of nutrition;
- ❖ The right to practice the religion of their choice or to abstain from the practice of religion;
- ❖ The right to timely access to appropriate medical or dental treatment;
- ❖ The right of access to necessary ancillary services including, but not limited to, occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
- ❖ The right to receive appropriate care and treatment in the least intrusive manner;
- ❖ The right to privacy, including both periods of privacy and places of privacy;
- ❖ The right to communicate freely with persons of their choice in any reasonable manner they choose;
- ❖ The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;
- ❖ The right to social interaction with members of either sex;
- ❖ The right of access to opportunities that enable individuals to develop their full human potential;
- ❖ The right to pursue vocational opportunities that will promote and enhance economic independence;
- ❖ The right to be treated equally as citizens under the law;
- ❖ The right to be free from emotional, psychological, and physical abuse;
- ❖ The right to participate in appropriate programs of education, training, social developmental, and habilitation and in programs of reasonable recreation;
- ❖ The right to participate in decisions that affect their lives;
- ❖ The right to select a parent or advocate to act on their behalf;
- ❖ The right to manage their personal financial affairs, based on individual ability to do so;
- ❖ The right to confidential treatment of all information in their personal and medical records;
- ❖ The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal;
- ❖ The right to be free from unnecessary chemical or physical restraints;
- ❖ The right to participate in the political process;
- ❖ The right to refuse to participate in medical, psychological, or other research or experiments.

*If you have questions or concerns about your rights, you may call*

*Ohio Legal Rights Service's state-wide toll free intake service at 1-800-282-9181*

# *Clark County Board of Mental Retardation and Developmental Disabilities*

## Table of Organization



*"We assist people with mr/dd and families in living, working, and participating in our community"*

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