

Clark County Board of Mental Retardation and Developmental Disabilities
Personnel Manual
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Clark County Board of Mental Retardation and Developmental Disabilities

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| Policy: | Equal Employment Opportunity | Application: | Personnel |
| Procedure: | | Application: | |
| Board Approved: | June 24, 1997 | CARF Ref: | Section I: D(P) |
| Policy Revised: | 12/19/00, 6-18-02 (Effective July 1, 2002) | | |

Policy

The Clark County Board of MR/DD is an equal opportunity employer. It is committed to providing equal opportunity in all areas of employment practices and assuring that there will be no discrimination against any person on the grounds of race, color, religion, sex, national origin, age, ancestry, disability, veteran status or other prohibited criteria.

Employment is firmly based on a policy of merit and equal opportunity for all qualified persons without discrimination. This policy of nondiscrimination covers all aspects of the Board's personnel matters including hiring, promotions, transfers, training, job assignments, hours of work, rates of pay, working conditions and all employee benefits, privileges and programs.

The Board maintains an Affirmative Action Plan. A copy shall be available in each facility where employees are assigned for work. Beyond a legal requirement, this plan endorses the Board's belief in human dignity. Every employee is required to accept personal responsibility for ensuring the continued success of the Board's equal opportunity commitments.

The Superintendent has appointed the Personnel Director as the Equal Employment Opportunity Coordinator. The coordinator is responsible for formulating, implementing, coordinating and monitoring equal opportunity matters and efforts throughout the organization. Anyone having questions, comments, complaints or concerns regarding our Equal Employment Opportunity or Affirmative Action plans should contact the Personnel Director at (937) 328-4630.

Clark County Board of Mental Retardation and Developmental Disabilities

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| Policy: | Equal Employment Opportunity | Application: | HR Department |
| Procedure: | ADA Accommodations | Application: | |
| Board Approved: | June 24, 1997 | CARF Ref: | Section I: D (p) |
| Revised: | 12/00, 1/20/09 (Effective January 1, 2009) | Accred. Ref: | |

Definitions

Essential Job Function - fundamental job duties assigned to a position. Factors that determine whether a job function is essential include: whether or not the job function is the purpose of the position; the number of employees to whom the function may be assigned or distributed; the degree of expertise required to perform the function; and/or the amount of time spent performing the function.

Disability - a physical or mental impairment that substantially limits one or more Major Life Activity (MLA) as defined by the Americans with Disabilities Act (ADA). This consideration is to be given whether or not the applicant/employee uses mitigating measures to offset the impairment (e.g., medication, medical equipment, prosthetics, etc.).

Reasonable Accommodation - any change or adjustment to a position or work environment that permits a qualified applicant/employee with a disability to participate in the employment application process, to perform essential job functions or to enjoy the benefits and privileges of employment equal to those enjoyed by Board employees without disabilities.

Procedures

(a) Conditions Under Consideration

Consideration for accommodations will be given to a qualified applicant or employee with a disability as defined above. The applicant/employee is to make the HR Director aware of his/her physical or mental limitation. Supervisory staff is also to be aware of obvious limitations (e.g., wheelchairs) and are responsible to communicate this information to the HR Director and to refer the applicant/employee to the HR Director.

This procedure is not typically applicable to non-chronic medical conditions or impairments of short duration (actual or expected duration of 6 months or less). Examples include, but are not limited to, broken bones, sprains/strains, concussions or influenza. This procedure is also not applicable to conditions that are corrected through ordinary glasses or contact lenses.

An applicant/employee must be qualified to perform the essential job functions with or without a reasonable accommodation and meet the minimum job qualifications and possess the required knowledge, skills and abilities of the job. This procedure does not interfere with the Board's responsibility to hire the best qualified candidate for any position. If an employee is completely disabled or voluntarily resigns from a position, then he/she is not covered by this procedure.

(b) Requests for Reasonable Accommodations

An applicant/employee seeking a reasonable accommodation is to contact the HR Director. If a request is directed to another member of management, the supervisor, manager or director is to both contact the HR Director as soon as possible himself and to direct the person to the HR Director. The HR Director/designee and applicant/employee are to discuss the issue. Other people with expertise may be consulted and/or included in meeting(s) held. The position description will be referenced to identify the essential functions and required prerequisites of the job in question. The applicant/employee is to initially identify an accommodation, the cost of which does not appear to exceed its benefit. The HR Director may request additional documentation including, but not limited to, medical information. The Board may also require a job related medical examination as part of this interactive process.

(c) Reviewing and Processing Requests

The HR Director/designee will review information gathered regarding the request. No accommodation that would result in harm to the applicant/employee or threaten the health and safety of individuals served or other employees are to be made. Part of the assessment process will include determination that the requested accommodation does not pose an undue hardship on the Board. The HR Director/designee is to document accommodations that are considered to be an undue hardship and the reason why the accommodation would pose an undue hardship. Reasonable accommodations are subject to approval by the Superintendent and in consultation with legal counsel. Reasonable accommodations are not to conflict with the terms of any applicable collective bargaining agreement in effect with the Board.

Accommodations will be made on a case-by-case basis, dependent on the nature and extent of the disability and the job requirements. The accommodation does not need to be the best accommodation or the accommodation the applicant/employee prefers. Consideration will be given to the person making the request, but the Board has the final determination of effectiveness, expense and ease of providing an accommodation. An applicant who refuses a reasonable accommodation may be considered non-qualified for the position or may not be covered by this procedure. An employee who refuses to take medication available for his/her condition or impairment may not be covered by this procedure. The HR Director/designee is to document all reasonable accommodations suggested to and rejected by an applicant/employee.

Clark County Board of Mental Retardation and Developmental Disabilities

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|--------------------|--|--------------|----------------------|
| Policy: | Equal Employment Opportunity | Application: | Personnel Department |
| Procedure: | EEO Discrimination Complaints | Application: | Program-wide |
| Procedure Revised: | November 20, 2001 (Effective December 1, 2001) | CARF Ref: | Section I: D (p) |
| | | Accred. Ref: | |

Procedure

(a) Filing a Complaint

Complaints may be filed in person by an individual who believes that he or she has been discriminated against on the basis of race, color, religion, sex, national origin, age, ancestry, disability, veteran status or other prohibited criteria. Non-union complainants must decide whether to use the established grievance procedure or this EEO complaint procedure for any single allegation of discrimination. Complaints of a nature other than those listed above are to be filed using the established Complaint procedure (Cross Reference: Grievance/Complaint procedure). Employees in a collective bargaining unit should refer to their contract. At any stage of the complaint proceedings, the complainant has the right to be accompanied, represented, and/or advised by a representative of his/her choosing. If the complainant or representative is an employee of the Board, the Superintendent/designee will authorize reasonable work time to present the complaint. Complainants, their representatives and witnesses shall be free from restraint, interference, coercion, discrimination or reprisal throughout the presentation and processing of an EEO complaint.

The complaint should be filed in writing as soon as possible, and generally within thirty days, of the events giving rise to the complaint with the County EEO Officer. Late reporting of complaints will not, in and of itself, preclude the County or Board from taking remedial action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to report complaints in an expedient manner following the harassing or offensive incident. The County EEO Officer shall send a carbon copy to the Personnel Director. A complaint will include the name, address and telephone number of the complainant; the name of the person/s committing the alleged discrimination; a description of the act/s considered to be discriminatory; and any other pertinent information that will assist in the investigation of the matter. The complainant shall sign and date the complaint. The complaint shall be limited to no more than three (3) pages.

Legitimate complaints made in good faith are strongly encouraged. Complaints made in bad faith will not be tolerated. Bad faith complaints are those which are deliberately fabricated. Bad faith complaints will be considered a violation of agency policy. An employee who makes a bad faith complaint may be subject to discipline, up to and including termination.

(b) Acknowledging Complaints

Receipt of the complaint shall be acknowledged by the County EEO Officer in writing. This acknowledgment shall state whether or not the complaint is being accepted.

The County EEO Officer may reject a complaint that was not filed in a timely manner, when information was not supplied properly, when the allegations are not within the scope of the EEO procedure, when an identical complaint filed by the complainant is pending in another venue, or when the identical complaint has previously been decided. An identical complaint is one involving the identical conduct within the same time frame as a previously filed complaint. In such an event, the complainant will be notified in writing of the rejection.

(c) County EEO Officer's Investigation

When an EEO complaint is filed, the EEO Officer will conduct a prompt investigation of the matter. The EEO Officer may directly contact any Board employee or Board member while completing the investigation.

During an investigation, the Board retains its rights to take measures as it would for any employee being investigated. These actions include, but are not limited to, administrative leave with pay, alternative job assignments or directives to both complainant and employee under investigation to avoid each other.

(d) Informal Resolution

The County EEO Officer may propose an informal resolution to the complainant and the Personnel Director. If the proposed resolution is mutually agreed upon, both parties will sign a written acceptance of the resolution.

(e) Formal Resolution

If the parties cannot reach an informal resolution within thirty (30) calendar days of the date the complaint was filed, then the County EEO Officer shall issue a written report and recommendations to the complainant and Personnel Director. The written report shall be issued within sixty (60) calendar days of the date the original complaint was filed.

The complainant may request the Personnel Committee of the Board review the case by notifying the Chair of the Personnel Committee in writing within fifteen (15) days of the complainant's receipt of the County EEO Officer's report. The Personnel Committee will review the matter and make recommendations to the full Board. The Board will make a final decision within sixty (60) days of the complainant's request for review.

Clark County Board of Mental Retardation and Developmental Disabilities

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|------------------|---|--------------|-----------------|
| Policy: | Use of County Resources | Application: | Personnel |
| Policy Approved: | June 24, 1997 | CARF Ref: | Section I: D(P) |
| Policy Revised: | 7/17/01, 8/19/03; (Effective September 1, 2003) | Accred. Ref: | |

Policy

The Board purchases and maintains various County resources only to conduct Program business. Employees are not to use any of these materials for personal gain, to conduct personal business or to support or advocate for non-Program purposes. Whenever these resources require a confidential password, employees are required to disclose their passwords to their supervisors and managers through chain-of-command.

Violations of this policy, associated procedures and/or misuse of County Board resources including, but not limited to, vehicles, phones, computers, other electronic devices, will be investigated. If warranted, discipline, up to and including termination, will be taken.

Clark County Board of Mental Retardation and Developmental Disabilities

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|--------------------|---|--------------|----------------------|
| Policy: | Use of County Resources | Application: | Personnel Department |
| Procedure: | Bulletin Boards | Application: | Program-wide |
| Procedure Revised: | 7/17/01, 8/19/03; (Effective September 1, 2003) | CARF Ref: | Section 1:D (p) |
| | | Accred. Ref: | |

Procedure:

- (a) Bulletin boards in all facilities of the Program are means of communicating information to employees, except those specified for programming purposes. Department Directors/designees shall designate which bulletin board in each facility may be used for this purpose. All materials on bulletin boards shall be posted and removed by the Department Director/designee as appropriate. All agency, federal, and state required notices, as well as other legally required notices, shall be posted in an area visible to all employees.
- (b) Posting procedures
 - (1) All requests shall be in writing to the Department Director/designee, and shall contain the name of the person or group requesting to post the material, a copy of the material to be posted and the period of time being requested for the material to be posted.
 - (2) The Department Director/designee shall provide an approval or disapproval in writing, by the end of the next scheduled workday.
 - (3) The maximum length of time that material may be posted is thirty (30) calendar days, except legally required notices, timely staff training or educational notices, position postings, or other materials specified by the Superintendent/designee. These other materials may indicate an expiration date beyond thirty (30) days.

Clark County Board of Mental Retardation and Developmental Disabilities

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| Policy: | Use of County Resources | Application: | Human Resources |
| Procedure: | Electronic Devices and Data | Application: | Program-wide |
| Procedure Revised: | 7/17/01, 8/19/03; 4/19/05; 2/19/08 (Effective March 1, 2008) | CARF Ref: | Section 1:C (p) |
| | | Accred. Ref: | |

Definition:

Protected Health Information (PHI) – individually identifiable health information that is or has been electronically maintained or transmitted; also known as Private Health Information

Procedures:

(a) General Guidelines

When using radio or intercom systems, employees are not to disclose full consumer names or personal information. Employees should not conduct personal, commercial or non-Board business utilizing items (either Board purchased and personal) including, but not limited to, phones, pagers, computers, PDA's (personal digital assistant) or radio systems during work hours except in a case of an emergency. Employees are to have prior approval of both his/her department director and Facilities/Maintenance Director/designee before using personal electronic items on a regular basis for Board business. Employees should not leave work in order to engage in personal, commercial, or non-Board telephone conversations. At no time may electronic devices be used to make images of consumers and/or employees without the written consent of the consumer (guardian as applicable) or employee; playing games or text-paging other employees or individuals served. Messages for employees will be placed in their mailboxes. The Board recognizes that some personal business may occur; however, the employee should attempt to utilize breaks and lunch periods to carry out that business. An employee who utilizes any Board-purchased equipment for personal, commercial, or non-board business is expected to pay for charges including long distance calls that are not business related. Failure to reimburse the Board for personal use of this equipment is considered fraud and subject to the disciplinary process. An employee may also be subject to disciplinary action if a supervisor notes that the usage is interfering with Board operations.

(b) Voice Mail

The voice mail system is designed to facilitate Program business by increasing the ease of telephone communications for the public and among employees. While voice mail users have a confidential password, employees need to be aware that this does not mean that the system is for personal communications, nor is voice mail private. Because the Board purchases the system, it is to be treated as Board property. Messages and information on the system are not confidential, private, or permanent.

Department Directors/designees reserve the right to review contents of employees' voice mail messages when necessary for Board business purposes. Users are responsible to ensure that backups of vital information are made.

(c) Fax Machines, Copiers and Printers

Fax machines or printers shall be located in areas where public access is limited, and where fax contents cannot be easily seen by the public. All fax documents containing Protected Health Information (PHI) shall be accompanied by a cover page with a notice that the contents of the fax are protected and not to be disclosed. The cover page shall also contain instructions for an errant recipient requesting that the fax be destroyed and the Board be notified immediately of the error. Confidential information shall never be left unattended on a fax machine, copier or printer.

(d) Computer Hardware and Software

The Board has purchased computer hardware and software only for business use. The system is designed to facilitate Program business by supporting the ability of the employee to accomplish his/her work, increasing the ease of communications for the public and among employees. The Board licenses the use of copies of computer software from a variety of outside companies. It does not own the copyright to this software or its related documentation and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it for use on more than one computer. With regard to software usage on local area networks, the Board shall use the software only in accordance with the license agreement.

Employees with email access are to check for new messages regularly. Employees, upon learning of any misuse of software, related documentation or email, shall notify his or her supervisor or designated computer system contact. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder. According to the copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages, criminal penalties, and imprisonment. Board employees are not permitted to install, use discs or download copies of any software onto Board machines without permission or as approved as part of the technology plan (i.e. games, screen savers, etc.). Employees are not permitted to copy software from Board computers and install it at home or on any other computers. The Board does not condone and specifically forbids the unauthorized duplication of software.

(e) Computer Security System

Employees and contractors are expected to be vigilant in maintaining system security. Individuals may not attempt to or break into system security, or exceed authorized limits when accessing any computer network. The intentional entry or distribution of any self-replicating code, unsolicited advertisement, any file which may cause damage to any computer system, or any "computer virus" (worms) is prohibited. Discs, CD's, DVD's and other electronic media (including but not limited to music or video) from outside the agency must be scanned for viruses before being used on the Board's computers. This includes media used on home computer systems.

No employee or contractor shall log in to any system with any identification or password other than that assigned to them except for authorized Board personnel for troubleshooting, testing, or conducting Board business purposes. Employees or contractors shall not divulge their network, database, or other assigned passwords to anyone except for authorized Board personnel. All system passwords shall be changed on a periodic basis unless other policies apply to those specific systems.

Any work done under an individual's user ID and password shall be assumed to have been done by that person, and any consequences of that work shall fall to the individual under whose name the work was done, including malicious damage done to files and data which are the property of the Board.

Employees or contractors shall also follow all account authorization processes, log in procedures and password protection features established by the Board.

Any employee or contractor who suspects or detects a breach of security shall immediately notify an available supervisor, who shall report the breach to the Facility/Maintenance Director/designee. Each employee or contractor using the system must log off the system at the end of the individual's work day. If not physically in the area of the computer for an extended period of time, the individual is to log off or password protect the information through a screen saver. Failure to do so could result in activities attributed to an individual who is away and will be dealt with as outlined in this procedure.

Employees or contractors shall not attempt to alter or reconfigure the computer equipment, network settings, dial-up connections or printers without authorization from the Facility/Maintenance Director/designee. No employee or contractor shall tamper with, or disable any security software installed on a Board computer. This includes, but is not limited to, Internet filtering software, virus software, and auditing software.

Email messages and information on the system are not confidential or private. The Board reserves the right to review contents of employees' computer files and any email messages. The HR Director/designee will notify the Facility/Maintenance Director/designee when an employee has a need for network access, no longer has a need for or privilege of network access or is no longer employed by the board (form attached). The Facility/Maintenance Director/designee shall work with the HR Director/designee to determine the disposition of the network files including email stores of those staff. Email accounts will remain active for a period of one month after termination of account access with a return message directing emails to the employee taking over the functions of the former staff.

Prior to disposal, all hard drives will be wiped clean of any data by the Facilities/Maintenance Director/designee using appropriate software, and reformatted to provide reasonable assurance that data is not retrievable through standard data recovery programs.

Internet access is purchased by the Board for select employees and is to be used solely for the purpose of conducting the Board's business. Employees using accounts are acting as representatives of the Board and should act accordingly to avoid damaging the reputation of the Board. An employee is to obtain supervisory approval prior to setting up an internet account for the sole purpose of conducting Board business. The employee must share account information, including but not necessarily limited to vendor/website information and login name, for any internet accounts created. The introduction of viruses or malicious tampering with any computer system is expressly prohibited. In order to protect the Board from being victimized by the threat of viruses or hacking into Board servers, any such activity shall result in disciplinary action, up to and including termination. The Superintendent/designee retains the right to block outbound and/or inbound access to any or all internet sites.

Files that are down loaded from the Internet or as email attachments must be scanned with virus detection software before installing or execution. All appropriate precautions should be taken to

detect a virus and, if necessary, to prevent its spread. The truth or accuracy of information on the Internet and in email(s) should be considered suspect until confirmed by a separate and reliable source.

Employees shall not place Board material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without proper permission. The Internet does not guarantee privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.

Any employee found to be abusing access to the Internet, including but not limited to surfing the Web for purposes other than information on an MR/DD related subject, personal use or visiting pornographic or other inappropriate sites is strictly forbidden by the Board. Alternate Internet Service Provider connections to the Board's internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).

Supervisors are to complete an investigation of any circumstances involving alleged misuses of computer equipment. Until such an investigation is complete, the employee will be suspended from use of the computer and his/her account disabled. The employee's e-mail account may be directed to another account as stated above. Supervisors are to notify the department director who will then notify the Human Resources Director. The HR Director will work jointly with the supervisor and ensure that the employee's computer account is disabled by Computer Support pending the investigation outcome. The Superintendent/designee reserves the right to inspect an employee's computer system for violations of this policy.

(f) Data usage

PHI, when stored on an electronic device, shall be protected by a password or encryption. Unless encrypted, when not in use, this media must be secured from unauthorized access. When placed on removable data storage media (e.g., magnetic tapes, diskette) PHI must be stored separately from other electronic information.

All data must be stored on the file server where possible to ensure its protection. Printed information that is considered confidential should never be left on an unattended printer, photocopier, or fax machine unless the device is located in a secure area that is limited to authorized staff.

All data access will be controlled by the use of a user ID and password. It is the responsibility of the person's immediate supervisor to request the appropriate security clearances for the individual user. An individual may not request changes to his/her own accounts. Verbal requests for security changes will not be honored except in an emergency.

It is the responsibility of the Human Resources Director/designee to notify the Facility/Maintenance Director/designee as soon as a resignation or other separation notice is received from an employee. This notice is to include the separation date so the individual's security will expire on that date.

System backups of all file server data are performed on at least a nightly basis. All backup tapes are stored in a locked file cabinet in a building separate from the building where the file server is housed.

Clark County Board of Mental Retardation and Developmental Disabilities

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|--------------------|---|--------------|----------------------|
| Policy: | Use of County Resources | Application: | Personnel Department |
| Procedure: | Personal Property at Work | Application | Program-wide |
| Procedure Revised: | 3/19/02, 4/19/05 (Effective May1, 2005) | CARF Ref: | Section I:D(p) |
| | | Accred. Ref: | |

Procedure

- (a) The Board has purchased equipment, furniture, materials and supplies to carry out the Board’s business. The Board’s property is to be utilized for the purpose for which it was purchased. Board property is to be purchased in accordance with established policies and procedures. County Board property shall only be disposed of in the manner prescribed by Board policies and procedures.
- (b) Employees are to keep their work areas neat and orderly at all times. Employees are also to take caution in maintaining confidentiality of documents and cases in their areas. Confidential documents or cases shall be kept in a locked office, drawer or file cabinet when leaving the work area. Employees are responsible for all personal items.
- (c) The Board may consider replacement, repair or cleaning costs of an employee’s personal items if damage or destruction occurs while the employee is in active paid status, performing assigned work duties and as a direct result of a behavior by a person enrolled or applicant for enrollment in a Board program or service. Items considered for repair/replacement must have prior documented approval for use during work hours. Items will not be repaired/replaced due to an employee’s negligence. Repairs may be considered prior to authorizing replacement of any item. Reasonable reimbursement for items may be considered after all reimbursements have been collected by the employee (e.g., insurance coverage) up to the maximums not to exceed actual expenditures per incident outlined by this schedule:

Cell phones, pagers – not to be considered for reimbursement unless previously authorized in writing, to be used for Board business

Clothing, watches, or non-prescription glasses - \$25

Vehicles - \$200

Medically prescribed equipment or appliances - 75% of basic replacement cost

Documented approval must be obtained from the Department Director/designee for whom the employee works prior to repair or replacement. A receipt for repairs/replacement must accompany any claim for reimbursement. Employee training or training review may also be recommended by the Director/designee upon review of the incident.

- (d) If the damage to an employee’s property is the result of a deliberate action of an individual, the employee must complete an incident report following established Board procedures (Cross Reference: MUI/UI Reporting). The report is to indicate the damage that took place. Any attempt by the employee to collect reimbursement by the individual or his/her guardian is to be filed as a civil action in the court system.

Clark County Board of Mental Retardation and Developmental Disabilities

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|--------------------|--|--------------|----------------------|
| Policy: | Use of County Resources | Application: | Personnel Department |
| Procedure: | Use of Vehicles On Program Business | Application: | Program-wide |
| Procedure Revised: | 7/17/01; 3/19/02; 6/18/02; 8/19/03, 11/20/07 (Effective December 1, 2007) | CARF Ref: | Section 1.D.16 (p) |
| | | Accred. Ref: | 5123:2-1-03(G)(3) |

Procedure:

(a) Requirements

i. Licensure

- 1) Authorized employees operating a motor vehicle are required to have a valid vehicle operator's license appropriate to their position and the type of vehicle being driven.
- 2) A copy of the employee's current driver's license is maintained in their confidential file in the Human Resource Department.

ii. Driving Abstracts

- 1) Record reviews are designed to decrease the risk to the Board by employees who have poor driving records.
- 2) The Board requires review of driving records as maintained by the State of Ohio Bureau of Motor Vehicles (BMV) for applicants and employees.
- 3) Records will be monitored annually by the Transportation Director and Human Resource Director, and quarterly if warranted.
- 4) BMV records must be reviewed for an employee to be eligible for mileage reimbursement.

iii. Safety

- 1) Employees who operate county vehicles shall exercise caution and responsibility while driving and shall follow all safety regulations. Reckless or destructive operation of vehicles is grounds for disciplinary action, up to and including termination.

(b) Communication/Electronic Devices

i. Cellular Phone Usage

- 1) Employees driving any vehicle on Board business using a cell phone, either personal or Board-owned, must use a hand-free-system for communicating, or pull off the road prior to using the cell phone.

2) While transporting individuals, use of cellular devices are prohibited except for a vehicle or consumer emergency. In these circumstances the employee may pull the vehicle off the road to a safe location and stop the vehicle prior to using the electronic device.

3) While refueling, employees are not to use a cell phone.

ii. Two-way Radio Communication

1) Two-way radios are for program business only.

2) Employees are expected to share the radio frequency and respect the rights of other agencies authorized to use the frequency.

iii Use of other Electronic Devices

1) While driving, employees will not use other electronic devices (e.g. MP3, Palm Pilot, etc.) that are not part of the original vehicle equipment, without prior authorization by the Department Director/designee.

(c) Driving Complaints

i. Reports regarding any unsafe driving of board-owned vehicles will require the reporter to give their name, address, and phone number.

ii. Reports shall be referred to the Department Director for review and appropriate action.

(d) Use of Personal Vehicles on Program Business

i. The County Vehicle Policy requires a minimum level of \$100,000/\$300,000 vehicle liability insurance to be carried by employees who drive their own vehicles for Program business or to transport individuals in their own vehicles.

1) Employees are encouraged to check with their private insurance carrier regarding coverage amounts they may have.

2) Mileage reimbursements cannot be made to employees who do not carry the established minimum level. (Reference Expense Reimbursement Procedure)

2) Failure to maintain this coverage while receiving reimbursements shall be considered dishonesty under disciplinary procedures.

3) The Board retains the right to request proof of financial responsibility (insurance) at any time.

ii. The employee's personal insurance is the primary coverage on any incidents involving the personal vehicle on program business. The county's insurance is the secondary coverage.

- (e) Use of county vehicles
 - i. Use of county vehicles is restricted to official Board business only.
 - 1) Individuals may request the use of a county vehicle for specified program business from the Transportation Department.
 - 2) Training on the proper use of the county vehicle is required prior to driving.
- (f) Reporting of Accident/Incidents
 - i. Any accident or incident regardless of injury or damage (to a vehicle, person or property), shall be reported immediately to the Transportation Department. (Cross Reference: Notification of Vehicle Crash/Injury/Other Vehicle Emergency Procedure in the Safety manual)
 - ii. The employee involved in an accident/incident is subject to drug and alcohol testing. (Cross Reference: Drug & Alcohol Testing Procedure).
- (g) Review Process (Cross Reference: Notification of Vehicle Crash/Injury/Other Vehicle Emergency Procedure in the Safety manual)
- (h) Traffic Citations
 - i. Employees are expected to report traffic convictions/point accumulations to the Human Resource Director within 14 days.
 - ii. Any convictions or point accumulations may result in the suspension of the employee's driving responsibilities for the Board.
 - iii. Citations received while on Board business are the sole responsibility of the employee involved in the incident.
- (i) Driving Suspensions
 - i. Employees may be suspended from driving on behalf of the Board when an employee has accumulated at least six (6) points on his/her driving record.
 - 1) Employees shall sign a statement acknowledging the suspension (Attachment A).
 - ii. In addition, disciplinary action, up to and including termination, may be taken subject to appropriate pre-disciplinary procedures. These offenses include, but are not limited to:
 - 1) Driving while under the influence of alcohol or drugs
 - 2) Vehicular homicide
 - 3) Leaving the scene of an accident
 - 4) Attempting to allude or flee a police officer after a traffic violation

- 5) Drag racing
- 6) Failing to comply with Ohio Financial Responsibility Law
- 7) Other intentional and dangerous use of a motor vehicle
- 8) Speeding or reckless operation

iii. Driving suspensions will remain in effect until subsequent reviews determine that the offenses have been removed from the abstract record.

iv. Offenses remain on the Bureau of Motor Vehicle record for a period of up to three (3) years.

(j) Disciplinary Action

i. Unauthorized use of a county vehicle, reckless or destructive operation of vehicles is grounds for disciplinary action, up to and including termination subject to due process.

ii. Progressive disciplinary action, up to and including termination, may be taken subject to due process, upon the driver abstract review for any of the following offenses:

- 1) Two (2) or more “at-fault” accidents; the nature and severity of the accidents to be taken under consideration when assessing potential disciplinary action
- 2) Three (3) or more moving violations; the nature and severity of the accidents to be taken under consideration when assessing potential disciplinary action
- 3) One (1) “at-fault” accident and two (2) moving violations; the nature and severity of the accidents to be taken under consideration when assessing potential disciplinary action
- 4) Other inappropriate or dangerous incidents as determined during the abstract review.

(k) Training

i. Upon hire - orientation

1) Training for new employees will be provided by the Transportation Department designee to include, but not limited to:

- a) Defensive driving techniques
- b) Passenger assistance
- c) Driving maneuverability
- d) Emergency procedures including contact list, emergency treatment, forms to be completed, etc (Reference Notification of Vehicle Crash/Injury/Other Vehicle Emergency Procedure in Safety Manual).

- e) Location, maintenance, and use of vehicle notebooks.
 - 2) Training on site specific procedures or expectations will be done by the Departmental supervisor/designee.
- (ii) Training updates or reviews
- 1) At any time or if when safety concerns are noted, re-training may be done by the Direct Supervisor or scheduled through the Training Specialist at Human Resources.
- (iii) Training records
- 1) Documentation of all training is the responsibility of the Human Resource Department and all records will be maintained in the employee's personnel file in the Human Resource Department.
 - 2) Departmental trainings shall be documented in staff meeting notes/agendas. Copies to be sent along with sign in sheets to the Training Specialist or designee at the Human Resource Department.

Clark County Board of Mental Retardation and Developmental Disabilities

| | | | |
|------------------|--|--------------|--------------------|
| Policy: | Ethics | Application: | Personnel |
| Policy Approved: | June 24, 1997 | CARF Ref: | Section I: E.2 (P) |
| Policy Revised: | July 17, 2001 (Effective August 1, 2001) | Accred. Ref: | |

Policy

The community knows our Program by the actions of Board employees. Providing services to persons with mental retardation and developmental disabilities requires the cooperation of many different and diverse professional and para-professional groups, as well as working with the diversity found in the families and consumers we serve. It is essential that employees conduct themselves in a professional manner at all times. All employees are expected to maintain a standard of behavior that promotes the well being of persons with MR/DD consistent with the Board's statement of philosophy and the Board's public image and mission statement.

It is essential that the public maintain confidence in the employees of the Board. For the reason, it is important that Board employees refrain from any actions that involves the use of public employment for private gain or giving preferential treatment to any group or entity. Further, a Board employee should represent the Program to an enrollee, family or other member of the public only in a professional manner.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy: Ethics

Application: Personnel Department

Procedure: Gifts

Application Program-wide

Procedure Revised: July 17, 2001 (Effective August 1, 2001)

CARF Ref: Section I: D (p)

Accred. Ref:

Procedure

Employees are prohibited from accepting any types of gifts or favors from people representing organizations that the Board or non-profit Board may conduct business with in the future, is currently conducting business with, or has conducted business with in the past. This includes contractors, suppliers, employers, and other public or private organizations. To accept gifts or favors of any type considered unprofessional by the Board, as well as by the public. Employees may only accept nominal gifts (e.g., cookies, card, picture) from consumers or the parents/guardians of the consumers.

Clark County Board of Mental Retardation and Developmental Disabilities

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|-----------------|---------------|--------------|----------------------|
| Policy: | Ethics | Application: | Personnel Department |
| Procedure: | Nepotism | Application | Program-wide |
| Board Approved: | June 24, 1997 | CARF Ref: | Section I: D (p) |
| Revised: | | Accred. Ref: | |

Procedures

- (a) Members of the immediate family of members of the Board of County Commissioners or Clark County Board of MR/DD may not be hired to work for the Board.
- (b) No individual may assume any position in which (s)he could directly supervise or otherwise influence a decision in favor of or against another member of his/her immediate family or anyone else living in the same household.
- (c) If two employees who work at the same job site marry, the Superintendent may reassign either one to a different work site. No employee shall be reassigned if reassignment would result in reduction in pay or position, require assignment to a new or different classification or, in any other way, affect the reassigned employee's civil service status.
- (d) The County Prosecutor's Office will review circumstances as needed.

Clark County Board of Mental Retardation and Developmental Disabilities

| | |
|---|-----------------------------------|
| Policy: Ethics | Application: Personnel Department |
| Procedure: Political Activity | Application: Program-wide |
| Procedure Revised: July 17, 2001 (Effective August 1, 2001) | CARF Ref: Section I: D (p) |
| | Accred. Ref: |

Definitions

- (a) Unclassified Employee: Superintendent, administrators, managers, supervisors and seasonal employees (Cross Reference: ORC 5126.20; 124.11)
- (b) Classified Employee: professional and service employees of the Board (Cross Reference: ORC 5126.22)

Procedures

- (a) Unclassified Employees

Political activities are subject to the Hatch Act and the Ohio Ethics Law.

- (b) Classified Employees' Prohibited Activities

Classified employees may not participate in partisan election as a candidate for office, declare candidacy for an elected office which is filled by partisan election, circulate official nominating petitions for any candidate, hold an elected or appointed office in any political organization, accept appointment to any office normally filled by partisan election, campaign in writing for publications by distributing political material or by making speeches on behalf of a candidate for elective office, soliciting any assessment, contribution or subscription for any party or candidate, engage in activities at the political polls such as soliciting votes, act as recorder, checker, watcher or challenger for any party or faction, or engage in political caucuses.

- (c) Classified Employees' Permitted Activities

Classified employees may register and vote, express opinions either orally or in writing, make voluntary financial contributions to political candidates or organizations, circulate petitions on legislation relating to their employment, attend political rallies that are open to the public, sign nominating petitions in support of individuals, display political signs in/on their homes/yards, display political stickers on their personal automobiles or wear political badges or buttons as long as these items do not interfere with job safety.

Clark County Board of Mental Retardation and Developmental Disabilities

| | | | |
|--------------------|--|--------------|----------------------|
| Policy: | Ethics | Application: | Personnel Department |
| Procedure: | Standards of Conduct | Application | Program-wide |
| Procedure Revised: | 7/17/01, 7/20/04, 12/21/04 (Effective January 1, 2005) | CARF Ref: | Section I: E.2 (p) |
| | | Accred. Ref: | |

Procedures

(a) Outside Employment

Employees shall not engage in outside employment resulting in one of the following conflicts:

- (i) Time Conflict: working hours of the non-Board job directly conflicts with the scheduled working hours of the employee’s Program job or when the demands of the other job prohibits adequate rest, thereby adversely affecting the quality standard of the employee’s job performance with the Board.
- (ii) Interest Conflict: employee’s outside employment tends to compromise the employee’s judgment, actions and/or job performance with the Board or which impairs the Board’s reputation in the community.
- (iii) Employees, both classified and unclassified, who are in a position to influence a consumer’s individual plan shall not engage in a job with an outside employer or via an independent contract to provide the consumer’s services. The following positions are prohibited from outside employment with a specialized MRDD agency: Management 2 and above, Path Coordinator, Compliance Specialist (IA), QA, EI Specialist or any other position with SSA functions.
- (iv) Employees of the Board may, excepting those noted above, be employed by an agency that holds a direct service contract with the Board until such time that management determines that there is either a conflict of interest or a conflict of time. Upon determination that a conflict may exist, the employee is subject to sections (b)(i-iv).
- (v) Employees shall complete an Outside Employment form and submit to the Personnel Department upon the request by management. Failure to do so may result in discipline. Management shall determine if a conflict, per (a)(i-ii), exists.

(b) Direct Services Contracts

- (i) Upon request, an employee who is involved in a direct services contract shall inform the Personnel Director of any employment the employee has outside the Board that is with any individual, agency or other entity that has a contract with the Board, using the “Outside Employment” form. Further, the Board may contract with an mrdd employee for supported living, if the services to be rendered are not the same as their employment duties at Clark County Board of MRDD.

- (ii) The Superintendent/designee shall determine if a conflict exists, based upon recommendation by the Personnel Director.
- (iii) In the event there is a conflict, the employee shall notify the Personnel Director as to whether (s)he plans to continue the contract on his/her current employment with the Board.
- (iv) Any violation of this procedure shall be reported to the Personnel Director who shall investigate and take appropriate action.

(c) Solicitation/Distribution

Employees shall not solicit or accept for personal use anything of economic value from any business, private agency or person engaged in official business with the Board. Solicitation or distribution of literature or trespassing by non-Board employees is prohibited at any time in lobbies, waiting areas, parking areas or other areas that are Board/County property. The only exceptions to this are solicitations sanctioned by the County Commissioner, ones related to MR/DD, or approved by the Superintendent/designee. Examples include, but are not limited to, United Way, Special Olympics or parent group activities in support of the Program.

Solicitation or distribution of goods and/or materials by an employee to another employee is only permitted while both employees are on non-work time in a non-work area. Employees are not permitted to enter a Board facility on an unassigned work day including leave days for the purpose of solicitation or distribution.

(d) Handling Funds

Employees shall handle funds in the appropriate manner prescribed by the Fiscal Department and shall at no time use funds in any manner other than for what they were originally intended. Under no circumstances may an employee of the Board or non-profit Board associated with the Program deposit donated money into personal bank accounts or personally hold such donations. Such actions shall be considered fraud and appropriate discipline, up to and including termination, will occur.

(e) Staff-Consumer Relationships

- (i) No employees of the Board shall employ a participant unless the customary and usual compensation based on community standards is paid to the participant. Adherence to this policy will provide an assurance for both the participant and the employee of compliance with ethical and legal standards.
- (ii) Any employee who hires or otherwise engages a consumer in an employment situation shall inform his/her supervisor and the consumer's Path Coordinator or other authorized representative (e.g., QMRP) of the employment and the monetary arrangements. Failure to provide proper notification may result in disciplinary action.
- (iii) The Ethics Council, via the Superintendent's office, shall be notified of the employment relationship. The Department Director shall recommend to the Ethics Council if the employment relationship is acceptable to the consumer and does not present a conflict of interest. (Cross Reference: Ethics Policy in Board Operations Manual)
- (iv) Employment as used in this section of the policy means engagement in work for which

remuneration is customary. This includes, but is not limited to, babysitting, lawn care, assistance with moving, and janitorial/custodial tasks.

- (v) Employees of the Board are in a unique relationship with the consumers we serve. Managers, professionals and direct service staff have, by virtue of their positions with the organization, positions of authority and influence over individuals that we serve. Employees shall not betray the trust relationship that exists between himself/herself and consumers. Employees are cautioned against relationships outside the program environment regarding social contacts, financial dealings or any other activities that would take advantage or appear to take advantage of this trust relationship. An individual may report an allegation of such betrayal to the Ethics Council via the Compliance Unit for review of consumer rights. If it is found that consumer rights were violated, the employee would be subject to appropriate disciplinary action.
 - (vi) Staff shall refrain from involving participants, directly or indirectly, in any staff disputes, gossip or disagreements among staff.
 - (vii) At no time shall an employee betray the confidentiality that exists between himself/herself and participants.
- (f) Designated Person/Personal/Representative (Advocates)
- (i) The following positions are prohibited from serving as a personal advocate for any person unless the individual is an immediate family member: Management 2 and above, Path Coordinator, Compliance Specialist (IA), QA, EI Specialist or any other position with SSA functions. The employee shall notify the Personnel Director by completing the “Outside Employment” form and be subject to the review as outlined in section (a)(1)(b).
 - (ii) Employees may not serve as personal advocates of consumers during the performance of the duties as a county board of mrdd employee. Employees who serve in this capacity for consumers shall not perform in this function during working hours.
- (g) Criminal Offenses
- (i) An employee shall report to the Superintendent/designee within fourteen (14) days of being charged with, convicted of or pleading guilty to any criminal offense. This shall include traffic citations that might impact on an employee’s ability to continue to drive for Program business.
 - (ii) The Superintendent/designee, with legal counsel, shall review the offense and determine the appropriate course of action, including any potential disciplinary action, up to and including termination. (Cross Reference: Discipline Policy)
 - (iii) In the event disciplinary action is taken, the employee retains his/her rights to the grievance process. (Cross Reference: Grievance Policy)

Clark County Board of Mental Retardation and Developmental Disabilities

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|--------------------|---|--------------|----------------------|
| Policy: | Ethics | Application: | Personnel Department |
| Procedure: | UI/MUI | Application: | Program-wide |
| Procedure Revised: | 7/17/01, 9/17/02 (Effective September 18, 2002) | CARF Ref: | Section I: D (p) |
| | | Accred. Ref: | |

Procedures

ORC 5123.61 mandates the duty to report actual or suspected abuse or neglect and specifically includes “a Superintendent, board member, or employee of a county board of mental retardation and developmental disabilities; an administrator, board member or employee of a residential facility.” A full copy of 5123.61 is on file in the Personnel Department (Cross Reference: UI/MUI Policy in Program-Wide manual).

- (a) Supervisors or administrators shall inform the Personnel Director if an employee is involved in any potential abuse or neglect situation. Upon knowledge of an employee’s alleged involvement in any abuse or neglect situation, the employee will be placed on paid administrative leave for the duration of the investigation. As an alternative to administrative leave, the employee may be placed to work in a location where (s)he would have no contact with the individuals the Board serves. After the facts of the investigation are established and summarized by the Compliance Unit, the Superintendent/Designee will determine discipline if warranted. (Cross Reference: Discipline Procedure.) Financial penalties exist for failure to report suspected abuse or neglect (Cross Reference: ORC 5123.99)
- (b) Each Board employee shall endeavor to protect these rights at all times. Employees are required by law to immediately report any suspected abuse or neglect of participants’ rights to their immediate supervisor or the Compliance Unit. The employee shall cooperate fully in any investigations regarding abuse or neglect or face disciplinary action for failing to do so.

No employee shall subject a participant to physical, verbal, or psychological/emotional abuse. Procedures that cause physical, visual, and/or auditory pain are strictly prohibited. Attacks on personal dignity, such as foul language, name-calling, shouting and other types of verbal abuse are forbidden. Actions such as threats, whether founded or unfounded, or the use of objects that are frightening to a participant constitute psychological/emotional abuse and are forbidden.

- (c) Each employee shall comply with the procedures for behavior supports as adopted.

- (d) No employee shall subject participants to sexual abuse or harassment, taking advantage of participants by procuring sexual favors, either on or off regular work hours. Any employee having knowledge of such a relationship shall immediately notify his/her supervisor except when the supervisor is the perpetrator. The employee may also notify the Compliance Unit.
- e) Failure to report alleged abuse or neglect or other situations that place a consumer at risk are grounds for discipline up to and including termination (Cross Reference: Discipline Procedure; Workplace Violence Procedure in Program-Wide manual).

Clark County Board of Mental Retardation and Developmental Disabilities

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| Policy: | Ethics | Application: | Personnel Department |
| Procedure: | Whistle-Blower Protection | Application | Personnel |
| Procedure Revised: | 7/17/01, 4/15/03, 5/20/09 (Effective June 1, 2009) | CARF Ref: | Section I: D (p) |
| | | Accred. Ref: | |

Definitions

- (a) Act Purposely: acts with specific intention to cause a certain result.
- (b) Act Knowingly: acts with awareness that the conduct will probably cause a certain result or be of a certain nature and has knowledge of the underlying circumstances.
- (c) Act Recklessly: acts with indifference to consequences, disregards a known risk that the conduct is likely to cause a certain result or is likely to be of a certain nature.
- (d) Privacy Violation: Use or disclosure of individually identifiable health information in content or format other than that prescribed by Board policy and procedure.
(Cross Reference: Confidentiality Policy in Program-Wide Manual)
- (e) Retaliatory Action: Removing or suspending employee from work; withholding salary increases or employee benefits to which employee is otherwise entitled; denying employee a promotion that would otherwise have been received; transferring or reassigning an employee that otherwise would not have occurred; reducing the employee in pay or position.

Procedures

Any employee of the Board who learns in the course of his/her employment of a violation of local, state or federal statutes, including, but not limited to, Medicaid fraud per the Deficit Reduction Act of 2005, rules or regulations, or the misuse of public resources which his/her supervisor or the Superintendent could correct, will report that violation or misuse without reprisal as follows:

- (a) Reports may initially be reported orally to his/her supervisor, Department Director or Superintendent/designee. The employee is to submit a written report, in a timely manner (no later than the end of the next working day). Failure to report within 24 hours will not prohibit the Board from taking action. If the issue to be reported falls within the definition of MUI/UI reporting, the employee must follow those guidelines (Cross Reference: MUI/UI procedure).

- (b) Supervisory staff receiving initial reports (oral or in writing) are to immediately relay this information to the Superintendent/designee, with two exceptions. If the issue involves a privacy violation under HIPAA, the Privacy Officer is to be notified by the supervisory staff receiving the initial report. Reports of Medicaid fraud are to be given to the Comptroller/designee by the supervisory staff receiving the initial report. (Cross Reference: Deficit Reduction Act Requirement policy in the Program-Wide Manual) The Superintendent will inform the Board President of the allegation and begin an investigation into the matter. Should the matter appear to be criminal in nature, the appropriate authorities shall be informed.
- (c) After an employee submits a report, the Superintendent/designee is to notify the employee, in writing, of any effort the Board has taken to correct the alleged violation or hazard, or the absence of the alleged violation or hazard. The Board is to notify the reporter of its efforts/findings within 24 hours after the oral notification was made or the report was received, or by 4:30 p.m. on the next regular business day (Monday-Friday) following the day on which the oral notification was made or the report was received, whichever is later.
- (d) It is the employee's responsibility to accurately report the alleged impropriety to the appropriate authority. There are consequences for purposely, knowingly or recklessly reporting false information. Those consequences may include discipline, up to and including termination. (Cross Reference: Discipline procedure)
- (e) Failure to report may also result in disciplinary action, up to and including termination, subject to due process.

Reports made in good faith are encouraged and expected. A false complaint is not the same as an unsubstantiated complaint. Employees who file reports in good faith shall not be subject to retaliatory behavior from supervisors or co-workers. If retaliation occurs, the employee should immediately notify the Superintendent/designee.

This procedure does not supersede any rights of any employee under a collective bargaining agreement or permit disclosures that would diminish or impair the rights of any person to the continued protection of confidentiality of communications, if a statute or common law provides such protection.

Clark County Board of Mental Retardation and Developmental Disabilities

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|--------------------|---|--------------|------------------|
| Policy: | Equal Employment Opportunity | Application: | Human Resources |
| Procedure: | Job Audits | Application | Program-Wide |
| Procedure Revised: | 9/17/02, 11/20/07, 5/20/08 (Effective June 1, 2008) | CARF Ref: | Section I: D (p) |
| | | Accred. Ref: | |

Definition

- (a) Displacement - a regular employee with more retention points exercises his or her right to take the position of the regular employee with the fewest number of retention points. (Cross Reference: OAC 123: 1-47-01 A (34))
- (b) Job Audit - review of a particular position or job to clarify its duties, responsibilities and/or level of compensation.
- (c) Retention Points - all employees are assigned a base of 100 points; additional points are calculated on the basis of continuous service as outlined in OAC 123: 1-41-09.

Procedures

- (a) Requesting/Initiating Job Audits
 - (1) An audit request will include the date of the request, the employee's name requesting the audit, the employee's signature, the reason for the request and the desired outcome from the audit. An audit request can be submitted only in writing to the Human Resources Director. Verbal requests will not be accepted.
 - (2) Employees requesting audits for their own positions shall send the request to his/her immediate supervisor. The supervisor will submit the request through the chain-of-command to the Human Resources Director. Each level of supervision will attach written comments on the audit request including reasons supporting or opposing the desired outcome. Human Resources should receive the audit request within three (3) weeks of the date the employee originally requested the audit.
 - (3) Supervisors and managers may also request audits of positions under their supervision. Each level of higher supervision will make comment as in (2).
 - (4) The Human Resources Director may also initiate a job audit as deemed appropriate. This may include, but is not limited to, as a result of receiving audit requests for similar positions or as a periodic regular review of positions in the classification plan.

(b) Job Audit Process

- (1) Upon receipt of a job audit request, the Human Resources Director shall acknowledge the request in writing and begin research within ten (10) working days. An extension of this time line may also be requested for extenuating circumstances and must be agreed upon by the involved parties.
- (2) Parties requesting the audit will be interviewed during the job audit process. Information may also be gathered by examining comparable Board or County positions, utilizing compensation/job classification surveys or polling comparable entities.
- (3) A revised or new position description may be written based upon research. This position is subject to review and comment by affected parties, but is ultimately the responsibility of the Human Resources Director in order to maintain integrity and consistency with other jobs in the Board's classification plan.
- (4) A result of an audit may determine the job be reduced to an existing classification in the classification plan. (Cross Reference: Job Evaluation Committee procedure) Such notification will be in writing from the Human Resource Department to the individual and Department Director/designee. The affected individual may choose to either remain in the original classification with displacement rights or take the reduction, maintain his/her date of hire to the new classification and not have to serve a probationary period. The employee will respond in writing to the Human Resources Director within ten (10) work days of the date of notification. Failure to respond will be considered an agreement to the reduction.

(c) Compensation Level Adjustments

- 1) Compensation adjustments, if warranted, will reflect significant increases or decreases in job duties.
- 2) If a compensation adjustment is to be made as a result of an employee-requested audit, the pay adjustment will be made retroactive from the date the request was received in writing by the supervisor.
- 3) If a compensation adjustment is to be made as a result of a supervisory/managerial requested audit or via a review initiated by Human Resources, the pay adjustment will be made retroactive to the date of the final findings.

Clark County Board of Mental Retardation and Developmental Disabilities

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|--------------------|-------------------|--------------|------------------|
| Policy: | Record Retention | Application: | Program-Wide |
| Procedure: | Personnel Records | Application | Personnel |
| Board Approved: | June 24, 1997 | CARF Ref: | Section I: D (p) |
| Procedure Revised: | | Accred. Ref: | |

Procedures

Access, duplication, dissemination and destruction of personnel records procedures complies with current laws and the current retention schedule as stipulated by Board policy. In general, personnel files are permanently retained by the Board. (Cross Reference Ohio Administrative Code: 5123:2-1-02)

- (a) Personnel records maintained in each employee's official file in the Personnel Department shall include, but may not be limited to:
- (1) Name, permanent and current address, phone number.
 - (2) Emergency notification information, including name, address, home and work phone numbers for contact
 - (3) Personnel Action forms
 - (4) Applications for position(s) in which employee was hired
 - (5) Registrations, Certifications, Licenses, high school diplomas/GED certificates and/or university or college transcripts
 - (6) Benefit enrollment forms
 - (7) Signed position description/civil service classification
 - (8) Training Records (Cross Reference: Staff Growth and Development Policy)
 - (9) Signed Performance Evaluations
 - (10) Disciplinary documents
 - (11) Commendations
- (b) Confidential personnel records maintained for each employee in the Personnel Department shall include, but may not be limited to:
- (1) Medical reports
 - (2) Workers' Compensation documentation
 - (3) FMLA documentation
 - (4) EAP documents
 - (5) Adoption or marriage documentation
 - (6) Garnishment documentation
 - (7) TB test results, hepatitis immunization information
 - (8) BCII/FBI reports
 - (9) Drug/alcohol screening results
 - (10) Birth certificates

(c) The Payroll Office in the Fiscal Department maintains the following items:

- (1) Leave Request Forms
- (2) Time Sheets
- (3) Other payroll information

(d) Access to Personnel Files

In order to perform daily business transactions for the Board, the following individuals shall have access to personnel files: Superintendent, Personnel Director and Personnel Department staff. Anyone else wanting to access personnel files may do so under the guidelines below. When completing a file review, an employee will call the Personnel Department for an appointment, complete a file review form and complete the review only in the presence of a Personnel Department staff member.

Employees have the right to reasonably inspect their official personnel files. Department directors/supervisors have access to files for staff working under their supervision. Supervisors reviewing a current staff member for possible promotion or transfer have access to that employee's file for that review.

(e) Revising Personal Information

Employees shall advise the Personnel Department in writing of any changes in name, address of residency, marital status, telephone numbers, number of withholding allowances claimed for tax purposes, citizenship or emergency contacts. Such notifications are expected to be received within ten (10) calendar days of the change.