

# **Summit County Executive's Office**



## **Personnel Policy and Procedure Manual**

**Ilene Shapiro, Executive  
Department of Human Resources**

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	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1001
SUBJECT: PURPOSE OF POLICY AND PROCEDURE MANUAL		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Chapter 169 (**Appendix A**).

**PROCEDURE:**

The purpose of this manual is to administer fair and effective policies and procedures through out the Summit County Executive’s Office, and its departments. The policies and procedures in this manual are to be used as a guideline for all Executive employees. These policies and procedures apply to all Executive employees except as specifically exempted by law or a collective bargaining agreement. All questions of policy interpretations or implementation must be referred to the Human Resources Department.


The policies set forth in this edition of the manual supersede all previous written and unwritten policies and procedures. The Executive shall retain the right to delete, modify, or amend the policies and procedures at any time and in any manner. Any deletions, modifications or amendments shall be communicated with the employees in writing or otherwise.

The policies in this manual are subject to and in accordance with Summit County Codified Ordinances, State of Ohio and Federal law. In the event that the manual or any amendment is held invalid by operation of law or by a court or in the event that the enforcement or compliance with any section is restrained by any court the remaining sections of the manual and any amendments shall remain in effect and full force. The Policy and Procedure Manual is for the information of the employee only and does not constitute a contract for any purpose or promise or position, pay, benefits or employment.

The policies and procedures set forth in this manual are designed to provide fair and equal opportunities for employment and promotion in the Executive’s office and ensure that all operations are conducted in an ethical and legal manner.

It is the responsibility of the Executive’s Human Resources Department to ensure that all policies are applied in a consistent and objective manner.

The effective date of this manual is 08/01/2020.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1002
SUBJECT: MANAGEMENT RIGHTS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

The Summit County Executive by authority of the Summit County Charter maintains the right to administer the business of the departments under his/her jurisdiction. In addition to other functions and responsibilities, which are required by law, the Executive has and will retain the full right and responsibility to direct the operations of these departments, to establish rules and regulations and to otherwise exercise the exclusive rights of management, including but not limited to, the following:

- To manage and direct employees, including the right to hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, discipline, or discharge, and to maintain order among employees;
- To manage and determine location, type and number of physical facilities, equipment, programs and work to be performed;
- To determine the department’s goals, objectives, programs and services, and to utilize personnel in a manner designed to effectively meet these purposes;
- To determine the size and composition of the workforce and the department’s organizational structure, including the right to terminate or eliminate all or any part of its work or facilities due to the lack of work, lack of funds, or job abolishment, or to transfer or subcontract work;
- To determine the hours of work, work schedules, including overtime and vacation, and to establish the necessary work rules of all employees;
- To determine when a job vacancy exists, the duties assigned to the job classifications and the standards of quality and performance to be maintained;
- To maintain security of records and other pertinent information;
- To determine and implement necessary action in emergency situations;
- To determine the department’s budget and uses thereof;
- To maintain the efficiency of operations; and,
- To exercise complete control and discretion over department organization and the necessary technology to perform the work.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1003
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SUBJECT: POLICY MANUAL, CHANGES AND DISSEMINATION	PAGE 1 of 1
DEPARTMENT: ALL	EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to maintain personnel policies and procedures in a Policy and Procedure Manual that is available to employees.


**PROCEDURE:**

The Summit County Executive’s Policy and Procedure Manual will be made available to all employees electronically, on the Intranet Scene. Each employee shall receive and sign for this manual (either electronically or in writing) upon hire. Policies and procedures may be added, amended or deleted by the Summit County Executive. Upon approval from the Executive, the Human Resources Department shall ensure that such additions, amendments or deletions be posted on the Intranet Scene <http://scene.summitoh.net> or distributed to employees prior to their effective date and signed acknowledgment forms (either electronically or in writing) maintained in the employee’s personnel file.

Department Directors are responsible for the operation of their departments and for implementing Executive and departmental policies and procedures. Directors shall have all departmental policy and procedure changes approved by the Executive. Upon approval from the Executive, the Department Director shall ensure that such additions, amendments or deletions be posted or distributed to department employees prior to their effective date and signed acknowledgment forms (either electronically or in writing) submitted to the Human Resources Department for the employee’s personnel file.

Any questions regarding policies and procedures in this manual should be directed to the employee’s supervisor, Director or the Executive’s Human Resources Department.

Employees are encouraged to make suggestions for improvements in policies and procedures. Suggestions should be shared with the employee’s immediate supervisor, Director and/or the Human Resources Department at [humanresources@summitoh.net](mailto:humanresources@summitoh.net).

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1004
SUBJECT: DEPARTMENT POLICIES AND PROCEDURES		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**


The Summit County Executive appoints Department Directors who are responsible for the operations of their department and for implementing and enforcing the policies and procedures contained in this manual.

**PROCEDURE:**

The Department Director (“Director”) shall develop and implement standard operating procedures and rules for their respective departments, subject to the approval of the Executive. Such procedures and rules shall not conflict with the policies and procedures set forth in this manual.

Directors shall issues copies of the standard operating procedures to employees as outlined in the Dissemination of Policies and Procedures Policy. Additionally, Directors shall submit copies of any standard operating procedures to the Human Resources Department.



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1005
SUBJECT: DEFINITIONS	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**DEFINITIONS:**

**FLSA – Fair Labor Standards Act**

- **Non-Exempt Employees** – Non-exempt employees receive compensatory time or overtime for time worked beyond forty (40) hours in a workweek.
- **Exempt Employees** – Exempt employees do not receive compensatory time or overtime for time worked beyond forty (40) hours in a workweek.


**Classified Non-Bargaining Employees-** employees in classifications established and governed by Codified Ordinance and Human Resource Commission Rules.

**Unclassified** – considered at-will employee, are not included in classified service and governed by Codified Ordinance except where specifically excluded.

**Classified Bargaining Employees-** employees in classification establish by collective bargaining. Codified ordinance applies when contract is silent.

**Appointment Date-** first date of work in a position. May be an original appointment or other appointment (promotion, transfer, demotion, lateral)

**Seniority (Non-Bargaining Employees)** – uninterrupted length of continuous service with the Executive. An authorized leave of absence does not constitute a break in service. Service may be transferred from one department to another without loss of seniority as long as no break of service of more than thirty (30) days occurs. A break in service occurs if an employee is terminated for any reason other than layoff and is not reinstated within one year of the termination date. If an employee is reinstated within one year of the termination date, continuous service will not be broken and prior service will be credited to the employee for purposes of determining seniority.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1006
SUBJECT: BUILDING CLOSURE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to require all employees to come into work or remain at the work place, except when notified by the Executive that there is a declared state of emergency, due to imminent danger, a disaster or inclement weather.

**PROCEDURE:**

For the purpose of County building closure, a state of emergency due to a disaster, imminent danger or inclement weather can only be declared by the County Executive.

When such an event exists that threatens County government facilities and/or employees, the County Executive or designee will make such declaration. Such a declaration by the Executive will indicate the exact building(s) that will be closed and the specific date or the closure beginning and ending time. Closing information will be distributed to local radio and television stations and will be posted on the County’s website.


An emergency without a formal declaration does not prevent a Department Director or other designee from taking whatever immediate precautions are necessary to protect the lives of the employees or visitors to county facilities.

When the County Executive declares a state of emergency, employees shall be compensated for the number of hours for which they were scheduled to work but did not work during the emergency period.

Employees holding the designation of “Essential Personnel” for continuous operation or who must deal with an emergency, being required and authorized to work during the period of emergency, shall be paid for their normal rate of pay for hours worked plus be given an excused equal number of hours off, to be scheduled with their immediate supervisor.

Employees not scheduled to work because of any authorized leave or day off will be charged for that leave regardless of the declared emergency or event. No additional time or compensation will be extended as an option.

For employees working under a bargaining unit agreement, the terms, conditions or events and methods of payment will be followed according to the agreement.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1007
	SUBJECT: EMPLOYEE COMMUNICATION WITH MEDIA	PAGE 1 of 1
	DEPARTMENT: ALL	EFFECTIVE DATE:
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):


**POLICY:**

It is the policy of the Summit County Executive’s Office to direct any news media request for comment to the Chief of Staff or to the Assistant Chief of Staff.

**PROCEDURE:**

Any news media request for comment (e.g., on-camera interview, interview by a newspaper, radio interview) shall be referred immediately to the Chief of Staff or the Assistant Chief of Staff. If neither of those individuals can be reached, contact the applicable Department Director and/or designee for official response.

The Executive’s Office does not comment on personnel matters, ongoing investigations and/or pending litigation.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1008
SUBJECT: SOCIAL MEDIA		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office that employees refrain from revealing confidential information or posting inappropriate material about the County and its employees on all social media.


**PROCEDURE:**

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

**The following uses of social media are strictly prohibited:**

1. Comments or displays about coworkers, supervisors or the County that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the County’s workplace policies against discrimination, harassment or hostility on account of race, color, age, religion, national origin, ancestry, veteran status, sex, sexual orientation, gender identity, disability, marital status, pregnancy, citizenship or other protected class, status, or characteristics.
2. Statements or use of the County’s logo which are slanderous or detrimental, including the misuse of the County’s authority, information, insignia or equipment.
3. Unprofessional communication which could potentially result in civil or criminal action against the County. Unprofessional communication also includes that which the County could demonstrate has a substantial risk of negatively affecting the County’s reputation, mission or operations, such as slander, defamation or other legal cause of action.
4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees’ ability to perform their job duties or interfere with the County’s ability to maintain an efficient workplace.

Social media sites may be inspected by the County to determine potential policy violations. If an employee believes that an online communication violates a County policy, the employee should immediately report the communication to their supervisor. The County may investigate the matter, determine whether such communication violates policy, and take appropriate action. **The policy does not apply to communication protected by the U.S. or Ohio Constitutions.**

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1009
SUBJECT: CONFIDENTIAL INFORMATION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Ohio Public Records Act (Chapter 149 of the Ohio Revised Code) and the Executive’s Public Records Request Policy (**Appendix B**).


**PROCEDURE:**

Employees are assigned to departments or to work that permits access to information that the Employer designates as confidential information. All Employees are required to use discretion and take all precautions to ensure that the confidential information be restricted to authorized individuals only and for work-related purposes only. Sharing and disclosing of information for non-work related purposes or other unauthorized use of such information can subject an employee to disciplinary action up to and including termination from employment.

The Executive prohibits the release of confidential information, which consists of any information that is required by state or federal laws or federal administrative rules to be kept confidential. Disseminating this confidential information to unauthorized individuals can expose the Employer to additional liabilities. Therefore employees must exercise a higher standard of discretion.

Employees should not disclose confidential information, without proper authorization, regarding the government or affairs of Summit County. Use of confidential information received as a result of an employee’s official position to advance personal, financial, or other private interests is prohibited. Sharing confidential information about clients, customers, residents and/or employees or use of another employee’s confidential computer identification code without authorization or giving another’s code to anyone to use is likewise prohibited. Such activity will subject the employee to disciplinary action up to and including termination from employment.

Disclosure of information to external third parties may only be made by authorized and designated individuals such as in the case of a public records request. In the case of a records request made by the media, only designated media spokespersons are authorized to communicate with media sources.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1010
SUBJECT: FRAUD REPORTING		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to notify employees of the Ohio Auditor of State’s fraud reporting system and the whistle blower protections related to those who file complaints with the fraud reporting system.

**PROCEDURE:**

Pursuant with Ohio Revised Code 117.103(B) (1), the Executive shall provide all employees with information regarding the Ohio fraud reporting system. Additionally employees, both classified and unclassified, who file a complaint with the fraud reporting system are extended whistle-blower protections as outlined in Section 124.341 of the Ohio Revised Code and are protected against certain retaliatory or disciplinary action.

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

**Auditor of State’s fraud contact information:**

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


US Mail: Ohio Auditor of State’s Office  
Special Investigations Unit  
88 East Broad Street  
PO Box 1140  
Columbus, OH 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

Employees may also anonymously report suspected fraud or misuse of public money to the Internal Audit Department:

Telephone: (234)738-1486

Email: [scfraudhotline@gmail.com](mailto:scfraudhotline@gmail.com)

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1011
SUBJECT: BOARD OF CONTROL/CONTRACT PROCEDURES		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Chapter 177 (**Appendix C**).

**PROCEDURE:**

The Board of Control meets every Wednesday at 10:30 am in the Council Chambers, 7th floor, 175 S. Main Street, Akron, Ohio.


All requisitions exceeding \$5,000.00 requiring Board of Control approval must be approved in Banner by the Thursday 12:00 pm deadline to be placed on the next Board of Control Signature List. Three written quotes are required and copies must be forwarded to the attention of the Clerk of the Board of Control at this time. If exempt from soliciting quotes a memo of explanation must be submitted.

All agenda items are due by the Friday 12:00 pm deadline. Agenda items must include a cover letter, all backup documentation that would be helpful to the board members and a legislative summary sheet when required.

Purchases over \$50,000.00 must be competitively bid. Purchases between \$5,000.00 and \$50,000 require three (3) written quotes. Unless exempt from competitive bidding pursuant to Codified Ordinance 177.08(a), professional services exceeding \$50,000.00 require solicitation of five (5) requests for proposals. For contracts exempt from competitive bidding, documentation of the reason for the exemption must be submitted and will be subject to verification.

At no time should a department forward contract documents to the Executive if the item has been on the Board of Control or is to be placed on the Board of Control. After Board of Control approval three (3) original contracts signed by the vendor must be forwarded to the Central Purchasing Office, 175 S. Main Street, Room 742, Akron, OH 44308. Contracts will be processed once the Purchase Order has been certified and the Board of Control directive (and legislation when required) has been signed.



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1012
SUBJECT: LEGISLATION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with County Council’s deadlines for submission of legislation.

**PROCEDURE:**

All requests for legislation are to be submitted to the Executive Assistant in the Executive’s Law Department by 4:00 p.m. on the Friday ten (10) days prior to a regular Council meeting.


All requests for legislation requiring grant approval and/or grant appropriation language are to be submitted to the Finance and Budget Department by 9:00 a.m. on the Friday ten (10) days prior to a regular Council meeting.

A request for legislation shall include a completed Request for Legislation Form, Legislative Summary Sheet and (if required) draft legislation.

Follow receipt of the submission of requests for legislation, the Chief of Staff will process legislation and submit the same to the Clerk of Council no later than 12:00 p.m. on the Wednesday prior to a regular Council meeting.

Any legislation submitted after the prescribed deadlines will be submitted either as a late filing or held until the next Council meeting. The Chief of Staff will use his/her best efforts to communicate with any office or department submitting legislation after the deadlines to determine which course of action is appropriate.

All legislation originating out of the Board of Control will automatically be processed by the Executive’s Office upon adoption by the Board of Control and submitted to Council no later than 12:00 p.m. the Wednesday prior to the next regular Council meeting. For pieces originating out of the Board of Control, no information other than that already submitted to the Department of Finance and Budget for placement of the item on the Board of Control agenda, is required to be submitted to the Executive’s Office.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1013
SUBJECT: EMPLOYEE CONTACT WITH OUTSIDE ATTORNEYS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office that employees shall contact the Law and Risk Management Department (“Law Department”) when they receive any legal document (subpoenas, lawsuits, notice of depositions) or are contacted by an attorney related to any matter within their official capacity as a County employee. The Law Department is responsible for all communication with attorneys. Employees are not authorized to speak to an attorney by telephone or in person without an attorney from the Law Department present. Employees are not authorized to sign any legal document on behalf of the County or to communicate in writing with an attorney without authorization from the Law Department.

**PROCEDURE:**

Any employee who receives legal documents, written requests from an attorney or service of any legal process should immediately report this occurrence to the director of the department in which he/she works. This includes informal inquiries from an attorney for information by letter or e-mail and requests for meetings or phone conferences. Legal documents include subpoenas, lawsuits, deposition notices, affidavits, or witness statements.

Any employee contacted by an attorney by phone or in person should refer the attorney to their department director. The employee should then provide the name of the director and appropriate contact information. The employee shall immediately report the contact to the director.

All written requests from an attorney for information (whether by legal process or by letter) should be immediately forwarded to the director, who should then forward them to the Law Department. An attorney from the Law Department will be assigned and will contact the Director and employee. If the request is a public records request, the Law Department will log and then provide copies of said requests to the Communications Department.

Once a matter has been referred to the Law Department, any further inquiry by any person should be directed to the assigned attorney or the Law Director. Any employee contacted by any person after the Law Department is involved should only provide the name and contact information of the attorney handling the matter.

Any decision regarding compliance and any and all dissemination of information is a legal decision which will be made by the Law Department. Any such decision shall be made after consultation with the director and any determination will be communicated to the director of the department where the person works.

If a decision is made to disclose some or all of the requested information, the employee assisting in gathering or preparing such information should only provide the information (and any questions related to such gathering or preparation) to the Law Department attorney handling the matter on behalf of the County.


If requests for information or further requests for additional information are made directly to the Law Department, the Law Department attorney assigned to the matter will immediately notify the director of such requests and shall communicate to the director any need for assistance in gathering or preparing such information.

The Law Department will provide counsel to any County employee required to appear and provide testimony concerning County business whether in court or by deposition. The only exception to this rule would be if the Law Department determines and informs the director and employee, in writing, that the matter does not involve County business.

Any informal meeting with an outside attorney shall only occur with an attorney from the Law Department present and at a time and place which have been mutually agreed upon. The director shall be informed prior to all such meetings or dissemination of any information.

Information from attorneys requesting routine items on behalf of their clients, which the County routinely provides to the general public (i.e., building permits), may be provided without notification of the director or Law Department.

This policy does not alter or affect the Public Records Request Policy.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 1014
SUBJECT: RECORDS MANAGEMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office that all employees shall comply with the requirements of Chapter 149 of the Ohio Revised Code and the departmental records retention schedule (**Appendix C**).


**PROCEDURE:**

All employees of the Executive, prior to destruction of any document or the deletion of any email, shall determine whether the item is a public record subject to retention in accordance with the departmental retention schedule, further known as a “RC-2”. Any questions regarding the content of the RC-2 should be directed to the employee’s supervisor, or a copy of the RC-2 can be obtained from the Manager of the Records Center.

Records can only be destroyed when they have satisfied the retention period. Prior to destroying records the employee must prepare a Certificate of Records Disposal (“RC-3”), which must be approved by the County of Summit Records Commission. Questions regarding records destruction should be directed to the employee’s supervisor or the Manager of the Records Center at 330-926-2511.

Sunshine Law training is offered annually. All employees of the Executive’s Office should attend this training at least once every four years. In lieu of attending a live session of the training, the Ohio Attorney General offers an on-line Sunshine Law training course, which employees can access on the Attorney General’s website.

# SECTION 2


	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 2001
SUBJECT: HUMAN RESOURCE COMMISSION	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

The Human Resource Commission consists of three (3) electors of Summit County and is responsible for overseeing the administration of an efficient, consistent and economical system, for the employment of persons in the public service of the County per Article VI of the County Charter in conjunction with the Human Resources Department.

Such responsibilities include:

- Overseeing the County’s compliance with:
  - Family and Medical Leave Act
  - Americans with Disabilities Act
  - Equal Employment Opportunity
- County Classification Plan
- County Compensation Plan
- County Ethics Policy Compliance
- County Leave Donation Program
- Appeals by Classified employees on Disciplinary Action resulting in termination, suspension (more than three days), demotion or reduction in pay

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 2002
SUBJECT: CLASSIFICATION PLAN	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive's Office to comply with sections 169.08, 169.09, 169.10 and 169.11 of the Summit County Codified Ordinance.

**PROCEDURE:**

The Summit County Executive's Human Resources Department shall administer the classification plan for classified non-bargaining employees which has been adopted by the Human Resource Commission and County Ordinance and is based on analysis of the duties and responsibilities of positions within the organization. Classification Specifications include class title, nature of work, examples of job duties, minimum qualifications and content related worker characteristics.

The Human Resources Department may on a regular basis review the duties and responsibilities of positions and make recommendations for necessary adjustments or revisions to the classification plan.

An employee may request that his/her position be audited for assignment to the proper classification by requesting a review through the Department Director. The Department Director shall refer the request for a position audit to the Human Resources Department. The request will be granted or denied at the discretion of the Employer. Unless duties are substantially altered on a permanent basis, the employee may not request such a review for a year from the date of the results of the last review.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 2003
SUBJECT: COMPENSATION PLAN	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.07.

**PROCEDURE:**

Compensation practices are intended to comply with sound personnel management principles. The Executive will compensate all employees fairly and equitably within the established compensation plan established by County Council.


New hires shall normally be paid the minimum rate for the classification except when a candidate possesses outstanding qualifications and/or experience or when market conditions and/or salary surveys indicate the need for a higher than minimum rate, up to midpoint, given for a specific classification in order to recruit qualified individuals.

Employees promoted to a position in classified service, with a higher compensation plan category and grade, shall receive a salary increase to the minimum rate of the new category and grade as assigned in the compensation plan or 7%, whichever is greater.

An employee who laterally moves or transfers to a different classification that possesses the same category and grade shall retain their current rate of pay.



# SECTION 3

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 3001
SUBJECT: ETHICS	PAGE 1 of 2	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with the ethical requirements for elected officials and public employees outlined in Ohio Revised Code Chapters 102 and 2921 and Section 169.03 (b) of the Summit County Codified Ordinances (**Appendix E**).

**PROCEDURE:**

The successful operation and reputation of the Summit County Executive's Office is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a thorough regard for the highest standards of conduct and personal integrity.

The continued success of the Summit County Executive's Office is dependent upon our citizens' trust and we are dedicated to preserving that trust. Employees owe a duty to the Executive's Office and the citizens of Summit County to act in a way that will merit the continued trust and confidence of the public.

The Summit County Executive's Office will comply with all applicable laws and regulations and expects its directors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Examples of illegal, dishonest or unethical conduct, that employees are prohibited from include:

- Engaging in any transaction, or having any business or interest which conflicts with the proper discharge of official duties.
- Disclosure of confidential information, without proper authorization, regarding the government or affairs of Summit County.
- Use of confidential information or influence of an official position to advance personal, financial, or other private interests on behalf of the employee or his/her family.
- Acceptance of any gift, in the form of service, loan, item of substantial value or promise from any person, firm or organization, which maintains an interest in any business dealings with the County.
- Acceptance of any gift, in the form of service, loan, item of substantial value or promise from any person, firm or organization that may tend to influence an employee in the proper discharge of official duties.


SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 3001	PAGE 2 of 2

- Engaging in any matter, which represents a conflict of interest with the County or undermines the integrity of the County.
- Authorizing benefits or services to an applicant/customer who is also a relative and/or friend of the employee. In such cases, the employee shall immediately notify his/her supervisor that a conflict exists so that the matter can be assigned to another employee and/or work unit.
- An employee who is an applicant for or is a current or former recipient of public assistance in any form shall do nothing to interfere with or attempt to influence another County employee in the proper performance of his/her duties in regards to the employee's public assistance case.
- Seeking or securing information in any case and/or application other than what is needed in the performance of that employee's specific job duties.
- Seeking or securing information in any case and/or application for a relative and/or friend of the employee.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with your immediate supervisor and, if necessary, with the Law Director for advice and consultation.

All unclassified and certain other classified positions of the Summit County Executive's Office, designated by the Human Resource Commission and recommended to Council, will be required to file with the Human Resource Commission a County of Summit Annual Ethics Disclosure Statement. Those forms are distributed annually by the Human Resource Commission.

Compliance with this policy of business ethics and conduct is the responsibility of every Summit County Executive's Office employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 3002
SUBJECT: CONFLICT OF INTEREST		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with the ethical requirements for elected officials and public employees outlined in Ohio Revised Code Chapter 102 and Section 169.03 (b) of the Summit County Codified Ordinances.

**PROCEDURE:**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Law and Risk Management Department for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Summit County’s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the department’s Director or Law Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership interest in a firm with which the Summit County Executive's Office does business, but also when an employee or relative receives any personal gifts, gratuities or special consideration as a result of any transaction or business dealings involving the Summit County Executive's Office. A personal gift is generally defined as one which is expressly for an individual and not an object produced for general distribution as a means of advertising, such as inexpensive pens or calendars.

Employees shall not use their position in the department for solicitation of personal gain of any kind, including but not limited to discounts, free merchandise, or tax-free purchases.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 3002	PAGE 2 of 2


Employees shall not use the County's name or letterhead stationary for personal use or billing purposes unless authorized by the County Executive.

Employees shall not permit their names or photographs to be used to endorse any product or service, which in any way is connected to the County, nor shall they allow their names or photograph to be used in any commercial testimonial which alludes to their employment or position with the County unless authorized to do so by the County Executive.

There shall be no unauthorized solicitation or distribution of products or services not related to Summit County business by employees or non-employees at any time in any of the departments of the County Executive. This does not apply to authorized vendors.

Employees are obligated to exercise good judgment and discretion in their dealings with the public at large in order to avoid even the appearance of impropriety. Failure to exercise good judgment reflects poorly on the County Executive's Office and may also result in disciplinary action.

# SECTION 4

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 4001
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	


**POLICY:**

It is the policy of the Summit County Executive to comply with Summit County Codified Ordinance Sections 169.26.

**PROCEDURE:**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Summit County Executive's Office will be based on merit, qualifications, and abilities. The Summit County Executive's Office does not discriminate in employment opportunities or practices on the basis of race, color, age, religion, national origin, ancestry, veteran status, sex, sexual orientation, gender identity, disability, marital status, pregnancy, citizenship, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about the fulfillment of this policy are encouraged to contact the Equal Employment Opportunities Compliance Officer.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 4002
SUBJECT: ADA AND ACCOMODATION REQUESTS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.27 and the Americans with Disabilities Act.

**PROCEDURE:**


The Summit County Executive's Office will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee requesting a permanent accommodation under the Americans with Disabilities Act may make that request through the Human Resources Department. The Human Resources Department will provide an employee with the necessary forms to request a reasonable accommodation and assist the employee in submitting the request for review to the Human Resource Commission (**Appendix F**). The Human Resource Commission determines if a qualifying disability exists and if there is a reasonable accommodation available for the employee to perform the essential functions of their position. Employees must be able to perform the essential functions of their classification with such an accommodation.

An employee requesting a temporary or short term accommodation, not related to the Americans with Disabilities Act (e.g., a broken leg), may make a request through the Human Resources Department. Such requests along with the supporting medical documentation are reviewed by the Human Resources Department and a determination made. If an employee is unable to perform the essential functions of their position, they will not be permitted to return to work until such time a physician releases them to full duty.

Reasonable Accommodations will be made by the Summit County Executive's Office for job applicants to ensure an equal opportunity during the application and interview process. When asked, job applications will be made available in alternative, accessible formats. Assistance will also be given in completing the application. Pre-employment inquiries are only made regarding an applicant's ability to perform the duties of the job. If assistance or accommodation is required in the application process, an applicant can contact the Human Resources Department at (330) 926-2500 for assistance with completing their application.



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 4003
SUBJECT: ANTI-DISCRIMINATION/ ANTI- HARASSMENT		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.21 and 169.26.

**PROCEDURE:**

The Summit County Executive's Office will maintain a positive, professional working environment free from any form of discrimination, harassment or other inappropriate conduct. The following are examples of unprofessional conduct which violates County policy and shall be subject to disciplinary action, up to and including termination:

- Racial, ethnic or national origin slurs;
- Sexual innuendoes;
- Any demeaning or derogatory comments concerning physical characteristics or disabilities;
- Profane or abusive language.

Any form of discrimination and/or harassment against employees due to race, color, sex (including sexual harassment), age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law is a violation of the County Executive’s policy.

Discrimination and/or harassment of any sort including verbal, physical or visual is a form of misconduct, which undermines the integrity of the employment relationship and will not be tolerated by the County Executive. Any employee who is guilty of such conduct shall be subject to disciplinary action, up to and including termination.

An employee who believes that they have been subject to discrimination or harassment shall contact their immediate supervisor within ten (10) days of the incident. If the employee does not feel comfortable bringing the complaint to their immediate supervisor, they may contact the Equal Employment Opportunity Compliance (EEO) Officer. In the absence of the EEO Officer, complaints may be taken to the Director, Human Resources.


Complaints should be made in writing to the EEO Officer. The EEO officer shall follow the designated procedure specified in Codified Ordinance 169.21(c). Confidentiality shall be maintained to the extent possible.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 4003	PAGE 2 of 2

No employee shall be retaliated against for making a good faith report of alleged discrimination or harassment or for participating in any investigation, proceeding or hearing conducted under this policy. Any employee who believes he/she is being retaliated against must notify the EEO Officer.

All employees shall receive at least two hours of training every two years covering Anti-Discrimination/Anti-Harassment (Codified Ordinance 169.21), and Diversity. The training division of the Human Resources Department will schedule various training sessions for employees to attend, either personally or virtually. Employees are responsible for maintaining compliance with these training requirements, failure to maintain compliance may result in disciplinary action up to and including termination.

# SECTION 5

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5001
SUBJECT: HIRING	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Sections 169.04 and 169.05.

**PROCEDURE:**

Employees of the Executive’s Office shall be categorized as either full-time or part-time and either temporary or regular as defined in Codified Ordinance Section 169.05

Applicants will be screened by the Human Resources Department and/or department with the vacancy. The hiring department and Human Resources Department hiring designee shall interview a reasonable number of qualified applicants. Background checks and pre-employment drug and alcohol testing shall be completed on the top applicant(s) for the vacancy. Upon completion of the background check, the Human Resources Department shall submit the qualified applicant to the County Executive for selection and/or approval, with a supporting recommendation from the hiring Director. If the hiring Director is requesting a starting salary above the minimum rate of pay, such recommendation shall be included with the recommendation.

The process for bargaining unit employees regarding vacancy and selection is outlined in each respective collective bargaining agreement.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5002
SUBJECT: EXAMINATIONS	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to ensure that applicants are physically and psychologically able to perform the essential function of the classification for which they are applying.

**PROCEDURE:**

When applicable and advertised on the job posting, the Human Resources Department will coordinate examinations. An examination may involve work simulations, examination of knowledge, skills and abilities, and any other acceptable testing methods.

A physical and/or psychological evaluation by a qualified medical provider or other qualified professional may be required prior to employment. The cost of such examination shall be borne by the applicant.

Applicants may obtain a waiver of the medical examination requirement based on religious opinion or affiliation or reinstatement within one year of separation from County service. Any applicant choosing to waive the examination requirement shall submit a written affidavit from a qualified physician describing his or her state of health at the time of employment.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5003
SUBJECT: PROBATIONARY PERIOD		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.16.

**PROCEDURE:**

All classified employees shall serve a probationary period following an original appointment and following each promotion. The probationary period is an integral part of the assessment process and shall be utilized for closely observing the employee’s work, assessing the employee’s ability to perform the duties of the job and terminating any employee whose performance does not meet required work standards. If, following original appointment, the employee’s job performance is found to be unsatisfactory, they may be removed at any time during the probationary period. Such terminations are not subject to grievance or appeal.

All full-time appointments shall be subject to a probationary period of one hundred eighty (180) calendar days from the first day of appointment, unless otherwise stated in a collective bargaining agreement. Time spent in unpaid status shall not count as part of the probationary period. Part-time employees shall have their probationary period determined by the number of hours worked (1040 hours).


The process for bargaining unit employees regarding probationary period is outlined in each respective collective bargaining agreement.

Permanent classified non-bargaining employees who have been promoted within the Executive’s Office shall be on probation for a period of one hundred eighty (180) days from the date of such appointment. If, during that period, the employee’s job performance is found to be unsatisfactory, the employee shall be returned to their former position and rate of pay. An employee who transfers from another Appointing Authority may be removed from County employment at any time during the probationary period.

In certain cases, a probationary period may be extended. As approved by the Executive and with notice to the employee, the Human Resources Department may extend an employee’s probationary period for cause (e.g., performance, medical, leave of absence). The length of the probationary period, with any extension, shall not exceed one calendar year or the equivalent for part-time employees.

It is the responsibility of the employee's supervisor during the probationary period to thoroughly monitor the performance and conduct of the employee and to determine whether or not the employee shall be retained in the classification to which he/she has been appointed.

Unclassified employees are at will and can be terminated at any time.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5004
SUBJECT: PERFORMANCE EVALUATIONS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.17.

**PROCEDURE:**

The Human Resources Department will administer a performance evaluation program for the purpose of measuring the efficiency of employees. It shall measure, as objectively as possible, the quality and quantity of work and such other factors deemed necessary to determine the manner in which service is provided and compliance with policies and procedures governing the performance of the duties of a position.

Probationary employees shall receive performance evaluations at least two (2) times during their probationary period. At a minimum, performance evaluations shall be complete within the first half of the probationary period and the second within the last thirty days of the probationary period unless the employee is being removed or if eligible, returned to their previous position, in which case the final evaluation will be made at time of the removal from the position.


Evaluations of all other employees are completed annually, in the first quarter of the year. The Executive Office evaluation period is January 1 – December 31. Evaluations are to be completed by the immediate supervisor for the previous year between January 1 and March 15. Original, completed performance evaluations with all signatures shall be returned to the Human Resources Department no later than March 31<sup>st</sup> of each year.

After the performance evaluation has been completed by the supervisor and reviewed and signed by the Department Director, it should be presented for review and signature of the employee. No alterations to the performance evaluation should be made after the employee has signed it.

The process for bargaining unit employees regarding performance evaluations is outlined in each respective collective bargaining agreement.

Any full-time, permanent, non-bargaining employee who receives a performance evaluation rating of less than satisfactory shall have ten (10) days from signing/presentation of the performance evaluation to request a review by the Human Resources Department in writing setting forth supporting facts and evidence that the performance evaluation was not properly determined. The Human Resources Department will review, gather facts and make a determination as to the validity of the employee’s claim. The employee will be notified of their decision within fifteen (15) business days. This decision may not be appealed by the employee to the HRC or by any other appeals process.



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5005
SUBJECT: PROMOTION	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.04 and the Human Resource Commission Rules.

**PROCEDURE:**

When the Executive believes there are existing employees within her jurisdiction who are qualified to fill vacant or new positions within his jurisdiction, she may fill the position through promotion, demotion or lateral moves without notifying the general public about the opening.

The Executive may also post internally for promotional opportunities or to the general public per Codified Ordinance and Human Resource Commission Rules.

Minimum factors to consider for promotion include an employee’s completion of a required probationary period, required training courses, the employee’s possession of the minimum qualifications and/or equivalent training and experience and the employee’s overall performance record including attendance and/or discipline.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5006
SUBJECT: FAIRNESS IN COUNTY EMPLOYMENT	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Section 5.10 of the County Charter.


**PROCEDURE:**

Executive employees who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists.

Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. If a conflict arises as a result of the relationship, one of the employees may be transferred to another department at the earliest practicable time.

No person shall have supervisory responsibility over their spouse, sister, brother, child, parent, half-sister, half-brother, step-child, step-parent, step-sister, step- brother, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, or cousin of the first degree.

No person shall be eligible for County employment if the person is related to an elected County official, unclassified County employee, County employee at the level of Director or County employee whose salary exceeds \$80,000 per year. This prohibition includes the employee’s spouse, sister, brother, child, parent, half-sister, half-brother, step-child, step-parent, step-sister, step-brother, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew or cousin of the first degree. This does not prohibit the continued employment of any person who holds County employment prior to the election of a County elected official. Any person hired in violation Section 5.10 of the County Charter shall be immediately terminated.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5007
SUBJECT: JOB POSTINGS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.04(d).

**PROCEDURE:**

The Summit County Executive's Office provides employees an opportunity to indicate their interest in a job posting and advancement within the organization according to their skills and experience. All non-bargaining classified positions that require posting shall be posted for a minimum of three (3) days. The Summit County Executive's Office reserves the right to not post unclassified position openings. Bargaining unit positions will be posted in accordance with each respective collective bargaining agreement.

Job postings will be advertised on the County hiring website. Each job posting shall identify the classification, the department under who the position will function, a statement of minimum qualifications, general duties, essential functions, minimum salary and/or hourly rate and whether a background check, examination(s) or drug screen is required. Each notice must contain a posting date and notice of final date of application.

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current classification. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.


To apply for a job posting, employees should submit an application through the County hiring website to the Human Resources Department listing job-related skills and accomplishments. It should also describe how their education qualifies them for the classification.

Employees in the service of the Executive who have successfully completed their probationary period may be permanently and/or temporarily transferred to a classification having the same rate of pay and similar duties in another department under the Executive.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

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NUMBER: 5007	PAGE 2 of 2

Job postings are a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open classifications in the best interest of the organization.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5008
SUBJECT: IMMIGRATION LAW COMPLIANCE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with the Section 274A of the Immigration and Naturalization Act.


The Summit County Executive's Office is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

**PROCEDURE:**

The Human Resources Department is responsible for ensuring that the I-9 Forms are completed accurately and completely. I-9 Forms shall be completed within three days of the employees first day of work. Additionally, employees shall update their I-9 Forms in the Human Resources Department when they have a legal name change (e.g. marriage, divorce).

Human Resources Department employees are trained to properly complete, retain and store the I-9 Forms.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5009
SUBJECT: EMPLOYEE IDENTIFICATION BADGES	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive that all employees wear a Summit County issued Employee Identification Badge.

**PROCEDURE:**

Employees of the Executive must wear the Summit County issued Employee Identification Badge while at work at all times. The badge also works as a time card.

The badge must be visible and cannot be altered, covered or defaced in any manner. Alteration of the badge or failure to wear the badge may result in disciplinary action up to and including termination.


If a badge is lost or stolen, employees are instructed to contact the Human Resources Department at 330-926-2500 or [humanresources@summitoh.net](mailto:humanresources@summitoh.net) to make an appointment to have the badge re-issued.

The cost for an employee to replace a lost or stolen badge is \$15.00. Prior to reporting to the Human Resources Department, the employee or department designee must pre-pay for the badge with an approved Cashier and obtain a receipt. The receipt must be taken to the Human Resources Department, with a completed Employee Identification Badge Form and the badge is re-issued.

If an employee has a broken or damaged badge at no fault of the employee, the Human Resources Department can approve re-issuing the badge at no cost to the employee.

Employee photos are maintained in an electronic format in the Human Resources Department. Upon termination, the badge shall be returned to the Human Resources Department and placed in that employee's personnel record.

More information about the specific types of badges, terms of group badging, etc. can be found in the Human Resources Department Badge Guidelines (**Appendix G**).

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5010
SUBJECT: OUTSIDE EMPLOYMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: JANUARY 1, 2001
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): MARCH 22, 2012

**POLICY:**

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Sections 169.03(b)(6)(A), 169.03(c) and 169.03(d).

**PROCEDURE:**


Employees are prohibited from holding two full-time positions with the County of Summit. Employees may hold outside jobs as long as they meet the performance standards of their job with the Summit County Executive's Office. All employees will be judged by the same performance standards and will be subject to the Summit County Executive's Office's scheduling demands, regardless of any existing outside work requirements.

If the Summit County Executive's Office determines that an employee's outside work interferes with the employee's job performance and/or attendance, the Executive may recommend that the employee terminate outside employment.

For an employee employed elsewhere, at no time may such employment conflict with goals and programs of the Summit County Executive's Office. Such a conflict may result in a request to terminate such activities. A refusal may result in disciplinary action up to and including termination from County employment.

Outside employment that constitutes a conflict of interest (entertaining a private interest that interferes with the public interest of the employee's office or position) is prohibited.

Outside employment is strictly prohibited for unclassified employees and other specified employees per Executive Order. No unclassified employee shall hold any form of outside employment, except as an elected official or appointed or elected member of a board or commission of any political subdivision of the State other than the County, provided said employment is not otherwise prohibited by Ohio or federal law, the Charter of the County of Summit or some other applicable law. Any employee who serves as an elected official or appointed or elected member of a board or commission of any political subdivision is expected to properly abstain from the conduct of any business that poses a conflict of interest with that employee's employment with the County. Any employee in this position who has a question about whether such business is a conflict with County employment should contact the Law and Risk Management Department.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5011
SUBJECT: PERSONNEL FILES		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to maintain a personnel file on all employees of the Executive’s office.

**PROCEDURE:**

The Human Resources Department shall maintain a personnel file on all employees of the Executive. Such files shall include, but are not limited to:

- Application/Resume
- Salary information
- Performance Evaluations
- Records pertaining to hire, promotion, demotion, transfer, lay-off
- Disciplinary Records
- Training/Education
- Acknowledgements/Notifications
- Emergency contact information


The Human Resources Department complies with the Executive Public Records Policy with regard to personnel files. The Human Resources Director shall refuse to disclose confidential information per the Ohio Revised Code.

An employee may request an appointment with the Human Resources Department to view their personnel record at any reasonable time. Inspection may only be made during normal business hours and a Human Resources Department employee must be present during the review.

Employees must immediately inform the Human Resources Department of change in status of any of the following:

- Name
- Home Address
- Telephone Number
- Citizenship
- Military Status



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5012
SUBJECT: TRAINING/EMPLOYEE DEVELOPMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with training mandates as outlined in federal, state and local laws including Summit County Codified Ordinance sections 169.18(e)(3), 169.21(e) and 169.28(m) and (n).

**PROCEDURE:**

The Human Resources Director shall periodically examine current and proposed training programs in order to ensure relevance to employees and organizational needs as well as compliance with federal, state and local requirements.

All Executive employees are required to complete training in the following areas:

- Ethics (Upon hire)
- New Employee Orientation (Upon Hire)
- Diversity (Every two years)
- Harassment/Anti-harassment (Every two years)
- Political Activity (Every two years)
- Substance Abuse (Every two years)
- Benefits Open Enrollment (Every three years)


Certain management employees as designated by the Executive may be required to complete training in:

- Public Records Law (Once every four years)
- Supervisor Training on Substance Abuse – Supervisors/Union Officials (Every two years)

On the job training prepares the employee to effectively perform the responsibilities required of his or her position. Such training is performed by individual departments

The Human Resources Department offers additional in-house training programs to assist in employee development. Classes, dates and time are available on the Intranet Scene <http://scene.summitoh.net/> under Human Resources, Training. Supervisor approval is required to attend these trainings.

Occasionally, employees may be required to attend job-related training programs, courses, workshops, seminars, etc. outside the workplace. In such instances, the reasonable expenses for training costs including travel, meals, etc. shall be paid in accordance with the Travel Reimbursement Policy.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5013
SUBJECT: SEPARATION FROM EMPLOYMENT		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.14.

**PROCEDURE:**

Employees who plan to retire or voluntarily resign, shall notify their immediate supervisor and the Human Resources Department in writing, as far in advance as possible but no less than two (2) weeks in advance of the effective date of resignation or at least two (2) months in advance of the effective date for retirement. The resignation letter shall include the effective date and shall be signed and dated by the employee. Verbal or indirect forms of resignation may be acceptable at the discretion of the Employer.

Upon receipt of an employee’s notice of Resignation, the Human Resources Department will confirm acceptance of the employee’s resignation to the employee in writing. A resignation notice may not be rescinded by an employee after acceptance by the Human Resources Department unless, at the Executive’s discretion, the County accepts the employee’s request to rescind.

Employees who resign in good standing may be considered for re-employment, at the discretion of the Executive, however failure to give proper notification may result in ineligibility for re-employment.


All public employees paid by warrant of the Fiscal Officer are required by law to participate in the Public Employees Retirement System which is entirely independent of the Federal Social Security System. Employees of the Executive are covered by the Ohio Public Employee Retirement System (OPERS).

Retirement eligibility is determined by OPERS. Any questions regarding retirement and benefits may be directed to the Ohio Public Employees Retirement System, 277 East Town Street, Columbus, OH 43215. Information is also available by phone at 1-800-222-PERS (7377) or on the web at [www.opers.org](http://www.opers.org)

All employees who voluntarily resign from employment will be asked to complete an exit interview, prior to their last day of employment, with the Human Resources Department. The purpose of the interview is to enable the Executive to identify conditions which may contribute to employee turnover and to solicit suggestions and recommendations. Pertinent comments made during the interview will be discussed with the appropriate management personnel in order to update policies and procedures.

On the last day of employment, employees must turn in all county issued tools, supplies, equipment (i.e., keys, ID badges, laptops, tablets, cell phones, pagers, uniforms, purchase or fuel cards, and parking access cards).

All County employees are covered by unemployment compensation in accordance with regulations of the State of Ohio. Based upon the circumstances of your separation, you may be eligible for unemployment benefits. Benefit eligibility is determined by the Ohio Department of Job and Family Services, Office of Unemployment Insurance Operations.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5014
SUBJECT: LAYOFF AND ABOLISHMENT	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	


**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.13.

**PROCEDURE:**

Whenever it becomes necessary to reduce the number of employees in the Executive’s office, due to lack of continuing need, lack of funds or lack of work, the Executive shall have the power to designate the classes in which the reduction will take place.

Reduction of classified non-bargaining positions shall be in accordance with Codified Ordinance 169.13. Bargaining unit positions shall be in accordance with the procedures outlined in each respective collective bargaining agreement.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 5015
SUBJECT: WORK FROM HOME/TELEWORK		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to establish standards for working from home as a viable, flexible work option that results in optimal efficiency and productivity in cases where individual, job and technical characteristics are best suited to such an arrangement. Telework authorization does not affect the basic terms and conditions of employment with the County of Summit, including but not limited to rate of pay, employee healthcare benefits, etc.

**PROCEDURE:**

An employee’s remote-work status is considered an extension of the County's work space. Time spent working remotely must be documented by following the time and attendance policy of the Executive Office. Requests for time off (sick, personal or vacation) must be requested using the normal procedures of the Executive Office and by following established departmental protocol. No overtime is allowed, unless expressly approved in advance, by supervision and documented by the supervisor.

Employees must remain accessible by telephone and by other usual means including email, text, etc. during their regularly scheduled hours of work. Supervisors reserve the right to phone or email employees at any time during working hours and may require employees to report productivity daily. Please allow sufficient time for supervisors and other County offices to respond to employee inquiries. Employees may be called into the workplace as needed and the remote employee must report as directed or within two (2) hours. Meetings with clients and co-workers in employees’ homes are strictly prohibited.

The department maintains the right to require employees to change their work schedule or work location based on operational need and shall make an effort to provide reasonable notice in the event of a schedule or location change. Involuntary revocation of this arrangement may be invoked at any time if the employee cannot abide by the provisions of this policy. An employee may request of his/her supervisor to return to work in the office if working from home is not conducive to productivity.

If the employee’s County office is closed for a calamity day (due to unforeseen circumstances such as weather or power outage) those working from home are still expected to work unless a request is approved to take a vacation day. Conversely, if an employee is unable to perform their duties (due to unforeseen circumstances such as a power outage) and the employee’s County office is open, the employee is expected to come into the office to work.

Employees working from home must adhere to County policies and procedures; state and local regulations; departmental guidelines; and collective bargaining agreements, as applicable.

Employees are expected to ensure the telework location is free from safety hazards, possessing electrical, telephonic, and Internet capabilities adequate to perform County business. Employees are responsible for determining any tax or legal implications under federal (i.e. IRS), state and local laws and/or restrictions of working from home. The County assumes no responsibility or liability for employee-owned equipment or home-based work spaces.

The County shall provide and/or approve the equipment, supplies and software that are necessary for the employee to conduct County business while working from home and the County assumes responsibility for and the maintenance of County-owned equipment and for its repair as long as the employee reports malfunctions or problems within two (2) business hours. Accordingly, it is the employee's responsibility to immediately report to their supervisor any lost, stolen, or potentially compromised County-owned equipment and/or data in their possession.

The use of equipment, software, data, and supplies, if provided by County, is limited to use by the employee and for purposes related to County business only. Remote workers may not use County issued equipment for personal use. All equipment provided by the County must be formally assigned and inventoried to the employee by the employee's department and the Office of Information Technology (OIT) on the County of Summit Telework Technology and Equipment Acknowledgement (**Appendix H**).

Consistent with the County's expectations of information security, employees working from home shall protect the security of all County-related data and information including but not limited to protected health information, federal tax information and personally identifiable information.


Employees working from home understand that their access to the County's network and portal-based systems used for County-related work will be monitored for audit purposes and for compliance with County ordinances and departmental performance standards. The County reserves the right to conduct onsite visits to the telework location during the employee's scheduled hours of work.

The County is not liable for damages to the remote worker's personal or real property while the employee is working at their alternate work location, except to the extent adjudicated to be liable under Ohio law. Telework is covered by the State of Ohio Workers' Compensation laws for injuries occurring in the course of and arising out of performance of the employee's official job duties.

In the event of the employee's termination (resignation, retirement, etc.), all County supplies and equipment must be promptly returned in the same operating condition as issued within two (2) business days.

The Executive may take appropriate disciplinary action, up to and including termination, if an employee fails to comply with any of the policies and provisions of this Work from Home/Telework Policy.

# SECTION 6

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6001
SUBJECT: FAIR LABOR STANDARDS ACT COMPLIANCE		PAGE 1 of 3
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with the Fair Labor Standards Act and Summit County Codified Ordinance Section 169.06.

**PROCEDURE:**

**FLSA Exempt/Nonexempt Designation**

It is the responsibility of the Human Resources Department (HRD) to ensure that each employee’s FLSA status is properly identified and recorded and to ensure each employee is informed of the FLSA status (exempt or non-exempt) and eligibility to receive overtime.

When an employee and the employee's supervisor believe a classification within the supervisor's authority is incorrectly designated, a review of FLSA designation must be requested in writing through appropriate supervisory channels, to the HRD. In cases where the exempt/non-exempt status of an employee is in doubt, the HRD will review classification, position duties, and responsibilities against FLSA exemption tests. The HRD will make the final decision as to the determination of FLSA status of positions in all cases.

Upon hire or if an employee’s FLSA status changes, HRD will inform employee of their FLSA status and if they are eligible for overtime under the law.

It is the County’s policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that employees are paid properly for all time worked and that no improper deductions are made, all work time shall be recorded correctly and employees shall review their paychecks promptly to identify and report all errors. Employees shall not engage in off-the-clock or unrecorded work. No employee should perform any work that is not authorized and recorded. While all time worked will be paid, even if not authorized, working without authorization is a violation of County policy that could lead to disciplinary action up to and including termination.

It is the policy of the County to ensure that its employees are paid correctly. It is further the policy of the County to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Act.



SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 6001	PAGE 2 of 3

**Non-exempt employee.**

Workweek adjustment and overtime. Directors, supervisors, and employees are responsible for making every effort to accomplish essential work within the regularly assigned 40 hour workweek.

It is each appointing authority's responsibility to ensure that non-exempt employees do not work more than the prescribed forty (40) hours in a workweek unless expressly authorized to do so.

The County utilizes workweek adjustments, whenever possible, to avoid overtime work by FLSA non-exempt employees and, when workweek adjustments are not possible, to grant employees compensatory time at the rate of one and one-half times the number of overtime hours worked.

Any overtime worked by FLSA non-exempt employees:

- must be authorized by a supervisor;
- must be necessary to the continued effective operations of County;
- is managed in the most efficient and economical manner possible;
- is accomplished in accordance with FLSA and these regulations.
- Payment for overtime work is made as required by FLSA, state law, County Ordinances or Charter or when authorized in writing by the appointing authority. Any delegation of authority to approve overtime payments must be made in writing.

**Exempt employees.**

Workweek and overtime. FLSA exempt employees are expected to accomplish their assigned duties within the regular workweek. When this is not possible, exempt employees are expected to devote whatever time is necessary to fulfill their responsibilities.

Compensatory time or overtime pay for FLSA exempt employees is only granted in exceptional circumstances and only when authorized in writing by the appointing authority.

- The compensatory time off must be taken within 180 days following the pay period in which it was accrued.
- Compensatory time or overtime pay for exempt employees shall be paid on a one hour for one hour basis, one hour off for each hour of overtime worked.
- Payments shall not be made for compensatory time accrued but unused by an exempt employee for any reason.

FLSA exempt employees work the number of scheduled hours in a pay period, filing leave for any time not worked due to personal reasons, illness, or injury.

Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough shall not disqualify the employee from being paid "on a salary basis" except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced (29 CFR 541.710).

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
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Multiple Job Situations.

Employees of the County who are employed in law enforcement, or related activities may at their own option agree to a special detail to work for a separate or independent employer in such activities. The hours worked for the separate and independent employer (public or private) shall be excluded from hours worked for overtime pay purposes by the original employing County agency. This provision shall apply even if the principal employer requires that only certain individuals may engage in the special detail work.

No Retaliation.

Retaliation directed against anyone merely because he/she has lodged a complaint under this policy is strictly prohibited and will be grounds for disciplinary action, up to and including termination of employment. Any employee who feels he/she has been subjected to retaliation in violation of this policy should immediately contact his/her supervisor, or appointing authority. If the problem is not appropriately addressed at this level, the employee should contact the HRD FLSA compliance officer to report his/her concerns.

Unionized Staff Members. County staff members covered by collective bargaining agreements should refer to the appropriate articles in their contracts regarding overtime pay, deductions and/or overpayments, if applicable.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6002
SUBJECT: OVERTIME		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with the Fair Labor Standards Act and Summit County Codified Ordinance Section 169.06.

**PROCEDURE:**

Non-exempt employees as defined by the Fair Labor Standards Act shall be entitled to overtime pay or compensatory time at one and one-half (1½) times their regular rate of pay for hours actually worked in excess of forty (40) hours per week. Holidays, vacation and sick time or other forms of paid leave are not counted as time worked in calculation of overtime.

Time that will be counted as time worked when calculating overtime include:

- Travel time from jobsite to jobsite, or from office to jobsite
- Rest periods of duration less than 30 minutes.
- Travel time spent traveling out of the County (whether passenger or driver) when an overnight stay is not required.
- Travel and/or training that takes place during the employees regular work hours.
- Time spent traveling on nonworking days during regular working hours.

Time that will not be counted as time worked when calculating overtime include:

- Ordinary travel from home to work.
- Time spent overnight on official county business.
- Time spent as a passenger on an airplane, train, bus, or automobile outside normal working hours, when an overnight stay is required.

Overtime will be calculated in Kronos (by time clock punch or online punch) using the “7/8 Rule”.

- Time scanned into Kronos that is one to seven minutes before a scheduled shift will be rounded to the nearest quarter hour; and one to seven minutes after the scheduled shift will be rounded back to the nearest quarter hour and will not be not counted as hours worked.
- Time scanned into Kronos that is eight to 14 minutes before a scheduled shift will be rounded back to the nearest quarter hour; and eight to 14 minutes after the scheduled shift will be rounded to the next quarter hour and counted as 15 minutes of work time. This calculated 15 minutes of overtime will be paid and is subject to approval by the Supervisor.

Exempt employees are not entitled to overtime. However, exempt employees who work overtime may occasionally receive pay or compensatory time at the discretion of the Department Director. Such overtime shall be compensated at a one hour for each hour worked.

With an Executive Order, in extraordinary circumstances, exempt employees may be permitted to receive pay or compensatory time at one and one-half (1½) times their regular rate.


When being paid compensatory time, exempt employees must record their timekeeping in Kronos (by time clock or online punch) at the beginning and end of their shifts to properly calculate time worked.

The maximum accrual for compensatory time for exempt and non-exempt employees is 80 hours. Any such leave not taken within ninety (90) days shall be paid to non-exempt employees.

Except for in extreme circumstances, all overtime must receive prior authorization from the Director and/or immediate supervisor. Employees shall be compensated for any overtime worked. Failure to receive prior authorization for overtime worked may result in disciplinary action up to and including termination.

Scheduled overtime which is subsequently cancelled for any reason, shall not entitle the employee to overtime compensation.

Certain non-exempt, non-bargaining employees, as designated by the Director, may have on-call status. If an employee is restricted to home or to a duty post and his/her activities are substantially limited so that the time cannot be used effectively for his/her purpose, the staff member is considered "on call" and the time is considered hours worked. But if the employee must merely leave a phone number or carry an electronic device so that he/she can be reached such time is not considered hours worked. If an on-call employee is directed to perform his/her duties, then an employee will be compensated for all time spent performing his/her duties from the time they leave home or other location to go the directed area assigned until they return to their home or previous location.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6003
SUBJECT: PAY PERIOD/PAYCHECKS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with policies established by the County’s Fiscal Office regarding payroll.

**PROCEDURE:**

The payroll system is based on a two (2) week, eighty (80) hour pay period. Paychecks are issued every other Friday. A bi-weekly pay schedule is available under the Human Resources tab on the Intranet Scene website. If a holiday occurs on a pay day, paychecks will be issued on the preceding day. Pay advances are not allowed.

New employees, who begin work on the first day of a pay period, will receive their first paycheck at the end of their third week of employment.

The County electronically transfers (Automatic/Direct Deposit) employee paychecks to their financial institution(s). The funds are available the morning of payday. Authorization Agreements for Automatic Deposit(s) forms are available in your payroll office or on the Fiscal Office website at <https://fiscalportal.summitoh.net/index.php/forms>.


Deductions are made from an employee’s paycheck as required by law, in accordance with employee benefit plans or as requested by the employee. All deductions are itemized on the employee’s bi-weekly pay statement.

**Mandatory Deductions:**

- Pension Fund (Ohio Public Employees Retirement System)
- Income Taxes – Federal, State and Municipal (where applicable)
- Medicare Tax
- Child Support
- Court Mandated Garnishments

**Miscellaneous/Voluntary Deductions:**

- Health Insurance
- Supplemental Insurance
- Parking
- Deferred Compensation
- Savings Bonds
- Charity Pledges

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6004
SUBJECT: SEPARATION PAY	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 and 169.23.

**PROCEDURE:**

An employee who leaves the employment of the Executive shall receive pay for all unused vacation (provided they have one (1) year of public service), not to exceed the Maximum Accumulation allowable. When an employee transfers from one County Appointing Authority to another County Appointing Authority, such change is considered a separation from the Appointing Authority (not separation from the County if the employee maintains employment with Summit County) and the employee will be compensated by the releasing Appointing Authority for vacation leave accumulated but unused during the period of employment with that jurisdiction. Payment will be at the employee’s rate of pay immediately prior to the separation. No accumulated vacation credit will be transferred unless the receiving Appointing Authority has expressly agreed to give the credit.

Employees at the time of retirement from active service with the County or death shall be paid one half (1/2) of the value of their accrued but unused sick leave credit. However, the maximum of such payment shall not exceed ninety (90) days.

In the event of the death of an employee, any separation pay to which the employee would have been entitled shall be paid directly to the designated beneficiary or to the employee’s estate, if no beneficiary is named, upon presentation of a certified death certificate.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6005
SUBJECT: HOLIDAY		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.24.

**PROCEDURE:**

County Council has established the following days as legal holidays for those employees not governed by a collective bargaining unit.

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Holiday (2 days)
- Christmas Eve
- Christmas Day
- Employee’s Birthday (full-time employees, with a least one (1) year of service)

An annual schedule of the holidays and dates that will be observed by the County is available on the Intranet Scene <http://scene.summitoh.net>, under the Human Resources Department tab.

Full-time employees in active pay status during the week the holiday falls, regardless of their work shift schedule, will receive eight (8) hours of holiday pay. Part-time employees will receive holiday pay for that portion of any holiday for which they would normally have been scheduled to work. Part-time employees are not eligible for the Birthday Holiday.

An employee on an approved or unapproved leave without pay or leave of absence; serving a suspension or in lay off status is considered not to be in active pay status and therefore ineligible for holiday pay on a day that falls during that period of leave/suspension.


Employees on approved vacation leave shall receive holiday pay and such hours shall not be charged against vacation leave. Employees using sick leave the day before or the day after the holiday are required to furnish a certificate from a licensed physician stating that the employee was under said physician’s care in order to receive pay for the holiday.

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It is the intent of the Executive to make reasonable accommodations for the religious needs of employees whenever possible. Time off may be granted to employees who desire to observe a religious holiday which is not recognized by the County of Summit. Vacation, personal or compensatory time or time off without pay may be used by the employee. Employees are required to submit their request to their supervisor in a reasonable amount of time prior to the requested holiday.

The Executive does have the discretion to deny leave when it would cause a manifest hardship on the department operations, another employee or when the employee has not discussed the request with their supervisor.



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6006
SUBJECT: LUNCH/BREAKS	PAGE 1 of 2	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	


**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.06.

**PROCEDURE:**

All employees are granted a lunch break, scheduling of which is subject to the approval of the employee’s immediate supervisor. Those employees who leave early for lunch or return late may be subject to disciplinary action.

Approved lunch breaks are not considered as work time, therefore, each non-exempt employee will be completely relieved, if possible, from work duty for that time period. Lunch breaks of non-exempt employees, which are interrupted by authorized calls to perform work duties, must be counted as compensable time, since the employee would not be considered to be relieved of all duties.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6007
SUBJECT: HOURS OF WORK	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.06.


**PROCEDURE:**

The standard County work day for full-time, non-exempt, non-bargaining employees shall consist of eight (8) hours of work with a least a thirty (30) minute but no more than one (1) hour unpaid lunch period. The work week is Monday – Friday, consisting of 40 hours. Bargaining unit employees’ work schedules and lunch periods are defined by their collective bargaining agreement.

Full-time, exempt employees work a minimum of eighty hours during the pay period as established by their Director. Exempt employees may be required to work more than 80 hours during the pay period based on operational need.

Standard hours of operation are 7:30 a.m. – 4:00 p.m. The Executive does permit an adjusted work schedule. Approval is based on operational need and the sole discretion of the Department Director. No employee’s schedule may begin before 6:30 a.m. or end later than 6:00 p.m. unless absolutely necessary for County operations.

Employees are responsible for being at their work site/station and ready to work at their scheduled start time. Employees are not permitted to clock in and then go park their car.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6008
SUBJECT: RECORD KEEPING		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.06.

**PROCEDURE:**

The Kronos Time and Attendance System is the established attendance record keeping system for all departments under the Executive. All employees, except the Chief of Staff, Directors and Assistant Directors, shall use the system to record their attendance on a daily basis.

Non-exempt including bargaining unit employees will scan twice daily at the beginning and end of their shift. Employees who have been identified as exempt by the Human Resources Department, at their Department Director’s discretion, may scan once daily at the beginning of their shift.


Any exempt employee participating in flex time (see Flex Time Policy No: 6009) is required to swipe at the beginning and end of their shift.

All employees shall use the time and attendance system designated for their work area, unless otherwise approved by your supervisor. If an employee forgets or is unable to scan in or out, he/she must notify their supervisor, via e-mail, of the specific time(s) and reason for the missed punch(es) who will approve and submit to payroll or edit the time and attendance system.

Employees must have prior management approval to work overtime.

Non-exempt employees must scan out and in when leaving premises for a prior approved non-business activity and submit leave requests for approval for all time away from the job (i.e., sick, vacation, personal, comp time, jury duty, etc.). If an employee is working out of the office (i.e., meeting, conference, training), they must submit a Kronos Adjustment request to their supervisor for approval and to be entered into the time and attendance system. Exempt employees must submit the appropriate request for leave based upon their hours worked that pay period.

The County of Summit Executive’s Office adopts the 7/8 Rounding Rule for employee timekeeping and overtime calculations. This rule prescribes that employee work time recorded in Kronos that is 1 to 7 minutes before a scheduled shift will be rounded up and 1 to 7 minutes after will be rounded down and will not count as hours worked. Employee scanned time that is 8 to 14 minutes before a scheduled shift will be rounded down and 8 to 14 minutes after will be rounded up and counted as a quarter hour (15 minutes) of work time. This calculated 15 minutes of overtime will be paid and is subject to supervisory approval. Unapproved overtime will be grounds for disciplinary action.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6009
SUBJECT: FLEX TIME		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.06.

**PROCEDURE:**

Department Directors, in their sole discretion, may authorize employees to participate in flex time. Those authorized to participate in flex time are required to comply with all other policies and procedures outlined in this manual and department manuals. If flex time is permitted in your department and/or division, employees must submit a request to their Department Director or designee in writing indicating the option/schedule requested. The Department Director will determine when and how often a request period will be offered (i.e., annual, bi-annual, quarterly, etc.). Department Directors, in their sole discretion, may revoke the offer of flex time at any time.

No flex time options permit employees to work before 6:30 a.m. or after 6:00 p.m. unless absolutely necessary for County operations.

**Flex time Options**

**OPTION A – Core Hours**

- Permits employee to choose, on a day to day basis, a work schedule beginning as early as 6:30 a.m. and as late at 10:00 a.m.
- An employee’s workday will end eight and a half (8½) hours from the time they arrive.
- All employees are required to be present during the “core hours” of 10:00 a.m. – 3:00 p.m.

**OPTION B – Four (4) Day Work Week**

- Permits employees to work four (4) ten and a half (10½) hour days.
- Directors, Assistant Directors and Deputy Directors are excluded from participation in this Option.
- Directors may select from two different plans for reallocating the number of work days from five (5) to four (4) days:
  - **Plan 1** – Department operates five (5) days a week with each employee working only four days – days off are staggered among the unit to ensure department coverage.
  - **Plan 2**- Department operates seven (7) days a week with each employee working four (4) days – schedule alternates as necessary.

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NUMBER: 6009	PAGE 2 of 2

- Holiday Weeks – All employees will work five (5) eight and a half (8½) hour shifts between the hours of 6:30 a.m. and 6:00 p.m. during holiday weeks.


**OPTION C – Selected Daily Work Hours**

- Employee may select a different number of work hours each day.
- Total selected hours must equal forty (40) hours each work week.
- No less than five (5) hours or more than ten and a half (10½) hours may be worked in one day.
- This plan may include Saturday as a work day.
- Holiday Weeks – All employees will work five (5) eight and a half (8½) hour shifts between the hours of 6:30 a.m. and 6:00 p.m. during holiday weeks.

After entering into the flex time schedule, it may be determined that the work hours are not meeting department or employee needs. If the employee desires a change from their approved flex time option at a time other than a scheduled request period, they will need to request through their supervisor the reason/need for the schedule change. The Director/designee may consider the schedule change based on the following reasons, in priority order:

- Adequate department/division/unit coverage for hours of operation
- Medical need for self or family
- Child care needs
- Other family needs
- Employee educational needs

Any initial flex time approval or approved changes to the schedule must be submitted to payroll in writing. Submission must include the option selected, schedule and start date.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6010
SUBJECT: VOLUNTARY COST SAVINGS DAYS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to permit employees the ability to volunteer to use Voluntary Cost Savings Days (“VCSD”).

**PROCEDURE:**

All full-time, non-bargaining employees are eligible to participate in a VCSD program. When the term “employee” is used herein, that employee is a full-time, non-bargaining employee. This policy will not apply to bargaining unit employees unless the respective bargaining unit(s) has allowed participation through an agreement or memorandum of understanding.

An employee not covered by a mandatory Cost Savings Day (CSD) policy may participate in the VCSD program up to eight (8) hours per pay. An employee that is covered by a mandatory CSD policy may participate in the VCSD program in an amount that is the difference between eight (8) hours per pay and the number of mandatory CSD hours per pay. In order to avoid losing full-time work status, employees may not have their hours reduced more than eight (8) hours per pay, inclusive of both VCSD and mandatory CSD hours.

By participating in the VCSD policy, the employee will specifically agree to have his/her pay reduced by the number of hours requested, and will receive those hours as an allocation of CSD leave time to be taken off by the employee, as permitted and as specified below.

Employees participating in the VCSD are required to complete a VCSD Application (**Appendix I**). On the application, the employee shall specify the applicable dates and number of pay periods during which he or she will participate in the VCSD program. Employees are required to choose and specify a minimum number of six (6) pay periods in order to participate in the VCSD program. Employees are also required to indicate on the application the total number of VCSD hours that he or she elects to use during that period. The total number of VCSD hours will be divided by the number of elected pay periods to establish the number of hours that will be deducted from each of the elected pay periods. The combined total of VCSD hours and mandatory CSD hours cannot exceed eight (8) hours per pay.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 6010	PAGE 2 of 2

On the first pay of the covered pay periods, the employee shall receive an allocation of VCSD leave equal to the total number of VCSD hours to be deducted from his/her pay during the covered pay periods. The employee may use this VCSD allocation at any time during the covered pay periods, provided that the use is consistent with this policy and approved by the employee's supervisor. The employee shall use and exhaust the VCSD leave during the covered pay periods and cannot carry-over said leave beyond the covered pay periods. If not used, said leave shall be forfeited. In the event of such forfeiture, the reductions in pay set forth above shall continue to be applied to that employee at the same rate of pay as if he/she used all the VCSD leave.

VCSD leave shall be taken at such time as the employee and supervisor mutually agree upon. Employees' VCSD leave requests are approved or denied based upon operational needs. All VCSD leave must be requested and authorized on a form designated by the Employer and returned to the employee within three (3) work days.

VCSD leave shall be granted in increments of fifteen (15) minutes.


Employees shall continue to accrue sick and vacation accruals based on their ordinary hours worked (80 hours per pay for full time employees), and those accruals shall not be reduced or diminished as a result of VCSD leave. Additionally, service credit and entitlement to insurance benefits shall not be reduced or impacted by VCSD leave.

VCSD leave taken during a pay period shall be included as hours actually worked and as active pay status for purposes of overtime or comp time.

An employee shall not lose holiday pay for a County holiday if he or she elects to take VCSD leave on a day immediately preceding or following a County holiday.

Employees who separate employment for any reason prior to the end of the pay periods covered by the VCSD Application, shall have their final pay reduced by any VCSD leave used by the employee that exceed the number of hours deducted from the employee's pay through the date of separation.

VCSD leave shall run concurrent with FMLA leave. Employees must use any VCSD and mandatory CSD leave that they are able to schedule as the first days of any approved FMLA unpaid leave of absence.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 6011
SUBJECT: BREASTFEEDING MOTHERS/LACTATION	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with the Patient Protection and Affordable Care Act and amended Section 7 of the Fair Labor Standards Act (FLSA).

**PROCEDURE:**

The Executive’s Office supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday. The provisions of this policy meet the requirements of the FLSA as it relates to breaks for nursing mothers.

For up to one year after the child’s birth, breastfeeding employees are allowed to express milk during work hours using their normal breaks and/or meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time when approved by their supervisors. If more than one employee needs to use the designated lactation rooms, employees shall notify the human resources department and a sign-up sheet/schedule will be determined to establish milk expression times for the employees.

A private room (not a toilet stall or restroom) shall be available for employees to express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee’s supervisor. Expressed milk can be stored in department/agency refrigerators or in the employee’s personal cooler.


Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk may occur.

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee’s milk. Each employee is responsible for proper storage of her milk using the department/agency refrigerators or in the employee’s personal cooler.



# SECTION 7

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 7001
SUBJECT: SUBSTANCE ABUSE PREVENTION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.28.

**PROCEDURE:**

The Executive has a strong commitment to the health, safety and welfare of its employees and the goal of providing a safe workplace by eliminating the hazards to health and job safety created by alcohol and other drug abuse. The County of Summit Substance Abuse Policy (**Appendix J**) provides clear guidance and offers supportive programs relating to the detection, treatment, and prevention of substance abuse by employees.


All Executive employees are required to comply with the County of Summit Substance Abuse Policy. The policy applies to all County employees including all levels of management, while on the job, while subject to duty or while driving/riding in a County owned vehicle. This policy also applies to situations where an employee’s off-the-job or off-premises conduct impairs work performance.

Employees with substance abuse problems are encouraged to voluntarily admit those problems prior to violating the County of Summit Substance Abuse Policy. Employees who voluntarily admit problems with alcohol or drug use will not have their job security or promotional opportunities jeopardized by a request for treatment. However, a request for treatment does not automatically excuse an employee from discipline or discharge where the Executive initiates corrective action for violation of these policies.

Failure to comply with the County of Summit Substance Abuse Policy will result in disciplinary action as outlined in Codified Ordinances, Chapter 169, this policy and procedure manual and collective bargaining agreements, as applicable. Any disputes arising shall be governed by dispute resolution procedures (i.e., grievances or appeals to the Human Resource Commission) contained in Codified Ordinances or collective bargaining agreements, as applicable. Supervisors who fail to enforce this Substance Abuse Prevention Policy are also subject to disciplinary action.

Employees are subject to random testing, if a Commercial Drivers License (CDL) is required for their classification. CDL holders shall abide by this policy as well as the Department of Transportation guidelines for alcohol and drug testing.

Additionally, employees are subject to testing, if the employer finds that reasonable suspicion exists. Supervisors shall forward documentation of reasonable suspicion to the Substance Abuse Administrator immediately, upon sending an employee for reasonable suspicion testing. Any questions should be directed to the Substance Abuse Administrator.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 7002
	SUBJECT: SMOKE/TOBACCO/VAPOR FREE WORKPLACE	PAGE 1 of 1
	DEPARTMENT: ALL	EFFECTIVE DATE:
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):


**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Chapter 3794 of the Ohio Revised Code. The Executive does not permit the use of any tobacco or vaporizing products in County owned facilities, including the Summit County Parking Deck, or County Owned Vehicles.

**PROCEDURE:**

State law prohibits smoking in any “public place” or “place of employment”, including any place adjacent to the entrance or exit of a public place or place of employment. No smoking, tobacco and/or vaporizing products are permitted to be used in County owned facilities, including the Summit County Parking Deck, and County owned vehicles.

Employees found to be using any of these products in County owned buildings or County owned vehicles may be subject to disciplinary action up to and including termination.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 7003
SUBJECT: EMPLOYEE ASSISTANCE PROGRAM		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.31.


**PROCEDURE:**

The Employee Assistance Program (EAP) is a benefit available for all employees, their spouses and their dependents. The focus of the program is on prevention and support of employee needs at home and at work; ultimately affecting one’s well-being and the ability to balance work and home life.

EAP services are accessible to all employees and their dependents twenty-four (24) hours a day with weekend or evening counseling appointments available throughout Northeast Ohio and nationally. Information on how employees or their dependents may access this service is available on the Intranet Scene at <http://scene.summitoh.net>. This program is strictly voluntary, confidential and private unless a mandatory referral is warranted.

Some examples of issues for which the EAP is equipped to provide support and guidance include:

- Alcohol Abuse
- Budgeting
- Depression and Anxiety
- Divorce Adjustment
- Drug Abuse
- Elder Care
- Financial Planning
- Grief
- Legal Issues
- Marital Issues
- Nutritional Counseling
- Parent-Child Relations
- Single Parenthood
- Stress

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 7004
SUBJECT: FITNESS FOR DUTY		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.32.

**PROCEDURE:**

When there is a question of whether an employee can perform the essential functions of his/her classification and/or the employee poses a significant health and/or safety risk to themselves or others, the department Director together with the Human Resources Director and/or designee will determine if a fitness for duty examination is necessary. If found to be necessary, the Human Resources Director and/or designee will schedule an appointment with the appropriate certified medical professional, notify the employee in writing that an examination is required along with date, time and location of examination.

While awaiting the fitness for duty examination and results the employee will be placed on paid administrative leave. The cost of the initial examination is paid by the employee’s assigned department. Results will be returned to the Human Resources Director and/or designee and maintained in a confidential medical file.

The Human Resources Director and/or designee will notify the employee of the results and appeal options should the employee be found unfit for duty and disagree with the Employer’s certified medical professional’s findings. In the event the employee disagrees with the conclusion of the Employer’s licensed medical professional, the employee may, at their own expense, submit to an examination by a licensed medical doctor of their choice in the same field of specialization as the Employer’s licensed medical doctor. Within fourteen (14) calendar days of being notified that the employee has been determined to be unfit for duty, the employee must notify the Human Resources Director of the intent to submit to an examination by a licensed medical doctor of their choice. The examination must take place within thirty (30) calendar days of the employee’s notification to the Human Resources Director. If the Employer’s and the employee’s licensed medical doctors agree, their decision shall be final. If the Employer’s and the employee’s licensed medical doctors disagree, the dispute may be referred to a neutral licensed medical doctor agreed upon by the Employer and the employee. The neutral licensed medical doctor shall be in the same field of specialization as the previous licensed medical doctors, but shall not be affiliated with either previous doctor. The cost will be divided equally between the Employer and the employee. The opinion of the neutral licensed medical doctor shall be final. The employee may use sick leave or vacation during this period.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 7005
SUBJECT: SAFETY POLICY	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office that all employees promote the safety and security of themselves, fellow employees and members of the public.

**PROCEDURE:**


All employees, both supervisory and non-supervisory, are expected to conduct their duties in a safe manner. It is their responsibility to safely operate equipment and tools and use materials properly and to be totally familiar with work rules and procedures for his or her areas of responsibility.

All prescribed safety equipment must be used at all times. Failure to wear or properly use prescribed safety equipment may result in disciplinary action. Supervisors found to be negligent in requiring the use of prescribed safety equipment may be subject to disciplinary action.

Any employee found to be negligent in equipment operation resulting in damage to the equipment, County property or resulting in an accident shall be subject to disciplinary action up to an including termination. Any accident occurring during work hours shall be reported to the immediate supervisor or their designee. Any employee involved in the accident shall complete an Injury/Illness Report and submit to their supervisor or their designee. If the employee is unable to complete the form, due to injury and/or time off work, the supervisor shall complete the form and submit to the Workers’ Compensation coordinator in the Department of Human Resources.

Employees are responsible for reading and understanding building specific safety and security procedures.

Employees are encouraged to reference the County of Summit Ohio Building Safety and Security Policies issued by the Emergency Management Agency (**Appendix K**) or the specific facility safety and security policies for his/her working location.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 7006
SUBJECT: WORKPLACE VIOLENCE	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.19.

**PROCEDURE:**

The Executive is committed to preventing workplace violence and providing a safe work environment that is secure and free of harassment, threats, intimidation or violence. The Executive will not tolerate any form of workplace violence.

Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from County owned and leased properties without proper authorization; including County vehicles.


Conduct that threatens, intimidates or coerces another employee, a customer or a member of the public at any time and by any means (including personal social media accounts) will not be tolerated.

Incidents of harassment, threats, intimidation or violence should be reported to your immediate supervisor or another member of management immediately. These include threats by other employees, customers, vendors, solicitors, or other member of the public. When making a report, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor.

Investigations will be coordinated by the Department of Human Resources.

If an employee is determined to be responsible for harassment, threats, intimidation, violence or other conduct that is found in violation of this policy, the employee shall be subject to disciplinary action up to and including termination of employment.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 7007
SUBJECT: WEAPONS AND CONCEALED HAND GUNS	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.19 and Chapter 2923 of the Ohio Revised Code.


**PROCEDURE:**

Except as provided below, the use, possession or carrying of firearms or other weapons (including dangerous or hazardous devices or substances) on or in property owned or leased by the County of Summit, by any person other than a qualified law enforcement officer as defined in Section 2901.01(A)(11) of the Ohio Revised Code, is prohibited and in violation of State Law.

Pursuant to Ohio Revised Code Section 2923.126 (B)(5), any person licensed to carry a concealed handgun may have a handgun on property owned or leased by the County of Summit ONLY if it is in a locked personally owned motor vehicle or the licensee is in the immediate process of placing the handgun in locked motor vehicle.



# SECTION 8

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8001
SUBJECT: VACATION		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.23.

**PROCEDURE:**

All full-time employees, as defined in Summit County Codified Ordinance Section 169.05 shall earn vacation leave each bi-weekly pay period while in active pay status. Vacation accruals for full-time, non-bargaining employees are outlined in Codified Ordinance 169.23 (a). Vacation accumulation is calculated based on an employee’s paid hours. Employees may request vacation in fifteen (15) minute increments.

Vacation leave should be used during the year in which it is accrued. However, employees may carry over accrued vacation leave into the next year subject the restrictions outlined in Summit County Codified Ordinance Section 169.23(c).

Scheduled vacation leave for more than five (5) consecutive working days shall be requested a minimum of fourteen (14) calendar days in advance. Scheduled vacation leave for less than five (5) consecutive days shall be requested a minimum of seven (7) calendar days in advance of the start of the vacation leave. An employee may request non-scheduled vacation leave. Non-scheduled leave may be approved at the sole discretion of the Department Director. Such requests will be denied when the time off would create a hardship on the department, another employee or when the employee making the request did not discuss the need for the time off with their immediate supervisor. Failure to provide adequate reason and the frequency of requesting unscheduled vacation will also be grounds for denial.


If there is a scheduling conflict, vacation shall be scheduled based on seniority and/or operational needs of the department. In rare cases, such as emergencies, disasters or urgent operational needs, it may be necessary to cancel approved scheduled vacation. Whenever possible, employees will receive prior notification of such action.

Employees who have prior service with but did not retire from the County, State of Ohio or another political subdivision of the State of Ohio may be eligible for a higher vacation accrual rate. However, for the purpose of calculating vacation leave, no prior service credit will be given to an employee who has retired under any retirement plan offered by the State of Ohio (i.e. OPERS, STRS, SERS, Police and Fire Pension Fund, etc.).

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In order to receive credit for prior service, an employee must provide payroll with a signed document from the prior employer(s) setting forth dates of service, hours worked and whether it was part-time, full-time, seasonal or as an elected official. Retirement statements are not acceptable forms of documentation. An employee must make application for such service credit by providing all the documentation to payroll by the end of the initial probationary period.

Vacation accrual rates shall be adjusted and be effective upon receipt of documentation deemed acceptable by the County.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8002
SUBJECT: SICK LEAVE/BEREAVEMENT LEAVE		PAGE 1 of 3
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (c).

**PROCEDURE:**

All full-time employees, as defined in Summit County Codified Ordinance Section 169.05 shall be credited with 4.6 hours of paid sick leave for each 80 hours of service and shall be permitted to accumulate this leave without limit. No additional accumulation shall be credited to an employee who works in excess of eighty (80) hours in any pay period. Part-time employees earn sick leave on a pro-rated basis. Sick leave can be used in minimum increments of fifteen (15) minutes.

Bargaining employees should refer to their contract for sick leave rules/procedures.

An employee may request sick leave for the following reasons, provided they follow the notification of absence procedure:

- Illness or injury of the employee or a member of the employee’s immediate family;
- Death of a member of the employee’s immediate family. Sick leave usage for this purpose is limited to five (5) working days per occurrence;
- Medical, dental or optical examinations or treatments of an employee or member of an employee’s immediate family; or
- If an employee is afflicted with a contagious disease or a member of an employee’s immediate family is afflicted with a contagious disease and requires care and attendance of the employee as certified by a physician or when through exposure to a contagious disease the presence of the employee at work would jeopardize the health of other employees.

Immediate family for the purpose of sick leave and bereavement leave is defined in Summit County Codified Ordinance Section 169.22(c)(4).

After sick leave is exhausted and when approved by the supervisor employee can request to substitute vacation for sick leave purposes.

When an employee anticipates being absent from work the employee shall notify the appropriate supervisor, other administrative staff person or call-off line (if applicable) at least one-half (1/2) hour prior to the start of his or her scheduled starting time, on each day of absence unless the employee has been granted an authorized medical leave.

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If the employee has a prolonged illness or other reason for extended sick leave, such as death of an immediate family member, the employee shall notify the supervisor with an anticipated return date. If that anticipated return date changes, the employee shall notify the supervisor prior to their return to work of the anticipated return date to establish a new return to work date. Failure to provide proper notification may result in denial of sick leave for the period of absence and possible disciplinary action.

For each absence the employee must submit a request for leave to their Supervisor for approval. All requests for sick leave approval shall be submitted for approval within two (2) days following the employees return to work but no later than the end of the pay period.

If the absence is due to illness and is three (3) consecutive working days, the employee shall furnish a certificate from a licensed physician stating that the employee was under said physicians care. During prolonged illness, the employee or the employee's family may be required to submit every pay period a written signed statement to justify payment of sick leave. At the conclusion of prolonged periods of sick leave, an employee shall submit a certificate from a licensed physician stated that the employee is able to perform the essential functions of his/her position.

A certificate from a licensed physician shall also be required of Executive employees after ten (10) non-consecutive absences within a twelve month period or after twenty-four (24) hours (not full days) in a quarter and/or ninety-six (96) hours within a twelve month period.

Physician's certificate/statement shall be provided to your immediate supervisor and forwarded to payroll. Falsification of a sick leave request or a physician's certificate/statement shall be grounds for disciplinary action up to and including termination.

Sick leave may be denied or revoked for continual requests for sick leave without a bona fide physician's certificate, abuse or patterned usage of sick leave and/or failure to provide subsequent physician's certifications for an approved sick leave for medical treatment.

In cases of excessive absenteeism, the employee may be required to submit to a medical examination or other inquiry which the Executive deems necessary.

Fraudulent use of sick leave, unverified, patterned and/or excessive (non-FMLA related) absences, tardiness or failure to follow proper notification procedures will be considered abuse of sick leave and shall be grounds for disciplinary action up to and including termination.

Examples of sick leave abuse shall include but are not limited to:

- Failure to follow notification of absence procedures
- Failure to submit leave forms timely
- Failure to submit medical documentation when required
- Alteration or falsification of leave request or medical statements
- Absence of three (3) consecutive work days without proper notification
- Five (5) or more non-consecutive, unverified absences within a six (6) month period


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- Tardiness of three (3) or more times within a quarter or ten (10) or more times per rolling twelve (12) month calendar year. All tardiness of any duration will be subject to docking.
- Two (2) unverified and unauthorized absences the day before or after a holiday or on a Friday and Monday, per rolling twelve (12) month calendar year.
- Maintaining low sick leave balances due to excessive/frequent sick leave usage (not including Family Medical Leave Act leave).

Inappropriate/fraudulent use of sick time also includes engaging in other employment or any strenuous physical activity not recommended by a medical provider; presence in any place inconsistent with a claim of illness or injury; absence from home or place of confinement/convalescence when called or visited by a designated representative of the Executive, except in cases where the employee can produce verification that such absence is directly related to the illness or injury.

An employee who has separated from another public employer and becomes employed with the County of Summit, shall be credited with the unused balance of accumulated sick leave provided that the employee has separated from the prior employment within the last ten (10) years.

Employees at the time of retirement from active service with the County or death shall be paid one-half (1/2) of the value of their accrued but unused sick leave credit. However, the maximum of such payment shall not exceed ninety (90) days.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8003
SUBJECT: PERSONAL LEAVE	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (e).

**PROCEDURE:**

Each calendar year, employees may elect to use up to three (3) days or twenty-four (24 hours) of accumulated sick leave as personal leave to cover any short-term absence of a personal nature.

Personal days must be scheduled and pre-approved by the employee’s supervisor and can be used in increments of fifteen (15) minutes.

Unused personal leave shall revert back to accumulated sick leave, cannot be converted into a cash payment and does not carry over to the following calendar year.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8004
SUBJECT: COMPENSATORY LEAVE	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (e).


**PROCEDURE:**

The maximum accrual for compensatory time for exempt and non-exempt employees is eighty (80) hours. Any such leave not taken within ninety (90) days shall be paid to non-exempt employees at the rate it was earned. Non-exempt employees who elect to receive compensatory time shall receive it a rate of time and a half for actual time worked. Compensatory leave may be taken in minute for minute increments. Compensatory leave must be pre-approved by the employee’s supervisor.

Compensatory time or overtime pay for exempt employees (as defined by the Fair Labor Standards Act) is only granted in exceptional circumstances and only when authorized in writing in advance by the appointing authority.

- The compensatory time off must be taken within one hundred eighty (180) days following the pay period in which it was accrued.
- Compensatory time or overtime pay for exempt employees may only be requested and approved in one hour increments (one hour off for each hour of overtime worked).
- Cash payments shall not be made for compensatory time accrued by an exempt employee for any reason.



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8005
SUBJECT: FAMILY MEDICAL LEAVE ACT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (j).

**PROCEDURE:**


The Executive’s Office follows the Family Medical Leave Policy and Procedure in compliance with the Family Medical Leave Act (5 U.S.C. §§ 6381-6387, 26 U.S.C. §§ 2601, 2611-2619, 2631-2636, 2651-2654, as amended) and as established by the Human Resource Commission (HRC). See **Appendix L** for additional details regarding Family Medical Leave eligibility, rights, etc.

An employee requesting Family Medical Leave shall submit the Employee Request for Family Medical Leave form to the Department of Human Resources (HRD). In the case of foreseeable leave, the form must be completed at least thirty (30) days prior to the requested time off. Any employee with a sick/illness absence for three (3) consecutive days will be sent the Family and Medical Leave form.

Within five (5) days, the HRD shall provide the employee with a completed Notice of Eligibility and Rights and Responsibilities form and appropriate certification papers. Once received, the employee requesting leave shall submit the completed certification forms to the HRD with fifteen (15) calendar days. Once the HRD receives the completed certification papers from the employee, they shall forward all paperwork to the HRC.

The HRC will review all information and determine if the leave requested qualifies for Family Medical Leave. If a certification form is incomplete or insufficient, the HRC shall notify the employee and the employee shall have seven (7) calendar days to correct the deficiency. If the employee fails to correct the deficiency or fails to authorize the HRC to contact the employee’s doctor in order to correct the deficiency, the leave may be denied. Within five (5) business days of the HRC receiving satisfactory certification, the HRC shall complete the Designation of Notice form and send it directly to the employee with a copy to the HRD.

Employees who return to work from Family Medical Leave must notify the HRD in writing of their intent at least two weeks in advance of their expected return date. Employees requiring any changes to their original, approved leave schedule (i.e. extension or reduction of return to work date) are required to contact the HRD. Immediately upon return from Family Medical Leave, the employee shall be returned to the employee’s original or equivalent job with equivalent state, pay and benefits. Failure to follow these procedures may result in disciplinary action up to and including termination.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8006
SUBJECT: LEAVE DONATION	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (d).

**PROCEDURE:**

The Executive’s Office follows the Leave Donation Policy and Procedure as established by the Human Resource Commission (HRC). See **Appendix M** for additional details regarding Leave Donation. This procedure strictly addresses Executive procedure/involvement with regard the HRC policy.

Employees requesting leave donation, who are eligible per HRC Policy and Procedure, shall submit a completed Recipient Application Form to payroll. Payroll will review and if applicable certify that the employee has not accrued paid leave and the employee has exhausted any other paid leave, Workers Compensation benefits or benefits program for which the employee is eligible. Additionally, there must be certified medical documentation attached stating the nature of the illness or injury and the duration of such. Payroll will forward the request to the HRC for review of eligibility. Once deemed eligible, the HRC will send out a request for leave donation to eligible Appointing Authorities/departments.

Donation of sick leave is strictly voluntary. Directors shall ensure that no employees are forced to donate leave. Supervisors shall not directly solicit sick leave donations from employees. Employees wishing to donate leave shall complete the Donor Application and submit to the Human Resource Commission. Once approved, the recipient/donor’s payroll office(s) will be notified and hours transferred by the recipient/donor’s payroll office(s) each pay period as needed.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8007
SUBJECT: ADMINISTRATIVE LEAVE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (l).

**PROCEDURE:**


Administrative leave is a leave of absence, either paid or unpaid, initiated to manage special circumstances, where the Executive has determined that it is in the County’s best interest to retain the employee/employer relationship for a period of time. The period of time will be determined by the Executive.

The determination of whether an administrative leave initiated by the Executive is paid or unpaid is exclusively within the discretion of the Executive, in consultation with the Department of Human Resources and depends on the circumstances surrounding the request for leave. Each instance of granting an employee a paid administrative leave shall be evaluated on its own facts and will not be used to establish a pattern or practice.

Administrative leave is not accrued. Administrative leave does not qualify for the Leave Donation Program. An employee shall retain benefits while on administrative leave. If the employee’s pay is not sufficient to cover the employee’s portion of the premium costs for the benefits in which the employee has enrolled, the employee must make direct payment for their portion of the premium to the Human Resources Department, Division of Employee Benefits within thirty (30) calendar days.

An employee may be separated, if during the administrative leave, he/she accepts other employment without prior approval from the Executive, files for unemployment compensation or if upon return from leave, he/she refuses job reassignment from the Executive.

All County property shall be returned by the employee on or before the last work day or when beginning administrative leave.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8008
SUBJECT: LEAVE WITHOUT PAY/LEAVE OF ABSENCE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (k).

**PROCEDURE:**


A short term Leave without Pay (LWOP) may be granted to an employee at the discretion of the Executive. Employees must submit their request in writing to the Human Resources Department for review and approval. The Human Resources Department will ensure that no other leave opportunities are available to the employee and, in consultation with the Department Director, that the leave does not cause a hardship on the operations of the department. Approval of such leave is a matter of administrative discretion. The decision to grant leave will be based on the facts of each individual case. The granting of leave in one instance shall not be used to establish a pattern or practice for any other instance.

The Executive may grant an unpaid Leave of Absence (LOA) to any employee for a maximum duration of six (6) months for any personal reasons of the employee. Leave may be granted for a maximum period of two (2) years for purposes of education, training or specialized experience which would be of benefit to County service by improved performance at any level or for voluntary service in any governmentally sponsored program of public betterment.

Except in emergencies employees must submit all LOA requests in writing, no later than sixty (60) days prior to the commencement of leave, to the Human Resources Department.

The employee shall give a two (2) week notice of his/her intention to return to work. If an employee fails to return to work or notify his/her supervisor in writing of his/her intentions within three (3) consecutive working days after the date the leave expires, he/she will be considered absent without leave (AWOL) and subject to termination.

Individuals who are hired on a temporary basis to fill a position vacated by an employee who has been granted a leave of absence shall be notified in writing that the position reverts to the incumbent upon his/her return from leave. Copy of such notification shall be made part of the temporary employee’s file.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8009
SUBJECT: ELECTION JUDGE LEAVE	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	


**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (f).

**PROCEDURE:**

An employee who is granted leave by the Executive and/or his/her designee to serve as a judge or poll worker on the day of a primary, special or general election shall be entitled to leave with pay, which shall not be charged against the employee’s accrued vacation or personal leave. An employee shall only be eligible if they have combined accrued sick leave of at least forty (40) hours. An employee shall request a leave using the Kronos Time and Attendance System and submit an acknowledgement from the Board of Elections that the employee will be serving as an election judge.

The Executive has the discretion to deny leave when it would cause a manifest hardship on the department operations, another employee or when the employee has not discussed the request with their supervisor.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8010
SUBJECT: COURT LEAVE	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (g).

**PROCEDURE:**

When it is necessary for an employee to appear in court or attend a hearing that is of a personal nature during the employee’s regular scheduled work hours, vacation or personal leave may be used. Such instances would include but are not limited to, criminal or civil cases, traffic court, divorce proceedings, custody matters or appearing as directed as parent or guardian of juveniles.

Court leave with pay will be granted to an employee who is summoned for jury duty or is subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to require the attendance of witnesses, where the employee is not a party to the action. An employee will only receive pay for court duty while actually present and appearing for court duty. Verification of time present for court duty will be required. The employer recognizes nominal travel time between the courthouse and work place. Should an employee be released from jury duty prior to the end of his/her scheduled workday, she/he shall report to work for the remaining hours unless otherwise specified by the Department Director. If the employee’s shift begins prior to the court proceeding/court duty the employee must come in to work prior to leaving for court duty.

Any compensation or reimbursement for jury duty or for court attendance compelled by a subpoena, when such duty is performed during an employee’s normal working hours, shall be turned over to Payroll for submission to the County Fiscal Officer.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8011
SUBJECT: MILITARY LEAVE	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (h) and 169.22 (i).

**PROCEDURE:**

**Reservist** - All regular employees who are reserve members of the Ohio National Guard, defense corps, naval militia, or members of other reserve components of the armed forces of the United States are entitled to military leave from their County duties without loss of pay, for such time as they are in the military service on field training, active duty or emergency leave when so ordered by the Governor of the State of Ohio, for a period not to exceed twenty-two (22) eight hour work days or one hundred seventy-six (176) hours for each calendar year.


Employees are required to submit to their supervisor a published order authorizing the call or order to the uniformed services or statement from the appropriate military commander as evidence of military duty before military leave will be granted.

Employees will continue to be covered during an approved military leave by the County’s health insurance, if the employee was a covered while employed, until such employee is eligible for military health insurance.

Employees will be compensated in accordance with Codified Ordinance 169.22(h). Employees on an approved military leave under this section shall continue to accrue vacation and sick leave at their current accrual rates. If leave is extended beyond one month, the employee will no longer accrue vacation and sick leave.

**Full-time Active Duty** - All full-time employees, as defined in Codified Ordinance Section 169.05(a) (1), who have held a position with the County for at least ninety (90) days shall be granted military leave without pay to be inducted or otherwise enter full-time military duty and shall be considered as a separation from County Service with reinstatement rights as defined under the Uniformed Services Employment and Reemployment Rights Act.

Employees will continue to be covered during an approved military leave by the County’s health insurance, if the employee was a covered while employed, until such employee is eligible for military health insurance.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 8012
SUBJECT: PAID PARENTAL LEAVE		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.22 (n).

**PROCEDURE:**

Under the Family Medical Leave Act (FMLA), employees are entitled to twelve (12) weeks of parental leave for the birth or adoption of a child that shall begin on the exact date of the birth of the employee’s child or the exact day on which custody is taken by the employee for adoption placement. Often times the leave under FMLA is unpaid, which can result in a new parent taking an inadequate amount of leave to care for the newborn or newly adopted child. Paid Parental Leave is intended to provide an opportunity for the biological parent(s) of a newly born child or adoptive parent of a newly adopted child, living in the same residence as the child, to take up to a maximum of six (6) calendar weeks of continuous paid leave to provide necessary parental care immediately following the birth or adoption of a minor child. Paid Parental Leave is considered a single qualifying event in cases where multiple children are born or adopted and will not increase the length of leave for the employee.

In order to be eligible for benefits under Paid Parental Leave, the employee must:

- Have been employed by the County of Summit for at least twelve (12) months
- Have worked at least 1,250 hours over the previous twelve (12) months period immediately preceding the date when the requested leave would begin
- Provide documentation of the date of birth or adoption.
- Submit the request to the Human Resources Department at least thirty (30) days prior to the requested time off for foreseeable leave or as much notice as is practical under the circumstances for unforeseeable leave

Paid Parental Leave may be taken for all hours of work during the six (6) calendar weeks commencing with, and immediately following the birth or adoption of a child, or intermittently in increments of one (1) full work day. Intermittent Paid Parental Leave is available for the six (6) calendar weeks from the exact date of birth or placement of a child for adoption. Employees must submit the leave request to their immediate supervisor for any work day that is being scheduled off. Employees will remain eligible to receive all employer provided paid benefits and will continue to accrue other forms of paid leave during the period they are utilizing the Paid Parental Leave benefit.

Employees are ineligible for overtime pay during the period they are receiving the Paid Parental Leave benefit. Employees utilizing intermittent Paid Parental Leave are in ineligible for overtime any week where Paid Parental Leave is being used. Employees who are eligible for holiday pay based on other policies or contract provisions will continue to receive it while on Paid Parental Leave. Holiday pay received by an employee for any work days during the six (6)




week calendar period of Paid Parental Leave will constitute the sole pay for the employee for those hours worked, and will not be in addition to the employee's Paid Parental Leave. Any holiday occurring during the employee's Paid Parental Leave will not extend the time period of their Paid Parental Leave. Employees are ineligible to hold outside employment during the period of Paid Parental Leave.

Paid Parental Leave will run concurrently with FMLA Leave, and employees using Paid Parental Leave who meet the eligibility requirements of the FMLA will have the entire non-working period of Paid Parental Leave counted towards the employee's FMLA leave balance. When an employee's Paid Parental Leave benefit has been exhausted, section 169.22 (j) (7) will take effect requiring the employee to utilize their accrued leave time. Paid Parental Leave does not supersede or replace an employee's rights under FMLA.

An employee who would otherwise be eligible for Paid Parental Leave whose child is stillborn or dies during the third trimester of pregnancy is eligible for three (3) calendar weeks of Paid Parental Leave following the date of death of the child. In the event that a newly born or adopted child dies during the period of time that the employee is on Paid Parental Leave, the employee shall be entitled to the full extent of the Paid Parental Leave and the leave will not be terminated due to the death of a child. All other provisions of Subsection 169.22 (n) shall apply to Paid Parental Leave.

# SECTION 9

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 9001
SUBJECT: HEALTH BENEFITS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.15.

**PROCEDURE:**

The County’s health benefits program consists of group medical, prescription, dental, vision, life insurance and flexible spending accounts. All regular full-time employees shall receive health benefits on the first day of the next month following the start of their employment. If hire date is the first day of the month, benefits start on that day. An employee is full-time if he or she works thirty-five (35) or more hours per week.

Spouses, domestic partners and dependents of regular full-time employees may also be included in the employee's health benefits depending on the employee's benefit election.

Eligible dependents include, spouse, domestic partner, spouse’s or domestic partner’s natural children, stepchildren, children placed for adoption and legally adopted children, children for whom either employee or spouse or domestic partner is the legal guardian or any children who, by court order, must be provided health care coverage by the employee or spouse or domestic partner. If an employee is covered by medical coverage elsewhere, the employee may be entitled to waive County coverage and receive a taxable wage incentive for maintaining non-County coverage. Contact the Human Resources Department (HRD), Division of Employee Benefits for more information.

Certain events can result in a dependent no longer being eligible under the plan. If any of the changes set forth below occurs any time during the year for an employee enrolled in the County's health benefits, the employee shall notify the employer as set forth below.

**Spouses.** In the case of a **divorce** or **dissolution of marriage**, the **employee** must notify the HRD, Division of Employee Benefits within **thirty (30) days** of the date of the final decree of divorce or dissolution by providing a copy of the final decree.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
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**Domestic Partners.** If one or more of the elements set forth in the definition of Domestic Partner contained in Section 169.02 of these Codified Ordinances is no longer true, the employee shall notify the HRD, Division of Employee Benefits in writing within thirty (30) days, at which time the health benefits for the Domestic Partner shall terminate.

**Dependents.** In the case of a child, step-child, a child for whom the employee is the court appointed guardian, or legal custodian, should the employee receive a court order or notice from a court of law or the authorized placement agency, that the employee is no longer responsible for that child or for the child's health care, the employee shall notify the HRD, Division of Employee Benefits within thirty (30) days of receiving written confirmation of the action terminating that responsibility. The employee will notify the HRD, Division of Employee Benefits in writing and attach a copy of the court order or other applicable documentation.


Any dependent child that reaches the age of twenty-six (26) is no longer eligible under the plan, as of the end of the month that the dependent child turns twenty-six (26) years old.

Failure to provide notice as set forth above may result in discipline of the employee up to and including termination and/or the requirement that the employee repay any benefits paid on behalf of the ineligible person.

Employees on an unpaid leave of absence as defined in Section 169.22 (l) who purchase county health benefits through payroll deduction shall retain their benefits for thirty (30) consecutive calendar days (retention period) provided that the employee pays their applicable premiums. The retention period begins from the first day unpaid leave is taken by the employee. This can be granted only one time per rolling twelve (12) month calendar year. Benefits shall terminate at the next unpaid leave status or when the approved retention period has been completed if the employee is unable or unwilling to return to work.

**Fraud Warning:** Any person who, with intent to defraud or knowing that he or she is facilitating a fraud, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud. Any employee found making false or deceptive statements may be subject to disciplinary action, up to and including termination.

By enrolling in a County benefit plan, an employee agrees to comply with eligibility rules for themselves and for all of their dependents in these plans. The enrollment of ineligible dependents may be considered fraud. An employee may be subject to an eligibility audit during the benefit year. An employee selected for an eligibility audit may be required to submit copies of documentation such as certified birth certificate(s), marriage certificate(s), income tax return(s), and/or other related documentation including affidavits.


	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 9002
SUBJECT: OPEN ENROLLMENT/QUALIFYING EVENT	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.15.

**PROCEDURE:**

Open enrollment generally occurs in November each year. Employees must go on line annually to make their elections. Instructions for accessing the on-line open enrollment system are available on the Intranet Scene under Insurance Benefits. Employees who do not make elections by the open enrollment deadline will default to the medical plan that the County designates. Once an employee is defaulted to this designated plan, he or she cannot appeal or change this plan unless a qualifying event occurs. Qualifying events include marriage, divorce, birth or adoption of a child, spouse/domestic partner loses employment or death of a spouse/domestic partner or dependent. Changes for qualifying events must be made within thirty (30) days of the event. If changes are not made within that time frame, an employee must wait until the next open enrollment period.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 9003
SUBJECT: OTHER BENEFITS	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.15 and 169.29.

**PROCEDURE:**

All regular full-time employees, as defined by Section 169.05 of the Summit County Codified Ordinance, shall receive County paid life insurance beginning the first day of the next month following the start of their employment. Questions may be directed to the HRD, Division of Employee Benefits. At the sole discretion of the County, certain additional optional employee benefit programs may be offered to County employees including:

- Voluntary benefits such as accident insurance, whole life insurance, short or long term disability;
- 529 savings plan payroll deduction;
- 457 deferred compensation plans;
- Parking payroll deduction-with pre-tax dollars;
- Health and wellness programs; and
- Flexible spending accounts

Visit the Intranet Scene, <http://scene.summitoh.net> under the Insurance Benefits tab for specific provider and/or program information.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 9004
SUBJECT: COBRA	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.15 and all related federal Consolidated Omnibus Budget Reconciliation Act (COBRA) laws.


**PROCEDURE:**

COBRA governs continuation of health insurance after an employee separates from employment with the County. Upon separation of employment, an eligible employee will receive a letter outlining their rights under COBRA, its duration and payment instructions.

If an employee stops working without notice or as a result of job abandonment, the supervisor (or appointing authority) must report the termination to the Department of Human Resources, Division of Employee Benefits to ensure that the legal time parameters for COBRA notice will be met.

Generally, a former employee can continue benefits for up to eighteen (18) months, providing that they pay the monthly group rate in addition to a small administrative fee. Some unique situations, as defined by law, may warrant a longer period of up to thirty-six (36) months.

Federal Health Insurance Portability and Accountability Act regulations require that the County (or its designated agent) provide eligible employees a certificate of group health care coverage. This document may be used as evidence of their insurability to another employer or organization whose group health carrier may otherwise impose an exclusion for certain pre-existing conditions. Employees needing a copy of their certificate of group health care coverage should contact the Department of Human Resources, Division of Employee Benefits .

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 9005
SUBJECT: WORKER'S COMPENSATION		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Section 169.12 (d) and 169.15(c) (2).

**PROCEDURE:**

State law provides that an employee may be eligible for Worker's Compensation benefits if they sustain a job-related injury or occupational disease arising out of or in the course of his/her employment. If an employee is injured during the course of employment, he/she shall notify his/her supervisor immediately.

The employee or supervisor shall contact the Worker's Compensation Administrator at (330) 643-8761 within the same shift in which the incident occurred. The number can be called twenty-four (24) hours per day and information can be left on the voicemail. Information to be reported includes: Name of injured worker, work phone number, department/agency, date of incident, time of incident, name of medical provider, name of supervisor and supervisor phone number.

A work related injury/illness report shall be completed by the supervisor within forty-eight (48) hours of the incident regardless of whether or not medical attention was required and forwarded to the Worker's Compensation Administrator.

Should an employee's injury require medical attention, the supervisor shall provide the injured employee with an Incident/Injury report form, which shall be completed by the attending physician. The employee is to notify the medical provider that any treatment received is for a work-related incident. The completed form shall be returned to the Worker's Compensation Administrator at the earliest possible date.

The employee shall notify the supervisor of their status if they will miss work for an extended period of time. An injured employee may elect to use accrued sick leave and vacation leave prior to receiving payments from Worker's Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Worker's Compensation.

Vacation and Sick time do not accrue while receiving Worker's Compensation benefits. If an employee is unable to return to active pay status within one year from the date of injury the employee will be separated from employment with the County of Summit.




SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 9005	PAGE 2 of 2

Any County employee who sustains a job-related injury, occupational disease or illness and who loses time from the job, and is suspected to have some temporary job performance limitations (no more than ninety (90) days) may be eligible to participate in the County's Transitional Work Program. Employees must meet all of the following criteria:

- Must have a work-related injury, accident, illness or a reoccurrence/exacerbation of a pre-existing condition;
- Must have filed a worker's compensation claim with the Bureau of Worker's Compensation;
- Must have been released by the medical provider to participate in a transitional work program; and
- Must be able to perform the essential functions of his/her original job with or without modifications or another targeted job that may be identified.

The Worker's Compensation Administrator will work with the department to determine whether there is an appropriate transitional work assignment within the department, another department of the Executive or another County Office. Where possible, all efforts will be made to assign the employee to their regular shift.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 9006
SUBJECT: TUITION REIMBURSEMENT	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**


It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.29.

**PROCEDURE:**

To be eligible for work-related tuition reimbursement, the employee must have worked for one (1) full year of continuous service and the educational institution from which the employee wishes to be reimbursed must meet the criteria outlined in Section 169.29 of the Summit County Codified Ordinance.

Approvals and reimbursements shall be made at the discretion of the Executive and are subject to the availability of funds. An employee interested in requesting tuition reimbursement should contact the Human Resources Department after first downloading the Tuition Reimbursement forms from the Intranet Scene website (**Appendix N**).

# SECTION 10

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10001
SUBJECT: APPEARANCE/DRESS CODE		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive that all employees be well groomed, neat and dress appropriately. Professional dress and good hygiene are important in promoting a positive image to the public.

**PROCEDURE:**

The Summit County Executive’s office observes a standard business to business casual dress code. All employees should dress appropriately, without appearing outlandish, provocative or unprofessional.

The following guidelines are intended to establish consistent, minimum standards regarding appropriate dress in all office departments however is not to be considered exhaustive criteria:

- Every employee is required to wear an identification badge.
- Every employee is expected to report to work in neat, clean attire. Torn, dirty, frayed or ill-fitting clothing is unacceptable.
- Every employee is required to dress appropriately for the position held and/or the situation. Some situations may require attire more formal than business casual (i.e., meetings with outside agencies, seminars, presentations, etc.).
- Personal hygiene and good grooming shall be part of appropriate dress and will be maintained at appropriate levels.
- Clothing that works well for the beach, yard work, dance clubs or exercise sessions are not appropriate for the workplace. Any clothing that reveals too much skin (i.e., chest, back, stomach, etc.) is not appropriate.

Examples of unacceptable attire may include sweatpants/sweatshirts, jogging/wind suits, shorts, shirts with large logos or inappropriate lettering, crop tops, tight skirts and mini-skirts. Hats are not appropriate for the work place except when required for religious purposes, cultural traditions or part of the work uniform.

Examples of shoes that are unacceptable for the work place may include flip flops, slippers, house shoes and hiking sandals. Employees need to select a shoe that is job appropriate and promotes a safe working environment.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 10001	PAGE 2 of 2


Employees who are required to wear uniforms, approved attire with the Summit County logo and/or receive a uniform allowance must keep their uniform/attire clean and in good repair. Employees must comply with their dress code as outlined in their respective Collective Bargaining Agreement.

Casual days as designated by the County Executive, generally Fridays, and when approved by the Department Director, attire may include jeans and well-kept athletic shoes.

Employees may be allowed to deviate from the dress code for specific work activities, as pre-approved by their supervisor or for medical reasons when supported by a statement from a qualified medical provider and approved by the Director of Human Resources.

No dress code can cover all contingencies so employees must exercise good judgment when deciding how they will dress and adorn themselves for work.. If unsure about acceptable office attire, employees should ask their supervisor or contact the Human Resources Department.

Employees who are not in compliance with this policy may be sent home and directed to return in appropriate attire. Such employees shall take appropriate leave time or be docked for the time away from work. Continued failure to comply with dress code standards may result in disciplinary action up to and including termination.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10002
	SUBJECT: EMPLOYEE RESPONSIBILITY FOR COUNTY PROPERTY	PAGE 1 of 1
	DEPARTMENT: ALL	EFFECTIVE DATE:
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):


**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.14 (f) and 169.25. Additionally, employees shall not abuse, neglect, waste or misappropriate County property.

**PROCEDURE:**

All employees are responsible for the proper care of any tools, materials, equipment or vehicles assigned for the performance of their jobs. No County tools, equipment, materials or vehicles shall be used for any purpose other than authorized work-related activities. No County tools, equipment or materials shall be taken from the worksite for any purpose unless specifically authorized by the employee’s supervisor and/or management. Any violation of these requirements may subject an employee to discipline, up to and including termination.

Upon separation from County employment, employees must return all County property including, but not limited to County-issued cell phones, laptop computers, badges, keys, uniforms, and other such materials and equipment.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10003
SUBJECT: ARREST, GUILTY PLEA AND/OR CONVICTION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office that all employees abide by federal, state and local laws both while at work and outside of the workplace.


**PROCEDURE:**

The arrest, guilty plea and/or conviction of any current County employee for breaking federal, state or local laws may result in disciplinary action up to and including termination.

An employee shall report any such arrest, guilty plea or conviction to the Human Resources Department the next business day. Employees shall notify their immediate supervisor of any tickets and/or citations resulting from the operation of any vehicle regardless of whether that vehicle is being operated for the purpose of County business as soon as practicable but no more than five (5) work days from the date of incident, provided that driving is an essential function of the employee’s position with the County of Summit. The supervisor shall immediately notify the Department of Law and Risk Management. Failure to do so may result in disciplinary action up to and including termination.

Any employee who violates a federal, state or local law while at work may be subject to immediate termination depending on the severity of the infraction, the overall status of the employee’s performance and past conduct on the job.

The Executive after consulting with the Human Resources Department, Department Director and appropriate legal authorities shall decide the appropriate disciplinary action to be taken.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10004
SUBJECT: WORKPLACE SEARCH/PRIVACY	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to conduct workplace searches upon reasonable notice to the employee.

**PROCEDURE:**


No employee has an expectation of privacy in any work space, device, technology, or equipment (including vehicles) that are owned or leased by the County and which an employee has been granted permission to use.

A supervisor, with prior authorization from the Human Resources Department, may inspect any personal property or any area from where the County does business, including any equipment, electronic devices, facilities and/or vehicles owned or leased by the County, upon reasonable notice to the employee.

Reasons for such searches include but are not limited to:

- When management has a reasonable suspicion that a search is necessary to safeguard another employee’s safety or property;
- When management has a reasonable suspicion that a search/questioning is necessary to safeguard a County customer or their property;
- To protect County property from destruction and/or theft;
- To investigate possible violations of County policy; or
- In furtherance of an internal workplace harassment/discrimination investigation.



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10005
	SUBJECT: GUIDELINES FOR PROHIBITED CONDUCT	PAGE 1 of 4
	DEPARTMENT: ALL	EFFECTIVE DATE:
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.20.

**PROCEDURE:**

The Summit County Executive's Office treats all employees equitably and administers the policies and procedures consistently and uniformly. Employees shall be advised of expected job behavior, the types of conduct the Executive has determined to be unacceptable and the penalties for such unacceptable behavior. Immediate attention shall be given to policy violations. Each offense shall be dealt with as objectively as possible. The Executive reserves the right to treat each violation of policy, procedures, rules or regulations on its individual merit without establishing a precedent for treatment in other cases.

Per Codified Ordinance, causes for disciplinary action include but are not limited to:

- |  |  |
|--|--|
| Absenteeism/Tardiness                  | Discourteous Treatment of the Public               |
| Discrimination                         | Dishonesty   |
| Failure of good behavior               | Fraud  |
| Harassment                             | Immoral conduct                                    |
| Incompetence                           | Inefficiency                                       |
| Insubordination                        | Misuse of County Property                          |
| Neglect of Duty                        | Non-compliance with Codified Ordinance Chapter 169 |
| Safety violation of major significance | Theft  |
| Violation of state or federal law      | Workplace Violence                                 |

**Examples of Prohibited Conduct**

**The following is a list of examples of prohibited conduct. This list is not all inclusive:**

<p><i>Neglect of Duty / Inefficiency / Incompetency</i></p>	<ul style="list-style-type: none"> <li>• Failing to follow call-in procedures for any length of absence without approved leave.</li> <li>• Taking unauthorized or extended lunch or other breaks.</li> <li>• Being away from the worksite without permission or leaving work prior to the end of the shift without authorization.</li> <li>• Loafing, loitering, or failing to perform work in a prompt and efficient manner.</li> <li>• Sleeping while on duty.</li> <li>• Leaving a post of continuous operation without authorization prior to the end of the shift or prior to proper relief.</li> <li>• Failing to report for overtime after being scheduled to work overtime or refusing to work mandated (mandatory) overtime when assigned.</li> <li>• Failure to complete a legitimate job assignment.</li> <li>• Reading material during regular work hours that is not job-related or authorized by management.</li> <li>• Conducting non-work related business while on County time.</li> </ul>
<p><i>Violation of County Policy and/or Procedure</i></p>	<ul style="list-style-type: none"> <li>• Abuse of County telephones for personal, local or personal long distance calls.</li> <li>• Using County equipment or property for other than its intended purpose (including, but not limited to e-mail, social media accounts and Internet).</li> <li>• Failing to sign time sheets, properly register time or to swipe time card.</li> <li>• Smoking on or in County owned or leased equipment, vehicles or properties.</li> <li>• Improper use of electronic or telephonic devices or equipment issued.</li> </ul>
<p><i>Discourteous Treatment of the Public</i></p>	<ul style="list-style-type: none"> <li>• Failure to provide prompt, courteous service to the public.</li> </ul>
<p><i>Failure of Good Behavior</i></p>	<ul style="list-style-type: none"> <li>• Verbal abuse or profanity directed at a co-worker, supervisor, or the public.</li> <li>• Unauthorized sharing of confidential information about clients and/or employees.</li> <li>• Using another employee's confidential computer identification code without authorization or giving another's code to anyone to use.</li> </ul>
<p><i>Insubordination</i></p>	<ul style="list-style-type: none"> <li>• Failing to follow supervisor's instructions or Departmental procedures.</li> <li>• Refusing a legitimate job assignment or failing to perform a directive from a supervisor or management representative.</li> </ul>


**The following is a list of examples of offenses that could result in immediate termination. This list is not all inclusive:**

<b>Type of Conduct</b>	<b>Examples:</b>
<i>Neglect of Duty / Inefficiency / Incompetency</i>	<ul style="list-style-type: none"> <li>• Egregious, flagrant or willful neglect in the performance of assigned duties.</li> <li>• Disregarding safety or security regulations that results or would likely in serious physical harm or major property loss or damage.</li> <li>• Failing to follow call-in procedures for three consecutive days of absence without approved leave.</li> </ul>
<i>Violation of County Policy and/or Procedure</i>	<ul style="list-style-type: none"> <li>• Intentionally destroying County property or records without prior authorization.</li> </ul>
<i>Dishonesty</i>	<ul style="list-style-type: none"> <li>• Falsification of employment records or other County records in manual or automated systems, including falsification of stated reason for use of leave (e.g., abuse of sick leave or using sick leave for unauthorized purposes.)</li> <li>• Unauthorized punching, signing or altering other employee's time cards or timesheets</li> <li>• Unauthorized altering of one's own time card or sheet.</li> <li>• Making false claims or providing false information in investigations of workplace misconduct or accidents.</li> <li>• Making false claims or misrepresentations in an attempt to obtain any County benefit (e.g., health benefits, promotion, paid leave of absence, etc.).</li> </ul>
<i>Felony Conviction</i>	<ul style="list-style-type: none"> <li>• Conviction of a felony.</li> </ul>
<i>Failure of Good Behavior</i>	<ul style="list-style-type: none"> <li>• Soliciting or accepting a gratuity or bribe from anyone conducting business with the County or seeking to do business with the County.</li> <li>• Using obscene, abusive, or threatening language or gestures, or performing an act with intent to cause injury to another.</li> <li>• Striking or physically assaulting another person.</li> <li>• Fighting, except for self-defense.</li> <li>• Theft of property from co-workers, the County or others.</li> <li>• Unauthorized possession of a firearm, explosives, or other dangerous weapons on County property or while engaged in County business.</li> <li>• Performing an act which constitutes a felony under the laws of the United States, the State of Ohio or the jurisdiction in which the act was committed.</li> <li>• Making an unwelcome, uninvited sexual advance or request for a sexual favor, especially of a subordinate, a vendor or a customer, and/or touching someone else if it is unwelcome and uninvited.</li> <li>• Engaging in a pattern of behavior which creates a hostile, intimidating, or offensive work environment based on a protected characteristic.</li> </ul>
<i>Drunkenness / Substance Abuse</i>	<ul style="list-style-type: none"> <li>• Using alcoholic beverages or illicit substances on County property, or while engaged in County business.</li> <li>• Possessing illicit substances or an open container of alcohol on County property or while engaged in County business.</li> <li>• Manufacturing, using, selling, or distributing alcohol or illicit drugs on County time or County property.</li> <li>• Refusal or failure to submit to a drug test as required.</li> </ul>

**Evaluation of Inappropriate Conduct**

All inappropriate conduct shall be evaluated on a case by case basis, considering the following factors:

- 1) Level of disruption to County business.
- 2) Level of harm to the County's interests.
- 3) Level of damage to the public's trust and confidence in Summit County government.
- 4) The employee's position and the degree of responsibility inherent in that position (i.e., supervisory vs. non-supervisory positions). **Employees who occupy a supervisory or management position are held to a higher standard of conduct commensurate with the level of leadership required of them.**
- 5) Whether the employee's conduct is part of a continuing problem.
- 6) Whether the employee's conduct put a co-worker, vendor or customer's safety and/or security at risk.
- 7) Whether the employee's honesty and veracity are brought into question.
- 8) Whether there are extenuating or mitigating circumstances.
- 9) Whether the inappropriate factor involves a violation of the County's Code of Ethics.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10006
SUBJECT: PROGRESSIVE DISCIPLINE	PAGE 1 of 3	
DEPARTMENT: ALL	EFFECTIVE DATE:	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):	

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.20.

**PROCEDURE:**

The Summit County Executive's Office utilizes progressive discipline that applies to non-probationary, classified employees. While discipline shall usually be progressive, in cases of serious misconduct the level of discipline imposed may be more severe. It is also possible to skip or repeat steps depending on individual circumstances.

An employee’s supervisor shall be responsible for communicating policy violations and preparing documentation regarding discipline. A member of the Human Resources Department and supervisor will administer the disciplinary action. Original written records of the disciplinary action will be included in the employee’s personnel file. Disciplinary actions of suspension, demotion or termination will be administered by the Human Resources Department with approval from the Executive.

Records of disciplinary action for classified non-bargaining employees shall be effective and remain in effect for the following time periods after their issuance provided no intervening discipline occurs.

- Instruction and Cautioning - 24 months
- Written Reprimand – 24 months
- Suspension – 36 months
- Demotion (for cause) – 36 months

All records and disciplinary actions involving incidents of moral turpitude (i.e., fraud, theft, sexual misconduct, etc.) on the part of an employee shall remain in effect during the entire period of said employee’s employment with the County.

A supervisor may, but is not required to, issue a Counseling to an employee as a corrective action prior to administering any disciplinary action. When Counseling is administered, a member of the Human Resources Department and supervisor will be present. Counseling is not considered formal disciplinary action.

Forms of Disciplinary Action include:

**Instruction and Cautioning** – In the event of unsatisfactory conduct of a minor nature, the supervisor or department head will review the matter and discuss the facts surrounding the unsatisfactory conduct with the employee.

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NUMBER: 10006	PAGE 2 of 3

**Written Reprimand** – In situations where an Instruction and Cautioning has not resulted in improvement or where more severe disciplinary action is warranted, the supervisor or department head may issue a written reprimand.

**Suspension** – In situations where Instruction and Cautioning and/or written reprimands have not resulted in improvement, or where more severe action is warranted, the Director may recommend suspension without pay. In such cases, a pre-disciplinary hearing/conference will be held to give an employee the opportunity to offer an explanation of the alleged conduct.

**Demotion** – If the discipline matter is performance related and the issuance of the above described corrective action has not corrected the situation; the Director, may consider demotion. A disciplinary demotion is the involuntary reduction of an employee’s classification, job duties and salary for just cause. In such cases, a pre-disciplinary hearing/conference will be held to give an employee the opportunity to offer an explanation of the alleged conduct.

**Termination** - Where all or part of the above disciplinary actions have not brought about any marked improvement and the situation persists or where a more severe action is warranted after a first offense, the Director may recommend the employee be terminated.

It may be appropriate to place an employee on paid or unpaid administrative leave during the disciplinary process (including from discovery/report of inappropriate conduct through resolution). The decision to place an employee on administrative leave shall be recommended by the Director in consultation with the Human Resources Department and approved by the Executive. While on administrative leave the employee must still make themselves available to the employer during their regularly scheduled hours and/or regular business hours.

**Pre-disciplinary hearing** - When the Director, in consultation with the Human Resources Department, determines that a classified, non-bargaining employee should be disciplined for conduct that could result in a suspension, demotion or termination a pre-disciplinary conference will be scheduled to give the employee an opportunity to offer an explanation of the alleged conduct. The process for bargaining unit employees is outlined in each respective Collective Bargaining Agreement.

The Human Resources Department will schedule the pre-disciplinary hearing/conference and select a hearing officer, who is not directly in the chain of the command of the employee. The employee shall be provided specific written notice of the charges and an explanation of the employer's evidence so that the employee can provide a meaningful response and an opportunity to correct factual mistakes in the investigation and to address the type of discipline being considered. The employee shall be notified of the conference not less than twenty-four (24) hours prior to the scheduled date and time.

In response to notification the employee must do one of the following:

- Appear at the conference to present oral and/or written testimony in his or her defense; or
- Elect in writing, to the Human Resources Department, to waive the opportunity to have a pre-disciplinary conference/hearing.

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An employee may elect to have a representative at the conference (at employee's expense). An employee or the employee's representative may request one continuance in writing to the hearing officer at the earliest opportunity. It may be granted for good cause. Failure to attend the conference/hearing without requesting and receiving a continuance as specified shall be deemed a waiver of the conference. Due disciplinary conferences are not electronically recorded. The only record of the hearing will be the hearing officer's report.

The employee shall provide a list of witnesses to the hearing officer as far in advance as possible but no later than forty-eight (48) hours prior to the pre-disciplinary conference/hearing. It is the employee's responsibility to notify the witness(es) that their attendance is necessary. If a classified employee is requesting the attendance of bargaining unit employees as witnesses, the classified employee must notify the bargaining unit representative prior to requesting the attendance of bargaining unit witnesses.


The employer can be represented by the Human Resources Department, Department of Law and Risk Management, the Director or another designated individual who will present the written documentation and/or testimony (including witnesses) which they believe supports "just cause" for disciplinary action.

The employer's representative and the employee (or their representative) will be permitted to question witnesses and present any testimony or documentation which explains whether or not the alleged conduct occurred. Each side will be permitted closing remarks.

Within ten (10) regular business days, the hearing officer will submit a written report to (at a minimum) the Human Resources Department, department director, Executive and employee which contains a recommendation as to whether or not there is "just cause" for disciplinary action. The Human Resources Director will submit a recommendation to the Executive and department director as to the appropriate level of discipline. Within a reasonable amount of time following receipt of the recommendation, the Executive shall determine what discipline, if any, is warranted based upon the facts found by the Hearing Officer.

If discipline is warranted, the Human Resources Department will process all required paperwork (notification of discipline, personnel action, etc.). The Human Resources Department and department director and/or designee will inform the employee of the disciplinary action. All suspensions will be without pay and will be imposed promptly (usually within one (1) to five (5) days) of the decision. Such action may be delayed in extraordinary circumstances and with Human Resources Department approval.

A classified, non-bargaining employee may appeal suspensions of more than three (3) days, demotions, layoffs or terminations to the Human Resource Commission. Such appeals must be filed within ten (10) calendar days of receipt of the notice of disciplinary action. Failure to submit an appeal within ten (10) calendar days will result in the waiver of an employee's rights to appeal the action. After an appeal is heard, the Human Resource Commission will affirm, disaffirm or modify the action taken by the Executive.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10007
SUBJECT: ATTENDANCE/AWOL		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.20, 169.22 and 169.23.

**PROCEDURE:**

The purpose of the Attendance Policy is to increase productivity and employee morale through the reduction of employee absenteeism and tardiness. Absenteeism and tardiness disrupt work schedules, cause unnecessary overtime, and place an unfair burden on responsible employees and supervisors.

Approved Absences, when requested and approved by supervision, include approved sick leave, bereavement, County emergency, disciplinary suspension, election judge leave, Family Medical Leave/Americans with Disabilities Act related qualified/approved absences, jury duty, leave of absence, leave without pay, military leave, administrative leave, personal leave, vacation and holidays, work related injury/illness, and paid parental leave.

Unapproved Absences, which are subject to disciplinary action up to and including termination, are defined as all other absences not listed above. Examples include: tardiness, leaving prior to the end of the employee’s scheduled work day without prior approval, unapproved sick leave, or periods of absence in excess of approved vacation leave. Employees may be docked for unapproved absences.

Excused Absences occur when all four of the following conditions are met:

- The employee provides sufficient notice to his/her supervisor (no later than thirty (30) minutes prior to the employee’s scheduled start time on that same day);
- The reason is found to be credible or acceptable by his/her supervisor,
- Such absence request is approved by his/her supervisor; and
- The employee has sufficient accrued leave time to cover such absence.

Unexcused Absences occur when one of the four conditions of an Excused Absence is not met.



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NUMBER: 10007	PAGE 2 of 2

Employees who clock in after the start of their scheduled shift are considered tardy. Any employee who clocks in more than 7 minutes after his/her start time will be docked as follows:


- >8-22 minutes                      15 minutes deducted
- 23-37 minutes                      30 minutes deducted
- 38-52 minutes                      45 minutes deducted
- 53-67 minutes                      60 minutes deducted

Unapproved, unexcused or excessive absences (non-FMLA related), tardiness or failure to follow proper notification procedures may result in disciplinary action up to and including termination.

Examples of violations of this policy include but are not limited to:

- Absence of three (3) consecutive work days without proper notification.
- Five (5) or more non-consecutive, unverified absences within a six (6) month period
- Two (2) unverified and unauthorized absences the day before or after a holiday or on a Friday and Monday, per rolling twelve (12) month calendar year.
- Usage of eighty (80) or more unapproved hours for absences whether excused or unexcused, in a rolling twelve (12) month period, not including FMLA time. A spell of twenty-four (24) hours or more, resulting in hospitalization or death in the immediate family will be given due consideration.
- Failure to scan in or out three (3) or more times within a quarter or ten (10) or more times per rolling twelve (12) month calendar year
- Tardiness of three (3) or more times within a quarter or ten (10) or more times per rolling twelve (12) month calendar year.

Failure to report to work or tardiness without authorized leave may be considered Absence Without Leave (AWOL) and is subject to discipline up to and including termination.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10008
SUBJECT: POLITICAL ACTIVITY		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.18.

**PROCEDURE:**

Employees in the classified service are prohibited from engaging in partisan political activity to the extent defined in Section 169.18 of the Summit County Codified Ordinance. All employees will participate in mandatory political activity training upon hire and once every two (2) years.


Permitted activities.

The following activities are permissible for employees in the classified service: registration and voting; expression of opinions, either oral or written; voluntary financial contributions to political candidates or organizations; circulation of nonpartisan petitions or petitions stating views on legislation; attendance at political rallies; signing petitions in support of individuals, legislation or issues; display of political materials in the employee's home or on the employee's property; wearing political badges or buttons, or the display of political stickers on private vehicles; serving as a precinct election official under section 3501.22 of the Revised Code; and campaign activities not expressly prohibited.

Prohibited activities.

The following activities are prohibited for employees in the classified service: candidacy for public office in a partisan election; candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party; filing of petitions meeting statutory requirements for partisan candidacy to elective office; circulation of official nominating petitions for any candidate participating in a partisan election; service in an elected or appointed office in any partisan political organization or political action committee which supports partisan activity; acceptance of a party-sponsored appointment to any office normally filled by partisan election; solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate; solicitation of the sale, or actual sale, of political party tickets; partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues; service as witness or challenger for any party or partisan committee; participation in political caucuses of a partisan nature.

Complaints shall be reported to the Department of Human Resources. Violations of this policy may result in disciplinary action up to and including termination

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 10009
SUBJECT: CHAIN OF COMMAND		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to ensure proper and consistent use of the Chain of Command so that its departments operate at a high level of efficiency and delineated levels of authority and responsibility.

**PROCEDURE:**

Employees are expected to follow and maintain the Chain of Command whenever possible. Occasionally there are situations when bypassing the Chain in unavoidable. However, intentionally bypassing the Chain on a regular basis will not be tolerated and may result in disciplinary action.

If an immediate supervisor in the Chain of Command is not available, the employee is expected to contact the next higher level supervisor in the Chain for assistance or advice unless another supervisor in a like position had been designated by management.

To provide coverage for routine absences, vacation or special circumstances management may designate temporary reporting line changes.

In the rare instance that no one in the Chain of Command is available; employees may seek assistance from a supervisor who works in the same department. Again intentionally bypassing the Chain when an immediate supervisor is available will not be tolerated and may result in disciplinary action.

Supervisors are also expected to maintain the Chain of Command and should not normally provide assistance or help to someone outside their supervision if the appropriate supervisor is available.


Infrequently, if all supervisors in a Chain of Command are going to be out of the office, management will designate a temporary replacement and employees will be notified thereof via e-mail.

If a classified, non-bargaining employee has a question and/or complaint (other than discrimination or harassment), they should follow their Chain of Command in seeking resolution starting with their immediate supervisor and moving up their Chain of Command if their questions/complaints are not answered and/or addressed. If the situation involves their immediate supervisor, they may seek resolution from their immediate supervisor’s supervisor. Employees may also seek assistance from the Human Resources Department, if they feel they

are unable to address the problem or complaint through their Chain of Command. Bargaining unit employees should consult their collective bargaining agreement for the appropriate procedure regarding employee grievances.

Nothing in this policy and procedure is intended to deny an employee any rights available by law to have redress to any legal service commission (i.e., Ohio Civil Rights Commission, Equal Employment Opportunity Commission) or any court of competent jurisdiction. However once, an employee elects to bypass the internal process, he or she no longer has the internal complaint remedies available to them.

# SECTION 11

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 11001
SUBJECT: ELECTRONIC EQUIPMENT AND COMMUNICATIONS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with the Computer and Telecommunications Policy of the Office of Information Technology and that all electronic equipment, data and communications including messages transmitted or stored by them are the sole property of the County (**Appendix O**). Department of Job and Family Services employees must also comply with the Ohio Department of Job and Family Services Code of Responsibility.

**PROCEDURE:**

Electronic equipment and communications include computer equipment, software, operating systems, storage media, network accounts providing electronic mail, World Wide Web browsers, FTP, telephones, facsimiles, two way radios, tablets, cellular telephones provided by the County, “smart phones” provided by the County, video equipment, cameras, voicemail and social media accounts designated for County communications. “Data” is any work created by an employee in the course of County employment.

These systems are to be used for business purposes in serving the interests of the County, the public and agency customers in the course of normal operations. Any abusive, improper or unauthorized use is strictly prohibited, may result in disciplinary action up to and including termination and could result in criminal prosecution when appropriate.

Examples include but are not limited to:

- Accessing, posting or downloading demeaning, offensive, harassing, threatening, discriminatory or disruptive messages,
- Accessing, posting or downloading items of a pornographic or sexual nature,
- Downloading unlicensed and/or unauthorized software,
- Engaging in hacking or other related behavior,
- Attempting to disable system security or compromise the security of the information in the system,
- Routinely using County equipment for personal use,
- Charging personal long distance calls to the County
- Using the County’s electronic communication systems for personal business purpose (i.e., any activity undertaken for profit or gain)
- Using the County phone systems or County provided mobile phones to make threatening, harassing, offensive, insulting, intimidating or sexually suggestive calls.


Access and use of County communication equipment and services are provided at the discretion of the County and may be revoked at will.

Computer Passwords are confidential and it is the employee's responsibility to ensure that passwords or the workstation into which an employee has logged is never left unprotected or unsecured. Employees will be held accountable for all activities completed with their password.

All Executive Employees shall receive and acknowledge receipt of the Office of Information Technology Computer and Telecommunications Policy. Department of Job and Family Services employees must receive and acknowledge receipt of the Ohio Department of Job and Family Services Code of Responsibility. A copy of the policy (or policies) and acknowledgment shall be placed in the Employee's Personnel File.

Any employee issued a County cellular telephone shall receive and acknowledge receipt of the County of Summit Cellular Telephone Equipment and Service Policy (**Appendix P**).

**All communications transmitted or stored on County equipment are the sole property of the County, therefore the County may access employee communications and files whenever appropriate per the Workplace Search/Privacy Policy.**

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 11002
SUBJECT: BULLETIN BOARDS/ INTRANET SCENE WEBSITE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to communicate information to employees through electronic and non-electronic means.

**PROCEDURE:**


All County, State and Federal required notices shall be posted in each building in an area visible to all employees.

Information of general public interest may also be posted by the designated representative in the area designated for such purposes provided the material to be posted does not contain any of the following:

- Personal, scandalous or derogatory attacks upon any employee, public official or governmental unit/agency.
- Attacks on and/or unfavorable comments regarding a candidate for public office; and
- Attacks on any organization or group.

Additionally, information is made available to employees through the Intranet Scene at <http://scene.summitoh.net/>. The Intranet Scene website contains information on policy, job postings, benefits, general interest, provider and government links, vendor discounts and more.



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 11004
	SUBJECT: UNAUTHORIZED USE OF ELECTRONIC APPLIANCES	PAGE 1 of 1
	DEPARTMENT: ALL	EFFECTIVE DATE: NOVEMBER 30, 2009
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S):

**POLICY:**

To ensure the safety of all employees and to prevent a fire hazard, it is the policy of the Summit County Executive's Office to not allow the use of electrical household appliances in any of the County buildings.

**PROCEDURE:**

Microwave ovens, refrigerators and coffee makers are permitted only in approved common areas. No other electrical appliances are permitted in the common areas. While the microwave oven is being used, the employee must stay and make sure the food does not burn and cause the fire alarm to be activated. If a fire alarm is activated, the microwave oven shall be removed.


No employee is permitted to have in their individual offices, cubicles or other non-authorized areas any electrical household appliances, including but not limited to the following: coffeemakers, electric kettles, electric frying pans, microwave ovens, toaster ovens, curling irons, hot water heaters, crock pots, hot plates, refrigerators, toasters, hair dryers.

No candles are permitted to be lighted in any County building.

No cooking or heating of any food is permitted in any County building (except for the authorized microwave in the common area).

Employees shall be permitted to have space heaters that have an automatic shut off. All space heaters must be turned off if unattended.

# SECTION 12

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 12001
SUBJECT: OPERATION OF A VEHICLE FOR COUNTY OF SUMMIT BUSINESS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.25.

**PROCEDURE:**

To operate a County vehicle or the employee’s personal vehicle for county business, an employee shall:

1. Possess a valid State of Ohio driver’s license or valid State of Ohio commercial driver’s license as required by the employee’s classification.
2. Receive prior approval from supervisor.
3. Maintain liability insurance in accordance with Section 4509.01 of the Ohio Revised Code, as amended, if operating a personal vehicle for County business.
4. Notify supervisor and Department of Law and Risk Management within twenty-four (24) hours of traffic violations (traffic citation or official warning in County vehicle, accumulation of eight (8) or more penalty points, suspended license, operating a motor vehicle while under the influence) in compliance with Section 169.25(i).

In accordance with Section 169.25 (e), each department must provide an updated list of employees of whom the department anticipates the operation of a County vehicle or use of a personal vehicle for County business. A new Motor Vehicle Record (MVR) may be requested annually for these employees. Therefore, employees who may drive County vehicles or their own personal vehicles for County business will be required to read and sign a Fair Credit Reporting Act Disclosure Statement and Summit County Driver Application Form. These documents will be circulated and maintained by the Department of Law and Risk Management.

**(Appendix Q)**


An employee must meet and maintain license requirements when operating a County vehicle if required by their classification. Failure to maintain a valid license may result in disciplinary action up to and including termination. If operation of a County vehicle is required by the employee’s classification and the employee accumulates six (6) points, the employee shall be required to pay for and successfully complete a driver education/safety course approved by the Department of Law and Risk Management. Employees will provide a certificate of completion to the Department of Law and Risk Management. Failure to comply may result in disciplinary action up to and including termination.

Employees are prohibited from using County vehicles for personal business. Transporting persons who are not employees of the County requires approval of the employee’s supervisor.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 12001	PAGE 2 of 2

Tickets, fines or penalties received while conducting County business in a County vehicle or personal vehicle are solely the responsibility of the employee and must be paid immediately.

Employees with cell phones must refrain from using their cell phones while driving. Regardless of the circumstances, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that he or she is unable to speak at that time and will return the call shortly. Employees who do not drive County vehicles but use a cell phone for business purposes must also abide by these rules. Failure to comply with these rules may result in disciplinary action up to and including termination.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 12002
SUBJECT: TRAVEL AND EXPENSE REIMBURSEMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.30 and the Executive Travel Policy (**Appendix R**).


**PROCEDURE:**

All travel for official County business must be preapproved whether or not reimbursement is being requested. Approval shall be obtained by completing Part I of the County of Summit’s travel form in advance of the travel. The travel form is not required to attend meetings on routine County business within the County.

Upon completion of the travel and submission of a properly completed Part II of the County of Summit’s travel form, the County shall pay the necessary and reasonable expenses incurred by employees on authorized travel. Original receipts shall accompany requests for reimbursement for items over one dollar and shall be submitted along with Part II of the travel form within thirty (30) working days after returning from travel. Meals are reimbursed at a per diem rate established by Executive Order therefore a receipt is not required.

Whenever possible, the Director or designee will assign a County vehicle for travel to and from meetings, conferences and conventions. If no County vehicle is available and an employee is required to use his/her own private owned vehicle, he/she shall be reimbursed at a rate established by Executive Order. Such payment is considered to be the total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). All travel shall be logged starting from the employee’s work site and back to that starting point. The employee seeking reimbursement must complete and submit a Vehicle Mileage Log, at least bi-weekly to their supervisor for approval. Mileage reimbursement is payable to only one of two or more employees traveling on the same trip in the same vehicle.

All reimbursements will be made in compliance Codified Ordinance 169.30. Expenses not eligible for reimbursement include: alcoholic beverages, entertainment, laundry or dry cleaning, room service charges, limousine services, expenses of spouse/guest traveling with employee, and any allowable expense where no receipt is provided as documentation by the employee.

	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 12003
SUBJECT: AUTOMATIC VEHICLE LOCATION POLICY		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 10/17/14
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive’s Office to comply with Summit County Codified Ordinance Section 169.25.

**PROCEDURE:**

The purpose of this policy is to clarify the use and care of Automatic Vehicle Location\* (AVL) devices installed on Department vehicles and equipment. Installation and use of AVL devices on Agency vehicles and equipment is performed for the following purposes:

- To provide for the safety of employees, e.g. to check and make sure that an employee is not in medical or physical distress when a vehicle has remained idle for an extensive period of time.
- To use as an aid for more effective routing and/or re-routing of equipment and in the event of changes in or new inspection assignments.
- To provide a tool for use by supervisors and managers in monitoring and evaluating vehicle usage and utilization in order to make better use of County resources.

This policy applies to all employees who may use a Department vehicle or equipment for business purposes.

All employees operating a Summit County vehicle will abide by the ordinances set forth in Summit County Codified Ordinance 169.25 "Operation of a Vehicle for County of Summit Business."

As stated above, AVL is intended to enhance employee safety, improve the deployment of resources, to aid in addressing and reducing liability, and to allow monitoring of vehicle usage. Discretionary and occasional stops of short duration along the route of a job assignment will not be considered an issue.

Generally, employees shall comply with rules, regulations and policies pertaining to the use and care of County and Department equipment, including those with devices installed with AVL. Employees who tamper with, alter, attempt to disable any AVL device or attempt to alter data gathered by the device, will be subject to disciplinary action up to and including termination.


Idling for periods in excess of fifteen (15) minutes will be subject to disciplinary action. Because of the nature of their work, employees of the Department of Environmental Services and the Department of Job and Family Services are exempt from the idling rule.

Disciplinary actions may be taken based on data or information gathered from AVL devices installed on department vehicles.

\*Automatic Vehicle Location- a geographic positioning system (GPS) that transmits data from a department vehicle to a computer via wireless technology. The actual device fitted to vehicles logs and/or reports positional, speed, and idling time data and facilitates the plotting of real-time locations on a mapping system for all vehicles fitted with an AVL device.

# SECTION 13



	<b>COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL</b>	NUMBER: 13001
SUBJECT: E		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE:
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S):

**POLICY:**

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Section 169.25.

**PROCEDURE:**

From Time to time, Emergency Orders will be passed to address

**APPENDICES:**

APPENDIX A.....	Codified Ordinance Chapter 169
APPENDIX B.....	Public Records Policy
APPENDIX C.....	Rules for Retention and Disposal of County Records
APPENDIX D.....	Codified Ordinance Chapter 177
APPENDIX E.....	Ohio Ethics Law, Section 2921 and Chapter 102 of the Ohio Revised Code
APPENDIX F.....	HRC Disability Accommodation Policy and Procedure
APPENDIX G.....	HRD Badge Guidelines
APPENDIX H.....	Telework Technology and Equipment Acknowledgement
APPENDIX I.....	Voluntary Cost Savings Days
APPENDIX J.....	County of Summit Substance Abuse Policy
APPENDIX K.....	Building Safety and Security Policy
APPENDIX L.....	HRC Family Medical Leave Policy and Procedure
APPENDIX M.....	HRC Leave Donation Policy and Procedure
APPENDIX N.....	Tuition Reimbursement Forms
APPENDIX O.....	Office of Information Technology Computer and Telecommunications Policy
APPENDIX P.....	County of Summit Cellular Telephone Equipment and Service Policy
APPENDIX Q.....	FCRA Employee Consent to Motor Vehicle Record Report and Driver Application Form
APPENDIX R.....	Executive Travel Policy