

Summit County Executive's Office

Personnel Policy and Procedure Manual



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

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SECTION 1

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1001
SUBJECT: PURPOSE OF POLICY AND PROCEDURE MANUAL		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Chapter 169.

PROCEDURE:

The purpose of this manual is to administer fair and effective policies and procedures throughout 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 February 28, 2023.

Review Date: June 27, 2023


Next Review Date: June 2025

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1002
SUBJECT: MANAGEMENT RIGHTS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

The Summit County Executive by authority of the Summit County Charter maintains the right to administer the business of the departments under his or 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 whether and when to permit employees to work remotely;
- 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1003
	SUBJECT: POLICY MANUAL, CHANGES AND DISSEMINATION	PAGE 1 of 1
	DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023

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 Executive's website. 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 are posted on the Executive's website 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 are 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, the employee's 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1004
SUBJECT: DEPARTMENT POLICIES AND PROCEDURES		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023


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 issue 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1005
SUBJECT: DEFINITIONS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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.

Full-time employees – employees who work thirty-five (35) to forty (40) hours per week or average 70-80 hours per pay period on a regularly scheduled basis.

Part-time employees – employees who work less than thirty-five (35) hours per week or average less than seventy (70) hours per pay period.

Temporary employees – employees who work for a period of six (6) months or less during a one (1) year period.

Regular employees – employees who are not temporary employees.


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

Unclassified – considered at-will employees. These employees are not included in classified service and are governed by the Codified Ordinance except where specifically excluded.

Classified Bargaining Employees – employees in classifications established by collective bargaining agreements. The Codified ordinance applies when a 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. If an employee is reinstated more than one year from the termination date, the employee will have a new seniority date, which begins on the date of the employee's return to work.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1006
SUBJECT: BUILDING CLOSURE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to require all employees to come into work or remain at the workplace, 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1007
SUBJECT: EMPLOYEE COMMUNICATION WITH MEDIA		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 02/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023


POLICY:

It is the policy of the Summit County Executive's Office to direct any news media request for comment to the Director of Communications.

PROCEDURE:

Any news media request for comment (e.g., on-camera interview, interview by a newspaper, radio interview) shall be referred immediately to the Director of Communications. 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1008
SUBJECT: SOCIAL MEDIA	PAGE 1 of 2	
DEPARTMENT: ALL	EFFECTIVE DATE: 08/01/2020	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

POLICY:

It is the policy of the Summit County Executive's Office that employees refrain from revealing confidential information or posting material about the County and its employees on any social media platform in violation of this policy.

PROCEDURE:

The County Executive supports the free exchange of information and camaraderie among employees on the internet. However, when an employee's social media use reveals confidential information about the County or its employees, or results in the employee 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.

Social media, for purposes of this policy, includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, message board, journal or diary, personal website, social networking or other website (e.g., Facebook, Instagram, Pinterest, Twitter, etc.), web bulletin board, or chat room, whether or not associated or affiliated with the County, as well as any other form of electronic communication. Employees are solely responsible for what they post online.

The following uses of social media are strictly prohibited:


- Using social media during working time, unless it is work-related, as authorized by a supervisor.
- Using County equipment for social media, including using County e-mail addresses to register for social media accounts, unless it is work-related, as authorized by a supervisor.
- Communicating or posting statements, photographs, video, or audio messages that could reasonably be viewed as malicious and defamatory, obscene, threatening, intimidating, or that otherwise constitute unlawful discrimination, disparagement or harassment toward any individual.
- Making statements or using the County's logo in ways that are detrimental to the County, including the misuse of the County's authority, information, insignia or equipment.
- Intentionally misrepresenting personal opinions or statements as the official opinions or statements of the County. Employees are similarly prohibited from intentionally misrepresenting personal opinions or statements as opinions or statements of County management and other employees. If an employee is concerned that an opinion or statement may be interpreted as being that of another party, the employee should consider identifying the opinion or statement as his or her own.

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- Unprofessional communication which could potentially result in civil or criminal action against the County or have a substantial risk of negatively affecting the County's reputation, mission or operations. Examples of such unprofessional communications include slanderous, defamatory or knowingly false comments or statements.
- Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information is any information that is required by state or federal laws or administrative rules to be kept confidential and 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.
- Comments or displays which impact employees' abilities to perform their job duties or interfere with the County's ability to maintain an efficient workplace.

Failure to comply with this Policy may result in disciplinary action up to and including termination.

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 this or any other County policies, and take appropriate action. **This policy does not apply to communications protected by the U.S. or Ohio Constitutions and any other applicable laws.**

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1009
SUBJECT: CONFIDENTIAL INFORMATION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 02/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 A**).


PROCEDURE:

Employees are assigned to departments or to work that permits access to information that the County 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 administrative rules to be kept confidential. Disseminating this confidential information to unauthorized individuals can expose the County to additional liabilities. Therefore, employees must exercise a higher standard of discretion.

Employees should not disclose confidential information regarding the government or affairs of Summit County without proper authorization. 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1010
SUBJECT: FRAUD REPORTING		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 to 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. Employees are required to confirm receipt of this information within 30 days of employment with the County. 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

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

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1011
SUBJECT: BOARD OF CONTROL/CONTRACT PROCEDURES		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Chapter 177.

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 purchases or contracts for professional services exceeding \$5,000.00 requiring Board of Control approval must be submitted Friday at 12:00 pm prior to the next meeting to be placed on the next Board of Control Agenda or Signature List.

All agenda items are due by the Friday 12:00 pm deadline and must be sent to ExecPurchasing@summitoh.net. Agenda items must include a cover letter, all backup documentation required by Chapter 177 or 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.

After Board of Control approval, requisitions and contract encumbrances can be entered into Munis and contract documents must be forwarded to Purchasing through Munis for signature in Docusign. Contracts will be processed once the purchase order or contract encumbrance has been certified by the Fiscal Office and released.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1012
SUBJECT: LEGISLATION	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 08/01/2020	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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 Legislation@summitoh.net by 4:00 p.m. on the Wednesday that is eight business (8) 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. Phil

Departments requesting legislation must include a completed Legislative Summary Sheet and (if required) draft legislation.

Following receipt of the submission of requests for legislation, the Law Department 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, but has the final decision in how and when it is submitted.

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 4:00 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1013
SUBJECT: EMPLOYEE CONTACT WITH OUTSIDE ATTORNEYS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 (e.g., 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 the request(s) and provide copies of said request(s) 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 refer that person to 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.

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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 employee's 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 1014
SUBJECT: RECORDS MANAGEMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 B**).


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 the record retention period has been satisfied. 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 on-line by the Ohio Attorney General and can be completed by going to the website at <https://sunshinelaw.ohioattorneygeneral.gov>. All employees of the Executive's Office should complete this training at least once every four years.

SECTION 2

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 2001
SUBJECT: HUMAN RESOURCE COMMISSION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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.

The Human Resource Commission has:


(1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review;

(2) Responsibility for administration of county-wide compliance with federal and state laws regarding personnel matters for which the County is the reporting unit and for administration of other personnel matters for which the County is responsible, and for maintenance of records required by such laws. For purposes of ensuring consistent compliance with state and Federal Equal Employment Opportunity laws and regulations, the Commission shall employ an Equal Opportunity Compliance Administrator as part of the staff of the Commission;

(3) Authority to ensure:

- pay equity for like positions;
- standardization of benefits;
- approval of qualifications;
- consistent discipline;
- training of management in personnel practices;
- training of employees in job functions;
- training for total quality management;
- consistent administration of performance management system;
- coordination of recruitment.
- compliance to ethics resolutions or ordinances as passed by County Council.

Unless otherwise specified above, the responsibilities and authorities set forth in Charter Section 6.05 may be performed by the Department of Human Resources and the staff of the Department of Human Resources, as the Human Resource Commission prescribes.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 2002
SUBJECT: CLASSIFICATION PLAN		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 County. 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 2003
SUBJECT: COMPENSATION PLAN		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Section 169.07 and 169.08.

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 the midpoint rate, 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 the greater of a salary increase to the minimum rate of the new category and grade as assigned in the compensation plan or a rate of pay which is 7% greater than the employee's current rate of pay so long as said increase does not exceed the maximum rate of pay established for the classification.

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

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 3001
SUBJECT: ETHICS	PAGE 1 of 2	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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.

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 prohibited illegal, dishonest or unethical conduct include but are not limited to the following:

- 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.

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- 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 regard 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. These 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.

Questions regarding this policy, the Codified Ordinances or the Revised Code sections mentioned above should be referred to the Department of Law and Risk Management.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 3002
SUBJECT: CONFLICT OF INTEREST		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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.

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.


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There shall be no solicitation or distribution of products or services not related to Summit County business by employees or non-employees at any time during work hours or in work areas of the departments of the County Executive, unless authorized by the Human Resources Department.

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.

Questions regarding this policy, the Codified Ordinances or the Revised Code sections mentioned above should be referred to the Department of Law and Risk Management.

SECTION 4

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 4001
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	


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 or expression, disability, marital status, pregnancy, citizenship, or any other characteristic protected by applicable 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 Administrator in the Human Resources Commission office. Contact information can be found on their web page at <https://co.summitoh.net/pages/Human-Resource-Commission.html>.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 4002
SUBJECT: ADA AND ACCOMMODATION REQUESTS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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, as amended from time to time.


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 an 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 C**). The Human Resource Commission will determine if a qualifying disability exists and will evaluate requested accommodation(s) and/or any other available reasonable accommodations that would enable 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 an accommodation not related to the Americans with Disabilities Act (e.g., an injury or impairment that does not substantially limit one or more major life activities) 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, he or she will not be permitted to return to work until such time a physician releases the employee 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 4003
SUBJECT: ANTI-DISCRIMINATION/ ANTI- HARASSMENT AND DIVERSITY, EQUITY AND INCLUSION		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Section 169.21, 169.26 and 169.34, and any other applicable laws.

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. As such, sexual harassment and harassment on the basis of race, color, age, religion, national origin, ancestry, veteran status, sex, sexual orientation, gender identity or expression, disability, marital status, pregnancy, citizenship or any other characteristic protected by applicable law is strictly prohibited and will not be tolerated (Codified Ordinance 169.21).

Sexual harassment involves unwelcome conduct of a sexual nature in which:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance or creates a pervasive, intimidating, abusive, hostile or offensive work environment.

Examples include offensive sexual flirtations; advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or an individual's appearance; the display of sexually suggestive objects or pictures; or any other sexually offensive or abusive physical contact or gestures.

Such conduct, regardless of who commits it, is prohibited. Anyone found to have engaged in sexual harassment will be subject to disciplinary action up to and including termination.

Other unlawful harassment includes intimidation, ridicule or insults that:

- Unreasonably interferes with an individual's work performance;
- Creates an abusive or hostile work environment; or
- Otherwise adversely affects an individual's employment opportunities.

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Unlawful harassment applies to such conduct, which is based on an individual's race, color, age, religion, national origin, ancestry, veteran status, sex, sexual orientation, gender identity or expression, disability, marital status, pregnancy, citizenship or any other characteristic protected by applicable law. It includes actions such as repeated verbal abuse; the circulation of written material that demeans or exhibits hostility or dislike toward an individual or any of the previously mentioned groups of persons; or inappropriate jokes or slurs. Such conduct likewise is prohibited and will subject the person engaging in it to disciplinary action up to and including termination.


An employee who believes that he or she has been subject to discrimination or harassment shall contact his or her immediate supervisor within ten (10) days of the incident. If the employee does not feel comfortable bringing the complaint to his or her immediate supervisor, he or she may contact the Equal Employment Opportunity Compliance Administrator in the HRC office. In the absence of the EEO Compliance Administrator, complaints may be taken to the Human Resources Department Director.

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

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 Compliance Administrator. Anyone found to have retaliated against another employee will be subject to discipline, up to and including, termination.

All employees shall receive at least two hours of training every year covering Diversity, Equity and Inclusion and Anti-Harassment (Codified Ordinance 169.34). 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. An employee who fails to maintain compliance with these training obligations may be subject to disciplinary action up to and including termination.

SECTION 5

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5001
SUBJECT: HIRING	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/07/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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 or designee, 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.

The Summit County Executive's Office is firmly committed to selecting and employing qualified individuals for all available positions. Discriminating against job applicants on the basis of race, color, age, religion, national origin, ancestry, veteran status, sex, sexual orientation, gender identity or expression, disability, marital status, pregnancy, citizenship or any other characteristic protected by applicable law is strictly prohibited.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5002
SUBJECT: EXAMINATIONS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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.

All examinations will be performed in accordance with the Americans with Disabilities Act and any other applicable laws.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5003
SUBJECT: PROBATIONARY PERIOD		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 and assessing the employee's ability to perform the duties of the job. An employee may be removed at any time during the probationary period if, following original appointment, the employee's job performance is found to be unsatisfactory. 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. The probationary period for part-time employees shall be 1040 hours worked.


The process for bargaining unit employees regarding probationary periods 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.

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, including any extension, shall not exceed one calendar year or the equivalent for part-time employees. Approval of such a request is exclusively within the discretion of the Executive.

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, which means employment may be terminated with or without cause and with or without notice at any time by the Summit County Executive's Office or the unclassified employee.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5004
SUBJECT: PERFORMANCE EVALUATIONS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 completed 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 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 may 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5005
SUBJECT: PROMOTION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 who are qualified to fill vacant or new positions within the Executive's jurisdiction, the Executive 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5006
SUBJECT: FAIRNESS IN COUNTY EMPLOYMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5007
SUBJECT: JOB POSTINGS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 not to 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.

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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5008
SUBJECT: IMMIGRATION LAW COMPLIANCE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to comply with 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 business 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5009
SUBJECT: EMPLOYEE IDENTIFICATION BADGES		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 timecard.

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 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 badge will be re-issued upon completion of the Employee Identification Badge form and proof of receipt.

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 D**).

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5010
SUBJECT: OUTSIDE EMPLOYMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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.


No designated County official or employee, as defined in Summit County Codified Ordinance Section 169.03(c)(1)(C) may hold outside employment if the employment is with or for a person or entity which either has a contract with or does business with the County or is funded in whole or in part with County funds.

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. If, after the Executive recommends that the employee terminate his or her outside employment, the employee refuses, he or she may be subject to discipline, up to and including termination.

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 and will result in a request to terminate such activities. Any employee who refuses to terminate such activities will be subject to disciplinary action up to and including termination.

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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5011
SUBJECT: PERSONNEL FILES		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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:

1. Application/Resume
2. Salary information
3. Performance Evaluations
4. Records pertaining to hire, promotion, demotion, transfer, lay-off
5. Disciplinary Records
6. Training/Education
7. Acknowledgements/Notifications
8. Emergency contact information

The Human Resources Department also maintains separate confidential employee medical files as required by law.


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 Chapter 149 of the Ohio Revised Code.

An employee may request an appointment with the Human Resources Department to view his or her 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. Personnel records are the property of the County.

The County will also provide copies of an employee's medical records and certain wage and hour records in accordance with Ohio Revised Code 4111.14(G) and 4113.23(A).

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

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

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5012
SUBJECT: TRAINING/EMPLOYEE DEVELOPMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 section 169.34.

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, Equity and Inclusion (Every year)
- Anti-harassment (Every year)
- Political Activity (Every two years)
- Substance Abuse Prevention (Every year)
- Benefits Open Enrollment (Every three years)
- IT Security (Every year)

Although all Executive employees are encouraged to complete it, certain management employees as designated by the Executive may be required to complete Public Records Law training once every four years. Additionally, supervisors are required to complete supervisor training on substance abuse once per year.

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 Human Resources Department Learning Portal at https://summitcounty.learnupon.com/users/sign_in. 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5013
SUBJECT: SEPARATION FROM EMPLOYMENT		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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.

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).

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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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5014
SUBJECT: LAYOFF AND ABOLISHMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023


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, lack of work, or any other lawful purpose, 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5015
SUBJECT: REMOTE WORK PROGRAM – EMPLOYEE POLICY		PAGE 1 of 3
DEPARTMENT: ALL		EFFECTIVE DATE: 06/06/2022
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive’s Office (“the County”) to allow Remote Work as a viable, flexible work option, offered on a hybrid basis, when both the employee and the employee’s position and work are suited for such an arrangement. In offering this program, the County agrees to follow the provisions of the REMOTE WORK PROGRAM – EMPLOYER POLICY in the County of Summit Executive Policy and Procedure Manual Number 5016.

Remote work will be offered to employees at the County’s discretion, subject to the terms contained in this policy and the Remote Work Program – Employer policy. Remote work may be revoked at any time, for any reason. The County maintains the right to change employee work schedules and work location based on operational needs and shall make an effort to provide reasonable notice in the event of a schedule or location change. An employee participating in remote work may request to return to work, in the office, at any time. Employee participation does not affect the terms and conditions of employment with the County of Summit. Employees participating in remote work must adhere to County policies and procedures; state and local regulations; departmental guidelines; and collective bargaining agreements, as applicable.

PROCEDURE:

Employee Responsibility: An employee’s remote work status is considered an extension of the County’s workspace. Time spent working remotely must be documented by following the time and attendance policy of the Executive’s Office (County of Summit Executive Policy and Procedure Manual Number 10007). Requests for time off (sick, personal or vacation) must be requested through the normal procedures of the Executive’s Office and by following established departmental protocol. No overtime is allowed, unless expressly approved in advance, by a supervisor 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 visit, phone or email employees at any time during scheduled work hours. Employees may be called into the workplace at any time during scheduled work hours and the remote employee must report as directed or within one (1) hour. Employees required to do remote check-ins, and/or have scheduled on-site workdays must report for those activities. Failure to do so will be treated as an Absent Without Leave (A.W.O.L.) incident and shall be subject to progressive disciplinary action. Meetings with clients and co-workers in employees’ homes are strictly prohibited.

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Remote work options play a significant role during emergency situations by enabling a greater number of employees to work and support the County's continuity of operations. If the remote employee's County office is closed due to an unforeseen circumstance, such as severe weather or a power outage, employees are still expected to work remotely unless a request is approved to take a vacation or sick day. Conversely, if a remote employee is unable to perform their duties due to unforeseen circumstances in their home, such as a power outage, internet connectivity issues, etc., the remote employee must immediately notify his or her supervisor, who may then request that the employee come into the office. If such power outage or other disruption also affects the employee's County office, all affected employees will be on standby to resume normal work activities at such time that the disruption is remedied or until notified by the County that such standby status has ended. Employees who do not wish to be on standby and/or do not wish to return to work upon the remedy of the disruption may be permitted to submit a request for leave for time not worked. Failure to return to work without an approved leave for the absence will be treated as an Absent Without Leave (A.W.O.L.) incident and shall be subject to progressive disciplinary action.

Employees are expected to maintain their remote workspace in a safe manner, free from hazards. Employees engaged in the Remote Work Program must also ensure their remote workspace has sufficient space, reliable connectivity, information security and be free from personal disruptions. A dedicated high-speed internet connection to the remote work location is required. Employees assume responsibility and all costs for maintaining their remote work location, unless otherwise required by law.

The County shall provide and/or approve the equipment, supplies, and software that are necessary for the employee to conduct County business while working remotely. The County assumes responsibility for and the maintenance and repair of County-owned equipment if the employee uses such equipment as intended and promptly reports malfunctions or any problems. 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.

The use of equipment, software, data, and supplies, if provided by the County, is limited to use by the employee and for purposes related to County business only. Remote employees may not use County issued equipment for personal use. All equipment provided by the County shall be formally issued to the employee by the employee's department and the Office of Information Technology (OIT) as detailed on the Hardware Acknowledgement Form (**Appendix E**). It is the responsibility of the employee to return equipment in workable and usable condition upon supervisory request or when separating from the County, as indicated in the County of Summit Office of Information Technology Policy and Procedure Manual. Failure to do so will result in the cost of equipment being deducted from the employee's final paycheck to the extent allowed under applicable law. Employees shall remain liable for any equipment reimbursements not satisfied upon separation from employment. The County may also initiate legal action against the employee to recoup its equipment. OIT shall determine and forward final cost of unreturned equipment to the department's payroll processor.

Summit County EXECUTIVE	POLICY AND PROCEDURE MANUAL
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Employees required to report to the office during a scheduled remote work day are not entitled to mileage reimbursements for such commute, unless otherwise required by law. All other employer required commutes and travel shall be reimbursed as provided under Summit County Codified Ordinance 169.30. Employees are responsible for determining any tax or legal implications under federal (i.e., IRS), state and local laws, and/or restrictions of remote work. The County assumes no responsibility or liability for employee-owned equipment or remote workspaces.


Consistent with the County's expectations of information security, employees participating in the Remote Work Program 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 and shall abide by the terms of the County's Confidentiality Agreement (**Appendix F**).

Employees working remotely acknowledge that their use of County issued equipment and software for County-related work might, from time to time, be monitored to document time and effort for audit purposes and for compliance with County ordinances, departmental performance standards and federal labor law.

By signing the Acknowledgement that an employee has read and understands this Personnel Policy and Procedure Manual, the Employee agrees that he or she understands the terms of the remote work policy set forth in this section and agrees to abide by its terms if the employee is permitted to engage in remote work. Employees who do not consent to these terms will not be eligible to participate in the County's Remote Work Program. Further, the County reserves the right to conduct onsite visits to the remote work location during the employee's scheduled hours of work.

The County and its agents are not liable for damages to the remote employee's personal or real property while the employee is participating in remote work, except to the extent it is adjudicated to be liable under Ohio law. Injuries sustained by the employee at their remote work location and in conjunction with their official job duties may be covered by the State of Ohio Workers' Compensation laws. Remote employees are expected to notify the County of any such injuries as soon as practicable.

The County may take appropriate disciplinary action, up to and including recommendation of termination, if an employee fails to comply with any of the policies and provisions of this Remote Work Program policy.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 5016
SUBJECT: REMOTE WORK PROGRAM – EMPLOYER SUPERVISION POLICY		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/06/2022
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive’s Office (“the County”) to allow Remote Work as a viable, flexible work option, offered on a hybrid basis, when both the employee and the employee’s position and work are suited for such an arrangement.

Remote work will be offered to employees at the County’s discretion, subject to the terms contained in this policy and the Remote Work Program – Employee Policy. Remote work may be revoked at any time, for any reason. The County maintains the right to change employee work schedules and work location based on operational needs and shall make an effort to provide reasonable notice in the event of a schedule or location change. An employee participating in remote work may request to return to work, in the office, at any time. Employee participation does not affect the terms and conditions of employment with the County of Summit. Employees participating in the Remote Work Program must adhere to County policies and procedures; state and local regulations; departmental guidelines; and collective bargaining agreements, as applicable.

PROCEDURE:

County Responsibility: Departments under the Executive who wish to participate in the Remote Work Program must do so in a manner that is responsible to both the County and the employees, while safeguarding the assets and interests of the residents of Summit County. With this in mind, Directors are instructed to institute the following safeguards to the program to protect it from abuses by both supervisors of the program and employees participating in remote work.


Directors must ensure that offering remote work will:

- Not impair the business operations and/or business continuity of the County operation for which it is being offered.
- Be offered to employees and managed on an equitable basis (examples include: seniority, performance review ratings, type of work) that must be pre-approved by the Executive.
- Be managed in a way that promotes team building, mentorship, and the well-being of employees.
- Require employees to report on-site, to their regular place of County employment, on a regular planned interval, as determined by the Director and approved by the Executive.

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- Require regularly scheduled meetings with employees through Zoom, Microsoft Teams, or other forms of video conferencing to discuss daily work activity and to further goals of team building, mentorship and employee well-being.
- Continue seamless communications by using email, text, virtual meeting platforms, etc. during regularly scheduled hours of work.
- Ensure that employees adhere to County policies and procedures; state and local regulations; departmental guidelines; and collective bargaining agreements, as applicable.
- Ensure employees have equipment, supplies and software that are necessary for the employee to conduct County business while working remotely.
- Ensure employees are properly using the equipment assigned to them, including the daily log-in to work assignments and monitoring software.
- Ensure that employees can and do comply with the one (1) hour call-in reporting requirement and all other in-person meetings, as assigned.
- Require an understanding of productivity benchmarks and reporting that may be used to monitor time and effort as demonstrated by the use of County or state-issued equipment.
- Review and understand work functions that do not require or lend themselves to using County equipment, such as attendance at in-person events, virtual meetings, etc., while working remotely and how time spent on those functions impacts the productivity reports provided while using County or state-issued equipment.

It is the Executive's expectation that remote work will be utilized as a tool that improves worker productivity and satisfaction and will seamlessly interweave with traditional on-site work activities. Remote work assignments will be managed in an equitable manner across departments. Employees, including supervisors who abuse the program will be subject to progressive discipline and may be removed from the program.

	COUNTY OF SUMMIT OFFICE OF INFORMATION TECHNOLOGY POLICY AND PROCEDURE MANUAL	NUMBER: 5017
SUBJECT: REMOTE WORK PROGRAM – TECHNOLOGY EQUIPMENT USE AND MONITORING		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/06/2022
APPROVER: STEPHEN BYRNE, DIRECTOR		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Office of Information Technology to support Remote Work as a viable, flexible work option when both the employee and the job and technical characteristics of the employee's position are suited to such an arrangement. It is at the sole discretion of the County to allow remote work.

The Computer and Telecommunications Policy of the Office of Information Technology (OIT) governs the use of all electronic equipment (including equipment used for remote work), data and communications. Electronic equipment and communications include computer equipment, software, operating systems, storage media, network accounts providing electronic mail, World Wide Web browsers, File Transfer Protocol ("FTP"), telephones, facsimiles, two-way radios, tablets, cellular telephones or "soft 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 of employment, and could also result in criminal prosecution when appropriate.

PROCEDURE:

OIT Responsibility: OIT shall provide and/or approve the equipment, supplies and software that are necessary for the employee to conduct County business while working remotely and assumes responsibility for and the maintenance and repair of County-owned equipment as long as the employee uses the equipment as intended and reports malfunctions or any problems promptly. Accordingly, it is the employee's responsibility to immediately report to his or her 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 the 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 shall be formally issued to the employee by the employee's Department and the Office of Information Technology as detailed on the Hardware Acknowledgement Form (**Appendix E**). It is the responsibility of the employee to return equipment in a workable and usable condition upon supervisory request or when separating from the County. Failure to do so will result in the cost of the equipment being deducted from the employee's final paycheck to the extent allowed under applicable law. Employees shall remain liable for any equipment reimbursements not satisfied upon separation from employment. The County may also initiate legal action against the employee to recoup its equipment. OIT shall determine and forward final cost of unreturned equipment to the department's payroll processor.


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Consistent with the County's expectations of information security, employees working remotely 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 and shall abide by the terms of the County's Confidentiality Agreement (**Appendix F**).

Employees working remotely understand that their use of County issued equipment and software for County-related work may be monitored to document time and effort for audit purposes and for compliance with County ordinances, departmental performance standards and applicable federal and state law. Employees who do not consent to these terms will not be eligible to participate in the Remote Work Program. Further, the County reserves the right to conduct onsite visits to the telework location during the employee's scheduled hours of work.

Should it become necessary, OIT shall collect, store and secure all data obtained as a result of remote work monitoring. Detailed data of employee activity shall not be made available to employee Supervisors without a signed request from the Appointing Authority detailing why such request is necessary. The Director of the Office of Information Technology shall report the release of such data to the County Information Technology Board and Department of Internal Auditing.

SECTION 6

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6001
SUBJECT: FAIR LABOR STANDARDS ACT COMPLIANCE		PAGE 1 of 3
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to comply with the Fair Labor Standards Act ("FLSA") 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 their 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 the 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 the FLSA exemption tests. The HRD will make the final decision as to the determination of the FLSA status of positions in all cases.

Upon hire or if an employee's FLSA status changes, HRD will inform the employee of his or her FLSA status and if he or she is eligible for overtime under the law.

It is the County's policy and practice to accurately compensate employees 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 of employment.

Exempt employees will receive a full salary for any workweek in which work is performed. However, under federal law, an exempt employee's salary is subject to certain deductions. For example, absent contrary state law requirements, an exempt employee's salary can be reduced for the following reasons in a workweek in which work was performed:

- Full day absences for personal reasons, including vacation.
- Full day absences due to sickness or disability if the deduction is made in accordance with a *bona fide* plan, policy or practice of providing compensation for loss of salary caused by sickness or disability.
- Penalties imposed in good faith for infractions of safety rules of major significance.

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- Family and Medical Leave absences.
- To offset amounts received as payment for jury and witness fees or military pay.
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.
- The first or last week of employment in the event an employee works less than a full week.

An exempt employee's salary also may be reduced for certain types of deductions, such as: an employee's portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan. In any workweek in which an employee performed any work, an employee's salary will not be reduced for any of the following reasons:

1. Partial day absences for personal reasons, sickness or disability.
2. Absence because a County facility is closed on a scheduled work day.
3. Absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work.
4. Any other deductions prohibited by state or federal law.

If an exempt employee believes his/her pay has been improperly subject to a reduction for any reason, the employee should immediately contact their payroll administrator. Upon receipt of the complaint, an investigation will be conducted to determine whether the reduction was proper. In instances where it is determined that the reduction was improper, the employee will be promptly reimbursed for the improper deduction. In all instances, the County is committed to making a good faith effort to assure that its exempt associates are properly paid on a salaried basis.

Non-exempt employees.

Non-exempt employees are employees who, because of the type of duties they perform, their usual level of decision-making authority, and the method of their compensation, are subject to all FLSA provisions, including the payment of overtime.

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 overtime or compensatory time at the rate of one and one-half times the number of overtime hours worked. Holidays, sick leave, vacation or other paid leave do not count as time actually worked for purposes of calculating overtime.

Any overtime worked by FLSA non-exempt employees must be:

- Authorized by a supervisor;
- Necessary to the continued effective operations of County; and
- Managed in the most efficient and economical manner possible.

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

Overtime work will be paid in accordance with the 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.

Exempt employees are employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the FLSA.

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 for FLSA exempt employees is only granted in exceptional circumstances and only when authorized in writing by the appointing authority. The following rules apply to exempt employees who are granted compensatory time:

- The compensatory time off must be taken within 180 days following the pay period in which it was accrued.
- Compensatory time 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 a leave request 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).

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 Human Resources Department’s FLSA compliance officer to report his or 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6002
SUBJECT: OVERTIME	PAGE 1 of 2	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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.
- 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 generally not entitled to overtime. However, exempt employees who work overtime may occasionally receive 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.

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When being paid compensatory time, exempt employees must record their timekeeping (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.

Employees shall be compensated for any overtime worked. However, all overtime must receive prior authorization from the Director and/or immediate supervisor, except in extreme circumstances. 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6003
SUBJECT: PAY PERIOD/PAYCHECKS	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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. 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
- Charitable contributions (United Way)

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6004
SUBJECT: SEPARATION PAY		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 as set forth in section 169.23(c) of the Codified Ordinances. 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 if no beneficiary is named, to the employee's estate, upon presentation of a certified death certificate.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6005
SUBJECT: HOLIDAY	PAGE 1 of 2	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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
 Juneteenth
 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 adopted by County Council annually and the ordinance is available on the Council website.

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 not in active pay status and therefore ineligible for holiday pay 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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NUMBER: 6005	PAGE 2 of 2

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, 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 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6006
SUBJECT: LUNCH/BREAKS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023


POLICY:

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Section 169.06 and federal and state law regarding meal breaks.

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 and docking of pay for time missed.

Employees are to be completely relieved from duty during their lunch break. If a non-exempt employee is required to perform any work duties while on lunch break, the employee must be compensated for the time spent performing work duties. The time spent working during the lunch break will be counted toward the employee's total hours worked. Employees must obtain prior approval before working overtime.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6007
SUBJECT: HOURS OF WORK		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 workday 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 is at 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6008
SUBJECT: RECORD KEEPING		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 employees, 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 or she must notify his or her supervisor, via e-mail, of the specific time(s) and reason for the missed punch(es). The supervisor will then approve the time and submit it payroll or edit the time in the time and attendance system.

Employees must have prior management approval to work overtime.

Non-exempt employees must scan out and in when leaving the 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 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6009
SUBJECT: FLEX TIME		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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, who have been employed by the County for 90 days and who have demonstrated satisfactory job performance 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). 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.
- 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.

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NUMBER: 6009	PAGE 2 of 2


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 workday.
- 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 his or her approved flex time option at a time other than a scheduled request period, they will need to make their request through their supervisor and explain 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
- Childcare 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6010
SUBJECT: VOLUNTARY COST SAVINGS DAYS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to allow employees to participate in a Voluntary Cost Savings Days ("VCSD") program.

PROCEDURE:

Employees who desire to assist the County in reducing personnel costs can participate in a VCSD program. The VCSD program allows eligible employees to voluntarily reduce their schedule or be in a no pay status for a period of time without reducing benefits or paid leave.

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 G**) at least thirty days prior to commencement of leave or implementation of a reduced schedule. 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. 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 County and returned to the employee within three (3) workdays.

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 (i.e., 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. However, an employee who takes an unpaid leave of absence pursuant to a VCSD program is responsible for the employee's share of insurance premiums for all insurance programs in which the employee is enrolled at the time of 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 6011
SUBJECT: BREASTFEEDING MOTHERS/LACTATION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 mealtimes. 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.

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.


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.

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

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 7001
SUBJECT: SUBSTANCE ABUSE PREVENTION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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. It is the goal of the Executive to provide 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 H**) 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 Driver's 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 County 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 7002
SUBJECT: SMOKE/TOBACCO/VAPOR FREE WORKPLACE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023


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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 7003
SUBJECT: EMPLOYEE ASSISTANCE PROGRAM	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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 both at home and at work, which ultimately affect 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

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 7004
SUBJECT: FITNESS FOR DUTY		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 the date, time and location of examination. Absent extenuating circumstances, failure to attend the medical examination as scheduled will result in disciplinary action up to and including termination of employment.

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 County's certified medical professional's findings. In the event the employee disagrees with the conclusion of the County'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 County'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 County's and the employee's licensed medical doctors agree, their decision shall be final. If the County's and the employee's licensed medical doctors disagree, the dispute may be referred to a neutral licensed medical doctor agreed upon by the County 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 County 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 7005
SUBJECT: SAFETY POLICY	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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, 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 also 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 and including termination. Any accident or injury occurring during work hours shall be reported to an employee's immediate supervisor or their designee as soon as practicable. Any employee involved in the accident or injury 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 Building Safety and Security Policies issued for the specific facility for his/her working location.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 7006
SUBJECT: WORKPLACE VIOLENCE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 and 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 members 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 7007
SUBJECT: WEAPONS AND CONCEALED HANDGUNS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 2923.1210 (A), 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 stored inside a licensee's privately owned vehicle while the licensee is physically present in his/her vehicle or the handgun is locked within the trunk, glove box, or other enclosed compartment or container within or on the licensee's privately owned vehicle.

SECTION 8

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8001
SUBJECT: VACATION	PAGE 1 of 2	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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, non-bargaining employees, as defined in Summit County Codified Ordinance Section 169.05(1), shall earn vacation leave each bi-weekly pay period while in active pay status as 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 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.).

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 8001	PAGE 2 of 2

In order to receive credit for prior service, an employee must provide payroll with a signed document from their 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8002
SUBJECT: SICK LEAVE/BEREAVEMENT LEAVE	PAGE 1 of 3	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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(1) 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 Unit employees should refer to their contract for sick leave rules/procedures.

An employee may request sick leave for the following reasons, provided he or she follows 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 licensed 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)(A)-(B).

After exhausting sick leave, an employee can request to substitute vacation for sick leave purposes. Such a request is subject to approval by the employee's immediate supervisor.

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.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 8002	PAGE 2 of 3

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 an employee is absent due to illness for three (3) or more consecutive working days, the employee shall furnish a certificate from a licensed physician stating that the employee was under said physician's care. During a prolonged period of 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 a prolonged period of sick leave, an employee shall submit a certificate from a licensed physician stating 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.

A 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 workdays without proper notification.
- Five (5) or more non-consecutive, unverified absences within a six (6) month period.


SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 8002	PAGE 3 of 3

- 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 and 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, 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8003
SUBJECT: PERSONAL LEAVE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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.

Members of a collective bargaining unit should refer to their bargaining unit agreement to verify the number of available personal leave days.

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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8004
SUBJECT: COMPENSATORY LEAVE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:


It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Section 169.06 and the Ohio Administrative Code Rules 123:1-43-01 to 123:1-43-02, and the Ohio Revised Code Section 124.18.

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 at 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8005
SUBJECT: FAMILY AND MEDICAL LEAVE ACT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 and Medical Leave Act ("FMLA") (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 I** for additional details regarding FMLA eligibility, rights, etc.


An employee requesting FMLA leave shall submit the Employee Request for FMLA 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. If the need for leave is unforeseeable, the employee must submit the form as soon as practicable. Any employee with a sick/illness absence of three (3) or more consecutive days will automatically be sent the FMLA form.

Within five (5) business days of being notified of the need for FMLA leave, 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, it shall forward all paperwork to the HRC.

The HRC will review all information and determine if the leave requested qualifies for FMLA 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 plan to return to work after FMLA 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 FMLA 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 of employment.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8006
SUBJECT: LEAVE DONATION	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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 J** 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 no 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 will be transferred by the recipient/donor's payroll office(s) each pay period as needed.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8007
SUBJECT: ADMINISTRATIVE LEAVE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 or she accepts other employment without prior approval from the Executive, files for unemployment compensation or if upon return from leave, he or she refuses job reassignment from the Executive.

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

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8008
SUBJECT: LEAVE WITHOUT PAY/LEAVE OF ABSENCE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

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


PROCEDURE:

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 to the Human Resources Department in writing, no later than sixty (60) days prior to the commencement of leave. 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 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8009
SUBJECT: ELECTION JUDGE LEAVE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023


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 vacation and 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 his or her supervisor.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8010
SUBJECT: COURT LEAVE	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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 County recognizes nominal travel time between the courthouse and workplace.

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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8011
SUBJECT: MILITARY LEAVE		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Sections 169.22(h) and 169.22(i) and the Uniformed Services Employment and Reemployment Rights Act of 1994

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 covered while employed, until such employee is eligible for military health insurance.

Employees will be compensated in accordance with Codified Ordinance 169.22(h)(2). 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(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 covered while employed, until such employee is eligible for military health insurance.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 8012
SUBJECT: PAID PARENTAL LEAVE		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 12/12/2016
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 and 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;
- Be the biological parent of a newly born child or the legal guardian of a newly adopted child and reside in the same residence as the newly born biological child or newly adopted child; and
- 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 workday. 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 utilizing intermittent Paid Parental Leave must submit a leave request to their immediate supervisor for any workday that is being scheduled off. Employees will remain eligible to receive all County-provided paid benefits and will continue to accrue other forms of paid leave during the period they are utilizing the Paid Parental Leave benefit.


SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
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Employees are ineligible for overtime pay during the period they are receiving the Paid Parental Leave benefit. Employees utilizing intermittent Paid Parental Leave are 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 workdays 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, which requires 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

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 9001
SUBJECT: HEALTH BENEFITS		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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, as defined by Section 169.05(1), shall receive health benefits on the first day of the next month following the start of their employment. If an employee's hire date is the first day of the month, benefits start on that day.

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.

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 County 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.

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.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
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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(1) 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.

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.

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.


	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 9002
SUBJECT: OPEN ENROLLMENT/QUALIFYING EVENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 online annually to make their elections. Instructions for accessing the on-line open enrollment system are available on the Employee Benefits Website (<https://hreb.summitoh.net/Home.html>). 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 9003
SUBJECT: OTHER BENEFITS	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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(1) 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.

Additional optional employee benefit programs may be offered to County employees at the sole discretion of the County. These additional options include:

- 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 Employee Benefits website at <https://hreb.summitoh.net/Home.html> and view the Insurance Benefits tab for specific provider and/or program information.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 9004
SUBJECT: COBRA	PAGE 1 of 1	
DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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:


Under COBRA, the County must permit employees and their qualified beneficiaries to elect to continue group health coverage when a certain qualifying event occurs that causes the loss of group health plan coverage. Qualifying events include termination of employment, death of the employee, a reduction in work hours below that required to receive group health coverage, divorce, retirement, and loss of eligibility by a dependent child. An eligible employee and any qualified beneficiaries will receive a letter outlining their rights under COBRA, its duration and payment instructions once a qualifying event occurs.

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, employees and their qualified beneficiaries 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.

It is the employee's responsibility to advise the Department of Human Resources, Division of Employee Benefits, of certain qualifying events such as divorce and dependent eligibility so that extended coverage may be offered.

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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 9005
SUBJECT: WORKER'S COMPENSATION		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to comply with Summit County Codified Ordinance Section 169.12 and 169.15(d)(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. If notification cannot be provided immediately due to the nature of the injury, an employee must notify his/her supervisor as soon as possible after sustaining the injury.

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 Workers' 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 or her original job with or without modifications or another targeted job that may be identified.

The Workers' 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 his or her regular shift.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 9006
SUBJECT: TUITION REIMBURSEMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:


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

PROCEDURE:

An employee may be eligible for work-related tuition reimbursement if the employee has worked one (1) full year of continuous service with the County and meets the various other 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 completing the Tuition Reimbursement Authorization form attached as **Appendix K**.

SECTION 10

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10001
SUBJECT: APPEARANCE/DRESS CODE		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 but is not considered an exhaustive list of 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).
- 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 workplace except when required for religious purposes, cultural traditions or part of the work uniform.

Examples of shoes that are unacceptable for the workplace 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
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The County complies with all laws related to dress and grooming, including nondiscrimination laws that require the County to make reasonable accommodations based on employees' race, ethnicity, disability, gender identity or expression, and religion, including wearing certain attire, clothing, or facial hair required by their religion.


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.

The County Executive may designate certain days, generally Fridays, as casual days during which employees, when approved by the Department Director, may wear more casual attire such as 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10002
	SUBJECT: EMPLOYEE RESPONSIBILITY FOR COUNTY PROPERTY	PAGE 1 of 1
	DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023


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. If an employee fails to return County property, the cost of the property will be deducted from the employee's final paycheck to the extent allowed under applicable law. The County may also initiate legal action against the employee to recoup its property.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10003
SUBJECT: ARREST, GUILTY PLEA AND/OR CONVICTION		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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) workdays 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10004
SUBJECT: WORKPLACE SEARCH/PRIVACY		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 08/01/2020
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 workspace, 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. This includes the inspection of County provided equipment used in the further of remote work.

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 investigation.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10005
SUBJECT: GUIDELINES FOR PROHIBITED CONDUCT		PAGE 1 of 4
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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

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Examples of Prohibited Conduct

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

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

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
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The following is a list of examples of offenses that could result in immediate termination. This list is not all inclusive:


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

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
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Evaluation of Inappropriate Conduct

All inappropriate conduct shall be evaluated on a case-by-case basis, considering, but not limited to, 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 the 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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10006
SUBJECT: PROGRESSIVE DISCIPLINE		PAGE 1 of 3
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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. **Employees in a collective bargaining unit must refer to their collective bargaining agreement for information regarding discipline.**

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.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
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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 County during their regularly scheduled hours and/or regular business hours.

Pre-disciplinary conference - 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 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 County'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.

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An employee may elect to have a representative at the conference (at the 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 without requesting and receiving a continuance as specified shall be deemed a waiver of the conference. Pre-disciplinary conferences are not electronically recorded. The only record of the conference 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. 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 County 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 County'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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10007
SUBJECT: ATTENDANCE/AWOL		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 and 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.

An absence will be excused 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.

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.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 10007	PAGE 2 of 2

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

- Absence of three (3) consecutive workdays 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 of employment.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10008
SUBJECT: POLITICAL ACTIVITY		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 by Section 169.18(d).

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 of employment.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10009
SUBJECT: CHAIN OF COMMAND		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 is 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 has 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), he or she should follow their Chain of Command in seeking resolution starting with his or her immediate supervisor and moving up the Chain of Command if his or her questions/complaints are not answered and/or addressed. If the situation involves the employee's immediate supervisor, the employee may seek resolution from his or her 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.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
NUMBER: 10007	PAGE 2 of 2

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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 10010
SUBJECT: ANTI-RETALIATION POLICY		PAGE 1 of 2
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

POLICY:

It is the policy of the Summit County Executive's Office to maintain a work environment that is free of harassment, intimidation, discrimination and retaliation for engaging in protected activity such as reporting violations or participating in an investigation pertaining to alleged violations of any laws or County policies and procedures.

PROCEDURE:

The County strictly prohibits any form of retaliation against employees who raise issues or ask questions, make reports, participate in an investigation, refuse to participate in suspected improper or wrongful activity, or exercise workplace rights protected by law (protected activity). Examples of protected activity include, but are not limited to reporting the following:

- Discrimination or harassment;
- Fraud;
- Unethical or unprofessional business conduct;
- Non-compliance with County policies/procedures;
- Real or potential threats to County employees' or the public's health and/or safety;
- Violations of local, state or federal laws and regulations; or
- Other illegal or improper practices or policies.

Any County employee who reports the above prohibited behavior has engaged in a protected activity and will be shielded from retaliation. Retaliation includes, but is not limited to, disciplining, reassigning, lowering a performance appraisal or threatening or intimidating an employee because he or she engaged in protected activity, such as complaining about harassment or participating in an investigation about harassment.

The County prohibits retaliation even if the concerns raised are not confirmed following an investigation. However, an employee may be subject to disciplinary action, up to and including termination of employment, if the employee knowingly made a false allegation, provided false or misleading information in the course of an investigation, or otherwise acted in bad faith.


The County depends on its employees to raise questions or concerns so that the County can take appropriate action. As such, employees who believe they have witnessed retaliation, been personally retaliated against, or know of any other violation of this policy, must immediately notify the Human Resource Commission.

SUMMIT COUNTY EXECUTIVE	POLICY AND PROCEDURE MANUAL
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Any and all complaints received by the County will be investigated as necessary for the County to make a determination regarding appropriate corrective action. Allegations of violations of this policy will be investigated in a timely and confidential manner. (A “confidential manner” means within the bounds necessary to conduct an effective investigation, and that information will be divulged only on a need-to-know basis).

Any employee who retaliates against an employee engaged in activity protected under this policy or who otherwise violates this policy will be subject to disciplinary action, up to and including termination of employment.

SECTION 11


	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 11001
	SUBJECT: ELECTRONIC EQUIPMENT AND COMMUNICATIONS	PAGE 1 of 1
	DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023

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 L**). Department of Job and Family Services employees must also comply with the Ohio Department of Job and Family Services Code of Responsibility.

PROCEDURE:

Employees must follow all procedures set forth in the Office of Information Technology's Computer and Telecommunications Policy.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 11002
SUBJECT: BULLETIN BOARDS		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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, including electronic posting boards on the first and fourth floors.

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.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 11003
	SUBJECT: UNAUTHORIZED USE OF ELECTRONIC APPLIANCES	PAGE 1 of 1
	DEPARTMENT: ALL	EFFECTIVE DATE: 08/01/2020
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023

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 prohibit the use of most 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, or 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

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 12001
	SUBJECT: OPERATION OF A VEHICLE FOR COUNTY OF SUMMIT BUSINESS	PAGE 1 of 2
	DEPARTMENT: ALL	EFFECTIVE DATE: 06/09/2007
	APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023

POLICY:

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

PROCEDURE:

During the course of employment, an employee may be required or have occasion to operate a County vehicle or the employee's personal vehicle for County business.

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

- 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;
- Receive prior approval from a supervisor;
- Maintain liability insurance in accordance with Section 4509.01 of the Ohio Revised Code, as amended, if operating a personal vehicle for County business; and
- Notify a supervisor and the Department of Law and Risk Management within twenty-four (24) hours of any moving traffic citation related to a County owned vehicle (e.g., a traffic citation or official warning in the 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 will be operating a motor 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 M**)


An employee must meet and maintain license requirements when operating a County vehicle if required by his or her classification. Failure to maintain a valid license may result in disciplinary action up to and including termination of employment. 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 of employment.

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

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

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, including slow or stopped traffic, employees should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving and pulling over is not an option, 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. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. 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 of employment.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 12002
SUBJECT: TRAVEL AND EXPENSE REIMBURSEMENT		PAGE 1 of 1
DEPARTMENT: ALL		EFFECTIVE DATE: 06/09/2007
APPROVER: ILENE SHAPIRO, EXECUTIVE		REVISION DATE(S): JUNE 27, 2023

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 N**).


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 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 while on authorized travel. Part II of the travel form should be submitted within thirty (30) working days after returning from 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. Receipts for meals are not required as meals are reimbursed at a per diem rate established by Executive Order.

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 the employee, and any allowable expense where no receipt is provided as documentation by the employee.

	COUNTY OF SUMMIT EXECUTIVE POLICY AND PROCEDURE MANUAL	NUMBER: 12003
SUBJECT: AUTOMATIC VEHICLE LOCATION DEVICES POLICY	PAGE 1 of 2	
DEPARTMENT: ALL	EFFECTIVE DATE: 08/01/2020	
APPROVER: ILENE SHAPIRO, EXECUTIVE	REVISION DATE(S): JUNE 27, 2023	

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.

An Automatic Vehicle Location device is 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.

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.

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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.

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APPENDICES:

APPENDIX A	Public Records Request Policy
APPENDIX B	Rules for Retention and Disposal of County Records
APPENDIX C	HRC Disability Accommodation Policy and Procedure
APPENDIX D	HRD Badge Guidelines
APPENDIX E	Remote Work Technology and Equipment Acknowledgement
APPENDIX F	Confidentiality Agreement
APPENDIX G	Voluntary Cost Savings Days
APPENDIX H	Summit Substance Abuse Policy
APPENDIX I	HRC Family and Medical Leave Policy and Procedure
APPENDIX J	HRC Leave Donation Policy and Procedure
APPENDIX K	Tuition Reimbursement Forms
APPENDIX L	Office of Information Technology Computer and Telecommunications Policy
APPENDIX M	FCRA Employee Consent to Motor Vehicle Record Report and Driver Application Form
APPENDIX N	Executive Travel Policy



**PUBLIC RECORDS
POLICY**

for the

**COUNTY OF SUMMIT
EXECUTIVE'S OFFICES**

**Effective
September 1, 2011**

Revised October 9, 2018

Revised November 16, 2022

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INTRODUCTION

In accordance with Ohio Revised Code Chapter 149, the County Executive adopts this Public Records Policy. It is the policy of the County of Summit to strictly adhere to the state's Public Records Act as well as other state and federal laws. The Public Records Act evolves from the principle that Ohio's citizens are entitled to access the records of their government.

By adopting this policy, the County Executive intends to ensure accountability, transparency and consistency in the conduct of public business.

This manual is intended as a guide. **This policy is not intended to be legal advice.** When specific legal questions about the public records law arise, please contact the County Executive's Department of Law and Risk Management Director.

SUBMIT PUBLIC RECORDS REQUESTS RECEIVED TO THE DEPARTMENT OF LAW AND RISK MANAGEMENT'S DIRECTOR VIA PUBLICRECORDS@SUMMITOH.NET

The Department of Law and Risk Management's Director is responsible for responding completely and accurately to any public records request related to the records of all County Executive's offices. For this purpose a procedure has been adopted which is attached hereto as Appendix A.

All offices under the Executive will adhere to this policy and will follow the attached procedure when receiving a public records request.

If you are unsure as to whether you have actually received a public records request, please forward what you received to the Department of Law and Risk Management's Director immediately. The Department of Law and Risk Management's Director will make the determination whether you received a public records request or if an exception exists.

SUBPOENA DUCES TECUM NOT A PUBLIC RECORDS REQUESTS

A court subpoena duces tecum is **NOT** a public records request, however, it must be transmitted to the Department of Law and Risk Management via the attached procedure. When a subpoena duces tecum is received, the Director of the Department of Law and Risk Management assign an attorney to comply with the subpoena. All communication with an outside attorney and/or court shall be made by the Department of Law and Risk Management.

PUBLIC RECORDS REQUESTS LOG

The Department of Law and Risk Management shall maintain a log of all public records requests that come to the Executive's Office. The log shall contain the following:

Date of Request;
Name of Person or entity requesting information (if provided);
Records Requested;
Records Released;
Date of Release; and
Legal Authority for any redactions or exemptions.

The Department of Law and Risk Management shall retain copies of the records released pursuant to the Department's Records Retention Schedule.

The Auditor of State may include in their audits a review of the public records requests logs and related copies.

OHIO SUNSHINE LAWS

"The Ohio Sunshine Laws – An Open Government Resource Manual", a manual prepared yearly by the Ohio Attorney General and the Ohio Auditor of State provides the most updated open meetings and public records law. The manual is commonly referred to as the "yellow book" and can be accessed online at www.ohioattorneygeneral.gov/yellowbook.

"RECORDS" DEFINITION

"Records" includes any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in § 1306.01 of the Revised Code, **created or received by** or coming under the jurisdiction of any public office of the state or its political subdivisions, **which serves to document the organization**, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the County of Summit are public unless they are specifically exempt from disclosure under Ohio or Federal law. O.R.C. § 149.011(G).

"Public Record" means records *kept by* any public office. The terms "Records" and "Public records" do not include every document or item found in the public office – only those which actually **document the policies, operations and other activities of the office**.

“PUBLIC RECORDS” DEFINITION

Not every piece of paper on which a public officer or employee writes something meets the definition of a record. Employee notes are not be public records if they are kept for the employee’s own convenience and have not been shared with other employees.

As long as a public record is *kept by* a public office, it does not lose its status as a public record. Records that have been retained past their expiration date per the RC-2 remain records and must be turned over in response to a records request. O.R.C. § 149.43(A)(1). See also *State ex rel. Canford v. Cleveland*, 103 Ohio St.3d 196 (2004).

PROPER REQUEST FOR SPECIFIC EXISTING RECORDS

The requester must identify the records with reasonable clarity. The request must not be overly broad or ambiguous.

A requester must also request a record that actually exists **at the time of the request**. There is no duty to provide records that were in not in existence at the time of the request, but which later come into existence.

The County is not required to create new records by searching for and compiling information in existing records. Any compilation of the information sought must already exist.

If a computer program can perform a search and compile information requested, that output is deemed to already exist. If there is not a standard search or report which is part of the program that maintains the data, the County is not required to create a search routine or custom report. 9 State ex rel. Scanlon v. Deters, 45 Ohio St.3d 376, 379, 544 N.E.2d 680 (1989) (overruled on different grounds). See also State ex rel. Kerner v. State Teachers Retirement Bd., 82 Ohio St.3d 273, 275, 1998-Ohio-242, 695 N.E.2d 256 (finding that the agency would have had to reprogram its computers to create the requested names and addresses of a described class of members).

ONLY NECESSARY RECORDS TO BE MADE

Public offices shall make only such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the County Executive’s Office and to protect the legal and financial rights of the County Executive’s Office and persons directly affected. O.R.C. § 149.40

DISPOSAL OF OR DAMAGE TO RECORDS

All records are the property of the County and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the County of Summit Records Commission. O.R.C. § 149.351(A)

SOCIAL MEDIA

County of Summit social media sites are subject to the State of Ohio public records laws. Any content maintained in a social media format that is related to County business, including a list of subscribers and posted communication, is a public record. Content related to County business shall be maintained in an accessible format so that it can be produced in response to a public records request. Social media sites shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

E-MAIL

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules. It is the **content** of an e-mail that determines its retention period.

When an e-mail message does not serve to document the organization, functions, policies, procedures or other activities of the public office, it is not a “record”, even if it was created by public employees on a public office’s e-mail system. O.R.C. § 149.011(G). O.R.C. § 1306.01(G). see also *State ex rel. Wilson-Simmons v. Lake County Sheriff’s Dept.*, 82 Ohio St.3d 37 (1998).

RECOVERY OF DELETED E-MAIL RECORDS

If there is evidence showing that records in email format have been deleted in violation of an office’s Records Retention Schedule, the office may have a duty to recover the contents of deleted emails and to provide access to them. The Courts will consider the relief available to the requester based on several factors set forth in *State ex rel. Toledo Blade Co. v. Seneca Cty. Bd. Of Commrs.*, 120 Ohio St.3d 373, 2008-Ohio- 6253.

The Office of Information Technology will assist in restoring such emails.

PUBLIC RECORDS EXEMPTIONS

Exemptions are created only by State or Federal law or case law - not by contract. Throughout the Ohio Revised Code, the General Assembly has identified records, information and other items that are not public records.

If any state statutes, rules, federal statutes or regulations prohibit disclosure, then a public office **MUST NOT** release that record in response to a Public Records Request.

Some records may be subject to both a discretionary and mandatory exception. In other words, the public office could have the option to withhold the record and also be subject to an exemption which prohibits its release. It is important to find all exemptions and not to rely on the first one that is found to apply.

If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

A partial list of exemptions to public records may be found at O.R.C. §149.43(A)(1) and in the Ohio Sunshine Laws Manual.

RECORDS REQUEST LANGUAGE

No specific language is required to make a records request. However, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If the request is not clear, the records custodian must ask the requester for clarification, and shall assist the requester in revising the request by informing the requester of the manner in which records are maintained by the office. O.R.C. § 149.43(B)(2).

REQUEST NOT REQUIRED TO BE IN WRITING

The requester is **NOT** required to put his/her records request in writing, does **NOT** have to provide his/her identity and does not have to disclose the intended use of the requested public record. The requester may be asked to make the request in writing, to provide their identity, and to disclose the intended use of the information requested, but may be asked such questions **only after it has been disclosed to the requester that a written request is not mandatory, that he/she does not need to provide his/her identity or that he/she need not disclose the intended use of the information requested.** The requester should be informed that, in order to respond, contact information for delivering the records in the requested format is necessary. O.R.C. § 149.43(B)(5)

AVAILABILITY OF RECORDS

Pursuant to Ohio law, all public records are to be organized and maintained so that they are promptly available for inspection and copying. If legal review and/or redaction are required, then the records shall be provided within a reasonable period of time thereafter. O.R.C. § 149.43(B)(2)

AMBIGUOUS OR OVERLY BROAD REQUEST

If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the public office cannot reasonably identify what records are being requested, the public office may deny the request. However, it is mandatory that the Public Office offer clarification on the manner in which records are maintained when a request is denied as ambiguous or overly broad. The Office should assist the requester in modifying the request to ensure success. O.R.C. § 149.43(B)(2)

LIMITATIONS OF RECORDS/REQUESTS

The County Executive's Office is not permitted to limit the number of public records that the public office will make available to a single person and can not limit the number of public records that it will make available during a fixed period of time. The office is not permitted to establish a fixed period of time before it will respond to a request for inspection or copying of public records, unless that period is less than eight (8) hours. O.R.C. § 149.43(E)(1)

However, the County may limit the number of records requested by a person that the office will transmit by United States mail to ten (10) per month, unless the person certifies to the office in writing that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes.

"Commercial purpose" does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research. O.R.C. § 149.43(B)(7); and § 109.03 of the Codified Ordinances of the County of Summit.

INSPECTION/COPYING OF RECORDS

Public records are to be available for inspection during regular business hours, with the exception of holidays, weekends or other days the offices are closed. Public records must be made available for inspection **promptly**.

For purposes of a response to a records request, "prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the

necessity for any legal review of the records requested and redaction of exempt information. O.R.C. § 149.43(B)(1).

NOT REQUIRED TO RESEARCH RECORDS

The County is not required to do research for a requester when the requester can inspect the records themselves. O.R.C. § 149.43(B)(1) and (2).

DO NOT LET REQUESTER MAKE COPIES THEMSELVES

A requester seeking copies of public records is not permitted to make their own copies of the requested records by any means. This measure is to protect the integrity of the original document. O.R.C. § 149.43(B)(6).

DENIAL OF RECORDS

If a public records request is denied, the denial must include an explanation, **including legal authority**, setting forth why the request was denied. All public records request denials shall be in writing. O.R.C. § 149.43(B)(3).

REDACTION

“Redaction” means obscuring or deleting from a record any information that is exempt from the duty to permit public inspection or copying. O.R.C. § 149.43(A)(11).

An employee shall notify the requester of any redactions made and should make the redactions plainly visible. A redaction is a denial of a request to inspect or copy the redacted information, unless Federal or Ohio law authorizes or requires the redaction (see Denial of Records). O.R.C. § 149.43(B)(1)

MEDIUM

The requester may choose to have the public record duplicated on paper, or by any other medium, which the public office determines that it reasonably can be duplicated in the ordinary course of operation of the office. Prior to making paper copies of records, the requester should be informed of the cost per page as well as an estimate of the total cost of the request including postage. O.R.C. § 149.43(B)(6).

Records can also be copied onto a digital media (DVD, or thumb drive) and the cost to the requester will be the cost of the media and the postage to mail it. Large requests can also be produced by Dropbox with the assistance of OIT.

COSTS FOR COPYING PUBLIC RECORDS

Those seeking paper copies of public records shall be charged 10¢ per page plus the cost of postage. The cost for digital production other than email is the cost of the medium used plus the postage.

There is no charge for documents e-mailed as no actual cost was incurred. O.R.C. § 149.43(B)(7); and § 109.02 of the Codified Ordinance of Summit County.

MEANS OF DELIVERY

Requesters may ask that documents be mailed by U.S. Mail or by any other means. Requesters will be charged the actual cost of the postage and mailing supplies. O.R.C. § 149.43(B)(6).

PAYMENT IN ADVANCE

The County requires the requester to pay the cost of copies, postage, delivery fees and mailing supplies in advance. O.R.C. § 149.43(B)(7).

FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The failure to respond to a public records request may lead to legal consequences. O.R.C. § 149.43(C)(1) and (2)(a) and (b). Failure to respond to a request, or the unreasonable denial of a request can expose the county to financial consequences up to the amount of \$10,000 per instance of a denial.

If a requester feels that they have been improperly denied public records due to the inability to inspect or to receive a copy of a record, the requester shall be advised that they may contact the Department of Law and Risk Management's Director.

If the Requester is still not satisfied, they shall be advised that the Ohio Revised Code provides a legal means for addressing their Complaint. Do not instruct the requester where to look for the law regarding this issue. Refer the requester to the Ohio Attorney General Website for resources.

A requester may file a mandamus action or request a resolution in the Court of Claims, but not both. O.R.C. §2743.75.

REQUESTS BY INCARCERATED PERSONS

Under Ohio law, an incarcerated person may receive public records. However, if the inmate requests public records concerning a criminal investigation or prosecution, the incarcerated person must have secured a finding from the Judge who imposed the sentence of incarceration (or that Judge's successor) that the information sought in the public record is necessary to support a justifiable claim of the person. O.R.C. § 149.43(B)(8)

RECORD RETENTION SCHEDULES (RC-2s)

The County of Summit Records Commission is responsible for providing rules for retention and disposal of the County records.

Set and follow the approved Record Retention Schedule (RC-2) for your office/department/agency. Do not use abbreviations, acronyms and jargon in the RC-2s.

RC-2s must be kept current. The County of Summit Records Commission may review any RC-2 that it has previously approved and, for good cause shown, may revise that schedule.

Each public office shall have available a copy of its current records retention schedule (RC-2) at a location readily available to the public.

O.R.C. § 149.38(A)(B); and O.R.C. § 149.43(B)(2)

DESIGNATION OF RECORDS MANAGER/COORDINATOR

The Records Manager for the Executive's Office is the chair of the Records Commission. Each office/department/agency shall designate a records coordinator who shall be responsible for the maintenance of the records for that office/department/agency and shall be responsible to work with an attorney assigned by the Law Director to respond to specific record requests per the attached procedure.

POLICY INCLUDED IN EMPLOYEE HANDBOOK

This Public Records Request Policy shall be included in the Personnel Policies & Procedures manual or handbook. O.R.C. § 149.43(E)(2).

The County shall distribute the public records policy to each employee of the County Executive's Office who has custody of the records of the public office and shall require that employee to acknowledge receipt of the copy of the public records policy. O.R.C. § 149.43(E)(2).

POSTER REQUIRED

A poster that describes the County Executive's Public Records Policy shall be posted in a conspicuous place in the County Executive's Office and in all locations where the County Executive has branch offices. O.R.C. § 149.43(E)(2)

PUBLIC RECORDS TRAINING

"Elected officials" or their appropriate designees shall attend public records law training approved by the Ohio Attorney General for three (3) hours per elected term. The training must be a course approved by the Ohio Attorney General to satisfy this training requirement. O.R.C. § 109.43(B) and §149.43(E)(1)

Each office shall encourage other appropriate persons to receive public records training.

AUDIT OF PUBLIC OFFICE

Below is the State Auditor's checklist of the documentation required to prove Public Records compliance:

- 1) Elected official or his/her designee attended a three-hour certified public records training for each term of office;
- 2) If a designee has attended the training on behalf of the elected official, the designee is an employee in the elected official's office;
- 3) If the training was attended by a designee, there must be documentation of such designation;
- 4) Public office has adopted a public records policy;
- 5) The Public Office's public records policy doesn't
 1. Limit the number of public records it will make available to a single person;
 2. Limit the number of public records it will make available during a fixed period of time; or
 3. Establish a fixed period of time before it will respond to a request for inspection/copying of public records unless that period is less than eight (8) hours
- 6) Public office's records custodian/manager or employee who otherwise has custody of the records of the office acknowledged receipt of the public records policy in writing;
- 7) Public office created a poster that describes the public records policy of the office;

- 8) Public office's public records policy is included in the employee handbook or manual (if a handbook or manual exists)

SOURCE: Ohio State Auditor's Office

Exhibit A Public Records Request Procedure

1. All records requests for Executive departments must go into the publicrecords@summitoh.net email.
 - a. If an Executive department receives a request that has not gone through publicRecords@summitoh.net, please forward it to that email.
 - b. Subpoenas must also be sent to the publicRecords@summitoh.net email address as they will be logged and distributed in the same manner as any other request.
2. The Executive Assistant to the Law Director monitors that email and will distribute the requests and maintain the log.
3. The Executive Assistant will determine if it is a records request/subpoena for a different office:
 - a. Such requests will still be logged (even if the request is for another office)
 - b. Response will be sent to requester by Attorney from the Law Department assigned to Public Records, letting the requester know they must contact that office with copy the Executive Assistant to update the log. Even these go in the sub-folder on the M drive.
 - c. The Executive Assistant will forward the request and the response to the contact for the other office as a heads up.
4. For Executive Office request:
 - a. The Executive Assistant will forward the request to both the assigned attorney and the records contact for that office so that person can begin to compile the information.
 - b. The person compiling the records will
 1. Redact any information that is not public record (i.e. employee SSN, beneficiaries, deductions, etc).
 2. forward the information to the assigned attorney, who will check that all redactions have been made
5. The assigned attorney will respond to the requester with the information and will copy the Executive Assistant on the request.
 - a. Electronic responses are free

- b. Paper responses are \$.10 per page. If a paper response is required, the assigned attorney will inform the requester in advance and let that person know the cost of the request, including estimated postage if they ask for the records to be mailed.
 - c. CD/DVD responses are \$5.
- 6. The Executive Assistant will update the log with the date the response went out.
 - 7. A complete copy of the response will be stored on the M Drive in a sub-folder maintained by year. The assigned attorney will put the response in the sub-folder. If the response was made in paper form the Executive Assistant will create a folder labelled by the date and the requester and store the file in the appropriate file cabinet.
 - 8. The Executive Assistant will maintain the log and the sub-folders and paper copy files in accordance with the Law Department RC-2.

Rev. Date: 4-6-2022

COUNTY OF SUMMIT RECORDS COMMISSION AND RECORDS CENTER

RULES FOR RETENTION AND DISPOSAL OF COUNTY RECORDS

**Adopted August 23, 2012
Effective September 1, 2012
Revised July 18, 2017
Revised: June 30, 2023**

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Labels for Storage at Records Center

RC-2 (sample)

RC-1

RC-3 - State

RC-3 - County

Notice of Disposition of Court Records

Record Series Analysis Form/Records Inventory

Ohio Court of Claims Complaint

Acknowledgement

INTRODUCTION

This manual is not an attempt to give legal advice. If any questions should arise concerning any information given in this manual, you are directed to seek the advice of your legal counsel. This manual is subject to change without notice.

The purpose of this manual is to provide rules for retention and disposal of County records. The County of Summit Records Commission encourages effective and efficient management of county government records. This manual provides County Offices with a convenient source of information on records management, policies, procedures, practices, and services.

PROPER PUBLIC RECORDS MANAGEMENT AND EDUCATION REMAIN THE BEST TOOLS TO AVOID THE RISK OF LITIGATION.

The Ohio Revised Code states the responsibilities of the Records Commission. This Manual includes these responsibilities as well as the text of relevant statutes.

Records are a resource critical to the operation of county government. They serve as the organizational memory, providing evidence of past activity and forming the basis for future actions. County records may furnish proof of a particular action, contain information that protects the rights of individuals or the government, and document decisions made during the course of county business. Changes in technology have added to the challenges faced by entities striving to manage its records. Records formerly maintained in paper files frequently exist on microfilm, computer hard drives, or CD/DVDs. Regardless of the format, county records are a valuable asset, and proper management of these records is the responsibility of each County Office.

Should you have any questions and or comments regarding the Records Commission Rules for Retention and Disposal of County Records, please do not hesitate to contact us.

Records Center & Archives
1180 South Main Street
Suite 236
Akron, Ohio 44301

Records Manager: 330-926-2511
Records Clerk: 330-926-2543

RECORDS MANAGEMENT

MANAGING RECORDS IS NOT OPTIONAL – IT’S THE LAW

O.R.C. §149.34(A) states as follows:

The head of each state agency, office, institution, board, or commission shall do the following:

(A) Establish, maintain, and direct an active continuing program for the effective management of the records of the state agency;

All records, public or not, created or received by a County Office in the course of its public duties shall be covered by a Schedule of Records Retention and Disposition (RC-2).

If possible each County Office should designate two people to be its records representatives, but each office must designate at least one person for this purpose. One shall be the dedicated lead records representative and the other shall be the backup records representative. The records representatives are responsible for all aspects of records retention and disposition for the County Office and serve as a liaison with the Records Commission and Records Manager.

The records representatives should be persons who are familiar or have the ability to become familiar with all the duties and responsibilities of the County Office and the records it creates and maintains.

Additionally, the records representatives shall be responsible for all functions of record retention and disposition within the office. This includes the monitoring and maintaining of any and all records stored at the Records Center. The records representatives would also attend the Records Commission meetings and act as the liaison with the Records Commission.

The records representatives in each County Office shall maintain copies of their approved schedules and certificates of record disposal for reference and compliance purposes.

“RECORDS” DEFINITION

“Records” include any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in O.R.C. §1306.01 of the Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

O.R.C. §149.011(G)

All records of the County of Summit are public unless they do not meet the definition or are specifically exempt from disclosure under Ohio and/or Federal law.

The Ohio Attorney General's Ohio Sunshine Law Manual lists the three parts of the definition of a record. They are as follows:

Part 1: "[A]ny document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the Revised Code."

Part 2: "...created or received by or coming under the jurisdiction of any public office..."

Part 3: "which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office."

O.R.C. §149.011(G)

RECORDS COMMISSION MEMBERS

Pursuant to §109.04 of the Codified Ordinances of the County of Summit, the Summit County Records Commission members are the County Executive, President of Council, County Prosecuting Attorney, County Fiscal Officer, and the Clerk of the Court of Common Pleas or their designees.

RECORDS COMMISSION FUNCTIONS

The Ohio Revised Code states the functions of the Records Commission includes but is not limited to the following:

- Provide rules for retention and disposal of the records of the County;
- Appoint a secretary of the Commission;
- Review any schedule it has previously approved and, for good cause shown, may revise that schedule;
- Review and approve new or updated/revised Schedules of Record Retention and Disposition (RC-2);
- Review and approve Applications for One-Time Records Disposal (RC-1);
- Review and approve Certificates of Records Disposal (RC-3) and submit to the Ohio History Connection, when required; and
- Dispose of records pursuant to the procedure outlined in O.R.C. §149.

O.R.C. §149.38

RECORDS COMMISSION MEETINGS

Pursuant to the Ohio Revised Code, the Records Commission shall meet at least once every six (6) months, and upon call of the chairperson. Meetings of the Records Commission are subject to the Open Meetings Act, and thus, are open to the public.

O.R.C. §149.38(A)

OHIO HISTORY CONNECTION

The Ohio History Connection (“OHC”) shall function as the State archives administration for the State of Ohio and its political subdivisions. The Ohio History Connection has created the Local Government Records Program to assist in records management.

O.R.C. §149.31 (A)

UNLAWFUL DISPOSAL OR DAMAGE TO RECORDS

All records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law **or under the rules adopted by the County of Summit Records Commission...** Records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred, or destroyed unlawfully.

O.R.C. §149.351(A)

Any person who is aggrieved by the removal, destruction, mutilation, or transfer of, or by damage to or disposition of a record in violation of division (A) of this section... may commence either or both of the following in the Court of Common Pleas of the county in which division (A) of this section allegedly was violated or is threatened to be violated:

- (1) A civil action for injunctive relief to compel compliance....and to obtain an award of the reasonable attorney’s fees incurred....
- (2) A civil action to recover a forfeiture in the amount of one thousand dollars (\$1,000) for each violation, but not to exceed a cumulative total of ten thousand (\$10,000) dollars, regardless of the number of violations, and to obtain an award of the reasonable attorney’s fees incurred....not to exceed the forfeiture amount recovered.

O.R.C. §149.351(B)

A person is not aggrieved by a violation of division (A) of this section if clear and convincing evidence shows that the request for a record was contrived as a pretext to create potential liability under this section.

O.R.C. §149.351 (C)

DENIAL OF ACCESS TO PUBLIC RECORDS

Effective September 28, 2016, a person may file a complaint in the court of claims regarding denial of access to public records. This program is fast-track and less expensive than filing a writ of mandamus. The clerk of the court of common pleas shall act as the clerk of the court of claims for purposes of accepting said complaints. This program tries to reach a resolution by using required mediation between the parties. There are short timelines for the parties and the court. The Ohio Court of Claims Public Records Access Formal Complaint is attached in the Appendix.

O.R.C. §2743.75

ONLY NECESSARY RECORDS TO BE MADE

Public offices shall make only such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the County Office and to protect the legal and financial rights of the County Office and persons directly affected.

O.R.C. §149.40

GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES (“GARP”)

ARMA International has published eight (8) Generally Accepted Recordkeeping Principles® to foster general awareness of recordkeeping standards and principles and to assist organizations in developing records systems that comply with them. The Principles are as follows:

Principle of Accountability - An organization shall assign a senior executive who will oversee a recordkeeping program and delegate program responsibility to appropriate individuals, adopt policies and procedures to guide personnel, and ensure program auditability.

Principle of Integrity - A recordkeeping program shall be constructed so the records and information generated or managed by or for the organization have a reasonable and suitable guarantee of authenticity and reliability.

Principle of Protection - A recordkeeping program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, secret, or essential to business continuity.

Principle of Compliance - The recordkeeping program shall be constructed to comply with applicable laws and other binding authorities, as well as the organization's policies.

Principle of Availability - An organization shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.

Principle of Retention - An organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational, and historical requirements.

Principle of Disposition - An organization shall provide secure and appropriate disposition for records that are no longer required to be maintained by applicable laws and the organization's policies.

Principle of Transparency - The processes and activities of an organization's recordkeeping program shall be documented in an understandable manner and be available to all personnel and appropriate interested parties.

RECORDS INVENTORY

The first step in creating a records program is to inventory all of the County Office's records. The purpose of an inventory is to identify record titles, which are required in preparation of the Schedule of Records Retention and Disposition (RC-2). A record title is a group of records created for a specific activity or function. When completing your records inventory, provide the locations of those records that need to be destroyed and those that should be retained. A copy of a Records Inventory form may be found in the Appendix at the back of this Manual.

ELECTRONIC RECORDS

In today's technological environment, information is routinely maintained and stored in electronic formats.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

The Ohio Public Records Act requires that public entities make records contained within electronic databases available to the public upon request. Therefore, records contained in electronic format must be managed with the same care and policies as those maintained in paper format.

Ensure that electronic records being created are kept for the time specified in the Schedule of Records Retention and Disposition (RC-2). Retaining electronic records past their retention period heightens risk and cost to your operation. It also consumes your storage.

ELECTRONIC MAIL (E-MAIL)

E-mail messages constitute electronic records under O.R.C. §1306.01(G).

E-mail has become the communication method of choice for many public officials and employees. E-mail is used to communicate substantive information previously committed to paper and transmitted by traditional methods.

E-mail messages and attachments, like paper records, must be retained and destroyed according to the County Office's record retention schedule (RC-2). The following are guidelines for electronic records and attachment(s).

- It is the content of an e-mail that determines the value of the record and the retention schedule;
- E-mail is NOT a Record Series Title;
- E-mail messages that meet the definition of a record are considered public records and must be available to the public; and
- E-mail not received or created in the course of business may be deleted immediately.

DETERMINING RETENTION PERIODS FOR RECORDS

A retention period is the length of time a record category is kept. The retention period is determined by evaluating four values for each record category: Administrative, legal, fiscal, and historical.

Administrative Value

A record has administrative value if it is used by the County Office to carry out its duties. Administrative value is based on how often and for how long the record is used by office personnel and whether a program would be jeopardized upon disposal of the record. Retain records as long as they have administrative value.

Examples: Correspondence, memorandums, meeting agendas and minutes, annual reports, policies and procedures

Legal Value

A record has legal value if it documents or protects the rights or obligations of citizens or of the County Office that created it. County Office records may be regulated by federal, state and/or local legislation or other legal mandates. Retain records having legal value until all the legal rights or obligations have been exhausted.

Examples: Litigation files, contracts, leases, legal opinions

Fiscal Value

A record has fiscal value if it pertains to the receipt, transfer, payment, adjustment or encumbrance of funds, or if it is required for an audit. Retain records as long as they have fiscal value.

Examples: payroll records, check registers, tax lists, assessment lists

Historical Value

A record has historical value if it documents an agency's organization, policies, decisions, procedures, operations, or other activities or if it contains significant information about people, places, or events. Retain historical records permanently.

Examples: Photographs, drawings, speeches/presentations, scrapbooks

Retention periods should be set to the highest of these values and should reflect how long the record *needs* to be kept not how long it can be kept.

CERTAIN RECORDS TO BE RETAINED FOR AT LEAST FOUR (4) YEARS

Receipts, checks, vouchers, or other similar records pertaining to expenditures from the delinquent tax and assessment collection fund created in §321.261 of the Ohio Revised Code, from the real estate assessment fund created in §325.31 of the Ohio Revised Code, or from amounts allocated for the Furtherance of Justice to the county sheriff under §325.071 of the Ohio Revised Code or to the prosecuting attorney under §325.12 of the Ohio Revised Code to be retained for at least four (4) years.

O.R.C. §149.38 (D)

No person shall knowingly violate the rule adopted under O.R.C. §149.38(D). Whoever violates this rule is guilty of a misdemeanor of the first degree.

O.R.C. §149.38(E)

RECORDS RETENTION SCHEDULE (RC-2)

A Schedule of Records Retention and Disposition (RC-2), specifies the records a County Office creates and the retention period for the records. All records – not just public records – are to be listed on the RC-2. The RC-2 provides continuing authority for disposition of the record at the expiration of the stated retention period.

A description of each Records Title is required on your RC-2 so OHC may more accurately determine which records they will require an RC-3 be sent to OHC prior to disposal.

The RC-2 needs to be created for someone who has no knowledge of the records.

The retention periods specified in the RC-2 are required by statute or have been determined by acceptable and best practice.

In the preparation of the RC-2, do not use acronyms or abbreviations.

A sample of an RC-2 may be found in the Appendix of this Manual. Should you need a blank RC-2, please contact the Records Manager.

The following steps shall be taken for approval of the RC-2:

- The County Office creates and/or revises an RC-2;
- The County Office provides the Records Commission with a draft of the RC-2 for review by the deadline set by the Records Manager prior to a scheduled Records Commission meeting;
- The County Office will highlight all changes being made and will strike out all wording that is to be removed from the RC-2 in order to show in the draft the changes being made;
- RC-2s received after the deadline will be held for review and approval at the next Records Commission meeting;
- The Records Manager reviews the draft RC-2 and provides feedback to the County Office;
- The Records Commission members review the RC-2 prior to the scheduled meeting;
- At the Records Commission meeting, the RC-2 is either approved or suggestions are made for revisions;
- The County Office provides the Records Commission with a signed original RC-2, which contains the signature of the “Responsible Official”. Electronic signatures are acceptable. If the County Office needs assistance in setting up the electronic signature, they may contact the Records manager for assistance; and
- Once the RC-2 has been approved and the signature of the responsible official obtained, the Records Commission submits the RC-2 to the Ohio

History Connection for its approval and then the RC-2 is forwarded to the Auditor of State for its approval.

OHC APPROVAL OF RECORDS RETENTION SCHEDULE (RC-2)

OHC processes the RC-2 in the following manner:

- OHC reviews the RC-2 and checkmarks on the RC-2 the records series which will require an RC-3 be sent to OHC prior to disposal;
- OHC forwards the RC-2 to the Ohio Auditor of State's Records Officer for approval;
- Each agency has up to sixty (60) days to review and approve the RC-2;
- The State Auditor returns the RC-2 to the OHC;
- OHC forwards a copy of the signed RC-2 to the Records Commission;
- The Records Manager forwards the copy of the approved RC-2 to the originating County Office; and
- The RC-2 *is not in effect* until the Chairman of the Records Commission, OHC and the State Auditor, and have all signed it.

O.R.C. §149.381

REVIEW AND UPDATE YOUR RC-2

Ohio law requires all records be scheduled within one (1) year after the date that they are created or received.

O.R.C. §149.34(C)

The Records Commission strongly suggests that each County Office review its record retention schedule (RC-2) at least once a year for any possible revisions and make changes accordingly.

If a County Office wishes to update its RC-2, the County Office will need to follow the approval process as stated previously in preparation of RC-2.

ONE-TIME RECORDS DISPOSAL (RC-1)

An Application for One-Time Records Disposal of Obsolete Records (RC-1) is used to request permission to destroy or transfer *records not listed on the County Office's RC-2*. The RC-1 is

mainly used to dispose of obsolete records that are no longer created or maintained. Unlike the continuing authority provided by an RC-2 retention schedule, an RC-1 is very limited.

A copy of the RC-1 form may be found in the Appendix of this Manual. Should you need a blank RC-1, please contact the Records Manager.

The steps for submission and approval of an RC-1 are the same as for the RC-2 as previously stated.

Once the RC-1 has been approved by the Records Commission, OHC, and State Auditor, the Records may be disposed of without the additional preparation of an RC-3.

CERTIFICATE OF RECORDS DISPOSAL (RC-3)

A Certificate of Records Disposal (RC-3) serves as notification to the Records Commission and/or the OHC that your office intends to dispose of records listed on the RC-2. Additionally, the RC-3 provides an opportunity for the OHC to select for preservation records that have continuing historical value or provide other disposition under §149.31 of the Ohio Revised Code.

When RC-2s are submitted to the OHC for approval, the OHC will select the Records Titles it requires an RC-3 form to be submitted.

RC-3s are required by the County of Summit Records Commission for records titles not check marked by OHC, unless marked with an asterisk. An asterisk (*) after the Retention Period on specific Record Titles in the RC-2 means an RC-3 is not required for that Record Title by OHC and/or the County of Summit Records Commission.

There are two (2) RC-3 forms. One form is for OHC and the other one is for the County Records Commission. Both forms are found in the Appendix. Should you need a blank RC-3, please contact the Records Manager.

All audits and audit discrepancies regarding the record titles listed on any RC-2 must be settled before the records may be disposed of.

Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

The Chairman of Records Commission will complete the “Proposed Date of Destruction” and if necessary, the “Date mailed to LGRP” on the RC-3 form.

RC-3 to the Records Commission:

The following steps shall be taken when submitting an RC-3 for records selected on the RC-2 to the County Records Commission:

- An RC-3 must be completed and signed by the person responsible for the records;
- The Records Commission accepts RC-3s via e-mail;
- The RC-3 must be submitted to the Records Commission at least three (3) BUSINESS days before any disposal of records;
- The Records Commission will not contact you unless it has questions regarding the RC-3.

RC-3 to the OHC

The following steps shall be taken when submitting an RC-3 for records selected on the RC-2 by the OHC:

- An RC-3 must be completed and signed by the person responsible for the records;
- The Records Commission accepts RC-3s via e-mail;
- The Records Commission submits the RC-3 to the OHC-Local Government Records Program via e-mail. The County Office should retain a copy for their records;
- The RC-3 must be submitted to the OHC at least fifteen (15) BUSINESS days before any disposal of records;
- The County Office will not receive a copy of the RC-3 back. Your office will be contacted only if a record is selected for its historical value or the OHC has a question.

O.R.C. §§ 149.333 and 149.351

REMEMBER:

On RC-3s, do not list records series titles that have an asterisk (*) by the retention period. Only list the Records Series Title once on the RC-3. Do not list each box you have for disposal separately.

DISPOSAL OF RECORDS/PREPARING FOR A SHRED

DISPOSE AT REGULAR INTERVALS - Not just when you are out of room

Local government records may be destroyed only in accordance with §149.38 of the Ohio Revised Code.

Pursuant to the ORC, the Records Commission is responsible for the disposal of County records.

County Entities with records at the Records Center are responsible for monitoring their records and marking the boxes that need to be shred. The Records Center may contact you regarding boxes that are not in compliance with the office's RC-2.

The Records Manager will schedule shred dates throughout the year for paper and special media. All County Entities may participate in the shreds.

The Records Manager will notify via e-mail all individuals on the Records Contact list for each County Office the date selected for the shred of records and will include a deadline to respond with the County Office's intent to participate. If the County Office does not notify the Records Manager of their intent to participate in the shred by the deadline set, said County Office will not be included in the shred. The Records Center staff does not know the exact time of day the shred truck will arrive at their location on the shred day. The County Office is responsible for making necessary arrangements to insure items are ready and available upon the trucks arrival.

If you would like additional individuals on the Records contact list, please send an e-mail to the Records Manager.

Each County Office will be charged for the disposal of its records.

To participate in any of the Records Center's disposal of records, the Records Manager must receive a timely Certificate of Records Disposal (RC-3). See the previous section for RC-3 procedures and deadlines.

If a County Office is sending boxes to the Records Center for destruction, a shred sticker **MUST** be on each box that is to be shred as well as the name of the office disposing of the box. Please contact the Records Center to obtain "Shred" stickers. The Records Center will not accept any boxes for destruction that do not have lids, are severely broken down, include unshreddable items (list below) or are not labeled properly.

DO NOT mix special media with paper - keep it separate. Special media include items such as cassette tapes, floppy disks, VCR tapes, CDs, microfilm, microfiche, etc. Please contact the Records Manager to arrange to have all special media destroyed.

Following is a list of items that do not need to be removed from the records being shred:

- Manila envelopes
- Staples
- Rubber bands
- Paper clips
- Large file folders

Following is a list of items that **MUST** be removed from the records being shred:

Binder Clips
Hanging File Folders
Notebook with Metal Rings
Tape (closure of box)
Boxes within Boxes
Any item that is not paper such as wood, glass, cloth, etc.

DAMAGED RECORDS

A Certificate of Records Disposal (RC-3) IS required when disposing of records that have been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. On the RC-3, indicate what records were damaged and how they were damaged. Follow the procedures for submitting the RC-3 as stated above.

COURTS AND RULES OF SUPERINTENDENCE

County Courts are not required to file RC-3s because they are to follow Rule 26 in the Rules of Superintendence. According to Rule 26, when a court desires to dispose of records that have a retention period greater than ten (10) years or the records were created prior to 1960, the court must mail a notification letter to the Ohio History Connection (OHC) stating what they are going to dispose of at least sixty (60) days prior to disposal. There is no specific form for this notice; however, the OHC has created a form, which indicates the type of information that OHC is looking for concerning the records. A copy of said form may be found at the end of this manual.

COUNTY RECORDS CENTER

The County Records Center is located at:

1180 South Main Street, Suite 236
Akron, Ohio. 44301

Hours: Monday – Friday 7:30 AM – 4:00 PM

Phone: 330-926-2511 Records Manager
330-926-2514 Records Clerk

All County Offices are welcome to visit the Records Center. To insure that the Records Center staff is available, the staff of the County Office are to contact their records representative(s) to make arrangements with the Records Manager for visits to the Records Center.

All visitors must sign in upon arrival at the Records Center.

No smoking, eating or drinking is allowed in any of the storage areas of the Records Center.

TRANSFER OF RECORDS TO RECORDS CENTER

The following steps should be taken prior to storing records at the Records Center.

- Notify the Records Center of your need for shelving space or email the Records Manager
- The Records Center will assign the shelving location for the boxes;
- Each box must be labeled properly; Contact Records Manager for a ~~template for~~ the labels.
- Each office is assigned a different color label.
- Records to be stored *MUST* be on an approved Schedule of Records Retention (RC-2), unless exempted by the Records Manager;
- Each County Office is responsible for arranging the manpower necessary to move their boxes to/from the Records Center;
- Each County Office is responsible for keeping a list/log of all their records that are located at the Records Center; and
- Refer to “Considering the Box – In and Out” on Page 18.

RETRIEVAL OF RECORDS AND/OR REVIEWING OF RECORDS AT RECORDS CENTER

County Offices may request the Records Center staff to assist in retrieving a record for them. When having the Records Center staff retrieve records:

- All retrieval requests are to be by email to the Records Manager and Records Clerk. Include all of the necessary information needed to locate said record.
- You may obtain the record from the Records Center staff by one of the following ways:
 - The Records Center staff may send the record to you by email. This will include scanning the record if in paper form or obtaining the electronic copy from microfilm or OnBase.

- The Records Center staff will pull the record/file and notify the County Office when the record is ready. The County Office will send an employee to pick up the record/file.

When a County Office wants to come to the Records Center to retrieve records and/or go through their records:

- Any office employee who needs to visit the Records Center to pull their own records and/or review their records, must contact one of their records representatives.
- The records representative will then contact the Records Manager to make arrangements to insure that the Records Center staff will be available.

It is the records representatives for each County Office responsibility to keep a log and track records that are being removed from and/or returned to the Records Center.

CONSIDERING THE BOX – IN AND OUT

For boxes being delivered to the Records Center for storage, please abide by the following:

DO –

- Use a box with the following dimensions:

Width – 12”

Depth – 15”

Height – 10”

LARGER SIZE BANKER’S BOXES WILL NOT BE ACCEPTED;

- Do complete the label with: County Office, Schedule Number, Record Title, the date span of the records in the box and the disposal date. There must be only **ONE (1)** disposal date on each box.
- It is recommended that an index of the contents of the box be compiled and placed inside the box.
- Do affix the box label to the end of the box – **not the top or long side**. This allows labels to be read when the box is shelved. A copy of the label may be found in the Appendix.
- Do pack the box with enough room left to easily remove a file folder.

DON’T –

- Do not reuse a box that is weakened from many uses.

- Do not pack boxes with hanging file folders.
- Do not pack boxes with records in 3-ring binders. The binders add to the weight of the box and waste storage space. Additionally, destruction cannot take place until all binders are removed.
- Do not over pack the boxes. Over packing weakens boxes and makes retrieval of files difficult.
- Do not tape the lid of the box to the box. The lid should fit snugly provided the box is not over filled.
- Do not use tape on the top of paper in lieu of a lid.
- Do not pack disks, floppy disks, CDs, DVDs or any other media with paper.
- Do not use acronyms or abbreviations on labels. Example: Request for Proposals – not RFP or Finance & Budget, not F & B.
- Do not place boxes or records in contact with a wall or the floor;
- Do not store boxes on top of the shelving units unless 17” inches from fire suppression.
- Do not leave loose papers or files on the shelving units or boxes; and
- Do not let boxes extend past the edge of the shelving or obstruct access to aisles or other boxes/records.
- Do not pack boxes within the boxes.

FAILURE TO MONITOR RECORDS AT RECORDS CENTER

If a County Office fails to monitor its records at the Records Center, the County Office will receive a letter notifying the County Office that they are not in compliance with its RC-2 and/or the Rules of Superintendence. The County Office will not be allowed to bring additional records to the Records Center until its records at the Records Center are brought up to date.

ABANDONED RECORDS AT RECORDS CENTER

The Records Center occasionally discovers records that are “unclaimed” by any County Office. The Records Center will identify these unclaimed records and attempt to locate their owners. After due diligence by the Records Manager to locate the County Office that is responsible for

the records, the records will be disposed of when an RC-1 has been approved by the Records Commission, OHC and State Auditor.

REQUIREMENT OF PUBLIC RECORDS REQUEST POLICY AND POSTER

Each County Office ***must adopt a public records policy*** in compliance with Ohio Revised Code §149 for responding to public records requests. The policy may not limit the number of public records that the public office will make available to a single person, may not limit the number of public records that it will make available during a fixed period of time, and may not establish a fixed period of time before it will respond to a request for inspection or copying of public records, unless that period is less than eight hours.

O.R.C. § 149.43 (E)(1)

Each County Office must ***distribute the public records policy*** adopted by the public office to the employee(s) of the public office who has custody of the records of that office. The County Office shall require that employee to ***acknowledge receipt of the copy of the public records policy***. The County Office shall ***create a poster*** that describes its public records policy and shall ***post the poster*** in a conspicuous place in the public office and in all locations where the public office has branch offices. Each County Office may post its public records policy on the internet web site of the public office. Each County Office that has established a manual or handbook of its general policies and procedures for all employees of the public office ***shall include the public records policy of the public office in the manual or handbook***.

O.R.C. § 149.43 (E)(2)

TRAINING

Training is available for employees regarding the rules for retention and disposal of county records, public records management and public records request. Please contact the Records Manager at 330-926-2511 to inquire about training.

QUESTIONS

For questions about records retention schedules and/or this policy, please contact the following:

Records Center Manager
1180 South Main Street, Suite 236
Akron, Ohio 44301
330 926-2511

DISABILITY ACCOMMODATION	Approval Date:	03.17.08
	Effective Date:	03.17.08
	Revision Date:	01.09.09
	Revision Date:	
	Revision Date:	

Purpose

To establish a consistent procedure for reviewing requests for reasonable accommodations pursuant to the Americans with Disability Act of 1990, as amended and County Ordinance 169.27.

Revision History

These procedures supersede all previous procedures regarding disability accommodation.

Persons Affected

These procedures apply to all County appointing authorities, offices, departments, divisions, units, and employees, as defined in County Ordinance 169.01.

Principles Behind Policy

To ensure that qualified individuals with disabilities have equal and full access to employment with the County.

Definitions

1. "Qualified individual with a disability" means an individual with a disability who, with or without a reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
2. "Disability" means a physical or mental impairment that substantially limits one or more major life activity, a record of such impairment or being regarded as having such an impairment.
 - (a) An impairment that substantially limits one or more major life activity need not limit other major life activities in order to be considered a disability.
 - (b) An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

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	Revision Date:	

- (c) The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures except for ordinary eyeglasses or contact lenses.
- (d) Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
3. "Reasonable Accommodation" may include, but is not limited to reasonable modifications in policies, practices, and procedures; furnishing, at no charge, to the qualified individuals with disabilities, auxiliary aids and services including equipment, devices, and materials in alternative formats.

Applicable Law

- 1) Titles I and V of the Americans with Disabilities Act of 1990 (Pub. L. 101-336) (ADA), as amended, as these titles appear in volume 42 of the United States Code, beginning at section 12101 et. al.
- 2) County Ordinance 169.27

Procedures

Request for Accommodation

- Reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee must be made, unless such accommodation would impose an undue hardship on the operation of the business of the county.

DISABILITY ACCOMMODATION	Approval Date:	03.17.08
	Effective Date:	03.17.08
	Revision Date:	01.09.09
	Revision Date:	
	Revision Date:	

- Any applicant requesting an accommodation may contact the Human Resource Commission (“HRC”). The HRC shall contact the appropriate appointing authority to discuss the request.
- Employees requesting an ADA accommodation shall complete the *ADA Accommodation Request Form* (attached) and attach a completed *ADA Medical Verification Form* (attached). The forms shall be submitted to the Appointing Authority’s Human Resource Representative.
- The Appointing Authority’s Human Resources Representative shall send the following information to the HRC located at 175 S. Main Street, Room 708, Akron, Ohio 44308:
 - ADA Accommodation Request Form
 - ADA Medical Verification Form
 - Current Job Description/Classification Specification

Reviewing Request

- The HRC will review all information provided.
- The HRC may schedule a meeting to have a meaningful interactive dialogue with the employee, HR representative and employee’s supervisor to find out more about his or her physical or mental abilities and limitations as they relate to the job’s essential functions;
- The HRC shall analyze the requested accommodation and whether it would pose an undue hardship.
- If it is not apparent that the employee is a qualified individual with a disability or how the disability relates to the essential job functions, then the HRC shall do any or all of the following as appropriate:

DISABILITY ACCOMMODATION	Approval Date:	03.17.08
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	Revision Date:	
	Revision Date:	

- Request additional medical information from the employee and/or obtain release from employee to contact the medical provider directly;
- Meet with the management staff to discuss essential job functions and
- Reconsider the request with the additional information provided.

Approval/Denial of Request

- If the analysis substantiates that the employee is a qualified individual with a disability, but the requested accommodation would pose an undue hardship to the Appointing Authority, then the HRC, employee and management will discuss an alternate accommodation.
- If the analysis substantiates that the employee is a qualified individual with a disability and the requested accommodation would not pose an undue hardship, then the HRC will approve the request.
- If the outcome determines that either the person is not a qualified individual with a disability, or that the requested accommodation would pose an undue hardship and/or no other alternate accommodation is possible, then the HRC will deny the request for an accommodation, with basis cited.
- Once the final determination has been made, the HRC shall send a copy of the *HRC ADA Accommodation Review and Action Form* (attached) to the employee with a copy to the Human Resource Representative.

DISABILITY ACCOMMODATION	Approval Date:	03.17.08
	Effective Date:	03.17.08
	Revision Date:	01.09.09
	Revision Date:	
	Revision Date:	

Record Maintenance

Copies of all documents sent or received in connection with a request for accommodations shall be kept as a confidential medical record.

Summit County Human Resources Badge Policy

Obtaining ID badges for Interns, Contractors, Trainers and Guest

Arrangement for all ID badges must be made by Department Heads in writing (via email) to Human Resources department. A sign-out/sign-in log must be completed by appropriate party/parties before an access card or badge will be given. This request must include the name, department, and program in which they will be working, and the duration term including starting and ending dates.

Personnel, ID Badges and Keys

Staff includes all Full time and Part time personnel who are on the payroll of the County of Summit and have been properly processed by the Human Resources department. Staff receives an access card with their photo, name, title and department. This access card is to be worn and visible at all times while on company time. Staff members are subject to the receipt of keys that allow them access to secure spaces dependant upon their duties. Keys are acquired and returned to the assigned department head, or at the scheduled time of the exit interview. Staff receives a parking ID hang tag per assigned department location.

Interns include any advanced student or recent graduate undergoing supervised practical training with one or various County programs. All interns must be processed by a Human Resources staff member. Interns receive an access card with staff general access to the Russell M. Pry Building. This access card is to be worn and visible at all times. Interns may keep their access cards for the duration of their term. Interns will receive a parking ID hang tag per assigned department location.

Contractors include any individual(s) who are contracted by the County but are not staff or on payroll.

- **Long Term - Contractors** will receive an access card without swipe access. This access card is to be worn and visible at all times. All ID badges are acquired and returned to Human Resources Department, designee in the department in which the badge was received, or to Ted Dailey, Building Manager. Contractors do not receive a parking ID hang tag.
- **Short Term - Contractors** must sign the registry book with name & date at the security desk. A badge without swipe access with the name 'Guest, Courtesy or Contractor' will be given. Short Term Contractors do not receive a parking ID tag. Upon departure they must return the badge to the security desk and sign-out with name & date next to their sign-in in the book registry.

Contractors working in or outside the Russell M. Pry Building for the County must be accompanied by security, county staff or a long term Contractor who has a badge with access.

Trainers include any individual(s) who are not on the County payroll and may work for one or various County programs. All trainers must be processed by the department head in the

department they are training, or by Carla Mundy, Executive Assistant in Human Resources via email at cmundy@summitoh.net.

- **Trainers** will receive an ID badge without swipe access with the title of “Training”. Trainers can keep their ID badges until the end of their shift or term with the County. They will have access to non-secured locations throughout the building from Monday – Friday from 6:30 am – 6:30 pm. Access needed outside of these hours must be accompanied by a County staff member. Guest/Trainers do not receive keys or a parking hang tag.
- **Guests** sign-in on the guest list at the security desk upon arrival and receive a “Guest” badge for identification. Upon departure they must sign-out their badge at the security desk or with designee.

Term durations

Each department and security desk staff who have guest, courtesy or training badges are responsible to keep track of the designated badges in their possession. A sign-in/sign-out log with dates must be maintained accurately for security and auditing purposes. The Department/Program Head or Security desk staff is to immediately contact Carla Mundy in Human Resources if an assigned badge has not been returned, to request badge to be deactivated.

All ID badges and access cards issued to interns, volunteers and trainers must be returned to the Department/ Program Heads, Human Resources staff or at the security desk at the end of their term with the County. The Department will be responsible for the charge of uncollected badges. Failure to collect more than 3 badges will result in official notification to their supervisors.

A replacement fee for a lost ID Badge or Access Card is \$15.00 to be paid to the Cashier’s Office located inside the Ohio Building at 175 S. Main St. 3rd floor. Replacement fees may be paid to a Department of Sanitary Sewer Services cashier on the 2nd floor of the Russell M. Pry Building (hours vary). Proof of payment receipt must be shown prior to receiving a replacement badge.



Summit County

Remote Work Computer and Telecommunications Policy

I. COUNTY COMPUTERS (General)

Computers are expensive and valuable resources and are to be used *ONLY* for County business, whether conducted in the office or remotely, from an employee's home. Any use of County computers for other than *Official Business* will be considered misconduct and will be subject an employee to disciplinary action.

- A. Copying of programs or data for personal use is strictly prohibited.
- B. Only software and hardware approved and installed by the MIS staff may be added to personal computers. **(PC's)**.
- C. Under no circumstances are any unauthorized files or software to be installed, downloaded, or copied to a PC.
- D. Employees are to report malfunctioning equipment or software to the MIS Help Desk at Extension 2013 or helpdesk@summitoh.net.
- E. Managers/Supervisors are to notify the MIS Department of any pending employee moves, adds or changes. **(A minimum of 48 hours notice is required for any equipment moves.)**
- F. Employees are prohibited from playing games on County computers at any time.
- G. The use of modems will not be permitted for security reasons.

Employees who have been permitted to work in a remote environment may be subject to monitoring by their supervisor or the Office of Information Technology up to and including by the use of software installed on employee's equipment for that purpose. If such software is installed on an employee's computer the employee will be notified in advance.

II. PASSWORD POLICY

A. PASSWORD DISPLAY

Computer terminal passwords are **CONFIDENTIAL**. It is the systems users responsibility to ensure that passwords are never left unprotected or unsecured. System users will be held accountable for all processing done with their password. If working remotely, passwords should never be shared with anyone in the remote work environment.

Passwords are **not** to be displayed on or near the monitor (i.e. **no post-it notes or any notes**). Do **not** keep your password in a desk drawer or in a notebook, which is available to the public.

Remember it is in your best interest and the best interest of the County that all passwords are kept **confidential** to prevent unauthorized access to the County's computer systems.

B. PASSWORD CODING

The minimum length for a password will be **no less than** 6 alphanumeric characters. At no time will a person or department/unit name be part of the password. It is also suggested to stay away from using family member names and birth months as these can readily be known by anyone unauthorized trying to access your computer.

III. E-MAIL USE/PROCEDURE

- A. All E-Mail correspondence is the property of Summit County and must be used for business purposes only.
- B. Employee E-Mail communications are not considered private regardless of any such designation by either the sender or recipient. Further, email communications are public records and are treated as correspondence for public records purposes.
- C. The County retains the right to access transmitted and stored communications.
- D. Employees are prohibited from sharing an E-Mail password, providing access to an unauthorized user or accessing another user's E-Mail without authorization.
- E. Offensive, demeaning, harassing, threatening or disruptive messages are prohibited. This Includes but is not limited to any messages which are inconsistent with the County's policies and procedures concerning any unlawful workplace harassment or discrimination.

IV. INTERNET USE/PROCEDURES

- A. The County's Network System, including the Internet, is to be used for business-related purposes only, not for personal use. Any unauthorized use of the Internet is strictly prohibited. Unauthorized use includes, but is not limited to:
 - 1. Connecting, posting, or downloading pornographic material.
 - 2. Connecting, posting, downloading of any offensive, demeaning, harassing, threatening or disruptive messages that are inconsistent with the County's policies and procedures concerning unlawful workplace harassment or discrimination.
 - 3. Engaging in computer "hacking" or other related activities.
 - 4. Attempting to disable or compromise the security of information contained in the system.
 - 5. Routinely using the County computer for personal use.



Summit County

Remote Work Computer and Telecommunications Policy

- C. Permitting anyone not an employee to use the equipment in a remote work environment.
- B. Employees shall not establish any Internet or other external network connections that would allow unauthorized persons to access the County's system and information.

V. TELEPHONE USE/PROCEDURES

The County's Telecommunications System is to be used for business related reasons; however, it is understood that on occasion it is necessary to use the system for personal reasons. In those instances, employees are expected to apply good judgment when using the system.

Misuse of telecommunications equipment, including making excessive telephone calls on County time and/or charging non-business related long distance calls to the County is strictly prohibited. Personal long distance calls must be charged to a personal credit card or to a third party number.

Any employee who charges non-business related long distance calls to the County will be subject to disciplinary and/or legal action or both.

Under no circumstance should employees use the County's Telecommunications System for personal business reasons (i.e., any activity undertaken for profit or gain) which includes circulating their telephone number for personal business use.

Calls to 900 numbers and any other unauthorized and inappropriate numbers are strictly prohibited and will result in discipline up to and including termination.

VI. PENALTIES

Violations of this directive shall result in disciplinary action, up to and including termination, as well as possible legal action.

VII. ACKNOWLEDGMENT

I have read and understand the information contained in the Office of Information Technology Remote Work Program policy regarding Technology Equipment Use and Monitoring. I am aware that failure to abide by said policy may subject me to disciplinary action up to and including termination from employment and/or legal action. I further understand that, with advance notification, monitoring software may be installed on my equipment.

INTERNET, E-MAIL & ONLINE SERVICES USE

Internet, electronic mail (hereinafter e-mail), and online service use can increase the productivity of Summit County Employees. As is true with all Summit County resources available to employees, there is a potential for misuse or abuse. Employees of Summit County will be held accountable for their use and misuse of resources, which includes, but is not limited to, Internet, e-mail and online services access.

The availability of Internet, e-mail, and online services is for business purposes only. The following uses are strictly prohibited; any use that interferes with normal business activities, use that involves solicitations, any use in connection with a business activity that operates for profit, or any use that could possibly bring embarrassment or harm to Summit County. Employees of Summit County shall not use the Internet, e-mail, or online services for the purposes of operating a business for personal gain, sending chain letters, or soliciting money for religious or political organizations or causes, or for any other reasons unrelated to the business of Summit County.

Summit County employees shall not use the Internet, e-mail, or online services in a manner that would violate any federal, state, or local laws. Summit County employees shall not use the Internet, e-mail, or online services to transmit, download, or print obscene, pornographic, threatening, or racially, sexually, or religiously harassing materials. Summit County employees shall not distribute or print copyrighted materials, which include articles and software, in violation of the copyright laws.

Summit County employees shall not use the Internet, e-mail, or online services to violate the privacy rights of the agency, other employees, or clients of Summit County Offices. No Summit County employee shall provide access to confidential information through the Internet, e-mail, or online services. The transmission of confidential information through the Internet, e-mail, or online services shall only be in accord with the current procedures and regulations. No employee shall use the Internet, e-mail, or online service of any other employee. All employees of Summit County shall use all reasonable safeguards when using the Internet, e-mail, or online services to avoid the mistaken distribution of another individual's information.

All Summit County employees are hereby put on notice that all Internet browsers furnish a trail to trace all sites visited on the Internet.

Summit County

Remote Work Computer and Telecommunications Policy

I have read, understand and agree to abide by the information contained in the Office of Information Technology Remote Work Program policy regarding Technology Equipment Use and Monitoring. I am aware that failure to abide by said policy may subject me to disciplinary action up to and including termination from employment and/or legal action.

Employee Acknowledgment _____ Date _____

EMPLOYEE CONFIDENTIALITY AGREEMENT

I, _____ have read and agree to the following:

In consideration of my employment or compensation from the County of Summit I hereby agree that I will not at any time, either during my employment or association with the County of Summit, or after my employment or association ends, use, access or disclose individually identifiable information, whether that be protected health information (PHI) or federal tax information (FTI) to any person or entity, internally or externally, except as is required and permitted in the course of my duties and responsibilities with County of Summit, as set forth in County of Summit privacy policies and procedures or as permitted under state or federal law. I understand that this obligation extends to any individually identifiable information that I may acquire during the course of my employment or association with the County of Summit, whether in oral, written or electronic form and regardless of the manner in which access was obtained.

I understand and acknowledge my responsibility to apply the County of Summit's policies and procedures during the course of my employment or association. I also understand that unauthorized use or disclosure of individually identifiable information will result in disciplinary action, up to and including the termination of employment or association with the County of Summit and the imposition of civil penalties and criminal penalties under applicable federal and state law, as well as professional disciplinary action as appropriate.

I understand that this obligation will survive the termination of my employment or end of my association with County of Summit, regardless of the reason for such termination.

Signed _____

Date _____



Department of Human Resources

Russell M. Pry Building
1180 S. Main Street, Suite 311
Akron, OH 44301-1255

330.926.2500
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Voluntary Cost-Savings Days

Employee name (Last)	(First)	(MI)	Department	Date
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I, _____, hereby wish to participate in the Voluntary Cost-Savings Days (CSD) program and have my pay reduced by the number of hours set forth below. I further understand and agree to the Voluntary CSD policy enacted by the County of Summit executive's office. I would like the following number of hours deducted from my pay over the pay periods specified below. I understand that I will receive the number of hours listed in item 3 below as an allocation of Voluntary CSD leave to be used during the pay period specified in item 1 below:

1. Pay periods during which I will take my voluntary CSD hours:

/ / — / /

2. Number of pay periods during which I will take my voluntary CSD hours:

3. Total number of voluntary CSD hours to deduct from my pay during the pay periods specified above:

4. Number of voluntary CSD hours to deduct from each pay for the pay periods specified above
(item 3 divided by item 2):

5. Number of mandatory CSD hours deducted from each pay:

6. Total number of mandatory and voluntary CSD hours deducted from each pay period
(item 4 plus item 5; CANNOT EXCEED 8 HOURS PER PAY):

The undersigned waives any right or claim to payment for the hours listed above.

THE UNDERSIGNED ACKNOWLEDGES THAT HIS/HER DIRECTOR OR THE COUNTY EXECUTIVE MAY DENY THIS APPLICATION IF NECESSARY TO MEET THE OBLIGATIONS OF THE EMPLOYEE'S DEPARTMENT OR TO MAINTAIN THE EFFECTIVE OPERATION OF SAID DEPARTMENT.

► _____
Employee's signature

► _____
Date

► _____
Director's signature

► _____
Date

☐ Approved ☐ Denied

► _____
County executive's signature

► _____
Date

☐ Approved ☐ Denied

After the application is fully executed, the original application shall be retained on file by the Department of Human Resources. Upon receipt, the Department of Human Resources shall forward a fully executed copy of the application to the employee and director listed above.

County of Summit Substance Abuse Policy

Department of Human Resources

1180 S. Main St., Suite 311

Akron, Ohio 44301

Phone: 330-643-8763

Revised March 2022

County of Summit · The High Point of Ohio





Department of Human Resources

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COUNTY OF SUMMIT SUBSTANCE ABUSE POLICY

It is the policy of the County of Summit Human Resource Department (HRD) to comply with Section 169.28 of the County of Summit Codified Ordinance. This procedure is to be used to implement Codified Ordinance Section 169.28.

The Executive's Human Resource Department is responsible for administration of the Substance Abuse Policy. Any questions regarding this policy and Codified Ordinance 169.28 should be directed to the Substance Abuse Administrator (Administrator), Lisa Yeager, via phone at (330) 643-8763 or via email at lyeager@summitoh.net. The County of Summit reserves the right to revise this policy and Codified Ordinance Section 169.28, as required.

An employee who violates this policy will be subject to disciplinary action up to and including termination.

POLICY VIOLATIONS

It is a violation of this policy to do any of the following listed:

- (1) Reporting to duty or remaining on duty while having an alcohol concentration from a breathalyzer test of .02 or greater;
- (2) Reporting to duty or remaining on duty while using a controlled substance (including prescription drugs that impair the employee's ability to perform the assigned duties, unless such use has been approved by a physician and reported to the County Executive's designee);
- (3) Testing positive for a controlled substance (a positive test is defined as a test showing controlled substance concentration in excess of the threshold amounts set forth in Codified Ordinance 169.28);
- (4) Possess alcohol, controlled substances or drug paraphernalia while on duty;
- (5) Use alcohol or controlled substances while on duty;
- (6) Refuse to submit a pre-employment, post-accident, reasonable suspicion, return to duty, or follow-up alcohol or controlled substance test.

Individuals who violate this policy are ineligible to apply for County employment for a period of one year.

REFUSAL TO SUBMIT A TEST

Refusal to submit any of the alcohol or controlled substance tests required by this policy shall result in the employee's immediate termination. Actions constituting a refusal to submit to a test include:

- (1) Failing to provide adequate breath for alcohol testing;
- (2) Failing to provide adequate urine for controlled substance testing;
- (3) Engaging in conduct that clearly obstructs the testing procedure;
- (4) Failing to remain readily available for a post-accident test;



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- (5) Attempting to substitute and/or adulterate the specimen;
- (6) Attempting to delay a test.

COMPENSATION

An employee subject to testing under this policy will be placed on Administrative Leave with or without pay depending on the test result. If the test is negative, the employee will be paid for the time off of work and will return to duty. If the test is positive, the employee will be subject to disciplinary action up to and including termination and will not be compensated for time off while awaiting negative test results in order to return to duty.

Employees subject to Random Testing will be compensated for their time away from their job unless the result is positive. Employees subject to Reasonable Suspicion testing will not be compensated for their time away from the job unless the result is negative.

An employee undergoing treatment for a substance abuse problem may use sick time, vacation time or other paid time off following a negative Return to Duty test. Additionally, an employee may qualify for Family Medical Leave (FML) and the employer may apply paid or unpaid time off for such treatment against the employee's 12-week entitlement.

EMPLOYEE ASSISTANCE PROGRAM-MANDATORY REFERRAL

Any employee who violates this policy, and remains employed by the County of Summit, will receive a mandatory referral to the Employee Assistance Program (EAP) for assessment and treatment. After conferring with Human Resources, the employee's Supervisor will make the referral for an employee to the County's EAP by completing the Summit County Substance Abuse Referral Form for Supervisors and have the employee sign it. The completed form along with supporting documentation must be emailed immediately to the Administrator at lyeager@summitoh.net. The Administrator will submit the referral to the EAP. The employee will be required to contact the EAP to schedule an appointment within three (3) business days. The EAP will contact the Administrator after the initial consultation to verify the employee's attendance and projected plan of treatment. The Administrator will provide this and any ensuing information to the Supervisor. Additionally, the EAP's treatment professional will keep the Administrator apprised of the employee's compliance and continued recommendations. If additional treatment beyond the program limit is needed, the EAP will help coordinate with the employee's insurance carrier. Referrals from a network of affiliate providers/resources will be provided to the employee at the employee's expense.

Upon successful completion of the counseling/treatment program, the EAP will notify the Administrator that the employee has completed the prescribed treatment assessment. The Administrator will notify the Supervisor. An employee's failure to follow through on a mandatory referral to EAP or complete the prescribed treatment will result in termination of employment.



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RETURN TO DUTY

The EAP provider will determine when an employee is ready for a Return to Duty test. The EAP will notify the Administrator that the employee is ready for a Return to Duty test and the Administrator will contact the Supervisor. The Coordinator will schedule a Return to Duty test for the employee.

Before an employee who has been found in violation of this policy may Return to Duty, the employee must undergo testing for alcohol and controlled substances. The results must be negative or such employee will not be permitted to Return to Duty and will be terminated. Results will be received by the Administrator and the Supervisor will be notified. The Supervisor will notify the employee of a return to work date.

Following a negative Return to Duty test, the employee will be subject to Follow-Up Testing per this policy.

SPLIT SAMPLE TESTING

If an employee disagrees with the positive test results, he or she may request that the sample be re-tested using a split specimen from the original sample through the County's substance abuse testing vendor. The employee is responsible for the costs associated with this additional test. If the re-test comes back negative, the employee will be reimbursed for the cost of the test.

FOLLOW-UP TESTING

When an employee has been found to be in violation of this policy, and remains employed by the County of Summit, the employee will be subject to a minimum of four (4) unannounced follow-up tests in addition to the Return to Duty test, within the first twelve (12) months, following the employee's return to duty. To complete the drug-screening test employees will be instructed to report immediately to the designated location, present photo identification (e.g. driver's license) and submit a breath and urine sample within two (2) hours of arrival. The results of any follow-up alcohol test must show less than .02 concentration and any follow-up-controlled substance test must be negative or such employee will be terminated.

VOLUNTARY ADMISSION

Employees are encouraged to voluntarily admit problems with controlled substances and alcohol prior to violating these policies. Employees who voluntarily admit problems with substance abuse prior to violating these policies will not have his or her job security or promotional opportunities jeopardized by a request for treatment. Employees should not read this to mean that a request for treatment will automatically excuse them from discipline or discharge where the appointing authority initiates corrective action for violation of these policies. Rather, an employee who seeks treatment on his or her own initiative is in a better position than one who brings up a substance abuse problem for the first time in response to an investigation of the County of Summit. Any Supervisor made aware of an employee's substance abuse problem, including but not limited to, the employee's immediate Supervisor is required to notify the Administrator of any such admission.



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If an employee voluntarily discloses a substance abuse problem to the Administrator, Coordinator or any Supervisor to whom the report was made, Administrator, Coordinator or Supervisor will complete a 2080 Applicant/Employee Alcohol-Substance Testing Request form. This form is emailed to the testing location as notification that an employee has been referred for a controlled substance and alcohol test. To complete the drug screening test, the employee will be transported to the collection facility immediately, present photo identification (e.g. driver's license) and submit specimens within two (2) hours of arrival and then transported home by a neutral third party such as a taxi or designated County employee. An employee sent for testing will not return to the work site after the test. An employee is not permitted to return to work until a negative alcohol and controlled substance abuse test is received.

The Supervisor will make a referral in compliance with the section for this policy entitled Employee Assistance Program-Mandatory Referral.

The EAP provider will notify the Administrator when an employee is eligible for a Return to Duty test per this policy.

PRE-EMPLOYMENT TESTING

Applicants for new employment shall be tested for controlled substances and alcohol. At the interview, the applicant will be given the 2073 Consent and Release Pre-employment Drug Testing form to be signed consenting to the pre-employment testing.

The Supervisor will complete the 2080 Applicant/Employee Alcohol-Substance Testing Request form available on the County of Summit Intranet Scene website <https://scene.summitoh.net/index.php/human-resources/substance-abuse>.

The 2080 Applicant/Employee Alcohol-Substance Testing Request form will be completed and given to the applicant along with verbal instructions to report to the designated testing site immediately. The applicant must present photo identification (e.g. driver's license) and submit a breath and urine sample within two (2) hours of arrival. No appointment is necessary. The Supervisor may select any of the testing sites shown on the 2080 Applicant/Employee Alcohol-Substance Testing Request form. Testing site locations are included on the 2080 Applicant/Employee Alcohol-Substance Testing Request form, Section I, Summa Health Corporate Health collection site dropdown. This form can also be faxed to the testing location as notification that an applicant has been referred for a controlled substance and/or alcohol test.

The 2073 Consent and Release Pre-employment Drug Testing and 2080 Applicant/Employee Alcohol-Substance Testing Request forms for pre-employment must also be emailed to the Coordinator. Screening results cannot be released if these forms are not received.



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Test results may be forwarded by the Medical Review officer (MRO) to the administrator via phone, U.S. Mail or a secured email or website. The Administrator or Coordinator will notify the Supervisor of the applicant's results.

A negative test result means that the applicant has successfully completed the alcohol and controlled substance test and is eligible for an offer of employment.

A positive test result means the applicant has not successfully completed the alcohol and controlled substance test and is not eligible for employment with The County of Summit for one (1) year from the date of the test.

The Coordinator will notify the applicant of their right to file a written appeal to the Human Resource Commission per Codified Ordinance Section 169.28 (h) (3) (A) (2).

REASONABLE SUSPICION

POST ACCIDENT

All employees who have caused or contributed to an accident on the job as described in Codified Ordinance Section 169.28 (h) (3) (B) and where there is reasonable suspicion as described in Codified Ordinance Section 169.28 (h) (3) (C) are subject to testing.

Employees are required to report any accident immediately to their Supervisor. Vehicle accidents should be reported to the dispatcher using the radio system or any other designated means of communication.

Upon notification that an employee has been involved in a vehicle accident within Summit County or a contiguous county, Supervisor will report to the scene to determine whether there is reasonable suspicion for alcohol and/or controlled substance abuse testing. Accidents that occur out of Summit County or a contiguous county will be handled by the local law enforcement agency, which will make a determination if the driver is under the influence in accordance with state law. The employee is required to notify the Supervisor of the results of any test administered by law enforcement.

If the Supervisor at the scene determines there is reasonable suspicion, the Supervisor will complete form 2080 Applicant/Employee Alcohol-Substance Testing Request form, select "post-accident" as reason for alcohol/drug screen and transport the employee with testing form to the nearest Summa collection site immediately. The supervisor will have the employee sign form 2079 Reasonable Suspicion Form consenting to the tests prior to testing. The employee must present a photo identification (e.g., driver's license) and submit breathe/urine sample within two (2) hours of arrival. The employee will then be transported home by a neutral third party such as a taxi or designated County employee. Immediately following the referral, the Supervisor will notify the Administrator of the referral.



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Employees holding a CDL license are required to submit to alcohol/controlled substance testing post-accident in accordance with the U.S. Department of Transportation's Code of Federal Regulations §382.303 - Post Accident Testing.

2080 Applicant/Employee Alcohol-Substance Testing Request forms for post-accident drug tests are located on the County of Summit Intranet Scene at: <http://scene.summitoh.net/index.php/human-resources/substance-abuse>.

For evening shift accidents, the Supervisor will contact the Coordinator the next business morning, to report the accident and testing information. The Coordinator will contact the Administrator immediately at (330) 643-8763 or lyeager@summitoh.net regarding the accident and testing information.

The employee will be placed on Administrative Leave per the Compensation section of this policy. If the test is negative, the employee returns to work. An employee is not permitted to return to work until a negative alcohol and controlled substance abuse test is received.

If the employee tests positive, the Supervisor will make a referral in compliance with the section of this policy entitled Employee Assistance Program-Mandatory Referral. Additionally, a positive drug test or refusal to submit to a test after an accident may affect an employee's eligibility to receive Worker's Compensation benefits.

An employee that tests positive for a medical marijuana product during post-injury drug testing shall not be eligible for Worker's Compensation even though the employee has a recommendation for that use from a physician who is properly certified to make the recommendation.

The EAP provider will notify the Administrator when an employee is eligible for a Return to Duty test per this policy.

GENERAL REASONABLE SUSPICION

If a Supervisor believes there is reasonable suspicion, per Codified Ordinance Section 169.28 (h) (3) (C), that an employee is under the influence of alcohol or a controlled substance they will utilize the 2079 Reasonable Suspicion form to document their observations. If possible, the Supervisor will contact another trained Supervisor to confirm observations and both Supervisors will sign the form.

Upon confirmation of observations, the Supervisor will discuss the observations with the employee and provide the employee with an opportunity to give a reasonable explanation. If no reasonable explanation is provided, the employee will be notified that an alcohol and controlled substance test will be required. The employee will sign the 2079 Reasonable Suspicion Form agreeing or declining to take the test. Refusal, as outline in Codified Ordinance Section 169.28 (k), will result in the employee's immediate termination.



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The employee will be provided with a 2080 Applicant/Employee Alcohol-Substance Testing Request form and the employee will be transported to the collection facility immediately, present photo identification (e.g. driver's license) and submit specimen within two (2) hours of arrival, and then transported home by a neutral third party such as a taxi driver or designated County employee. An employee sent for testing will not return to the work site after the test. The Supervisor will contact the Administrator to provide reason for requiring the test and email to lyeager@summitoh.net. For evening shifts, the Supervisor will contact the Administrator the next business morning.

The employee will be placed on Administrative Leave and compensated per the Compensation section of this policy. If the test is negative, the employee will return back to work. An employee is not permitted to return to work until a negative alcohol or controlled substance abuse test is received.

If the employee tests positive, the Supervisor will make a referral in compliance with the section of this policy entitled Employee Assistance Program-Mandatory Referral.

The EAP provider will notify the Administrator when an employee is eligible for a Return to Duty test per this policy.

RANDOM TESTING

Employees who are required to hold a commercial driver's license or permitted to carry firearms in the course of their job duties are subject to random testing per Codified Ordinance Section 169.28 (h) (1) and 169.28 (h) (2). The names of employees who are subject to random testing are provided to the substance abuse testing vendor by the employer. The vendor randomly selects names of the primary and alternate candidates using a scientifically valid method. The substance abuse testing vendor will provide the Supervisor(s) and the Administrator with the list of names of the primary and alternative candidates for testing prior to the designated date(s). Tests will be scheduled by the Vendor and Administrator at a testing site near the work location or arrangements will be made for a mobile drug testing unit to be sent where there are five (5) or more employees to be tested at the same site. At the scheduled time of the testing, if any scheduled employee has reported off work, then the alternate candidate should be sent for the test. An employee must proceed or will be escorted immediately upon notification to the collection site. A refusal to submit a random test, as outlined in Codified Ordinance Section 169.28 (k), will result in the employee's immediate termination.

If testing is not completed at the work site, the Supervisor(s) complete the 2080 Applicant/Employee Alcohol-Substance Testing Request form and will provide it to the employee to take to the testing site. The employee shall present the form to the laboratory attendant verifying that he/she is a County of Summit employee. The employee must report to the designated testing site immediately and present valid photo identification. The Supervisor may select any of the testing sites shown on the 2080 Applicant/Employee Alcohol-Substance Testing Request form. No appointment is necessary.



Department of Human Resources

Russell M. Pry Building
1180 S. Main Street, Suite 311
Akron, OH 44301-1255

330.926.2500
330.643.8562 FAX
www.co.summitoh.net

When the test is complete, the employee will return to duty unless instructed otherwise by the Medical Review Officer or his/her designee. Test results are forwarded by the Medical Review Officer (MRO) to the Administrator via phone, U.S. Mail or a secured email. The Administrator will then notify the Supervisor of the results.

If the result is positive, the employee will be placed on Administrative Leave and compensated per the Compensation section of this policy. The Coordinator will make a referral in compliance with this section of the policy entitled Employee Assistance Program-Mandatory Referral.

The EAP provider will notify the Administrator when an employee is eligible for a Return to Duty test per this policy.

LEGALLY PRESCRIBED DRUGS AND NON-PRESCRIPTION MEDICATIONS

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, when taking any prescription or non-prescription medication which may interfere with the safe and effective performance of their duties, employees are encouraged to consult their licensed medical doctor and report such use to the County Executive's designee. Certification from a medical doctor that an employee is able to perform the normal functions of their position may be required before the employee will be allowed to continue working. This requirement includes medical marijuana that has been recommended by an authorized medical doctor and dispensed by a licensed marijuana dispensary in accordance with the requirements of the Ohio Revised Code and any related regulations.

MEDICAL MARIJUANA

Any County employee who is using medical marijuana shall report such use to the County Executive's designee, shall provide evidence of the employee being registered with the state patient registry, and a recommendation from a medical doctor who has a certificate to recommend its use, and that the medical marijuana was obtained from a licensed marijuana dispensary.

An employee who has a recommendation for medical marijuana who tests positive for marijuana shall be treated as using an appropriately prescribed drug when they have complied with the reporting requirements above and have used the marijuana in compliance with the physician's recommendations.

Use of medical marijuana is prohibited as follows:

- (1) By employees who are required to hold commercial driver's licenses in the course of their employment.
- (2) By employees who are required and/or permitted to carry firearms in the course of their employment.
- (3) By an employee so as to cause them to be under the influence of medical marijuana during the scope and course of their employment.
- (4) By an employee during the scope and course of their employment.

An employee is prohibited from possessing medical marijuana while on County property or in a County vehicle.

FAMILY MEDICAL LEAVE	Approval Date:	03.17.08
	Effective Date:	03.17.08
	Revision Date:	01.09.09
	Revision Date:	03.22.10
	Revision Date:	03.28.11
	Revision Date:	12.15.11
	Effective Date:	01.30.12
	Revised Date:	06.20.13

Purpose

These procedures establish guidelines for the County of Summit, Ohio (“County”) to administer County Ordinance 169.22 (j) Leaves of Absence Family Medical Leave and related sections. The Family and Medical Leave Act of 1993 permits eligible employees to take up to twelve (12) weeks of unpaid leave per twelve (12) month period for a qualifying reason. The process begins with the request for Family and Medical Leave.

Revision History

These procedures supersede all previous policies and procedures regarding Family Medical Leave.

Persons Affected

These procedures apply to all offices, departments, divisions, and units as defined in County Ordinance 169.01(a).

Principles Behind Policy

The principle behind County Ordinance 169.22(j) and related sections is to ensure that the County is in compliance with The Federal Family and Medical Leave Act of 1993.

Definitions

Unless otherwise indicated, the definitions listed in County Ordinance 169.02 shall apply.

Applicable Law

County Ordinance 169.22(j) and (5 U.S.C. §§ 6381-6387, 26 U.S.C. §§ 2601, 2611-2619, 2631-2636, 2651-2654, as amended)

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Procedure

1. Determining Employee Eligibility

In order to be eligible for Family Medical Leave, an employee must have been employed with the County for at least twelve (12) months and have worked at least one thousand two hundred fifty (1,250) hours over the previous twelve (12) months immediately proceeding the date when the requested leave would begin.

2. Calculation of the Twelve Weeks

An eligible employee is entitled to twelve (12) weeks of Family Medical Leave within a twelve (12) month period beginning on the first date Family Medical Leave is taken. The twelve (12) month period is counted from the date upon which the leave first begins. The next twelve (12) month period would begin the first time Family Medical Leave is taken after the completion of any previous twelve (12) month period.

3. Reasons for Leave

A. Eligible employees are entitled to Family Medical Leave for the following reasons:

- a. Birth of the employee's child and care of the infant.
- b. Placement of a child with the employee and/or domestic partner for adoption or foster care.
 1. Leave taken for the birth or placement of a child must be taken within twelve (12) months of the birth or placement.
 2. Leave may be taken intermittently after birth or placement for adoption or foster care, only upon approval of the Appointing Authority. If so approved, the schedule for intermittent leave must also be approved by Appointing Authority. (3.28.11)
- c. To care for a spouse, domestic partner, child or parent with a serious health condition.
- d. The employee's own serious health condition, which makes the employee unable to perform the functions of his or her job.

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B. Military Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is:

(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness;

or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

4. Request and Eligibility Notice

- An employee shall submit the *Employee Request for Family Medical Leave* form (copy attached) to their appointing authority's human resource representative. In the case of foreseeable leave, the form must be completed at least thirty (30) days prior to the requested time off.
- Within five (5) business days of being notified of the need for Family Medical Leave, the human resource representative shall provide the employee with a completed *Notice of Eligibility and Rights & Responsibilities Form WH-381* (copy attached) and the appropriate certification papers (*Certification of Health Care Provider for Employee's Serious Health Condition Form WH-380-E*, *Certification of Health Care Provider for Family Member's Serious Health Condition Form WH-380-F*, *Certification of Qualifying Exigency for Military Family Leave Form Wh-384*, or *Certification for Serious*

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Injury or Illness of Covered Service member for Military Family Leave Form Wh-385, copies attached).

- The employee requesting leave shall submit the completed certification forms to the human resource representative within fifteen (15) calendar days from receipt of the *Notice of Eligibility and Rights & Responsibilities*.
- Once the human resource representative has received the completed certification papers from the employee, they shall forward all paperwork to the Human Resource Commission ("HRC").

5. *Review and Designation Notice*

The HRC will review all information and determine if the leave requested qualifies for Family Medical Leave. If the certification form submitted by the employee is incomplete or insufficient, the HRC shall notify the employee, and the employee shall have seven (7) calendar days to cure the deficiency. If the employee fails to cure the deficiency or fails to authorize the HRC to contact the employee's doctor in order to cure the deficiency, the leave may be denied. Within five (5) business days of the HRC receiving satisfactory certification, the HRC shall complete the *Designation Notice Form WH-382* (copy attached) and send it directly to the employee with a copy to the employee's human resource representative.

Other Provisions

Health Care Benefits

Employees granted Family Medical Leave shall continue to receive group health insurance coverage for the duration of the leave as long as the employee continues to make the employee's contribution to the plan. The human resource representative shall notify employees taking unpaid leave for any portion of their Family Medical Leave that the employee must contact the Department of Insurance and Risk Management to arrange to make the employee's contribution. An employee who fails to return to work, for reasons other than a continued

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serious health condition, shall be required to reimburse the County for the cost to the County of the insurance premiums paid for the employee's health insurance coverage during the leave period.

Record keeping

Each appointing authority's human resource representative will maintain records of leave balances and Family Medical Leave usage. The employee must complete the appropriate departmental leave form for any absence. An employee will be informed by their human resource representative of the Family Medical Leave policy and sent the Family Medical Leave request forms after any 3 day consecutive sick absence.

Reinstatement

Upon return from Family Medical Leave, the employee shall be returned to the employee's original or equivalent job with equivalent status, pay and benefits.

Use of Paid Time Off

Family Medical Leave shall be run concurrently with any leave. If an employee has accrued leave, that time shall be counted as part of the twelve (12) weeks of Family Medical Leave. Employees are required to use all accumulated leave while on Family Medical Leave. Employees on FMLA leave shall be required to use paid leave in the following order: mandatory furlough, sick leave, compensatory leave, birthday leave, vacation, voluntary furlough.

Spouses or Domestic Partners Employed by the County

Spouses or Domestic Partners employed by the County who are eligible for FMLA are entitled only to a combined total of their FMLA for childbirth, adoption, foster placement to care for a parent with a serious health condition or to care for a covered service member.

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Recertification

If an employee applies and is approved for Family Medical Leave for the employee's own serious health condition or the serious health condition of a family member, the employee may be required to recertify such condition every six (6) months in connection with an absence. The employee's human resource representative shall notify the employee of the need to recertify.

Workers' Compensation Leave

FMLA shall run concurrently with workers' compensation leave unless an employees' collective bargaining agreement specifically states otherwise.

Violations

Fraudulently obtaining or using FMLA leave is prohibited. Any employee found to be in violation of this section shall be subject to discipline up to and including termination.

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	Effective Date:	03.17.08
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	Effective Date:	01.30.12
	Revised Date:	06.20.13

Purpose

These procedures establish guidelines for the County of Summit, Ohio ‘(County)’ to administer County Ordinance 169.22 ‘Leaves of Absence’ (d) ‘Leave Donation’ and related sections. The purpose of the leave donation program is to allow employees to voluntarily provide assistance to coworkers who are in critical need of time off due to an extraordinary or severe illness or injury of the employee or employee’s spouse, domestic partner, child or parent. The terms spouse, child and parent shall be defined for the purposes of this policy as such terms are defined under the Family Medical Leave Act. The term domestic partner shall be defined for the purposes of this policy as it is defined in County Ordinance 169.22(c)(4).

Revision History

These procedures supersede all previous policies and procedures regarding leave donation

Persons Affected

These procedures apply to all County employees as defined in 169.22 (1) (a) *but does not apply to those employees paid from a restricted fund, where legal restrictions would prevent an employee from receiving/donating leave pursuant to the leave donation program.*

Principles Behind Policy

The principle behind County Ordinance 169.22(d) and related sections is to enable Summit County’s leave donation program to meet its purpose and operate fairly.

Applicable Law

County Ordinance 2006-504 and 2011-380

Definitions

1. The following conditions/situations qualify as an extraordinary or severe illness or injury;

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- A. In-patient care in a hospital or residential medical facility for ten (10) or more days, or
- B. In-patient care in a hospital or residential medical facility with a prolonged recovery period, or
- C. Multiple traumatic injuries with a prolonged recovery period, or
- D. In-patient care in a hospice, or
- E. Out-patient surgery with a prolonged recovery period, or
- F. Ongoing outpatient care for a life threatening condition such as cancer.

2. Prolonged recovery period means that it is medically necessary for the employee to be off work for a period of at least ten (10) working days.

Procedures

Request to Receive Donated Leave

To receive donated time a 'Recipient Application' (see attached form) must be completed and certified by the employee's payroll officer/HR Rep indicating that the employee will have no accrued paid leave and that the employee has exhausted any other paid leave, workers compensation benefits or benefits program for which the employee is eligible. There must be certified medical documentation attached stating the nature of the illness or injury and the duration of such. The request is then forwarded to the Human Resource Commission for approval. The Human Resource Commission will return the signed form to the requesting employee's human resource office. At this time the Human Resource Commission will notify employees of all eligible elected officials of the need for donated leave. Employees from other appointing authorities may donate to the recipient. (as defined in 169.22 (d) An employee is not eligible to receive if paid from a restricted fund, where legal restrictions would prevent the employee from receiving donated leave pursuant to the leave donation program. An employee may receive no more than two thousand eighty (2080) hours of donated leave per qualifying condition.

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Request to Donate Leave

Employees voluntarily willing to donate shall complete the ‘Donor Application’ (see attached form). The Donor Application will be completed in same manner as the recipient’s and forwarded to the Human Resource Commission for approval. No employee shall donate more than 480 hours of his or her accumulated leave in each calendar year and must maintain a sick leave balance of at least 80 hours. An employee is not eligible to donate if paid from a restricted fund where legal restrictions would prevent an employee from receiving donated leave pursuant to the leave donation program.

Transfer of Leave

The donated leave shall transfer in hours and shall not necessitate any transfer of funds. The hours shall be transferred on an hour-for hour basis without regard for differences in hourly rate of pay. The donated leave shall be paid by the receiving employee’s department at the employee’s base rate of pay. Hours are transferred by the recipient/donors payroll office (unless cross donation) each pay period as needed.



Tuition Reimbursement Program (TRP)
Request for Authorization

SECTION I – EMPLOYEE INFORMATION

Employee name (Last)	(First)	(MI)	Office/agency/department/division	Date of request
Employment date	Job classification			Work telephone number

SECTION II – COURSE INFORMATION

Educational Institution	Semester/year	Course title	Credit hours	Course cost*
Educational Institution	Semester/year	Course title	Credit hours	Course cost*

*(Include books, lab fees, etc.)

Please describe your educational goal and how the following course would enhance your current or projected job duties.

I understand that expenses relating to tuition and fees for job-related courses are reimbursable expenses under Codified Ordinance 169.29. I agree and understand that any reimbursement above the limit prescribed by the IRS will be processed as taxable income to the employee. Furthermore, I agree and understand that per Codified Ordinance 169.29(d), I shall work a minimum of one year with the County from the date of the reimbursement. If I leave County employment or am discharged for cause, excluding layoff, before the service requirement is complete, I shall repay the County all of the tuition that was paid to me. If I do not otherwise repay the reimbursement, I agree to have the repayment amount deducted from my paycheck(s) that are issued after the termination decision occurs. The requirement to work a minimum of one year with the County after receiving reimbursement is not an assurance of continued employment by the County.

► _____
Applicant's signature

► _____
Date

SECTION III – BUDGET AND MANAGEMENT APPROVAL

Account number	Approval tracking number
----------------	--------------------------

► _____
Agency Director

► _____
Date

► _____
Appointing Authority

► _____
Date

► _____
Finance and Budget

► _____
Date

► _____
HR Director

► _____
Date

► _____
County Executive

► _____
Date



Summit County

Computer and Telecommunications Policy

I. COUNTY COMPUTERS (General)

Computers are expensive and valuable resources and are to be used *ONLY* for County business, whether conducted in the office or remotely, from an employee's home. Any use of County computers for other than *Official Business* will be considered misconduct and will be subject an employee to disciplinary action.

- A. Copying of programs or data for personal use is strictly prohibited.
- B. Only software and hardware approved and installed by the MIS staff may be added to personal computers. **(PC's).**
- C. Under no circumstances are any unauthorized files or software to be installed, downloaded, or copied to a PC.
- D. Employees are to report malfunctioning equipment or software to the MIS Help Desk at Extension 2013 or helpdesk@summitoh.net.
- E. Managers/Supervisors are to notify the MIS Department of any pending employee moves, adds or changes. **(A minimum of 48 hours notice is required for any equipment moves.)**
- F. Employees are prohibited from playing games on County computers at any time.
- G. The use of modems will not be permitted for security reasons.

Employees who have been permitted to work in a remote environment may be subject to monitoring by their supervisor or the Office of Information Technology up to and including by the use of software installed on employee's equipment for that purpose. If such software is installed on an employee's computer the employee will be notified in advance.

II. PASSWORD POLICY

A. PASSWORD DISPLAY

Computer terminal passwords are **CONFIDENTIAL**. It is the systems users responsibility to ensure that passwords are never left unprotected or unsecured. System users will be held accountable for all processing done with their password. If working remotely, passwords should never be shared with anyone in the remote work environment.

Passwords are **not** to be displayed on or near the monitor (i.e. **no post-it notes or any notes**). Do **not** keep your password in a desk drawer or in a notebook, which is available to the public.

Remember it is in your best interest and the best interest of the County that all passwords are kept **confidential** to prevent unauthorized access to the County's computer systems.

B. PASSWORD CODING

The minimum length for a password will be **no less than** 6 alphanumeric characters. At no time will a person or department/unit name be part of the password. It is also suggested to stay away from using family member names and birth months as these can readily be known by anyone unauthorized trying to access your computer.

III. E-MAIL USE/PROCEDURE

- A. All E-Mail correspondence is the property of Summit County and must be used for business purposes only.
- B. Employee E-Mail communications are not considered private regardless of any such designation by either the sender or recipient. Further, email communications are public records and are treated as correspondence for public records purposes.
- C. The County retains the right to access transmitted and stored communications.
- D. Employees are prohibited from sharing an E-Mail password, providing access to an unauthorized user or accessing another user's E-Mail without authorization.
- E. Offensive, demeaning, harassing, threatening or disruptive messages are prohibited. This Includes but is not limited to any messages which are inconsistent with the County's policies and procedures concerning any unlawful workplace harassment or discrimination.

IV. INTERNET USE/PROCEDURES

- A. The County's Network System, including the Internet, is to be used for business-related purposes only, not for personal use. Any unauthorized use of the Internet is strictly prohibited. Unauthorized use includes, but is not limited to:
 - 1. Connecting, posting, or downloading pornographic material.
 - 2. Connecting, posting, downloading of any offensive, demeaning, harassing, threatening or disruptive messages that are inconsistent with the County's policies and procedures concerning unlawful workplace harassment or discrimination.
 - 3. Engaging in computer "hacking" or other related activities.
 - 4. Attempting to disable or compromise the security of information contained in the system.
 - 5. Routinely using the County computer for personal use.



Summit County

Computer and Telecommunications Policy

- C. Permitting anyone not an employee to use the equipment in a remote work environment.
- B. Employees shall not establish any Internet or other external network connections that would allow unauthorized persons to access the County's system and information.

V. TELEPHONE USE/PROCEDURES

The County's Telecommunications System is to be used for business related reasons; however, it is understood that on occasion it is necessary to use the system for personal reasons. In those instances, employees are expected to apply good judgment when using the system.

Misuse of telecommunications equipment, including making excessive telephone calls on County time and/or charging non-business related long distance calls to the County is strictly prohibited. Personal long distance calls must be charged to a personal credit card or to a third party number.

Any employee who charges non-business related long distance calls to the County will be subject to disciplinary and/or legal action or both.

Under no circumstance should employees use the County's Telecommunications System for personal business reasons (i.e., any activity undertaken for profit or gain) which includes circulating their telephone number for personal business use.

Calls to 900 numbers and any other unauthorized and inappropriate numbers are strictly prohibited and will result in discipline up to and including termination.

VI. PENALTIES

Violations of this directive shall result in disciplinary action, up to and including termination, as well as possible legal action.

VII. ACKNOWLEDGMENT

I have read and understand the information contained in the Office of Information Technology Remote Work Program policy regarding Technology Equipment Use and Monitoring. I am aware that failure to abide by said policy may subject me to disciplinary action up to and including termination from employment and/or legal action. I further understand that, with advance notification, monitoring software may be installed on my equipment.

INTERNET, E-MAIL & ONLINE SERVICES USE

Internet, electronic mail (hereinafter e-mail), and online service use can increase the productivity of Summit County Employees. As is true with all Summit County resources available to employees, there is a potential for misuse or abuse. Employees of Summit County will be held accountable for their use and misuse of resources, which includes, but is not limited to, Internet, e-mail and online services access.

The availability of Internet, e-mail, and online services is for business purposes only. The following uses are strictly prohibited; any use that interferes with normal business activities, use that involves solicitations, any use in connection with a business activity that operates for profit, or any use that could possibly bring embarrassment or harm to Summit County. Employees of Summit County shall not use the Internet, e-mail, or online services for the purposes of operating a business for personal gain, sending chain letters, or soliciting money for religious or political organizations or causes, or for any other reasons unrelated to the business of Summit County.

Summit County employees shall not use the Internet, e-mail, or online services in a manner that would violate any federal, state, or local laws. Summit County employees shall not use the Internet, e-mail, or online services to transmit, download, or print obscene, pornographic, threatening, or racially, sexually, or religiously harassing materials. Summit County employees shall not distribute or print copyrighted materials, which include articles and software, in violation of the copyright laws.

Summit County employees shall not use the Internet, e-mail, or online services to violate the privacy rights of the agency, other employees, or clients of Summit County Offices. No Summit County employee shall provide access to confidential information through the Internet, e-mail, or online services. The transmission of confidential information through the Internet, e-mail, or online services shall only be in accord with the current procedures and regulations. No employee shall use the Internet, e-mail, or online service of any other employee. All employees of Summit County shall use all reasonable safeguards when using the Internet, e-mail, or online services to avoid the mistaken distribution of another individual's information.

All Summit County employees are hereby put on notice that all Internet browsers furnish a trail to trace all sites visited on the Internet.

EMPLOYEE CONSENT TO OBTAINING REPORTS

FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT REGARDING MOTOR VEHICLE RECORD REPORTS

Please be advised that the County of Summit, Ohio needs to obtain motor vehicle record ("MVR") information from a consumer reporting agency that it contracts with to supply MVRs. This information is obtained to confirm your eligibility or continued eligibility to drive County of Summit vehicles (owned, leased or rented) or your own personal vehicle in the course and scope of your employment.

The Federal Fair Credit Reporting Act ("FCRA") promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. FCRA also provides you with certain rights. This disclosure advises you that the MVR is a consumer report and may be obtained for work purposes as part of the background investigation and/or at any time during your employment.

Your MVR may contain information such as any moving violations or other traffic offenses that appear in the agency's records. This information received by the County of Summit may affect your employment or assignment if your job duties require an insurable driving record. If the County of Summit obtains MVR information that adversely affects you, you have the right to receive a copy of the MVR report. You also have the right to dispute directly to the consumer reporting agency any incomplete or inaccurate information. For more information, including information about additional rights, you may contact the Federal Trade Commission.

Please sign the "AUTHORIZATION FOR RELEASE OF MOTOR VEHICLE INFORMATION" statement below to indicate that you authorize the County of Summit to obtain these reports for the above-stated purpose. Then complete the information on the Driver Application Form. When completed, forward the entire Form and this Disclosure Statement to the Department of Law and Risk Management.

AUTHORIZATION FOR RELEASE OF MOTOR VEHICLE RECORD INFORMATION

1. I have read the above "Disclosure Statement" and hereby authorize the County of Summit, Ohio to obtain a motor vehicle abstract concerning me to confirm my eligibility to drive a County vehicle (owned, leased or rented) or my own personal vehicle in the course and scope of my employment. This authorization shall remain on file and shall serve as ongoing authorization for the County of Summit to obtain motor vehicle abstract information for lawful purposes at any time during my employment.
2. I hereby authorize any department of motor vehicles or any other organization receiving my driving record from a department of motor vehicles to send factual data about my driving record, in order that I may be evaluated for eligibility to drive a County of Summit vehicle (owned, leased or rented) or my own personal vehicle in the course and scope of my employment. I hereby release the County from any and all liability for damages of whatever kind or nature, whether known or unknown, which may at any time accrue to me on account of information that is obtained pursuant to this authorization.
3. I hereby acknowledge receipt of "A Summary of Your Rights Under the Fair Credit Reporting Act" and "Notice to users of consumer Reports obligation of users under the FCRA."

SIGNATURE: _____ PRINT

YOUR NAME: _____ DATE:

PLEASE RETURN TO: YOUR DEPARTMENT CONTACT PERSON FOR DRIVER AUTHORIZATIONS

DRIVER APPLICATION FORM

(PLEASE PRINT OR TYPE)

I request authorization to operate County of Summit vehicles in the performance of my duties for the Department of _____.

Name of Department Head

My driver's license number is _____ issued by the state of _____ which expires on _____.

The last 4 digits of my social security number are: _____.

I authorize the County of Summit to verify my Motor Vehicle Record as a vehicle operator for the County. I also authorize the County of Summit to verify my status on a monthly basis. I agree that, if approved as a driver, I will notify my department head/supervisor of any change in my ability to drive safely or in my legally granted driving privileges. I understand the above and give my approval to have my driving status and motor vehicle record checked.

Employee Signature _____ Date _____

Address on License _____

City/State/Zip _____ My date of birth is

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

COUNTY OF SUMMIT, OHIO EXECUTIVE TRAVEL POLICY

I. Authority for Travel

- A. Permission to travel on County business is documented by completing a Part I of the Travel Expense Report. The Part I is to be completed and approved **in advance**. Travel may be approved after it has taken place only if “there are unusual and extenuating circumstances of an emergency nature.”
- B. Anyone traveling without an approved Part I does so at the risk of being denied reimbursement of expenses.
- C. Signatures of approval for the travel are required from the appointing authority or their designee. **For travel when the estimated costs exceed \$200.00 per person, the Part I must also be approved by the Director of Finance and Budget and the County Executive (for Executive Staff only).**
- D. The policy does not intend to address every issue, exception, or contingency that may arise in the course of travel.
- E. Employees shall exercise the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.
- F. All requirements of the personnel policy (Codified Ordinance 169.25) as it relates to the Automobile Policy is in effect in the Travel Policy.

II. Cost Standards

- A. Transportation
 - 1. Travel by air, rail, or bus must be at the lowest and best available rate. Per the Ohio Ethics Commission Advisory Opinion No. 91-010 indicates that employees of a government should not accept, solicit, or use the authority or influence of their position to secure, for personal travel, a discounted or free “frequent flyer” airline ticket or other benefit from an airline if the ticket or other benefit was obtained from the purchase of airline tickets used for official County travel. It is the policy of the County that it prohibits the accumulation of “frequent flyer” miles by employees earned on official County travel which is paid for or reimbursed by the County or requires employees to use such miles earned for future official County travel.
 - 2. Tickets for transportation should not be purchased/ordered until the Part I has been approved. Tickets purchased without Part I approval are the employee’s risk. Tickets lost or stolen are the liability of the employee authorized to travel and the cost must be reimbursed to the County. **Any airline tickets purchased by the County and canceled at the employees request and not reused within one year must be reimbursed by the employee.**
 - 3. Employees are encouraged to carpool whenever possible. Mileage is payable to only one (1) of the two (2) or more employees traveling on the same trip in the same vehicle.
 - 4. County vehicle: If the department has a County car, it should be made available to the traveling employee to reduce County expenses - even if it is necessary to temporarily reassign the car for the traveling employee’s use.
Employees may be reimbursed for fuel or repair expenses incurred while driving a County vehicle. Receipts must be turned in with the Part II.
 - 5. Private vehicle: When using a private vehicle, the employee is reimbursed at the current IRS rate. Any gasoline, damages, needed service, or repairs to private vehicles are the responsibility of the employee, as these costs are included in the per mile cost reimbursement. Mileage reimbursement is calculated from the work reporting location to the destination, not from the employee’s home. The vehicle “shall be insured by the owner and the owner shall save and hold harmless Summit County from any and all claims arising from such use.” The limit on private vehicle mileage distance one way shall not exceed three hundred (300) miles unless otherwise approved by the County Executive. **If an employee requests to drive when airfare is feasible, they will be reimbursed the amount which is the lesser of travel by air or private vehicle, not to exceed mileage of three hundred (300) miles one way.**

6. Rental cars are approved only when there are extenuating circumstances. Requests for rental cars must be on the Part I with an explanation of why one is necessary.

B. Hotel Accommodations

1. Overnight stays in adjoining counties (Cuyahoga, Portage, Stark, Wayne and Medina) **require prior approval from the County Executive.**
2. Employees are reimbursed at the single room rate. If a spouse or guest is sharing the room with the County employee, the employee is only reimbursed at the single room rate.
3. A detailed original billing showing payment must be submitted with the Part II. Telephone calls of a business nature must be identified for reimbursement.
4. Since a substantial number of employees travel to Columbus, the following rules apply:
 - a. Should the seminar, conference, or training begin at or before 9:00 a.m., the employee may elect to stay the night before and be reimbursed for lodging only. The dinner meal for the departing night will not be reimbursed. (This is because an employee can travel to Columbus after the dinner hour.)
 - b. If the seminar, conference, or training begins after 9:00 a.m., the employee will not be reimbursed for overnight stay prior to the conference.
5. Hotel reservations must be made in the name of Summit County (on behalf of the employee) and paid with a county check or a county P-Card. **If this policy is not followed the County will not reimburse the State sales tax.**
6. In addition to being exempt from Ohio sales tax, the County of Summit is exempt from sales and use tax in the District of Columbia. In the City of Columbus, city and county taxes are exempt. You are required to take the applicable form(s) to the hotel to be exempt from these taxes. **If this policy is not followed the County will not reimburse for taxes from which the County should be exempt.**

C. Meals

1. Meals are reimbursed at a per diem rate as established by the U.S. General Services Administration (GSA) in an amount not to exceed \$80.00 per day. Receipts are not required for meals.
2. No reimbursement shall be made for meals inside the County.
3. Employees are not reimbursed for meals that are included in the cost of the conference. An itemization of what the registration fee includes must accompany the Part I. This itemization should include meals.
 4. **Meal reimbursements for travel outside the County, not involving an overnight stay will be processed for reimbursement to the employee in their bi-weekly paycheck, and taxes will be withheld pursuant to IRS regulations. Part I and Part II forms are still required. Supervision will be responsible for giving approved Part IIs to the payroll clerk, who shall be responsible for adding the reimbursement to the bi-weekly payroll pursuant to instructions issued by the Fiscal Officer's Payroll division.**
5. Meal reimbursements for travel outside the County involving an overnight stay are subject to the following provisions and will be paid on the Part II:

Breakfast:

 - a. Travel must begin before 6:00 a.m. to be reimbursed for breakfast.
 - b. Continental breakfasts are considered breakfast.

Lunch:

 - a. Lunch reimbursements are for employees who are traveling on business that is not a part of the employee's regular job duties.

Dinner:

 - a. Travel must conclude after 7:00 p.m. to be reimbursed for dinner. (The time should not include stopping for dinner while returning to Summit County.)

D. Miscellaneous Expenses

1. Parking, bridge, highway and tunnel tolls, taxi fares, bus fares, etc. are reimbursable items if accompanied by original receipts.
2. Tips are considered reimbursable expenditures up to 20% of the original amount. No reimbursement will be permitted for tips on meals, since meals are reimbursed at the per diem rate. The dollar amount must be documented on the receipt.
3. Expenses incurred for fax copies, telephone calls on official County business, and rental of equipment for temporary meetings or office facilities necessary for the conduct of

official County business may be reimbursed. Such items must be itemized, receipted, and explained.

4. Employees will not be reimbursed for alcohol, entertainment, laundry or dry cleaning, room service charges, limousine services, expenses of spouse traveling with employee, and any allowable expense where the employee provides no receipt as documentation.
5. Any receipt that appears to be altered (i.e., written over, torn or sequential from the same traveler) will not be reimbursed.

III. Part I - Travel Expense Report

- A. The purpose of the Part I “is to provide a basis for determining whether the trip is desirable ...and to provide information for pre-audit and availability of funds.”
- B. For travel outside of Summit County: A Part I is required for all travel outside the County when the destination is not a County work site (which is a site directly associated with fulfillment of one’s job duties), even if there are no expenses associated with the travel.
- C. For travel within Summit County: A Part I is required for travel in the County only when there are expenses associated with the travel (conference, registration or seminar fees). A Part I is not required to attend meetings on regular County business.
- D. The Part I must be completed and submitted at least two (2) working days before the travel occurs.
- E. Copies of the meeting/seminar/conference agenda must be attached to the Part I.
- F. Procedures for completing a Part I:
 1. Estimate cost on the basis of standards set forth in this policy.
 2. Have the form approved by the appointing authority or designee. If the total amount of the Part I exceeds \$200.00 per person, the form must also be approved by the Director of Finance & Budget.
 3. If the Part I is over \$200.00, a scan of the Part I will be sent to Executive departments after it has been approved.
 4. For other officeholders, the original Part I is returned.
 5. When preparing a Banner invoice for pre-payment of travel expenses (i.e., conference fees or hotel costs), the Xtender scan **must** include a copy of the approved Part I and an invoice from the vendor or Confirmation from the hotel with the amount and name of the County and the employee on it.

IV. Part II - Travel Expense Report

- A. The purpose of the Part II is to provide verification of expenses paid by an employee that were approved on a Part I, and to request reimbursement.
- B. Procedures for completing a Part II:
 1. Submit for approval within thirty (30) days after returning from the trip.
 2. Attach original receipts for items that are to be reimbursed to the employee.
 3. Have the form approved by the appointing authority or designee. If the total amount of the Part II exceeds \$200.00 per person, and if it exceeds the Part I amount, the form must also be approved by the Director of Finance & Budget.
 4. The original Part II will be returned to the department after it has been approved.
 5. When preparing a Banner Invoice for employee reimbursement, the Xtender scan must include the original receipts and approved Part II.

V. Compliance with Travel Policies

- A. To ensure that the appointing authorities are in compliance with Codified Ordinance 169.30, it is imperative that complete travel files are maintained. Each department should maintain files with all required material and retain it in accordance with record retention laws.
- B. “Failure to comply with any provision of this section shall result in denial of the reimbursement requested. **Employees will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.** Abuse or fraudulent claims for travel and reimbursement may result in discipline up to and including termination.”