**Madison County Board of MR/DD**

**Personnel Policies Chapter 5**

**Staff Guide**

**August 22, 2008**

This guide is not meant to replace Chapter 5. As a staff member of the Madison County Board, it is your responsibility to review Chapter 5 in its entirety. You are also responsible for reviewing Chapters 7 Behavior Support and 13 Incidents Adversely Affecting Health and Safety. Your supervisor or Division Director will also guide you to other Chapters that may directly impact your duties and for which you will need to be familiar. You are strongly encouraged to seek assistance from your supervisor or Director when you have questions.

This guide will address commonly asked questions or situations encountered by section.

**Section 500 and 501 Introduction and Objectives**

Q--What is purpose of this manual?

A—To provide employees and management with guidance in day to day workplace expectations, conduct, and rules affecting employment.

**Section 502 Definitions**

Staff should cross-reference this section as necessary to understand the terms used throughout other sections of this manual.

**Section 503 General Hiring and Employment Policies**

Q—How are available positions posted?

A---Positions are posted for a minimum of 14 days and in addition to being posted at county board work sites may also be printed in local newspapers.

Q---Who is required to have a Background Check (BCII)?

A---All staff.

Q---Who pays for the background check?

A---The employee.

Q---What if I am formally charged with an offense?
A---If it is one of the offenses listed in Chapter 5 (F4) you must notify the Superintendent immediately. If you fail to notify the Superintendent you may be dismissed from your employment with the Board. If you are in doubt of whether or not it is a reportable offense you need to check with your supervisor.

Q---Who is required to have Certifications, Registrations, Licenses?

A---Any certifications, registrations, or licenses that you are required to hold will be specified on your Job Description. If you are uncertain you will need to check with your supervisor.

Q---Whose responsibility is it to obtain and maintain the certification, registration or license?

A---It is your responsibility to obtain the initial certification, registration, and/or licenses specified for your job. It is also your responsibility to renew your certification, registration, and/or licenses prior to expiration. You need to be sure that you complete all requirements for renewal (such as required courses or training) well in advance of the expiration date. Failure to maintain the required certification, registration, and/or licenses on your part may result in discipline up to and including termination.

Q---What is my Probationary Period?

A---It is a minimum of 180 calendar days from your start date.

Q---Can I lose my job during the Probationary Period?

A---Unless there is “just cause” you cannot lose your job during the first half of the Probationary Period. Probationary employees may be removed during the second half of the Probationary Period if the service is considered unsatisfactory.

Q---Will information about me be kept in a personnel file?

A---Yes—see Chapter 5 for a list of the information that is kept in the file.

Q---Do I have the right to review the information in my personnel file?

A---Yes, just contact the Administrative Office with your request.

**Section 504 Performance Standards, Training and Evaluation**

In addition to explaining the training and orientation related to your employment this section also addresses the following:

Q---Can I work at another job while employed by the Board?

A---Yes, if the other job does not present a conflict with your Board employment, does not interfere with your county board employment or otherwise present issues as fully explained in 504.5.

Q---Who determines my work schedule?

A---The Superintendent or your Director or Supervisor will determine your work schedule.

Q---Am I expected to maintain good attendance?

A---Yes—your attendance is important to the operation of our programs and services. Sick leave should only be taken when necessary for medical reasons as more fully explained in Chapter 5. Patterns or frequent use of sick leave may be investigated for abuse.

Q---Can I use sick time for a Doctor’s appointment?

A---Yes—sick leave can be taken for a doctor’s/dentist visit, however you are encouraged to schedule routine appointments during non-working hours or early morning/late afternoon and take only the amount of time necessary for the visit.

Q---Can I be disciplined for absenteeism?

A---Yes discipline up to and including termination can result as part of the Board’s absence control section of this policy (section 504.9).

Q---What is the Board’s expectation of my behavior?

A---The Board expects each employee to conduct his/herself in a professional manner at all times.

Q---What is the expectation for my relationship with the people we serve?

A---Board employees are required to treat individuals we serve with courtesy and respect at all times. To better understand these expectations you are encouraged to review Chapter 13 and Chapter 7 which outline individual rights as well as guidelines for staff/individual relationships. When in doubt check with your supervisor.

**Section 505 Discipline**

Q---What does “progressive discipline” mean?

A---The Board ‘s intent with the discipline process is to assist the employee in a fair manner to correct unsatisfactory job performance or conduct when it occurs. Whenever possible the Board will use measures that are progressively more severe (i.e.—supervisor counseling, letter of job expectations, oral reprimand, written reprimand, suspension, termination). However, the Board reserves the right to utilize appropriate discipline that reflects the seriousness of the action, its impact upon the individuals we serve, other employees, and any possible criminal nature of the offense.

Q---What is a Pre-Disciplinary Conference?

A---This is a meeting that you are entitled to participate in whenever the Director or designee determines that you may be reduced in pay or position, suspended or terminated.

Q---If I am notified of a Pre-Disciplinary Conference what are my options?

A---You can:

* Appear at the conference to present an oral or written statement in your defense;
* Appear at the conference and have a chosen representative present and oral or written statement in your defense; or
* Elect in writing to waive the opportunity to have a pre-disciplinary conference.

Q---What is my responsibility for reporting abuse/neglect?

A---You are required to report any allegation of abuse or neglect to your supervisor and the Board’s Investigations Coordinator immediately. You must take any allegation seriously—it is not your job to determine if it is true or not, but it is your job to report it. In addition if the allegation involves a child you must report the abuse/neglect to Madison County Children Services 740-852-4770.

**Section 506 Grievance Procedure Policy**

Q---I disagree with management or a Board Policy or rules that I am required to follow or feel that I have been treated unfairly, what do I do?

A---Employees are always encouraged to talk with their supervisor regarding issues that are of concern to them. This policy is in place for the purpose of providing a formal process for employees to air grievances. Step 1 begins with your immediate supervisor, Step 2 involves the division Director, Step 3 is the Superintendent, and Step 4 would be the Personnel Committee of the Board.

**Section 507 EEO Complaint Policy and Procedure**

Q---What is this?

A---This is the process to be used for any employee or applicant having a complaint of discrimination on the basis of race, color, religion, sex, national origin, handicap, or age (40 and over). The employee may file a written discrimination complaint in the office of the Equal Employment Opportunity Coordinator.

**Section 508 Reasonable Accommodation**

Q---How do I know if the Americans with Disabilities Act of 1990 (ADA) applies in my case?

A---To be protected under ADA you must have had, have a record of, or be regarded as having a substantial, as opposed to minor impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working.

**Section 509 Compensation Policy**

Q---Who determines how much I’m paid?

A---The Superintendent works within the Board approved pay scales for each position to determine employee compensation. Upon hire, factors that may be considered are previous applicable experience and/or training and education.

Q---When do I get paid?

A---If you were just hired you can expect to receive your first pay check in 3 or 4 weeks. The reason for this is that the Board uses a 2 week delayed pay system. After that you will be paid every other Friday. If a holiday occurs on a payday Friday you will be advised of when and where paychecks will be available.

Q---How do we get paid?

A---The Board pays all employees through “direct deposit”. This means that you will need to give the Board your bank information so your pay can be deposited directly into your account. You will not receive a “paycheck”, however you will receive a pay stub that details pay, deductions, and leave balances.

Q---What do I do if I want to have additional with holdings for taxes taken out of my pay ?

A---Request the form from the administrative office.

Q---What is deferred compensation?

A---This is a supplemental retirement/savings program(s) that is available to Board employees. Participation is strictly voluntary and employees may designate whatever amounts they would like to contribute. If you are interested in these programs please contact the administrative office.

Q---What is overtime?

A---Overtime refers to time worked in excess of forty (40) hours in any one work week. There are many factors that come in to play regarding overtime---you must have your supervisor’s approval to work overtime. Overtime exempt employees are not permitted to earn overtime pay.

Q---Am I required to participate in the Ohio Public Employees Retirement System or the State Teachers Retirement System?

A---Yes you are required by law to participate in PERS/STRS as applicable to your position.

Q---What should I do if I am injured during the course of my employment with the Board?

A---You must immediately report the incident to your supervisor and complete an injury report form. Even if you believe the injury is not serious you must report the incident and complete the form. If the injury requires medical attention you will need to notify the attending physician that the injury occurred during the course of employment.

Q---Can I use my sick leave or vacation leave prior to receiving payments from Workers Compensation?

A---Yes, however employees are prohibited from receiving **both** sick/vacation leave while simultaneously receiving payment from Workers Compensation.

Q---Will I be reimbursed for mileage and expenses when I am required to travel on Board business?

A---Yes. See your supervisor for the appropriate expense form and limits.

Q---When am I eligible for vacation leave and how much time do I get?

A---Unless you are on a management contract you must complete one year of public service before you are eligible to take vacation leave. After your first year you will continue to accrue vacation leave and can take it as it is earned. The amount you accrue each year is determined by the number of years you have worked under public employment (see rate structure in section 509.11).

Q---Are part-time employees eligible for vacation leave?

A---No, however if you later become a full-time employee your part-time service will count toward determining the total amount of service.

Q---How do I request vacation leave.

A---Vacation leave must be requested from your supervisor in writing on the Board Request for Leave Form. The Board reserves the right to approve vacation consistent with program needs including approval consistent with program operation schedules.

Q---How much sick time do I have?

A---When you first start working in public employment your balance is 0. You begin accruing sick leave immediately—for each hour in active pay status you will earn .0575 hours of sick leave.

Q---What can sick leave be used for?

A---For a complete list see Chapter 5 Section 509. This section also details how sick leave may be paid out at the time of retirement.

Q---How many Personal Days a year do I get?

A---Each full-time employee who has worked at least 3 months with the Board will be granted the equivalent of 2 days pay for personal leave per program year.

Q---I have been asked to do jury duty or subpoenaed to appear before a court in which I am not a party to the action---how is this handled?

A---Court leave with pay will be granted. You will be required to remit any payment you receive from the court for your service to the administrative office.

Q---What if I have to appear in court as a party to the action (example custody hearing, traffic court etc.)?

A---You will need to request to use vacation time, personal time, or leave without pay.

**Section 510 Calamity Days**

Employees are encouraged to review this section and find out from their supervisor how these will be communicated (phone chains i.e.). Rule of thumb---if you are not informed otherwise you will need to report to work.

**Section 511 Notification of Absence/Leave Request**

Q---How do I report off work?

A---You will need to review the applicable section of Chapter 5 based on the type of leave you are requesting. In the case of sick leave Section 509.12 item H. indicates your need to inform your supervisor 90 minutes prior to the start of your shift. This is intended to insure that your supervisor has adequate time to make arrangements to cover the services you normally provide. Your supervisor may make other arrangements with you based on the nature of your job.

**Section 512 Commercial Driver License Training**

Employees that this pertains to are encouraged to review this section of Chapter 5 and discuss with their supervisor.

**Section 513 Family and Medical Leave**

Q---What is FMLA?

A---This law insures that eligible employees are provided up to a total of 12 weeks of a combination of paid and unpaid leave each year for qualifying events which are:

* The birth and first year care of the employee’s child
* The placement of a child with the employee for adoption or foster care
* A serious health condition of an employee’s spouse, child, or parent
* A serious health condition that makes the employee unable to perform the essential functions of the position of such employee

Q---Who qualifies for FMLA?

A---In order to qualify you must meet the following criteria:

* You must have been employed by the Board for more than 12 months of active service.
* You must have worked more than 1,250 hours in the previous 12 months.

**Sections 514-518** deal with separation, retirement and layoff. Employees are encouraged to read these sections as applicable and seek assistance from their supervisor when necessary.

**Section 519 Delegated Nursing**

You’ll know if this affects you as you will have gone through training in accordance with Chapter 14 of the County Board Policies. If you have not received the 14 hour training you cannot pass medications.

**Section 520 Miscellaneous Policies**

This section deals with a variety of topics from dress code to how to obtain COBRA insurance coverage. Employees should review these sections.

I have reviewed the Staff Guide pertaining to Chapter 5 Personnel Policies and understand that I am responsible for reading and observing the information contained in Chapter 5 in its entirety. I understand that I can seek clarification on any of these points with my supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date