

**SECTION 3
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- A. All employees of the Department other than the Director and any administrators appointed in accordance with RC 329.021 are in the classified Civil Service.
- B. All positions in the Department are classified in accordance with the classification plan found in the Ohio Administrative Code for County Departments of Job and Family Services (OAC 123:1-7-27).
 - 1. A classification is a group of positions sufficiently similar in respect to duties, responsibilities, authority, and qualifications that the same descriptive title may be used for each, the same pay range assigned, and the same examinations conducted. Examples of classifications are Eligibility/Referral Specialist 1, Unit Support Worker 1, Clerical Specialist 1, etc.
 - 2. Each classification is given a five-digit number. All classifications with class numbers having the same first four digits are considered to be in the same class series. A series is a group of related classifications which form a career progression, e.g., Eligibility Referral Specialist 1, Eligibility/Referral Specialist 2, Eligibility/ Referral Supervisor 1, and Eligibility/Referral Supervisor 2.
- C. Each position in the Department is assigned a classification based on the job duties and required worker qualifications of the position.
- D. Each position on the Department's organizational chart is given a Position Control Number (PCN), a six-digit number unique to the position.
- E. Each employee is given a copy of the approved Position Description for his/her current position by his/her supervisor.
- F. Each employee also receives from his/her supervisor, a copy of the Essential Functions for his/her position, describing the job duties that must be done to fulfill the position.
- G. A non-probationary employee may request that his/her position be reviewed for proper classification. The Department may also request that a position be reclassified as job duties, etc. change. If the compensation of an employee in a reclassified position exceeds the maximum rate of pay for the employee's new classification, the employee shall not receive an increase in pay until the maximum rate of pay for that classification exceeds the employee's rate of pay.

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- A. Employees are classified as full-time or part-time permanent, full time or part time temporary, full time or part time seasonal, or as intermittent.
1. Full-time employees are those who are regularly scheduled to work forty (40) hours per week, or any other standard established as full-time by the Employer.
 2. Part-time employees are those who are regularly scheduled to work fewer than forty (40) hours per week, or less than any other standard established as full-time by the Employer.
 3. Permanent (or Regular) Employee - a full-time or part-time employee who works a regular schedule of twenty-six (26) consecutive bi-weekly pay periods which is not limited to a specific season or duration.
 4. Temporary Employee - a full or part-time employee who works in a position which is normally of a non-permanent nature, and which normally has a specified duration of time not to exceed one hundred twenty (120) days (see definition in Section 1.02 – Temporary Appointment).
 5. Seasonal Employee - a full or part-time employee who works a certain regular season or period of the year performing work limited to that season or period of the year.
 6. Intermittent Employee - an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable.
- B. Probationary employees are full-time or part-time employees who have not completed the established probationary period.
- C. Full-time or part-time employees who have successfully completed a probationary period and have been approved by the Appointing Authority are considered to be in regular (permanent) employment status. Regular classified employees are subject to dismissal only for cause. Regular unclassified employees may be terminated from service at any time. This includes temporary and intermittent employees.
- D. Seniority is defined, for the purposes of Wayne County employees, as the uninterrupted length of Continuous Service with a County office, a state agency, the Ohio National Guard, or a state supported college or university. An authorized leave of absence does not constitute a break in service, and seniority time continues to accumulate during the term of leave provided the employee complies with rules and regulations governing his/her leave of absence, and that the employee is reinstated from the leave. Continuous service is broken by any of the following events:

**EMPLOYMENT STATUS
(CONTINUED)**

1. Discharge for cause;
 2. Resignation;
 3. Failure to return to work at the end of an approved leave of absence;
 4. Failure to timely apply for reinstatement after discharge from active duty in the military service;
 5. Absence from duty without leave for three (3) consecutive days; or
 6. Retirement.
- E. Full-time permanent employees shall be entitled to all benefits as provided by Wayne County. The benefits other statuses of employees are eligible to receive vary. Information regarding those benefits can be found in Section 5.01, Insurance; 5.02, Vacation; 5.03, and 5.03 (A), Holidays; and 5.04, Sick Leave.

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A. JOB APPLICANT REQUIREMENT

1. Due to the importance of hiring employees with a high degree of integrity and confidentiality, the Employer has adopted this policy that requires all applicants to successfully complete appropriate testing and background checks, which may include a criminal background check.
2. Drug Screening and confirmation tests for safety sensitive positions shall be conducted by a U.S. Department of Health and Human Services (DHHS) certified laboratory. The collection site and the laboratory shall have clear and well-documented procedures for collection, shipment, and accessing of urine specimens. The procedures utilized by the collection site and the laboratory shall include an evidentiary chain of custody and control and split sample collection and testing. All procedures shall be outlined in writing and provided to the specimen donor (applicant).

The Employer shall require testing for only those substances for which the DHHS has established an approved testing protocol. The Employer shall not hire any applicant who is unable to satisfactorily explain the presence of a controlled substance. The cost of the drug screening and confirmation tests shall be paid by the Employer.

3. The Employer may have certain positions in the agency for which the applicants are required, by law, to undergo a criminal background check by the State's Bureau of Criminal Identification and Investigation (BCII). For those positions in the agency which do not fit into the above-referenced category, the Employer reserves the right to request that a criminal background investigation be conducted by the BCII or any other qualified law enforcement agency. Any costs related to the applicant's criminal background investigation shall be paid by the Employer.
4. Applicants are expected to fully comply with the Employer's efforts to administer this policy. Any attempt to interfere with a controlled substances test or a criminal background investigation will result in the disqualification of the applicant. Examples of such interference are, but not necessarily limited to:
 - a. Refusal to sign forms or waivers
 - b. Failure to appear at a collection site
 - c. Failure to provide adequate samples for the controlled substances test
 - d. Engaging in conduct that clearly obstructs the testing procedure

5. This policy is intended to be in accordance with any existing laws or regulations, which address the issues of applicant controlled substances testing and criminal background investigations in the Employer's workplace. If there is a conflict between any provisions of this policy and/or a federal or state law or regulation, the appropriate law or regulation shall prevail.

B. IMMIGRATION/CITIZENSHIP STATUS

1. The County will not discriminate on the basis of a person's national origin or citizenship status in recruitment, hiring, or termination. However, it will not knowingly employ any person who is or becomes an unauthorized alien.
2. Employees hired after November 6, 1986 must provide suitable documentation and complete INS form 1-9 to verify identity and employment eligibility.
3. A successful applicant refusing to provide documentation or providing false documentation will not be hired, or will be subject to discharge for cause.

C. DRIVING RECORD CHECK

Driver abstract reports may be requested for each County employee who must operate a motor vehicle, County-owned or personal, as a regular function of the job. This includes standard driver's licenses and commercial driver's licenses (CDL).

1. A current employee who drives as a regular function of the job may be periodically screened for an acceptable driving record. If the information provided by the Driver Abstract Report places the employee in the "Unacceptable Driver" category, as defined below, the Appointing Authority will review the employee's driving record and determine if the employee can continue in his/her current position without driving. If driving is an essential function of the job, the employee may be transferred or terminated, at the discretion of the Appointing Authority.

2. **Review of the Driver Abstract:** A request will be sent to the Ohio Bureau of Motor Vehicles (Ohio BMV) to obtain the Driver Abstract. (The request must be submitted in writing to the Ohio BMV and must include the subject's social security number and the required processing fee.)

The Driver Abstract will be reviewed against the established criteria for operation of a motor vehicle on County business. The result of this review will be submitted to the Appointing Authority.

3. **Evaluating the Driver Abstract:** The following will be used as general guidelines to determine the acceptable driving status of applicants or employees:

Unacceptable Driver is defined as one who has received during the previous three (3) year period one (1) of the following:

- a. A conviction for one (1) or more of the following:
 - i. Reckless driving or drag racing;
 - ii. Driving while under the influence of alcohol or drugs;
 - iii. Vehicular homicide;
 - iv. Leaving the scene of an accident, if the accident resulted in personal injury or death; and/or
 - v. Willfully eluding or fleeing a police officer in response to a traffic violation.
 - b. Two (2) or more chargeable or “at fault” accidents in five (5) year period. (The nature and severity of the accident to be taken into account.)
 - c. Three (3) moving violations for which the applicable state agency awarded two (2) or more points.
 - d. Any combination of one (1) chargeable or “at fault” accident and two (2) moving violations.
4. **Periodic Review of Current Employees:** The driving records of each County employee falling within the purview of this policy may be reviewed annually to update his/her personal file.

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A. PERSONNEL FILES

1. Each Appointing Authority will maintain official personnel files on his/her employees. Such files shall include, but are not to be limited to: individual employment data; payroll information; work time schedules; records of deductions paid; application forms; records pertaining to hiring, promotion, demotion, transfer, layoff, termination, etc. Personnel records, except for protected information (i.e. Social Security Numbers), medical information and certain documents which are the subject of criminal investigation, are public records as specified by the Ohio Revised Code.
2. Nothing herein shall prevent the dissemination of impersonal statistical information.
3. An employee may arrange with the Appointing Authority to inspect his/her personnel file.
4. Each employee is required to advise his/her Appointing Authority of any change in name, address, marital status, telephone number, number of exemptions claimed for tax purposes, change in the status of dependents covered by a family health insurance policy, citizenship, selective service classification, or association with any government military service organization.
5. All requests for information about present or former employees will be referred to the Appointing Authority. No County employee other than the Appointing Authority or his/her designee is authorized to release any information regarding current or former employees. Employee records once placed in personnel files become the property of the department/agency. Personnel files shall be protected and maintained in a confidential manner to the extent permitted by law.
6. Telephone requests for employment verification may be limited to employing agency, dates of County employment and job classifications. If this is a Public Record Request, see Section 8.17 of this Manual.

B. MEDICAL RECORDS MAINTENANCE

1. Any employee's medical records must be maintained in separate medical files, and they shall not be included in the employee's personnel file.
2. Medical records are confidential and may be released only in the following circumstances:

- a. Supervisors and managers may be informed of restrictions and accommodations that are a part of an agreed-upon plan of reasonable accommodation.
- b. First aid and safety personnel may be informed if an employee may require emergency treatment.
- c. Government officials investigating compliance may be provided with relevant information upon request.
- d. Medical examination results may not be released for any other reason unless a signed consent form is received from the employee or his/her legal representative. This consent form must be completed and signed for each separate release of information.

C. EEO RECORDS MAINTENANCE

Equal Employment Opportunity (EEO) records must also be maintained in a separate file.

D. LICENSURE REGISTRATION

All employees who are required to be professionally licensed shall submit such license and/or license renewal to their department head for verification.

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- A. The County may require an employee to take a medical or psychological examination, conducted by a licensed practitioner, to determine if an employee can perform the essential job duties (see Section 3.04 (B) - Medical Records Maintenance). The WCCC may require an employee to submit to a medical or psychological examination, appropriate laboratory tests, x-rays, or immunizations during the employee's employment with the WCCC.

The testing for an employee may be done when:

1. it appears that an employee's state of mental or physical health is potentially detrimental to the employee's performance; or
 2. factors considered demonstrate risk to the residents or other employees.
- B. The licensed practitioner who will conduct any medical or psychological examination of an employee will be selected by the appointing authority and the cost will be borne by the appointing authority.
- C. If an employee is incapable of performing the essential functions of the job, with or without reasonable accommodation, he/she may be:
1. Referred to a vacant position in which he/she may perform the essential functions of the position with or without a reasonable accommodation.
 2. Placed in a position in a lower classification in which he/she can perform the essential duties with or without reasonable accommodation; or
 3. Granted a disability separation (see Section 11.01[D]-Voluntary Disability Separation and 11.02[D] Involuntary Disability Separation).
- D. A physical and/or psychological examination by a qualified licensed practitioner may be required prior to employment to ensure that selected job applicants are physically and psychologically able to perform the essential functions of the position for which they are applying. Examinations may include any job-related examination determined to be a pre-employment requirement. No physical or psychological examinations may be conducted until after the appointing authority has made the applicant a conditional offer of employment. The appointing authority shall select the physician to administer the examination and shall pay the cost.
- E. WCCC will require a physical examination and TB test by a qualified physician after the Administrator has made the applicant a conditional offer of employment. This is

**MEDICAL EXAM
(CONTINUED)**

to ensure that selected job applicants are physically able to perform the duties of the position for which they apply. The expense shall be borne by the applicant if the examination is performed by their own physician.

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A. REGULAR HOURS

1. Generally, regular workdays are Monday through Friday. However, an employee may be required to work a flexible schedule to provide required services at times when County offices are closed or additional coverage is necessary. Any twenty-four (24) hour, seven (7) day per week County operation shall establish work schedules accordingly.
2. Employees are expected to arrive just prior to their designated start time in order to begin their duties as scheduled. However, employees are not to begin work-related activities prior to the start of their shift. Also, employees are not to continue working past the end of their shift unless specifically authorized by the Appointing Authority or other designated person. Employees working unauthorized overtime will be paid but may be subject to progressive discipline. Each employee is also required to not engage in any work-related activities during an unpaid lunch period.
3. Any employee may request an “adjusted work schedule” on a temporary one-day basis. This request may be approved by the employee’s supervisor.

B. BREAKS/LUNCH PERIODS

1. Each full-time employee is entitled to an unpaid meal period as designated by the Appointing Authority. Lunch periods normally occur at about the midpoint of the employee's shift.
2. An employee may not work through the lunch break in exchange for arriving at work late or leaving early, unless approved in advance by the supervisor.
3. An employee is entitled to a reasonable break time to express breast milk for her nursing child for one (1) year after the child’s birth each time such employee has need to express milk. Employee shall be provided a place, other than a bathroom, which is shielded from view and free from intrusion from coworkers and the public, which may be used by employee to express breast milk. Employer shall not be required to compensate employee receiving reasonable break time under this paragraph for any work time spent for such purposes.

C. WCCC HOURS OF WORK

Scheduled hours of work are designated by the appointing authority and are subject to change as required to assure efficiency, effectiveness and smooth operation of the facility. WCCC shall attempt to notify employees affected by scheduling changes as soon as practicable, given the situation.

**HOURS OF WORK
(CONTINUED)**

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1. Nothing in the above paragraph limits or infringes upon the facility's rights to adjust schedules or make assignments for staffing purposes on a daily basis or to minimize the payment of overtime.
2. Hours worked beyond scheduled shift must be approved and verified prior to payroll being submitted.
3. WCCC, which operates twenty-four (24) hours a day, seven (7) days a week, will require employees to work on holidays on a rotation or voluntary basis. Supervisors/Department Heads may also be required to work weekends and/or holidays as necessary.
4. When Daylight Savings Time begins, third shift will normally work one hour less. When daylight savings time ends, third shift will normally work one hour extra and be eligible for overtime.

D. WCCC BREAKS/LUNCH PERIODS

1. The immediate supervisor maintains the authority to schedule the time that breaks may be taken. Break periods shall be considered a privilege, not a right, and shall not interfere with the proper performance of the work responsibility. Such breaks shall be considered as part of the employee's work time.
2. Employees who work an eight (8) hour shift may take two (2) separate 15-minute break periods each day. Rest breaks are to be staggered to provide for work area coverage at all times. Employees are subject to call back if a situation demands immediate attention. Employees must notify their supervisor when on break. Breaks must be taken in the designated break areas.
3. WCCC has designated break areas for employees taking relief from daily assignments. Employees shall be required to use break areas to prevent conflict with employees actively involved in work.
4. Employees who work an eight (8) hour shift are entitled to a 30-minute unpaid meal period.
5. Lunch scheduling is subject to approval by the employee's immediate supervisor. Sufficient staffing levels must be maintained during lunch periods. Breaks may not be used to abut the lunch periods.
6. Employees are required to be completely relieved of all duties during lunch periods. The Appointing Authority has designated this as time not worked. If an employee's lunch period is interrupted for business purposes, the employee shall be granted equal time off to compensate for the interruption.

**HOURS OF WORK
(CONTINUED)**

7. Employees shall be responsible for clocking in and out for lunch if leaving the premises.
8. Meal tickets are available at the Office Monday through Friday, 8:30 – 5:00 p.m. All eating utensils must be returned to the dietary unit during the employee’s meal period.
9. Appropriate areas for meals are Staff Dining Room, Main Dining Room, and the Gazebo.
10. An employee may not work through the lunch break in exchange for arriving at work late or leaving early unless expressly authorized by the supervisor.

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- A. County bulletin boards are to be used only for official County business. Only materials approved by the Appointing Authority may be posted.
- B. Employees are expected to consult the bulletin board regularly.
- C. An employee wishing to have County business information posted must submit the material to the Appointing Authority or his/her designee for approval. Posted materials are to be signed by the requesting party. Approved materials will be initialed by the Appointing Authority.
- D. Material posted in violation of this policy will be removed from the bulletin board. All violators of this policy are subject to disciplinary action.
- E. No employee may remove an item from the bulletin board without permission of the Appointing Authority.

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- A. A disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such impairment; or the state of being regarded as having such an impairment.

The severity of the impairment must substantially limit a major life activity, which include, but are not limited to, caring for oneself, performing manual tasks, eating, sleeping, standing, lifting, speaking, concentrating, thinking, communicating, walking, talking, bending, seeing, reading, hearing, breathing, learning, or working. A major life activity also includes the operation of a major bodily function, which include, but are not limited to, functions of the immune system, normal cell growth, bowel, bladder, brain, endocrine, digestive, neurological, respiratory, circulatory, and reproductive functions.

Disabling conditions include, but are not limited to: orthopedic conditions; vision, speech, or hearing impairment; cerebral palsy; AIDS; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; tuberculosis, and mental retardation; as well as those regarded as having physical or mental impairment such as severe burn victims. Contagious diseases are not included so long as they do not pose a current, direct threat to health and safety in the workplace.

- B. Wayne County will not discriminate against employees or applicants who are afflicted with a qualifying disability. The employee or applicant will be treated in the same manner as other employees. If the condition affects the employee's ability to perform the essential functions of the job, reasonable accommodation, if available, will be made by the Employer so the employee may perform the essential functions of the job.
- C. An employee with a qualifying disability may work as long as he/she is physically and mentally able to perform the essential functions of the job without undue risk to himself/herself, other employees, or the public.
- D. Should an employee require a reasonable accommodation to perform the essential functions of the job, he/she should discuss any necessary accommodation with the supervisor or Appointing Authority. If the Employer cannot accommodate an employee in his/her current position, the Employer may place the employee in a lower available vacancy for which the employee is able to perform the essential functions. Absent such a vacancy, the Employer may place the employee on medical leave under the procedures for such leave.
- E. An employee who requires accommodation must provide the Appointing Authority with any medical records required to make decisions regarding job assignment and

**REASONABLE ACCOMMODATION
(CONTINUED)**

accommodation. Medical records are confidential, kept separate from the employee's personnel file, and are not available for public inspection (see Section 3.04[B] - Medical Records Maintenance).

- F. The Appointing Authority may require a doctor's certification of an employee's ability to safely perform his/her duties. An employee who is determined to be unable to safely perform his/her duties may use accrued sick and vacation leave, or may be eligible to apply for family and medical leave, or a disability separation.
- G. The County supports educational programs to enhance employee awareness and understanding of disabling conditions.
- H. Employees who refuse to work with an employee because of his/her disability, or who refuse service to a member of the public because of his/her disability, are subject to disciplinary action up to and including dismissal. Employees are encouraged to seek assistance, clarification, and information from their supervisor or from the American with Disabilities Act (ADA) coordinator (County Administrator) when confronted with a disability situation, if necessary.

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Wayne County recognizes that contagious diseases such as Acquired Immune Deficiency Syndrome (AIDS), tuberculosis, and hepatitis pose significant medical, social, and legal problems. In response to these growing concerns, Wayne County has adopted the following policy:

A. SERVICING CLIENTS

1. Clients coming to a Department have a right to all services if they meet program guidelines regardless of the presence of an infections/contagious disease. In situations where a question about appropriateness for service occurs, the Appointing Authority or a designee will make the final decision.
2. Clients have a right to expect that information about them will be respected and safeguarded by the Department, *including all staff and providers*. The confidentiality of written records will be maintained as well. In addition, strict confidentiality will be expected surrounding matters of stigmatization, discussion of high-risk behaviors, and test results.

B. EMPLOYMENT

Wayne County prohibits employment discrimination against any employee afflicted with a contagious disease. Employees are required to report any exposure to a contagious disease which might pose a direct threat to health and safety in the workplace. The determination of whether an employee diagnosed as having a contagious disease is to be permitted to continue their employment in a capacity that involves contact with the public, residents, or other employees shall be made by the Employer on a case-by-case basis in consultation with the employee's treating physician, the employee, their representative, and outside professionals as may be required.

- C. In making such a determination, the Employer shall consider: (1) the recommendation of the individuals identified in Section B; (2) whether the nature and extent of the disease precludes performance of the essential functions of the job, with or without a reasonable accommodation; (3) the probabilities that the disease will be transmitted to others in the normal work setting; and (4) the potential health risk to the afflicted employee. Pending such a determination, the employee will be permitted to continue working in their current position unless it is determined by the Employer that the employee poses an immediate threat or danger to others.

**EXPOSURE TO CONTAGIOUS DISEASE
(CONTINUED)**

- D. Any of the following actions may be taken by Wayne County: (1) assign the employee to return to their regular place of employment; (2) assign the employee to a modified work assignment where such accommodation is reasonable, or (3) permit the employee to take any paid or unpaid leave for which he/she is eligible; (4) require the employee to take an involuntary disability separation in accordance with Section 11.02 of this manual.
- E. The employee will receive written notice of the Employer's determination. The employee may request a reconsideration of the Employer's determination, provided that such a request is accompanied by medical evidence of an improvement in the employee's physical condition.
- F. An employee concerned about being infected with a contagious disease while in the workplace should convey this concern to his/her department head. Any employee who refuses to work with or perform services for a person known or suspected to have a contagious disease is subject to discipline, up to and including discharge.
- G. The medical records of all employees shall remain confidential to the extent permitted by law (see Section 3.04[B] – Medical Records Maintenance).
- H. The identity of the infected employee shall not be revealed to the general public unless otherwise required by law.
- I. Employees who are at risk of exposure to blood-borne or contagious diseases will follow a system of "universal precautions" to limit the spread of infection in the workplace. Supervisors will instruct employees about any special precautions necessary in individual work areas.

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- A. It is the goal of Wayne County to provide all employees with a safe and healthful work environment. Wayne County believes that safety must always be foremost in the minds of all employees, and do not believe that health and safety practices and procedures should be sacrificed in order to get a task completed faster or more inexpensively. Wayne County has adopted the Wayne County Safety Manual; by reference here, it is made a part of this policy manual.
- B. **APPOINTING AUTHORITY RESPONSIBILITY**
The responsibility of the Appointing Authority is to provide a safe and healthful workplace, establish and maintain a facility health and safety program, ensure employees are properly trained, provide medical and first aid equipment, provide employees with health and safety information, support facility supervisors in their health and safety activities, and to evaluate the health and safety programs of facility supervisors.
- C. **DEPARTMENT HEAD**
The responsibility of department heads is to properly instruct employees, enforce health and safety regulations, correct unsafe acts and conditions, ensure that only authorized and adequately trained personnel operate equipment, report and investigate accidents/incidents, inspect areas of responsibility for hazards, ensure equipment is properly maintained, and instill safety awareness in employees.
- D. **EMPLOYEE RESPONSIBILITY**
The responsibility of each employee is to follow safe work procedures, know and comply with applicable regulations, report injury or illness immediately to their immediate supervisor, report unsafe acts and conditions, and participate in any agency-sponsored health and safety meetings or programs. Any employee questions regarding health and safety should be directed to the employee's immediate supervisor.
- E. Any employee found to be negligent in equipment operation, resulting either in damage to the equipment or an accident, may be subject to discipline or immediate termination; if there is cause for reasonable suspicion, the employee also may be tested for drugs.
- F. Any accident occurring during working hours shall be reported to the immediate supervisor at once. The supervisor shall, in turn, notify the Appointing Authority or Department Head. The employee shall complete an Accident Report Form (Appendix C), Workers' Comp Form, and/or OSHA Form, and forward to the Appointing

Authority no later than twenty-four (24) hours after the accident in order that the employee may be covered under Workers' Compensation.

Appointing Authorities or their designee must notify and forward copies of all injury and/or accident reports and information to the Safety and Loss Coordinator within twenty-four (24) hours after the accident or the next business day.

G. Smoking is generally prohibited. See Section 8.15 of this Manual for a complete description of the Wayne County Smoke-Free Environment policy.

H. **WCCC FIRE AND SAFETY PLAN**

1. The WCCC shall develop and implement a fire and disaster plan for the safety of its employees, visitors, and residents. It shall provide instruction and hands-on training for all employees. The plan shall consist of evacuation procedures, continuing patient care procedures during an evacuation, location of fire alarms and pull stations, general precautions, fire extinguisher use, and the responsibilities of all employees within their unit.

2. The plan shall be covered in the orientation session and formal training held annually.

3. The Safety Committee shall conduct periodic training drills.

4. It is the responsibility of all employees to read and understand the plan in addition to participating in all required training sessions and drills. Supervisory personnel shall be responsible for instructing and directing employees with regard to the plan.

I. WCCC assumes no liability for personal items that are lost, stolen, or damaged when brought into the work place. The Appointing Authority, however, will evaluate any damage done to employee items, (glasses, dentures, etc.) by a resident and determine appropriate means of reimbursement.

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