

Wayne County Commissioners' Agenda

- Pledge of Allegiance to the Flag
- Call to Order Regular Session of November 17, 2021
- Announcement of Commissioners in Attendance
- **Dakota Snure to be sworn in as Deputy Dog Warden**
- Approval of Agenda
- Approval of minutes from November 10, 2021 through November 16, 2021

Date	Res. #	Resolution Title
11/17	2021-613	Approval of County Bills
11/17	2021-614	Approval of County Home Bills
11/17	2021-615	Appropriation Transfer Approval
11/17	2021-616	Fund Transfer Approval
11/17	2021-617	Appropriation of Funds Authorization
11/17	2021-618	Personnel Change Approval
11/17	2021-619	Travel/Training Expense Approval
11/17	2021-620	Board Appointment and/or Board Designation Approval
11/17	2021-621	Special Event Expense Approval
11/17	2021-622	Approval of Agreement with Bad Day Training & Consulting, LLC on Behalf of Emergency Management to Provide Hazmat Training
11/17	2021-623	Approval of L & C Troyer Consolidation Plat
11/17	2021-624	Approval of Satisfaction of Mortgage
11/17	2021-625	Disposal Authorization of Used Equipment
11/17	2021-626	Approval of Updates to Personnel Policy Manual
11/17	2021-627	Approval of Change Order #1 to the Contract with Kokosing Construction Company, Inc. for Apple Creek Rd. Resurfacing Project (WAY-CR44-8.85 PID 107966)
11/17	2021-628	Approval of Amendment 1 to the State-Local Grant Agreement for the Hazard Mitigation Grant Program - CFDA 97.039, FEMA-DR-(4447)-OH DECLARED (June 18, 2019)
11/17	2021-629	Approval of Covid-19 Mandate Policy for the Wayne County Care Center Pursuant to Centers for Medicare & Medicaid Services Vaccination Policy

Resolution

No. 2021-613

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021
Subject: **Approval of County Bills**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Computer run dated **November 16, 2021** for County Bills in the amount of **\$445,502.69**; Interagency Transaction/Payment **batch #7401 & 7402** in the amount of **\$19,632.85**; and any Then & Now Certificates are hereby approved for payment.

As taxing authority, the Then & Now Certificates submitted as of this date for the Board of Elections, Children Services, Department of Developmental Disabilities, Soil and Water and Veterans Services are approved for processing by the Auditor.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.



Diane L. Austen, Clerk

Resolution

No. 2021-614

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Approval of County Home Bills**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Computer run dated **November 16, 2021** for County Home Bills in the amount of **\$25,722.43**, and any Then & Now Certificates are hereby approved for payment.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-615

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Appropriation Transfer Approval**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

The following appropriation amounts are to be transferred by the Wayne County Auditor.

Auditor	To cover Ins. costs for Real Estate			
\$30,000.00	From	Transfers	J000-J10	029.2006.01.6100.000.000
	To	Health & Life Ins.	J000-J08	029.2006.01.5012.000.000
Board of Elec.	To move appropriations to where they are needed			
\$4,800.00	From	Conversions	A103-A02	001.2600.01.5002.000.000
	To	Advertising	A003-A08	001.2600.01.5405.000.000
Board of Elec.	To eliminate negative App. Balance in Contracts/Services due to election day rent			
\$700.00	From	Conferences	A003-A10	001.2600.02.5230.000.000
	To	Contracts/Services	A003-A06	001.2600.02.5420.000.000
Env. Serv.	To move appropriations where they are needed			
\$15,000.00	From	Other Expenses	P000-P15	350.0190.09.5900.000.000
	To	Contract Services Eastwood	P000-P27	350.0227.09.5430.000.000
\$1,000.00	From	Other Expenses	P000-P15	350.0190.09.5900.000.000
	To	Vehicle Expenses	P000-P10	350.0190.09.5170.000.000
Job & Family	To cover necessary expenses			
\$20,000.00	From	Social Services Salaries	H000-H25	026.0172.06.5001.000.000
	To	Facilities	H000-H09	026.0171.06.5450.000.000
Public Defender	To pay malpractice ins. policy			
\$2,000.00	From	Contract Services	A006-G05	001.3800.02.5430.000.000
	To	Other Expenses	A006-G09	001.3800.02.5900.000.000

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-616

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021
Subject: **Fund Transfer Approval**


It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Department	Amount	From (Fund)	From Approp Acct	To (Fund)	To Receipt Acct
Commissioners	\$6,273.25	Transfers Out Fund 030	OPWC Projects 030.5002.04.5433. 000.000 K000-K39	Debt Service Fund 299	299.5000.00.4904. GP8.000 O003-A13
	\$2,893.17	Transfers Out Fund 030	OPWC Projects 030.5002.04.5433. 000.000 K000-K39	Debt Service Fund 299	299.5000.00.4912. 000.000 O000-A18
	\$5,309.63	Transfers Out Fund 030	OPWC Projects 030.5002.04.5433. 000.000 K000-K39	Debt Service Fund 299	299.5000.00.4912. GP7.000 O000-A20
	\$1,872.06	Transfers Out Fund 030	OPWC Projects 030.5002.04.5433. 000.000 K000-K39	Debt Service Fund 299	299.5000.00.4912. GP8.000 O000-A19
	\$2,500.00	Capital Projects Care Center Fund 301	Contracts/Projects 301.0180.12.5431. 000.000 N002-N02	Debt Service Fund 299	299.1950.00.4904. 000.000 O003-B07
To transfer for debt payment due					

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-617

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Appropriation of Funds Authorization**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Commissioners	\$132,000.00	Larue Sanitary BF21	T050-T31	205.1550.10.5753.000.CD1
	\$45,000.00	Care Center Lift BF21	T050-T32	205.1550.10.5754.000.CD1
	\$111,200.00	Comm Action CAWM BF21	T050-T33	205.1550.10.5755.000.CD1
	\$12,800.00	Fair Housing BF21	T050-T34	205.1550.10.5757.000.CD1
	\$59,000.00	Administration BF21	T050-T30	205.1550.10.5750.000.CD1
To appropriate new funds available for CDBG Grant				

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.



Diane L. Austen, Clerk

Resolution

No. 2021-618

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021
Subject: **Personnel Change Approval**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Department	Name	Title	Effective Date	Status Change
Dog Shelter	Stephanie Kurzenberger	Lead Tech.	11/7/2021	Promotion

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-619

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Travel/Training Expense Approval**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
Commissioners					
Patrick Herron	Columbus	12/9/2021	75.00	0	CCAO Annual Winter Conf.
CSEA					
Victoria Lockhart	Online	12 Month Access	199.00	0	Fred Pryor
Engineer					
Andrew Jones	Columbus	12/8-10/2021	444.00	0	CCAO/CEAO Annual Joint Conf.
Andrew Jones	Columbus	10/26-10/27/2021	166.70 Addition to Res. #2021-490	0	Ohio Trans Eng. Conf.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-620

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Board Appointment and/or Board Designation Approval**


It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Name of Board	Appointee/Address	Term
Wayne County Law Library	Andrea Uhler	11/15/2021 – 12/31/2025 Replacement for Kristy Burkholder
Mental Health & Recovery Board of Wayne and Holmes Counties	Krista Michener	10/13/21-06/30/25 Rescinded due to possible conflict
Mental Health & Recovery Board of Wayne and Holmes Counties	Steve Glick	11/17/21-06/30/25 Replacement for Krista Michener

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

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Diane L. Austen, Clerk

Resolution

No. 2021-621

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Special Event Expense Approval**

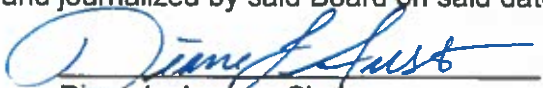
It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Department	Event/Purpose (items being purchased)	Date	Expenses Not to Exceed
Engineer	Qtly. Safety Trng. (pizza – paper supplies)	11/24/2021	\$175.00

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-622

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Approval of Agreement with Bad Day Training & Consulting, LLC on Behalf of Emergency Management to Provide Hazmat Training**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

WHEREAS, Bad Day Training & Consulting, LLC, on behalf of the Wayne County Emergency Management Agency (WCEMA), has prepared an Agreement to provide Hazmat Training for the term of October 1, 2021 through September 26, 2022 for a total of \$26,760.00, the breakdown as follows:

- Hazardous Materials Refreshers courses@ \$1,715.00/ 8-hour course x 6
- Hazardous Materials Safety Officer courses@ \$5,750.00/24-hour course x 1
- Hazmat Awareness courses@ \$1,285.00/8-hour course x 2
- Hazmat Operations courses@ \$3,250.00/16-hour course x 2
- Hazmat for Dispatcher courses@ \$825.00/4-hour course x 2

WHEREAS, the funding for this contract will be provided by the FY2019-2022 HMEP grant with \$1,670.00 being provided from de-obligated funds from Year 1, approved in Resolution 2019-253, dated May 12, 2019, or Year 2, approved in Resolution 2020-472, dated September 23, 2020, and \$25,110.00 to be provided out of Year 3 funds, as approved in Resolution 2021-605, dated November 10, 2021; and

WHEREAS, the Board of County Commissioners may enter into an agreement to purchase equipment and services at a cost of fifty thousand dollars or less per ORC 307.86.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1. The Board hereby accepts the Agreement prepared by Bad Day Training & Consulting, LLC, on behalf of Emergency Management, to provide Hazmat Training for the term of October 1, 2021 through September 26, 2022 for a total of \$26,760.00, which will be paid for by FY2019-2022 HMEP grant funds as follows: \$1,670.00 from either Year 1 or Year 2 funds, and \$25,110.00 from Year 3 funds;

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.



Diane L. Austen, Clerk

Resolution

No. 2021-623

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

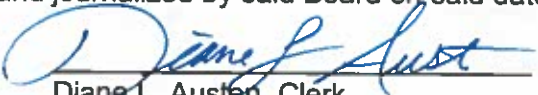
Subject: **Approval of L & C Troyer Consolidation Plat**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the L & C Troyer Consolidation Plat being a replatting of Lot 12, Apple Hills Allot. No. 2, P.V. 8, Pg. 191 along with unplatted land, SW Qtr. Sec. 23, T-17N, R-12W Green Twp., Wayne County, Ohio, owned by Larry G. & Carol Troyer is hereby approved.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-624

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Approval of Satisfaction of Mortgage**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

WHEREAS, the Board of Wayne County Commissioners has federal funding available through the Community Housing Impact and Preservation (CHIP) program to assist qualified low to moderate income residents with down payment assistance and/or rehabilitation costs for purchasing and/or rehabilitating a home, including septic repairs and/or replacements, and

WHEREAS, these FY'09 HOME funds are considered a forgivable loan provided the homeowner meets the residency requirement of (10 years) and all other terms and conditions of the loan, and

WHEREAS, the homeowner desires to terminate the terms of the Mortgage,

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Wayne County, Ohio accept a total of \$16,230.00 to fully satisfy and discharge all liens held by the Board on the property located at 189 Sterling Avenue, Rittman, OH 44270 and recorded in OR Volume 684, Page 2185 of the Wayne County Records.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-625

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: Disposal Authorization of Used Equipment

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

WHEREAS, Wayne County Department(s) have requested to dispose of excess property owned by the County which is surplus and no longer use; and

WHEREAS, the items to be disposed of will be posted for auction on www.GovDeals.com or by eligible method. Any item valued in excess of \$2,500.00 (indicated with *) shall be published in a newspaper of general circulation in the country, stating the time, place and manner of the sale, at least ten days prior to the sale. Same notice shall also be posted in the offices of the County Auditor and the Board of County Commissioners, at least ten days prior to the sale.

NOW, THEREFORE, BE IT RESOLVED by the Board of Wayne County Commissioners that the used equipment listed below is approved for sale by auction or disposal by eligible method including but not limited to, transfer to another department.

Qty.	Item Description	Make/Model no.	Serial no.	Pickup Location	Status
1	Backup Battery	APC Back-UPS RS 1500	BB0624039944	Justice Center	Inoperable
1	Backup Battery	APC Back-UPS 350	4B1326P36449	Justice Center	Inoperable
2	Backup Battery	CyberPower 550VA	N/A	Justice Center	Inoperable
2	UPS Batteries	Leoch DJW12-9.0	N/A	Justice Center	Inoperable
1	UPS Battery	APC BP700UC	N/A	Justice Center	Inoperable
2	Backup Battery	TrippLite UPS	N/A	Justice Center	Inoperable
2	Backup Battery	APC Smart-UPS 1500	N/A	Justice Center	Inoperable
1	Backup Battery	CyberPower 1200AVR	N/V	Justice Center	Inoperable
1	Backup Battery	PowerCom KIN1000AP	50302296	Justice Center	Obsolete
1	Network Hub	3Com OfficeConnect TP4	7XSV0855C5	Justice Center	Obsolete
			CN36DRV0G7		
2	Network Switches	HP 2620-48 J9626A	CN59DRV085	Justice Center	Decommissioned
1	Printer Hub	HP JetDirect 170X	SG14941949	Justice Center	Obsolete
1	Signature Pad	Vpad-1400	00115131400004FB	Justice Center	Obsolete
1	Signature Pad	Vpad-1400	001281314000062A	Justice Center	Obsolete
1	Finger Print Scanner	Cogent CS500e	CS500e1316230	Justice Center	Decommissioned
1	Desktop Tower	Dell OptiPlex 790	FW1MVR1	Justice Center	Decommissioned
4	Desktop Tower	Lenovo ThinkCenter M77	N/A	Justice Center	Inoperable
1	Desktop Tower	HP EliteDesk	MXL434210R	Justice Center	Decommissioned
1	Desktop Tower	Dell OptiPlex 790	FW27VR1	Justice Center	Decommissioned
1	Desktop Tower	Dell OptiPlex 780	5VXBWN1	Justice Center	Decommissioned
1	NVR	Samsung SRN-4000	KJHT6V2F50001JF	Justice Center	Decommissioned
1	NVR Matrix Switcher	Pelco CM6800-48X8	02063-28-0066	Justice Center	Decommissioned
1	PC Monitor	Dell Monitor	CN-0M2GCR-74261-162-0NHL	Justice Center	Inoperable
1	Laptop	Panasonic CF-53	CF-53SJCZYLM	Justice Center	Broken
1	Laser Printer	HP LaserJet Pro M402dn	JPBDY07807	Justice Center	Broken

Qty.	Item description	Make/Model no.	Serial no.	pickup location	status
1	Desktop PC	Dell Optiplex 3010	D1RVCY1	Training Room	No longer operable
1	Desktop PC	Dell Optiplex GX620	38L4HB1	Training Room	No longer operable
1	Server	Dell PowerEdge T310	4MD9VR1	Training Room	No longer operable
1	Desktop PC	Lenovo Thinkcentre 7259	MJYB880	Training Room	No longer operable
1	Ubiquiti	EdgeSwitch		Training Room	No longer operable
1	HP	OfficeJet Pro 8620		Training Room	No longer operable
1	HP	19-inch Monitor		Training Room	No longer operable
1	Dell	Latitude E5400	48W6JN1	Sheriff's Dept.	No longer operable
1	Dell	Latitude E5400	JXDP5M1	Sheriff's Dept.	No longer operable

Common Pleas Probate & Juv. Div.:

Laser Class 730i Fax Machine SN#KAH53816 no longer scans to send faxes – too old for parts (10+ years)

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-626

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Approval of Updates to Personnel Policy Manual**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that approval is hereby granted of updates to the Personnel Policy Manual – see attachments.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

- A. All full-time employees and permanent part-time employees are entitled to receive vacation benefits as shown on the chart below. Vacation is prorated for part-time employees in proportion to the number of hours worked by the employee. Employees do not receive additional vacation time for overtime hours worked. Any vacation approvals outside of this policy must be approved by the Appointing authority.

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Hours Accrued Per 80 Hr Pay Period</u>
Less than 1 year	None	0
1 year to 8 years*	10 work days (2 wks)	3.1
9 years to 15 years*	15 work days (3 wks)	4.6
16 years to 25 years*	20 work days (4 wks)	6.2
26 years or more	25 work days (5 wks)	7.7

Vacation leave/accrual will be prorated for those working less than an 80-hour pay period.

**Upon completion of the 8th, 15th, and 25th anniversary of employment, an employee is credited with one (1) additional week of vacation. Vacation begins to accrue at the higher rate at the start of the 9th, 16th, and 26th anniversary dates.*

- B. **PAID PERSONAL DAYS: Personal Day rules must also follow G, H, and I of this section. Personal Days will not result in a deduction from any leave balance. Personal Days do not accrue to the employee and cannot be paid out for any reason, even if the employee leaves employment.**

1. Newly hired permanent full-time and permanent part-time employees are allowed one (1) paid personal day, maximum of eight (8) hours, in the first twelve (12) months of their employment. This personal day ~~will not result in a deduction from any leave balance, but~~ expires on the employee's twelve-month anniversary and if unused, will be forfeited. ~~This personal day does not accrue to the employee and cannot be paid out at the end of the twelve months, nor if the employee leaves employment prior to twelve months. Rules for this personal day must also follow (F), (G) and (H) of this section.~~

~~1-2.~~ Commissioner Offices*: Permanent full-time and permanent part-time employees are allowed one (1) paid personal day, maximum of eight (8) hours, which must be used on the Friday after the Thanksgiving holiday; if unused, it will be forfeited. *This applies to the following Commissioner offices: Administration, Building Code, Dispatch Full-Time Non Bargaining Unit Employees; Dog Shelter, Emergency Management, Environmental Services, Job & Family, Maintenance, Microfilm, Planning, Printing, Safety & Loss.

- C. For the purpose of determining length of service for part-time employees, credit will be given on the basis of pay periods worked, not on the basis of full-time equivalent service.

- D. If an employee terminates his/her employment before serving one (1) full year with the County, or any political subdivision of the state, he/she will receive no vacation pay for any accrued and unused vacation leave, per ORC 124.134(E).
- E. As of October 25, 1995, service time for the purpose of calculating vacations for all eligible employees will be determined by the total service an employee has with the state or any political subdivision of the state. Prior service need not be continuous. However, prior service credit will not apply to an employee who has retired and is rehired after June 20, 1990. The rate that employees earned vacation between June 20, 1990, and October 25, 1995, will not be retroactively adjusted due to the October 25, 1995, change to the Ohio Revised Code.
- F. No vacation leave shall be carried over for more than three (3) years. After successfully completing one year of employment, an employee is entitled to compensation, at his/her current rate of pay, for the portion of any earned but unused vacation leave for the current year and any prior years, to his/her credit at the time of separation or retirement. Please note that it is the responsibility of the employee to request the carryover of unused vacation (see Appendices). Failure to request the carryover of unused vacation may result in the employee's loss of such time.
- G. Vacation leave requests must be submitted in writing to the employee's immediate supervisor for approval. Vacation may be taken in no less than quarter-hour increments (0.25 hour).
- H. When two (2) or more employees request the same vacation date and all requests cannot be granted, the request of the employee with the most seniority will be granted, provided the request is submitted a minimum of one (1) month in advance. Leaves requested less than one (1) month in advance will be granted in the order received. Once an employee has received approval for vacation leave, he/she may not be displaced by a more senior employee.
- I. Vacation leave may be denied during a specific period if the departmental/agency work load dictates.
- J. While on vacation, if an employee experiences an illness or injury, or a death in the family that would qualify for paid sick leave, he/she may request that the time off be charged to sick leave by providing documented proof of eligibility.
- K. If any person removed from public employment for conviction of a felony, within the meaning of RC 124.34, is subsequently re-employed by Wayne County, such person is only qualified to accrue vacation as if he/she were a new employee receiving no prior service credit.
- L. An Employee does not accrue service credit for the purposes of vacation leave for any biweekly pay period in which the Employee did not work and was not scheduled to work (approved paid leave is considered "scheduled to work"). An Employee who has completed more than one (1) year of service with the Employer does not accrue vacation leave for any biweekly pay period in which the Employee does not work and is not scheduled to work.

- M. WCCC employees requesting more than 5 working Days of vacation at one time must submit a written request to their supervisor for approval, a minimum of 90 Days prior to use of said vacation leave. Vacation requests over 5 working Days may be denied in order to ensure the efficient operation of the office/facility.

<u>Original Adoption Date</u>	<u>Revision Number</u>	<u>Date</u>	<u>Approved</u>
7/31/96	67	8/4/21 11/17/21	8/4/21 11/17/21

SECTION 5 BENEFITS

- 5.01 INSURANCE
- 5.02 VACATION/PERSONAL DAYS
- 5.03 HOLIDAYS
- 5.04 SICK LEAVE
- 5.05 NON-WORK RELATED COURT LEAVE
- 5.06 MILITARY LEAVE
- 5.07 PRE-APPROVED LEAVE WITHOUT PAY
- 5.08 FAMILY AND MEDICAL LEAVE
- 5.09 BENEFITS AVAILABLE TO RE-EMPLOYED
RETIRANTS
- 5.10 PRECINCT ELECTION OFFICIAL LEAVE
- 5.11 PRE-RETIREMENT SICK AND VACATION LEAVE
CONVERSION

<u>Original Adoption Date</u>	<u>Revision Number</u>	<u>Date</u>	<u>Approved</u>
7/31/96	<u>34</u>	<u>8/4/21</u> <u>11/17/21</u>	<u>8/4/21</u> <u>11/17/21</u>

- A. Outside employment and/or volunteer work is allowed when the following provisions are met:
1. The employee must notify his/her employer, in writing, of any outside employment and/or volunteer work, prior to commencement of work ([see Appendices](#)).
 2. The interests of the second employer/volunteer work do not conflict with those of the County;
 3. The second job/volunteer work does not have a negative impact on the employee's job performance; and
 4. Employment with the County is the employee's primary job and time conflicts are resolved in favor of the County.
- B. When an employee's supervisor has reason to believe the demands of a second job and/or volunteer work are having a negative impact upon the employee's performance or availability, the employee will receive instruction and cautioning. If the situation is not resolved, appropriate disciplinary action may result.
- C. Employees who wish to volunteer at a Wayne County agency must get approval from both agencies before commencing said volunteer work. Employees must also notify Wayne County HR (330-287-5409) in order to ensure there is not a conflict in hours, duties or pay status. The agency where the Employee is paid is the Employee's primary responsibility and time conflicts are resolved in favor of this agency.

Original Adoption Date

7/31/96

Revision Number

4

Date

8/4/21

Approved

8/4/21

Volunteer Release and Waiver of Liability Form

This Release and Waiver of Liability ("Release") by the individual signing below ("Volunteer") releases the Board of County Commissioners, Wayne County, Ohio ("Board"), a political subdivision of the state of Ohio, and each of its elected and appointed officials, employees, officers, agents, successors, assignees, and volunteers regarding any and all claims arising in direct relation to Volunteer's assumption of activities related to serving as a volunteer. For purposes of this waiver, "volunteer" does not mean a guest speaker or lecturer providing services of a nominal duration.

Name of Volunteer: _____

Department of Employment: _____

Department of Volunteer Service: _____

Volunteer Service Activities: _____

Volunteer Service Supervisor: _____

Approx. Hours of Volunteer Service per week: _____

Dates of Volunteer Service: _____ THROUGH _____

1. **Volunteer Status:** Volunteer desires to provide volunteer services for the Board and engage in activities related to serving as a volunteer. Volunteer understands that the scope of Volunteer's activities, as outlined above, are separate from Volunteer's employment with the Board and that (i) no compensation is expected in return for services provided by Volunteer; (ii) that Board will not provide any benefits traditionally associated with employment to Volunteer for the services provided, including but not limited to insurance, retirement, accumulated vacation or sick time, holiday pay, or years of service; and (iv) that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to the Board. Volunteer is performing these services for civic, charitable or humanitarian reasons and as more fully defined by 29 C.F.R. 553.101.

Initials of Volunteer:

_____ By my initials indicated, Volunteer hereby states that Volunteer has not received a promise, expectation or receipt of compensation for services to be rendered;

_____ By my initials indicated, Volunteer hereby states that Volunteer's services are being offered freely and without pressure or coercion, direct or implied from the Board;

_____ By my initials indicated, Volunteer is not currently employed by the Board to perform the same type of services being offered in a volunteer status.

2. **Waiver and Release:** Volunteer hereby releases and forever discharges and holds harmless the Board and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services Volunteer provides to Board. Volunteer understands and acknowledges that this Release discharges the Board from any liability or claim that Volunteer may have against the Board with respect to providing volunteer services, including but not limited to: breach of contract, bodily injury, personal injury, illness, death, or property damage that may result from the services Volunteer provides to the Board or occurring while Volunteer is providing services.

3. **Assumption of Risk:** Participation in the aforementioned volunteer activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks may include, but are not limited to: 1) minor injuries such as but not limited to, scratches, bruises, and sprains; 2) major

injuries such as but not limited to eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including but not limited to paralysis and death. I understand, and acknowledge that these and other unforeseeable risks are inherent to participation in the above activity. I hereby assert that my participation is voluntary and I knowingly assume all such risks. Furthermore, I understand that I will be responsible for any medical or other charges in connection with this activity.

4. Insurance: Further, Volunteer understands that the Board does not assume any responsibility for or obligation to provide financial or other assistance, including but not limited to medical, health, or disability benefits, unemployment benefits, worker's compensation or any other insurance in connection with volunteer services. Volunteer expressly waives any such claim for compensation or liability on the part of the Board.

5. Release Scope: Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Ohio and that this Release shall be governed by and interpreted in accordance with the laws of the State of Ohio. Volunteer agrees that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected. By signing below, Volunteer expresses understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

6. Governmental Immunity: Participant hereby releases, waives, discharges, and covenants not to sue, the Board, nor any of its elected and appointed officials, employees, officers, agents, successors, assignees, and volunteers regarding any and all claims arising in as a result of Participant's participation in the aforementioned campus activity. To the fullest extent permitted by law, Participant shall indemnify, defend, and hold harmless the Board, its elected and appointed officials, employees, officers, agents, successors, assignees, and volunteers from any and all claims, lawsuits, losses, and liability arising out of Participant's involvement in this activity. Further, the Board does not waive its Governmental/Sovereign Immunity by executing or entering into this Waiver/Agreement and specifically retains all immunities and defenses available to it as a governmental entity.

7. Rules: Volunteer agrees to abide by the Board's policies and procedures and any further amendments to the same that govern the operation and activities of the volunteer service. Volunteer agrees to comply with any specific instruction or request given by the supervisor of the volunteer service.

I hereby certify that I have carefully read the foregoing and acknowledge that I understand and agree to all of the above terms and conditions. I have had the opportunity to ask any and all questions regarding this Release. I am aware that by signing this Release, I assume all risks and waive and release certain substantial rights that I may have. I acknowledge that this Release is binding upon myself, my heirs, executors, administrators, and representatives in the event of my death or incapacity.

Volunteer's Printed Name

Volunteer's Signature

Date

Volunteer's Phone Number

Volunteer's Email Address (Please Print Carefully)

Home Address

City, State

Zip Code

Emergency Contact

Phone Number

Supervisor's Signature

SECTION 12 APPENDICES

FORM	SECTION REFERENCE
ACCIDENT/INJURY & ILLNESS REPORT	3.10, 5.01, 8.09
BACKGROUND CHECK	3.03
BACKGROUND CHECK (JFS ONLY)	
CLEARINGHOUSE (FOR CDL PURPOSES)	3.03
COBRA: CONTINUATION COVERAGE RIGHTS	11.03, 5.01
DISABILITY SEPARATION	11.01
DISCIPLINARY REPORTS	
INSTRUCTION AND CAUTIONING	10.02, 10.03, 1.02
WRITTEN WARNING	10.03, 1.02
PRE-DISCIPLINARY CONFERENCE NOTICE	10.05
ORDER OF REMOVAL, REDUCTION, SUSPENSION, FINE, INVOLUNTARY DISABILITY SEPARATION	10.05, 11.02
PROBATIONARY REVIEW	2.06
DRIVER HISTORY	3.03
DRUG TESTING TECHNOLOGY (ORC)	8.08
EMPLOYMENT APPLICATION	2.03
ETHICS LAW AND RELATED STATUTES (ORC)	8.01, 1.03
EXIT INTERVIEW	11.04
FMLA: FAMILY AND MEDICAL LEAVE ACT	5.08
FMLA: FAMILY AND MEDICAL LEAVE REQUEST	
NOTICE OF ELIGIBILITY AND RIGHTS & RESPONSIBILITIES	
DESIGNATION NOTICE	
CERTIFICATION OF HEALTH CARE PROVIDER FOR EMPLOYEE'S SERIOUS HEALTH CONDITION	
CERTIFICATION FOR HEALTH CARE PROVIDER FOR FAMILY MEMBER'S SERIOUS HEALTH CONDITION	
CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE	

SECTION 12 APPENDICES

FORM	SECTION REFERENCE
HIPAA: NOTICE OF PRIVACY PRACTICES	5.01
INCIDENT REPORTS	8.06
INCIDENT REPORT	
INCIDENT RESPONSE REPORT	
INCIDENT RESPONSE REPORT FOR THIRD PARTY WITNESS	
LANGUAGE IDENTIFIED FOR LIMITED ENGLISH PROFICIENCY (LEP)	8.27
LEAVE CONVERSION REQUEST (PRE-RETIREMENT)	5.11
LEAVE CONVERSION REQUEST (RETIREMENT)	11.03
LEAVE REQUEST (TIME AWAY FROM WORK)	5.02, 5.04, 5.07
MEDICAL CERTIFICATION (NON-FMLA)	5.04
MEETING/CONFERENCE/TRAINING REQUEST	4.06, 7.02, 7.03
REPAYMENT CONTRACT	7.01
RETURN TO WORK EMPLOYEE INFORMATION	8.02
SPECIAL EVENT REQUEST	7.04
TELEWORK ACKNOWLEDGEMENT	3.12
TIME REPORT	4.01
<u>VOLUNTEER RELEASE AND WAIVER OF LIABILITY FORM</u>	<u>8.03</u>
WORKERS' COMPENSATION NOTIFICATION REQUIREMENT	5.01, 8.09

Resolution

No. 2021-627

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Approval of Change Order #1 to the Contract with Kokosing Construction Company, Inc. for Apple Creek Rd. Resurfacing Project (WAY-CR44-8.85 PID 107966)**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

Name: **Kokosing Construction Company, Inc.**

Purpose: Apple Creek Rd. Resurfacing Project (WAY-CR44-8.85 PID 107966): Resurfacing of Apple Creek Road (CR44) from Back Orrville Road (CR23) to Akron Road (SR 585), a distance of 3.09 miles in Green Township.

Change Order #1 – Actual quantities of materials needed for project varied from bid proposal: decrease the following 7.39 CY of Partial Depth Pavement; 97.76 CY 5" Pavement Repair; 2,281 SY Pavement Planing, Asphalt Concrete; 1,075.61 GAL Nontrack Coat for leveling course; 232.80 Prime Coat, 35.93 CY 1" Asphalt Concrete; 78.72 CY 1.5" Asphalt Concrete; 51 CY Compacted Aggregate; 1 Railroad Symbol Marking; 1.5 FT stop line; 90 SY Driveway Apron Replacement; increase 375 TN Limestone Mix Aggregate; increase the following 286.74 GAL Nontrack Coat for surface course; 2 FT Channelizing Line; 5 FT Diagonal line.

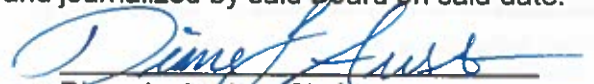
Original Contract Amount	\$862,507.10
Change Order #1	(\$ 41,613.40)
New Total	\$820,893.70

Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute any and all necessary documents related to said change order.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-628

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Approval of Amendment 1 to the State-Local Grant Agreement for the Hazard Mitigation Grant Program - CFDA 97.039, FEMA-DR-(4447)-OH DECLARED (June 18, 2019)**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

WHEREAS, the Wayne County Emergency Management Agency has recently submitted and received a State-Local Grant Agreement for the Hazard Mitigation Grant Program (HMGP) - CFDA 97.039, FEMA-DR-(4447)-OH DECLARED (June 18, 2019) for purposes of the acquisition and demolition of 19 repetitively flooded properties along the Apple Creek in Wayne County, (Project); and

WHEREAS, the Project received funds as outlined in Resolution 2021-195, dated April 21, 2021, referred to as Increment 1; and

WHEREAS, the HMGP (Federal) funding will contribute up to \$428,264.72, and the State of Ohio will contribute up to \$71,377.45, leaving a local match of up to \$71,377.44 for an Increment 2; and

WHEREAS, the HMGP will also fund up to \$28,550.98 in project implementation costs with no local match for Increment 2; and

WHEREAS, the County Emergency Management Agency requested the Board of Wayne County Commissioners to authorize the acceptance of the Project funding through the HMGP.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1. The Board approves and accepts the Project funding from the HMGP of Increment 2, estimated at a total cost of \$571,019.61 and to be reimbursed through HMGP funding up to \$428,264.72, as well as \$28,550.98 in implementation costs, and State of Ohio funding up to \$71,377.45, resulting in a local match not to exceed \$71,377.44.

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2021-629

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: November 17, 2021

Subject: **Approval of Covid-19 Mandate Policy for the Wayne County Care Center Pursuant to Centers for Medicare & Medicaid Services Vaccination Policy**

It was moved by Commissioner Amstutz and seconded by Commissioner Foster that the following resolution be adopted:

WHEREAS, Centers for Medicare & Medicaid Services published an Interim Final Rule published November 5, 2021, mandating COVID-19 vaccinations for all Medicare and Medicaid certified providers and suppliers who participate in the Medicare and Medicaid programs; and

WHEREAS, the Wayne County Care Center is a facility which participates in the Medicare and Medicaid programs.

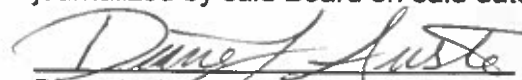
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1. The Board of County Commissioners of Wayne County, Ohio, hereby adopts the attached policy in compliance with the Interim Rule.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Wayne County Care Center COVID-19 Vaccination Policy

Effective Date: November 17, 2021

Purpose:

In compliance with the Centers for Medicare & Medicaid Services Interim Final Rule published November 5, 2021, the Wayne County Care Center has adopted this policy on mandatory COVID-19 vaccination. Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation and to safeguard the health of our employees and residents from the hazard of COVID-19.

Responsibility:

Nursing home leadership is responsible for developing, implementing, and maintaining these policies and procedures.

Definitions:

“**Emergency Use Authorization (EUA)**” is a mechanism the FDA uses to review and approve the use of vaccines or other medications, during public health emergencies, such as the current COVID-19 pandemic. The EUA process is a way to ensure safety while still expediting approval in emergent situations.

Fully Vaccinated is defined as being 2 weeks or more since completion of a primary vaccination series for COVID-19. A **primary vaccination series** is defined as the administration of a single-dose vaccine, or the administration of all required doses of a multi-dose vaccine with at least the minimum recommended interval between doses.

- Boosters or additional doses are not required to be considered fully vaccinated.
- Staff who have received the first dose of a two-dose COVID-19 vaccine or a one-dose COVID-19 vaccine by the Phase 1, effective date of December 5, 2021, and the final dose of a primary vaccination series by Phase 2, effective date of January 4, 2022, or prior to providing any care, treatment, or other services for the facility and/or its patients are considered to have met the individual vaccination requirements, even if they have not yet completed the 14-day waiting period.

Staff refers to any individuals that are employed or volunteer in the facility, regardless of clinical responsibility or resident contact, including students, trainees, and temporary agency staffing. This includes:

- Individuals who may not be physically in the facility for a period (e.g., illness, disability, or scheduled time off), but are expected to return to work.
- Individuals under contract or arrangement (e.g., medical directors, hospice and dialysis staff, therapists, mental health professionals, or volunteers).

This does NOT include:

- Individuals that provide exclusive telework. Exclusive telework means 100 percent of their time is remote and away from sites of patient care and/or remote from other staff members who do work at sites of patient care.
- Individuals who are providing ad-hoc services to the facility are not subject to this policy (ex. EMT, delivery drivers, repair services, etc.) but they are subject to the additional precautions, where possible, listed later in this policy.

Staff Vaccine Requirements:

All facility staff are required to have received at least one dose of an FDA-authorized, either fully authorized or emergency approval, COVID-19 vaccine by **December 5, 2021** and the second dose, if applicable, by **January 4, 2022**.

- New hires will be subject to the same requirements as current staff and must have received, at a minimum, the first dose of a two-dose COVID-19 vaccine or a one-dose COVID-19 vaccine by the regulatory deadline or prior to providing any care, treatment, or other services for the facility and/or its patients.

Obtaining COVID-19 Vaccine:

The Wayne County Care Center will host a series of additional vaccine clinics throughout November and December 2021 to meet staff's needs for vaccination. Staff should contact the Director of Nursing or the Infection Preventionist to schedule a clinic time for vaccination. Staff may also choose to receive their vaccination at another location (physician office, pharmacy, health department, etc.).

All vaccinated staff are required to provide proof of COVID-19 vaccination, regardless of when or where they received vaccination. Proof of vaccination status can be submitted via email, fax, or in person to the Wayne County Care Center Administrator.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the staff's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances the Wayne County Care Center will still accept the state immunization record as acceptable proof of vaccination.

All staff must inform the Wayne County Care Center of their vaccination status. If a staff member was vaccinated at the Wayne County Care Center through a clinic this documentation is contained in the staff member's health record. If a staff member was vaccinated at a location outside the facility's clinics, documentation of the vaccination status should be submitted as soon as possible, but no later than **December 5, 2021**.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, data submitted in support of a medical or religious exemption will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Failure to meet policy requirements:

Staff must have the required vaccination, an approved medical exemption/delay or religious exemption, or a pending medical exemption/delay or religious exemption by the deadline(s) set forth in Phase 1 (December 5, 2021) and Phase 2 (January 4, 2022) outlined in this policy. Those who have not received the required vaccination **and** do not have an approved or pending exemption by the required deadline(s) will not be able to report to work and will be immediately placed on an unpaid administrative leave for thirty (30) days.

Staff who provide proof of completion of a primary vaccination series by the end of the unpaid administrative leave will be able to return to work. Staff who have started a multi-dose process while on unpaid administrative leave will continue on leave until after the staff member receives the second dose with the minimum recommended interval between the doses. Staff members who choose to be vaccinated while on unpaid administrative leave should contact the Wayne County Care Center Administrator to advise of the pending status change.

Staff members who do not receive vaccination while on unpaid administrative leave will be deemed terminated at the conclusion of the leave period unless either proof of vaccination status or a medical

- [CDC Interim Infection Prevention and Control Recommendations to Prevent SARS-CoV-2 Spread in Nursing Homes](#)

Questions:

Please direct any questions regarding this policy to Kelli Beckler, Administrator, at KBeckler@wayneohio.org or 330-262-1786.

Accommodation Decision

- Accommodations approved as requested
- Accommodations approved but different from the original request
- Accommodations denied

Identify the accommodation provided:

If the approved accommodation is different from the one originally requested, explain the basis for denying the original request:

If an alternative accommodation was offered, indicate whether it was: accepted rejected
If it was rejected, state the basis for rejection.

If the accommodation is denied and no alternative accommodation was proposed, explain the basis for denying the request without an alternative accommodation.

4. What is the accommodation or modification that you are requesting?

5. List any alternative accommodations that also would eliminate the conflict between the policy requirements and your sincerely held religious beliefs.

I, the above-named individual, verify that the information I am submitting in support of my request for a religious exemption is complete and accurate. Any intentional misrepresentation to Wayne County may result in legal consequences, including termination or removal from County Service. I also understand that my request for an exemption may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship to my employer.

Staff Signature _____ Date _____
Staff's Printed Name _____ Telephone Number _____

Accommodation Decision

- Accommodations approved as requested
- Accommodations approved but different from the original request
- Accommodations denied

Identify the accommodation provided:

If the approved accommodation is different from the one originally requested, explain the basis for denying the original request:

If an alternative accommodation was offered, indicate whether it was: accepted rejected
If it was rejected, state the basis for rejection.

If the accommodation is denied and no alternative accommodation was proposed, explain the basis for denying the request without an alternative accommodation.
