

Wayne County Commissioners' Agenda

- Pledge of Allegiance to the Flag
- Call to Order Regular Session of August 17, 2022
- Announcement of Commissioners in Attendance
- Approval of Agenda
- Approval of minutes from August 10, 2022 through August 16, 2022

Date	Res. #	Resolution Title
8/17	2022-436	Approval of County Bills
8/17	2022-437	Approval of County Home Bills
8/17	2022-438	Appropriation Transfer Approval
8/17	2022-439	Personnel Change Approval
8/17	2022-440	Travel/Training Expense Approval
8/17	2022-441	Special Event Expense Approval
8/17	2022-442	Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor (ORC 5705.34-35)
8/17	2022-443	Resolution to set Public Hearing for Proposed Amendments to Subdivision Regulations
8/17	2022-444	Authority to Enter into an Agreement with the Fraternal Order of Police/Ohio Labor Council, Inc. (FOP/OLC) – Sergeants' Unit
8/17	2022-445	Approval of Tax Incentive Review Council's (TIRC) Enterprise Zone Recommendations
8/17	2022-446	Approval of Agreement with Access Advantage, LLC On Behalf of the Wayne County Care Center
8/17	2022-447	Approval of Lease Agreement with Smart Customer Services, LLC for Space located at 200 Vanover Street, Wooster, Ohio for Operation of a Deputy Registrar Agency (307.09 & 307.10)
8/17	2022-448	Adoption of Personnel Policy Manual

Resolution

No. 2022-436

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

Adopted: August 17, 2022

Subject: **Approval of County Bills**

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

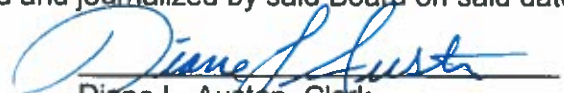
Computer run dated **August 16, 2022** for County Bills in the amount of **\$282,883.66**; Interagency Transaction/Payment **batch #7802 & 7806** in the amount of **\$91,944.00**; and any Then & Now Certificates are hereby approved for payment.

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. 2022-437

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

Adopted: August 17, 2022

Subject: **Approval of County Home Bills**

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

Computer run dated **August 16, 2022** for County Home Bills in the amount of **\$37,958.94**, 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. 2022-438

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

Adopted: August 17, 2022

Subject: **Appropriation Transfer Approval**

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

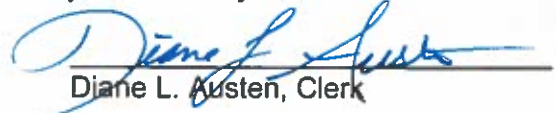
The following appropriation amounts are to be transferred by the Wayne County Auditor.

Dept./Amount		Account Description	Account	GEMS
Airport	To transfer appropriations where needed			
\$30,000.00	From	Fuel	Q9-Q9	375.1400.09.5140.000.000
	To	Other	Q9-Q15	375.1400.09.5900.000.000
Children Services	To transfer appropriations where needed			
\$5,000.00	From	Other Expenses	T41-T4	217.6200.06.5932.000.000
	To	Title IV-B Expenses	T41-T3	217.6200.06.5931.000.000
Children Services	To transfer appropriations where needed			
\$4,000.00	From	Contract Services	S2-S22	032.6200.06.5430.000.000
	To	Advertising & Printing	S2-S26	032.6200.06.5405.000.000
Job & Family	To transfer appropriations where needed			
\$90,000.00	From	Social Services Other	H-H34	026.0172.06.5900.000.000
	To	Contracts	H-H17	026.0171.06.5430.000.000
Job & Family	To transfer appropriations where needed			
\$100,000.00	From	Public Asst.	H-H05	026.0171.06.5700.000.000
	To	Contracts	H-H17	026.0171.06.5430.000.000

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. 2022-439

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

Adopted: August 17, 2022

Subject: **Personnel Change Approval**

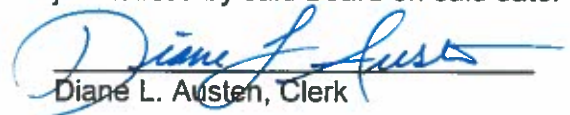
It was moved by Commissioner Smail and seconded by Commissioner Foster that the following resolution be adopted:

Department	Name	Title	Effective Date	Status Change
Care Center	Emma Arnold	STNA	8/28/22	Reclassification PT to PRN
Care Center	Anntoinette Parker	STNA	8/17/22	Release from Probation F/T
Care Center	Mercedes Charpia	STNA	8/29/22	New Hire F/T
Dog Shelter	Dakota Snure	Deputy Dog Warden	8/18/2022	P/T to F/T

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. 2022-440

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

Adopted: August 17, 2022

Subject: **Travel/Training Expense Approval**

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

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
Care Center					
Janalynn Miller	On-line		380.00		RAC-CT Recertification
Commissioners					
Ron Amstutz	Newark	7/20/2022	300.00	0	CCAO Workforce, Families & Children Symposium
Recorder					
Jane Carmichael	Columbus	9/15/2022	100.00	0	Fall Continuing Education

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. 2022-441

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

Adopted: August 17, 2022

Subject: **Special Event Expense Approval**

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

Department	Event/Purpose (items being purchased)	Date	Expenses Not to Exceed
Engineer	Safety Mtg. Cookout (Trng./Education)	9/1/2022	\$200.00

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. 2022-442

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

Adopted: August 17, 2022

Subject: **Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor (ORC 5705.34-35)**

The Board of County Commissioners, Wayne County, Ohio, met in regular session on the 17th day of August, 2022, at the office of 428 W. Liberty St., Wooster, Ohio with the following members present: Rebecca S. Foster, Sue A. Smail, and Ron Amstutz

Commissioner Smail moved the adoption of the following Resolution:

WHEREAS, this Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2023; and




WHEREAS, the Budget Commission of Wayne County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED by the Board of Wayne County Commissioners, Wayne County, Ohio that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED that there be and is hereby levied on the tax duplicate of said Board the rate of each tax necessary to be levied within and without the ten mill limitation as follows: (see "attachment" - Schedule A); and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.


Commissioner Foster seconded the Resolution and the roll being called upon its adoption on this 17th day of August, 2022, the vote resulted as follows:

 _____	yea
 _____	yea
 _____	yea

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

SCHEDULE A

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION,
AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	Amount to Be Derived from Levies Outside 10 Mill Limitation Column II	Amount Approved by Budget Commission Inside 10 Mill Limitation Column IV	County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit V	Outside 10 Mill Limit VI
GENERAL		6,474,800	2.0	
CHILDREN SERVICES	4,136,700			1.60
CHILDREN SERVICES	555,900			0.20
COUNTY HOME	1,901,200			0.70
MEDWAY DRUG ENFORCEMENT	1,760,400			0.60
MRDD	396,800			0.30
MRDD	1,086,600			0.70
MRDD	7,914,900			3.50
MRDD	2,896,300			1.0
TOTAL	20,648,800	6,474,800	2.0	8.60

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	County Auditor's Estimate of Yield of Levy to Be Levied Carry to Schedule A Column II
GENERAL FUND		
CHILDREN SERVICES FUND: levy authorized by voters on 2012 NOV for not to exceed 10 years	1.60	
CHILDREN SERVICES FUND: levy authorized by voters on 2019 NOV for not to exceed 5 years	0.20	
COUNTY HOME FUND: levy authorized by voters on 2018 MAY for not to exceed 5 years	0.70	
MEDWAY DRUG ENFORCEMENT FUND: levy authorized by voters on 2020 NOV for not to exceed cont years	0.60	
MRDD FUND: levy authorized by voters on 1981 NOV for not to exceed cont years	0.30	
MRDD FUND: levy authorized by voters on 1981 NOV for not to exceed cont years	0.70	
MRDD FUND: levy authorized by voters on 1999 MAY for not to exceed cont years	3.50	
MRDD FUND: levy authorized by voters on 2020 NOV for not to exceed 5 years	1.0	
	8.60	

Resolution

No. 2022-443

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

Adopted: August 17, 2022

Subject: **Resolution to set Public Hearing for Proposed Amendments to Subdivision Regulations**

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

WHEREAS, it has been requested by the Wayne County Planning Commission that this Board consider amending the current Subdivision Regulations; and

WHEREAS, it has also been determined that these amendments must be presented at a Public Hearing (ORC 711.101);

NOW, THEREFORE, BE IT RESOLVED that the Board of Wayne County Commissioners conduct a Public Hearing on Wednesday, September 21, 2022 at 1:00PM in the Wayne County Commissioners' Meeting Room, 428 W. Liberty St., Wooster, Ohio.

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. 2022-444

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

Adopted: August 17, 2022

Subject: **Authority to Enter into an Agreement with the Fraternal Order of Police/Ohio Labor Council, Inc. (FOP/OLC) – Sergeants' Unit**

It was moved by Commissioner Smail and seconded by Commissioner Foster that the Agreement with the Fraternal Order of Police/Ohio Labor Council, Inc. (FOP/OLC) – Sergeants' Unit be approved effective 8/14/2022 – 8/31/2024.

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. 2022-445

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

Adopted: August 17, 2022

Subject: **Approval of Tax Incentive Review Council's (TIRC) Enterprise Zone Recommendations**

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

WHEREAS, an amendment to the state's Enterprise Zone law provides that the legislative authority, upon receipt of the written recommendations of the county tax incentive review council (TIRC), must vote to accept, reject or modify all or any part of the TIRC's recommendations as to existing enterprise zone agreements; and

WHEREAS, each TIRC, after reviewing existing city, village and township enterprise zone agreements coming within their jurisdiction, has recommended that the following agreements be continued;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, Wayne County, Ohio, that approval is hereby granted of the Tax Incentive Review Council's (TIRC) Enterprise Zone recommendations as listed below.

Chippewa Township Bent Ladder, LLC Agreement 115-11 -100	Continue	03/17/2015 – 12/31/2027
Dalton Village 3-D Meats LLC & LSH Acquisitions & Leon Hilty Agreement 115-13-01	Continue	12/4/2013 – 12/31/2025
P. Graham Dunn, INC Agreement 115-16-01	Continue	09/19/2016 – 12/31/2026
East Union Township Lowe & Young LLC Agreement 115-13-100	Continue	06/06/2013 – 12/31/2023
JAWS Enterprises, LLC (Preferred Airparts, LLC) Agreement 115-16-02	Continue	11/03/2016 – 12/31/2026
Ripich Enterprises, Limited and AT&F Agreement 115-19-01	Continue	04/03/2019 – 12/31/2031
Plain Township Rick Hinderer Knives Agreement 115-14-100	Continue	04/16/2014 – 12/31/2026
Daisy Brand LLC Agreement 115-14-01	Continue	01/17/2014 – 12/31/2026

Dragon Products LLC & MG Real Properties LTD Agreement 115-14-02	Continue	10/20/2014 – 12/31/2026
Jascar Limited & Xcess Limited Agreement 115-15-02	Continue	1/1/2015 - 12/31/2026
Daisy Brand LLC Agreement 115-17-01	Continue	04/04/2017 – 12/31/2029

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. 2022-446

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

Adopted: August 17, 2022

Subject: **Approval of Agreement with Access Advantage, LLC On Behalf of the Wayne County Care Center**

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

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; and

WHEREAS, the Board of Commissioners of Wayne County, Ohio desire to enter into an Agreement with Access Advantage, LLC for managed health care contracting and contract management services related to Medicare, Medicaid, and Commercial managed care beneficiaries on behalf of the Wayne County Care Center; and

WHEREAS, the Agreement is for a one-time application and credentialing fee of \$4,250.00 and an administrative fee of 10% of each payer Plan the Wayne County Care Center enters into through Access Advantages' Network.

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

Section 1. The Board hereby accepts the Agreement with Access Advantage, LLC under the terms outlined above for managed health care contracting and contract management services related to Medicare, Medicaid, and Commercial managed care beneficiaries on behalf of the Wayne County Care Center.

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, on behalf of the Board, is 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. 2022-447

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: August 17, 2022

Subject: **Approval of Lease Agreement with Smart Customer Services, LLC for Space located at 200 Vanover Street, Wooster, Ohio for Operation of a Deputy Registrar Agency (307.09 & 307.10)**

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

WHEREAS, the Board of County Commissioners of Wayne County, Ohio owns property situated in the City of Wooster, County of Wayne and State of Ohio, and consisting of office space located in the Vanover Street Building, 200 Vanover Street #3, Wooster, Ohio; and

WHEREAS, the Board may lease property owned by Board pursuant to ORC 307.09(A) and 307.10(B) to the state or any department or agency thereof; and

WHEREAS, the Smart Customer Services, LLC has been appointed by the Ohio Bureau of Motor Vehicles as a Deputy Registrar for the Agency and thus is performing a public service; and

WHEREAS, the term of the lease is for five (5) years, which may be renewed for an additional five (5) years with an initial lease rate of \$8.00 per square foot, for an annual rent of \$19,152.00, subject to annual increases (Lease).

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


Section 1. The Board approves and accepts the Lease Agreement for rent for office space at 200 Vanover Street #3, Wooster, Ohio, between Smart Customer Services, LLC and the County Board of Commissioners, Wayne County, Ohio for a lease term of 5 years, which may be renewed once for an additional 5 years, at an initial annual rent of \$19,152.00.

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. 2022-448

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

Adopted: August 17, 2022

Subject: **Adoption of Personnel Policy Manual**

It was moved by Commissioner Smail and seconded by Commissioner Foster to update the Personnel Policy Manual, which includes the changes attached to this Resolution.

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

ATTENTION EMPLOYEES: You are encouraged to read this manual as it pertains to your benefits, employee rights, employer rights, etc. Your signature on this form acknowledges such. Reviewing the entire manual is important. However, please note that this page contains snapshots of policies that we especially want to bring to your attention; the full policy for each is within the manual. Instructions on how to access this manual are in the next paragraph.

I, _____, hereby acknowledge that I have access to the **Wayne County Personnel Policy Manual** through the Wayne County web site, www.wayneohio.org (click on *Employee Portal* at the top of the web page in the red bar, then click *Personnel Policy Manual*), and that the following information is only a snapshot of the policy it represents, the full version being viewable within said Personnel Policy Manual. I further acknowledge that any Ohio Revised Code (ORC) Sections referenced below may be read by going to <http://codes.ohio.gov/orc/> and searching for that ORC number.

1. **EQUAL EMPLOYMENT OPPORTUNITY (EEO) (SECTION 1.07):** I am aware that Wayne County is an Equal Opportunity Employer and that all employees and applicants for employment are recruited, selected, promoted, demoted, terminated, suspended, or evaluated in an equitable manner, based solely upon merit, fitness for duty, and other bona fide occupational qualifications as each individual might possess. I am also aware that no personnel decisions concerning any term or condition of employment shall be based upon race, color, religion, sex, national origin, age, disability, or other non-job-related criteria which does not interfere with an employee's ability to perform the essential functions of the position. I am also aware that no person(s) shall on the grounds of race, color, national origin, disability, age, sex, or religion be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program, service or benefit authorized or provided by the Appointed Authority. I understand that discrimination of any kind by one employee against another will not be tolerated.
2. **PROBATIONARY PERIOD (SECTIONS 2.06 AND 11.02[A]):** If I am a probationary employee. I understand that I must successfully complete a 180-day probationary period. This constitutes a trial or testing opportunity for me to perform my job duties and have my work performance observed, before becoming a classified or unclassified employee and receiving the benefits that come with such distinction. I also understand that if I have any questions relating to being a probationary employee, I can address those to my supervisor, HR or my Appointing Authority.
3. **HOURS OF WORK (SECTION 3.06):** I understand that I am expected to arrive just prior to my start time and not continue past the end of my shift, unless specifically authorized by my supervisor or Appointing Authority. This includes reading and/or sending emails, listening to voice messages, making phone calls or conducting business in any format; this excludes an agency's procedures to take calls to cover an absence, to call off work, or to accept calls for work-related emergency purposes.
4. **VEHICLE POLICY (SECTION 3.13):** I understand that Wayne County has a Vehicle Policy and that prior to driving a County vehicle or driving my personal vehicle on behalf of the County, I must read said Vehicle Policy in its entirety. I further understand that if the essential functions of my job position involve driving for the County, I must immediately report any and all vehicle suspensions, accidents, traffic citations and/or arrests to my supervisor or Appointing Authority, and that I may be disciplined for said suspension(s), accident(s), citation(s) or arrest(s), or for any other violations of the Vehicle Policy, whether or not points are assigned to my motor vehicle record, up to and including termination of employment.

5. **OVERTIME PAY and COMPENSATORY TIME (SECTIONS 4.04 AND 4.05):** I understand that any work above my normal hours must be pre-approved. I further understand that if working above my normal hours, I have a right to be paid overtime; however, compensatory time may be offered to me in lieu of overtime pay.

6. **MILITARY LEAVE (SECTION 5.06):** You may be entitled to paid or unpaid Military Leave, depending on your employment status and the type leave requested. It is your responsibility to initiate this leave by contacting the Commissioners' HR Manager.

6.7. **OHIO ETHICS LAW AND RELATED STATUTES (SECTION 8.01 AND APPENDICES):**

I acknowledge that, pursuant to ORC 102.09(D) and ORC 2921.42, in addition to Section 8.01 and information in the Appendices, which my employer has given me access to, as a public official or employee, I am expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio and other policies, procedures, rules, and regulations, as may be set forth by the Appointing Authority. This includes, but is not limited to, being prohibited from accepting or securing, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if I have obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the office, department, agency, or other entity with which I serve, or by which I am employed.

7.8. **INAPPROPRIATE BEHAVIOR, BULLYING, HARASSMENT, WORKPLACE VIOLENCE, AND DISCRIMINATION (SECTION 8.06):**

The safety and security of employees, clients, contractors, and the general public are of vital importance to Wayne County Appointing Authorities, who believe that these individuals should 1) be treated with dignity and respect, 2) have a right to work in a professional atmosphere that prohibits any form of inappropriate behavior, 3) work in an environment that promotes equal employment opportunities and prohibits unlawful discriminatory practices. I understand that Wayne County Appointing Authorities require that all conduct by, to, or with employees be respectful, business-like and free of explicit bias, prejudice and harassment; this includes both on- and off-duty, on or off County Property, in any work-related setting outside the workplace such as during business trips, business meetings and business-related social events, and includes statements and/or actions through social media. I further understand that Inappropriate Behavior made by an employee against another person's life, health, well-being, family, or property will not, in any instance, be tolerated. If I am found to be displaying inappropriate behavior towards another, I will be subject to discipline, up to and including termination. If I am found to be displaying Inappropriate Behavior towards another based on that person's race, color, sex, sexual orientation, gender identity, genetic information, national origin, age, religion, disability or protected activity, I may receive more severe discipline, up to and including termination.

8.9. **OHIO FRAUD REPORTING SYSTEM (SECTION 8.07):** I acknowledge that pursuant to ORC 117.103(B)(1) and (B)(2) and ORC 124.341, in addition to information in the Appendices, which my employer has given me access to, I have been made aware of the Ohio Fraud Reporting System Information which describes the means to report fraud and includes the Auditor of State's Fraud Contact Information, in addition to information on the protections I am provided as a classified or unclassified employee if I use the before-mentioned fraud reporting system.

9.10. **EMPLOYER'S DRUG FREE WORKPLACE POLICY AND PROGRAM (SECTION 8.08 AND APPENDICES):** I am aware of Wayne County's Drug Free Workplace Policy and Program and have been given the opportunity to review the policy and program. I understand that my employment or offer of employment is conditioned on my cooperation and

compliance with the Wayne County Policy and Program, which prohibits the use of illegal drugs, controlled substances/drugs, and all harmful intoxicants, defined by ORC 2925.01 and ORC 3719.01 and also listed in Section 8.08 and in the Appendices, while at work or reporting to work; this includes medical marijuana. I understand that any and all information obtained as a result of the program will be kept confidential and only the Program Administrator and other authorized Wayne County representatives, on a need-to-know basis only, will receive such information. I understand that the Ohio Bureau of Workers' Compensation or other regulating authorities may audit the Policy and Program and will have access to information. Furthermore, I understand that information obtained, including but not limited to test results, may be disclosed in official communications and/or hearings regarding unemployment compensation and Workers' Compensation matters. I understand that a violation of this policy may result in the loss of such benefits. I understand that any offer for employment is contingent upon my successful completion and production of a negative drug test result. I understand that if I am unable to provide a negative drug test result, Wayne County will not provide a final offer of employment.

~~10~~.11. **COMPUTER NETWORK USAGE POLICY (SECTION 8.18):** I agree with the Computer Network Usage Policy in full, and I further state that I will be responsible for my actions and use or misuse of the network equipment; I further release the County, its operators, and administration from any and all claims of any nature arising from the use of network resources.

~~11~~.12. **COLLECTIVE BARGAINING AGREEMENT:** I understand that if I am a member of a Collective Bargaining Agreement, portions of my Personnel Policy Manual may be superseded by that Agreement.

Signature

Date

Print Name:

Print Department/Office:

45. **NON-CONTINUOUS OPERATIONS** – Those positions that normally operate 5 days per week, such as Monday through Friday.
46. **NON-EXEMPT EMPLOYEE** - An employee who is covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Generally, non-exempt employees are compensated on an hourly basis.
47. **NONFEASANCE** - Nonperformance of some act which ought to be performed, omission to perform a required duty at all, or total neglect of duty.
48. **OVERTIME** - The hours actually worked by an employee in excess of forty (40) hours in any work week (Sunday through Saturday).
- ~~49.~~ **PART-TIME EMPLOYEE (NON-STATUTORY)** - 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, and whose hours total less than five hundred twenty hours annually.
- ~~49-50.~~ **PART-TIME EMPLOYEE (STATUTORY)** – 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, and whose hours total at least five hundred twenty hours annually.
- ~~50-51.~~ **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.
- ~~51-52.~~ **PHYSICIAN** - An individual authorized to practice medicine and surgery, osteopathic medicine and surgery, or podiatric medicine and surgery, as defined by ORC 4731.053(A).
- ~~52-53.~~ **PORTAL-TO-PORTAL PAY** – If eligible, applies to situations when an employee is called into work afterhours and/or on a day not scheduled to work, and is defined as compensation that begins the moment an employee leaves to travel to their work location, complete the assigned and/or approved job duties, and travel back home, with a minimum of one hour paid time. Employees should ask their supervisor if portal-to-portal pay applies to them.
- ~~53-54.~~ **POSITION** - A group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person.
- ~~54-55.~~ **PRE-APPROVED LEAVE WITHOUT PAY** – Temporary separation from active pay status, authorized by the Appointing Authority, with Employee generally retaining status and seniority rights. Employees on Pre-Approved Leave Without Pay are not in Active Pay Status.

- b. communicating with a supervisor or manager about employment discrimination, including harassment
- c. answering questions during an employer investigation of alleged harassment
- d. refusing to follow orders that would result in discrimination
- e. resisting sexual advances, or intervening to protect others
- f. requesting accommodation of a disability or for a religious practice
- g. asking managers or co-workers about salary information to uncover potentially discriminatory wages

~~62-63.~~ **SAFETY-SENSITIVE POSITION OR FUNCTION** – Any job position or work-related function or job task designated as such by the employer, which through the nature of the activity could be dangerous to the physical well-being of or jeopardize the security of the employee, co-workers, customers or the general public through a lapse in attention or judgment.

~~63-64.~~ **SEASONAL EMPLOYEE** - An ~~full-time or part-time~~ employee who works ~~full-time or part-time~~ for a certain regular season or period of the year performing work limited to that season or period of the year.

~~64-65.~~ **SEX DISCRIMINATION** - The unfavorable treatment of an employee or applicant, based on that person's sex, in any aspect of employment, including hiring, firing, promotion, demotion, advancement, pay, job assignments, layoff, training, career development, compensation, benefits, and any other term or condition of employment.

~~65-66.~~ **SEXUAL HARASSMENT** (including, but not limited to, domestic violence, dating violence, sexual assault and stalking as defined in 34 U.S.C. Section 12291). Any type of unwelcome, typically repeated offensive conduct or remarks directed at an individual, which creates a hostile or offensive work environment, whether such activity is carried out by an employee, volunteer, client, consultant, contractor, and/or the general public and includes, but is not limited to the following:

- a. Repeated unwanted, unwelcome and/or offensive sexual flirtations, gestures, advances, requests for sexual favors or propositions;
- b. Repeated abuse of a sexual nature, including things said, written or inappropriate sounds;
- c. Graphic or degrading verbal or written comments about an individual, the individual's appearance, or the individual's sexual orientation and/or gender identity;

- A. **Remote Work/Teleworking:** The decision to authorize remote work/teleworking is solely at the discretion of the Wayne County Department of Job and Family Services and can be modified or terminated at any time. For the duration of the remote work/teleworking authorization, the following provisions are applicable:

B. GENERAL GUIDELINES

1. Remote work is a viable workplace option that must demonstrate a business benefit to WCDJFS while offering employee flexibility in delivering quality services to our clients. The business benefit must be either a cost savings or an increase in production, not simply a convenience to employees. The continued efficient and effective operations of WCDJFS will be the foremost concern at all times. Remote work is a privilege granted for meeting the guidelines herein and is not guaranteed for any individual or classification or department. Nonetheless, if an employee believes they are being unfairly denied the ability to work remotely, the employee may request reconsideration.
2. Participating employees are subject to and are required to follow all applicable rules, policies, and procedures as all other employees. The employee is also charged with fulfilling all the duties and responsibility of their position.
3. Not all positions are appropriate for remote work/teleworking. Positions that are ineligible for the remote work/teleworking include: USWI Front Desk, Custodians, IM USW2 Support Staff, Clerical, Labor Crew Leader, Account Clerk II BRU Payment Window and Administrative Assistant Supervisor. All new hires will be required to work in-agency during their probationary and training period. Employees serving in a probationary period because of a promotion will be ineligible for the remote work/teleworking until he/she successfully completes the probationary and training period.
4. Under no circumstances is an employee permitted to meet with a client at the employee's home. Face-to face customer contact is required to occur at WCDJFS, or at client specified locations that are relevant to field work per Adult Protective Services requirements.

C. EXPECTATIONS

1. Participation in remote work/teleworking is voluntary by the employee and is subject to revocation at any time.
2. The remote work/teleworking may be discontinued, at any time, at the discretion of the WCDJFS Director.
3. Each employee participating in remote work/teleworking must sign the Remote Work/Telework Agreement.
4. Employee must have the most recent performance evaluation on file and all areas must score a minimum of "meets standards".

5. While participating in remote work/teleworking, employees are responsible for maintaining appropriate levels of production, attendance, and quality of work as required by WCDJFS. If WCDJFS determines that an employee is failing to maintain the required standards, the employee will be notified that remote work / teleworking will end.
6. Employees remain obligated to comply with all applicable agency and program specific requirements, statutory requirements, federal, state, and county laws and regulations, all administrative rules, as well as the terms and conditions for remote work/teleworking. Employees understand that any violation of such may result in removal from remote work/teleworking and/or disciplinary action, up to and including termination of employment.
7. In the event of a work-related emergency, staffing shortage, or operational need as determined by the Director, employees in remote work/teleworking must be prepared to return to in-agency status at any given time. Depending on the situation, as much advance notice as possible will be given to returning employees. Notice could be as little as an hour, depending on the circumstances. Return to in-agency status could be temporary or permanent based on individual circumstances and/or operational needs within a classification/position/department.
8. Communication is vital to the success of remote work/teleworking. Employees must remain available to personally communicate with their supervisor, co-workers, and customers as needed during the workday, including audio and/or video contact.
9. Employees are expected to check business related e-mail, phone, TEAMS, and/or other applicable messages during scheduled work times.
10. If the employee working remotely is unable to perform his/her job duties due to the local internet connection being temporarily unavailable, local power outage, or other technical difficulties, the employee must:
 - a. Immediately notify a supervisor of the issue.
 - i. The supervisor will contact the TPOC.
 - b. Immediately return to the Agency if it is determined that the connectivity issue is due to WCDJFS faulty equipment. The employee will return to the Agency with the equipment, where the IT staff will determine whether the equipment needs to be exchanged or evaluated for other options.
 - c. continue reporting on-site at the Agency until the equipment can be replaced, or connectivity is re-established, or request the use of appropriate leave.

11. If it is determined that the temporary connectivity issue is the result of the Internet/Power Service Provider, the employee must:
 - a. Contact their internet/power provider for troubleshooting and service.
 - b. If the estimated restoration of internet/power service is less than two (2) hours on that business day, the employee will remain at home and be available for work when service is restored. If the outage occurs within three (3) hours of the end of your shift, the employee will remain at home, then show up to work at the office the next day unless service can be restored by then and it is a regularly scheduled day to work remote.
 - c. If the estimated restoration of internet/power services is more than two (2) hours, the employee will return to the Agency to work or submit a request for appropriate leave.
 - d. Employees in remote work/teleworking are required to maintain adequate high-speed internet service and a cell phone or landline, at their cost. If there are consistent connectivity issues with the remote employee's internet and/or phone service, the employee will have to return to in-agency status. This will be a collaborative decision made after discussion between the Director, IT, Administrator, Supervisor, and the remote employee.
12. Consistent with WCDJFS Confidentiality Policy and the policies of ODJFS, employees working from home or at any alternate site are expected to ensure that information is secured and not accessible to unauthorized persons. This includes but is not limited to spouse, children, or others at the remote site.
13. Income Maintenance, BRU, Workforce, and Childcare activity tracking will be collected from the computer system and monitored daily. Social Services, Fiscal, and IT department employees will be required to complete a daily activity tracker to be submitted to their supervisor at the end of each day, unless adequate report tracking can be collected from the computer systems available to WCDJFS.
14. While printing may be initiated from a remote location, printing will occur at the Agency only. Employees are strictly prohibited from printing any work-related materials at the remote location.
15. In the event the Agency must close or have a delayed opening due to weather, those working remotely may be expected to work unless they requested and were pre-approved to take a vacation day. Conversely, if they have no power at home while the agency is open, they will be expected to come to the agency to work or submit a request for Vacation time for the day.
16. In the event of a health & safety emergency that occurs in-agency, remote employees will continue to work the remainder of their day and in-agency staff will be dismissed accordingly (e.g., extended power or water outage, building damage, evacuation, etc.)

17. In the event of termination or resignation from employment with WCDJFS, the teleworker shall be required to promptly return any WCDJFS equipment, supplies, and data.

D. EQUIPMENT FOR REMOTE WORK/TELEWORKING

1. Any equipment provided by the Agency must be properly inventoried and listed on the Asset Management Control Sheet. Agency-issued equipment is provided for use on work assignments only. Other household members or any other persons are not permitted to use agency issued equipment.
2. The use of all ODJFS/WCDJFS equipment, including but not limited to laptop, Surface Pro, VPN tokens, and any other agency-issued equipment, shall be limited to official business purposes.
3. Employees are expected to be aware of and utilize the security measures and software on the laptops, including but not limited to VPN. Any unauthorized use of the VPN or software or any other violation of security protocols may result in disciplinary action up to and including termination.
4. Any lost, damaged, or stolen equipment must be immediately reported via phone call to the supervisor. Notification cannot be made via voice mail or email; the employee must speak with someone directly. The supervisor will immediately report any lost or stolen equipment to the Director, IT, and any other pertinent department. Any lost, damaged, or stolen equipment may result in the remote employee being subject to discipline, up to and including termination.
5. The employee will have access to all the same software and systems as they do when on-site. The employee may not install or download any other software without approval from the WCDJFS Business Administrator or the Director. Only state approved software may be installed on state-owned equipment with the assistance of IT.
6. Employees in remote work/teleworking are prohibited from saving agency-related information or data on a personal PC or other personal device (e.g., USB drive, CD, etc.)
7. The Agency retains ownership and control of all hardware, software, and end-point equipment connected to the state network and any/all public communication networks. There is no expectation of privacy when using agency equipment. The remote work environment must include:
 - a. Secured internet;
 - b. Cell or landline phone;

- c. An appropriate workstation/work area with proper seating and lighting that can safely and securely accommodate agency-issued equipment and work materials while providing a safe work environment for the employee; and,
 - d. A confidential location where sensitive, private conversations can be held over the phone or via video conference and where work materials are stored.
8. Any ADA approved equipment needed by the employee may be taken home after written approval from management is received.

E. WORK HOURS, ATTENDANCE & TIMEKEEPING

- 1. The maximum number of hours for any work week is 40 hours for full-time employees. If overtime is required, the appropriate policies and procedures must be followed, including supervisor approval.
- 2. Remote work/teleworking employees are expected to work their normal work schedule as determined by the Agency Director.
- 3. Remote work/teleworking employees must utilize the County's timekeeping system when clocking in/out daily and adhere to all applicable Attendance/Leave policies, as well as the current call off procedure.
- 4. Remote work/teleworking employees may be disqualified from the remote work/teleworking program if they exhibit abuse of sick leave.
- 5. During a holiday week, all staff will work their normal remote/telework schedule.

F. SAFEGUARDING OF INFORMATION

- 1. Federal Tax Information (FTI)
 - a. Despite location, FTI remains subject to the same safeguard requirements and the highest level of attainable security. Employees are required to follow the same FTI safeguarding rules that apply whether working in the office or working from an alternate work site.
 - b. IRS Publication 1075 outlines the requirements that must be followed to protect FTI.
 - c. In all instances, the Agency and its employees shall employ appropriate management, operational, and technical information system security controls at alternate work sites.
- 2. Only agency-owned computers, media, and software will be used to receive, process, access, and store information, including FTI.

3. All computers and mobile devices that contain FTI and are kept housed at an alternate work site must employ encryption mechanisms to ensure that this data may not be accessed if the computer is lost and/or stolen per OMB Memo M-06-16.
 - a. The Agency may purchase Surface Pros or laptops through the OIS TSSP program which are equipped with Bitlocker technology, WCDJFS will also provide VPN tokens through the OIS TSSP program to provide secure connections when logging into the state system/network.
 - b. FTI data should not be downloaded to the hard drive of the laptop or other device.
 - c. VPN (Virtual Private Network) tokens will be provided to each employee in remote work/teleworking and each employee shall use the VPN when accessing information/data, including FTI, from an alternate work location.
 - d. VPN tokens will be maintained by the ODJFS OIS and provide for two factor authentications.
4. Employees must immediately communicate with their supervisor or other available supervisor if a security problem arises. The supervisor will immediately communicate with the Director (or the Business Administrator if the Director is unavailable).
5. If an employee would have hard copies of FTI or other confidential information while working remotely, the employee must report this to their supervisor. Arrangements will be made to return, properly secure, or destroy the FTI or other confidential information. The Agency must ensure that an adequate means of storage or destruction of FTI exists at the work site.
6. The employee is responsible, always, for protecting and safeguarding agency owned equipment, including laptops and VPN tokens, and information/data.
 - a. If an employee is working in a secure location, such as his/her home and the employee will be away from the computer for a brief time or if the employee is unexpectedly interrupted by a non-WCDJFS employee, the employee must lock the workstation (Windows Key +L) immediately. The employee should also log off the computer when away from the work area where he/she is working for an extended period (such as a lunch break) and at the conclusion of each workday.
 - b. The employee shall not reveal passwords for the VPN token, laptop, etc. to another employee or another individual. The employee is responsible for safeguarding passwords. Passwords should not be written down and stored with the device.
 - c. While working at home or an alternate work site, the employee should take extra precautions to ensure the security of the information. The employee shall ensure

that any support related information is not available for access or viewing by an unauthorized individual.

- d. The Agency retains the right to investigate alleged abuse of this remote work/teleworking policy and may cease or modify an employee's approval for remote work/teleworking at any time.

G. PUBLIC RECORDS REQUIREMENTS

1. Although work may be performed off-site and possibly even with personal IT equipment, public record requirements as outlined in Ohio Revised Code Chapter 149 and in-agency policy still apply. Employees shall also comply with all applicable agency record retention schedules. Personal or county/state-issued mobile computing devices (MCDs) shall never be the single, authoritative source for state data. Records on an MCD shall be considered records in transit and shall never be stored permanently on a personal or state issued MCD.

H. ATTENDANCE AT TRAININGS/MEETINGS

1. Remote work/teleworking employees are expected to participate in all agency training sessions and meetings during work hours. This includes, but is not limited to, supervision, team/department/agency meetings, court hearings, etc. These events may be held electronically via TEAMS or other digital format, or the employee may be required to appear in-person at the Agency for this purpose.
2. The Agency worksite shall remain the assigned workplace and travel to and from the Agency while working remotely shall be considered a regular work commute. If a need to travel to the Agency arises during the workday during which the employee is working remotely, the commute time is not paid time and the commute is not subject to mileage reimbursement.

I. RISK AND RESPONSIBILITY

1. Maintaining a safe and productive, designated remote work area, is the employee's responsibility.
2. The workspace must be safe and free from hazards.
3. The workspace must be reasonably free from interruptions and distraction that would affect work performance.
4. The remote workspace shall adhere to the federal telework safety checklist and OSHA's checklist for setting up the computer workstation at home as noted in the URL's listed below.
 - a. <https://www.telework.gov/federal-community/telework-employees/safety-checklist/>

b. <https://www.osha.gov/SLTC/etools/computerworkstations/checklist.htm>

5. Injuries sustained by the employee while at an alternate work site and in conjunction with his/her regular work duties may be covered by the County's worker's compensation policy. Employees working from an alternate work site are responsible for immediately notifying his/her supervisor, or another available supervisor, of such injuries in accordance with injury reporting and Worker's Compensation. If an employee suffers a work injury, the employee must cooperate with the County and give the County access to inspect the worksite. Injuries sustained in non-work activities will not be covered by the County's worker's compensation policy
6. Work at home arrangements may increase an employee's housing expenses such as maintenance, utilities, insurance. WCDJFS assumes no responsibility for any operating costs associated with an employee working at home or using personally owned or agency-owned equipment.
7. The remote/teleworking employee may be responsible for the replacement cost of any ODJFS/WCDJFS equipment that is damaged or lost due to the employee's negligence while working remotely. Additionally, discipline, up to and including termination, may be issued in these circumstances.
8. It is the responsibility of the employee to safely relocate and setup the remote workstation and/or equipment at a safe and secure location.

J. SCHEDULE CHANGES

1. Employees who want to voluntarily return to in-agency status will need to get approval from their supervisor. Staff who are in-agency and want to work remotely may submit their request each quarter to their supervisor by completing the Work Schedule Request Form. If approved, the start date will be the first business day of each quarter.
2. Management will determine if the transfer results in the adjustment of the number of in-agency staff.

K. REMOTE WORK/TELEWORKING PER DEPARTMENT/POSITION

1. Agency business needs are the primary factor in the remote work schedule. Administrators, in conjunction with their division supervisors, are responsible for ensuring work needs and mandates are being completed and met. Remote work/teleworking schedules and in-office days are determined based on agency business and customer needs first. Then employee's performance and preferences will be considered.
2. Depending on the position, employees in remote work/teleworking will work either four days in-agency and one day remote (Monday or Friday) or three days in-agency and two

days remote (Monday/Tuesday or Thursday/Friday). The schedule below indicates the current practice but is subject to change by the Director depending on Federal, State, or local work rules and technology. See below:

3. INCOME MAINTENANCE

- a. Supervisors, Eligibility Referral Specialists II, and Quality Control may work remotely two days per week. Either Monday/Tuesday or Thursday/Friday as approved by the supervisor.

4. BRU

- a. Supervisor and Investigators II may work remotely two days per week. Either Monday/Tuesday or Thursday/Friday as approved by the supervisor.

5. FISCAL

- a. Supervisor and Fiscal Specialists may work remotely two days per week if one Fiscal staff member is in the office or arrangements have been made with the Administrator. Either Monday/Tuesday or Thursday/Friday as approved by the supervisor.

6. IT - COMPUTER TECHNICIAN

- a. IT may work remotely two days per week. Either Monday/Tuesday or Thursday/Friday as approved by the supervisor.

7. SOCIAL SERVICES

- a. Social Service Worker 2 APS, Childcare Supervisor and Childcare Social Service Workers 1 may work remotely two days per week. Either Monday/Tuesday or Thursday/Friday as approved by the supervisor.
- b. Unit Support Worker 2 PRC and Unit Support Worker 2 Transportation may work remotely one day per week. Either Monday or Friday.

8. WORK PROGRAMS

- a. Supervisor, Administrative Assistant, Eligibility Referral Specialist II, Eligibility Referral Specialist I may work remotely one day per week. Either Monday or Friday as approved by the supervisor.

9. ADMINISTRATORS

- a. Administrators may work remotely one day per week on either Monday or Friday

L. BANKED DAYS

1. In addition, all employees participating in remote work/teleworking shall have up to an additional 12 banked days in a 12-month period to begin on the first day of remote work/teleworking agreement. (These banked days will be prorated during the first year of implementation.) No more than two days can be used per month. This flexible work option is possible when both the employee and the job/work are suited to such an arrangement.

2. Banked days must be approved by the supervisor and are for the purpose of permitting an employee to have additional days in a week to remote work/telework when needed because of the employee's exposure to contagious disease, quarantine of self or family member, or other minor illness during which the employee is still able to work. The approval of banked days remote work assignments will focus on meeting the business needs of the Agency and serving our community.

<u>Original Adoption Date</u>	<u>Revision Number</u>	<u>Date</u>	<u>Approved</u>
5/29/22			5/29/22

SECTION 3 CONDITIONS OF EMPLOYMENT

- 3.01 CLASSIFICATION PLAN FOR JOB AND FAMILY SERVICES
- 3.01A BACKGROUND CHECKS FOR JOB AND FAMILY SERVICES
- 3.02 EMPLOYMENT STATUS
- 3.03 EMPLOYMENT ELIGIBILITY
- 3.04 EMPLOYMENT RECORDS
- 3.05 MEDICAL EXAM
- 3.06 HOURS OF WORK
- 3.07 BULLETIN BOARDS
- 3.08 REASONABLE ACCOMMODATION
- 3.09 EXPOSURE TO CONTAGIOUS DISEASE
- 3.10 HEALTH AND SAFETY
- 3.11 WAYNE COUNTY VOLUNTEERS
- 3.12 TELEWORK
- 3.12A TELEWORK POLICY FOR JOB AND FAMILY SERVICES
- 3.13 VEHICLE POLICY

<u>Original Adoption Date</u>	<u>Revision Number</u>	<u>Date</u>	<u>Approved</u>
7/31/96	34	8/4/215/29/2022	8/4/215/29/22

- 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 1st anniversary of employment, an employee is credited with two (2) weeks of vacation. 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, ~~regardless if they carry forward service time for purposes of vacation accrual, who do not carry over service time for purposes of vacation accrual, or carry over less than one year's service time~~, are allowed one (1) paid personal day, maximum of eight (8) hours, in the first twelve (12) months of their employment. This personal day expires on the employee's twelve-month anniversary and if unused, will be forfeited.
 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, Employee Health Clinic, Environmental Services, IT, 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 with the state or any political subdivision of the state 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.

Original Adoption Date	Revision Number	Date	Approved
7/31/96	89	1/12/20228/10/2022	1/12/20228/10/2022

- A. ~~Permanent full-time employees will receive 8 hours of holiday pay for the following holidays. The following days constitute holidays for the purposes of holiday pay (per ORC 325.19):~~

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

B. Holiday observed days:

~~Non-continuous agencies: The holiday will be observed on the holiday if it falls on Monday through Friday. If the holiday falls on a Saturday, it will be observed on the Friday before the holiday. If the holiday falls on a Sunday, it will be observed on the Monday following the holiday. Non-Continuous Operations: If a holiday falls on Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the preceding Friday. For employees who are in positions of Continuous operations, holidays are observed on the actual day of the holiday. (This provision has been adopted in accordance with RC 325.19[F].)~~

~~Continuous agencies: The holiday will be observed on the day the holiday actually falls on (per 124.18(D)).~~

~~CARE CENTER EXCEPTION: Employees who are in positions of Continuous operations and start their shift the day of the holiday and end their shift the following day, will have that holiday both observed and paid for from the beginning of the shift.~~

~~DOG SHELTER EXCEPTION: Full-time and part-time employees who are non-continuous, if a holiday falls on Tuesday through Saturday, it will be observed on that day; if a holiday falls on Sunday, it will be observed on Saturday; if a holiday falls on Monday, it will be observed on Tuesday.~~

~~AIRPORT EXCEPTION: The Airport will remain open on holidays, with the exception of being officially closed on the actual holidays of New Year's Day, Thanksgiving Day, and Christmas Day. Holidays will be observed on the actual holiday. However, the Airport will be closed on New Year's Day, Thanksgiving Day, and Christmas Day.~~

- C. An eligible full-time employee will receive eight hours of holiday pay for each observed holiday.

- B-D.** A permanent part-time employee (statutory) will receive a minimum of four hours of holiday pay for each observed holiday, up to the number of hours the employee would regularly have been scheduled if not for the observed holiday or up to the number of hours the employee actually worked on the observed holiday, whichever is greater, not to exceed eight hours of holiday pay, who has an established work schedule (set Days and hours) will receive holiday pay for those hours he/she would normally have been scheduled to work on an observed holiday, not to exceed 8 hours of holiday pay.
- C-E.** Any employee who is not considered full-time or permanent part-time (statutory) shall not be eligible for the above paid holidays.
- D-F.** Non-Continuous and Continuous Operations: permanent Eligible full-time employees and permanent part-time (statutory) employees who are required to work on an observed holiday will be paid at one and one-half (1 1/2) times his/her regular rate of pay for every hour worked, in addition to his/her regular straight time holiday pay, as described in (C) and (D) of this section. If a permanent part-time employee in a Non-Continuous operation is required to work on an observed holiday, he/she will be paid at straight time for every hour worked, in addition to holiday pay for every hour he/she was normally scheduled to work, except that every hour worked in excess of 40 hours for the week will be paid at one and one half (1 1/2) times his/her regular rate of pay, in addition to holiday pay for every hour he/she was normally scheduled to work (not to exceed 8 hours of holiday pay).
- E.** Continuous operation employees who work on the actual holiday are eligible for straight time holiday pay for the number of hours they work (not to exceed 8 hours) and straight time pay for actual hours worked, except that every hour worked in excess of 40 hours for the week will be paid at one and one half (1 1/2) times his/her regular rate of pay.
1. **CARE CENTER EXCEPTION:** Permanent part-time employees include both statutory and non-statutory employees. Permanent full-time and permanent part-time employees, if required to work on a holiday, will be paid at one and one-half (1 1/2) times his/her regular rate of pay for every hour worked, in addition to his/her regular holiday pay for every hour worked (or the scheduled holiday pay they would have received, whichever is greater but not to exceed 8 hours), regardless of continuous or non-continuous.
- F.** Non-Continuous Operations: If a holiday falls on Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the preceding Friday. For employees who are in positions of Continuous operations, holidays are observed on the actual day of the holiday. (This provision has been adopted in accordance with RC 325.19[F].)
1. **CARE CENTER EXCEPTION:** Employees who are in positions of Continuous operations and start their shift the day of the holiday and end their shift the following day, will have that holiday both observed and paid for from the beginning of the shift.
 2. **DOG SHELTER EXCEPTION:** Full-time and part-time employees who are non-continuous, if a holiday falls on Tuesday through Saturday, it will be observed on that

Commented [BC1]: This section replaced with (F), which allows all employees, continuous and non-continuous, to be paid at time plus one-half if they work on an observed holiday.

~~day; if a holiday falls on Sunday, it will be observed on Saturday; if a holiday falls on Monday, it will be observed on Tuesday.~~

~~3. AIRPORT EXCEPTION: Holidays will be observed on the actual holiday. However, the Airport will be closed on New Year's Day, Thanksgiving Day, and Christmas Day.~~

Commented [BC2]: Moved to (B); any changes are noted there.

G. Only employees in Active pay status will receive holiday pay. An employee who is not in Active pay status the day before a holiday or the day after a holiday will not receive holiday pay.

H. CARE CENTER EXCEPTIONS:

1. All employees may be required to work holidays on a rotation/on call basis.
2. ~~CARE CENTER EXCEPTION:~~ Intermittent staff are required to work a minimum of one holiday per year to continue to qualify for PRN status.
3. ~~CARE CENTER EXCEPTION:~~ Call offs on a scheduled holiday are unexcused absences. Shift trades are only allowed if approved by the supervisor in advance.
4. ~~CARE CENTER EXCEPTION:~~ No request for paid leave will be approved for an absence on the day before or the day after a designated assigned holiday, except that sick leave will only be granted if employee is seen by a physician on said date and provides documentation of such, signed by said physician.

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(26) work weeks during the twelve (12) month period defined above. Additionally, once an eligible employee has exhausted all leave balances and is then on unpaid Family and Medical Leave, such employee will not be considered as Active pay status for purposes of accruing vacation and sick leave, nor will the employee be eligible for paid holidays. The designation of leave as Family and Medical Leave is the responsibility of the Employer only.

- E. An eligible employee will be required to provide the Employer with thirty (30) days advance notice of the employee's intention to take Family and Medical Leave (see Appendices). The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.
- F. In the event of Military Family Leave, the Employee will be required to provide the Employer with fourteen (14) days notice prior to taking the leave if the leave is being taken because of a call to activity duty, or at least two (2) days notice prior to taking the leave if the leave is being taken because of an injury, wound or hospitalization. If the employee receives notice from a representative of the uniformed services that the injury, wound or hospitalization is of a critical or life-threatening nature, the employee may take the leave under this section, and/or including section 5.08(C), without providing notice to the employer.
- G. The Employer will require the employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition; or for leave due to a serious health condition that makes the employee unable to perform the functions of the employee's position.

The Employer, at the Employer's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two (2) health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the Employer. The expense of a third opinion will be paid by the Employer. The finding of the third health care provider is final and binding on both parties.

In the event of Military Family Leave, the Employer may require the Employee to provide certification from the appropriate military authority to verify that the Employee satisfied the criteria described herein.

Employees who do not turn in the required FMLA paperwork may be denied FMLA and/or Sick Leave, and may also be subject to discipline.

Employees who have an FMLA request denied, and are absent from work, are subject to Section 5.04 Sick Leave.

- H. The Employer will also require the employee to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or illness.

- A. An employee may elect to convert up to eighty (80) hours of sick leave and/or up to eighty (80) hours of vacation leave per year to cash for leave that is accrued but not used during the calendar year, as defined January 1 to December 31, as part of an annual conversion plan. This conversion will result in the employee receiving payment for these hours, and having the appropriate leave account reduced by the hours converted. Only eligible employees may elect this conversion. Eligibility and the rules regulating conversion are as follows:
1. In order to be eligible, the employee must be an active employee of Wayne County, Ohio at the time of conversion (no later than January 31 of the calendar year following the conversion request.) Wayne County, Ohio is defined for this purpose as "the political subdivision organized pursuant to RC 301 and known as Wayne County."
 2. The "time of conversion" for the purposes of this policy shall mean the date on which payment for the leave time converted takes place, i.e., the second pay date in January.
 3. In order to convert sick leave, the eligible employee must have, at the time of conversion, a minimum balance of nine hundred sixty (960) hours of accumulated sick leave plus the amount they wish to convert. (For example, an employee must have a balance of one thousand forty [1,040] hours of sick leave accumulated to convert eighty [80] hours.)
 4. To convert vacation leave, the eligible employee must have, at the time of conversion, enough vacation leave accumulated to cover the number of hours converted up to eighty (80) hours, plus a balance of forty (40) hours that is not converted. (For example, an employee must have one hundred twenty [120] hours vacation leave accumulated in order to convert eighty [80] hours.)
 5. An eligible employee may convert any combination of sick and/or vacation leave, subject to the regulations, up to the maximum of eighty (80) hours for each type of pay (one hundred sixty [160] hours total).
 6. Leave shall be converted on a last in, first out (LIFO) basis. The maximum amount of converted sick and/or vacation leave that can be considered earnable salary under OPERS is the amount the employee earns in one calendar year, less any amounts taken during the calendar year. For this plan, it would be leave earned and unused between January 1 and December 31 of the current calendar year, i.e., the calendar year immediately prior to the time of conversion.
 7. Conversion of sick and vacation leave will result in a permanent deduction of the converted hours from the participating employee's appropriate leave balance at the time of conversion. Conversion will not affect an employee's eligibility for sick leave payment upon retirement per Section 11.03(A) of this policy manual. However, once an employee converts sick leave upon retirement, all sick leave credit accrued is eliminated. Further conversion under this policy by a rehired retiree cannot occur until such time as the rehired retiree once again has the minimum balance of sick leave as required herein.

8. Additional sick and vacation leave accrual will not be earned from converted sick and vacation leave. Standard deductions as required by law, including OPERS deductions, if applicable, will be made.
 9. Converted hours will not count as "hours worked" in the week paid out for the purpose of calculating overtime.
 10. Employees are responsible for initiating the conversion process by annually completing and filing a "Leave Conversion Request" form. This request form must be completed by the employee, and approved by the Appointing authority, no later than December 1 of the year prior to the actual conversion. The employee will receive the payout on the second pay of the following year. For example: a conversion request would have to be completed and approved by December 1, 2013, in order for the conversion to take place on the second pay of January 2014. However, any leave time taken between December 1, 2013 and December 31, 2013, shall be considered in determining leave time accrued but unused.
 11. The employee's Appointing authority must put the approved conversion request on the turnaround sheet for the second pay of the New Year and label the hours as "Sick Leave to be Converted" or "Vacation Leave to be Converted"
 12. This policy only applies to those Wayne County employees who are not covered by a collective bargaining agreement, and whose Appointing authority has adopted this policy.
 13. Complete Leave Conversion Request Form (see Appendices).
 14. Although it is the intent to have the leave conversion payments be considered earnable salary, all converted hours are subject to OPERS rules and regulations. In all cases, OPERS makes the final determination as to what constitutes earnable salary.
- B. Employees, upon attainment of their 30th anniversary (using the anniversary date that coincides with how the employee accrues vacation) and who have not already retired ~~under OPERS~~ in accordance with the provisions of any retirement plan offered by the state, may elect, each year, to convert one week (40 hours) of sick leave accrual to vacation leave accrual. Upon doing so, converted hours will be treated and can be used the same as standard vacation accrual. Items 3, 6, 7, 8 and 12 listed in (A) of this section apply to this conversion. Upon conversion, this leave may be carried over; however, vacation accrual continues to remain capped at 3 years for a total of 15 weeks. This is a once per year benefit, and the employee must notify the Auditor's Office within 31 days of the employee's anniversary date if they wish to utilize this benefit.

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- A. Employees are expected to dress in an acceptable, professional manner. Clothing must be clean, neat, in good repair and without holes, and appropriate for the assigned duties. Each Appointing Authority may determine the proper dress standards for their departments, taking employee job duties, work location, and customer base into consideration, as well as any obstacles or distractions to the office or public.
1. Employees are required to dress in accordance with their job tasks and work environment.
 2. Clothing shall be conducive to the safe and effective performance of required job duties.
 3. Examples of inappropriate dress may include: athletic tennis shoes (outside of "Jeans Day"), beach/rubber flip flops, stretch pants/leggings (unless accompanied with a top that extends to the fist), athletic/gym wear, tank/halter dresses/tops with straps under 1 inch in width, any top or bottom exposing lingerie straps or undergarments, plunging necklines, clothing with ~~derogatory words, graphics/slogans or pictures~~, hair color or style that is not appropriate for the work environment.
 4. JEANS DAY - Appointing Authorities may declare certain days to be "Jeans Day", which provide employees an opportunity to dress more casually at the office; however, if tied to a nominal donation or cost, said donation or cost must be voluntary. Employees are expected to use good judgment to ensure that their attire on this day is appropriate for all activities (including meetings and public and/or customer contact) that they will be involved in that day. Clothes must continue to meet the requirements of this policy.
 5. VISIBLE TATTOOS, BODY PIERCINGS, BRANDINGS, BODY ART, BODY MODIFICATIONS – An individual's freedom of expression will be balanced against the need to project a professional appearance in their assignment, recognizing that they represent Wayne County first and foremost, not any other agency, organization or cause.
 - a. Visible tattoos, brandings, and body art should be disclosed during the hiring process; however, are not a bar to employment. Furthermore, they must project a professional appearance and be non-biased. If employer determines a tattoo, branding, and/or body art is not appropriate for the work environment, it must be covered. It is suggested that employees considering tattoos, branding, and/or body art, have a discussion with their supervisor and/or Appointing Authority before doing so.
 - b. Visible body piercings (other than earrings) shall not be displayed.
 - c. Body modifications and/or alterations must not be visible. Intentional body modifications include, but are not limited to, tongue-splitting or bifurcation, ear gauging, abnormal shaping of the ears, eyes, nose or teeth, branding or scarification.