



PERSONNEL POLICIES EMPLOYEE HANDBOOK

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Franklin County Public Health Employee Handbook

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HANDBOOK ADOPTION

This employee handbook was adopted by the Franklin County Board of Health, doing business as Franklin County Public Health, on Resolution 19-009 with effective date 02/12/2019. This handbook was then updated and approved on Resolution #22-XXX with effective date XXXXXXXXXX. This document supersedes all previous handbooks and personnel policies.

EQUITY

FCPH is committed to the promotion of equity throughout its agency and aims to provide a work environment that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, bullying, and harassment. We strive to use an equity lens throughout this handbook.

The FCPH value statement reinforces this: We serve our communities, our organization, and each other with Integrity, Accountability, Excellence, Respect and Humility.

HEALTH AND EQUITY IN ALL POLICIES

Franklin County Public Health (FCPH) at the direction of the Franklin County Board of Health (BOH) follows a set of guidelines within the Health and Equity in All Policies policy and is held accountable for carrying out equitable practices as part of its 2019-2021 strategic plan. The Health and Equity in All Policies (HEiAP) approach is based on two foundational principals: 1) to incorporate health considerations into decision-making across the organization and with external partner organizations in a manner that influences policy design and decision making; 2) in regards to policy development, to engage residents, who best understand the community perspective, into these practices. **Please refer to the separate Health and Equity in All Policies policy for more information.**

ETHICS

Franklin County Public Health (FCPH) conducts business and requires all employees to perform their duties in an ethical manner. FCPH aspires to the ideals of honesty and truthfulness in our relationships, diligently pursuing the public interest to the best of our ability, subordinating self-interest to the public good, and treating all people with fairness and respect.

In addition to these ideals, there are rules to which employees are all expected to adhere. Since our position is as a public trust, we will act to maintain that trust ensuring the reality and perception that government is conducted according to the highest principles of honesty, integrity, and a concern for justice. We also must avoid conduct which undermines public trust by creating the perception that a government position has been used improperly. Certain conduct is prohibited including:



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- We may not use our public position for financial gain for (a) ourselves, (b) our households, or (c) a business with which we, or a member of our household, is associated.
- We may not use Franklin County property or facilities for private benefit.
- We may not use confidential information received because of our public position for private gain.
- We may not solicit or receive a promise of future employment with the understanding the promise will influence our official action.
- We may not solicit or receive a gift that will influence our official action.
- We may not be engaged with outside employment that conflicts or interferes with our current job.

Additionally the Ohio Ethics Laws, including penalties of fines and imprisonment for violations, are contained in Chapter 102 and Sections 2921.42 et seq. of the Ohio Revised Code. It is the responsibility of all FCPH employees to familiarize themselves with the Ohio Ethics Law and related statutes. The full provisions are available through the Ohio Ethics Commission website. Please contact the Ohio Ethics Commissions for clarification or additional information at: <http://www.ethics.ohio.gov> or call (614) 466-7090.

Failure of any FCPH official or employee to comply with the Ohio Ethics Law and related statutes will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

No set of rules can anticipate all problems. New technologies and situations may arise. Occasionally, rules may be in conflict or appear to conflict. For any questions on ethics, employees should speak to their supervisor or director or the Ohio Ethics Commission.

Refer to the separate Public Health Ethics policy for information related to those situations.

AUDITOR OF STATE – FRAUD REPORTING SYSTEM

The Ohio Auditor of State's office maintains a system for reporting fraud including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website, or through the United States mail.

Auditor of State's Fraud Contact Information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)
US Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215
Email: fraudohio@ohioauditor.gov



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Web: www.ohioauditor.gov

NON-DISCRIMINATION

FCPH is an equal opportunity employer and does not make employment decisions in a discriminatory manner based on race, color, religion, sex, national origin, age, sexual orientation, gender identity, ancestry, disability, or military/veteran status. FCPH complies with all applicable federal and state laws, rules, and regulations.

This policy prohibits discrimination of employees and of any person having business with FCPH based on any of the above-listed protected characteristics. FCPH may discipline an employee for conduct that violates this policy even if the conduct does not violate a law prohibiting discrimination. Please see the section on Reporting a Potential Violation for more information.

GENETIC INFORMATION

In the course of employment, there may be situations in which employees are required to provide medical information to FCPH (e.g., leave of absence, workers' compensation, etc.). The Genetic Information Nondiscrimination Act of 2008 (GINA) generally restricts employers from requesting or requiring genetic information, except in limited circumstances. Accordingly, except in those circumstances, employees should generally not provide any genetic information to the FCPH.

Genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

CIVILITY IN THE WORKPLACE

FCPH values a civil workplace environment and requires all employees to treat each other, clients, customers, and visitors with respect and dignity. Incivility, bullying, and disrespectful attitudes are counter to behavior that contributes to a healthy and satisfying workplace and will not be tolerated.

Allegations of a violation of this policy will be promptly investigated and the effect of the behavior, not the intent of the individual who violates this policy, will determine whether disciplinary action is taken.

The following behaviors are examples of prohibited conduct:

- Verbal: ridiculing or maligning a person or his/her family; name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; threatening, abusive, and offensive remarks.



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- **Microaggressions:** This includes verbal, nonverbal or environmental acts defined as subtle, indirect discrimination against members of a marginalized group such as a racial or ethnic minority.
- **Gestures:** non-verbal gestures that convey a disrespectful or unprofessional message.
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities.
- **Physical:** all forms of physically aggressive behavior are prohibited under this and the Workplace Violence Policy.

Workplace incivility, bullying and disrespectful attitudes do not include:

- All interpersonal conflicts and disagreements.
- Appropriate use of performance management tools and procedures.
- Appropriate use of workplace discipline.
- Activity protected by the National Labor Relations Act, section 4117.03 of the Ohio Revised Code, or the First Amendment.

To promote civility among employees, productive work relationships and high quality customer interactions:

- Resist the urge to jump to conclusions about people and their motives.
- Remember to be courteous and polite.
- When credit and compliments come, spread them to all who helped.
- Promise only what can be delivered. If what is delivered falls short, explain why.
- When things go wrong, resist the urge to assign blame – focus on fixing the problem.
- Don't participate in gossip and spreading rumors.

Please see the section on Reporting a Potential Violation for more information.

ANTI-HARRASSMENT

FCPH has a strict policy against any form of harassment and prohibits such harassment by or against FCPH employees, vendors, clients, and visitors. In our increasingly diverse workplace, FCPH will not tolerate harassing conduct on any basis.

Harassment is conduct that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance
- Otherwise adversely affects an individual's employment opportunities.

Harassment may be overt or subtle, but whatever form it takes – verbal, nonverbal, or physical – harassment is insulting and demeaning to the recipient and cannot be tolerated in the workplace.

Examples of harassment include, but are not limited to:

- Epithets, slurs and jokes



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- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on any Franklin County premises or circulated in the workplace, on agency time, or using agency equipment
- Obscene gestures
- Negative stereotyping
- Threatening, intimidating, hazing or hostile acts
- Even derogatory remarks between friends may lead to overt acts of unlawful discrimination.

Sexual harassment is a specific form of discriminatory harassment and is prohibited as well. Examples of sexual harassment include, but are not limited to:

- Awarding or promising to award a promotion or other employment benefit to an employee in exchange for sexual favors
- Disciplining or threatening to discipline an employee or withholding or threatening to withhold an employment benefit for refusing sexual advances
- Foregoing discipline or promising to forego discipline in exchange for engaging in sexual conduct
- Giving preferential treatment or promising preferential treatment in exchange for sexual favors
- Leering, staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts or mannerism
- Touching in a way that may make a person feel uncomfortable, such as petting, pinching or intentionally brushing against another's body
- Telling sexual or lewd jokes, hanging suggestive posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, electronic message or images

Personality conflicts should not be misconstrued as harassment. If the individuals involved in the conflict are unable to resolve it between themselves and the conflict is disruptive to an employee or the workplace, the conflict should be reported to the immediate supervisor for resolution.

All members of leadership are responsible for ensuring that no violations of these policies occur within the office. Leadership is expected to foster a workplace that is free of discrimination, disrespectful conduct and harassment. Please see the section on Reporting a Potential Violation for more information.

REPORTING A POTENTIAL VIOLATION

FCPH encourages any employee who believes they are the subject of a violation of the non-discrimination, civility in the workplace, and anti-harassment policies to promptly advise the offender of the perceived violation and request that it be discontinued. However if the employee is uncomfortable doing so, or the efforts have failed, they should promptly report the facts of the incident(s) and the names of the individuals involved to the Health Commissioner or the Human Resources Director immediately.



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Any employee who is notified of an alleged violation of these policies, or who knows, sees, or has a reasonable belief that conduct has occurred that violates these policies, shall report such conduct to the Health Commissioner or the Director of Human Resources immediately. Reports and complaints of violations of this regulation shall be promptly investigated, and the investigation shall be kept confidential to the extent permitted by law and the circumstances surrounding the investigation.

Employees are required to cooperate in all investigations. If the person making the report is the alleged victim of a violation of these policies, they will be notified when the investigation is concluded unless such notification would impede another lawful investigation or investigation of policy violations.

Conduct that is found to have violated any of these policies will be responded to appropriately. This may include training, referral to counseling, and other action as appropriate. Correction could include any level of progressive discipline as FCPH believes appropriate under the circumstances. Employees who knowingly make false allegations of violations of this regulation are subject to discipline up to and including termination of employment.

Any kind of retaliation against any person who reports, complains, or assists in the investigation of a complaint of any violation of these policies is strictly prohibited. Suspected retaliation must be reported immediately to the Health Commissioner or Director of Human Resources.

STANDARDS OF CONDUCT

FCPH's Standards of Conduct ensures orderly operations and helps provide a positive work environment. FCPH expects employees and others who are providing services, such as temporary personnel, consultants, and students to follow these rules of conduct while at the office, attending company functions or otherwise performing work-related activities.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, FCPH complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

FCPH is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the department are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of these rules of conduct. Any such behavior may result in disciplinary action, up to and including termination of employment.

- Refusal to be searched or have packages or personal belongings examined by security personnel or a law enforcement official where there is reasonable cause for such a search.
- Supplying false or misleading information or withholding pertinent information when applying for employment, or at any time during employment with the Franklin County



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Board of Health.

- Abusing, defacing or destroying FCPH owned property, or the property of other employees.
- Unauthorized altering, falsifying or destroying Board reports or records.
- Refusing to obey the direct order of a supervisor (insubordination).
- Disrespectful conduct, coercion, intimidation, or language that is abusive, threatening, obscene toward any other employees, and the public.
- Immoral or indecent conduct including fighting, potentially dangerous horseplay, use of threatening or abusive language, making indecent remarks or advances, discriminatory harassment of another employee.
- Willfully hindering, limiting or sabotaging FCPH operations or business, or sabotaging another employee's work.
- Making or publishing false, vicious or malicious statements concerning any employee, supervisor or FCPH.
- Unauthorized possession, consumption, selling or being under the influence of illegal drugs, hallucinogens, narcotics or related drugs, medically unauthorized prescription drugs or alcoholic beverages on work time or while operating FCPH-owned equipment, vehicles, or having the presence in one's system of the above described substances while engaging in the above described activities.
- Lack of good personal appearance, grooming and cleanliness or failure to report any conditions of health that might endanger the employee or others.
- Clothing, materials or discussions that may be considered offensive, controversial or contrary to the mission/professional image of FCPH (e.g. suggestive, sexual, insensitive, political, hostile, or derogatory, etc.) are also not permitted in the office or work sites.
- Loitering or sleeping on the job.
- Offering, taking or soliciting a bribe or gratuity in exchange for job preference, promotion or performance.
- Offering, taking or soliciting a bribe or gratuity in connection with any Franklin County negotiation or transaction.
- Unreported absence from work for three consecutive working days.
- Excessive absenteeism or tardiness without valid excuse or proper notification, or falsely reporting the reason for absence or tardiness.
- Interfering with or hindering work schedules; failing to work on a shift as scheduled, or arranging a replacement on a shift without permission from the supervisor.
- Working overtime without prior approval, altering or falsifying one's time records or the time records of another employee.
- Engaging in gambling while on duty.
- Smoking in areas other than designated areas, or improper disposal of smoking materials.
- Failure to observe established fire and safety rules or common safety practices or failure to report any personal injury or accident sustained while on the job.
- Failure to perform the employee's job or work assignments satisfactorily, safely and efficiently.
- Unauthorized distribution of literature or posting of notices, signs or writings in any form on FCPH premises during working time and in work areas.
- Possessing a dangerous or deadly weapon while at work.



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- Theft (unauthorized removal), willful destruction or misappropriation (unauthorized storage, transfer, possession or use) of FCPH-owned property or that of another employee or employees.

FCPH employees may be reduced in pay or position, suspended, or removed for incompetence, inefficiency, dishonesty, drunken or impaired behavior, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of these Standards of Conduct or of any other policy in this Handbook, or any other failure of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance as determined by Franklin County Board of Health.

REQUEST FOR ACCOMMODATION

FCPH is committed to making services, programs, and activities accessible to persons with disabilities. Reasonable accommodations remove obstacles to employment that prevent persons with disabilities from applying for and performing jobs. These barriers may be physical impediments, such as inaccessible facilities or equipment, or inflexible rules, such as when or how a job is performed. FCPH also reasonably accommodates an employee's religious beliefs or practices.

To be eligible for a reasonable accommodation under this policy, an employee must be qualified to perform the essential functions of the position, and have a qualifying physical or mental impairment that limits them performing major life activities. If an employee requires an accommodation to perform their job, please contact the Director of Human Resources.

Sometimes, FCPH may not be able to accommodate an employee's specific request. The employee, supervisor, and Director of Human Resources should engage in an open dialogue to select and implement the accommodation that is the most appropriate for both the individual and the employer.

CONFIDENTIALITY

Confidentiality affects us as employees in two ways. First, we are required to treat information we receive while at work as confidential. Even though information or a document may be deemed a public record, disclosing information must be done in accordance with FCPH's Records Retention Policy. Also, if we were to take personal advantage of information gained in the course of our jobs, this would create a conflict of interest violating FCPH's Ethics Policy.

Second, employees want to know that information about them is kept confidential by FCPH. As public employees, much of the information related to us is part of a public record. However, FCPH is required to keep our Social Security numbers and medical information confidential. To accomplish the confidentiality of medical information, all medical documents should be submitted directly to Human Resources where they will be maintained in a locked file, separate from the personnel file.



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The Americans with Disabilities Act (ADA) and Family and Medical Leave Act (FMLA) require FCPH to treat medical information as confidential except in the following situations:

- Supervisors and related leadership may be informed regarding necessary restrictions on work or job duties and necessary accommodations,
- Supervisors and related leadership may be provided sufficient information to assist them in managing the use and designation of leave,
- First-aid and safety personnel may be informed when appropriate physical or medical conditions might require emergency treatment, and
- Government officials investigating compliance with the ADA or FMLA must be provided relevant information on request.

Employees do not need to tell their supervisor the details of any medical condition. Medical documents (i.e., a doctor provided return-to-work note, etc.) go to Human Resources.

An employee's work area, voice mails, emails, and other electronic communications are not considered to be private as there may be occasions when FCPH needs to access any office, desk, computer, or telephone.

NEPOTISM

Nepotism is defined as the practice among those with power or influence of preferring relatives, especially by giving those jobs or promotions. FCPH employees will not attempt to influence any staff, especially leadership or Human Resources, in favor of their relative for employment, promotion or other advantage at FCPH.

The hiring of an employee's relative is permitted provided the individual possesses the requisite qualifications for employment; however, related persons will not be placed in areas which require an employee to direct, review, or process the work of his or her relative.

For purposes of this section, the term "relative" shall include: mother, father, sister, brother, spouse, domestic partner, child, grandparent or grandchild, step- mother or father, step- sibling or child, mother- or father-in-law, brother- or sister-in-law, legal guardian, or other person who stands in place of a parent, or any other person related by blood or by marriage and living in the same household.

Employees who marry or become members of the same household may continue employment as long as neither employee is responsible for directing, reviewing or processing the work of the other. Should this situation occur, FCPH will attempt to find a suitable position to which to transfer one of the affected employees. If accommodations of this nature are not feasible, the employees will be permitted to determine which one will resign.

COMPENSATION ADMINISTRATION



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FCPH is committed to paying compensation in a manner that is nondiscriminatory and competitive. Additionally, all compensation policy decisions must take into consideration FCPH's overall financial condition and competitive position.

Human Resources is responsible for coordinating the internal review of all compensation, and making sure that each job is evaluated and assigned a job grade and salary range in accordance with the established compensation pay structure.

Refer to the separate Compensation Guidelines for more information.

APPOINTMENT CATEGORIES

FCPH hires employees into one of four types of appointment categories: regular, temporary, intermittent, or seasonal. The categories are important because they may have different requirements for the receipt of certain benefits, especially those dealing with probationary periods, holiday leave, layoff rights, and promotion/transfer/reinstatement rights.

Regular Appointments

These have no time limits set on the length of employment after the employee completes a probationary period. They may be full-time or part-time.

Full-time employees work 2,080 hours per calendar year. Part-time work has fewer hours, totaling 18-28 hours per week. FCPH does not hire staff between part-time and full-time categories or for less than 18 hours per week without special consideration.

Some positions (e.g., Health Commissioner, Assistant Health Commissioner) are designated as "unclassified,"; these employees serve at the pleasure of the Board of Health, and have no appeal rights to the State Personnel Board of Review (SPBR).

Temporary Appointments

These classified appointments are used to fill temporary positions or permanent positions that are temporarily vacant. Temporary appointments shall last no longer than 180 days without Board approval. These temporary appointments should not exceed 18 months consecutive with the exception of employment as part of an emergency response.

No time in a temporary appointment can be counted as a part of the probationary period in a later appointment to a permanent position.

Intermittent Appointments

These positions are for opportunities that require a classified employee to work on a continuing irregular and unpredictable schedule, but generally less than 1,000 hours in a fiscal year.

Seasonal Appointments



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These are for positions that are not continuous throughout the year, but the need for them may recur annually. These classified positions should not exceed a consecutive six months for each appointment.

PRIOR SERVICE CREDIT

If an employee was previously employed with any Ohio state, county, or city government agency, they may receive credit for prior service as applicable under the Ohio Revised Code. Counting prior public service may make a difference in computing vacation leave. Employees are responsible for working with OPERS or other related agency to obtain the necessary information. Retirees from county, state or city government may be rehired by Franklin County; however the retiree will not receive credit for prior service.

PROBATIONARY PERIODS

To provide a newly hired employee the opportunity to adequately learn the job and demonstrate their ability to perform the job, FCPH has established a probationary period of 180 calendar days for all employees. This probationary period can be extended at the discretion of the supervisor for up to an additional 180 days (ORC 123:1-19-02).

During a probationary period, employees are evaluated on two occasions: mid-probation and immediately before the end of probation. Employees are encouraged to seek feedback from their supervisor during the probationary period and throughout the term of their employment.

Upon promotion or transfer, employees serve a probationary period to assure adequate assessment. The length of the promotional probationary period for a promoted employee is the same as a new employee (180 days).

An employee may be removed or reduced in their classification at any time during their probationary period.

PERSONNEL FILES

Human Resources maintains employee files that include personal information, including, but not limited to:

- Application and Resume
- Payroll Authorization Records
- Performance Evaluations
- Corrective Action Records, Discipline
- OPERS Forms
- Emergency Contact forms
- Acknowledgement of receipt of the Ohio Ethics Law



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- Personnel Action materials
- Diplomas, Certificates, and Training Records
- Commendations

FCPH employees are public employees; therefore, much of the information maintained in personnel files are public record. However, FCPH keep Social Security numbers, medical information, and all other personal information not considered public record confidential. To help preserve the confidentiality of medical information, any medical documents should be submitted directly to Human Resources where they will be maintained in a locked file, separate from the employee's personnel file.

Employees may review their personnel files by making an appointment with Human Resources. The file will be reviewed in the presence of the Director of Human Resources or designee to ensure that all public records are preserved.

CHANGE OF EMPLOYEE INFORMATION

It is important to maintain up-to-date employee records. Employees will notify Human Resources within seven days of a relevant change by completing the appropriate paperwork. This new information could affect an employee's taxes, insurance coverages, etc.

These changes include:

- Name
- Address
- Telephone Number
- Emergency Contact
- Marital Status
- Beneficiary Designations
- Addition, Change or Removal of Dependents
- Tax Changes
- Payroll Withholdings

INSURANCE BENEFITS

Franklin County Public Health provides health insurance and other group benefits to employees and eligible dependents as authorized by section 305.171 of the Ohio Revised Code. The insurance benefits provided include:

- Medical Insurance
- Prescription Drug Insurance
- Behavioral Health Insurance
- Dental Insurance
- Vision Care Insurance
- Basic Group Term Life Insurance
- Supplemental Life Insurance

Contact the Franklin County Board of Commissioners Benefits and Wellness Department for full details regarding eligibility and coverage. If there is a conflict between applicable plan



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documents and this Handbook, the benefits will be administered according to the plan, to the extent allowed by law.

Full time employees who intend to participate in the health insurance program must enroll within the first 30 days of employment, during open enrollment, or upon certain qualifying life events. Part-time employees are not eligible for insurance benefits. Participating employees are responsible to pay a designated portion of the health insurance premium. If an employee terminates employment with FCPH, coverage will end at the end of month during which employment ends. An employee may continue health coverage for a period of time under COBRA, but must then pay the full premium amount.

HEALTH AND WELLNESS

FCPH is committed to providing a work environment that promotes employee well-being, high performance, and high productivity. To foster these outcomes beneficial to both our employees and the community we serve, FCPH in conjunction with the Board of Commissioners offers a variety of wellness programs for employees and their dependents.

Wellness is achieved by practicing good health habits and eliminating harmful ones. It requires taking positive control of lifestyle choices. Adopting an orientation toward wellness can contribute to each of us maximizing our personal and professional potential. FCPH supports health management programming for its employees and the efforts of the Joint Benefits Committee to select and recommend health plans that reinforce and promote healthy choices of employees and their dependents. Wellness programs offered include:

Nutrition

Nutritional programs are available at various worksite locations. Weight management sessions have been successful for Franklin County's employees. Special seminars and learning sessions are also conducted throughout the year on special topics of nutrition related to diabetes, cardiovascular disease, and general health.

Smoking cessation

Nicotine Replacement Therapy (patches) is offered at no cost to employees and dependents. Also, an array of smoking cessation medications are supported by our health benefits program.

Stress reduction

Franklin County provides seminars and active programs such as yoga on an agreed or discounted basis to help employees cope with the everyday stress of living. Additionally, we have extensive EAP services available.

Early detection and prevention

A variety of immunizations are offered to employees and their dependents. For example, influenza inoculations are provided during the flu season, tetanus (tdap) and TB testing are



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offered to populations deemed at risk. Mammograms and Prostate Specific Antigen (PSA) screenings are also offered at scheduled times during the year at no cost to employees and dependents. Biometric screenings for cholesterol, glucose, blood pressure, Body Mass Index, and osteoporosis are also offered on an announced basis.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Any employee may face a significant problem that disrupts life at home and reduces productivity at work. Through the EAP, employees, eligible dependents, and members of the employee's household can obtain assistance in a number of areas, including:

- Aging Issues and Elder Care
- Balancing Work and Family
- Behavioral Health Issues
- Child Care, Daycare, and Parenting
- Chronic Illnesses
- Dependencies (e.g., alcohol, drugs, gambling)
- Education, Personal Development
- Family Violence
- Financial Planning
- Fitness and Weight Control
- Interpersonal Skills – Family, Co-workers
- Legal Issues - Debt, Wills, Mortgages, etc.
- Loss and Grief
- Retirement and College Savings Planning
- Separation or Divorce
- Stress and Coping with Change
- Taxes and the IRS

Franklin County Public Health is committed to the health, safety, and well-being of its employees. To schedule an appointment with an EAP provider, call 1-800-354-3950. Visit www.liveandworkwell.com for information about the specific benefits and services available and to access additional resources related to other life and work issues.

Employees who voluntarily request assistance in dealing with an alcohol or substance abuse problem may do so without jeopardizing their continued employment with FCPH, provided they strictly adhere to the terms of their treatment and counseling program. The program will provide at a minimum for the immediate cessation of any abuse of alcohol or drugs and for periodic unannounced testing for a 24-month period following enrollment in the program.

FCPH may refer an employee to the EAP for assistance in lieu of or in addition to disciplinary action, or if a supervisor observes a negative change in performance or behavior, depending on the particular circumstances. However, the use of EAP services does not excuse employees from meeting performance standards or complying with FCPH policies.

If FCPH determines an employee presents a risk to the safety of themselves or others, FCPH may make a mandatory referral to the EAP to determine the employee's fitness for duty before the employee is allowed to return to work. Refusal or failure to attend mandatory EAP appointments may result in disciplinary action, up to and including termination.



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DEFERRED COMPENSATION

FCPH has two voluntary deferred compensation retirement plans available to employees. Both are qualified Section 457 plans (designated by the IRS). Under a deferred compensation plan, a flat dollar amount or percentage that is determined by the individual employee is deducted from the paycheck on a pre-tax basis. The amount of income that can be tax deferred is subject to IRS limitations.

Both federal and state income taxes are deferred on payroll deposits and interest/accumulation until an employee withdraw funds from their retirement account. Once distribution begins, the distributed monies are fully taxable as ordinary income for federal and state tax purposes. However at retirement, most people will not have as much taxable income, so the tax rate is often less. Contact Human Resources for more information regarding eligibility, enrollment, and plan details.

Current Service providers:

- The County Commissioners Association of Ohio Deferred Copensation Plan (614) 847-0500.
<http://www.ccao.org/EnterpriseServices/DeferredCompensation/tabid/75/Default.aspx>
- The Ohio Public Employees Deferred Compensation Program (1-877-644-6457).
<https://www.nrsservicecenter.com/iApp/ret/content/landing.do?Role=None&Site=Ohio457>

HOLIDAYS

Holidays are granted to provide paid time off from work in observance of persons and events significant to our country's history and culture. The following Federal holidays are regularly observed and paid for full-time employee:

- | | |
|--------------------------------|---|
| 1. New Year's Day | 7. Labor Day |
| 2. Martin Luther King, Jr. Day | 8. Veterans Day |
| 3. Presidents' Day | 9. Thanksgiving Day |
| 4. Memorial Day | 10. Christmas Day |
| 5. Juneteenth | 11. Any day designated as a holiday
by the Governor of Ohio or the
President of the United States |
| 6. Independence Day | |

Health Commissioner Holiday (HCH)

The Health Commissioner permits full-time employees to add one additional day off, equaling 8 hours, during that employee's month of birth as an additional benefit. Part-time employees receive four hours of HCH time. The Health Commissioner Holiday (HCH) is treated for payroll purposes like a paid holiday. New full or part-time employees cannot use the HCH benefit until they have completed 60 days of employment.

Commented [R1]: We replaced Columbus Day with Juneteenth as a recognized holiday. The Feds have now accepted Juneteenth without any other changes, resulting in 11 federal holidays. We need to provide our staff with the same amount, in following the policy and ORC.

Three options came up in the HR Committee meeting:

- 1.Add day after Thanksgiving (following BOC)
- 2.Add Indigenous People's Day (Oct 10 – same as Columbus Day)
- 3.Add floating holiday to be used whenever a staff person wants in the year



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Eligibility

- All full-time regular employees in an active pay status (i.e., actual work or paid leave) on the normal workday before the holiday are eligible for holiday pay.
- Part-time employees are only paid holiday pay for that portion of any holiday they would normally have been scheduled to work, if any.
- Temporary and seasonal employees do not receive holiday pay, unless they are normally scheduled to work on the day that the holiday falls.

Observance

If a Federal holiday falls on Saturday, the Friday immediately before the actual holiday will be observed. If the holiday falls on Sunday, the Monday immediately after the actual holiday will be observed.

Overtime Pay for a Holiday

Directive A: Board of Health Resolution 19-061

In order for an employee's paid holiday hours to count toward 'hours worked' when calculating overtime/compensatory time, all of the following must apply:

- Applies to non-exempt staff only; and
- The employee must work during the paid holiday or on the weekend immediately following the holiday within the same week as the holiday.

Note: Paid leave hours (i.e., sick, vacation, personal, comp, health commissioner holiday, or bereavement) used in the same week as the holiday do not count toward 'hours worked'.

For example: If you worked on July 4 for three hours and the rest of the week as normally scheduled, 11 hours for July 4 (8 hours of holiday pay and 3 hours of work) would count towards your weekly total of "hours worked."

VACATION LEAVE

Full-time employees accrue vacation leave based upon their number of years of service with FCPH, the state of Ohio, and/or other political subdivisions of the state of Ohio. The accrual rate is computed based upon hours worked per pay period. If fewer than 80 hours are worked in a pay period, the hours accrued are pro-rated. Hours over 80 per pay are not computed for vacation purposes. Vacation leave is earned while an employee is in an active pay status. If an employee is on an unpaid leave of absence, vacation hours do not accrue.

Employees should submit requests for vacation leave to the immediate supervisor using the time keeping system. Vacation requests require prior approval by the employee's direct supervisor. All vacation time must be used in 1/4 hour increments.



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Employees with less than six months* of OPERS service do not earn vacation leave. Upon six months of service and successful completion of the probationary period, employees immediately receive 40 hours of vacation leave and begin accruing vacation hours according to the Accrual Schedule below. (*revised and effective 02/11/2020)

Accrual Schedule

Years of OPERS Service	Accrued Amount
Less than 6 months	No vacation
6 months less than 1 year*	3.1 hours bi-weekly
1 year less than 5 years	3.1 hours bi-weekly
5 years but less than 10 years	4.6 hours bi-weekly
10 years but less than 15 years	6.2 hours bi-weekly
15 years but less than 20 years	6.9 hours bi-weekly
20 years or more	7.7 hours bi-weekly

When an employee moves to the next level of vacation accumulation, their vacation balance for that level will be increased appropriately, plus they will start accumulating vacation at the increased rate.

Years of OPERS Service	Hours added to Balance
5 years	40 hours
10 years	40 hours
15 years	20 hours
20 years	20 hours

Unused vacation leave continues to accumulate up to a maximum balance. The maximum vacation balance is defined as three (3) times the annual accrual rate at the time of the employee's anniversary. The accumulated vacation leave balance may not exceed this maximum. On the employee's anniversary, any balance more than three (3) times the accrual rate will result in a reduction back to the maximum balance. If during separation or conversion the vacation balance has exceeded the maximum, the employee can only be paid for the vacation accrual up to the maximum balance.

Related Comments

New employees cannot use accrued vacation leave until they have completed sixty days of employment. If time off is approved as part of the hiring process and shown in the final offer letter, any accrued time must be used before LWOP.

Vacation is not available for use until it appears on an employee's pay stub. Requesting leave in the same period it is earned could result in an unauthorized leave without pay. Accrued vacation time is paid at the time of separation, up to the aforementioned maximum amount allowed.



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VACATION LEAVE CONVERSION

Full-time employees may elect twice per year (May, November) to convert anywhere from 20 - 120 hours of their accrued, unused vacation leave credit to pay. To be eligible, an employee must have a minimum of two years of service time with FCPH (continuous or interrupted) and a vacation balance as outlined in the following table. Eligible employees will receive a form from Human Resources to make their elections.

	Min Balance to Convert up to 40 Hours	Min Balance to Convert up to 120 Hours
2 years but less than 5 years	80 hours	160 80 hours
5 years but less than 10 years	120 80 hours	240 80 hours
10 years but less than 15 years	160 80 hours	320 80 hours
15 years but less than 20 years	180 80 hours	360 80 hours
20 years or more	200 80 hours	400 80 hours

This conversion pay will be based on vacation accrual as of May or November 1, and will be paid on the first paycheck in June or December, respectively. Vacation leave conversion will be based on the employee's rate of pay at the time of the conversion and eliminates all vacation leave credit converted by the employee at the time the payment is made.

SICK LEAVE

Sick leave is a paid leave that provides a safety net to continue income during periods of an employee's or immediate family member's illness and recovery. Use may be monitored and investigated. Employees who are sick – especially if they are contagious – are strongly encouraged to stay home and use accrued sick leave. For other occasions, employees should balance their decision to use sick leave between maintaining their health and preserving the accrued safety net.

Full-time employees are credited with 4.6 hours (120 annual hours) of sick leave for each pay period on active pay status with FCPH. If fewer than 80 hours are worked in a pay period, the hours accrued are pro-rated. Sick leave is used in ¼ hour increments, and cannot be used to put an employee into overtime.

Eligible Uses

- Illness or injury of an employee or an immediate family member (supervisor may require medical certificate requiring the employee's presence to care for family member)
- Immediate family for sick leave purposes includes mother, father, sister, brother, spouse, domestic partner, child, grandparent or grandchild, step- mother or father, step- sibling or child, mother- or father-in-law, brother- or sister-in-law, legal guardian, or other person who stands in place of a parent

Commented [RJ2]: Every year we end up with many staff with questions related to the VLC policy. It is confusing to follow the parameters as set.

Commented [RJ3]: Suggestion made: If the minimum balance continually rises with service time you will continually have the same employees that will always be above or close to their maximum amount of time allotted to accrue. Lowering the minimum balance needed to convert will help to avoid this in the future and is more of a "reward" to employees with greater years of service.

Commented [RJ4]: Suggestion made: we need to make the minimum balance to convert a up to 40.00 hours to participate in the vacation conversion benefit should be 80.00 hours for all employees with a minimum of two years' service time with FCPH (continuous or interrupted). Keeping the maximum amount permitted to convert at 120.00 hours.

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- Work-related injury: If an employee is eligible for Worker's Compensation benefits, an employee must choose between those payments and sick leave payments. An employee may not receive both at the same time.
- Death of immediate family member (to extend Bereavement Leave)
- Medical, dental, psychological, or optical examination or treatment of themselves or an immediate family member
- An employee's exposure to a contagious disease that could jeopardize themselves or others
- For an absence of three or more continuous days, a doctor's note may be required to justify use of sick leave.

New employees cannot use accrued sick benefits until they have completed 60 days of employment for standard appointments (e.g., regular doctor or dentist appointment). Accrued sick time can still be used for unexpected illness without this restriction.

Notification

If the time off is known in advance, tun in the request to use accrued sick leave to the immediate supervisor using the time keeping system. If an illness is unexpected, utilize the time keeping system to request sick leave for the missed time when the employee returns to work.

If an employee is unable to report to work, they are required to contact their direct supervisor to notify them of the absence. The notification must be no later than 15 minutes after start time.

If an employee becomes ill at work, they will notify their supervisor before leaving. If the supervisor is unavailable, they can contact the second-level supervisor or Human Resources. Non-compliance by the provisions in this policy could result in no pay and/or discipline.

Medical Certification

Upon a return from an extended leave (10 or more work days), an employee will need to present a Medical Certification to document that the employee is able to return to work and perform their job duties, or if any limitations exist.

Related Comments

Sick leave is not available for use until it appears on an employee's pay stub. Requesting leave in the same period it is earned could result in an unauthorized leave without pay, and result in disciplinary action.

Within the past 10 years, if there is any prior service with any political subdivision in the state of Ohio, the employee may transfer unused sick leave balances. An employee must obtain prior service verification from the previous agency, and provide it to the Director of Human Resources to have the balance credited.

SICK LEAVE CONVERSION



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Employees may elect before December 31 of each year to convert 1/3 of their accrued, but unused sick leave credit. This conversion will be paid on the second pay in January. For example, if you have five years of service and 300 hours of sick leave balance, you can choose to convert 100 hours at 25% of your regular pay in a lump sum payment.

To be eligible, employees must have a minimum of five years of public service at any political subdivision within the State of Ohio with at least one year of service with FCPH:

Years of OPERS Service (with 1 year at FCPH)	Eligible Amount
5 years but less than 10 years	25%
10 years but less than 15 years	40%
15 years but less than 20 years	60%
20 years but less than 25 years	80%
25 years or more	100%

SICK LEAVE CONVERSION AT SEPARATION

Under certain circumstances, employees may convert a portion of their sick leave accrued balance to a cash payment after leaving employment with FCPH. Payment is based on the rate of pay at the time of separation (including resignation, retirement, removal, or lay off). Payment for sick leave on this basis can be made only once to any employee.

This is a voluntary program. Employees do not have to convert any hours. If they do not wish to convert hours, and if later become re-employed with Franklin County (within 10 years) or with another public employer (if permitted by that employer), the sick leave balance can be transferred. For employees who decide to their convert hours may choose to convert a percentage or portion of the allowable amount.

Conversion Calculation

- With less than eight years of service, the employee is not eligible for a conversion or payout of accrued sick time.
- After eight years of service and up to 17 years of service, employees may convert up to 25% of sick leave balance to cash.
- After 18 years of service, employees may convert up to 50% of their sick leave balance to cash.

Related Comments

Employees must provide a written request to Human Resources that they qualify at the time of separation and are requesting the Sick Leave Conversion and the requested percentage.

Tax-Free Deferral Option



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Employees may choose to defer converted leave dollars to a tax-deferred account at separation. The maximum amount will be dependent on current retirement guidelines and the employee's age; this amount will be reviewed by the selected Deferred Compensation program and the individual employee.

PERSONAL LEAVE

All full-time employees on active pay status will earn personal leave at a rate of 40 hours per calendar year. Part-time employees are not eligible for personal time.

Personal leave is not available for use until it appears on an employee's pay stub. Requesting leave in the same period it is earned could result in an unauthorized leave without pay, and result in disciplinary action.

Full-time employee will be credited with the 40 hours in increments of 10 hours throughout the calendar year as follows:

Date of Accrual	Hours Accrued
January 30	10 hours
April 30	10 hours
July 30	10 hours
October 30	10 hours

Credit for personal leave is based on time in active pay status, including time on approved vacation and sick leave. Personal leave must be used in ¼ hour increments.

New employees will be credited with personal leave on the next available quarterly date after their start date. New employees cannot use personal leave until they have completed sixty (60) days of employment. If time off is approved as part of the hiring process and shown in the final offer letter, any accrued time must be used before LWOP.

All personal leave must be used by December 31st of the current year. Any unused leave will be forfeited. Accrued personal time is not paid at the time of separation.

PARENTAL LEAVE

The purpose of parental leave is to provide a birth mother or a parent with paid time off to recover from childbirth and/or to care for and bond with a newborn or newly adopted child. The intent of parental leave is to provide eligible staff with a paid leave benefit that may be combined with other leave programs to maximize the length of paid leave available, and to supplement paid time off under Family and Medical Leave (FML) for birth and adoptive events.



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Parental leave is a benefit of employment, and its use must not have a negative impact on employment status or opportunities. Parental leave is paid at 100% of the employee's regular pay (based upon Full-Time Equivalent or FTE) for the specified number of hours outlined in this policy.

Eligibility:

This leave is available to full-time employees who have completed at least one year of full-time employment (2000+ hours in 12 months; these hours include accrued paid time off). The employee must have an active, approved FMLA Certification on file for the qualifying event.

All eligible staff (birth mother, parent) can take up to 480 hours (twelve work weeks), based on an appointment of 100% FTE) of parental leave to care for and bond with a newborn or newly adopted child.

Start Date:

This leave benefit starts on the day of birth, or day the adoptive child (permanent placement) is brought home.

Provisions:

- Benefit must be used in a continuous block of time.
- Can be used once per twelve month period.
- A paid holiday does not count as a Parental Leave day; it is seen as a paid holiday.
- Time will run concurrent with FML approved time.
- Application must be completed and provided to Human Resources prior to the event, whenever possible.

BEREAVEMENT LEAVE

Franklin County Public Health recognizes that a time of bereavement is very difficult. To offer support during a time of loss, full-time employees are provided with three (3) days of paid leave upon the death of an immediate family member (each day equal to 8 hours). Part-time employees will be provided with one (1) day of paid leave (equal to 4 hours).

Eligibility:

All full-time or part-time employees of FCPH are eligible. Immediate family for bereavement leave purposes includes: mother, father, sister, brother, spouse, domestic partner, child, grandparent or grandchild, step- mother or father, step-sibling or child, mother- or father-in-law, brother- or sister-in-law, legal guardian, or other person who stands in place of a parent.

Provisions:

- An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible.
- If an employee leaves work early on the day they are notified of the death, that day will not count as bereavement leave.



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- The amount of total hours will be dictated by the employee's standard schedule, and will be recorded in the timesheet system.
- Employees may supplement bereavement leave with accrued leave, as approved by their supervisor.
- Employees may also use other accrued leave time upon the loss of other persons not included in the definition of immediate family.
- In circumstances where an employee is under disciplinary action for attendance or other related cause, they may be required to provide verification (obituary or death certificate) of the need for leave.

LEAVE DONATION

FCPH employees who are eligible to accrue and use sick leave may participate in a leave donation program. The leave donation program allows employees to voluntarily provide assistance to co-workers who are in critical need of leave due to a serious illness or injury of that employee or a member of that employee's immediate family.

For purposes of this leave donation program, immediate family is defined as an employee's spouse, domestic partner, child, step-child, sibling, parent, or person who stands in place of a parent.

Eligible employees can request donated leave. If the request is approved, the employee may receive donated leave up to the number of hours specified, but not to exceed a total of 2080 hours. The leave donation program is administered pay period by pay period, and any leave accrued by the recipient must be used in the next period before using donated leave. It is also administered on a proportional basis that accounts for variable pay rates of the donor and recipient.

Application

Submit a written request for leave to Human Resources. Human Resources will examine several factors including:

- Any accrued leave available;
- Approval to receive other state/county paid wage related benefits;
- Application for any paid leave, workers' compensation, or benefits program for which the employee is eligible;
- A history of accrued leave abuse; or other recent disciplinary considerations.

Provide a supporting Medical Certification to Human Resources, who will review the information to determine if the requesting employee is eligible for leave donation. **The medical need will need to be more at least 1 week in length continuously.** Human Resources may request more information from the medical provider if a decision cannot be determined with the information provided.



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~~Normal pregnancies, chronic conditions, and short-term acute conditions are not considered for leave donation.~~

Donor Eligibility

- Must be an active employee during the pay period leave is donated.
- Complete a donor application form specifying the recipient.
- Donate leave voluntarily.
- Donate a minimum of eight hours;
- Retain a sick leave balance of at least 80 hours – during all cycles of the donation process. Otherwise, the donor can specify other types of paid leave to be donated (i.e., vacation, compensatory, personal, [exempt, etc.](#)).
- May not receive money or any other consideration for the donation.
- Donated leave will not be returned even if [unused](#).
- ~~Employees that are in their probationary period are not eligible for donated time.~~

Commented [RJ5]: The idea of a 'Donation Bucket' was brought up at the HR Committee for unused donated time. This bucket would somehow be able to cover those without accrued time. Logistically this would need flushed out.

Calculation

Based on pay difference between the donor and the recipient, adjustments are made in the hours donated (rounded upward to the next whole hour).

Related Comments

Employee must return to work as soon as the medical condition necessitating the use of donated leave permits. Unused donated leave time expires after 30 days of the employee returning to work. All donated leave is considered sick leave, and it cannot be converted into a cash benefit.

OVERTIME, COMPENSATORY TIME, ON-CALL COMPENSATION

The federal Fair Labor Standards Act (FLSA) requires that non-exempt employees be paid overtime at the rate of one-and-one-half (1½) times their regular hourly rate for all hours worked over 40 per week (Monday – Sunday). Some executive, leadership and other employees are exempt from this FLSA requirement.

Prior approval by the direct supervisor is required to work additional hours than a normally scheduled week. This applies to part- and full-time employees, whether non-exempt or exempt. Hours worked toward overtime do not include paid holidays, lunch time, vacation, sick, and personal leave.

Non-Exempt Employees

Non-Exempt Employees

- Non-exempt staff working more than 40 hours in a work week will be paid 1½ times their hourly rate for those hours.
- Non-exempt employees that have worked overtime may elect compensatory time in lieu of pay, also calculated at 1½ hours times their hourly rate.
- Accrued non-exempt comp time is paid at the time of separation.



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Exempt Employees

- Exempt staff working more than 40 hours in a week will be provided one hour of exempt time.
- Exempt time has a limit of 120 hours.
- Accrued exempt time is not paid at the time of separation.

On-Call Compensation

Senior management staff leads FCPH's on-call coverage, and will involve other staff in on a response only as needed. If an employee is called to respond, then the employee is compensated for time worked according to the overtime policy.

- Non-exempt staff working more than 40 hours in a work week will be paid 1½ times their hourly rate for those hours.
- Exempt staff working more than 40 hours in a work week will be provided one hour of exempt time for those hours.

FAMILY AND MEDICAL LEAVE ACT

FCPH complies with provisions of the federal Family and Medical Leave Act (FMLA). FMLA functions as a designation rather than a separate type of leave. FMLA grants eligible employees an entitlement up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- For the birth and care of a newborn child
- For placement of a son or daughter by adoption or foster care with the employee
- To care for an immediate family member (spouse, domestic partner, child, spouse or domestic partner's child, or parent) with a serious health condition
- To take medical leave when an employee is unable to work because of a serious health condition
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent, which include making alternative child care arrangements, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence
- To care for a covered service member with a serious injury or illness if the eligible employee is the spouse, child, parent, or next of kin of the covered service member for up to 26 workweeks in a single 12-month period.

The entitlement period is calculated by measuring forward from the first date of the FMLA leave. Employees are expected to keep track of the time they take off under FMLA.

Eligible employee:



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- Employed by Franklin County for at least 12 months; **AND**
- For at least 1,250 hours during the 12-month period immediately before the start of the leave

A serious health condition: an illness, injury, impairment, physical or mental condition that involves:

- Inpatient overnight care in a hospital, hospice or residential medical care facility **OR**
- Continuing treatment by a health care provider for more than three calendar days **OR**
- Pregnancy **OR**
- Treatment for chronic, permanent long-term **OR**
- Multiple treatments for non-chronic conditions

Affected Employee Notification Requirements:

- Submit a request for Leave through the timekeeping system to the direct supervisor
- For a serious health condition, the employee will be asked to submit an FMLA Medical Certification Form
 - If leave is foreseeable – at least 30 days in advance
 - If leave is unforeseeable – as soon as possible

FCPH Notification Requirements:

- Designate leave taken as FMLA while leave is ongoing and before returning to work
- Notify in writing that the absence has been approved as FMLA leave

If FCPH is awaiting receipt of the Medical Certification to confirm the existence of a serious health condition, or if FCPH was unaware of the reason for the leave. Leave may be retroactively designated as FMLA leave while it is in progress or within two days of the employee's return to work.

Use of Accrued Leave:

FMLA permits FCPH to require employees to use accrued leave time during approved FMLA leave. FCPH does require all types of accrued paid leave time be used during the approved FMLA leave time; this includes accrued sick, vacation, compensatory, and personal leave. Any hours of FMLA leave over available accrued leave balances will be tracked as Leave Without Pay.

Benefits of Designating Leave as FMLA

- FMLA protects against job loss and the loss of accrued benefits. It requires the employing agency (FCPH) to maintain the group health insurance during the employee's period of leave.



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- Human Resources will provide employees with information on how to continue paying their portion of the premiums while on FMLA.
- FMLA leave does not count against the sick leave conversion or wellness incentive programs.
- Serious health conditions can have leave designated all at once (e.g., surgery, birth), or Employees could be temporarily transferred to an alternate position (with equal pay and benefits) to accommodate recurring periods of leave.
- Eligible employees cannot be denied FMLA leave if they have:
 - Met FMLA's notice and certification requirements
 - Not used leave entitlement for the year

Related Comments

- Time on unpaid FMLA leave is not counted as service time for seniority or vacation rights.
- Check with Ohio Public Employees Retirement System (OPERS) about impact on service for retirement.
- Employees cannot claim entitlement to FMLA leave after the fact for any previous absence from work.

MILITARY LEAVE

FCPH complies with state and federal law regarding military leave. Prior approval for military leave must be obtained from Human Resources. The request for such leave must be accompanied by a copy of all military orders.

LEAVE OF ABSENCE WITHOUT PAY

Leave without pay (LWOP) is defined as any absence in which an employee is absent without sufficient accrued leave to cover the absence. If time off is approved as part of the hiring process and shown in the final offer letter, any accrued time must be used before LWOP.

Authorized Leave without Pay:

A Leave of Absence (other than those provided under the FMLA provisions) without pay for significant reasons may be recommended upon request for periods not in excess of 12 weeks at the discretion of the Office or Division Director, with final approval from the Health Commissioner. Time on such Leave of Absence shall not be counted as time in service for purposes of determining seniority or vacation rights.

Unauthorized Leave without Pay

Unauthorized Leave without Pay occurs when an employee's request for Leave without Pay is not deemed to be an exceptional circumstance and it is denied by the Office or Division Director or Health Commissioner; **OR** when an employee is absent without sufficient leave and they fail to submit a proper request. In cases of Unauthorized Leave without Pay, time will be deducted from the employee's pay and will be considered for possible disciplinary action.



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JURY DUTY

Employees shall honor subpoenas/jury summons issued to them. Other than subpoenas related to FCPH matters, the employee shall contact his/her supervisor and complete a Request for Leave form in the time keeping system.

Employees will be paid their regular rate of pay while serving on a jury. A Request for Leave should be completed for the time needed to serve on a jury with a copy of the subpoena given to the direct supervisor. All compensation received for court and jury duty, less parking expenses, is to be remitted by the employee to the Human Resources office unless such duty is performed outside the employee's normal working hours.

Attendance on a jury does not necessarily relieve the employee from their full work shift. If the employee can leave work in time to reach the hearing or return to work following the hearing, the employee is expected to do so. For instance, if the employee does not have to report for jury/court duty until 12:00 noon or after, the employee is expected to work the morning schedule. Any day the employee is not required to appear as a potential juror or as a witness for FCPH, the employee must report to work.

When an employee must appear in court for personal reasons, paid court leave cannot be granted. The employee may request vacation leave, personal leave or compensation time leave in these circumstances.

BREASTFEEDING POLICY

Franklin County Public Health recognizes the importance of breastfeeding and the role of the workplace in supporting breastfeeding mothers. Breastfeeding support benefits the health of the family, the productivity of the agency, and the vitality of the community. FCPH is committed to setting a high community standard for employer breastfeeding support. **Refer to the separate Health and Wellness policy for more information.**

HOURS OF WORK

The FCPH office is open from 8:00 am to 5:00 pm, Monday through Friday. Employees may have different work schedules based on job assignments, and the operational needs of the agency among other factors. Hours of work will be determined by the supervisors. Changes in work schedules including alternate schedules may be made to meet the operational needs of the department, and are to be reported to Human Resources by completing the related form.

All employees are expected to be at their desk or work location at the scheduled start time, and attend to their duties for their assigned hours of work. FCPH expects employees to abide by their



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scheduled hours of work (and only work overtime hours when deemed necessary for the department, as approved by the direct supervisor in advance).

Employees may arrive a few minutes before their scheduled start time, but they are not expected to work until their start time without advanced permission for overtime or flex time from their supervisor.

Employees are relieved of work duties during the lunch break, and are encouraged to step away from the desk or work site during this unpaid break. Employees must take a lunch break unless for an approved exception with advanced permission for overtime or flex time from their supervisor.

Employees are still expected to be ready to work at the scheduled time, and work until the end of their schedule. This procedure does not promote tardiness or leaving before the scheduled time. The abovementioned practices are meant for the exception. Employees exploiting any attendance policy or procedure are subject to grounds for discipline.

Time Tracking

FCPH follows the Department of Labor (DOL) standards to track employee hours worked in 15 minute increments, and the Fair Labor Standards Act (FLSA) allows rounding employee time to the nearest quarter hour.

Worked time from one to seven minutes will be rounded down, and thus not counted as hours worked, but worked time from eight to 14 minutes must be rounded up and counted as a quarter hour of work time (per FLSA Regulations 29 CFR 785.48(b)).

FCPH currently utilizes a web-based attendance system to record actual hours worked and requests for over time or time off. Employees are also expected to sign in and out of the office in the attendance book. This only records the time an employee is physically present in the office and is advantageous during an emergency. Employees record the actual time they are signing in and out not their scheduled work hours.

REMOTE WORK PROGRAM

Remote Work is an arrangement that allows eligible Franklin County Public Health (FCPH) employees to work in a designated area outside the office. Remote Work is a cooperative arrangement between employees, supervisors, and divisions, directed by the Health Commissioner. This remote policy may be followed when outside of an emergency response.

Working remotely is a privilege, not a right. All employees who work remotely must have an approved agreement. Remote work does not change the duties, obligations, responsibilities, or terms and conditions of employment. Employees in the Remote Work program must comply with all FCPH rules, policies, practices, and instructions, including but not limited to the Employee Handbook, Information Technology Policy, Cultural and Linguistic Policy, etc.



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Refer to the separate Remote Work Policy for more information on terms, guidelines and eligibility.

ALTERNATE WORK SCHEDULES

FCPH approves the use of the alternate work schedules as a method of promoting work/personal life balance for employees, reducing the adverse environmental impact of our workforce's daily commute, and increasing productivity and the delivery of quality services. The alternative schedules may not be available to all positions with schedules and availability at the authorization of the division or office director.

An employee's schedule can be modified at the recommendation of the supervisor with Office or Division Director approval for the needs of the agency. Alternate work schedules are authorized by the Health Commissioner and may change or be removed at their discretion.

LUNCH AND BREAK PERIODS

The lunch period is between 11:00 a.m. and 2:00 p.m. with supervisor discretion on exceptions when needed. Supervisors may schedule staggered lunch periods to allow coverage throughout the day. Employees are entitled to an uninterrupted unpaid lunch period.

Full-time employees are allowed a 15-minute break in the mid-morning and a 15-minute break in the mid-afternoon. Any breaks not taken are considered lost, and may not be used at a later time or to increase work hours. Part-time staff breaks are dependent upon the number of hours worked in one day. Consult Human Resources with questions.

ATTENDANCE AND TARDINESS

Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to be at the office (or work site) ready to start on time as scheduled. Employees also are expected to remain at work (or work site) for the entire work schedule. The Health Commissioner has the authority to approve alternative working assignments, schedules, and locations on a case-by-case basis based on business needs or specific circumstances.

Employees are required to contact their direct supervisor to notify them if they are unable to report to work no later than 15 minutes after an employee's start time. If the direct supervisor is unavailable for the above notifications, the employee will contact their second-level supervisor or Human Resources.

If time off is known in advance, employees should request to use accrued leave to the immediate supervisor using the time keeping system. If an illness or other situation preventing an employee from reporting to work is unexpected, utilize the time keeping system to request leave for the missed time when they return to work.



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Non-compliance by the provisions in this policy could affect the employee's payroll hours and/or include discipline.

Tardiness

Tardiness is the failure of an employee to report for work at the scheduled starting time, at the beginning of the day, or upon return from lunch without proper notifications. At the discretion of the supervisor, paid accrued time may be used to cover time missed by tardiness, entered in ¼ (quarter) hour increments.

Flex Time

Supervisors may allow employees to make up missed time by working late or coming in early within the same week. The time made up will also be tracked in quarter hour increments (note: see more about 15 minute increments under Hours of Work).

Discipline

Supervisors will document instances of employee's attendance issues and discuss them with employees during individual meetings. Excessive tardiness shall be grounds for discipline. Absences which, either due to their frequency or timing, impair the operation of the work unit are considered excessive and may subject the employee to discipline.

TIME RECORDS

Each employee is responsible for keeping an accurate record of attendance. Inaccurate or incomplete records are unacceptable. An employee will never record another employee's time. Falsification of time records is considered seriously unacceptable conduct and subject to disciplinary action, up to and including termination of employment.

DRESS CODE

Employees contribute to the culture and reputation of FCPH in the way they present themselves. As part of that effort, employees are required to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

All employees must carry or wear their Franklin County identification badge at all times while in the office or working in the field.

Although it is impossible and undesirable to establish an absolute dress and appearance code, FCPH will apply a reasonable and professional workplace standard with regard to attire, personal grooming and appearance.

Basic elements for appropriate and professional attire include clothing that is in neat and clean condition, and do not include extreme styles. Employees are not permitted to wear ripped or



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frayed clothing, spandex, sweatshirts, shorts, flip flops and tank tops. Leggings must be worn under another garment (e.g., dress, skirt).

Employees are not permitted to wear logos other than FCPH, including on hats, shirts, etc. Clothing bearing insignias, artwork or other messages which may be offensive, controversial or contrary to the mission/professional image of FCPH (e.g. clothing that is considered suggestive, sexual, insensitive, political, hostile, or derogatory, etc.) are also not permitted in our office or work sites.

FCPH recognizes the importance of held religious beliefs to persons within its workforce, and will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship.

Grooming

Personal grooming (i.e., hygiene, hair, etc.) should be kept clean, neat, and avoid extremes.

Business Casual

A business casual style is less formal than traditional business wear, but is still intended to give a professional and business-like impression. Business casual clothing typically includes a collared shirt, polo shirt, sweaters, blouses, skirts, dresses, and dress pants. FCPH branded polos and t-shirts can be worn as part of the business casual dress.

Business Wear

Traditional business wear (e.g., jacket, suit, dress shirt) is appropriate for attending Franklin County Board of Health meetings and other more formal meetings inside and outside of the workplace.

Casual Wear

A more lenient attire is permitted on Fridays (e.g., denim, sneakers), unless employees are scheduled for meetings with external stakeholders or if the Health Commissioner should rescind either a specific date or casual Fridays overall. FCPH branded polos and t-shirts can be worn on Fridays, but otherwise a standard business shirt should be worn. The Health Commissioner has the discretion to denote other days of the week as casual.

Program-specific Needs

Some programs may require different dress guidelines that vary for safety and comfort; some examples would include lab coats and scrubs for public health nurses during clinics, specific shoes or protective wear for some environmental health programs. These decisions are at the program supervisor's discretion, with final say from the division or office Director.

An employee unsure of what is appropriate should check with their supervisor, director or HR. It is the responsibility of each supervisor to oversee acceptable dress by their staff. Human Resources will be the final authority on problems regarding the dress code if needed. Employees who do not adhere to the dress code may be asked to go home and change on their own time.

COMPUTER, EMAIL AND INTERNET USAGE



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As with other FCPH resources, computers, e-mail, and the Internet are available to support employees in their work efforts. In addition to lost time from conversing with friends through e-mail and surfing the web, specific activities can lead to liability for FCPH.

For example, materials viewed on or downloaded from the Internet may result in destructive viruses being downloaded onto FCPH's computers, or can open the door to an outside person accessing FCPH computers. Sexually explicit or otherwise offensive downloaded material can create a hostile work environment.

In light of these consequences, employees are advised that:

- The e-mail and computer system is owned by FCPH, provided exclusively for business purposes and may be monitored when deemed necessary
- Employees should not expect that any messages exchanged via FCPH computers, documents maintained on the computer, or usage of the internet is in any way private or confidential
- The computers may not be used for any illegal or improper purpose
- Failure to follow the policy will result in discipline, and possibly termination

Prohibited internet and computer activities include:

- Uses that interfere with normal business activities
- Operating a business for personal gain, sending chain letters, or soliciting money
- Transmission or downloading of material that could reasonably be viewed as obscene, pornographic, threatening, or harassing
- Disseminating or printing copyrighted material (including articles and software) in violation of copyright laws
- Providing access to confidential information or public information without following the existing rules and procedures as outlined in the FCPH Public Records Retention Policy
- Using another's online account or signature line
- Intentionally or inadvertently disseminating another's personal or work-related information.

Employees who receive an inappropriate message will report it to their supervisor and the IT Supervisor as soon as possible.

Refer to the separate Internet Technology policy for more information on appropriate use of technology.

CELL PHONES

FCPH employees may be assigned a cellular phone dependent upon their position. This phone must be charged, and with the employee during working hours.



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All personal calls or texts on the assigned work phone are prohibited. Employees will be billed monthly for all minutes used at the rate charged to FCPH for personal calls sent or received on work cell phones. Failure to reimburse FCPH for the cost of personal calls will result in disciplinary action up to and including termination.

Personal cell phone usage (both voice and text messaging) is restricted. Personal conversations should be kept to lunch and breaks. During meetings, personal cell phones are to be on silent.

While driving on FCPH business, the use of a cell phone for FCPH or personal reasons is prohibited. Employees are required to safely pull off the road and stop the car.

The use of cell phones, cameras, and video or audio recorders or any other recording device without the knowledge and permission of those whose image is being recorded is strictly prohibited. The use of cameras (including on cell phones) in areas where employees may expect privacy is also prohibited. **Refer to the separate Internet Technology policy for more information on cell phone guidelines.**

EQUIPMENT, SUPPLIES, WORK PRODUCTS

The purpose of FCPH's equipment and supplies is to support employees in performing their job responsibilities safely, efficiently, and effectively. Equipment and supplies are public resources as are their work products. Employees are responsible for what is used and how it's used.

Any misuse, unauthorized use, or wasteful use of FCPH property or supplies is not only an ethical violation, but constitutes a violation of this policy. All FCPH communications equipment is intended for FCPH business only.

Equipment that is individually issued to employees during their employment must be signed for upon receipt and must be returned at the time of separation from employment. Such items include, but are not limited to: tools, identification cards, keys, laptops, and cell phones.

Employees are expected to report any need for repairs of any FCPH-owned equipment, loss of property or other event with property following the Accident and Injury Reporting procedure, including with FCPH vehicles, as soon as possible.

If loss or damage is due to negligence or carelessness, employees may be required to repay the fair market value of the lost or damaged equipment, supplies or product information. **Refer to the separate Vehicle policy for more information and guidelines on FCPH owned-cars.**

WORK AREA RESPONSIBILITIES

An employee's work area may be arranged according to his/her personal taste, but it should present a professional appearance. Materials that may be considered offensive, controversial or



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contrary to the mission/professional image of FCPH (e.g. suggestive, sexual, insensitive, political, hostile, derogatory, etc.) are also not permitted in the office or work sites.

Employee work areas, voicemails, emails, and other electronic communications at work are not considered to be private, since there may be occasions when FCPH needs to have access to the workspace and equipment.

At the discretion of supervisors, personal listening and communication devices, such as cell phones, radios and headphones are permitted in the immediate work area. The volume must be low enough to be kept within the confines of the work area and not disruptive to other employees and operations.

Every employee assumes all responsibility for lost, damaged or stolen personal property.

SOLICITATION AND DISTRIBUTION OF MATERIALS

Except for programs endorsed by FCPH, employees are not permitted to solicit another employee during working hours. The distribution of any kind of leaflets, literature, products, or other material in work areas is prohibited. Employees are prohibited from using email to solicit and/or actively approach employees to ask for their patronage.

As an alternative to direct requests, the lunch room is a general area and is a permitted area for voluntary sign-up sheets and other outside materials.

POLITICAL ACTIVITY

Franklin County Public Health is an apolitical agency, meaning we take an unbiased position in regard to political matters. As employees of a public entity, there are restrictions on exercising your personal opinions on politics or political candidates in the workplace or at external work sites. Our policies include rules against soliciting contributions to a political campaign during working time, and our dress code includes restriction on employees wearing T-shirts, caps or buttons with political messages during work.

FCPH employees are responsible to follow the Ohio Revised Code Section 124.57 and Ohio Administrative Code § 123:1-46-02 related to Political Activity.

TUITION REIMBURSEMENT

FCPH employees are encouraged to further their education to improve their employee skills, knowledge and abilities. The Board of Health will reimburse instructional fees up to \$3,000 per calendar year for approved courses successfully completed (grade "C" or better or "Pass" for a Pass/Fail course) during that calendar year.



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Eligibility

- Any full-time employee who has completed their probationary period prior to the start of the course(s) is eligible, if funds are available.
- No employee on unpaid leave of absence, unauthorized leave of absence, or injury leave is eligible.
- Employees currently on any disciplinary action(s) are not eligible.
- Part-time, temporary or seasonal employees are not eligible for this program.
- Seminars, conferences, and workshops are not included in this benefit.
- [More information on possible employee reimbursements can be found in the Fiscal](#)

Courses

There must be a correlation between the content of the course (or degree program) and either the employee's current job or another job within FCPH, offered from an qualified provider. Recommendation for approval can be made by the Office or Division Director, with approval by the Health Commissioner. If an employee is in a degree program (not individual courses), they must present proof from the educational institution of acceptance to that degree program.

Eligible employees may receive tuition reimbursement for courses (including online courses) completed while attending a vocational school, technical school, college, or university. Courses may not be taken during scheduled working hours. Any situation requiring the employee's presence on the job takes precedence over times scheduled for courses.

Application

- The completed Application for Tuition Reimbursement form is to be submitted prior to beginning the course.
- A completed Payment Request for Tuition Reimbursement form and a completed Employee Reimbursement Request form must be submitted along with all other information required for that request within ~~30~~¹⁵ days of the course ending.
- Employees must also sign a tuition reimbursement agreement expressly acknowledging their obligation to repay the tuition reimbursement if they resign, retire, or are separated for a reason other than job abolishment or layoff within one year when FCPH paid the tuition reimbursement.

Reimbursement

Within 30 days of course completion, a completed payment request form to Human Resources with a paid fee card or statement of account, and an official transcript of "C" or better or "Pass" on a Pass/Fail course. Reimbursement will be provided as part of the regular payroll.

There is no reimbursement:

- For non-instructional fees (e.g., lab, student services, books, course materials, late fees, or other related expenses);

Commented [RJ6]: The idea of paying for courses in advance (with repayment) was brought up. We discussed challenges with those that don't pass the course, and general repayment. Someone said they would share a policy that a past company used. I do not expect it to be before the board meeting, but if I get it, I will share for future conversation.

It was also requested that we add a section that clearly identifies what certifications would be reimbursed by FCPH. The specific question was about the CHES. It may be better to address that with employee reimbursements in Fiscal. Your thoughts are appreciated.

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- For courses for which an employee receives a "D" or lower or "Fail" in a Pass/Fail course;
- If the employee is separated from employment while taking a course or before they receive the reimbursement check.
- Employees cannot switch classes without Director approval, and must notify Human Resources when cancelling a class after it has been approved.

SAFETY

FCPH complies with all applicable federal, state, and local health and safety regulations, and provides a work environment as free from recognized hazards as possible.

Employees are expected to comply with all health and safety requirements whether established by the county or by federal, state, or local law and all applicable OSHA safety standards that pertain to job functions. Employees are expected to know FCPH safety rules and precautions required their jobs. For questions about safety rules and precautions, employees should their supervisor.

ACCIDENT AND INJURY REPORTING

FCPH aims to promote the health and safety of all employees with timely reporting of work-related accidents, injuries, and occupational illnesses. This procedure ensures that employees are aware of their responsibility to report any accident, injury, or illness that occurs in the course of work or that arises out of work. A slight injury may become serious if not cared for properly.

Immediate Action

In the event of an accident or injury, seek immediate medical attention if warranted. Call 911 for emergency paramedic services.

Employees are encouraged to remove themselves from any location they do not feel safe, or to immediately call 911 if they feel their personal safety is compromised.

Report

Report the accident or injury to the direct supervisor as soon as possible, but no later than 48 hours after the occurrence of the accident or injury.

Incident Report

The involved employee will complete the FCPH Incident Report Form in specific details and pictures, if relevant, and give it to their immediate supervisor as soon as possible.

Work-Related Illness or Injury Absence

Employees must inform their supervisor if they miss work due to an accident and provide their expected return date.



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WORKERS COMPENSATION AND TRANSITIONAL WORK BENEFITS

FCPH participates in the State of Ohio Workers' Compensation plan to provide benefits to workers who are injured on the job or contract an occupational disease. The claim filing process has been streamlined and may be completed online.

Work-Related Illness or Injury Absence

Employees are covered by Workers' Compensation for injuries or occupational disease occurring in the course of or arising out of their employment. Contact Human Resources for assistance or go directly to the Bureau of Workers' Compensation website at <http://www.ohiobwc.com>.

Transitional Duty Program

Transitional work enables FCPH to offer return-to-work strategies as soon as medically possible to employees who are injured or have an occupational disease. The program uses real job-related tasks to accommodate medical restrictions for a specified time period – generally no more than three months – and gradually return employees to their original duties.

If an employee suffers a work-related injury or an occupational disease and the treating physician releases them to return to work with temporary restrictions, FCPH will cooperate and take the necessary steps to accommodate those temporary work restrictions whenever possible and return the employee to duty. Employees leaving transitional duty will be required to submit a Medical Certification and Fitness for Duty form.

WORKPLACE AND FAMILY VIOLENCE

FCPH is committed to providing employees a workplace that is safe, secure, and free of harassment, threats, intimidation, and violence. In addition, FCPH has a commitment to creating a supportive and non-judgmental environment where employees can feel comfortable discussing violence that is occurring at home and to seek the assistance they need.

FCPH has a zero-tolerance policy for threats and violence; no threatening or violent behavior is acceptable and no threatening or violent incident including domestic violence on-site will be ignored. Any physical assault or threat made by an employee while on FCPH premises during working hours using FCPH resources, or at an FCPH-sponsored event is a serious violation of this policy. This policy applies not only to acts against other employees, but to acts against all persons.

Like all violent crime, workplace and family violence creates ripples that go beyond what is done to a particular victim. It damages trust and the sense of security every employee has a right to feel while on the job. In that sense, everyone loses when a violent act takes place whether here or at home, and everyone has a stake in efforts to stop violence from happening.

FCPH will make every effort to respond to the needs of employees, who are victims of family violence as FCPH business needs allow. Some responses may include temporary modifications to



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job assignments, schedules, etc., to make it more possible for an employee to focus on both their personal safety and work responsibilities.

Employees can actively contribute to preventive practices by doing the following:

- Accept and adhere to all FCPH policies and practices pertaining to non-violence, crisis response, and anti-harassment.
- Be aware of and report violent or threatening behavior by coworkers, or visitors on FCPH property, or warning signs of violent or potentially threatening behavior.
- Confide in the direct supervisor supervisor or work with the EAP to seek assistance for family violence.
- Follow procedures established in this workplace and family violence policy.

Reporting Incidents and Concerns

Employees who are the subject of, or a witness to a suspected violation of this policy, must report the violation to the next-in-line supervisor who is not a party to the violation. Employees who are in a violent home setting are encouraged to ask for assistance by sharing their concerns in the strictest confidence with their supervisor or Human Resources, or contact Franklin County's Employee Assistance Program (EAP) provider.

Immediately report any emergency or suspected criminal conduct. Seek help from the Franklin County Sheriff's office or Columbus Police and building security services. No employee shall be retaliated against in their employment for reporting intimidation, threats, or acts of violence.

Workplace Violence Signs and Risk Factors

Remain alert to problematic behavior that could point to possible violence. No one behavior necessarily indicates that a person will become violent, but may initiate concern.

- Verbal, nonverbal, or written threats – or intimidation, explicit or subtle
- Fascination with weaponry and/or acts of violence – carrying a concealed weapon
- Expression of a plan to hurt self/others
- Feelings of persecution, expressed distrust, especially with management
- Expression of desperation over family, financial, or personal problems
- Frequent interpersonal conflicts
- Unable to take criticism of job performance
- Displays of unwarranted anger or violence toward inanimate objects
- Moral righteousness – believing the organization is not following its rules
- Sabotaging projects, computer programs, or equipment
- Verbalizing a desire that something harmful will happen to them
- Romantic obsession or stalking

Personal Circumstances



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Workplace and family violence risks can stem from personal circumstances – the breakup of a marriage or romantic relationship, other family conflicts, financial or legal problems, or emotional disturbance. We encourage employees to ask for assistance by contacting an EAP provider.

An employee who received a protective or restraining order that lists FCPH owned or leased premises legal as a protected area, must provide a copy of the order to Human Resources so appropriate arrangements can be made. Confidentiality will be maintained insofar as it is legal and ethical, but is not guaranteed depending on the facts of the case.

To de-escalate threatening behavior, an employee can:

- Project calmness, move and speak slowly, quietly and confidently
- Encourage the person to talk; listen closely and patiently
- Maintain a relaxed but attentive posture
- Position themselves at an angle to the person rather than directly in front
- Arrange themselves so access to emergency exits is not blocked
- Acknowledge the person's feelings
- Ask for small, specific favors such as asking them to move to a quiet area, or outside
- Use delaying tactics to give the person time to calm down, such as offering a drink of water
- Point out choices; break big problems into smaller ones
- Avoid sudden movements and maintain three to six feet of distance
- Call the police as soon as it is safe to do so
- Notify their supervisor once the person has left
- Complete an incident report

Any employee who violates any part of this policy will be disciplined, and if appropriate, prosecuted to the full extent of the law.

CRISIS RESPONSE PLAN

Employee safety is one of FCPH's most important concerns. With that in mind, all employees shall participate in safety drills (i.e., fire drill, tornado drill, evacuation drill, etc.), and take precautions in any crisis situation to assure safety. Once immediate safety needs have been addressed, employees should contact their supervisor to ensure appropriate information is communicated.

Please refer to the Emergency Preparedness section plans for additional information (in Emergency Preparedness program). FCPH has many resources available to respond in a crisis and has specific resources in place to respond to specific crisis situations.

Crisis situations include natural disasters, violent crimes, health threats, civil disturbances, sudden or unexplained deaths, or other significant events that threaten the well-being of FCPH employees, facilities, or visitors.

Critical telephone numbers:



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- **Emergency Services – Police, Fire, Rescue** **911**
- Franklin County Sheriff's Department (614) 525-3333
- Memorial Hall Security (614) 719-8828

Immediate Action

In the event of an accident or injury, seek immediate medical attention, if warranted and without putting anyone in more harm. Call 911 for paramedic services, and the building's security office at x8828. If violence appears to be imminent, take precautions to assure safety.

Building Evacuation

If law enforcement authorities determine that an evacuation is necessary, employees will be evacuated and directed to the appropriate site. Remain at the evacuation site so until all employees are accounted for.

Crisis Response Support Systems

Coordinate communication with the relatives of FCPH employees or those of visitors to FCPH facilities through the Director of Human Resources. Coordinate communication with the EAP through Human Resources.

Coordinate communication with the media through the Director of Communication.

INCLEMENT OR EMERGENCY WEATHER

Except in the most extreme circumstances, FCPH will remain open for the regularly scheduled time during inclement weather. In the event of a closure or delayed start, employees will be notified via COHAN system (FCPH's notification system). Employees should make sure that their contact information is correct within the system. Closings are also called in to TV stations and radio groups in Central Ohio.

Extreme Weather

If the weather is extreme in Franklin County, the Health Commissioner may declare an Extreme Weather Closure status. In the event of this declaration, FCPH will cease operations and close for business.

Inclement Weather

On days it may be difficult for employees to travel to/from work due to excessive snow, ice, or other inclement weather, options are presented below.

Compensation

- Employees, who are sent home or told to stay at home, will be compensated based upon their normal schedule of work hours (without overtime).



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- Essential employees, as designated by the Health Commissioner, may be required to stay or report to work, and will receive compensatory time equal to that provided to non-essential personnel in addition to pay for hours worked.
- Employees should review their county's emergency level, if any, and will have to use accrued leave time if they cannot report to work.
- In the event of other unforeseen emergencies affecting Franklin County residents, the Health Commissioner may declare an Emergency Closure status.

DRUG-FREE WORKPLACE

FCPH will not tolerate any alcohol or drug use that imperils the health and well-being of its employees or threatens its business. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the law-abiding behavior expected of all our employees. Employees who use illegal drugs or abuse other controlled substances, on or off duty, pose a risk to their own health and safety, as well as that of other employees.

FCPH therefore strives to maintain a workplace free from the illegal use, possession, or distribution of alcohol and controlled substances. Impaired employees create an increased risk of accidents at work. Employees who need to take prescription or over-the-counter medications which have or may be capable of impairing the senses, coordination, or judgment, must notify the direct supervisor of this use before starting work.

Employees found to be in violation of this policy during the course of FCPH work on or off FCPH property will be subject to corrective action up to and including termination for a first offense. Reporting to work while impaired due to on- or off-duty use of alcohol or other drugs could be in violation of this policy.

FCPH recognizes dependency on alcohol or other drugs as treatable conditions, and offers programs and services for employees with substance dependency problems.

Pre-Employment (Post-Offer) Testing

All applicants offered positions with FCPH must submit to and pass a drug and alcohol screen before beginning work. The decision to require pre-employment drug and alcohol testing is based on the FCPH's interest in ensuring the safety of its employees and the general public it serves. All candidates for employment in FCPH positions will be informed of the necessity for pre-employment drug and alcohol testing at the time of application or interview.

The test shall take place at a site determined by FCPH, and the analysis shall be performed by a laboratory selected by FCPH. The cost of the screen shall be borne by FCPH, although transportation to and from the screening site shall be the responsibility of the applicant.



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Failure to successfully pass the drug and alcohol screen shall render the applicant "not eligible for employment" in the applied-for position. Individuals who refuse to consent to the drug and alcohol screening procedure will be ineligible for employment in the applied-for position.

Prohibited Activities

While performing work on behalf of FCPH, whether on or off FCPH property – do not sell, make, possess, use or transfer alcohol, illegal drugs, or medically unauthorized prescription drugs. Employees are prohibited from being under the influence of alcohol, illegal drugs, or medically unauthorized prescription drugs while performing work on behalf of FCPH whether on or off FCPH property.

FCPH shall require an employee to submit to both alcohol and drug testing if it has a reasonable suspicion to believe that an employee is consuming alcohol, illegal drugs, or under the influence of alcohol, illegal drugs, medical unauthorized prescription drugs, or medical marijuana, or is abusing prescription drugs. FCPH does not permit or accommodate an employee's use, possession or distribution of medical marijuana.

Reasonable Suspicion Testing

FCPH may require an employee to submit a urine, hair, blood or other sample for alcohol and drug testing if it has reason to believe that an employee's work performance or on-the-job behavior may be affected in any way by alcohol or illegal drugs, including medical marijuana. A decision to test will be based on specific evidence or objectively observed physical, behavioral, or performance indicators of possible alcohol or drug use. Examples of factors giving rise to reasonable suspicion may include:

- Observable conduct while at work, such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of drugs or alcohol.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance and/or attendance.
- A report of drug use provided by a reliable and credible source that has been independently corroborated.
- Evidence that an individual has tampered with a drug test.
- Information that an employee has caused or contributed to an accident while at work, including evidence of safety rule violations or otherwise unsafe behavior or practices.
- Circumstances of an accident where there is a reasonable basis to suspect that drug use could have contributed to an injury, illness, or property damage.

Report Possible Impairment

Employees must inform their supervisor of possible impairment from the use of prescriptions or over-the-counter medications before starting work. Employees may be required to use accrued leave to avoid an unsafe workplace practice.

Report Workplace Drug Convictions



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Employees convicted of any criminal drug statute violation that occurred while at work or on FCPH business, must notify Human Resources within five days of the conviction.

As a federal grant recipient, FCPH must notify the federal grantor within 10 calendar days of receiving the notice and take appropriate corrective action or require the employee to participate satisfactorily in an available rehabilitation program within 30 calendar days of having received notice of a conviction (per the Drug-Free Workplace Act of 1988).

Consequences

Violation of this policy includes testing positive for drugs or alcohol as well as refusing to cooperate with the testing process could lead to discipline up to and including termination. Employees may be required to enter and successfully complete a rehabilitation program. In such cases, the employee must sign and abide by the terms of a Return to Work Agreement as a condition of continued employment.

Substance Abuse Treatment

FCPH recognizes dependency on alcohol or other drugs as treatable conditions and offers programs and services for employees with substance dependency problems. FCPH encourages employees to seek treatment through the Employee Assistance Program (EAP) or other qualified program before substance abuse issues result in discipline.

TOBACCO FREE WORKPLACE

FCPH is committed to providing a healthy work environment for all employees. FCPH recognizes that smoking is an addiction and extends support to employees who wish to stop smoking through EAP and/or Human Resources for resources.

Chapter 3794 of the Ohio Revised Code bans smoking in all public places. Smoking is prohibited in all FCPH places of employment and FCPH vehicles.

Employees are allowed to use their lunch periods and break times to take smoking breaks on their own time during the day. Should excessive time be taken, supervisors will discuss the issue with their employees to develop effective solutions that do not interfere with productivity or fairness to all employees.

This policy applies to tobacco products of any kind, (e.g., cigarettes, cigars, smokeless tobacco, vapor, etc.). Additionally, the policy applies to any electronic device designed to resemble tobacco products.

Employees hired after the approval of this handbook (originally on 02/12/2019) shall agree to be non-tobacco users (e.g., cigarettes, cigars, smokeless tobacco, vapor, etc.) as a condition of employment.

DISCIPLINE



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In order for FCPH to maintain a desirable standard of employee conduct and level of productivity, certain policies must be enforced. The Health Commissioner has the ultimate responsibility of administering disciplinary policies concerning the employees.

FCPH follows the idea of progressive discipline; however, the discipline can start at a more critical step if the severity of the infraction warrants it including suspension or disciplinary hearing.

If the employee violates a FCPH policy, disciplinary action may be necessary, and may include the following steps:

- A documented verbal reprimand will be conducted with an employee if there is an indication of unsatisfactory work or poor behavior.
- A written warning will be given to the employee to explain where they did not meet expectations in performance, attendance and/or conduct. Employees will be told if their conduct has placed their job in jeopardy, and penalties for continued violations will be outlined.
- A one-day suspension without pay by the Health Commissioner.
- A three or more day suspension without pay by the Board of Health.
- Dismissal or removal with notice of termination and a disciplinary hearing by the Board of Health.

In all cases of reprimand, suspensions or terminations, the employee shall be issued a copy of a notice, and shall be informed if the order will be made a part of their personnel file. Employees will be asked to sign any disciplinary notice as proof that they received the notice.

In instances involving a serious violation of a work rule or if an employee engages in other serious misconduct, the employee may be removed or terminated without receiving any prior warnings or other disciplinary actions following an investigation.

EMPLOYEE EVALUATIONS

All employees will be evaluated annually, but more often if performance warrants it once they have successfully completed their probationary period. More information is available in the separate Performance Management policy.

DISPUTE RESOLUTION

The FCPH encourages employees to first attempt to resolve workplace conflicts with the other involved employee(s). If this is unsuccessful, the employee may discuss the concern with their immediate supervisor. If the employee feels the matter needs further review, they should follow the chain of command, and request a meeting with the appropriate leader(s) in the Office or Division (e.g., manager, director). Leadership may request the dispute be put in writing (not email).



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The Director of Human Resources is available after the local Office or Division leader if concerns continue to be unresolved or if the dispute requires an investigation. Human Resources will request that the concerns are put in writing and may also request that the employees attend a meeting regarding the matter alone or with other parties directly involved.

Employees may submit a written explanation of any concerns with the Health Commissioner or a Board of Health member to the President of the Board for consideration.

While FCPH does not prohibit discussion among employees regarding their concerns, once a conflict is brought to a supervisor or Human Resources, discussions outside this process may hinder the resolution of the issue.

No Franklin County Public Health employee will be subject to retaliation for filing a complaint under this policy.

JOB SEPARATION

The term Job Separation refers to an employee who leaves the service of FCPH either willingly (separation), as opposed to unwillingly (termination). An employee wishing to leave the service of FCPH in good standing needs to submit a written resignation giving at minimum of a two-week notice.

All property belonging to FCPH, including but not limited to, all keys, work products, equipment, provided by FCPH, I.D. cards, and parking passes must be accounted for and returned prior to departure. Failure to return these items may result in legal action.

Upon separating from FCPH service, an employee will be paid for accrued, unused leave balances of vacation and sick leave (see Sick Leave Conversion policy) if applicable. For specific information on the rules of leave payout, refer to the leave sections of this Handbook. Vacation, sick, personal or other paid leave cannot be used to extend an employee's date of resignation. The date of resignation is the last day worked.

An employee may also be eligible to obtain continued coverage of FCPH's health care benefits package. For details about eligibility, refer to the Insurance section or contact the Franklin County Department of Human Resources' Employee Benefits Office at (614) 525-5750.

Any employee who has received money under the tuition reimbursement program less than one year prior to the date of a resignation, retirement, or separation for a reason other than job abolishment or layoff, is obligated to repay the reimbursement immediately upon receiving an invoice.

OHIO PUBLIC RETIREMENT SYSTEM



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FCPH employees are required by law to participate in the Ohio Public Employees Retirement System (OPERS). OPERS is a separate retirement system from the federal Social Security system. OPERS has extensive information to help employees understand their options. Visit OPERS website (www.opers.org) for more information.

Employees who plan to retire should give formal written notice at least 30 days in advance to the Director of Human Resources and their direct supervisor.

DISABILITY SEPARATION/RETIREMENT/REINSTATEMENT

A disability separation is an action taken to separate an employee from service when they are unable to perform the essential functions of their position with or without reasonable accommodation due to mental, sensory, or physical incapacity. Disability separation is not a disciplinary action. A separation may be initiated either by the employee or by FCPH.

Employees eligible for disability retirement through OPERS may apply directly to OPERS.

Employees may request a reinstatement to a position in their classification after a disability separation if they are able to return to work and to perform the essential duties of the job.

Disability Separation

Employees unable to perform the essential duties of their position voluntarily may request a separation. FCPH (involuntarily) may also request a separation. There must be satisfactory medical documentation for any disability separation.

The employee will receive information about possible reinstatement at the time of separation.

If the separation is involuntary, FCPH may require a physical examination and/or an internal hearing to be conducted. Classified employees may request a hearing at the State Personnel Board of Review to dispute the separation.

Disability Retirement

Employees eligible for a paid OPERS disability retirement, must contact OPERS directly to apply. Get more information at <https://www.opers.org>.

Disability Reinstatement

Employees have reinstatement rights for two years from their last day worked. The reinstatement request must be in writing and supported by satisfactory medical documentation. Employees have reinstatement rights for five years from the date an OPERS disability retirement begins.

PAYROLL

Employees are paid bi-weekly. Franklin County Auditor's office requires all Franklin County employees to utilize direct deposit. In order to support the Franklin County Go Green effort,



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employees will sign up for online payroll advices. These records will be stored on the site for 18 months and employees can access them at any time.

Mandatory deductions from paychecks include federal, state and local income and withholding taxes, child support obligations, garnishments, contributions to OPERS and Medicare contributions (for employees hired after April 1, 1986). Voluntary deductions include health insurance premiums, supplemental life insurance premiums, transportation costs, and any other deductions based upon the employee's choices of programs. All deductions are itemized on the paycheck stub and totaled each year on the Form W-2, Wage and Tax Statement.

If an employee believes that an improper deduction has been made to their pay or that they have not been fully paid for any payroll period, or if there are any other questions about deductions, they should immediately notify Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction occurred or that an employee did not receive appropriate compensation for any payroll period, they will be promptly reimbursed for any improper deduction made or paid any previously unpaid wages.

If any wages are due at the time of job separation, the final paycheck will be released on the next scheduled payday for the pay period in which those hours were worked. Any accruals of time such as vacation, sick and compensation time will be paid (per the Employee Handbook) the pay after the final wages are paid.

LONGEVITY PAY

A longevity benefit is awarded to full-time employees with uninterrupted service to FCPH. These employees will receive an hourly increase, in addition to regular wages, according to the following schedule:

<u>Years of FCPH Service</u>	<u>Hourly Increase</u>
1 year	\$0.20
5 years	\$0.35
10 years	\$0.50
15 years	\$0.60
20 years	\$0.75
25 years	\$1.00

An employee's hourly rate total cannot exceed the maximum for their position and pay grade. If a longevity benefit should create an hourly rate above the appropriate maximum, a lump sum will be provided to the employee instead.



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DIRECTIVES

The Franklin County Board of Health and the Health Commissioner may send notices to employees advising them of certain policies, revisions or amendments of present policies. These amendments or revisions will be labeled directives, will be policy upon issuance, and will be added to this handbook.

Directive A: Board of Health Resolution 19-061
Overtime Calculation for Holiday Hours:

In order for 'holiday hours to count toward 'hours worked' when calculating overtime/compensatory time, all of the following must apply:

- Applies to non-exempt staff only;
- Work must take place on the holiday and/or the weekend immediately following the holiday within the same week as the holiday.

Note: Paid leave hours (i.e., sick, vacation, personal, comp, health commissioner holiday, or bereavement) used in the same week as the holiday do not count toward 'hours worked'.

For example: If you worked on July 4 for three hours and the rest of the week as normally scheduled, your 8 hours of holiday and 3 hours of work would count toward your weekly total of 'hours worked'.

Directive B: Board of Health Resolution 19-089
Volunteer Initiative Program (VIP):



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Franklin County Board of Health has joined the Franklin County Board of Commissioners VIP resolution (No. 0496-19), providing the guidelines and procedures for VIP after a successful pilot program. The intention of this program is to create community engagement opportunities for employees that are meaningful, purposeful and helps those in need and recognizes that participating in these activities will also enrich and inspire the lives of our employees.

Eligibility:

- All full-time, permanent employees in good standing are eligible to participate.
- Part-time, temporary or seasonal employees are not eligible for VIP.

Full-time employees are permitted to volunteer in a VIP-approved volunteer experience up to a total of 16 hours per year. VIP requests require prior approval by the employee's direct supervisor. This time will show as 'Regular' time on employees' timesheet.