

May 9, 2023

Board of Health:

Please find the attached proposed revisions to the Personnel Policies/Employee Handbook for Franklin County Public Health. The edits in the handbook are identified in the draft materials in **red**. These edits include:

Handbook Adoption	Page 4
<ul style="list-style-type: none"> Updated to reflect new effective date 	
Health and Equity in All Policies	Page 4
<ul style="list-style-type: none"> Clarification 	
Anti-Harassment policy	Page 7
<ul style="list-style-type: none"> Language included from FC prosecutor's office 	
Reporting a Potential Violation	Page 9
<ul style="list-style-type: none"> Language included from FC prosecutor's office 	
Nepotism	Page 13
<ul style="list-style-type: none"> Expansion and clarification of language 	
Probationary Periods	Page 14
<ul style="list-style-type: none"> Language included from FC prosecutor's office 	
Change of Employee Information	Page 16
<ul style="list-style-type: none"> Clarified language 	
Employee Assistance Program (EAP)	Page 18
<ul style="list-style-type: none"> Clarified language 	
Deferred Compensation	Page 18
<ul style="list-style-type: none"> Updated contact information 	
Vacation Leave	Page 20
<ul style="list-style-type: none"> Clarification for new employees 	
Vacation Leave Conversion	Page 22
<ul style="list-style-type: none"> Clarified language 	
Sick Leave	Page 22
<ul style="list-style-type: none"> Updated family definition and clarified language 	
Sick Leave Conversion	Page 23
<ul style="list-style-type: none"> Clarified language 	
Parental Leave	Page 26
<ul style="list-style-type: none"> Include a benefit for those that are with FCPH less than 1 year 	
Bereavement Leave	Page 26
<ul style="list-style-type: none"> Extended benefit and change definition of family 	

<ul style="list-style-type: none"> Extended benefit and eligibility 	
Leave Donation	Page 27
<ul style="list-style-type: none"> Extended benefit and change definition of family 	
Overtime, Compensatory Time and Administrative Leave	Page 29
<ul style="list-style-type: none"> Included exempt time changes in 2024 Clarified language Clarified on-call language and compensation 	
Hours of Work	Page 34
<ul style="list-style-type: none"> Update office hours 	
Agency Meetings	Page 35
<ul style="list-style-type: none"> Include meeting standards Incorporated pilot "No Meeting Wednesday" 	
Lunch and Break Period	Page 35
<ul style="list-style-type: none"> Clarification on lunch breaks 	
Dress Code	Page 37
<ul style="list-style-type: none"> Incorporated pilot "Dress for your day" 	
Computer, Email and Internet Usage	Page 38
<ul style="list-style-type: none"> Clarification on protective equipment and travel 	
Cell Phones	Page 39
<ul style="list-style-type: none"> Clarification on protective equipment and travel 	
Safety	Page 43
<ul style="list-style-type: none"> Clarification on reporting 	
Accident and Injury Reporting	Page 42
<ul style="list-style-type: none"> Clarification on reporting 	
Inclement Weather	Page 47
<ul style="list-style-type: none"> Updated language to incorporate remote work 	
Employee Referrals	Page 56
<ul style="list-style-type: none"> New policy to increase hiring and retention while rewarding the employees who refer 	

If the above items are approved, the Table of Contents will be changed to reflect any updated page numbers as needed.

Do not hesitate to contact me with questions.

Respectfully submitted,

Jennifer Robinson, MBA
 Director of Human Resources and Customer Service