



**PIKE COUNTY  
RECOVERY COUNCIL**

**EMPLOYEE  
HANDBOOK**

*Updated February 2014 by:*

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# EMPLOYEE HANDBOOK

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## **SECTION 1 INTRODUCTION**

We have prepared this handbook to help you understand how our organization works. As a staff member (employee, volunteer, intern, temporary employee, Prevention/contract staff or other) of The Pike County Recovery Agency ("Agency"), you must read and observe the policies and procedures described in this handbook.

Policies are guidelines that regulate organizational action for accomplishing objectives. Comprehensive and clearly defined policies, consistently and fairly administered, are essential to the success of this organization. This handbook outlines the rules and regulations of our organization which you are required to follow. All staff members (as defined below) shall have a copy of this manual.

Nothing in this manual nor any interpretive or enforcement communication should be construed to grant a guaranteed right to continue employment or benefits with the Agency. This manual is not an employment contract. Employment with Agency is not for a fixed term or definite period. You have the right to end your employment at any time without notice or cause and the organization also has the same right. No member of management has the authority to change staff member status without approval of the Program Director.

This policy is a guideline only. Circumstances may arise in which we find it necessary to take other steps not specifically designated here. We reserve the right to do so at our discretion.

Revisions to the personnel policies must be made at the Board of Director level ("Board"). Each staff member will be notified of any changes within five working days of the effective date of the revisions as approved by the Board.

### **DEFINITIONS:**

The following definitions are related to this Personnel Policies and Procedures Manual.

**ABSENCE, EXCUSED** - Being absent from work with the approval of the Program Director or designated representative (i.e., vacation, holiday, compensatory time, approved unpaid leave of absence, personal day).

**ABSENTEEISM** - The practice of an employee failing to report for work for a period of one or more days or failing to report within the prescribed time when he/she has been assigned or scheduled to work. Misuse or abuse of sick leave is absenteeism.

**ABSENT WITHOUT LEAVE** - Failure to report for work without authorization from the Program Director or designated representative to be absent. Tardiness may be construed to be absent without leave, as well as leaving one's work site during working hours without authorization; also known as unexcused absence.

**ACTIVE PAY STATUS** - The condition under which an employee is eligible to receive pay including, but not limited to, vacation leave, sick leave and other compensated time off.

**ACTIVE WORK STATUS** - The conditions under which an employee is actually in work status and is eligible to receive pay; this does not include compensated time off (vacation pay, sick leave, personal leave and disability leave) or approved unpaid leaves of absence.

**AMERICANS WITH DISABILITIES ACT** - Legislation passed in 1990 prohibiting discrimination of individuals with a qualifying disability. Specifically, individuals with a disability shall be assured of equal opportunities in employment and public accommodations.

**CAUTION AND INSTRUCTION** – The discussion a supervisor holds with an employee in which the supervisor cautions him/her concerning his/her conduct and impresses upon him/her the need for improvement. This process can eliminate misunderstandings immediately and set and maintain desired standards of conduct and performance. Documentation and the cautioning and instruction form regarding the date, time and reason for such a conference will be kept in the employee's personnel file in the event the conduct does not improve and subsequent action is required.

**DAYS** - Calendar days, except as otherwise defined in these Policies.

**DEPARTMENT** - An organizational unit directed and controlled by the Program Director and charged with a specific service function.

**DISABILITY** - A physical or mental impairment that substantially limits one of life=s major activities.

**DISHONESTY** - Disposition to lie, cheat or defraud; untrustworthiness, lack of integrity.

**D.M.A.** – Declaration of Material Assistance

**DRUNKENNESS** - The condition of a person whose mind is affected by the immediate use of intoxicating drinks or controlled substances; the state of one who is  $\Delta$ drunk@ or  $\Delta$ high@. The effect produced upon the mind or body by drinking intoxicating liquors or ingesting other intoxicating substances to such an extent that the normal condition of a person is changed and his/her capacity for rational action and conduct is substantially lessened.

**EMPLOYEE** – Employee shall be defined as any person holding a position subject to appointment, removal, promotion, or reduction by the Program Director. Employees shall be categorized as full-time, part-time, temporary, seasonal, intermittent, student/intern. Full-time permanent employees shall be entitled to all benefits as provided by the Board. Part-time, temporary, seasonal, and intermittent employees shall be entitled to only those benefits which are granted in this Manual by Board approval.

**EMPLOYER** - The Pike County Recovery Council.

**ESSENTIAL FUNCTIONS** - Those duties of a position that are the reason for its existence. Essential functions do not portray all the duties of a position.



**EXEMPT EMPLOYEES** – Employees excluded from overtime pay provisions by holding positions that are administrative, professional or executive as defined by the Fair Labor Standards Act. Examples of exempt employees include department heads, supervisors and professional employees such as who hold college degrees, professional licenses and meet the test of FLSA for exclusion.

**FAIR LABOR STANDARDS ACT** - Fair Labor Standards Act of 1938 requires overtime payment of time and one half for all hours worked over forty (40) hours in a week for overtime-eligible employees.

**FAMILY AND MEDICAL LEAVE ACT** - Provides up to twelve (12) weeks of leave to employees to care for a newborn or adopted son or daughter or to care for a seriously ill spouse, child, parent, or self. Employees utilizing this leave are entitled to hospitalization during their leave period. The effective date of Family and Medical Leave benefits for County employees is August 5, 1993. Amendments allow extended leave for those with Military injuries or to care for family members injured on active duty and need care while convalescing for up to 26 weeks.

**FELONY** - A criminal act, defined by Ohio law, as the conviction of which is grounds for termination.

**FLEX-TIME** – Hours that are worked over a regularly scheduled day within a 7 day period and employees scheduled can be flexed to maintain 40 hours during that 7 day period. Employees who are scheduled and are flex time eligible can have schedules adjusted so that they do not work over 40 hours in that 7 day period. Flex time also is a type of employment scheduled where an employee can report to work at different times than they would normally be scheduled as long as they are able to work 8 hours.

**FULL-TIME EMPLOYEE** - An employee whose employment is designated as full-time by the by the Program Director upon Board approval.

**H.I.P.A.A.** - (Health Insurance Portability Accountability Act) This law governs privacy rights of employee's health information and dissemination.

**IMMEDIATE FAMILY** - Parents, legal guardian, brother, sister, spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, child great grandparents, grandparent, grandchild and significant other.

**IMMORAL** - Contrary to good morals; inconsistent with the rules and principles of morality; harmful or adverse to public welfare according to the standards of a given respectable community, as expressed in law or otherwise.

**IMMORAL CONDUCT** – Conduct which is willful, flagrant or shameless and which shows a moral indifference to the opinions of the good and respectable members of the community.

**INCOMPETENCY** - Lack of ability, legal qualification or fitness to perform the substantial duties of a position.

INEFFICIENCY - Quality of being incapable or indisposed to do the things required of an employee within reasonable standards; not working efficiently.

INSUBORDINATION - State of being unwilling to perform the duties required of an employee; refusal to obey an order issued by the employee's immediate supervisor or other individual having authority to direct said employee; and as further described in Section 5 of this Manual.

INTERMITTENT EMPLOYEE - A substitute or other employee who works on an irregular schedule which is determined by the fluctuating demands of the work which is not predictable and whose hours are generally less than 1,000 per year.

LEAVE OF ABSENCE - Temporary separation from active work status as authorized by the Program Director under Board policies.

MALFEASANCE - The doing by an employee under color of authority of his/her position of something that is unwarranted, contrary to law; commission of an act which is unlawful and/or wholly wrongful.

MAJOR LIFE ACTIVITIES - Basic life activities the average person performs including, but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, learning and working.

MISFEASANCE - The performance of a legal or proper act in an illegal or improper manner.

NEGLECT OF DUTY - To omit or fail to do a thing that can be done, or that is required to be done; an absence of care or attention in the doing; an omission of a given act; a refusal or unwillingness to perform one's duty.

NON-EXEMPT EMPLOYEE - Employees entitled to overtime pay provisions because they do not hold positions that are administrative, professional or executive as defined by the Fair Labor Standards Act.

NONFEASANCE - The omission of an act that ought to be done; total neglect of duty.

OCCUPATIONAL SAFETY AND HEALTH - The Public Employment Risk Reduction Act (Also known as House Bill 308) is the controlling law for public employers and employees in providing a safe and healthful workplace. Effective January 1, 1995, all employers shall provide employment and a place of employment free from recognized hazards and all employees shall abide by the safety rules implemented by the employer and the Public Employment Risk Reduction Act.

PART-TIME EMPLOYEE - An employee who works less than the full-time schedule of hours per week but on a regularly scheduled basis.

POSITION - Any specific employment, or job, calling for performance and exercise of certain duties and exercise of certain responsibilities assigned or delegated by a competent authority.

PROBATIONARY EMPLOYEE - The length of time set by the Program Director upon Board approval to review an employee's initial performance.

PROGRAM YEAR - The twelve month period of time designated by the State of Ohio or Federal Government.

PROTECTED HEALTH INFORMATION - "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR § 164.501, limited to the information created or received by Business Associate from or on behalf of the Pike County Recovery Council.

PUBLIC AGENCY - Includes agencies of the state, county and municipalities and all political subdivision within the State of Ohio.

REASONABLE ACCOMMODATION - An allowance that allows an otherwise qualified person to perform the essential functions of a position.

REMOVAL - The termination of an employee's employment for the reasons outlined in Board Policies, violations of policies, violations of law or other good cause.

SEASONAL EMPLOYEE - An employee who works within the program year, or who works on a recurring but temporary basis annually.

SICK LEAVE ABUSE - The use of sick leave for any purpose other than as provided by applicable law as these Policies.

SUBSTANTIALLY LIMITS - An impairment that prevents an individual from performing a major life activity.

SUPERVISOR - The individual who has been authorized by the Program Director to oversee and direct the work of certain employees on a daily basis and who effectively recommends actions such as hiring, transfers, suspensions, promotions, discharge, rewards, layoff, recall or discipline.

SUSPENSION - Relieving an employee from duty without pay.

TEMPORARY EMPLOYEE - An employee who works in a position which is of a non-permanent nature (full-time, part-time), which position has a specified duration of time. Temporary employees serve at the pleasure of the Program Director.

THEFT - The act of stealing; robbery; larceny; including theft of computer data.

TRANSFER - The movement of an employee from one position to another with no change in his/her level of responsibility or salary.

UNDUE HARDSHIP - Significant difficulty or expense in, or resulting from, the provision of an accommodation. The cost of the accommodation and financial resources of the entity are factors considered in determining whether an undue hardship exists.

VERBAL WARNING - The discussion a supervisor holds with an employee in which the supervisor cautions the employee concerning his conduct and impresses upon him the need for improvement. This process can eliminate misunderstandings immediately and set and maintain desired standards of conduct and performance. Documentation on the verbal warning form regarding the date, time and reason for such a conference will be kept in the employee=s personnel file in the event the conduct does not improve and subsequent action is required.

WORK DAY - A day the Pike County Recovery Council is open for business.

WORK RULE - A directive issued by the Board pertaining to the behavior of employees and/or operating procedures of the office; violation is subject to discipline.

WRITTEN REPRIMAND - A disciplinary action consisting of a written statement placed in the employee=s personnel file which remains as part of the employee=s record until such time as his/her conduct improves or as stated in the disciplinary policy. This level of disciplinary action is considered one step above verbal warning.

1-1 Background:

The primary purpose of the Agency is to plan, formulate, operate and administer programs which assist individuals and families who are affected by alcoholism and other forms of substance abuse or addiction. The Agency is a private, non-profit organization incorporated under laws of the State of Ohio was originally founded through the Southern Ohio Regional Council on Alcoholism and is now an independent agency receiving funds from the Paint Valley Board of Alcohol, Drug Addiction and Mental Health Services.

1-2 Responsibility:

The Agency is governed by a Board which operates with a set of by-laws outlining its management responsibilities. The Board is the employer of all personnel and the overall managing body for all programs operated by the Agency as the Grantee receiving funds from various State, Federal and local sources. The overall administration of the Agency on a day-to-day basis is the responsibility of the Program Director, who is employed by the Board to implement policies and procedures by which the Agency attains its goals and objectives.

1-3 Table of Organization:

The Director shall annually review and update the Agency Table of Organization. The Table shall clearly state lines of authority identified by job titles. The Board is the governing authority of the organization empowering the Program Director to administratively implement policies and procedures and supervise all other agency personnel, consultants and volunteers.

1-4 Chain of Authority:

The Chain of Authority is as follows:

- A Program Director
- B. Management Team

1-5 Source of Authority:

The Board is the source of authority for establishing personnel objectives and issuing policy statements. The Program Director will implement this policy statement. The Program Director has primary responsibility over all personnel and program operations as an agent of the Board. The Program Director may delegate specific responsibility to other supervisory staff as deemed necessary.

1-6 Statement of Coverage:

All persons employed by the Agency are required to abide by its Personnel Policies and Procedures, and all provisions that apply to their particular job position. They must also abide by all detailed procedures that are administratively developed to carry out these policies.

1-7 Scope of Coverage

The policies set forth and adopted within this Manual apply to all employees of The Pike County Recovery Council, Inc. These policies supersede all previous written and unwritten personnel policies. The use of the male pronoun or adjective as used herein refers to the female also unless otherwise indicated.

Questions regarding the interpretation and application of these policies should be directed to the appropriate supervisor and/or Program Director.

Within this Manual are references to ORC, OAC, OAG and CFR. These are abbreviations for the following:

1. ORC – Ohio Revised Code;
2. OAC – Ohio Administrative Code; and
3. OAG – Ohio Attorney General Opinion.
4. CFR – Code of Federal Regulations

Questions regarding the interpretation, clarification and application of these policies should be directed to the appropriate supervisor and/or the Program Director.

Questions regarding the interpretation, clarification and application of these policies should be directed to the Program Director.

## SECTION 2 EMPLOYMENT AND RECRUITMENT

2-1 Opportunity for Employment with the Agency or any of its services shall be open to any person who, on the basis of merit, can qualify for the desired position. The Agency shall not discriminate in its employment practices in accordance with Federal, State and County statutes or regulations concerning nondiscrimination on the basis of race, ethnicity, age, color, religion, sex, national origin, sexual or affectional orientation, disability, economic circumstance, HIV infection, AIDS-related complex or AIDS, and veteran status.

The Program Director is responsible for maintaining equal opportunity, affirmative action employment policies. The Program Director shall implement an annual utilization analysis of the staffing order to ensure the adherence to equal employment affirmative action policies. Areas of under-utilization of the staffing order and annual hiring goals shall be included in the analysis. This report shall be reviewed by the Board at the annual meeting.

Recruitment will be tailored to the type of job classification to be filled and directed to all appropriate sources of applicants in order to attract an adequate number of candidates for consideration and to permit successful competition with other employers. Recruitment publicity will be carried out through appropriate media to assure open opportunity for the public to apply and to be considered for employment on the basis of abilities, qualifications and potential.

Individuals participating in the employment process; which involves the submission of a resume, interview, background reference checks, pre-employment drug testing, and hiring; will be informed the Agency follows the rules and regulations governing fair employment practices, the applicant's right to privacy shall be respected, and the results of inquiries shall be treated in confidence by the Agency. This also applies to internal promotions.

Screening procedures for all staff members shall include inquiries to establish that the applicant is qualified for the position and may include inquiries to establish that the person is without any record of misconduct or criminal conviction that might be in a direct and substantial relationship to the applicant's position. Individuals applying for positions responsible for daily direct care/supervision of children/adolescents shall be at least 18 years of age, possess a high school diploma or equivalency certificate, have not pled guilty to nor been convicted of any of the offenses listed in ORC 109.572(C) (2) (a), and a criminal records check will be required conducted by the BCII. If the applicant does not demonstrate that he/she has been a resident of Ohio for the preceding five (5) years, an FBI background check will be completed. Staff members are required to sign a statement that they have not been excluded or sanctioned by Medicaid or other insurance providers.

Recruitment publicity will be carried through all appropriate media for a minimum period of two (2) consecutive days to assure open opportunity for the public to apply and to be considered on the basis of abilities and potential. All publicity will indicate that the Agency is an Equal Opportunity Employer.

Employment decisions, subject to the legitimate business requirements of the Agency, are based solely on the individual's qualifications, merit, behavior and performance.

Equal Employment Opportunity. It is the policy of this Agency to take affirmative action in accordance with all applicable federal and state laws, rules, regulations and guidelines. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability or age (40 years or more) is illegal.

The Pike County Recovery Council, Inc. has developed an affirmative action plan to correct any existing problem areas to improve its equal employment opportunity program. Dissemination of this policy statement to employees as well as to recruitment sources and displaying posters from the Ohio Civil Rights Commission and the Equal Employment Opportunity Commission are two methods of publicizing our commitment to equal employment opportunity.

Persons who believe that this agency has discriminated against them in employment may file a discrimination complaint. Once the complaint is filed, every effort shall be made to resolve it within the time frames established.

All personnel of this Agency are asked to assist in this effort to achieve equal employment opportunity. Any willful or deliberate violation of this policy by an employee of this Agency will be cause for disciplinary action.

The Human Resource Director is the designated EEO Officer for this Agency and can be reached at 111 North High Street, Waverly, Ohio 45690 at 740-947-7581.

- 2-2 Personnel Qualifications. Individuals must meet and maintain the minimum qualifications of the position for which they are applying as outlined in the job description prior to actual employment. Qualifications may include, but are not limited to, credentials/licensure, education, experience, and cultural sensitivity. All service providers will provide only those services allowed within the scope of their licensure/certification. The Agency will provide appropriate supervision of service providers and such supervision will be documented. The Agency may require individuals to obtain additional training as deemed appropriate for the position (see Section 8 regarding staff member training and development).

- 2-3 Selection of Staff Members. The Program Director shall be selected the Board. The Program Director is responsible for carrying out the day to day operations of the Agency, Inc. including, but not limited to, the authority to employ, assign, transfer, promote, discipline and discharge staff members.
- 2-4 Selection Process. All applicants or resumes received by the closing date in the advertisement shall be reviewed. After reviewing all applications/resumes, a selected number of applicants will be interviewed for the job position and a candidate will be selected. If a qualified candidate is not available, the Program Director may elect to re-advertise for the position. All applicants/resumes will be kept on file for a period of six (6) months following advertisement.
- 2-5 Notice of Employment. Each employee shall receive notice of employment in writing. Such written notice shall include job classification and description, starting salary, effective date of employment, and all other conditions related to the individual's employment. Such written notice in no way is to be construed to grant a guaranteed right to continued employment or benefits.
- 2-6 Part-Time Employment. A part-time employee will be any staff member that is employed fewer than 40 hours per week. The part-time employee will not participate in the Agency's health insurance plan, but contributions for Social Security, Workers Compensation and Unemployment Insurance will be made. The part-time employee will not be eligible for the Agency's retirement plan upon completion of six months of service. Part-time employees will be eligible for vacation, sick leave or holiday pay after completion of the six (6) months probationary period.
- 2-7 Consultant and Contract Services. Consultant and contract services may be utilized by the Agency to accomplish activities as appropriate. Such services will include, but will not be limited to, medical evaluation services, housekeeping, and facility maintenance and renovation. All independent contractual service providers, consultants, students, volunteers, trainings, interns or temporary staff members shall meet the requirements comparable to employees if they are providing professional services. They also shall have within the personnel file a signed agreement with the identification of duties, scope of responsibilities, identification of appropriate supervision, documentation of completed orientation and mandatory trainings and an assessment of the performance of the individual.

The Board shall approve all Consultant contracts.

- 2-8 Volunteers, Temporary Employees and Other. Volunteers, temporary employee and others will have orientation, training and supervision as dictated by their responsibilities/position. These staff members are expected to abide by all state and federal statutes, rules and regulations together with local ordinances and all rules and regulations and policies of the Agency. These staff members will receive annual performance appraisals according to Agency policy.



- 2-9 Probationary Period. A probationary period is a test period in which the employee is expected to learn Agency procedure and demonstrate they can perform essential functions of the position for which the individual was hired. The Agency may choose to terminate an employee at any time during the probationary period for lack of sufficient progress in obtaining these goals, failure to meet the Agency's expectations in performing their duties, and for violation s of Agency's rules and regulations.
- 2-10 Full Time Employees. The first six (6) months of employment shall be considered a probationary period for full-time employees, during which time the employee is to become familiar with the organization and his/her particular position.
- 2-11 Part-Time Employees. The first twelve (12) months of employment shall be considered a probationary period for part-time employees during which time the employee is to become familiar with the organization and his/her job duties.

At any point during the probationary periods as outlined above, either the organization or the employee is free to withdraw, if either party desires not to continue the relationship. Each promoted employee will serve a ninety (90) day probationary period. Time spent on a leave of absence or in non-paid status is not counted as part of the probationary period.

- 2-12 Reasonable Accommodation.
  - A. In support of the Americans with Disabilities Act As Amended, the PCRC affirm their position that qualified individuals with a disability shall be assured equal opportunities in employment, public accommodations, transportation, and telecommunications.
  - B. A person with a disability includes:
    - 1. An individual with a physical or mental impairment that substantially limits that person in some major life activity;
    - 2. An individuals with a record of such physical or mental impairment; and
    - 3. An individual who is regarded as having such an impairment.

The severity of the impairment must substantially limit a major life activity such as walking, talking, seeing, hearing, breathing, learning or working in order to be considered a disability.

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

Excluded from the definition of a disability for the purpose of this policy are individuals who are current users of illegal drugs, although protected are those who have overcome drug problems, including those who are participating in a rehabilitation program and who are currently drug-free. Also excluded are those individuals with certain sexual and behavioral disorders.

A "qualified individual with a disability" is one who, with or without reasonable accommodations can perform the "essential functions" of the job. Essential functions are those included in the job descriptions and are the primary job duties. They may be essential because it is the reason the position exists.

- C. The PCRC will not discriminate against qualified individuals with a disability in regard to:
1. Job application, hiring, advancement, discharge, compensation, training or other terms, conditions or privileges of employment.
  2. Reasonable accommodation, which is one that will enable an otherwise qualified individual with a disability to perform the essential functions of a job.
  3. Removal of structural, architectural and communication barriers in existing facilities where such removal is easily accomplished without much difficulty or expense; and/or making reasonable modifications to policies or procedures and to offer auxiliary aids to individuals with disabilities so they can use and have access to the services and programs of the PCRC.
  4. Providing required telecommunications systems for the deaf or speech impaired individual within three years of the effective date of the ADAA.
  5. Making good faith efforts to provide accessible vehicles for transportation systems.
- D. The PCRC will not discriminate against disabled persons in regarding to public services.

- E. "Reasonable Accommodation" May Include:
1. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities.
  2. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustments or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and similar accommodations; and
  3. Any modification to a job application process that permits a disabled person to be considered for a position and that will not impose undue hardship.
- F. "Undue Hardship" in general means an action requiring significant difficulty or expense, when considered in light of the factors enumerated below. In determining whether an accommodation would pose an "undue hardship" on the Board, factors which would be considered include:
1. the nature and cost of the accommodation;
  2. the overall financial resources of the PCRC, the number of persons employed and the impact of such accommodation upon the operation of the PCRC;
  3. the overall financial resources of the program; and
  4. the type of operation within the PCRC.
- G. If the disabling condition affects the employee's ability to perform the essential functions of the job, reasonable accommodation will be made by the PCRC so the employee can perform the essential functions of the job.
- H. An employee with a qualifying disability may work as long as he/she is physically and mentally able to perform the essential functions of the job without undue risk to himself/herself, other employees or the public. If an employee is incapable of performing the essential functions of the job, with or without accommodation, he/she may be, in the following sequential order:
1. Transferred to a vacant position where he/she can perform the essential functions of the job without or without reasonable accommodation;
  2. Placed in a position in a lower classification where he/she can perform the essential functions of the job with or without reasonable accommodation; or

3. Granted a disability separation.

- I. An employee or applicant with a disability is NOT REQUIRED to inform the PCRC of the condition should the individual require accommodation to perform the essential functions of the job or complete the application and selection, he/she may discuss any necessary accommodation with the supervisor or the Director.
- J. An employee who requires accommodation must provide the Program Director any medical records required to make decisions regarding job assignment and accommodation.
- K. The Program Director may require a doctor's certification of an employee's ability to safely perform the essential functions of the job. The PCRC requires that their workers not pose a threat to the health and safety of other individuals in the department.
- L. Employees with disabilities will be accorded equal access to the same health coverage the PCRC provides to other employees.
- M. Any applicant, employee, or interested person who believes a disabled person has been discriminated under this policy may make a written complaint of discrimination to his/her supervisor, assistant director or director of PCRC. If the action taken is unsatisfactory, a complaint may be filed with the Equal Employment Opportunity Commission.

2-13 Confidentiality. The confidentiality of all persons served will be protected by ORC 2305.24, 2305.24, 2305.251, federal confidentiality 42CFR Part 2 and HIPAA (The Health Insurance Portability and Accountability Act). The clinical records of the Agency are confidential. Agency staff members shall not convey to any person outside the Agency that a client attends or receives services from the Agency or disclose any information identifying the client unless the client consents in writing for the release of the information (see Release of Information form), the disclosure is required by court order, or the disclosure is made to qualified personnel for a medical emergency, research, audit, or program evaluation purposes. Federal laws and regulations do not protect the threat to commit a crime, any information about a crime committed by a client either at the Agency or against any person who works for the Agency, or the report of suspected child abuse or neglect to the appropriate state or local authorities. Staff members are also to take care of any work in their areas and to take caution in maintaining confidentiality of documents and cases on their desk or around their office area, keeping such out of the public's view.

2-14 Rehiring Former Employees. Applications received from former staff members will be processed according to the same procedures and given the same consideration afforded all other applicants. Prior performance records and circumstances surrounding prior termination will be considered.

2-15 Equal Opportunity Employment. This Agency is an equal opportunity employer and is committed to equal opportunity. The Agency shall not discriminate in its employment practices in accordance with Federal, State and County statutes or regulations concerning nondiscrimination on the basis of race, ethnicity, age, color, religion, sex, national origin, sexual or affectional orientation, disability, economic circumstance, HIV infection, AIDS-related complex or AIDS, and veteran status.

2-16 Verification of Employment Eligibility

Successful applicants are appointed subject to the following employment constraints, as defined by the qualifications for the position. An offer of employment may be withdrawn if the applicant is determined to be unqualified for the position.

A. Immigration/Citizenship Verification.

1. The U.S. Immigration Law (IRCA) requires that any employee who is hired after November 6, 1986 shall be subject to a document inspection process. The requirement applies to U.S. citizens as well as to non-citizens. The verification process must take place within three (3) business days of hiring.
2. Each employee must testify that he is a citizen or national of the United States; is an alien lawfully admitted for permanent residence; or is an alien authorized to work in the United States.
3. Each employee must present documents to prove his/her identity and employment eligibility and the Human Resource Director must physically examine this evidence. A list of acceptable documents is provided on the specific form (I-9).
4. A successful applicant refusing to provide documentation or providing false documentation will not be hired, or will be subject to discharge for cause.
5. It may be an unfair immigration-related employment practice for a person to knowingly and intentionally discriminate against any individual (other than an unauthorized alien), with respect to hiring practices or discharge, because of their citizenship status.

B. Driving Eligibility of Applicants.

All applicants shall complete a Request for Check of Driving Record form.

Request for Check of Driving Record shall be sent to an online vendor, if position applied for requires driving PCRC vehicles.

Insurance Carrier has indicated that it will not insure any driver under 21 years of age who has been licensed for less than 3 years regardless of age, or who may have certain violations that are listed on the insurance carriers MVR Guidelines.

When an applicant is hired as a non-driver, his/her name will be placed on a non-drivers list until such times he/she is acceptable to the Insurance Carrier for driving.

C. Current Employees

PCRC will provide to the insurance carrier annually all drivers information to determine insurability during insurance renewal period.

All current employees whose position requires driving PCRC vehicles and shall maintain insurability with the insurance carrier. It is the employees responsibility to report to PCRC any violations after the initial driving record check.

During PCRC's vehicle insurance renewal period, if a driving record check is returned by the Insurance Carrier as unacceptable, the employee shall be put on the non-driving list for the Agency, if this effects the performance of their regular duties it will be reviewed by the Program Director as to the appropriate steps to follow to remedy the situation.

If a driving record check reveals that a current CRF employee's driving record is unacceptable, PCRC Administration shall determine the employment status as all CRF employees must be acceptable to drive Agency vehicles.

No current employee who is listed on the non-drivers list can transfer to a position requiring ability to drive Agency vehicles until such time as he/she is acceptable to the Insurance Carrier.

D. Criminal Background Checks of Applicants.

1. Prior to hiring, each applicant under final consideration for employment with the Board must have an acceptable local report from the Pike County Sheriff's Department or any conviction and have an acceptable report from the Bureau of Criminal Identification and Investigation (BCII) of any conviction record.

2. An employee will be ineligible for employment if he/she has:

a. Received a felony conviction during the previous ten (10) years.

b. Been convicted at any time of:

1. Any sex offense,
2. Endangering children,

3. Corrupting another with drugs,
  4. Trafficking in drugs,
  5. A crime of violence, or
  6. Child abuse or neglect.
- c. All prospective employees of the PCRC will be required to fill out the Homeland Security Form concerning "Declaration Regarding Material Assistance to Terrorist Organization" in accordance with Ohio Revised Code 2909.33 and 2909.34. (See Appendix for this form)
- d. Any employee's that are in violation with 109.572 of the Ohio Revised Code:
- Aggravated Murder (2903.01)
  - Voluntary Manslaughter (2903.02)
  - Involuntary Manslaughter (2903.03)
  - Reckless Homicide (2903.04)
  - Felonious Assault (2903.11)
  - Aggravated Assault/D (2903.12)
  - Assault (2903.13)
  - Failure to provide for a functionally impaired person (2903.16)
  - Aggravated Menacing (2903.21)
  - Kidnapping (2905.01)
  - Abduction (2905.02)
  - Criminal Child Enticement (2905.05)
  - Rape (2907.02)
  - Sexual Battery (2907.03)
  - Unlawful Sexual Conduct with a minor (2907.04)
  - Gross Sexual Imposition (2907.02)
  - Sexual Imposition (2907.06)
  - Importuning (2907.07)
  - Voyeurism (2907.08)
  - Public Indecency (2907.09)
  - Compelling Prostitution (2907.21)
  - Promoting Prostitution (2907.22)
  - Procuring (2907.23)
  - Prostitution after HIV test (2907.25)
  - Disseminating matter harmful to juveniles (2907.31)
  - Pandering Obscenity (2907.32)
  - Pandering obscenity involving a minor (2907.321)
3. Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Any applicant not hired because of information received from the record check shall be assured that all records pertaining to such information shall be destroyed.

4. Under Ohio Revised Code Section 109.57, the Superintendent of the Bureau of Criminal Identification and Investigation may charge a reasonable fee for providing requested information.
5. Forms are available from BCII for submitting requests for criminal conviction reports.

E. Professional Verification.

1. An employee in a position requiring an educational degree, license or certificate will have his/her qualifications verified at the time of employment.
2. All persons employed by The Pike County Recovery Council, Inc. shall meet the qualifications as set forth in the position description to which they are assigned. Persons employed in residential services shall meet the requirements of OSASA certification. Persons employed in the adult day program shall meet the requirements of 5123:2-7-01 and 5123:2-5-01 to 5123:2-5-02 of The Ohio Administrative Code.
3. The employment of a person to any position (where requested by Standard) shall be contingent upon completion of a drug test before beginning work.
5. Failure to maintain a current required license or certification may result in disciplinary action, up to and including discharge.
6. Payment of any license, registration or examination fee is the responsibility of the employee, unless otherwise contracted with the PCRC.

2-17 COBRA (The Consolidated Omnibus Budget Reconciliation Act)

- A. The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 allows an individual who loses his health care coverage as a result of the death of a covered employee, termination of the employee, except gross misconduct, reduction of hours, divorce or legal separation, a dependent child ceasing to be dependent under the terms of the Agency's hospitalization plan, or the covered employee becoming eligible for Medicare, to continue health care coverage for a period of up to thirty-six (36) months, depending on the particular situation. The individual affected is required to pay the premium. An affected individual should contact the Human Resource Director for additional information. The Human Resource Director is responsible to immediately notify the Fiscal Director of any of the above events upon the Human Resource Director becoming aware of such.



1. Any person who is covered under the employee's plan on the day before a qualifying event, and who will lose coverage, will be considered a "qualified beneficiary."
  2. If the qualified beneficiary does not choose continuation coverage, group health care coverage will end.
  3. Qualified beneficiaries need not show they are insurable in order to qualify for continuation coverage.
  4. Qualified beneficiaries must pay the full premium at applicable rates. Late payments may result in loss of coverage.
  5. Questions about this policy may be directed to the Human Resource Director.
- B. Employees may be asked to furnish a certificate of coverage when starting to work for Human Resource Director to establish whether or not they had health insurance coverage at their prior employer.
1. Employees who leave employment with PCRC may request and shall be furnished a certificate showing the number of months of continuous coverage under PCRC health insurance plan.
  2. Employees are responsible for notifying the Human Resource Director of any change in plan status or necessary additions for coverage to the health insurance plan (i.e. single to family, adding a child, spouse, dependent, etc.).

### **SECTION 3 SPECIAL CONDITIONS**

3-1 Health

Employment of all personnel shall be contingent upon the applicant's satisfactory passing of a routine physical examination when requested. Employees who are physically or psychologically unable to perform their job may be discharged for medical reasons.

3-2 Counselor Certification

Since the State of Ohio requires the licensing or certification of persons involved in alcohol or drug counseling activities, the Agency shall require employees who are involved in counseling to seek and maintain state certification as an alcohol/drug abuse counselor. Proof of certification must be provided by the employee and shall become part of the employee's personnel file. The employee shall also provide copies of correspondence related to seeking certification to the Agency.

3-3 Confidentiality of Information

All employees, volunteers and workers supervised by the Agency staff are required to protect the privacy and confidentiality of all persons receiving services from the Agency. Staff is prohibited from disclosing client information to a third party without written consent from the client

3-4 Non Discrimination in Providing Services

Employees are required to comply with regulations-of the Civil Rights Act of 1964, which prohibits discrimination in the provision of services to Agency clientele and to persons applying for or seeking assistance.

3-5 Documentation of Services

Employees are required to maintain proper record- keeping and documentation of all services to clientele. Counselors are responsible for maintaining up-to-date progress notes and other information in their client files in a manner which meets standards for billing purposes and for proper accountability to funding sources, while protecting the client's confidentiality.

3-6 Contract Obligations

As part of a treatment team, employees are required to assist the Agency in meeting its contract objectives so that the program can secure enough income to cover operating expenses each year.

### 3-7 Cost Consciousness

Employees should at all times be concerned about the proper use of materials, equipment and facilities. It is therefore the responsibility of all employees to perform their prescribed duties in the most economical manner possible such as turning off lights, electrical motors, heaters, office machines, etc., when not in use.

Employees are encouraged to submit suggestions to their supervisor or the Program Director which may help reduce costs and improve services. A response shall be made to all written suggestions pertaining to cost reduction and improvement of services.

No employee is permitted to make a purchase on behalf of the Pike County Recovery Council, Inc. without valid approval from the Fiscal Director being obtained, unless otherwise authorized by the Program Director.

## SECTION 4 WORK SCHEDULE

4-1 Accountability. The Agency holds all employees accountable for time for which they are compensated. All consultants and contractual employees are accountable for contracted hours. Employees will be paid for all hours the Agency requires them to perform work. Falsification of records, time sheets, submissions to obtain payment for services not performed will be cause for immediate termination.

4-2 Hours of Service. The workweek for staff members is to consist of forty (40) hours in a work week which is defined as Monday through Sunday. Normal work hours will be from 8:30 A.M. to 4:30 P.M., with a thirty (30) minute paid break for lunch, a fifteen minute (15) paid break in the morning and a fifteen (15) minute paid break in the afternoon. There may be some exceptions to the established work schedule.

Full-time employees shall take the thirty (30) minute lunch break are between the hours of 11:30 a.m. and 1:00 p.m. or as approved by the staff member's supervisor. Staff members are expected to return from lunch promptly. Abuse of the lunch period (i.e., eating lunch after the designated one-half (½) hour lunch period, taking more than ½ hour for lunch) will be grounds for disciplinary action (See Section 10). A part-time staff member who works a full day (8 hours or more) will receive a one-half (½) hour lunch for that day.

4-3 Overtime and Flex-Time Provisions for Exempt Employees. Exempt employees are those employees who hold positions that are administrative, professional or executive and meeting the other applicable specifications as defined by the Fair Labor Standards Act. Exempted employees are not eligible for overtime for hours worked in excess of 40 hours in a week.

Managers and supervisors who supervise two (2) or more staff members and professional employees are exempt from overtime compensation other than in the form of flextime. Administrative employees are those whose primary job duties include the exercise of discretion and independent judgment with respect to matters of significance. Executive employees regularly supervise two or more full-time employees and have authority with regard to hiring and firing other employee, or the ability to effectively recommend discipline, promotions, approved leaves, and hours of work. Flextime will be compensated on an hour for hour basis and will be granted at the discretion of the Program Director and approved by the supervisor. A list of overtime-exempt classifications will be maintained in the office of the Program Director.

Flexible scheduling must be approved by the immediate supervisor and/or the Program Director, with documentation regarding the additional hours worked. Failure to receive approval for flexible scheduling may result in disciplinary action (see Section 10). Flexible scheduling is not intended to provide employees with additional vacation and/or personal leave time. Please see Section 4-C which outlines the recording of time worked and Section 6 for an explanation of leave benefits, so that you understand clearly how these issues interact.

- 4-4 Overtime and Flex-Time Provisions for Non-Exempt Employees. Non-exempt employees are those employees who hold positions that are not administrative, professional or executive as defined by the Fair Labor Standards Act. In general employees will not work more than forty (40) hours in a single work week. Flexible scheduling will be used to cover services within regularly scheduled hours.

The Program Director or his designee shall oversee scheduling and the use of flex-time by Agency employees. All schedules are to be approved by the Program Director

When overtime work cannot be avoided, the employee will be paid overtime compensation based on the employee's regular rate of pay and in accordance with the Fair Labor Standards Act and the Ohio Revised Code. Overtime hours must be approved by the Program Director and Supervisor. The employee must complete a request for overtime form when requesting to work overtime hours prior to working the overtime hours. Failure to receive authorization for overtime may result in disciplinary action and non-payment of the time. In an emergency situation, if the Program Director or his designee cannot be reached for approval, overtime may be worked without prior authorization; however, the situation must be recognized by the supervisor as an emergency situation.

The work week is defined as a seven day period beginning on Monday and ending with Sunday. Hours worked between the regularly scheduled full-time hours and forty (40) hours in a work week will be compensated on an hour for hour basis. Time worked over forty (40) hours in a work week will be paid at one and one-half (1 ½) times the employee's regular rate of pay. Employees required to work on holidays shall receive their regular eight (8) hours pay and in addition a premium of one and one-half (1 ½) time their regular rate of pay for all hours they worked on a holiday. It is the responsibility of employees to have their supervisor/site manager/coordinator sign off the approval before turning in time cards, and/or service activity. Also, see Section 6-3 for Residential Holiday Leave/Pay.

For overtime calculation, the time in active status, when an employee is not actually working but receives pay (e.g. sick leave, vacation, and holidays) is not considered time worked. Scheduling overtime that is subsequently cancelled and not worked will not entitle the staff member to any overtime compensation. Only overtime actually worked is compensable.

When attendance at meetings, conference, and training sessions is required by the Agency, travel time and time actually spent in meeting sessions will be considered time worked for calculating overtime. Meal breaks will be counted as time worked only when meal is an integral part of a required meeting. Travel or meeting time is not considered time worked if attendance at the meeting or class is not required.

- 4-5 Tardiness and Attendance. Staff member attendance is a critical element in delivering services to individuals served by the Agency. Staff members are expected to arrive at work promptly and remain at work until the end of the day. When a staff member is unable to report to work, he/she must notify his/her immediate supervisor one (1) hour prior to the start of their work shift on the first day of absence and each day thereafter.

On the day the staff member returns to work after their absence, he/she must report to his/her supervisor and complete a leave request form.

Regular attendance is expected of all staff members. A pattern of absences or frequent absences will result in disciplinary action. A staff member who develops a pattern of absences, tardiness or leaving work early will have his/her absences reviewed for possible abuses of leave or the attendance policy.

It is the Agency's goal that employees work at least 95% of their scheduled work hours excluding vacation leave or Family Medical Leave.

Volunteer firefighters or emergency medical services providers will be permitted to be late for work or absent when involved with an emergency provided the following has occurred:

1. Provide their supervisor or the Program Director with a certificate showing their involved with either a volunteer fire department or emergency medical services provider. A copy should be placed in their personnel file.
  2. Provide their supervisor or the Program Director written notification from the Chief of the volunteer fire department or the emergency services medical director showing the employee status as a volunteer with their agency in compliance with ORC 4113.41.
  3. Employees may use vacation leave, or compensatory time for time missed due to an emergency. The employee who loses time may be required to provide a statement from the Fire Chief or Emergency Medical Director to the Program or supervisor stating the employee responded to an emergency.
  4. Employees will not be disciplined for missing work or arriving late under this section or ORC 4113.41.
  5. Employees are encouraged to notify the agency as quickly as possible so that arrangements can be made to reschedule the Agency's clients for future appointments and services.
- 4-6 Calamity Days. It is our goal to open each of our offices except in those cases when it is being recommended by law enforcement or other emergency services that we do not do so due to dangerous driving conditions.

However, the Agency recognizes that on certain days it may be difficult or impossible for a scheduled staff member to come into work, due to excessive snow, ice, or other inclement weather. The Agency encourages its employees to come into work on such occasion, only if in the staff member's judgment, they are able to do so in a safe manner.

The Program Director will determine appropriate actions pertaining to client services. This could involve canceling certain services requiring Agency transportation services, or canceling certain services due to the inability of staff members to reach their office. In these cases, the Agency is still considered open and any employee not in attendance for work or late for work will need to use leave for that absence. Employees are not permitted to use sick leave due to inclement weather.

If, in the opinion of the Program Director, such inclement weather conditions exist, the following specifies the guidelines for payment of wages on such days.

Scheduled full-time employees will not be required to use leave to cover absences during an Inclement Weather Day or Delay if specified by the Program Director. Part-time employees will only be paid for actual time worked.

## SECTION 5 PAY PERIODS AND DEDUCTION

### 5-1 Pay Periods

There shall be twenty-six (26) regular pay periods per calendar year. Regular pay periods shall be every other Thursday for all employees.

### 5-2 Time Sheets

The Human Resource Director will maintain employee time sheets and a record of benefits earned and used. Employees may request, at any time, information on benefits earned and used, and work hours accredited.

### 5-3 Payroll Deductions

Standard deductions will be made for payroll purposes as follows:

- A) Federal Income Tax: Employees must complete an IRS W-4 Form for declaring number of exemptions. Based on the W-4, the Federal Income Tax deductions will be made.
- B) State Income Tax: Employees must complete an IT-4 Form declaring number of exemptions: State Income Tax will be deducted
- C) City Income Tax: Where applicable, City Income Tax shall be deducted at the established rate.
- D) Social Security: Employees are covered by Social Security and the employee's share of FICA will be deducted. The Agency will also pay its share of FICA.

### 5-4 Payroll Benefits:

Employees are entitled to the following payroll benefits, which are paid in full by the Agency:

- A) Worker's Compensation.

Worker's Compensation Insurance will be provided by the Agency. Any accident occurring while on the job as the result of employment is covered by Worker's Compensation. Such accidents or illnesses must be reported immediately to the employee's supervisor.

Effective October 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means that an employee may dispute or prove untrue the presumption or belief that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause of the work-related



injury. The burden of proof is on the employee to provide that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act

B) Unemployment Benefits as specified under Ohio Revised Code Chapter 4141. Normally an employee must work at least twenty (20) weeks of covered employment to be eligible for benefits under state law.

#### 5-5 Group Health Insurance

All full-time employees may participate in the Agency's group health insurance plan. Employees desiring to participate are required to complete an application for insurance coverage. Insurance forms can be obtained from the Human Resources Director. Employees participating will receive an orientation to Group Health Insurance Plan. Payment of insurance premiums by the Agency shall end thirty (30) days after the employee separates from the Agency. Employees may be required to pay a portion of their insurance cost. The PCRC agency only pays for full-time employees health care costs. Effective December 20, 2012, the PCRC Board approved that from this date on, the agency will pay the cost of only a single full-time employee healthcare covered by his/her spouse as long as it doesn't exceed what the cost would have been if the employee stayed under the agency employee benefits.

#### 5-6 Voluntary Deductions

An employee may request other payroll deductions on a voluntary basis. The Program Director may approve deductions, provided the employee assumes full cost.

#### 5-7 Wage Advance

This policy allows employees to cash out up to 80 hours of accrued vacation time, provided they have it, and if not, allows the employee to cash in what vacation time they have accrued, but not to exceed 80 hours.

#### 5-8 Minimum Wage

Employees shall be paid at a rate no lower than the Federal Minimum Wage. If the minimum wage changes in the middle of a fiscal year, the Agency shall change wage rates in order to comply with the new minimum wage standard.

#### 5-9 Wage Ranges

The Board shall establish wage ranges for each job position. Starting wages and increases shall be granted within the ranges established by the Board. The Agency pays the State of Ohio and/or Federal minimum wage rate as a starting point whichever is higher. (ORC 4111.02) (FLSA)

#### 5-10 Method of Granting Raises

Through the approval of payroll budgets, the Board shall determine whether pay raises are granted. Such pay raises are granted on the basis of a satisfactory evaluation of the employee. The Board may also establish and approve step-increases determined by job classification. The employee shall receive written notification of the amount of the actual wage increase and the effective date.

#### 5-11 Promotion

Before advertising, the Agency shall give consideration for promoting employees from within the organization. If an employee is promoted, then the Agency will advertise the job position vacated by the employee who was promoted. As a matter of policy, the Agency will give preference to filling job positions through the promotion of its employees. Notice of promotion will be provided to the employee in writing along with changes in wage, position or benefits as applicable.

#### 5-12 Retirement Plans and/or Annuities

The Agency offers a 403-B retirement plan. To be vested, the employee must be full-time for 18 months. Two (2) times a year, you may register to enter the program. July 1st thru 15th or January 1st - 15th. Employees entering must contribute 1% of gross salary. The agency contributes up to 3% annually.

#### 5-13 Professional Dues

Professional dues are paid by the Pike County Recovery Council, Inc. for staff members.

## SECTION 6 LEAVES

- 6-1 Vacation Leave. Full-time employees shall accumulate 4.6 hours of vacation time every two (2) weeks. As a general rule, employees will not be permitted vacation leave until they have satisfactorily completed their probationary period. The Program Director or the Board, due to special circumstances, can grant exceptions to this.

Requests for vacation time amounting to more than one (1) day shall require written request and approval from the Program Director two (2) weeks prior to when the vacation time is to be taken. Requests for one (1) day shall require notice to be submitted no less than twenty-four (24) hours prior to the time when the vacation is to be taken.

The Program Director or Site Manager shall approve all vacation requests and will do so on the basis of staffing considerations and the order in which the requests were submitted. Advance notice may be waived by the Program Director in cases of emergency.

If a holiday falls within the vacation time taken, the holiday will not be charged to vacation leave, but will be credited as a paid holiday.

Vacation time may be used to pass on to another employee if the time is equal or greater than the value of the time.

- 6-2 Sick Leave. Full-time employees shall accumulate sick leave at the following rate: 3.6 hours every two (2) weeks with a 240 hour limit on accumulations of earned sick leave. Sick leave may be carried over from year to year. Sick time may not be passed or given to another employee. It will be pro-rated for part-time employees.

6-3 Requirements for Sick Leave

- A. Upon severance from the Agency, employees will not be paid for any unused sick leave benefits.
- B. Sick leave may be granted by the Program Director for the following reasons:
  - 1. Personal physical illness or injury.
  - 2. Illness or injury to a member of the employee's immediate family when the illness or injury requires attention or care of the employee. Statement from Physician after (2) two consecutive days will be required. Limited time off up to (5) five days.
  - 3. Exposure to contagious disease necessitating quarantine or isolation to prevent spread of disease.
  - 4. Appointments for medical, dental, or optical care when the appointments cannot be made on the employee's own time.
  - 5. Inpatient treatment or hospitalization of the employee or for a member of the immediate family when the employee's presence is required or recommended.

- 6. Childbirth and illness related to pregnancy
  - 7. Treatment of relapse symptoms or due to physical illness or exhaustion related to stress.
- C. Definition of immediate family shall be limited to grandparents, brother, sister, father, mother, spouse, child, grandchild or legal guardian, significant other.
  - D. The Program Director or Site Manager shall approve and make determinations related to an employee's use of sick leave. If the employee is absent for more than two (2) consecutive days, the Program Director may require a written statement from a physician.
  - E. For any absences, each staff person shall be required to complete a written statement with signature explaining the reason for taking sick leave. This procedure will also include those employees who may have used up all sick leave benefits.
  - F. In all case of sick time taken by an employee, each staff person shall notify the Agency by telephone or other means of communication of the impending absence from work by 8:30A.M.on the first day of the absence. Said notification should include the reason for absence. If the absent staff person is unable to return as stated, a new notification shall be required either by telephone or in writing.
  - G. Failure to comply with the sick leave policies and procedures stated herein may result in loss of pay for the period in question. Application for sick leave with the intent to defraud can result in dismissal and refund of salary plan.
- 6-4 A. Holiday Leave. All Central Agency staff members are permitted to observe the following paid holidays during which time the Agency office will be closed:

<b>New Year's Day</b>	<b>January 1</b>
<b>Martin Luther King Day</b>	<b>3rd Monday in January</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>1st Monday in September</b>
<b>Veterans Day</b>	<b>November 11<sup>th</sup></b>
<b>Thanksgiving</b>	<b>4th Thursday in November</b>
<b>Day After Thanksgiving</b>	<b>4<sup>th</sup> Friday in November</b>
<b>Christmas Eve</b>	<b>December 24</b>
<b>Christmas</b>	<b>December 25</b>

Holidays which fall on Saturday will be observed on the preceding Friday.  
Holidays which fall on Sunday will be observed on the following Monday which applies to out-patient and administration staff.

When two holidays fall on Sunday and Monday the Agency will celebrate the Sunday holiday on the preceding Friday. When two holidays fall on Friday and Saturday the Agency will celebrate Friday and the following Monday for the two holidays.

Full-time employees will receive straight time wages for each authorized holiday as listed above. Full-time hourly employees required to work on the holidays listed above who forfeit the day off will receive one and one-half (1 ½) times their usual rate of pay.

Agency employees who work a flex schedule within the 40 hour week will be authorized 8 hours of holiday pay. The 8 hours of holiday pay must be used within the same pay period of the holiday. Holiday time used will be coordinated with the supervisor. Employees will not be permitted to flex their hours to work on holidays without prior approval of their supervisor.

If you are scheduled to work, you must work the day before and after a holiday unless you have been approved for vacation.

**B. Holiday pay for Thanksgiving Day and Christmas Day Only:**

Essential Employees that are scheduled to work either Thanksgiving Day 12am midnight until 11:59 pm Thanksgiving day or Christmas Day December 25 – 12 am midnight until 11:59 pm Christmas Day, will be paid double time. If you work 8 hours you will be paid for 16 hours.

Essential Employees only: RA's (1) per facility, (1) Counselor per facility if groups are regularly scheduled. (1) RA per shift if needed. No supervisors, no receptionists, no case managers if not needed. Essential staff only.

If salaried employee works and are exempt they will receive double comp time work 8 hours = 16 hours comp time. Non-exempt will receive double pay 8 hours = paid 16 hours.

Holiday Policy: Effective February 27, 2014

**Scheduled paid Holiday for Essential Employees:  
11 Holidays at time and one half**

<b>New Year's Day</b>	<b>January 1</b>
<b>Martin Luther King Day</b>	<b>3rd Monday in January</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>1st Monday in September</b>
<b>Veterans Day</b>	<b>November 11<sup>th</sup></b>
<b>Thanksgiving</b>	<b>4th Thursday in November</b>
<b>Day After Thanksgiving</b>	<b>4<sup>th</sup> Friday in November</b>
<b>Christmas Eve</b>	<b>December 24</b>
<b>Christmas Day</b>	<b>December 25</b>

2 Holidays at double time  
Thanksgiving day                                 4<sup>th</sup> Thursday in November  
Christmas Day                                       December 25

Only essential employees who are scheduled to work. Essential Employees are:

196 GHH – 1 RA per shift, 111 House – 1 RA per shift. Scheduled groups – 1 Counselor each house. No individuals only group on holidays.

Persons not essential on holidays – case managers, counselors, supervisors, receptionists, book keeper, administration, etc. – small staff.

Non-exempt – Work 8 hours paid for 12 hours – Non Supervision

Exempt – Work 8 hour take off 12 hours (Comp Time) – Supervision.

6-5 Maternity Leave: Maternity leave shall be taken as "Leave of Absence Without Pay" after all vacation and sick leave is depleted. The employer will pay medical insurance payments during the Maternity Leave. Pregnant employees are entitled to maternity leave for a period not to exceed nine (9) months and may return when it is determined by the employee and physician that they are physically able to work. The employee will not accrue vacation or sick leave while on maternity leave status, but such leave will not affect the anniversary dates of their annual wage increases.

6-6 Paternity Leave: Three (3) days of paid time off shall be granted to the male employee of the household at the time of birth of a child.

Before a leave of absence without pay for medical reasons may be requested/granted, an employee must use all available unused sick time.

An employee on an unapproved unpaid leave of absence for a workday immediately proceeding or following a holiday will not receive holiday pay. Only employees in active pay status will receive holiday pay.

6-7 Personal Leave of Absence Without Pay. All permanent employees may request a Personal Leave of Absence Without Pay for the following reasons:

1. Pregnancy and post-natal care
2. Extended educational training
3. Military service
4. Illness (beyond accumulated sick leave)
5. Personal reasons such as caring for an elder parent

All Personal Leaves of Absences Without Pay requests must be submitted in writing at least (30) days prior to leave beginning date and are required to the approval of the Program Director or his designee. Advanced notice may be waived for emergencies.

Said written requests shall contain the dates the leave without pay is to start and end and the reason(s) for leave.

The approval of Personal Leave of Absence Without Pay shall be for any period of time not to exceed three (3) calendar months; and shall provide for the continuation of employment in the same position held at the time of leave or a similar position of classification and salary level.

Personal leave of absence without pay applies only in the event the employee is not entitled to leave under Family Medical Leave Act provisions as described or has exhausted their FMLA leave.

Failure to return to full-time service at the end of the approved time shall be regarded as resignation from employment. The securing of other full-time employment (except military service) during a leave period shall cause nullification of leave approval, and shall result in immediate dismissal from the Agency.

No employee fringe benefits or leave benefits may be received and/or accrued during an approved "Personal Leave of Absence Without Pay" except for maternity leave as previously stated in Section 6-4. However, an employee may elect to personally assume the cost of those fringe benefits (health, medical, and life insurance) he/she wishes to continue through the leave period by complying with the Company policies. Such arrangements shall be made through the office of the Program Director.

Please note that personal leave without pay is intended to be used for longer term and/or exception type absences and not as a substitute for vacation or sick leave. It is the employee's responsibility to manage leave benefits. Any misuse of time off may be subject to disciplinary action under Section 10 of these policies. In addition, all accumulated paid leave time must be exhausted prior to requesting and receiving approval for leave without pay.

- 6-8 Certification and Training Leave. Employees will be considered for educational leave to attend workshops, seminars, and/or classes to assist them in maintaining their certifications. Educational topics that improve client service may also be considered. No employee shall be entitled to more than ten (10) working days of educational leave per administrative year.

Any employee desiring educational leave must request this type of leave from the Program Director. The request should include: the purpose of the leave, estimated cost or educational fee, supplies, travel expenses, etc., and anticipated value of leave to the program(s) of the Agency.

- 6-9 Military Leave. For employees who are required to spend two (2) weeks annually on active duty, the Agency will pay the difference between any pay received from the military and the employees' regular pay. The employee must provide verification to the Program Director in order to receive the pay difference. Such absence will not be charged against any other leave or vacation provisions. A leave form must be submitted

to the supervisor indicating the reason for leave and the time period the employee will be on military leave.

#### 6-10 Family Medical Leave Act (FMLA)

In accordance with the Family and Medical Leave Act of 1993 and amendments, employees who have worked at least 1,250 hours in the past twelve (12) months shall be eligible for twelve (12) weeks of unpaid leave each year for one or more of the following qualifying reasons:

1. to care for a newborn son or daughter;
2. for a placement of a son or daughter with the employee for adoption or foster care;
3. to care for a seriously ill spouse, child or parent;
4. because of their own serious health condition;
5. to care for a spouse, child or parent with military injuries with entitlement of up to twenty-six (26) weeks in any twelve (12) months.

Entitlement to care for child shall end upon the child reaching age one (1) or twelve (12) months after the date of birth, adoption or foster placement.

For the purpose of this policy, employees are not entitled to use Family and Medical Leave for the care of in-laws, grandparents and domestic partners.

The twelve (12) month period will be measured forward from the date of an employee's first Family and Medical Leave usage and eligibility shall be measured back twelve (12) months.

6. Military Caregiver Leave: The passage of the National Defense Authorization Act for FY 2008 Section 585 (a) of the NDAA amended to FMLA to provide two (2) new leave entitlements.
  - a. Military Caregiver Leave – employees who are family members of covered service members will be able to take up to 26 work weeks of leave in a single 12 month period to care for the covered service members serious illness or injury incurred in the line of active duty.
  - b. Qualifying Exigency Leave: The second new military leave entitlement is to help family members of the National Guard and Reserve manage their affairs while the member is on active duty in support of a contingency operation. This new provision allows the normal twelve (12) weeks to be available to employees with a covered military serving in the National Guard or Reserves to use for “any qualifying exigency” due to the member being called to active duty. The following are some examples of



a qualifying exigency. (i) short notice development; (ii) military events and related activities; (iii) childcare and school activities; (iv) financial and legal arrangements (v) counseling; (vi) rest and recuperation; (vii) post-deployment activities; (viii) additional activities not encompassed in the other categories, but that may be agreed to by the employer and employee.

#### Intermittent or Reduced Leave Schedule Basis.

1. A qualified employee shall not be eligible to use Family and Medical Leave on an intermittent or reduced leave schedule basis for reasons 1a and 1b above, unless the employee and the Program Director mutually agree otherwise.
2. A qualified employee shall be eligible to use Family and Medical Leave on an intermittent or reduced leave schedule basis for reasons 1c and 1d above when medically necessary. Medical certification may be required to substantiate the need for intermittent leave, once every thirty (30) days an employee may be required to have his/her physician recertify the continued need for intermittent leave.
3. When an employee uses Family and Medical Leave on an intermittent or reduced leave schedule basis, the Program Director may temporarily transfer the employee to an alternative position with equivalent pay and benefits which would better accommodate the recurring periods of leave and not disrupt the services provided to the public. Upon return from leave, the employee shall be restored to his/her former position or an equivalent position.

#### Employee Benefits and Health Insurance.

1. Employees shall be restored to their former position or an equivalent position upon returning to work.
2. Health insurance benefits shall continue during the period of leave, not to exceed twelve (12) weeks each year.
3. The Agency shall continue to pay the Agency's share of the health insurance premium for twelve (12) weeks. The Agency may recover any premiums paid if the employee fails to return to work, unless the failure to return was due to the continuance, recurrence or onset of a serious health condition. It is the employee's responsibility to pay employee share of health insurance premiums to retain coverage.
4. Employees using Family and Medical Leave shall not suffer any break in length of service.
5. Employees are entitled to use Family Medical Leave to care for spouses, sons or daughters who have returned from combat and are recovering from injuries received as a result of their military service.

## Restrictions.

1. Spouses employed by the Agency shall only be eligible for a combined twelve (12) weeks for the qualifying reasons in 1a and 1b. Leave used for a serious health condition of a spouse, child, parent or the employee shall not be limited to this twelve (12) weeks combined total.
2. Employees are required to use their paid leave prior to using unpaid leave for the purpose of Family and Medical Leave (i.e., four (4) weeks of paid sick leave and eight (8) weeks of unpaid leave for a total of twelve (12) weeks), unless otherwise directed by the Program Director.
3. Medical certification may be required to support a request for leave because of a serious health condition. The Program Director having the option of requiring second and third opinions, with said second and third opinions at the Agency's expense. Medical certification shall be substantiated using the Department of Labor's Medical Certification form. When an employee is requesting leave to care for a family member, the employee must furnish a statement from the family member's doctor confirming the condition, the necessity of the employee's care and the expected date of return. Recertification may be required every thirty (30) days or less, depending on the circumstances.
4. A physician's release will be required before an employee is permitted to return to work. The Program Director will examine each situation to determine if any physical restrictions can be safely accommodated. If the employee plans to return to work before his/her scheduled return date, he/she must notify the Program Director at least two (2) days in advance of the return.

If it is discovered that an approved leave granted for a specific purpose is not being used for that purpose, the Program Director may cancel the leave and direct the employee to report for work.

## Employee Responsibility.

1. Employees are required to give the Program Director at least a thirty (30) days notice, or as much notice as is practicable in foreseeable situations.
2. When applying for leave, an employee shall designate such leave as "Family and Medical Leave" on their leave application. (Use form designated for family and medical leave.)

## Definitions

1. "Serious Health Condition."
  - a. in-patient case in a hospital, hospice or residential care facility of at least one night;

- b. one's absence from work or regular daily activities for more than 3 calendar days and which involves continuing treatment by (or under the supervision of) a health care provider;
- c. continuing treatment by (or under the supervision of) a health care provider or a chronic or long-term health condition (such as cancer) that is incurable or so serious that, if treated, would likely result in a period of incapacity of more than three (3) calendar days even if the person is not necessarily being actively treated by a health care provider; or
- d. prenatal care.

All unpaid leaves required by an at-work injury, that result in Workers' Compensation benefits, will be designated as Family and Medical Leave.

The Pike County Recovery Council, Inc. shall maintain records regarding employee usage of family and medical leave in compliance with the Department of Labor's requirements.

- 6-11 Jury Duty. All employees shall be permitted time away from work without loss of pay if summoned for jury duty. Time spent away from work without loss of pay shall be permitted if any employee is subpoenaed for court testimony by the federal government, or a local political subdivision. All compensation received for court or jury duty shall be signed over to the Agency during the current or next payroll period as a reduction to expenses of the Agency. Any matter before a court where the employee is personally involved or the employee or his/her family would receive financial consideration, the employee shall not be reimbursed for court leave. An employee who must appear in court on his/her own behalf may use personal days, vacation leave or request an unpaid leave of absence. An employee released from jury duty before the end of his/her scheduled work day must report to work for the remaining hours.
- 6-12 Bereavement. In the event of the death of a member of the immediate family, an employee shall be given two (2) days paid time off to attend the funeral services. They may also elect to take other accrued leave time in addition to the two (2) days for funeral leave. The employee is required to give advance notice to the Supervisor and Admin stating the amount of time to be taken. In cases of emergency, the employee shall notify the Supervisor and Admin by telephone at the earliest opportunity.
- 6-13 Other Leave Benefits. Other types of leave, if any, may be granted to an employee for appropriate cause with approval from the employee's supervisor and the Program Director.

**SECTION 7**  
**EMPLOYEE EVALUATION AND PERSONNEL RECORDS**

7-1 Probationary Evaluation:

A new employee must pass a six (6) month probationary period in order for their employment to be continued. They shall be informed by the Program Director during the evaluations if their performance is not satisfactory or if there is a possible change in job position, wage, etc. They shall be given opportunity to make improvements up until the final evaluation, which will determine their employment status.

7-2 Annual Evaluations:

Each employee regardless of job position, shall be evaluated at least once a year. The written evaluation will occur just prior to the employee's anniversary date when raises are usually granted. The Program Director or his/her designee will evaluate all staff. The Board or a Committee of the Board shall evaluate the Program Director. Annual written evaluations shall be placed in each employees file. The Program Director will have responsibility to see that evaluations are completed at least annually.

7-3 Evaluation Procedure:

The Program Director and/or Board shall decide on the written evaluation format. In all cases, the results of the written evaluation shall be discussed with each employee and the evaluation results (except for employees who are on probation, who may submit their own written response), will be placed in their personnel file.

7-4 Use of Evaluation:

The results of evaluations may have an effect on the person's employment status since raises are based on evaluations. If wages or benefits are adversely affected, the employee may use the appeal/grievance process as stated in these policies. A probationary employee, however, may not appeal such decisions.

7-5 Special Probation:

As a result of evaluation or disciplinary action, an employee may be placed on Special Probation or Conditional status. The length and terms of this Special Probationary period shall be defined by the Program Director in writing and presented to the employee. Such status shall not affect the employee's accumulation of benefits to which they are normally entitled, unless they are on a Personal Leave of Absence Without Pay.

During this Special Probationary period, the employee's performance shall be evaluated in writing by the end of the specified probationary period. Failure to perform satisfactorily during this Special Probationary period may result in dismissal or other appropriate action.

#### 7-6 Personnel Records:

Personnel records will be maintained for all active staff and staff who have left the employment of the Agency. The information contained in personnel files is considered confidential information. No information will be placed in a staff member's personnel file unless there is a clear business reason to do so. Due to the confidential nature of personnel files, the Program Director or designee is responsible for controlling all access to them.

A staff member's personnel file includes, but is not limited to:

Employment application; resume; evidence of pre-employment background check; primary source verification for licenses, credentials, competencies and academic degrees as applicable; job description, probationary and annual performance appraisals, evidence of new hire orientation (including Human Resources – payroll and benefit documents and Agency/Specific Location training to be completed with supervisor; please see Section 8--- for New Hire Orientation); verification of pre-employment and/or random drug testing; proof of pre-employment and annual TB testing; documentation of wage/salary information including adjustments, ongoing training/education/experience, commendations, and disciplinary actions.

The Financial Manager or Human Resources Personnel shall be responsible for maintaining personnel files and inserting copies of evaluations of the employee, letters of promotion, copies of any personal or disciplinary actions and special requests or documentation pertaining to personnel actions or use of leave. Copies of time sheets and a record of use of leave and benefits shall be part of the financial records rather than the individual's personnel file.

#### 7-7 Staff Member Access to Personnel File

Each staff member has the right to review their personnel file. Upon written request, the Program Director or designee will schedule a time with the staff member to view his/her personnel file. The staff member may only view his/her personnel file in the presence of the Program Director or designee. The staff member may not remove any items from the file. If the staff member wishes to obtain a copy of some information contained in his/her personnel file, a release of information form must be signed which documents receipt of specific information from the personnel file. Personnel files are not to be removed from the premises.

In addition to current employees, persons who were at one time an employee of the Agency may request copies of their trainings and workshops they attended while an employee of the Agency. The former employee must contact (in writing), the Program Director or his designee with the request.

#### 7-8 Storage of Personnel File

To safeguard integrity and confidentiality, personnel records are stored in a secured area in the office of the Program Director. Access to personnel file information is limited to Program Director, or the supervisor of the staff member. Personnel files will be maintained for five (5) years after staff member's termination of employment with the Agency. Records involving workplace injuries or diseases will be maintained up to thirty (30) years.

## **SECTION 8 WORKPLACE AND AGENCY PROPERTY**

### **8-1 Personal Appearance**

Staff members are expected to dress appropriately for their position and work environment. If you have any questions concerning appropriate attire, please contact your supervisor.

The following guidelines are intended to assist the staff member in meeting Agency standards for personal appearance. The following list is not exhaustive but general guidelines for personal appearance:

Generally, our business attire is business casual; however, in certain circumstances, a suit and/or tie may be the appropriate dress. Shoes should be appropriate for a business climate.

Excessively tight or short clothing is not considered appropriate dress for performing job duties, casual business attire will not distract clients or the general public from you holding their attention.

Jewelry is permissible when it will not interfere with your safety or job performance. The Agency is not responsible for the loss or damage of expensive jewelry items.

The use of colognes for both men and women should not interfere with the sensitivity of others.

Please note that the dress code for specific locations may differ from the above list. Your supervisor will provide you with more details regarding appropriate dress for your work specific location. If you have any questions about these standards or difficulty in meeting them, you are encouraged to discuss your concerns with your supervisor.

### **8-2 Personal Belongings at Work**

The Agency does not encourage the staff member to keep valuables at work. The Agency will not be responsible for replacement of any lost or stolen items kept at work.

### **8-3 Use of Agency Vehicles**

All Agency vehicles are to be used for Agency business only.

Employees using their personal vehicle for Agency business will be reimbursed at federal standards of 50.5¢ per mile.

Employees must be insurable to drive Agency vehicles and inform the Agency of any moving traffic citations. Employees who lose their insurability will not be permitted to drive Agency vehicles.

#### 8-4 Agency Property

All desks, file cabinets, computers, furniture, etc. are the property of the Agency and must be accessible to management at all times. The use of personal locks on Agency offices, furniture, file cabinets or other property is not permitted. Therefore, you are advised that you have no expectation of privacy regarding office equipment and furniture such as desks and filing cabinets.

#### 8-5 Office Equipment

Office equipment should not be removed from the premises without the expressed written consent of the Agency. Office equipment damaged while off the worksite will be the responsibility of the employee who has signed for the equipment to be offsite.

#### 8-6 Computer Use Policy

As a staff member of the Agency, you are responsible for securing the Agency's network and computing systems against unauthorized access and/or abuse. Any attempt to violate any provision of this policy will result in disciplinary action.

You agree and understand that as a staff member you are responsible for obeying all laws regarding the use of our computers. Any attempt to break those laws through the use of the Agency's computers or network may result in criminal or civil charges and fines being levied against you. In that event, you hereby agree and understand that the Agency will fully cooperate with authorities to provide any information necessary. When you receive a user ID to be used to access the network and computer systems on that network, including both our internal network and any external network such as the Internet and commercial online services, you agree and understand that you are solely responsible for all actions taken while using that user ID. And that:

1. Deletion, examination, copying, or modification of files and/or data belonging to other users without written consent is prohibited.
2. Use of facilities and/or services for other commercial purposes is prohibited.
3. Use of facilities equipment or services for immoral, illegal or unethical together with using them to view pornography, to engage in gambling or to display or use violent images is strictly prohibited.
4. Any unauthorized, deliberate action, that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation regardless of system location or time duration, and could result in disciplinary action up to and including termination.
5. Removal of any Agency property is prohibited.



## 8-7 E-mail, Instant Messaging and Voice Mail

You agree and understand that the Agency may monitor both e-mail, Internet access and voice mail systems at will, including the full content of any messages, without further disclosure to you. You agree and understand that whenever you send electronic mail, your name and user ID are included in each mail message. You are responsible for all electronic mail originating from your user ID. Further:

1. Forgery (or attempted forgery) of electronic mail messages is prohibited.
2. Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
3. Attempts at sending harassing, obscene and/or other threatening email to another user if prohibited.
4. Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.
5. Instant messaging may be used only for business purposes. In the event of misuse, this will be treated as a punishable disciplinary offense.
6. Personal emails should not be sent, viewed or forwarded during work time on Agency equipment.

## 8-8 Network Security

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local, is prohibited.
3. Decryption of system or user passwords is prohibited.
4. The copying of system files is prohibited.
5. The copying of copyrighted materials, including third-party software, without the express written permission of the owner or the proper license, is prohibited.
6. Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.
7. The attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses.

8. The willful introduction of computer "viruses" or other disruptive/destruction programs into the organization network or into external networks is prohibited and is a punishable disciplinary offense.

#### 8-9 Personal/Social Networking

Any matter which brings Agency personnel or this Agency into disrepute has the corresponding effect of reducing public confidence and trust in our Agency, impeding the ability to work with and serve the public and our clients. Professionalism is the most significant factor in providing the highest level of service to our clients, which in turn builds client confidence and trust. While employees have the right to use personal/social networking web pages or sites, they are held to the highest general conduct and ethical standards. It is the policy of the Agency to maintain a level of professionalism in both on-duty and off-duty conduct and employees shall not engage in conduct that contradicts or impedes the mission of our Agency.

Employees who have personal web pages, memberships with social networking web sites or other types of internet postings, which can be accessed by the public, shall not identify themselves directly or indirectly as an employee of the Agency.

Photographs or other depictions of Agency events or materials which is identifiable to this Agency shall not be used on employee internet postings.

Employees may not represent their opinions or comments as that of the Agency or as an official of the Agency.

Employees will not discuss or divulge Agency business or confidential information regarding the Agency or its clients on their website or in other medium of communication as addressed in this policy.

Employees are prohibited from posting, broadcasting or otherwise disseminating any sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other references on their websites or through any other medium of communication.

Employees shall not post any material on the Internet that brings discredit to or may adversely affect the efficiency or integrity of the Agency.

Employees are prohibited from accessing these types of websites while on duty, unless the employee is conducting an administrative investigation that has been approved by a supervisor.

Employees should consider the possible adverse consequences of Internet postings, such as future employment, cross examinations in civil matters and public as well as private embarrassment.

#### 8-10 Cell Phone Policy

As an employee of the Agency, you may be issued a cellular telephone (cell phone). This cell phone is considered property of the Agency. Any and all costs incurred for personal use of an Agency issued cell phone including incoming or outgoing calls must be reimbursed by the staff member at the current rate charged by the cell phone service provider. You will be required to sign a Cellular Telephone Policy agreement in the event a cell phone is issued to you for business use.

#### 8-11 Personal Mail

Personal mail is not to be received at the Agency. All mail received at the Agency will be opened.

Any communication sent out on Agency letterhead must be official Agency business.

#### 8-12 Personal Telephone Calls

We must maintain communications with our clients and business associates. Accordingly, personal telephone calls should be limited during work hours. If possible, personal phone calls should be made during lunch or breaks. Personal long-distance calls on Agency telephones should be avoided.

#### 8-13 Staff Member Suggestions

Staff members are encouraged to make suggestions. The Agency has suggestion boxes at all physical locations. A suggestion for improvement form may be completed and placed in the suggestion box either including the staff member name or anonymously. Suggestions are tracked and reviewed on a regular basis.

#### 8-15 Violence and Weapons Policy

All staff members will receive health and safety training upon hire.

Any and all acts or threats of violence by or against any Agency staff member, client, vendor or other visitor to the Agency's facilities are strictly prohibited. This zero tolerance policy applies to all Agency staff members whether on or off Agency property.

Possession or use of any and all weapons, including but not limited to, handguns, knives and martial arts weapons, regardless of licensure or concealment is prohibited on Agency property. The exceptions to this policy include contracted, licensed security officers and law enforcement officers.

Agency staff members are prohibited from possessing or using a weapon of any type while conducting off-site business on behalf of the Agency. Weapons are not to be brought onto Agency property.

## 8-16 Reporting Violence

If you observe an incident or threat of violence that is immediate and serious, immediately dial 911 and report it to the police. If the incident or threat does not appear to require immediate police intervention, please contact your supervisor and report it as soon as possible, using the unusual incident reporting procedure as outlined in the Health and Safety Training Manual.

Employees do not have a right to privacy in their workplaces, any other agency property, or any personal property that they bring to the workplace. The agency reserves the right to search agency premises at any time, without warning, to insure compliance with our policies and employee safety, workplace violence, harassment, theft, drug and alcohol use and possession of prohibited items. The Agency may search agency property, including but not limited to computers, lockers, desks, file cabinets, storage areas and workplaces. If you use a lock on any item of agency property (a lock on a file cabinet for example), you must give a copy of the key or combination to your program supervisor. The Agency may also search personal property brought onto Agency premises, including but not limited to, toolboxes, briefcases, back packs, purses and bags.

Additionally, motor vehicles parked on agency property are also subject to searches consistent with the Agency policy set forth above.

## **SECTION 9 INCOMPATIBLE/INCONSISTENT ACTIVITIES & STANDARDS OF ACCEPTABLE BEHAVIOR**

It is the desire of the Agency to maintain high, professional standards and integrity in our service to the community. To that end, all staff members are expected to conduct themselves in a manner that reflects accepted legal, ethical, and professional standards as well as the Agency's Code of Ethics. Dress is to be appropriate and professional. The use of profane language is prohibited. Staff members are expected to abide by Agency policy and procedure at all times. All staff members are expected to abide by all state and federal statutes, rules and regulations together with local ordinances.

### 9-1 Professional Code of Ethics

The practice of alcohol/drug abuse counseling is based on shared knowledge, skills, and values. It is the purpose of the Ohio Credentialing Board (OCB), to promote uniform minimum standards among alcohol/drug abuse counselors. The Code of Ethics is a statement of principles that govern the counselor in the daily involvement in the prevention, treatment, and/or rehabilitation process. The Code of Ethics emphasizes the alcohol/drug abuse counselor's concern for the rights and interests of the clients.

The following is the Professional Code of Ethics:

1. Our primary goal as certified alcohol/drug abuse counselors is to promote the well-being of the client.
2. We recognize that any person who suffers directly or indirectly from the consequences of alcohol/drug abuse has the need for and the right to treatment.
3. We adhere to the rules of confidentiality of all records, material, and knowledge concerning the client in accordance with current Federal and State regulations.
4. We maintain an objective, non-possessive, non-judgmental, professional relationship with the client at all times.
5. We do not discriminate on the basis of handicap, disability, race, color, creed, age, religion, national origin, sex or sexual orientation.
6. We respect the rights and views of other alcohol/drug abuse workers and other professionals.
7. We respect institutional policies and cooperate with management function. We take initiative toward improving institutional policies and management functions.

8. We have a commitment to assess our personal and vocational strengths and limitations, biases, and effectiveness. We maintain the willingness and ability to recognize when it is in the client's best interest to refer or release him/her to another individual or program

#### 9-2 Outside Practices or Employment

No full-time employee shall arrange for, accept or continue outside employment or practice without receiving written approval from the Program Director. The employee is responsible for requesting this approval from his/her immediate supervisor who will then request formal approval from the Program Director.

If a full- or part-time professional employee is given permission for outside private practices, it is to be definitely understood that no employee shall refer any clients from Pike County Recovery Council, Inc. services to himself or to any other employee, thereby receiving monetary gain.

#### 9-3 Personal Relationships

It is recognized that Agency staff members are in a unique position regarding personal relationships with current Agency clients. It is expected that staff members and clients will participate together in the fellowship within the recovering community. It is felt that within this joint participation, fellowship and friendship is healthy and necessary. However, it is inconsistent with principles of ethics for Agency staff members to be linked to Agency clients in relationships that extend beyond fellowship and friendship, specifically romantic or sexual relationships. To develop such a relationship is considered an incompatible activity warranting immediate termination. It is also recognized that similar relationships between staff members can serve as a distraction, and can create inter-Agency conflict. For this reason, such relationships are discouraged.

Any non-professional relationship with any client of the Pike County Recovery Council, Inc. other than existing family members as defined by O.R.C. § 2919.25, by any employee of the Agency shall result in immediate termination of employment.

All Agency employees should adhere to agency policy regarding client contact outside of the agency. The only exclusions to this category are employees who work through the DIP Program ONLY or contract personnel hired to perform a time-limited service such as painting, roof repair, plumbing, etc. Agency employees refers to all part-time, clinical, support administrative, treatment, prevention, or contract employees. Clients refers to all clients (adult or juvenile) who have an active admission status on a Client or who have an active admission status within two (2) years.

There will be no sponsorship of clients by agency employees.

Contact outside of the agency between employees and clients will be kept to a minimum. Contact should not be initiated by the employee. Contact should take place in a public space. Examples of public spaces include: 12-Step meetings, community events, grocery stores, post offices, places of business, churches, schools, social gatherings, etc. Personal (or non-public) spaces would include the living space of the client or counselor.

Clinical staff shall refrain from exploitative relationships involving clients, past or present dictated by the OCB Code of Ethics. All employees of the agency should also refrain from this type of a relationship with clients. An exploitative relationship is a relationship that benefits the counselor or employee. This would include the employee receiving:

- A) A special deal from the client's place of business (free food)
- B) A better deal on a purchase than the general public
- C) A better deal on a client's customary employment services (i.e. painting, roofing, yard work)
- D) Services that were not the client's customary source of employment (having a client wash the car, house-sit, baby-sit, paint, etc., when that is not what the client does for employment) OR
- E) Any arrangement where the employee receives money from the client

Exploitative relationships would also include an arrangement that fosters financial or economic dependency of the client on the employee. This would include having the client perform tasks that are not the client's customary source of employment to receive money, use of a vehicle, phone card, purchase of gas, food, place to live, etc.

In case of juvenile prevention participants, there should be no non program contact between the juvenile and employee. There should be no one-to-one mentoring activities - one juvenile should not receive special or preferential treatment from an agency service provider. Contact should take place in public spaces as much as possible. In the event of a planned program scheduled at the home of an employee, the program should be open to the group. If an employee wishes to participate in mentoring activities, he/she should seek a mentee not associated with the agency. (Big Brothers/Big Sisters, etc.)

#### EXCEPTIONS:

- A) Pre-existing relationships: In the event that there is a pre existing relationship between employee and client or employee and juvenile, the employee shall inform the Program Director and discuss appropriate action.

- B) Business arrangements: An employee may enter into a business arrangement with a former client-after one year discharge from active status.
- C) Agency Employment: The Agency may hire former clients into employment after six (6) months discharge from active status.

This policy does not replace any ethical responsibility for staff members. Credentialed and licensed staff are still bound by their respective Code of Ethics. This policy is not inclusive to every possible situation which could arise in a small community. Therefore, the Program Director is allowed the opportunity to judge other circumstances and decide upon appropriate action. Some infractions are more serious than others. Consequently, the action of immediate dismissal is reserved for the judgment of the Program Director.

#### 9-4 Staff Member Neglect and Abuse of Persons Served

The Agency will not tolerate any abuse or neglect by any staff member of persons served by this Agency including prospective clients, family/significant others. All individuals will be treated in a non-threatening and non-judgmental manner. Any form of physical abuse including striking or verbal abuse is inappropriate and will be considered a deviation from the professional code of ethics, which govern all Agency staff members.

Client neglect is considered any act of omission from standard treatment needs.

Any acts and/or allegations of neglect or abuse will be reported to the Program Director who will investigate to determine if the individual's civil rights have been violated, or whether a crime may have been perpetrated upon the individual. If there is reason to believe that culpability exists, then a report to law enforcement and/or the appropriate state regulatory Agency(ies) will be made. The Program Director will also ensure that proper disciplinary action is facilitated. Written documentation of the incident and any actions taken will be maintained.

#### 9-5 Sexual Harassment (ORC 4112; Civil Rights Act of 1991)

Sexual harassment of any kind will not be tolerated by the PCRC. Sexual harassment is illegal under State and Federal law. The Employer is committed to providing a workplace free from unlawful conduct. Sexual harassment is defined as a continuing pattern of unwelcome sexual advances, requests for sexual favors, or physical contact of a sexual nature by supervisors, fellow employees, or the general public under any of the following conditions:

1. when submission to the conduct involves a condition of the individual's employment, stated or implied;



2. the individual's submission or refusal is used, or might be used, as the basis for an employment decision which affects the individual; and/or
3. the conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile or offensive.

Sexual harassment does not refer to generally acceptable, pleasant, friendly or even mildly flirtatious interactions, as long as no reasonable person is offended.

However, even a one-time incident, if sufficiently serious, may rise to the level of sexual harassment.

Sexually harassing behavior, whether committed by supervisors or non-supervisory personnel, is prohibited. Any harassment, whether verbal, written, physical, electronic or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside work-sponsored activities. This behavior includes, but is not limited to:

1. Repeated unwelcome or offensive sexual flirtations, advances or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic or degrading verbal comments about an individual or his/her appearance.
4. The display or distribution of sexually suggestive objects or pictures.
5. Unwelcome or offensive verbal or written communication of sexually suggestive material including "jokes."
6. Any unwelcome or offensive physical contact.

#### Reporting.

Any employee who feels that they have been sexually harassed should report the complaint to their immediate supervisor, Program Director. In addition, if any employee feels that they have been harassed by a member of the public, a service provider, client or any other third party, during the course of their employment, the employee should report the complaint to their immediate supervisor, or the Program Director. There will be no reprisals against any employee for making a report as provided in this section.

#### Investigation.

The PCRC will conduct a prompt and thorough investigation of all complaints of sexual harassment. The PCRC will make every effort to keep the complaint confidential, except as required by law and as may be reasonably necessary to successfully complete the investigation. It will be a violation of this policy for any person who learns of the

investigation or complaint to take any retaliatory action that affects the work environment of the complainant or any person involved in the investigation. Failure by any employee to cooperate with the investigation of a complaint will be a violation of this policy.

#### Disciplinary Action.

If the allegation of sexual harassment is found to be credible, appropriate disciplinary action will be taken. Sexual harassment on the part of a Pike County Recovery Council, Inc. employee will be treated as a disciplinary infraction, with penalties up to and including termination for a first offense, in accordance with the PCRC's discipline policy.

#### Responsibilities.

Every supervisor is responsible for promptly responding to or reporting any complaint or suspected act of sexual harassment. Supervisors should report to their immediate supervisor, Program Director, or the Director. Failure of a supervisor to report or adequately address such harassment will result in disciplinary action in accordance with the PCRC's discipline policy.

It is the responsibility of every employee, should they observe or experience objectionable or unwelcome behavior of the type described in this policy, to report that behavior as provided in this policy. There will be no reprisals against any employee for making such a report.

The Human Resource Director is responsible for handling all complaints of sexual harassment and for ensuring that all are investigated full and fairly, regardless of the manner in which they are made or the individual involved. Should the Personnel Office be the subject of a complaint of sexual harassment, then the complaint should be made to the Program Director, who shall investigate the complaint.

The Program Director will review every case and ensure that the complaint has been fully and impartially investigated. If the evidence shows a pattern of harassment as described above, the Program Director shall take appropriate disciplinary action against the offending employee, up to and including discharge from employment.

Any employee making a complaint shall be fully advised of his/her rights and responsibilities under state and federal regulations. No employee shall be made the focus of retaliation or reprisals for filing a sexual harassment charge, either by fellow employees, supervisors, or the public.

After exhausting local remedies, an employee who wishes to pursue a complaint under paragraph D above, should contact the Ohio Civil Rights Commission, 220 Parsons Avenue, Columbus, Ohio 43266-0543, telephone number 1-614-466-2785.

## 9-6 Nepotism

The Pike County Recovery Council, Inc. attempts to control the placement and the employment of relatives and members of the same household within the program in order to prevent:

1. situations that might result in unfair preferential treatment of other employees, or residents;
2. professional decision that might be disadvantageous for the Agency; and
3. an employee being in a position to supervise or control a member of his/her family.

Changes in the existing status of positions of permanent employees shall not be required if such relationships existed at the time of the adoption of this policy. Every effort will be made to avoid having family members or relatives supervise other family members or relatives.

Present employees who marry or who live in the same household may be transferred to avoid the situations as listed above.

“Significant relationship” means persons living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.

No employee serving as a director, associate director, or any person of equivalent rank shall have in the employ of his/her any person closely related by blood, marriage or other significant relationship including business association, unless authorized by the Agency.

No employee shall use his/her position of authority or influence to secure the authorization of employment or benefit, including a promotion or preferential treatment, for a person closely related by, blood marriage or significant relationship including business association. This includes, but is not limited to the hiring, supervision, promotion, disciplinary action, etc.

The Agency may employ relatives of employees in summer, casual and intermittent positions.

## 9-7 Solicitations

Solicitations left unrestricted would interfere with the orderly and normal operations of the Agency, be detrimental to discipline and productivity, and pose a threat to client confidentiality. The Agency may permit charities to solicit contributions on the premises for specific periods of time. Approval must be received from the Program Director. All other solicitations of funds or signatures, membership drives, distribution of literature or

gifts, and offers for sale of merchandise or tickets by individuals or groups not associated with the Agency are prohibited.

9-8 Gifts and Gratuities

Employees are prohibited from personally accepting gifts, money, or other gratuities from persons receiving services from the agency except as a donation to the agency. The employees may not receive gifts from clientele which are a monetary benefit to them personally.

9-9 Workplace Violence

A. Policy Statement.

All forms of workplace violence including, but not limited to, harassment, intimidation, threats and assaults will not be tolerated by the Pike County Recovery Council. Workplace Violence is defined as physical or verbal assaults upon a co-worker, supervisor, or member of the public. In addition, horseplay will also not be tolerated.

B. Workplace Violence.

1. The Agency is responsible for handling all complaints of workplace violence and or ensuring that all complaints are fully and fairly investigated, regardless of the manner in which they are made or the individual involved.
2. The Agency will review every case and ensure that each complaint has been fully and impartially investigated. The Agency shall take appropriate disciplinary action against the offending employee, up to and including discharge.
3. Employees are strongly encouraged to report all forms of workplace violence, physical and verbal. No employee shall be the focus of retaliation or reprisal for filing a workplace violence complaint.
4. In further support of this serious workplace issue and in providing a safe workplace, employees are prohibited from possessing or using any weapons on Agency property. Violation of this policy will result in immediate discipline.
5. Employees who need help or who have been victims of workplace violence are encouraged to seek assistance through outside counseling or services. The Agency will make every effort to ensure reasonable accommodations are provided.

C. Workplace Emergencies Program.

An Emergency Action Plan will be developed under the guidelines of OSHA regulations 29 CFR 1910.38 [ORC 4167.07 (A) (1) (a)].

1. The Emergency Action Plan will include emergency escape procedure and emergency route assignments in case of workplace assaults. This plan will include rescue and medical duties for identified personnel. This plan will also include an alert system for violent assaults which is identifiable and distinctive from other alarms.
2. An Emergency Response Team will be formed as a first line of defense in assault emergencies. Team members will be physically capable of performing the duties assigned. The Team will be trained in all aspects of the emergency response including evacuation procedures, and procedures for contacting outside emergency agencies.
3. Employees will be trained and become knowledgeable in protective measures in case of violent behavior, such as:

What triggers violent behavior?  
What are the warning signs?  
How should I react in violent situations?  
How do I protect myself?  
Evacuation procedure.

4. The Agency will attempt to prevent violent activities by:  
  
Using a strong pre-employment process.  
Training and educating employees.  
Providing sound security measures such as improved external lighting, security cameras and/or alarms.  
Documenting employee behavior.  
Controlling access and entry to the workplace.  
Requiring visitors to sign in, wear identification and obtain permission to visit employees.

D. When An Emergency Situation Exists.

1. Each supervisor or administrator responsible for determining that an emergency situation exists.
2. An emergency is defined as an accident or injury that, at the judgment of the supervisor or administrator, requires immediate first aid or professional help. Psychiatric and psychological crisis intervention is considered an emergency if the employee might harm himself or another employee or member of the public.
3. Once the determination has been made regarding the emergency, the appropriate agencies are to be telephoned (i.e., emergency squad,

community mental health, parents, spouse or guardian).

4. An incident report will be written within twenty-four (24) hours of the emergency.
5. All incident reports will be filed with the Agency who will confer with the Sheriff and Prosecuting Attorney as necessary. These reports are to be made available for any investigation under ORC 4167.10.

## **SECTION 10 DRUG-FREE WORKPLACE**

### 10-1 Statement of Policy

The Agency believes that it is very important to provide a safe workplace for its entire staff. The Agency is taking steps to address the problem of substance use that negatively affects every workplace, including ours. Our Agency is concerned with the health and well being of all staff members. Behaviors related to substance use can endanger all staff members, not just substance users. We cannot condone and will not tolerate behaviors on the part of staff members that relate to substance use, such as:

1. Use of illegal drugs
2. Misuse of alcohol
3. Sale, purchase, transfer, trafficking, use or possession of any illegal drugs
4. Arrival or return to work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance is affected.

Management is fully committed to our Drug-Free Workplace Policy, which establishes clear guidelines for acceptable and unacceptable staff member behavior for everyone in the workplace. We will not tolerate substance use in violation of this Policy and intend to hold everyone reasonably responsible for supporting the Policy.

This Policy describes our Agency's Drug-Free Workplace Program and every staff member is expected to read and understand it. The Policy applies to all staff members, including management, and applies to contractors and subcontractors we may use. The consequences stated in this Drug-Free Policy will apply to anyone who violates the Policy.

The Agency holds all staff members accountable in terms of substance use, but, also, supports getting help for any staff member. Staff members who come forward voluntarily to identify that they have a substance problem will receive Agency support and assistance. However, if a staff member has a substance problem and does not come forward, and he/she then tests positive for drug or alcohol use in violation of this Policy, the Agency reserves the right to terminate employment for violation of this work rule. Staff members whose jobs are subject to any special law or regulation may face additional requirements in terms of substance use. Other consequences that apply to all staff members that violate this Policy are spelled out within this document.

Our Policy covers five key parts of the Agency's program. The five parts are:

1. A written policy that clearly spells out the program rules and how everyone benefits.
2. Annual substance awareness education for all staff members.
3. Training for supervisors regarding their responsibilities.
4. Drug and alcohol testing, the most effective way to change harmful behaviors related to substance use.
5. Staff member assistance.

Staff members will have the opportunity to receive information about how substance use is a problem affecting the workplace. Staff members will learn the signs and symptoms, dangers of use, and how and where to get help for themselves and their families.

## 10-2 Protection for Staff Members

This program is designed to protect staff members from the behaviors of substance users. Some of the protections built into the program are:

1. The Agency will carry out this program with maximum concern for confidentiality and commitment to the privacy rights of individuals. Staff member records (such as a referral or results of a drug test or assessment) are considered confidential and information is shared only on a need-to-know basis for the purpose of carrying out this program and/or complying with legal or regulatory requirements. Any violation of confidentiality rights is subject to disciplinary action up to and including termination of employment.
2. We are committed to staff members that have a substance problem getting help. Each situation will be reviewed individually. Staff member assistance is available for staff members and their families. A list of resources is available through the office of the Program Director. We want staff members to come forward who have a substance problem and not wait. Staff members who test positive risk losing their job.
3. All supervisors will be trained in their duties related to testing.
4. All staff members will receive awareness education every year to help identify problems and learn where staff members can go for help.
5. Collection of urine specimens and breath testing will be done at a local clinic and urine drug test specimens will be analyzed by a laboratory certified by the federal government. These labs use the highest level of care in ensuring that results are accurate and the process that is used is 100% accurate in detecting the substances the Agency is concerned about are present in the staff member in sufficient quantity to lead to behaviors that may hurt the person or other staff members.
6. All screening and the results of any screen will be treated in a confidential manner compatible with the donor's dignity. All employees who are tested will be given the results of their tests in writing.
7. The testing program consists of an initial screening test and a possible second test. If the initial results are positive, then a second test is administered. Cut-off levels for each drug and for alcohol are established for what will be considered a positive test. These levels show that the staff member did not just have a little of the substance in his or her system, but enough to affect workplace safety and



the ability to do the job. These cut-off levels come from federal guidelines and are fair for all staff members.

10-3 Staff Member Awareness Education:

Every staff member will attend a session in which this Policy is discussed. You will have a chance to ask questions. We will give everyone a copy of our written Policy and everyone will be expected to sign that they received it. Later, we will have a qualified person explain why and how substance use is a workplace problem, the effects, signs/symptoms of use, effects of commonly used drugs in the workplace, and how to get help. There will be a minimum of two hours of substance education annually for all staff members. New staff members will hear about the program during orientation and will receive substance education as soon as possible thereafter.

10-4 Supervisor Training:

Supervisors will be trained to recognize substance problems that may endanger the staff member and others, as well as violations of this Policy. This training is in addition to the two hours of substance education session. Supervisors will be trained about testing responsibilities, how to recognize behaviors that demonstrate an alcohol/drug problem and how to make referrals for help.

10-5 Drug and Alcohol Testing:

Testing will be used to detect problems, get staff members not to use substances in a way that they violate our Policy and then allow us to take appropriate action to correct the situation. In addition to alcohol, the drugs that we are testing for include:

1. Amphetamines (speed, uppers)
2. Cocaine (including crack cocaine)
3. Marijuana
4. Opiates (codeine, heroin, morphine)
5. Phencyclidine (PCP, "angel dust")
6. Barbiturates (depressants)
7. Propoxyphene (Darvon)
8. Methadone
9. Benzodiazepines (Valium, Xanax, Librium, etc.)

10-6 Staff Member Assistance:

We are supportive of staff members taking action on their own behalf to address a substance problem. Staff members referred to appropriate services outside of the Agency will be sent for services that are consistent with the Agency's philosophy and mission in the treatment of addiction. We have a list of appropriate resources to give to staff members that come forward voluntarily to seek help. This is a list of places to go for an assessment and treatment. When a staff member has a substance problem, we will meet with the staff member to discuss the problem and any violation of this Policy. The Agency reserves the right to terminate based on a positive test. Staff

members will be tested for the presence of drugs in the urine and/or alcohol on the breath under any and/or all of the conditions outlined as follows:

#### 10-7 Post-Offer, Pre-Employment Drug Testing

As part of the Agency's employment procedures, all applicants will be required to undergo a post-offer, pre-employment drug screen/test that is conducted by a contractor designated by the Agency. Any offer of employment is dependent upon satisfactory completion of this screening.

#### 10-8 Reasonable Suspicion Testing

Reasonable suspicion testing will occur when management has reason to suspect that a staff member may be in violation of this Policy. The suspicion will be documented in writing prior to the release of the test findings. A reasonable suspicion test may occur based on:

1. Observed behavior, such as direct observation of drug/alcohol use or possession and /or physical symptoms of drug and/or alcohol use.
2. A pattern of abnormal conduct or erratic behavior.
3. Arrest or conviction for a drug-related offense, or identification of a staff member as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The staff member is responsible for notification of the Agency, within five (5) working days of any drug-related conviction.
4. Information provided either by reliable and credible sources or independently corroborated regarding a staff member's substance use.
5. Newly discovered evidence that the staff member has tampered with a previous drug or alcohol test.
6. Employees will be transported by a member of management or their direct supervisor to be tested when a reasonable suspicion exists on the employees impairment.

Reasonable suspicion testing does not require certainty, but mere "hunches" are not sufficient to justify testing. To prevent this, all managers/supervisors will be trained to recognize drug and alcohol-related signs and symptoms. Testing may be for drugs or alcohol or both.

#### 10-9 Post-Accident Testing

Post-accident testing will be conducted whenever an accident occurs, regardless of whether there is an injury. We consider an accident an unplanned, unexpected, or unintended event that occurs on our property, during the conduct of our business, or during working hours, or which involves one of our motor vehicles, or motor vehicles that are used in conducting Agency business, or is within the scope of employment, and which results in any of the following:

1. A fatality of anyone involved in the accident
2. Bodily injury to the staff member and/or another person that requires off-site medical attention away from the Agency's place of employment
3. Vehicular damage in apparent excess of \$500 (five hundred dollars)
4. Non-vehicular damage in apparent excess of \$500 (five hundred dollars)

When such an accident results in one of the situations above, any staff member that may have contributed to the accident will be tested for drugs, or alcohol use, or both. Supervisors or a member of management will transport the injured employee(s) to the hospital for a drug and alcohol test.

#### 10-10 Drug and/or Alcohol Testing After an Accident

Urine specimen collection (for drugs) and/or breath/saliva (for alcohol) are to occur as quickly as possible after a need to test has been determined. Employees who suffer an on-the-job injury will be transported, by a supervisor or designee, to a medical facility for treatment and drug tests. At no time will a urine specimen be collected after 32 hours from the time of an employment-related incident. Breath or saliva alcohol testing will be performed as quickly as possible, but no later than eight hours after the incident, or it will be documented as not performed. If the staff member responsible for an employment-related accident is injured, it is a condition of employment that he/she grants the Agency the right to request that attending medical personnel obtain appropriate specimens (breath, urine, and /or blood) for the purpose of conducting alcohol and /or drug testing. Further, all staff members grant the Agency access to any and all other medical information that may be relevant in conducting a complete and thorough investigation of the work-related accident including a full medical report from the examining physicians(s) or other health care providers. A signed consent to testing form is considered a condition of employment. Management reserves the right to determine who may have caused or contributed to a work related accident and may choose not to test after minor accidents, if there is no violation of a safety or work rule, minor damage and/or injuries, and no reasonable suspicion.

#### 10-11 Follow-up Testing After Return-to-Duty from Assessment or Treatment

This test occurs when a staff member who has previously tested positive and the decision was made to not terminate him/her. A negative return-to-duty test is required before the staff member will be allowed to return to work. If he/she fails this test, this will lead to termination of employment. Once a staff member passes the drug and/or alcohol test and returns to work, management may choose to do additional unannounced tests for as long as deemed necessary.

Any staff member with a second positive test result will be terminated. Follow-up tests will be unannounced and may occur at any time for a period that management considers reasonable. The intent is to deter any subsequent usage that would result in a violation of this Policy.

#### 10-12 Positive Test Results

A staff member who is found to have a confirmed positive drug or alcohol test will be immediately taken off safety-sensitive duties and is subject to discipline up to and including termination.

#### 10-13 Termination Notices

In those cases where substance testing results in the termination of employment, all termination notices will list "misconduct" as the reason. Termination shall be deemed "for cause."

## **SECTION 11 STAFF DEVELOPMENT**

### 11-1 Staff Development Plan:

The Program Director in consultation with the Board shall develop an annual plan or guidelines for staff development activities. These may include the following:

1. Paid time to attend local regional or state conferences, workshops or other training programs.
2. In-service training during agency time.
3. Staff meetings including Peer Review and Quality Assurance sessions.
4. Attendance at self-help or personal development groups during agency time.
5. Participation in professional organizations during agency time.
6. Preceptor supervision and attending CAC classes during agency time.
7. Participating in Regional meetings.
8. Agency payment for workshops or conference fees and registration.
9. Employee compensation for travel lodging, etc.

### 11-2 Availability of Activities

Employees will be informed of staff development activities available to them. Such activities are considered a fringe benefit and are limited by the availability of funds. The Program Director shall make determinations and grant the use of Staff Development activities within the budget limits. The Board, through approval of budgets and plans, shall establish the staff development benefits plan to be available in any particular fiscal year.

## SECTION 12 EMPLOYEE COMPENSATION

### 12-1 Employee Expense Benefits:

The Agency shall provide for the reimbursement of all staff personnel for personal expenses incurred in the performance of their assigned duties and responsibilities.

Employees may be reimbursed for the following expenses:

1. Personal automobile mileage
  2. Public transportation fees/fares not to exceed \$100.00 per diem
  3. Room and board
  4. Conference fees
  5. Training materials
  6. Parking
  7. Other items subject to individual approval
- a. Reimbursement shall be based upon travel expense report and by proper documentation or personal expenditure within approved limitations. Proper Receipts are required for all expenses.

Staff travel outside the geographic service area is the decision of the Board and shall be final. The Program Director shall see that the decision of the Board is carried out.

- b. Staff travel outside the geographic service area of the county shall require approval of the Program Director. The Program Director's travel outside the geographic boundary of Ohio shall require approval of the Board. Failure to obtain said approval may result in loss of reimbursement for any employee.
- c. The rate of reimbursement for personal automobile travel shall be in an amount paid per mile, and rates shall be established from time to time by action of the Board. All other transportation costs shall be reimbursed according to actual expenditures. Employees are required to have a valid license on file with Agency and proof of insurability for vehicle insurance.
- d. Reimbursement expenses incurred while on educational leave shall be subject to any limitations noted in approved Educational Leave request.
- e. The Board reserves the right to restrict the amounts of reimbursement allowed in order to remain within the budget amounts allowed for such expenditures.

- f. The Program Director may provide for issuing cash advance payment to an employee when there is an anticipated expense, so that the employee will not have to pay for the expense personally. In such a case, the employee shall provide receipts for the use of the cash advance. If there is a difference between the cash advance and the actual expense, the employee will be compensated for the difference or will remit the difference to the Agency.

12-2 Other Employee Compensation:

On occasion, employees may pay "out of pocket" for purchase of authorized items or for miscellaneous expenses. For such cases, the employee will be reimbursed upon furnishing a receipt or proof of purchase. The reimbursement shall be authorized by the Program Director.

## **SECTION 13 DISCIPLINARY ACTION**

### **13-1 Employee Discipline:**

When an individual accepts a position with the Agency, he/she also accepts the responsibility of adhering to certain rules, regulations and standards which are essential to the efficient, successful and professional operation of the office. Every effort must be taken to ensure all employees are aware of these rules. These rules are designed not to infringe upon any employee's rights, but rather to create an atmosphere in which all employees may work together to the maximum benefit of both the employee and the Agency.

It is the policy of the Agency to be fair and uniform in its handling of personnel. It is anticipated that most problems can be resolved between the immediate supervisor and the employee through verbal and written reprimands. It is the responsibility of the immediate supervisor as the first line of authority to begin disciplinary process as soon as the violation occurs. But it must be made clear that the dismissal of an employee, his suspension from a job for a limited period of time, or his reduction to a lower classification or salary are serious disciplinary measures which are taken only when normal corrective action by the supervisor has failed to produce desired results. Nevertheless, there should be no hesitancy in using these measures when circumstances warrant.

An employee whose conduct or performance falls below an acceptable standard shall be subject to disciplinary action. The Program Director is authorized to take appropriate disciplinary action when an employee's work or conduct warrants such action. Actions can include but are not limited to, verbal or written reprimands, special probation, suspension without pay, demotion and termination.

Such actions and the stated reasons shall be given to the employee in writing. Documentation of previous reprimands is not necessarily required as steps leading to more severe action. The disciplinary action shall be appropriate to the offense and certain misconduct shall warrant more immediate and severe disciplinary measures than others.

### **13-2 Personnel Actions**

Personnel actions involving any staff member, with the exception of the Program Director, will be subject to the final approval of the Program Director. Discipline shall take into account the nature of the violation/misconduct, the staff member's record of discipline and his/her record of conduct. Generally reprimand or disciplinary action will be in the following form and following order:

1. Coaching/Counseling
2. Oral reprimand or verbal reprimand
3. Written reprimand
4. Suspension and/or demotion



## 5. Discharge/Termination

Disciplinary actions are not necessarily progressive, but are options to be considered based upon the severity of the violations or misconduct. Documentation of disciplinary actions will be forwarded to Human Resources and maintained in the staff member's personnel file.

### 13-3 Client Confidentiality and Privacy

Because of the Agency's commitment to insuring a system of client confidentiality and privacy regarding health care information, staff members are expected to adhere to all rules and regulations regarding confidentiality and the Health Information Portability and Accountability Act (HIPAA) Policy and Procedure Manual. In the event that a staff member violates these policies or rules, disciplinary action will be necessary. Such action will occur as follows:

**Discovery:** Whenever a breach of confidentiality or a violation of HIPAA standards is discovered or reported, the breach or rule violation will be reported to the staff member's supervisor. The supervisor will review the incident and develop a written or oral report for the Program Director. The Program Director will operate in conjunction with the staff member's supervisor to initiate disciplinary action if the violation is verified. Action will be based upon: severity of the violation; past history of other disciplinary actions regarding the staff member; and potential for future violations, conflicts of interest, and corrective action.

### 13-4 Counselor Code of Ethics

All Agency staff members are expected to conform their behavior to the Code of Ethics (a copy of which is attached to these policies) as set forth by the Agency, the Ohio Credentialing Board for Chemical Dependent Counselors, and/or the Ohio Counselor and Social Work Board according to the staff member's certification or license or the certification or license that is being pursued. Any known or reported violation to these standards is subject to disciplinary action as outlined in Section 10-1.

### 13-5 Suspension

Some offenses may require an investigation to be conducted to establish the facts, while some offense by their nature do not require an investigation.

An employee may be suspended by the Program Director or designee, without pay, for misconduct. The employee will be notified both verbally and in writing as to his/her disciplinary action and will be given an opportunity to address the charges by submitting a written response. For the initial suspension, the employee's misconduct will be for a period not to exceed three (3) working days. During suspension, the employee's misconduct will be evaluated as to the potential for termination. This evaluation by the Program Director will lead to one or more of the following:

1. Reinstatement to previous duties;
2. Further period of suspension and/or demotion;
3. Extending or reinstating the probationary period, with extension or new period not to exceed six (6) months; and/ or
4. Termination .

The orderly and efficient operation of the Agency requires reasonable standards of discipline and conduct. In order to minimize the likelihood of any employees becoming subject to disciplinary action, the following represents the work rules which govern employee conduct.

These work rules do not and could not cover every act or omission which might be considered wrongful. If wrongful acts or omissions occur which are not specifically on this list of work rules, reasonable disciplinary action will be taken.

For the guidance of employees, the usual penalty which will result from violation of the work rules is listed. These penalties are not exclusive, and may be modified or changed in cases involving either aggravated or mitigating circumstances. Repeated, deliberate and/or flagrant violations will subject the offender to disciplinary suspension and discharge from employment.

The examples of Group I, II and III offenses, set forth below, are characteristic of those offenses which the reasonable individuals have historically judged to be of such a nature so to warrant those penalties established for the group. In general, Group I Offenses may be defined as those infractions which are of a relatively minor nature and which cause only a minimal disruption to the organization in terms of a slightly, yet significant, decrease in organization productivity, efficiency and/or morale. Group I Offenses, if left undisciplined by proper authority, will usually cause only a temporary and minor impact against the organization unless such acts are compounded over time.

Group II Offenses may be defined as those infractions which are of a more serious nature than Group I Offenses and which, in turn, cause a more serious and longer lasting disruption to the organization in terms of decreased organizational productivity, efficiency and/or morale. Group II Offenses, if left undisciplined by proper authority, can cause a serious and longer lasting adverse impact against the organization than the Group I Offenses.

Group III Offenses can be defined as those infractions which are of a very serious or possibly criminal nature, and which cause a critical disruption to the organization in terms of decreased productivity, efficiency and/or morale. Group III Offenses, if left undisciplined by proper authority, may cause long lasting and critically serious adverse impact against the organization.

A. Group One.

First Offense	Instruction and Cautioning
Second Offense	Written Reprimand
Third Offense	Three (3) Day Suspension Without Pay
Fourth Offense	Fifteen (15) Day Suspension Without Pay
Fifth Offense	Termination

Repeated, deliberate and/or flagrant violations will subject the offender to disciplinary suspension and discharge from employment.

1. Failure to report off work for any absence.
2. Failure to commence duties at the beginning of the work period or leaving work prior to the end of the work period.
3. Leaving the job or work area during the regular working hours without authorization.
4. Making preparations to leave work without specific prior authorization before the lunch period, or for any official break time, or before specified quitting time.
5. Neglect or carelessness in signing in or out.
6. Unauthorized absence from work.
7. Creating or contributing to unsanitary or unsafe conditions or poor housekeeping.
8. Distracting the attention of others, unnecessary shouting demonstration, or otherwise causing disruption on the job.
9. Malicious mischief, horseplay, wrestling, or other undesirable conduct, including use of profane or abusive language.
10. Threatening, intimidating, coercing, or interfering with subordinates or other employees.
11. Failure to cooperate with other employees as required by his/her job duties.
12. Failure to use reasonable care of Agency property or equipment.
13. Use or possession of another employee's working equipment without authorization.
14. Neglect or carelessness in observance of official safety rules or disregard of common safety practices.

15. Failure to observe Agency rules.
16. Obligating the Agency for any expense, service or performance without prior authorization.
17. Failure to report accidents, injury or equipment damage.
18. Disregarding job duties by neglect of work or reading for pleasure during working hours.
19. Unsatisfactory work or failure to maintain required standard of performance.
20. Unauthorized use of telephone for other than business purposes.
21. Excessive garnishments.
22. Habitual leaves without pay (excessive absenteeism).
23. Using Agency property in support of partisan political campaigns.
24. Violation of Confidentiality.
25. Smoking in areas where smoking is expressly prohibited.

B. Group II Offenses.

First Offense Instruction with two (2) or three (3) day suspension without pay

Second Offense                      Fifteen (15) day suspension without pay

Third Offense                      Termination

1. Sleeping during working hours.
2. Reporting to work or working while unfit for duty.
3. Being in possession of or drinking alcoholic beverages on the job.
4. Conduct violating morality or common decency (i.e., sexual harassment).  
Engaging in sexually harassing behavior may merit immediate discharge from employment depending on the severity of the violation.
5. Unauthorized use of Agency property or equipment.
6. Performing private work on Agency time.
7. Willful failure to sign in or out when required.

8. Willful failure to make required reports.
9. Failure to report for overtime work without good reason after being scheduled to work according to the overtime policy.
10. Solicitation on Agency premises without prior authorization.
11. The making or publishing of false, vicious or malicious statements concerning employees, supervisors, the Agency and/or its operations.
12. Refusing to give testimony when accidents are being investigated.
13. Giving false testimony during a complaint or grievance investigation or hearing.
14. Unauthorized posting or removal of notices or signs from official bulletin boards.
15. Distributing or posting written or printed matter of any description on Agency premises unless authorized.
16. Unauthorized presence on Agency property.
17. Willful disregard of Agency rules.
18. Use of abusive or threatening language toward supervisors.
19. Unauthorized political activity which involves used federal funds either directly or indirectly.
20. Discourteous treatment of the public.
21. Being absent without just cause.
22. Violation of the Acceptance of Gifts and Gratuities Policy.
23. Violation of the Email/Voice Mail Policy.

C. Group III Offenses.

First Offense                      Up to and including Termination

The following are considered Group III Offenses:

1. Wanton or willful neglect in the performance of assigned duties or in the care, use or custody of any Agency property or equipment. Abuse or deliberate destruction in any manner of Agency property, tools, equipment, or the property of employees.

2. Signing or altering other employees' time cards, signature sheets, tampering with other employees' time cards or time sheets, or unauthorized altering of own time card or time sheet.
3. Falsifying testimony when accidents are being investigated; falsifying or assisting in falsifying or destroying any Agency records, including work performance reports; or giving false information or withholding pertinent information called for in making application for employment.
4. Making false claims or misrepresentation in an attempt to obtain any Agency benefit (such as vacation, sick leave, etc.).
5. Gambling during working hours.
6. Stealing or similar misconduct, including destroying or damaging or concealment of any property of the Agency or other employees.
7. Illegal use of narcotics or drugs, possessing or being under the influence of narcotics or drugs, or attempting to bring same onto Agency property.
8. Fighting or attempting to injure other employees, supervisors or persons.
9. Carrying or possessing firearms, explosives or weapons on Agency property at any time without prior authorization.
10. Knowingly concealing a communicable disease, such as TB or Hepatitis B, which may endanger other employees.
11. Misuse or removal of Agency records or information without prior authorization.
12. Instigating, leading or participating in any illegal walkout, strike, sitdown, stand-in, refusal to return to work at the scheduled time for the scheduled shift, or other concerted curtailment, restriction or interference with work in or about the Agency's work station.
13. Dishonesty or any dishonest action. Some examples of what is meant by "dishonesty" or "dishonest action" are: theft; pilfering; opening desks assigned to other employees without authorization; making false statements to secure an excused absence or to justify an absence or tardiness; making or causing to be made inaccurate or false reports concerning any absence from work. The foregoing are examples only and do not limit the terms of "dishonesty" or "dishonest action".
14. Insubordination by refusing to perform assigned work or to comply with written or verbal instructions of the supervisor.
15. Working in an unsafe manner that endangers one's self, fellow employees or the public.

16. Knowingly discriminating against any individual because of age, race, color, sex, handicap, religion, national origin, disability or veteran status.
17. Conviction of a felony offense of any other offense relating to conduct that is related to the employee's job or ability to perform the duties of that job.  
"Conviction" means pleading guilty or no contest to a charge and being found guilty by the presiding judge, or being convicted of an offense by a jury whether or not sentencing has occurred.
18. Committing sexual harassment in violation of the Agency's policy.
19. Keeping inappropriate pictures of a graphic nature that are racist, sexually explicit, or demeaning to an individual or their national origin.
20. Conviction of a serious traffic offense that leads to a loss of driving rights, license or insurability under the Agency's insurance policy.
21. Violation of Agency Personal/Social Networking Policy.

## SECTION 14 PATIENT RIGHTS

- 14-1 The basic statement of patient rights was adopted by the Agency. All staff will be expected to assure patients of these rights. Failure to do so will call for a minimum disciplinary action or reprimand ranging to a maximum action of immediate dismissal
- A. Non-Discrimination: No individuals can be excluded from treatment due to race, creed, color, sex, marital status, religion, political affiliation, handicap or duration of residence in a county or state.
1. Implementation. In the admission procedure to the program services, none of the above factors will be used to exclude an individual from treatment. Information regarding these matters will be routinely collected in compliance with reporting demands by the Ohio Department of Health for the purpose of better serving individuals who inadvertently might be excluded or hindered from treatment due to one or more of the above factors.
  2. Any staff member observing a failure to comply with this non discrimination statement and Policy will report such failure to the Program Director in writing within twenty-four (24) hours after the event occurs. Failure to report discrimination in service delivery will mean that the observing staff member will be assumed as part of the discrimination and like action will be taken for the discriminating and observing member.
  3. In like manner, any client who reports a failure to comply will be given an appointment with the Program Director within twenty-four (24) hours of such report. The Program Director will take appropriate action. Should the client not be satisfied with such action, the Executive Council will hear said complaint at its next monthly meeting, with both the Program Director and the client present. Should the client still not be satisfied with the action taken, the problem will be brought to the attention of the Regional Director. At that point, the client will be advised of legal counsel who specializes in such matters in order that the client can take legal action against the service provider.



**SECTION 15**  
**FITNESS FOR EMPLOYMENT EXAM**

15-1 Purpose

It is the policy of Pike County Recovery Council to ensure that agency staff and applicants are at all times physically fit and mentally stable to provide the ultimate in professional client care and public service.

15-2 Procedure

1. A physical and/or psychological and/or psychiatric examination by a qualified practitioner (i.e., physician, psychologist, or psychiatrist) may be required by the Board or Program Director prior to and during employment to ensure that agency applicants and employees are physically and mentally able to perform the duties of the position for which they are either applying or holding. Examination may include any job-related examination, including urinalysis and blood test determined to be a condition of pre-employment or continued employment.
2. The Board or Program Director shall select the practitioner to perform the examination(s) and shall pay the cost. Applicant may obtain a waiver of the medical examination requirement for the following reasons:
  - a Religion opinion or affiliation, or
  - b Reinstatement within one year of separation.

Any applicant or employee choosing to waive the examination requirements shall submit a written affidavit from a qualified physician describing his or her state of health at the time of employment, or, if an employee, at the time of request for such an examination.

3. Present employees of the agency may be legally required to submit to a regularly scheduled medical examination, including a urinalysis and blood test, during their period of employment with the agency. Such an examination is intended to ensure that the employee continues to be physically and mentally able to perform the duties of his or her position.

**SECTION 16**  
**STAFF MEMBER GRIEVANCE PROCEDURES**

The Board recognizes that a prompt and efficient method of settling misunderstandings and grievances is an indispensable feature of sound personnel relations. Channels shall be provided for impartial consideration and resolution of misunderstandings and grievances. Grievances should be presented within ten (10) working days from the date of incident giving rise to an alleged grievances. The procedure is as follows:

Questions, misunderstandings or problems of a staff member shall normally be resolved through discussion with the supervisor. The supervisor shall provide a verbal answer within five (5) working days of the discussion. In the event that the problem remains unresolved following sufficient and appropriate discussion with the supervisor, the grievant staff member may, within five (5) working days following receipt of the supervisor's verbal answer, file a written grievance to initiate a formal review of grievance as follows:

1. The staff member shall present to his/her supervisor a written statement describing the basis of the specific action giving rise to the grievance, said statement shall be presented within five (5) working days of the receipt of the supervisor's verbal answer.
2. The Supervisor shall reply to the grievant staff member within ten (10) working days following receipt of the written grievance. If the grievance remains unresolved, the staff member may request within 5 working days of receipt of the supervisor's response that grievance be referred to the Executive Director. In such cases, the Program Director review the grievance and seek resolution. Executive Director will respond to the staff member in writing within fifteen (15) working days of notification of the request for review.
3. If the grievance action remains unresolved following the above listed procedures, the staff member, within five (5) working days of receiving the written decision of the Executive Director, may request by a written statement, that a hearing be held with the Executive Director. The Executive Director shall conduct a review process to include the staff member and/or the staff member's representative, with a determination of the grievance to be completed within fifteen (15) working days of receiving the written request. The decision and response of the Executive Director will be considered final.
4. In the case that the supervisor of the grievant staff person is the Executive Director, if following the written response from the supervisor the grievance remains unresolved, the staff person may request within five (5) working days of receipt of the supervisor's response the grievance be referred to the Board's Personnel Committee for review. The Board's Personnel Committee will review the grievance and respond to the staff member in writing within thirty (30) working days of request for review. The decision and response of the Board's Personnel Committee and Executive Director will be final.

A written record of all discussions relating to a review of the grievances shall be made a part of the personnel file of the grievant staff member.

**SECTION 17**  
**SEVERENCE AND TERMINATION**

17-1 Notice of Termination

Notice of termination shall be furnished to the employee not later than two (2) weeks in advance of the termination date. If it is considered wiser that discharge be effective immediately, two (2) weeks salary shall be paid in lieu of two weeks notice.

17-2 Termination Interview

An interview shall be conducted by the Program Director with the employee in question. At that time, the reason for termination shall be explained. Decisions relating to termination may be appealed through the process described in Section XI if the termination is for disciplinary reasons.

17-3 Voluntary Severance

All staff members are requested to give at least two (2) weeks written notice in advance of the severance day if they voluntarily leave the employment of the agency.

17-4 Involuntary Severance

Employment may be terminated by reason of reorganization, reduction in force, for disciplinary reasons or because an employee is unable to satisfactorily perform the duties of the position for which he/she was employed.

17-5 Pay in Lieu of Notice

Payment of appropriate salaries for the period involved may be made in lieu of notice. An employee guilty of dishonesty or misconduct may be dismissed for these or comparable reasons without notice. The employee will be paid through the date of dismissal.

17-6 Grounds for Termination

Termination or involuntary release may occur through the abolishment of the job position, lack of funds for the job position, or due to unprofessional, unethical or inappropriate conduct.

17-7 Payment of Benefits:

Employees will be paid for unused vacation leave not to exceed ten (10) days and/or eighty (80) hours. They shall not be paid for any unused sick leave or other leave benefits. Payment of wage or unused vacation benefits will be made at the direction of the Program Director, usually at the next regularly scheduled pay

**SECTION 18  
SIGNATURE PAGE**

THE PIKE COUNTY RECOVERY COUNCIL  
ACKNOWLEDGEMENT OF RECEIPT AND DISCLAIMER  
EMPLOYEE AND STAFF MEMBER HANDBOOK

I have received The Pike county Recovery Council's Employee and Staff Member Handbook and had it explained to me regarding my privileges and responsibilities. It is my responsibility to be familiar with these policies and rules of The Pike County Recovery Council. I understand that I will be directed by them.

I further acknowledge that the policies, benefits, rules and regulations set forth herein are not to be considered as creating terms and/or conditions of an employment contract, either expressed or implied. These policies are subject to unilateral changes by the Board of Directors without notice.

I understand that at any time, for any reason, I can separate my employment relationship and the Pike County Recovery Council has the same right regarding my employment status.

I also understand that this Employee and Staff Member Handbook is the property of The Pike County Recovery Council.

By signing this document, I also am stating that I have not been excluded or sanctioned by Medicaid or other insurance providers.

\_\_\_\_\_  
Printed Name of Staff Member

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date