

**Erie County Board of Mental Retardation and Developmental
Disabilities
Personnel Policy Table of Contents**

Section	Topic	Page Number
○ 5.0	Disclaimer	1
○ 5.01	Employee Receipt of Manual	2
	<ul style="list-style-type: none"> ▪ 5.1 Introduction ▪ 5.1.1 Philosophy ▪ 5.1.2 Objectives 	
○	Definitions	6
○ 5.2	General Hiring and Employment Practice	13
	<ul style="list-style-type: none"> ▪ 5.2.1 Notification of Available Positions ▪ 5.2.2 Applications ▪ 5.2.3 Citizenship and Naturalization ▪ 5.2.4 Evaluation of Applications/Background Investigations ▪ 5.2.5 Disqualification ▪ 5.2.6 Selection Process ▪ 5.2.7 Promotion ▪ 5.2.8 Staffing Authorization ▪ 5.2.9 Certifications/Registrations/Licenses ▪ 5.2.10 Medical Examinations ▪ 5.2.11 Civil Rights Policy Plan ▪ 5.2.12 Individuals with Disabilities Non-Discrimination Policy ▪ 5.2.13 Physical Ability to Lift, Carry, and Move Children, Adolescent and Adult Enrollees ▪ 5.2.14 Fitness for Duty ▪ 5.2.15 Drug Free Work Place ▪ 5.2.16 Equal Opportunity Employer ▪ 5.2.17 Anti-Harassment Policy ▪ 5.2.18 Nondiscriminatory Contracts ▪ 5.2.19 Nepotism ▪ 5.2.20 Seniority ▪ 5.2.21 Personnel Records ▪ 5.2.22 Dissemination of Personnel Records ▪ 5.2.23 Classification Plan ▪ 5.2.24 Probation-Classified Employees ▪ 5.2.25 Access to Board Facilities and Equipment 	

- 5.2.26 Children in the Workplace
- 5.3 Performance Standards, Training & Evaluations 34
 - 5.3.1 Performance Evaluations
 - 5.3.2 Training
 - 5.3.3 New Staff Orientation
 - 5.3.4 Staff Ongoing Training
 - 5.3.5 Outside Employment
 - 5.3.6 Employee Attendance
 - 5.3.7 Employee Ethics
 - 5.3.8 Conflicts of Interest – Ohio Ethics Law
 - 5.3.9 Employment of Program Enrollees by Board Employees
 - 5.3.10 Staff-Enrollee Relationships
 - 5.3.11 Confidentiality of Client Information
 - 5.3.12 Suggestions and Complaints
 - 5.3.13 Protection of “Whistleblowers”
 - 5.3.15 Reporting Abuse and Neglect
- 5.4 Disciplinary Policies 47
 - 5.4.1 The Disciplinary Process
 - 5.4.2 Expectations of Employee Performance and Conduct
 - 5.4.3 Progressive Discipline Policy
 - 5.4.4 Order of Removal, Suspension or Reduction
 - 5.4.5 The Disciplinary Process – Classified Employees
 - 5.4.6 Disciplinary Process – Unclassified Employees
 - 5.4.7 Grievance Procedure Policy
 - 5.4.8 EEO Compliant Policy and Procedure
 - 5.4.9 Policy on Employee Reasonable Accommodation
- 5.5 Compensation Policy 61
 - 5.5.1 Salary Policy
 - 5.5.2 Pay Periods
 - 5.5.3 Payroll Deductions
 - 5.5.4 Overtime Pay/Compensatory Time Accrual and Use
 - 5.5.5 Timekeeping Records
 - 5.5.6 Fringe Benefits
 - 5.5.7 Professional Development
 - 5.5.8 Commercial Driver’s License Training
- 5.6 Leaves of Absence 81
 - 5.6.1 Notification of Absence/Leave Request
 - 5.6.2 Sick Leave
 - 5.6.3 Retirement/Separation – Sick Leave

- 5.6.4 Family and Medical Leave
- 5.6.5 Personal Leave with Pay
- 5.6.6 Professional Leave
- 5.6.7 Vacation
- 5.6.8 Military Leave
- 5.6.9 Court Leave/Jury Duty
- 5.6.10 Holidays
- 5.6.11 Religious Holidays
- 5.6.12 Assault Leave
- 5.6.13 Administrative Leave with Pay
- 5.6.14 Calamity Days and Program Closings
- 5.6.15 Funeral Leave
- 5.6.16 Leave for Volunteer Firefighters and Volunteer Providers of Emergency Medical Services
- 5.6.17 Sick Leave Donation

○ 5.7 Miscellaneous Policies

100

- 5.7.1 Solicitation and Distribution
- 5.7.2 Bulletin Boards
- 5.7.3 Political Activity – Classified Employees
- 5.7.4 Political Activity – Unclassified Employees
- 5.7.5 Safety and Health
- 5.7.6 Dress Code
- 5.7.7 Employee Property Damage
- 5.7.8 Volunteers
- 5.7.9 Copyright Laws
- 5.7.10 Employee Communicable Disease Guidelines
- 5.7.11 Employee Isolation Due to Communicable Disease
- 5.7.12 Board Property/Employee Privacy
- 5.7.13 Delegating Nursing
- 5.7.14 Personal Copying
- 5.7.15 Board Meetings
- 5.7.16 No Code Order
- 5.7.17 Automation System Policy
- 5.7.18 Smoke-Free Workplace

○ 5.8 Severance Policies

114

- 5.8.1 Resignation
- 5.8.2 Disability Separation
- 5.8.3 Separation Pay
- 5.8.4 Retirement
- 5.8.5 Layoff Procedure – Classified
- 5.8.6 Layoff Procedure - Unclassified

- Attachments:
 - Civil Rights Policy
 1. Comprehensive Nondiscrimination Policy
 2. Civil Rights Officer
 3. Equal Access to Programs and Facilities Policy
 4. Equal Employment Policy
 5. Sexual Harassment
 6. Rights of Persons with Developmental Disabilities
 7. Other Complaint Procedure
 - Reporting of Abuse and Neglect and Notice of Conduct for Placement on the Abuse Registry
 - Ohio Administrative Rule 5123:2-1-05
 - Criminal Records Check 5126.28
 - Public Records Request / Policy
 - List of Overtime Exempt Employees
 - Forms
 1. Overtime Request
 2. Schedule Form & Missed Punch Form
 3. 14 Day Agreement regarding OAR 5123:2-1-05