Hardin County Board of Developmental Disabilities
POLICY

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Title: Personnel – Personnel Policies		
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Reviewer/Job Title: Superintendent or designee		

PERSONNEL
PERSONNEL POLICIES

(A) ETHICS OF PUBLIC EMPLOYMENT POLICY

(1) All employees are expected to maintain the highest possible ethical and moral standards, and to perform within the laws of the state of Ohio and other rules and regulations set forth by the HCBDD. It is important to remember that the compensation of all employees is paid through taxes and user fees. Therefore, each employee assumes the responsibility to serve the public in an honest, effective, and friendly manner.

(2) In recognition of same, no employee shall:

(a) Use their position for personal gain or engage in any transaction which is in conflict with the proper discharge of the employee's official duties;

(b) Use or disclose confidential or proprietary information concerning the property, government, or affairs of the county without proper legal authorization;

(c) Solicit or accept anything of substantial value as defined by the Ohio Ethics Commission, whether in the form of service, loan, item, or promise from any person, firm, or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the county;

(d) Accept from any person, firm, or corporation doing business with the county, any material or service for the private use or benefit of the employee;

(e) Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper performance of the employee's official duties or would tend to impair independent judgment or action in the performance of official duties;

(f) While an employee, or for one (1) year thereafter, represent another person before a public agency on any matter in which the employee personally participated as an employee;

(g) Receive or agree to receive outside compensation for services rendered in a matter before any office or department of the county unless excepted as provided in ORC section 102.04; and

(h) Have a personal interest in a contract with the county or use their position or authority to secure approval of a public contract in which the employee, a member of the employee's family, or business associate has an interest.

(B) ETHICS OF PUBLIC EMPLOYMENT PROCEDURE

(1) Any department head in doubt as to the application of this section or other ethics laws or regulations may seek the advice of the Hardin County Prosecutor, who may refer the matter to the Ohio Ethics Commission for a binding advisory opinion.

(2) Employees shall be provided with a copy of Ohio's Ethics Laws at commencement of employment. The laws are also available at www.ethics.Ohio.gov.

(C) APPEARANCE

(1) The HCBDD reserves the right to prescribe appropriate dress and grooming, and to set standards which are in the best interest of the county.

(2) The HCBDD requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, and should present a favorable public image, and be in conformity with regulations established by the HCBDD due to the specialized nature of service provided or the employment position maintained.

(3) Clothing shall be conducive to the safe and effective performance of required job duties.

(D) TARDINESS

(1) Tardiness on a regular basis is inexcusable and shall not be tolerated. Tardiness is defined as any situation where an employee reports to work after his or her scheduled starting time. Whenever an employee is tardy, that employee may be subject to a reduction in pay corresponding to the amount of time he or she was late unless he or she offers to the supervisor a written reason for being late deemed acceptable by the supervisor.

(2) In addition, if an employee is tardy, that employee may be subject to appropriate disciplinary action unless he or she offers to the supervisor a written reason for being tardy deemed acceptable by the supervisor.

(3) Employees shall be responsible for reporting to work at the place designated by their immediate supervisor.

(4) Employees shall not leave their work area and quit working prior to their scheduled quitting time. Violation of this policy may subject the employee to disciplinary action.

(5) Although FLSA-exempt employees shall not suffer any loss of pay under this policy, every FLSA-exempt employee is required to report to work promptly at his scheduled starting time.

(6) Exempt employees who are late will be subject to appropriate disciplinary action.

(E) POLITICAL ACTIVITY POLICY

(1) This policy is meant to comply with R.C. 124.57. HCBDD's Administration shall inform employees of any federal funding restrictions on political activity. All employees are encouraged to exercise their constitutional rights to vote. References in this policy to politics and political activity refer to partisan activities, campaigns, and elections involving primaries, partisan ballots, or partisan candidates. The following are examples, but the lists are not necessarily all-inclusive:

(a) Examples of permissible activities for employees in the classified service include, but are not limited to the following:

(i) Registration and voting;

(ii) Expression of opinions, either oral or written;

(iii) Voluntary financial contributions to political candidates or organizations;

(iv) Circulation of nonpartisan petitions, petitions that do not identify with any particular party, or petitions stating views on legislation;

(v) Attendance at political rallies;

(vi) Signing nominating petitions in support of individuals;

(vii) Display of political materials in the employee's home or on the employee's property;

(viii) Wearing political badges or buttons, or the display of political stickers on private vehicles; and

(ix) Serving as a precinct election official under section 3501.22 of the Revised Code.

(b) The following activities are prohibited to employees in the classified service:

(i) Candidacy for public office in a partisan election;

(ii) Candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party;

(iii) Filing of petitions meeting statutory requirements for partisan candidacy to elective office;

(iv) Circulation of official nominating petitions for any candidate participating in a partisan election;

(v) Service in an elected or appointed office in any partisan political organization;

(vi) Acceptance of a party-sponsored appointment to any office normally filled by partisan election;

(vii) Campaigning by writing for publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success;

(viii) Solicitation, either directly or indirectly, of any assessment, contribution, or subscription, either monetary or in-kind, for any political party or political candidate;

(ix) Solicitation of the sale, or actual sale, of political party tickets;

(x) Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues;

(xi) Service as witness or challenger for any party or partisan committee;

(xii) Participation in political caucuses of a partisan nature; and

(xiii) Participation in a political action committee which supports partisan activity.

(c) An employee in the classified service who engages in any of the activities listed in paragraphs (b)(1) to (b)(xiii) of this policy is subject to removal from his or her position in the classified service. The HCBDD may initiate such removal action in accordance with the procedures in section 124.34 of the Revised Code.

(F) ETHICS OF PUBLIC EMPLOYEMENT PROCEDURE

(1) Any employee desiring to seek or accept any public position or office should inform the superintendent, who may request an opinion in advance from the Hardin County Prosecuting Attorney.

(H) USE OF COUNTY OWNED AND PERSONAL VEHICLES

(1) All accidents or incidents involving a vehicle owned, leased or operated by the Hardin County Board of Developmental Disabilities (HCBDD) or a vehicle operated by a HCBDD employee while acting within the scope of employment, which results in or directly contributes to a fatality, injury, or damage to any vehicle or property, shall be reported immediately, regardless of the severity, and regardless of where the accident occurs, (whether county, private, or public property) to the appropriate administrative

personnel. Failure to immediately report accident/incident will result in disciplinary action up to and including termination.

(1) HCBDD or Owned Vehicles

(a) This policy is for the use of any motor vehicles owned or leased by the HCBDD.

(b) An individual, who is not employed by the HCBDD, may not operate an HCBDD owned or leased vehicle unless specifically authorized by the Superintendent or designee. No HCBDD employee shall use or permit the use of any vehicle or any supplies for it, except in the transaction of public business or work of the HCBDD (ORC 307.42, 307.43 and 124.71).

(c) All HCBDD employees must adhere to all Ohio Motor Vehicle (OMV) laws related to the usage of electronic devices while operating a motor vehicle.

(d) Smoking is prohibited in all HCBDD owned or leased vehicles.

(e) The HCBDD will comply with the rules put forth by the applicable Ohio Department of Developmental Disabilities and the Ohio Department of Education governing operation, training, safety, and use of its locally funded transportation resources.

(f) HCBDD owned vehicles shall be used for activities approved by the Superintendent, or designee, in accordance with the Ohio Administrative Code and the Ohio Pupil Transportation Operation and Safety Rules. Authorized passengers on HCBDD owned and operated vehicles shall be approved by the Superintendent or his/her designee.

(g) HCBDD bus drivers, transportation aides, or their designee will receive training in accordance with the Ohio Administrative Code and the Ohio Pupil Transportation Operation and Safety Rules. A copy of all training shall be kept in their personnel file.

(h) All operators and passengers in HCBDD owned vehicles will comply with the following:

(i) Operator's license: All operators of any county-owned or leased vehicles must have a valid state-issued operator's license, which includes the specific class of vehicle being operated. Suspension of an employee's operator's license will result in a suspension of any and all county-approved driving privileges. Any employee who is authorized to use a HCBDD owned or leased vehicle and whose operator's license is suspended, must notify their immediate supervisor of this fact at the earliest of the following: day of suspension or next working day. The supervisor must notify the superintendent within the same time limitations.

(ii) Seat belts: As required by the Ohio Revised Code, all passengers of a HCBDD owned or leased vehicle or privately-owned vehicle, while being operated in the transaction of public business or work of the HCBDD, shall wear safety belts at all times while the vehicle is in operation. The vehicle operator is responsible for ensuring all passengers wear safety belts. Failure by any employee to comply with this provision must be reported to the appropriate supervisor.

(iii) Alcohol and other substances: All HCBDD employees, and/or other persons authorized to use an HCBDD owned or leased vehicle shall not operate any HCBDD owned or leased vehicle while under the influence of any alcohol or any controlled substances. Alcoholic beverages, controlled substances, and/or illegal drugs are not to be used or transported in or on any HCBDD owned or leased vehicles. Legally prescribed medications are permissible only when their use does not adversely affect the employee's driving ability and safe operation of the vehicle.

(iv) Accident reporting/traffic citations: In the event of an automobile accident, the vehicle operator is responsible for contacting the appropriate law enforcement agency immediately, or as soon after the accident as is practical.

- All accidents and moving violations received by a HCBDD employee shall be reported to the operator's respective supervisor and the Human Resources department as immediately as is practical. Accident reports are to be completed and submitted to the supervisor who will report the information to the superintendent as soon as possible, but in no event beyond 24 hours of the event or, if the event occurs on a holiday or weekend, on the next working day.

- All parking, moving violations, penalties, and/or other fines received during the operation of a HCBDD or leased vehicle are the full responsibility of the operator.

(v) Preventive maintenance and service: All HCBDD owned or leased vehicles shall receive preventative maintenance according to standards established by the superintendent and/or by the department head. Any vehicle operators shall immediately notify their supervisor should they detect any unsafe or hazardous condition in or upon any and all county-owned or leased vehicles. The supervisor shall, in turn, be responsible to schedule such service. HCBDD gasoline credit cards shall be used to purchase gasoline, oil, etc., for all HCBDD owned or leased vehicles on official HCBDD business only unless other arrangements have

been made and approved by the superintendent and/or department head. All operators of any HCBDD owned or leased vehicle shall be responsible for the appearance (interior and exterior) of the HCBDD vehicle they are using and/or which has been assigned to them.

(vi) All individuals required to operate an HCBDD owned or leased vehicle may be requested to:

- Submit to an annual drug screening;
- Submit an annual drivers abstract to Human Resources; and
- Participate in annual training (pre-trip inspections and vehicle log management)

(vii) Insurability: All employees required to drive an HCBDD vehicle for HCBDD business, must be insurable under the HCBDD's liability insurance plan.

(viii) Any HCBDD employee who has charged against him/her a total of eight points or more within a two year period from the date of the first conviction shall be denied the use and operation of any HCBDD or county owned vehicle and will not receive mileage reimbursement from the HCBDD.

(viiii) All HCBDD employees who operate a county owned vehicle recklessly may be disciplined including termination.

(2) Personal Vehicles Used for Conducting HCBDD Business

(a) All HCBDD employees who are required to, or who choose to use their personal vehicles in the transaction of HCBDD business as defined in their position description, will be reimbursed on a mileage basis at the authorized HCBDD rate subject to approval by the appropriate department head. All employees must maintain their own liability insurance as required by law, subject to the limits prescribed by the HCBDD's vehicle insurance plan.

(b) The employee's personal insurance shall be considered primary coverage. All employees must provide proof of automobile insurance and a valid driver's license to the HCBDD Human Resource Administrator upon request.

(c) It is the intent of the HCBDD to provide transportation for enrollees by private entities, but in the case of an emergency, employees may be required to transport individuals during working hours if approved by the Superintendent and/or designee.

(d) All Employees operating their own vehicles on HCBDD business are subject to the same conditions as outlined in this section.

(3) Recordkeeping. All HCBDD employees, prior to operating a HCBDD owned or leased vehicle or a personal vehicle in the transaction of HCBDD business or work, shall be given a copy of the HCBDD vehicle use policy and acknowledge receipt of the same. The department manager shall maintain these records.

(a) Each vehicle operator of an agency owned vehicle shall be responsible for maintaining the appropriate vehicle logs. The type of log used may be specific to the function of the vehicle. Vehicles' use logs may be reviewed by the business manager or department manager monthly. Logs must contain date of trip, purpose of trip, place of trip, and beginning/ending odometer readings.

(4) Penalties: Whoever violates R.C. 307.42 may be subject to penalties pursuant to R.C. 307.99. Violation of this policy by HCBDD employees is subject to revocation of the use of any HCBDD owned or leased vehicle.

(5) Any and all HCBDD employees who fail to comply with the vehicle policies and procedures and/or who misuse or abuse any HCBDD or leased vehicles or equipment may be subjected to disciplinary actions which may include, but is not limited to, the following:

(a) Written notice of the violation;

(b) For recurring traffic violations or accidents, the person may be assigned to attend a defensive driving or driving instruction class; and

(c) Loss of driving privileges – not permitted to drive a HCBDD owned or leased motor vehicle.

(6) In those cases where the employee's job requires driving a county-owned or leased vehicle, suspension of the employee's driver's license may result in reassignment or termination of employment.

(I) TOOLS, SUPPLIES, AND EQUIPMENT

(1) When tools, supplies, and equipment needed to perform job duties are provided by the HCBDD, it is the responsibility of supervisors to see that they are properly used and maintained. Employees, however, should notify the supervisor if the equipment being used does not work properly, is excessively noisy, or appears to be unsafe.

(2) Misuse, neglect, theft, and abuse of tools, supplies, or equipment is prohibited. Breakage or damage of equipment or supplies by an employee will necessitate an investigation and may be cause for disciplinary action (see section 8.3). Loss of tools on more than one (1) occasion may require payment by the employee for those items lost, at the discretion of the superintendent or designee.

(3) Employees shall not use or permit the use of HCBDD tools, supplies, and/or equipment for any purpose other than official HCBDD business. Personal use of HCBDD tools, supplies, and/or equipment is strictly prohibited.

(4) Employees may bring in personal equipment to use on HCBDD work with permission of the superintendent or designee. However, the HCBDD is not responsible for any damage or repair to the equipment.

(J) USE OF MOBILE DEVICES

(1) Scope: This policy applies to all employees of the HCBDD who possess and use a mobile device purchased and/or provided by the HCBDD. Mobile devices include, but are not limited to, laptops, mobile phones, pagers, tablets, iPads, etc.

(2) Purpose: This policy defines the conditions of use and expectations for which the HCBDD will provide a mobile device to an employee as well as the expectations for proper use of such HCBDD equipment, and identify how personal use of such HCBDD equipment will be reimbursed by the employee if required.

(3) Policy: The HCBDD recognizes that mobile devices have become a valuable tool for HCBDD employees to enhance their productivity while working on behalf of the HCBDD. This communications tool can provide an effective and efficient means to coordinate work activities, provide and/or receive needed information, deliver public services with minimal delay and assure personal and public safety; therefore, the mobile devices may be provided for use regarding official HCBDD business to those employees whose jobs require the ability to have constant contact, in accordance with this policy. The county HCBDD expects all employees to exercise care in the appropriate and reasonable use of all HCBDD owned mobile devices.

(4) Procedure: It is the responsibility of superintendent or designee to determine who, in their respective offices, shall be assigned a HCBDD owned mobile device for official use. No employee shall be automatically eligible to receive a HCBDD owned mobile device based solely upon position, title, or classification. In order to be eligible, the employee must meet at least one (1) of the following:

(a) Enrollee Health and Safety: The employee requires immediate and direct communication with local emergency responders in order to provide for the safety an enrollee.

(b) Accessibility: The employee, while working outside of the office, must initiate immediate and direct communication with their office and/or other public or private entities or persons to access information in order to conduct official HCBDD business in a timely fashion where there is a likelihood that conventional methods will not be readily accessible.

(c) Responsiveness: It is routinely necessary for other employees or members of the general public to reach this individual immediately and directly to discuss official HCBDD business when they are out of the office.

(5) Once a mobile device has been provided, the recipient shall acknowledge in writing that they have received the equipment and a copy of this policy. This procedure is a department level responsibility.

(6) If a HCBDD mobile device is damaged, lost, or stolen, it must be reported by the employee to their immediate supervisor as soon as possible; the immediate supervisor shall notify their department manager, who will make the necessary arrangements for termination of service and/or arrange a replacement.

(7) When an employee no longer needs a mobile device or terminates employment or otherwise loses the authorization to possess or use a HCBDD mobile device, the employee shall return all HCBDD provided equipment and/or accessories immediately.

(8) Proper and improper use: HCBDD mobile devices are primarily provided for official HCBDD business. The frequency and duration of personal use and/or such unofficial communication must be kept to a minimum and should be in accordance with any applicable service plan.

(9) No mobile device shall be used to make any communication of an obscene, threatening, harassing, or otherwise offensive nature that would be illegal, prohibited, or inappropriate as defined by law or which would be in violation of any other HCBDD policy.

(10) Employees are advised that all communications on HCBDD owned mobile devices including, but not limited to, voice mails, pages, texts, photographs, and/or e-mail communications, are not confidential and are subject to review for the purpose of enforcing the policies herein with or without notice.

(K) INTERNET, ELECTRONIC MAIL, AND ONLINE SERVICES USE

(1) The use of the Internet, electronic mail, and online services has great potential to enhance the productivity of HCBDD employees in all departments. At the same time, as in the case with all county resources made available to employees, abuse is possible.

(2) Purpose: The purpose of this policy is to establish guidelines and minimum requirements governing the acceptable usage of HCBDD provided Internet, electronic mail, and online services as well as establish guidelines for the retention of electronic mail records. By establishing and maintaining compliance with this policy, risks and costs to HCBDD as a whole can be reduced while the valuable potential of these resource tools are realized. The objectives of this policy are to assure that:

(a) Disruptions to HCBDD and county government activities from inappropriate use of HCBDD-provided Internet, electronic mail, and online service access are avoided; and

(b) Users are provided guidelines describing their personal responsibilities regarding confidentiality, privacy, appropriate retention, and acceptable use of HCBDD-owned Internet, electronic mail and online service access.

(3) The HCBDD promotes Internet use that enables employees to achieve their, the HCBDD and various departmental goals. These resources are intended to assist in the efficient and effective day-to-day operations of the HCBDD.

(4) Each department may also choose to develop or further refine acceptable and unacceptable uses of these resources.

(5) Scope of the policy: Access to the Internet, electronic mail, and online services is provided for the purpose of encouraging and promoting improved use of technology and information services in the areas of:

(a) Gathering information and data relevant to HCBDD business;

(b) Communicating with other users who have related business interests;

(c) Increasing employee and contractor efficiency by utilizing technology which will enhance overall job performance; and

(d) Encouraging collaboration and resource sharing among other counties, state, and federal agencies.

(6) The following HCBDD employees are covered by this policy:

(a) Full- or part-time employees of the HCBDD;

(b) Volunteers who are authorized to use county resources to access the Internet, electronic mail, and online services; and

(c) HCBDD contractors who are authorized to use HCBDD equipment and facilities.

(7) Department responsibilities: Each department head and/or designee will have the final authority in determining whether an employee requires access to the Internet, electronic mail, and online services to accomplish their assigned duties. Departments have the responsibility for:

(a) Acquiring Internet, electronic mail, and online service accounts for their personnel who need access to conduct the official HCBDD business.

(b) Ensuring that all personnel who have access to the Internet, electronic mail, and online services are aware of their responsibilities as outlined in the department's "Agreement of Responsibility: Internet, E-mail and Online Service Use."

(c) Assuming the responsibility for making the final determination as to the appropriateness of their employees' use of the Internet, electronic mail, and online services;

(d) Assisting their employees with making the final determination as to the proper electronic records retention period using the definitions under the HCBDD Document Retention Policy; and

(e) Contacting the HCBDD personnel responsible for communicating to the appropriate IT staff to research suspected violations and inappropriate use of Internet, electronic mail, or online service accounts.

(8) User responsibilities: Users should be aware that when access to the Internet, electronic mail, and online services are accomplished using Internet addresses and domain names registered to Hardin County and/or the HCBDD, they may be perceived by others to represent Hardin County and/or the HCBDD. Users shall not use the Internet, electronic mail, or online services for any purpose which would reflect negatively on the county, the HCBDD or its employees.

(9) Because of the security, legal, and productivity issues referenced in this policy, each user is responsible for:

(a) Following existing policies and procedures in their use of Internet, electronic mail, and online services and shall refrain from any practices which might jeopardize the county's and/or the HCBDD computer systems and data files, including but not limited to virus attacks, when downloading files from the Internet;

(b) Learning about Internet, electronic mail, and online service etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files from other computers;

(c) Familiarizing themselves with any special requirements for accessing, protecting, and utilizing data, including Privacy Act materials and confidential information;

(d) Being careful not to duplicate, download, transmit, or use software not in compliance with software license agreements, unauthorized use of copyrighted materials or another person's original writing;

(e) Being careful not to open electronic mail messages and file attachments from unknown or untrusted sources. If you are unsure whether an electronic mail message and/or file attachment is of a legitimate nature, please contact the HCBDD personnel responsible for communicating to the appropriate IT staff for guidance before opening the suspect message and/or attachment;

(f) Managing electronic mail messages within their electronic mail box by removing unnecessary mail, expired mail, or mail deemed no longer useful following the guidelines set forth under the HCBDD Document Retention Policy. Users allowing their electronic mail boxes to exceed a reasonable size will be informed of their need to manage and remove unnecessary

electronic mail by the HCBDD personnel responsible for communicating to the appropriate IT staff who periodically review electronic mailbox size. Should the problem persist, the user's supervisor will be contacted to take appropriate action; and

(g) Conducting themselves as a representative of HCBDD as a whole. This means that users shall not use the Internet, electronic mail, and online services to:

(i) Distribute offensive or harassing statements; disparage others based on race, national origin, sex, age, ancestry, veteran's/military status, disability, genetic information, or religious beliefs;

(ii) Distribute or solicit sexually-oriented messages or images;

(iii) Distribute or participate in chain letters. This means e-mail that says something like "send this to 10 people" or "send this to as many people as possible", etc.;

(iv) Connect to or download music or Internet radio programs that may impact the county's and/or HCBDD network services. Please see the HCBDD personnel responsible for communicating to the appropriate IT staff for guidance;

(v) Use of instant messaging that negatively impacts the work employee's work performance;

(vi) Visit casino or gambling sites; and

(vii) Download any unauthorized software that does not relate to county and/or HCBDD business.

(h) Limited personal use of network and e-mail services is permissible so long as it is appropriate in content and does not negatively impact the employee's work performance.

(10) Security:

(a) Electronic message systems may not be secure. Employees should be aware of potential electronic messaging security problems before transmitting private or confidential messages. Disclosure may occur intentionally or inadvertently when an unauthorized user gains access to electronic messages. Disclosure may occur when messages are forwarded to unauthorized users, directed to the wrong recipient, or printed in a common area where others can read them.

(b) Use caution when sending confidential information. Always display "CONFIDENTIAL" on the subject line when sending confidential information. Confirm that encryption has been enabled before sending

confidential information. Be aware that even if you encrypt your data, anything you electronically transmit over the Internet, electronic mail, or online services are subject to interception, reading, and copying by other people.

(c) The Internet may not be secure. Employees should take this into account before receiving or transmitting information and messages. Employees should be aware that it is possible to identify visitors to Internet sites (i.e., all Internet browsers furnish a trail to trace all Internet site visits), and should exercise conservative judgment when accessing information on the Internet.

(11) Enforcement and violations: All HCBDD employees and/or approved contracted personnel using HCBDD equipment and/or networks to access the Internet, electronic mail, and online services are subject to having activities monitored by system or security personnel with or without notice.

(12) Clear violation of this policy and its attachments will result in disciplinary action, including, but not limited to, notification of employee's supervisor, termination of Internet, electronic mail, and online service privileges.

(13) Electronic mail records: All HCBDD employees must be aware that electronic mail messages that meet the definition of a record under Ohio Revised Code section 149.011(G), like paper records, must be retained and destroyed according to established records management procedures. ORC section 149.011(G) states:

Records' includes any document, device, or item, regardless of physical form or characteristic, created, or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Retention or disposition of e-mail messages must be related to information they contain or purpose they serve. The content, transactional information, and any attachments associated with the message may be considered a record if they meet the definition of a record under ORC section 149.011(G) mentioned above. The user must appropriately retain a record according to their record retention schedule. If the user is unsure whether an electronic mail message qualifies as a record or which retention period the electronic mail message should fall within, it is the responsibility of the user to ask their supervisor for assistance. One simple way to manage the retention and deletion of electronic mail messages is to separate as much as possible by broad category, by topic, and then by year. When the retention expiration time period passes, simply delete the mailbox or folder containing the outdated records. It would be best to separate the major categories and attach a year to them. Reliance on system back up of the e-mail system onto tapes or other media or purging all messages after a set amount of time are not appropriate strategies for managing electronic mail records.

(14) Electronic mail classification and retention schedule:

(a) Non-records electronic mail: May be deleted at any time. These electronic mail messages do NOT meet the definition of a record under ORC section 149.011(G) mentioned above. Examples include, but are not limited to, personal correspondence such as "let's do lunch", non-state publications, promotional material from vendors, and similar materials "publicly available" to anyone, list serve messages, unsolicited promotional material, "spam" files copied or downloaded from Internet sites.

(b) Transient retention electronic mail: Retain until no longer of administrative value, then delete. Meeting notifications, informal conversations (compare to telephone or office hallway conversations), limited documents which serve to convey information of temporary importance, or employee activities. These records do not set policy, establish guidelines, or procedures.

(c) Record electronic mail: After three (3) years, appraise for continuing retention purposes and print material to be kept in appropriate file. These electronic mail messages are of more significant administrative and legal or fiscal value but not scheduled to be transient. General and internal correspondence, notes containing business information, requests for information, requests for local interpretation, weekly or monthly reports which document the status of ongoing projects and issues, or advising supervisors of various events and issues. Executive correspondence containing agency policy, fiscal information, or personnel matters, minutes and supporting records documenting internal policy decisions, or correspondence dealing with significant aspects of the administration of the agency. Attachments requiring longer retention should be printed and filed with appropriate record service.

(L) HCBDD PROVIDED ONLINE STORAGE

(1) The HCBDD provides access to online storage, "file share", online storage is provided for the sharing of HCBDD business information. This "file share" is a finite commodity and should be treated as such. Information placed on the "file share" should have a business value for more than one HCBDD employee or contractor.

(2) Users of the "file share" should understand that the information stored on the device is not private and is subject to review by HCBDD personnel.

(a) Dependent on content, the information stored on the "file share" may be considered public record and made available to requesting parties.

(b) Personal files such as music, videos, pictures or personal correspondence are strictly prohibited for being stored on the "file shares" and will be deleted.

(3) It is the responsibility of each employee to maintain the "file share", this includes insuring the content is current and valid. If the information is no longer of value to the HCBDD due to validity or being out-of-date, the individual that placed the information on the file share is responsible for removing the information.

(M) USE OF COMMUNICATION SYSTEMS

(1) Purpose: To establish guidelines for the use of county or HCBDD owned, leased, licensed, or paid communications services and equipment in order to promote a professional and cost efficient work environment.

(2) Definitions:

Communications equipment and services: Communications equipment and services include mail, electronic mail, courier services, facsimiles, telephone systems, computer networks, online services, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, and bulletin boards.

HCBDD stationery: Any letter, form, record, or other document which would give the appearance that the information contained on it is the policy, view, or intent of the HCBDD. This shall include the use of professional title on a document for personal gain.

(3) Scope of policy:

(a) It is the policy of the HCBDD to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.

(b) Supervisors are responsible for instructing employees on the proper use of the communications services and equipment used by the HCBDD for both internal and external business communications.

(c) Most communications services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their supervisor if there is a question about the proper mode of communication.

(d) All HCBDD communications services and equipment, including the messages transmitted or stored by them, are the sole property of the HCBDD. The HCBDD may access and monitor employee communications and files as it considers appropriate. Communications equipment and services include mail, electronic mail, courier services, text messages, photos, facsimiles, telephone systems, computer networks, online services, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, and bulletin boards.

(e) Limited personal use of HCBDD communications services is permissible so long as it is appropriate in content and does not negatively impact the employee's work performance.

(i) However, whenever possible, personal communications that incur user charges should be placed for collection or charged directly to the employee's personal credit card or account.

(f) HCBDD communications property or equipment may not be removed from the premises without authorization from the employee's supervisor.

(g) Employees who do not have direct access to a HCBDD telephone should make provisions to have emergency or other necessary incoming calls routed to their supervisor. Although the HCBDD will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

(h) Employees should exercise care so that no personal correspondence appears to be an official communication of the HCBDD. Personalized HCBDD stationery and business cards may only be issued by the county HCBDD. Employees may not use HCBDD stationery or postage for personal letters.

(i) Improper use of HCBDD communications services and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

(N) USES OF HCBDD PROPRIETARY INFORMATION

(1) All information obtained by employees in the course of their employment with the HCBDD and all HCBDD data shall be considered confidential and proprietary. Personal information which employees obtain during the normal course of their employment shall not be discussed nor disclosed to anyone other than those individuals who have a need to know for legitimate business purposes.

(2) In order to protect against inappropriate use of information or data maintained by the HCBDD, all employees are required to comply with the following regulations:

(a) Accessing confidential and proprietary information or data, other than as required for work purposes, is prohibited;

(b) Removal of information or data from the HCBDD's premises without advance approval is prohibited; and

(c) Discussion of such information with unauthorized persons is prohibited.

(3) Using confidential and proprietary information or HCBDD data for any purpose other than as required to complete assigned work tasks, discussing such confidential and

proprietary information or data with anyone other than for work purposes, or removal of such information or data from the HCBDD's premises without authorization, will result in discipline of the employee, including possible removal from employment.

(4) Any employee who has a question regarding the use of confidential and proprietary information or data maintained by the HCBDD should request clarification of the HCBDD's policy before risking a possible violation.

(O) SOCIAL MEDIA

(1) Purpose: The purpose behind this policy is to make an employee aware of his or her privacy rights and prohibited conduct with respect to an employee's actions and its impact on the HCBDD when using social media sites on and off-duty. This policy is also intended to ensure efficient use of employee time and to minimize any distraction from an employee's assigned tasks and duties. It will allow the HCBDD to ensure that HCBDD rules are followed and all employees are treated fair and consistent. Use of such technology constitutes consent to being monitored by the HCBDD for compliance.

Employees shall remember they are paid by public funds and the public holds them to a high standard of professionalism. The HCBDD has an overriding interest and expectation in deciding what is "spoken" on behalf of the HCBDD. This policy is not meant to infringe on one's right to free speech, rights under R.C. 4117, or any other protected activity.

(2) Scope: All employees will be subject to and held accountable for any conduct outlined in the Social Media Policy. This policy works in conjunction with other related personnel policies and procedures (e.g., harassment).

(3) Social media: Refers to the use of websites such as, but not limited to, Facebook, Myspace, Twitter, Flickr, LinkedIn. For purposes of this policy, blogs and other Internet forums shall also be covered. Nothing in this policy is meant to prohibit access to any social media website or blog which may be work-related.

(4) Policy:

(a) On-duty conduct (job requirement): Individuals utilizing social media to access information as a function of their job, per job description, will be allowed access approved social media sites.

(b) On- and off-duty conduct: An employee enjoys no expectation of privacy to information posted into cyberspace even while off-duty. This includes anything posted to a social media website, blog, or other similar Internet forum of communication. Although information may be posted to a "private" webpage, the employee should be aware this information can still be accessed by the public and other sources in a number of ways. Because of this, an employee needs to use "common-sense" when posting comments, photos, opinions, or any other information related to his or her employment. Any social media activity which portrays the HCBDD in a negative light will be evaluated and may result in disciplinary action up to and including termination. Examples of prohibited conduct include, but are not limited to:

(i) Posting one's photograph while wearing the HCBDD's uniform (or other similar attire, which could be misidentified as the official uniform);

(ii) Posting pictures, videos, or comments that are insubordinate with respect to the employee's employment;

(iii) Posting pictures, videos, or comments that constitute or could be construed as unlawful behavior;

(iv) Knowingly or recklessly posting false information about the HCBDD, supervisors, coworkers, public officials, or those who have a relationship with the HCBDD. This also includes disparagement of a fictitious character or computer-generated likeness that resembles the above;

(v) Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of a supervisor; and

(vi) Posting pictures, videos, or comments that are sexual, obscene, violent, offensive, harassing, or pornographic in nature along with any reference to the HCBDD or an individual's employment.

(4) Confidential information: An employee shall not disclose any work-related confidential or proprietary information on any social media website, blog, or other Internet forum of communication. This can include information that may eventually be obtained through a valid public record's request.

(5) Employees are encouraged to follow the internal complaint procedure and not take to the Internet to voice work-related complaints.

(6) Employees found to have violated any part of this policy may be subject to discipline up to and including termination.

(7) Any deviation from the above policy shall be approved by the HCBDD in writing.

(8) Any questions regarding the policy should be directed to the employee's immediate supervisor.

(9) Employees shall take note of the following: DELETE DOES NOT MEAN DELETE. Once something is posted into cyberspace it remains there.

(P) BULLETIN BOARDS

(1) It is the policy of the county to provide and maintain county bulletin boards as a means of communicating information to employees. All required postings shall appear on HCBDD bulletin boards and material shall only be removed by the superintendent or designee.

(2) All county notices, federal and state required notices, and legal notices shall be posted in an area visible to all employees on the HCBDD bulletin board described in "A" above. Information of a general interest to employees may be posted by employees with the approval of their department manager provided the material to be posted does not contain:

(a) Personal attacks upon any employee or public official;

(b) Scandalous or derogatory attacks upon any employee, public official, or governmental unit/agency;

(c) Attacks on and/or unfavorable comments regarding a candidate for public office; and

(d) Attacks on any organization or group.

(3) Employees and non-employees wishing to have material posted on a HCBDD bulletin board shall submit a request to their department manager or designee for prior approval. This request shall include the name of the person making the request to post the material, a copy of the material to be posted, and the period of time the material is requested to be posted. Material posted in violation of this policy shall be removed from the HCBDD bulletin board. Employees in violation of this posting policy shall be subject to disciplinary action.

(Q) GAMBLING

(1) The HCBDD does not permit gambling in any form by its employees during work hours (meaning games of chance where the organizer profits — Office pools (i.e. NCAA tournament) where all money is paid out to participants and/or donated to a charity is permissible). For the purpose of this policy, work hours includes regular working hours, lunch periods, cleanup time, and other breaks. Violation of this policy will be cause for disciplinary action.

(R) SUBSTANCE ABUSE

(1) The HCBDD recognize substance abuse as a disease which is treatable, and they encourage those employees who suspect that they may have a substance abuse problem to seek professional treatment.

(2) For the purpose of this policy, a substance abuse problem exists when an employee's alcohol consumption or drug abuse interferes with his or her job performance.

(3) This policy is intended to ensure that no employee with a substance abuse problem will have his or her job security or promotional opportunities jeopardized by a request for treatment prior to any disciplinary action. The individual's rights to confidentiality and privacy are recognized. The pertinent information and records of employees with substance abuse problems will be preserved in the same manner as all other medical records and consistent with Ohio's Public Records' Laws. This policy does not preclude or supersede any discipline outlined or arising out of violation of the Drug Testing Policy for reasonable suspicion or random testing.

(4) The HCBDD management team shall not attempt to diagnose alcoholism or drug addiction. A referral, initiated by the supervisor, for diagnosis and treatment shall be based strictly on unsatisfactory or deteriorating job performance resulting from apparent medical or behavioral problems, whatever their nature.

(5) It will be the responsibility of the employee to comply with the referral for diagnosis and to cooperate with the prescribed treatment. An employee's refusal to accept diagnosis or treatment, or failure to respond to treatment, will be handled in the same manner as for all other illnesses when job performance continues to be adversely affected.

(S) GARNISHMENTS

(1) A court-ordered legal claim against the wages of an employee by a creditor for nonpayment of a debt and served by the constituted legal authority is a garnishment and must be recognized and executed by the county auditor and the HCBDD's Human Resource Administrator. Repeated garnishments on the wages of an employee may result in disciplinary action. However, no employee may be terminated because of only one (1) successful garnishment during any 12 month period.

(2) No employee will be disciplined for garnishments where the employee has demonstrated a willingness and effort to resolve the employee's financial problems.

(T) OUTSIDE EMPLOYMENT OR ACTIVITIES

(1) Under no circumstances shall a HCBDD employee have other employment or activities which conflict with the objectives, interests, or operation of the HCBDD.

(2) Two (2) common conflicts which may arise are:

(a) Time conflict: Defined as when the hours required for outside employment or activities directly conflict with the scheduled working hours of an employee's job with the HCBDD, or when the demands of outside employment or activities prohibit adequate rest, thereby adversely affecting the quality of the employee's job performance with the county.

(b) Interest conflict: Defined as when an employee engages in outside employment or activities which tend to compromise his or her judgment, actions, and/or job performance with the HCBDD.

(3) Should the superintendent or designee feel that an employee's outside employment or activities are adversely affecting the employee's job performance with the HCBDD, the superintendent and/or designee may take appropriate action. Any conflict, policy infraction, or other specific offense which is the direct or indirect result of an employee's participation in outside employment or activities, shall be disciplined in such a manner that is consistent with the policy set forth in section 8.3 of this manual.

(4) Use of HCBDD equipment and/or facilities in conjunction with outside employment is prohibited.

(U) SAFETY

(1) HCBDD responsibility: The HCBDD is always concerned with the safety and health of every employee. The HCBDD will comply with all applicable state and federal safety codes and regulations.

(2) Building Authority Each Building Authority will be responsible for safety in the area under control and will be given assistance, authority, and support needed to fulfill responsibility.

(a) Every accident will be investigated promptly and thoroughly with the aim of preventing the same or a similar accident in the future. The department manager will correct unsafe conditions. The department manager will ensure that each employee complies with all rules and regulations, and that safe working methods are used by employees under their supervision.

(3) Employee responsibility: All employees will be expected to comply with all safety rules and regulations and use all safety equipment provided by the HCBDD.

(4) Each employee will be expected to cooperate in the safety program, in the investigation of all on-the-job accidents, and assist in making the work environment safe for themselves and coworkers.

(5) Accident reporting:

(a) The following procedure must be used for any employee sustaining an injury while at work:

(i) First Aid/Emergency Care if necessary (using Universal Precautions);

(ii) Complete Employee Accident Report **within 24 hours**. If accident is back injury, complete Employee Back Injury Report. Forward all reports to immediate supervisor;

(iii) Designee will refer staff to Emergency Room/Urgent Care, etc Supervisor may consult with agency nurse if needed to determine need for care at Emergency Room. HCBDD will pay for any expenses not covered by Worker's Compensation. It is the employee's responsibility to seek treatment from a Bureau of Worker's Compensation certified provider.

(iv) Upon release from Emergency Room/Urgent Care and before returning to work, employee must report to Supervisor with paperwork obtained from Occupational Health.

(b) Violation of, or failure to comply with, safety practices and rules is subject to disciplinary action.

(V) WORKPLACE VIOLENCE

(1) The safety and security of employees, individuals served, contractors, and the general public are of vital importance to HCBDD. Therefore, threats, threatening behavior, or

acts of violence made by an employee or anyone else against another person's life, health, wellbeing, family, or property will not be tolerated. Employees found guilty of violence will be subject to disciplinary action up to and including termination of employment.

(2) The purpose of this policy is to provide guidance to employees of HCBDD should they encounter a situation that they believe is or could result in an act of violence.

(3) The word "violence" in this policy shall mean an act or behavior that:

(a) Is physically assaultive;

(b) A reasonable person would perceive as obsessive (e.g., intensely focused on a grudge, grievance, or romantic interest in another person and likely to result in harm or threats of harm to persons or property);

(c) Consists of a communicated or reasonably perceived threat to harm of another individual or in any way endanger the safety of another;

(d) Would be interpreted by a reasonable person as carrying a potential for physical harm to the person;

(e) A reasonable person would perceive as intimidating or menacing;

(f) Involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; and

(g) Consists of a communicated or reasonably perceived threat to destroy property.

(4) The HCBDD prohibits the following:

(a) Any act or threat of violence by an employee against another person's life, health, wellbeing, or property;

(b) Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;

(c) Any act or threat of violence which endangers the safety of employees, individuals served, contractors, or the general public;

(d) Any act or threat of violence made directly or indirectly by words, gestures, or symbols; and

(e) Use or possession of a weapon on the HCBDD's premises, on a county-controlled site, or an area that is associated with county employment.

(5) The most common situations where workplace violence is likely to occur are as follows:

(a) Dealing with the public: Violent situations could occur in employee contact with the public. While the HCBDD has a strong commitment to

client service, we do not intend for employees to be subjected to verbal or physical abuse by the client.

(b) On-the-job: Situations could occur where relationships between employees, or between an employee and a supervisor, result in strong negative feelings by the individuals involved.

(c) Off-the-job: An employee could become involved in a personal non-criminal dispute with a coworker, family member, or neighbor during the employee's non-working hours. The HCBDD prohibits any act of violence by an employee towards any other employee while off-duty. If the situation escalates, individuals sometimes secure restraining orders from the courts. If an employee requests such a restraining order, the employee should include the work location as well as the employee's place of residence in the order.

(6) HCBDD employees may not carry or store a firearm or handgun and ammunition in county-owned or leased vehicle. HCBDD employees who hold a valid concealed carry license are permitted to bring a firearm or handgun onto UCBDD property under the following conditions:

(a) The firearm or handgun and the ammunition must be kept in the employee's vehicle; and

(b) When the employee leaves their vehicle, the firearm or handgun and ammunition must be locked in a trunk, glove box, or other container.

(7) Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on the HCBDD's property shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation. The HCBDD will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person(s) involved.

(8) It is a requirement that all employees report, in accordance with this policy, any behavior that compromises the HCBDD's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on HCBDD's property, a county-controlled site, or is associated with county employment.

(9) All incidences of suspected or potential violence should be reported to the employee's immediate supervisor or the superintendent/designee. Do not take the position that the incident is too minor to report or that it does not appear to be a "real problem." Do not wait until it is too late to be proactive.

(10) Supervisor responsibilities: Supervisors and superintendent are responsible for assessing situations, making decisions on the appropriate response, and responding to reports of or

knowledge of violent activities that have occurred in the workplace or that involve an employee of the HCBDD.

(11) When any actual, potential, or suspected incident of violence is brought to the attention of a supervisor or the department head, the department manager or designee shall evaluate the severity of the situation immediately and have the individual reporting the incident fill out a Staff Incident Report form. If it is concluded that an actual act of violence has occurred or if there is a likelihood that violence could result, the designee shall:

(a) Discuss the situation with the employee(s) and attempt to find out what caused the situation.

(b) Determine what action is to be taken to prevent the situation from occurring again. Such actions may include but not be limited to:

(i) Assigning a different employee to the area or job;

(ii) Talking with the disgruntled individual(s) served or employee(s);

(iii) Discussing the incident and offer suggestions for appropriate actions;

(iv) Referring the affected employee(s) to professional help or counseling; and

(v) Disciplining the employee(s), up to and including termination of employment.

(12) All employees who apply for, obtain, or are the subject of a restraining order which lists department locations as being protected areas, must provide to Director of Operations a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

(13) Effective April 8, 2004, as required by Ohio Revised Code 2923.121, the following sign (or language substantially similar) will be posted at the entrance of every county-owned building, and at the entrance to the portion of any non-county-owned building which is being leased by the county.

(W) RESPONSE TO AN EMERGENCY

(1) It is mandated by OAC that all county boards maintain an emergency response system for individuals served by the county board. The HCBDD will maintain a system that is available on a 7 day, 24 hour basis, with a requirement that the response to the emergency will be within a 24 hour period from the reception of the call. The procedure for this system is maintained in the Support Services policies.

(X) ABUSE AND NEGLECT

(1) Professional staff are required by law (ORC 2151.421) to report alleged instances of abuse and/or neglect. The HCBDD shall require all employees, contract agencies, volunteers and other persons who report directly to the HCBDD to proceed as follows in reporting all alleged instances of abuse and/or neglect:

(a) Immediately report incident to the SSA Director or Superintendent.

(b) Complete the incident report for allegations of abuse/neglect within 24 hours of the occurrence and forward to SSA Department at the Major Unusual Incident Hotline

(2) Failure by persons to immediately report such instances and/or to follow-up with the required written report shall be ground for disciplinary action up to and including termination of services.

(3) Criminal Liability: Persons who have a mandatory duty to report suspected child abuse and who fail to do so are guilty of a misdemeanor of the fourth degree per ORC 2151.99.

(4) Confidentiality: Reports of suspected abuse/neglect are confidential. Neither the name of the person making the report nor the contents of the report may be disclosed, except in connection with a criminal proceeding.

(5) SSA Director and/or Investigative Agent will conduct a preliminary investigation and report the allegation of abuse or neglect to a law enforcement agency and/or Hardin County Department of Jobs and Family Services. Action and authority is based on the Case Management rule, ORC 2151.421 and ORC 5123.61.

(6) For Children: Alleged abuse and/or neglect of persons with Developmental Disabilities under the age of twenty-one (22) requires reporting and investigation by the Hardin County Department of Jobs and Family Services-within twenty-four (24) hours. Service and Support Administration and MUI staff shall be involved in the investigation of incidents involving children as requested by the investigating agency.

(7) For Adults: Alleged abuse and/or neglect of adults with HCBDD shall be reported to a law enforcement agency. Again, SSA staff shall be involved in the investigation of incidents involving adults as requested by law enforcement.

(8) The reporting person can make a "reasonable number of requests" of the investigating agency for non-confidential information including:

(a) Whether the investigation has been initiated;

(b) Whether the investigation has been completed;

(c) Whether a complaint or criminal charges were filed as a result of the investigation; and

(d) Information regarding the general health and safety of the individual involved

(9) Abuse and Neglect are defined as:

(a) Any act or absence of action inconsistent with human rights which result or could result in physical injury to an individual, except if the act is done in self-defense or occurs by accident;

(b) Any act which constitutes sexual activity, as defined in Chapter 2907 of the ORC; here such activity would constitute an offense against an individual under that chapter;

(c) Insulting or coarse language or gestures directed toward a person who subjects the person to humiliation or degradation; and

(d) Or depriving a person or real or personal property by fraudulent or illegal means.

Note: *Employees do have the right to contact law enforcement, Hardin County Department of Jobs and Family Services directly to report alleged abuse and/or neglect.*

(Y) CONVICTION OF A FELONY

(1) Conviction of a felony is a separate basis for reducing in pay or position, suspending, or removing an employee, even if the employee has already been reduced in pay or position, suspended, or removed for the same conduct that is the basis of the felony. An employee may not appeal to the State Personnel Board of Review any disciplinary action taken by the HCBDD as a result of the employee's conviction of a felony. If an employee removed under this section is reinstated as a result of an appeal of the conviction, any conviction of a felony that occurs during the pendency of the appeal is a basis for further disciplinary action under this section upon the employee's reinstatement.

2. Any employee convicted of a felony immediately forfeits the person's status as a classified employee in any public employment on and after the date of conviction for the felony. If an employee is removed under this section as a result of being convicted of a felony or is subsequently convicted of a felony that involves the same conduct that was the basis for the removal, the employee is barred from receiving any compensation after the removal notwithstanding any modification or disaffirmance of the removal, unless the conviction for the felony is subsequently reversed or annulled.

3. As used in this policy, "felony" means any of the following:

(a) A felony that is an offense of violence as defined in section 2901.01 of the Revised Code;

(b) A felony that is a felony drug abuse offense as defined in section 2925.01 of the Revised Code;

(c) A felony under the laws of this or any other state or the United States that is a crime of moral turpitude;

(d) A felony involving dishonesty, fraud, or theft; and

(e) A felony that is a violation of section 2921.05, 2921.32, or 2921.42 of the Revised Code.

(4) Any person removed for conviction of a felony is entitled to a cash payment for any accrued but unused vacation leave as authorized by HCBDD policy. If subsequently reemployed in the public sector, such person shall qualify for and accrue sick and vacation leave in the manner specified by county policy for a newly appointed employee and shall not be credited with prior public service for the purpose of receiving these forms of leave.

(Z) CONCEALED WEAPONS

(1) In the interest of protecting the safety of employees and citizens of Hardin County, the HCBDD adopts the following policy:

(2) Effective April 8, 2004, as required by Ohio Revised Code 2923.121, the following sign (or language substantially similar) will be posted at the entrance of every county-owned building, and at the entrance to the portion of any non-county-owned building which is being leased by the county:

(3) Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid license does not authorize the licensee to carry a concealed handgun onto these premises.

(4) HCBDD employees and visitors to the HCBDD, other than law enforcement officers specifically authorized to carry a firearm*, are prohibited from carrying firearms into any HCBDD building, in any HCBDD vehicle or at any time while they are acting within the course and scope of their employment.

(5) HCBDD employees and visitors to the HCBDD, other than law enforcement officers specifically authorized to carry a firearm*, are prohibited from bringing a firearm onto a county-owned parking lot, even if it is kept in their vehicle.

(6) Any HCBDD employee who violates this policy is acting outside the course and scope of their duties. The HCBDD will not defend or indemnify such actions by any employee. Any HCBDD employee found to be in violation of this policy will be subject to disciplinary action, up to and including discharge.

(7) HCBDD employees who use a firearm to make comments about firearms in such a way that intimidates, harasses, coerces, or threatens another county employee will be subject to disciplinary action, up to and including discharge.

***This language is intended to include all county employees and officials who currently are authorized and trained to carry a weapon within the scope of their duties.**

(AA) TOBACCO USE/E-CIGARETTE

(1) Smoking or lighting of cigarettes, e-cigarettes, cigars, pipes, or other substances is prohibited in HCBDD buildings; the use of smokeless tobacco products, including chew and snuff, is prohibited in HCBDD buildings, including but not limited to:

(a) All buildings, offices, meeting rooms, storage areas, restrooms, stairways, hallways, warehouses, garages, and county-owned vehicles;

(b) Any enclosed area, with a roof or other overhead covering of any kind with walls and side coverings of any kind, regardless of the presence of openings for ingress and egress, on all sides or on all sides but one (1);

(c) Any areas that are immediately adjacent to entryways;

(d) Any area in which smoke could enter a building through entrances, windows, ventilation systems, or other means; and

(3) "No Smoking" signs or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be conspicuously posted in HCBDD buildings and facilities where smoking is prohibited by this policy, including at each entrance.

(4) All ashtrays and other receptacles used for disposing of smoking materials shall be removed from any area where smoking is prohibited by this policy.

(5) Employees who violate any provision of the tobacco, electronic cigarette, and smoke free workplace policy shall be subject to proper progressive disciplinary action, as determined by the superintendent of the HCBDD.

(6) Citizens who violate the tobacco, electronic cigarette, and smoke free workplace policy shall be asked to dispose of their tobacco/smoking materials properly and leave the county's property or be reported to the Ohio Department of Health, as determined by the superintendent and/or security personnel.