



MONCLOVA TOWNSHIP
FEELS LIKE HOME

Employee Handbook

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Disclaimer

This personnel manual is presented for informational purposes only. The Board of Trustees reserves the right at its sole discretion to modify, suspend or terminate this manual and any provisions contained herein as well as modify, suspend or terminate any policies, procedures or employee benefits program with or without notice, subject to collective bargaining where applicable. The Board of Trustees is the sole arbiter of the provisions of this manual. This manual is not an employment contract, expressed or implied. No representative of the Board of Trustees, unless given express permission by the Board of Trustees, has the authority to enter into an agreement with an employee that is contrary to the foregoing. Any agreement made with the express permission of the Board of Trustees which is contrary to the foregoing must be in writing to be valid.



Introduction

Mission Statement:

It is the mission of the Board of Trustees to provide the highest level of service to the citizens of Monclova Township through efficient and effective operations to implement the provisions of Ohio Revised Code Chapter 5.

Purpose:

The purpose of this manual is to provide guidelines for personnel policies, practices, procedures, benefits, rights and responsibilities. **This manual is in conjunction with, and not intended to supersede, the Monclova Township Fire-Rescue's Standard Operating Procedure Manual and any collective bargaining agreement(s), unless otherwise stated.** Nothing contained in this manual prohibits the adoption of department work rules, standing orders, general orders or other instructions issued by the township administrator, department heads, or supervisors, either oral or written.

Amendments: Amendments to these personnel policies and procedures is at the sole discretion and authority of the Board of Trustees. (See Disclaimer)

Administration: The Township Administrator, or Fire Chief shall be charged with implementing the provisions of this manual within the scope of their authority specifically granted by the Board of Trustees to provide for the orderly conduct of dealing with employees of the township in its pursuit to serve its citizens efficiently.

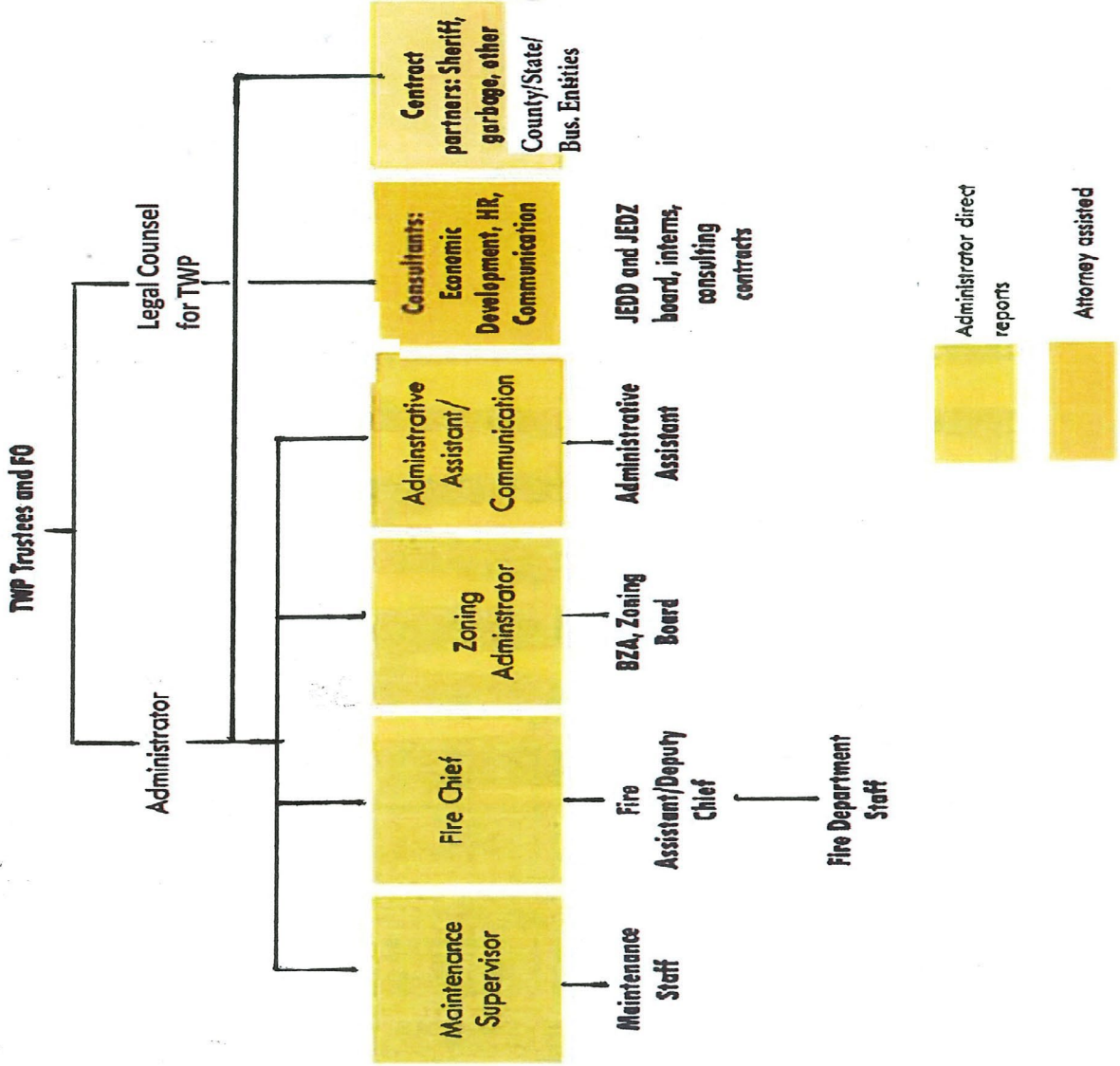
Applicability:

The personnel policies and procedures contained herein apply to all full-time employees, part-time employees, and seasonal employees of Monclova Township. It is the responsibility of each employee to fully read and understand the provisions of this manual.

All fire personnel shall refer to the Fire-Rescue's Standard Operating Procedure Manual for additional policies and procedures as they are applied within the fire division. It is the responsibility of the fire personnel to fully read and understand the provisions of the fire division manual.

If an employee has a question regarding the provisions of this manual, such question should be directed to the Township Administrator or Fire Chief.

MONCLOVA RESIDENTS – The purpose of the organization



ORGANIZATION CHART



Equal Employment Opportunity

Policy #2018-01

Effective: 04/02/2018

It is the policy of the Board of Trustees that equal employment opportunity be afforded to all employees and applicants without regard to sex (including pregnancy and gender identity), race, religion, color, age, national origin, disability, family medical history, genetic information or any other characteristic protected by applicable federal or state of Ohio law. It is the Board of Trustees policy to support and abide by all pertinent federal, state and local laws ensuring non-discrimination and workplace accommodations.

This policy applies to all terms, conditions, and privileges of employment, supervision and policies of the Township.

Any employees or applicants who believe they have suffered from discrimination should report their complaint in accordance with the Township's Harassment Policy. All complaints of discrimination will be investigated in accordance with the Township's Harassment Policy. In addition, employees may contact the Equal Employment Opportunity Commission or Ohio Civil Rights Commission with a complaint of discrimination.

The Township prohibits any form of retaliation against employees for bringing complaints or providing information about discrimination.



Employment Status

Policy #2018-02

Effective: 04/02/2018

Fire personnel, including the fire chief, are employed by Monclova Township in accordance with Ohio Revised Code Section 505.38. Fire personnel may be removed from employment in accordance with Ohio Revised Code Sections 733.35 to 733.39.

Certain employees of the Township administration and road maintenance department are members of a collective bargaining unit subject to the terms and conditions of the collective bargaining agreement between the Board of Trustees and the Teamsters.

All non-bargaining unit employees, with the exception of the fire personnel, are employed by and at the sole discretion of the Board of Trustees and may be removed from employment for any or no reason, with or without cause and with or without prior notice by a majority vote of the Board of Trustees in accordance with Chapter 5 of the Ohio Revised Code.

Prior Public Service Credits

Policy #2023-07

Effective: 0116/2024

A person employed, other than as an elected official, by the state or any political subdivision of the state, earning vacation credits currently, is entitled to have the employee's immediate consecutive prior service with any of these employers counted as service for the purpose of computing the amount of the employee's vacation leave, subject to the limitations and caps pursuant to the Monclova Township personnel policy and any applicable collective bargaining agreement. The anniversary date of employment for the purpose of computing the amount of the employee's vacation leave, is the anniversary date of such prior consecutive service.

A person employed, other than as an elected official, by the state or any political subdivision of the state, earning sick leave credits currently, is entitled to have the employee's prior accrued sick-leave from consecutive prior service carried-over to

Monclova Township, subject to limitations and caps pursuant to the Township's personnel policy and any applicable collective bargaining agreement.



Background Check

Policy #2018-03

Effective: 04/02/2018

Monclova Township recognizes that the reputation of our organization for honest and quality service depends upon the personal integrity, good judgement and common sense of our personnel, to maintain that reputation all personnel will be subject to a reasonable and prudent background investigation, including a reference check.

Only applicants who receive an offer for employment shall be asked to submit to a comprehensive background investigation, which may include any of the following: criminal history, driver's history, social media presence, civil records search, professional license search, education verification, employment verification, registered sex offender search and the Office of Inspector General's List of Excluded Individuals/Entities (LEIB) search.

Such applicants must sign a release of information request, which will include the applicant's name (including-maiden-name-and any aliases), present and previous addresses, driver's-license number, social security number, phone number and date of birth. A criminal records check includes obtaining fingerprint impressions and forwarding them to the Superintendent of BCI at the time the criminal records check is requested.

The Superintendent of BCI may also be asked to obtain information from the federal bureau of investigation as a part of the criminal records check. If an applicant fails to provide the requested fingerprint impressions he/she shall not be appointed or employed as a permanent full-time or part-time paid employee for Monclova Township.

A driver's history shall be conducted on applicants whose job, duties and responsibilities require a valid operator's license or for the individual to operate Township owned property. This check will be done by name and driver's license number through the Bureau of Motor Vehicles or other Township approved method.

All background investigation requests will be individually assessed by the Township's Law Director, or the Lucas County Prosecutor's Office when acting as the Township's Law Director, by the process outlined below, but only when an applicant has been determined to be a finalist for employment.

The background investigation documentation shall go to the Law Director for review. Further, the information obtained through the background investigation shall not



be shared with Monclova Township Department Supervisors conducting the hiring process unless deemed necessary by the Law Director.

If the background investigation reveals a conviction or adverse conduct, the Law Director shall review:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense, conduct, and/or completion of the sentence; and
- The nature of the job sought to determine if the conduct would preclude the candidate's employment with Monclova Township.
- Whether the conduct would preclude the candidate from Township liability insurance coverage.

This individualized assessment includes providing the candidate with an opportunity to respond and present the following on his or her behalf:

- Information that he/she was not correctly identified in the criminal record, or that the record is otherwise inaccurate;
- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- The applicant's age at the time of adverse conduct, conviction, or release from prison;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents or criminal conduct;
- Rehabilitation efforts (i.e. education/training)
- Employment or character references and any other information regarding fitness for the particular position; and
- Whether the individual is bondable under a federal, state, or local bonding program.

The applicant shall be given ten working days to provide this additional information to the Law Director. The Law Director will consider the information provided in mitigation and make a determination as to whether the conduct precludes the candidate's prospective employment because it is job related and inconsistent with business necessity or conduct unbecoming to a Township employee.



Driving Standards and DMV Records

Policy #2018-04

Effective: 04/02/2018

This policy applies to all Monclova Township employees and elected officials. This policy applies to all Township owned vehicles and personal or private vehicles being operated in the performance of Township duties. The term ‘vehicle’ includes all motor vehicles and mobile equipment and may be referred to in this Policy as “Monclova Township vehicle,” whether the vehicle is owned by the Township or is a personal or privately owned vehicle. Any person who is not a Township employee or elected official is strictly prohibited from operating any Monclova Township vehicle; unless that person is a licensed and insured person and such operation is necessarily incident to the performance of authorized repairs or maintenance of a Monclova Township vehicle.

ACCEPTABLE DRIVING STANDARDS

Employees of Monclova Township are always in the public eye. Employees who drive a vehicle or piece of equipment in the performance of job duties are representing Monclova Township. Employees are responsible for their own security and the safety and security of others in proximity of the vehicle or equipment. Drivers of Monclova Township vehicles and equipment, including personal vehicles used for Township business, are required to exercise the utmost care and at all times abide by all applicable traffic laws, vehicle regulations and Township policies. Operation of a Monclova Township vehicle in a manner which fails to meet the standards enumerated herein may be grounds for disciplinary action, including discharge.

In the event an elected official or an employee, while operating a Township vehicle, is involved in an accident, which results in personal injury, fatality, and/or property damage in excess of \$5,000, the individual will be subject to drug and alcohol testing.

ACCEPTABLE DRIVING RECORD

- A. Employees and elected officials will provide written authorization for the Township to obtain Ohio Bureau of Motor Vehicle and/or Driving records check for an annual review.
- B. In the event a BMV records check discloses that such individual does not have a valid Ohio driver’s license, the individual is prohibited from any operation of a Monclova Township vehicle. Operation of a Monclova



- Township vehicle without a valid Ohio driver’s license may be grounds for disciplinary action, including discharge.
- C. In the event a BMV records check discloses that such individual has a license under suspension, the individual is prohibited from any operation of a Monclova Township vehicle. Operation of a Monclova Township vehicle under a suspended Ohio driver’s license may be grounds for disciplinary action, including discharge.
 - D. In the event a BMV records check discloses that such individual has violations which cause the individual to be ineligible for coverage under the Township motor vehicle liability insurance policy, the individual is prohibited from any operation of a Monclova Township vehicle. Operation of a Monclova Township vehicle while ineligible for liability insurance coverage may be grounds for disciplinary action, including discharge.
 - E. In the event a BMV records check discloses that such individual has violations other than those set forth above, the individual may be required to meet and discuss such violations with the individual’s supervising Fire Chief or Township Administrator, as the case may be. Violations shown to occur during the operation of a Monclova Township vehicle may be grounds for disciplinary action, including discharge.

DRIVER RESPONSIBILITY STANDARDS

In addition to the foregoing, the following safe driving standards apply to the operation of a Monclova Township vehicle:

- A. Maintain a valid Ohio driver’s license.
- B. Seat belt use for drivers and all passengers is required at all times.
- C. Vehicle operation while under the influence of drugs or alcohol is prohibited.
- D. Vehicles should be inspected prior to driving and mechanical problems or body damage reported immediately.
- E. The occurrence on-duty of any vehicle damage, any injury to persons or property and any moving or non-moving violations must be reported to the appropriate Department Head immediately.
- F. The occurrence off-duty of any vehicle damage, any injury to persons or property and any moving or non-moving violation are recommended to be reported to the appropriate Department Head the next time the individual is on-duty.
- G. Medical conditions and/or prescribed medications that may impair the ability to operate a vehicle must be reported to the appropriate Department Head prior to any such operation.



- H. Permitting a non-employee to operate a Monclova Township vehicle is prohibited; except in the case of an emergency as determined by the officer in charge.
- I. Compliance with all traffic laws, traffic and vehicle regulations and all other applicable policies of Monclova Township is required.



Probationary Period

Policy #2018-05

Effective: 04/02/2018

Fire personnel shall serve an initial probationary period of 12 months, subject to the provisions of Ohio Revised Code Section 505.38; except that any recruit with current State of Ohio certified training according to their classification, shall be considered as having served six months of their probationary period.

Bargaining unit employees shall serve an initial probationary period of 90 days in accordance with the then current collective bargaining agreement.

Non-bargaining unit employees, other than fire personnel, are employed at the sole discretion of the Board of Trustees and may be removed from employment for any or no reason, with or without prior notice, with or without cause at any time during their employment, and the probationary period, if any will be established at the time of hiring.



Discipline

Policy #2018-06

Effective: 04/02/2018

Standard of Conduct: It is the expectation of the Board of Trustees that every employee exhibit good behavior, perform efficient service, and conduct themselves in a professional manner. This expectation includes compliance with the policies and procedures contained in this Handbook, the Fire-Rescue's Standard Operating Procedure Manual as well as all other department work rules, standing orders, general orders or other instructions issued by the Township Administrator, department heads, or supervisors, either oral or written

CBA Employees: Per Union Contract

Bargaining unit employees covered by the collective bargaining agreement between the Board of Trustees and the Teamsters Local Union No. 20 are subject to disciplinary action, in accordance with the collective bargaining agreement.

Fire Personnel:

Fire personnel including the Fire Chief and Deputy Chief are subject to proceedings in accordance with Ohio Revised Code Sections 733.35 to 733.39.

Fire Personnel; Other Forms of Discipline:

The following forms of discipline, less than removal from employment, may be taken against any member of the fire department for failure of good behavior as defined by this policy: verbal warning, written warning, and suspension from duty without pay, demotion in rank and/or salary. These forms of discipline are not intended to be progressive in nature. The Board of Trustees reserves the right, at its sole discretion, to implement any form of discipline, including removal, without consideration to the progressiveness of the discipline.

Oral or written reprimands may be issued against any firefighter by the Lieutenants, Captains, Deputy Chief, or Fire Chief. Any warnings, oral or written, must be documented and provided to the Fire Chief and placed in the employee's personnel file.

Written reprimands issued by the Lieutenants, Captains, or Deputy Chief, may be appealed to the Fire Chief. The employee must submit the appeal in writing to the Fire Chief within 5 days of the warning having been issued. The written appeal must be signed by the employee, dated, and contain a detailed account of the underlying facts and basis



for the appeal. The Fire Chief's decision on the appeal is final and binding. Written reprimands issued by the Fire Chief are not appealable.

The Fire Chief has the authority to suspend without pay all other members of the fire department. An employee may appeal the suspension to the Board of Trustees. The appeal must be submitted to the Board of Trustees in writing within 5 days of the employee having received notice of the suspension. The written appeal must be signed by the employee, dated, and contain a detailed account of the underlying facts and basis for the appeal. The Board of Trustees will meet with the employee to discuss the appeal as soon as practicable after having received the appeal. The Board of Trustees has the sole authority to affirm, disaffirm, or modify the suspension. The Board of Trustees decision is final and binding.

Non-Bargaining Unit Employees:

In accordance with Ohio Revised Code Section 511.10, all non-bargaining unit employees of the Township, excluding fire personnel, are "at-will employees" who work at the pleasure of the Board of Trustees. As such these employees may be removed from employment by the Board of Trustees, for any or no reason, with or without cause, and with or without prior notice. The township positions within the "at-will" status are the Township Administrator and –Maintenance Supervisor.

The Board of Trustees reserves the right, at its sole discretion, to impose discipline upon these non-bargaining unit employees less than removal from employment. The types of discipline include verbal warning, written warning, suspension from duty without pay, demotion in position and/or salary. These forms of discipline are not intended to be progressive in nature. The Board of Trustees reserves the right, at its sole discretion, to implement any form of discipline, including removal, without consideration to the progressiveness of the discipline. By imposing discipline, the Board of Trustees does not waive, either explicitly or implicitly the employees "at-will" status under Ohio Revised Code Section 511.10

The determination by the Board of Trustees to discipline or discharge "at-will" non-bargaining unit employees is final and binding and not subject to appeal.



Holiday Leave

Policy #2018-07

Effective: 04/02/2018; revision dates 12/20/2021; 06/06/2022

All full-time employees shall be entitled to paid leave for the following holidays:

- | | |
|------------------------|---|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Veterans' Day (to be observed the day after Thanksgiving) |
| Juneteenth | Christmas Day |
| Independence Day | |

CBA Employees:

Employees called in after 3:30 P.M. Christmas Eve and New Year's Eve shall be paid double time (2X) his or her regular hourly rate.

Holiday Pay. Employees must have at least ninety (90) days full-time employment with the Township prior to the month of the holiday and not be in their probationary period to be entitled to holiday pay. Each such employee shall receive eight (8) hours of pay at his regular hourly rate for the above holidays without working on such holidays. All regular bargaining unit employees qualified under this Section shall receive double times (2X) his regular hourly rate for any hours worked on any of the above holidays in addition to holiday pay. Double times (2X) pay for the New Year's Day, Independence Day and Christmas Day holidays will be paid for time worked on January 1st, July 4th, and December 25th. When the observed date for any of these holidays is other than one of the aforementioned dates, employees required to work on the observed day will receive his regular hourly rate in addition to holiday pay.

Any provisions for holiday pay for Firefighters and EMS are subject to that Departments Standard Operating Procedures.

Part time employees shall be entitled to time off without pay.



Vacation Leave

Policy #2018-08

Effective: 04/02/2018

All full-time employees are eligible for vacation leave with pay after completion of one (1) year service with Monclova Township.

	Employees Hired Prior to 10/10/2013	Employees Hired After 12/31/2012
	<u>No. of Days</u>	<u>No. of Days</u>
The vacation accrual schedule is as follows:		
Less than one (1) year	0	0
One (1) to five (5) years of service	10	10
Six (6) years of service	11	11
Seven (7) years of service	12	12
Eight (8) years of service	13	13
Nine (9) years of service	14	14
Ten (10) years of service	15	15
Eleven (11) years of service	16	16
Twelve (12) years of service	17	17
Thirteen (13) years of service	18	18
Fourteen (14) years of service	19	19
Fifteen (15) through nineteen (19) years of service	20	20
Twenty (20) years or more	25	20

Vacations shall be used in the year in which it is ACCRUED. Except, each employee may cash in and/or carry over up to five (5) days (40 hours). The rest of the employee's vacation must be used by his anniversary date. Any remaining vacation leave must be used by the employee's anniversary date or be forfeited.

Vacation leave shall be requested in writing at least one (1) week in advance of the first vacation day requested. Vacation requests will be granted in the order that they are received and can be denied based upon the needs of the Township. No more than one employee within a department can be on vacation at one time except for emergency personnel. Two employees per department may be allowed off at the same time at the discretion of the Township Administrator or Fire Chief, as the employee's Supervisor. If employee requests vacation less than one (1) week in advance, it is within the sole discretion of that employee's Supervisor, whether the request will be considered.



An employee who retires from employment with the Township in accordance with the Ohio Public Employees Retirement System or the Police and Fireman's Disability Pension Fund, whichever is applicable, and who has completed 10 years or more of service with the Township prior to the time of retirement, will be paid the accrued but unused vacation leave as long as the employee is employed with the Township at the time of retirement.

Exempt Employees

Accrual of Vacation Leave - The Township will cap the accumulated vacation time at 300 hours. Any additional vacation hours over the maximum 300 hours will be paid out on the anniversary date of the employee.

Cashing of Vacation Leave – An employee who retires and meets the age and length of service requirements of the Public Employees Retirement system (PERS) or the Police and Fireman's Disability Pension Fund, whichever is applicable, and who was also in the service of the Township for a period of ten (10) continuous years may redeem accumulated vacation leave at the time of separation.



Sick Leave

Policy #2018-09

Effective: 04/02/2018; Revised 12/3/2018

Accrual Rate: All non-exempt full-time employees are entitled to accrued sick leave at the rate of 4.65 hours per pay period while employed or while on paid leave. The maximum number of paid sick days that an employee may accumulate shall be seventy (70) days (560 hours).

Notwithstanding the forgoing paragraph, all exempt employees shall be entitled to accrue sick leave at the rate of 4.65 hours per pay period while employed or while on paid leave. The maximum number of paid sick days that an exempt employee may accumulate shall be three hundred sixty (360) days (2,880 hours).

Charge of Sick Leave: Sick leave shall be charged in minimum units of one half (1/2) hours. An employee shall be charged for sick leave, on half-hour basis, only for days which the employee would otherwise have been scheduled to work. Sick leave payments shall not exceed the normal scheduled workday or workweek earnings

Use of Sick Leave: Notwithstanding the use of an employee's available FMLA leave, paid sick leave may be authorized for the following reasons:

1. Illness or injury of the employee;
2. Medical Appointments: Proof of attendance may be required;
3. Exposure to a contagious disease that can be communicated in the workplace, until quarantine is lifted or danger removed;
4. Illness, Injury or Pregnancy-related condition of an employee or member of their immediate family: The immediate family is defined as spouse, domestic partner, child, parent, or mother or father-in-law, grandparent, grandchildren, or a relative living in the same household as the employee;
5. Illness of a close relative: Illness of close relative not living in the same household as employee, including siblings, aunts, uncles and cousins. A maximum of three (3) paid sick days per year can be taken.

Death of a member of the employee's family as provided in the Township Bereavement Policy #2018-11.



Evidence Required for Sick Leave Usage: The Township may require an employee to provide a written statement justifying sick leave use after three (3) consecutive days or when a pattern of sick leave abuse is suspected. If the employee has used a hospital, clinic, doctor, dentist, psychologist, optician or other practitioner, the Employer can require the employee to provide proof from the hospital, clinic, doctor, etc., that the employee was examined, that the employee cannot work, or that the employee must take care of a member of the employee's immediate family.

Falsification of either a physician statement or falsification of a sick leave application shall be grounds for disciplinary action.

Call-off Procedure: Employees who are off sick shall contact work each day they will not be at work unless medical certification has been provided to the Township stating the employee's need to be off for an extended period. When an employee is unable to report to work due to illness or injury, the employee shall notify their immediate Supervisor as soon as practicable but at least one (1) hour before the employee is scheduled to work, unless circumstances beyond the employee's control prevent such notice. If the employee is incapacitated the employee's spouse or designee can make the call to the Township.

Employees intentionally failing to comply with sick leave rules and regulations shall not be paid.

Cashing-out Sick Leave: An employee who retires and meets the age and length of service requirements of the Ohio Public Employees Retirement System or the Police and Fireman's Disability and Pension Fund, whichever is applicable, and who was also in the service of the Township for a period of ten (10) continuous years prior to retirement may redeem accumulated sick leave at the time of separation, which shall be capped or limited to the maximum of 480 hours.



Personal Leaves

Policy #2018-10

Effective: 04/02/2018; Revised 12/20/2021

Full-time employees will be granted three (3) days of paid personal leave per year for the first ten years of employment. One (1) additional personal day will be granted on the anniversary of every ten (10) years of service thereafter. A reason is not required to be presented to take personal time, but the request must be in writing to the supervisor in advance of the use of personal time, except in the case of an emergency. The taking of personal leave is subject to emergency conditions in the Township and can be taken only with the Supervisor's approval. Personal time can only be used after an employee has completed any new hire probationary period. Personal leave time cannot be carried from year to year.

Unpaid Leave of Absence

Policy #2018-11

Effective: 04/02/2018

For good cause shown, employees may request in writing an unpaid leave of absence for personal reasons for a period not to exceed thirty (30) days which may be granted at the sole discretion of the Township Administrator. The operational needs of the Township will be taken into consideration in determining whether to grant the leave.

The authorization of a leave of absence is a matter of administrative discretion. The Township Administrator, in each individual case, will decide if a leave of absence is to be granted. The granting of a leave of absence shall not be considered precedent for a complaint based on the denial of another leave of absence.

Except in a case of emergency, an employee should request a leave of absence at least thirty (30) days in advance.

Fire Department Personnel shall defer to the Department's Standard Operating Procedures with regard to Leaves of Absence.



Military Leave of Absence

Policy #2018-12

Effective: 04/02/2018

The Township shall grant a leave of absence to an employee who enters active military service and shall grant subsequent re-employment rights in accordance with applicable State and Federal Law.

Bereavement Leave

Policy #2018-13

Effective: 04/02/2018

When a full time employee has a death in the immediate family and actually attends the funeral, the Township will allow the employee up to three (3) workdays off with pay to attend to family matters. The Township may require documentation, satisfactory to the Township, of attendance at the funeral, which shall be reviewed for approval by a department administrator; that is, the Township Administrator or Fire Chief.

The days the employee may take off and the days an employee may receive bereavement pay include only those days beginning with the day of the death up to and including the day of the funeral, (this period shall not exceed a period of two (2) weeks) subject to the maximum paid time off as set forth in the preceding paragraph. The employee shall not receive bereavement pay for any days or parts of days that fall on Saturday, Sunday, paid holidays, part of the employee's vacation or any other day the employee was not scheduled to work.

Members of the employee's immediate family shall include current spouse, domestic partner, parent, step-parent, child, step-child, brother, sister, step-brother, stepsister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, and legal guardian.

Employees may request additional bereavement leave for the death of an immediate family member for up to five (5) days which may be granted at the sole discretion of the Township Administrator. If the additional days are granted, the employee shall have the option of charging the additional days of bereavement leave to either non-paid time, sick time or vacation time.

An employee shall be granted one (1) day off without pay to attend the funeral of a friend or relative other than listed above, not to exceed a total of five (5) days in one (1) year. The employee may use accumulated vacation or sick leave in order to be compensated for the days of absence or may take the day without pay at the employee's option.



Court Leave

Policy #2018-14

Effective: 04/02/2018

Employees will be paid time and one-half for time required to make court appearances outside of their regular work hours when the court appearance is required as part of their work duties.

Any employee who is summoned for jury service and actually performs such services shall be paid his/her usual straight time hourly rate of pay for up to eight (8) hours in a day for time actually spent in jury service, provided the employee surrenders the monies received for compensation for such jury service to the Township. The employee is expected to return to work on any day when jury service responsibilities are completed prior to the end of the employee's regularly scheduled work day.

Unauthorized Leave

Policy #2018-15

Effective: 04/02/2018

Any absence from work which is not provided in Township Personnel Policy and Procedures Manual, collective bargaining agreements, or otherwise approved by the Township shall be considered an unauthorized absence from duty. Any such unauthorized absence from duty shall constitute just cause for discipline up to and including discharge.



Exempt Employee Flex Time

Policy #2022-01

Effective: 06/06/2022 by Resolution 06062022-03

Monclova Township seeks to provide the opportunity for exempt employees to balance their work and personal commitments. It is understood that a full-time exempt employee will generally work a minimum of 40 hours per week; however, in the scope of an exempt employee's normal job, work outside the usual schedule is often required. This might include evening meetings, weekends, extended work hours well beyond 40 in a given week.

In using professional scheduling and judgment, exempt employees may come in later than usual, take additional lunch time, or leave work early to provide some balance to work time and personal time without having to take vacation, sick, or personal leave. When circumstances require extraordinary time commitments to meet the employee's personal needs, additional time off may be taken in half-day increments; however, this is not to be determined on an hour-for-hour basis. For clarification: An employee can flex up to 1/2 day; however, if the employee needs more than 1/2 day for a personal matter, then vacation or personal time will be taken. Flex time is not to be used for sick leave.

Exempt employees do not earn compensatory time when they work more than forty hours in a workweek. Hours worked and compensatory time is not to be accumulated, tracked or paid out.

Exempt employees must depart from any flextime schedule to perform their jobs when duty requires it.

Nevertheless, exempt employees must complete a leave report, indicating sick leave, vacation or personal time taken during a pay period for recordkeeping by the Fiscal Officer.



Ethics

Policy #2018-18

Effective: 04/02/2018

All employees of Monclova Township are required to maintain the highest ethical standards, to serve the public skillfully and effectively, and to ensure that our actions as public employees are governed by applicable laws and regulations and the public interest, and are never influenced by private interests or gains.

Employees of Monclova Township are public servants whose compensation is paid by the taxpayers. Accordingly, employees must:

- A. Avoid any conflict of interest, or appearance of any conflict of interest;
- B. Accept no private compensation or reward in the performance of their duties, as provided under state ethics laws;
- C. Maintain the confidentiality of information learned in the course of work that is not properly part of the public realm;
- D. Serve all members of the public with honesty, diligence, respect, equity, courtesy and fairness.

It is the responsibility of each employee to review and understand the Ohio Ethics Law, ORC Chapter 102, Public Officers – Ethics, a summary is included at the end of this document and more information can be found at: www.ethics.ohio.gov

Any employee found in violation of this policy may be subject to discipline up to and including discharge.



Whistle Blower Policy

Policy #2018-19

Effective: 04/02/2018

A whistleblower as defined by this policy is an employee of Monclova Township who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; or fraudulent financial reporting, preferential treatment or discriminating practices. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

The Township will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must immediately contact a Union Representative or the Township Administrator, or both. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. All reports of illegal and dishonest activities will be promptly submitted to the Board of Trustees for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Administrator.



Anti-Harassment Policy

Policy #2018-20

Effective: 04/02/2018

The employer is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, disability or any other legally protected characteristics will not be tolerated. All employees are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

Harassment on the basis of any other protected classification is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sexual orientation, gender identity or expression, citizenship, national origin, genetic information, age, disability, military status, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- b) has the purpose or effect of unreasonably interfering with an individual's work performance or
- c) otherwise adversely affects an individual's employment opportunities.

Reporting Alleged Harassment. If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, disability or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact the Fire Chief or the Township Administrator, as the case may be. Once the matter has been reported it will be promptly investigated. Corrective action, including disciplinary action, will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet a manner as is possible under the circumstances.



Use of Township Equipment

Policy #2018-21

Effective: 04/02/2018

When equipment and supplies needed to perform the job are provided by the Board of Trustees, it is the responsibility of the supervisors and employees to see that they are properly used and maintained. It is therefore expected that employees will treat all Township equipment and supplies with care to avoid unnecessary damage.

Misuse, neglect, theft or abuse of equipment and supplies is prohibited. Accidents involving the misuse, neglect or abuse of equipment and supplies will be cause for disciplinary action up to and including termination. If an employee loses or damages equipment or supplies, the employee may be required to pay for those items lost or damaged.

The use of Township equipment, including but not limited to vehicles, tools, uniforms and supplies, for personal business or private use is strictly prohibited unless prior permission is granted by the supervisor and/or Township Administrator. There shall be no private use of Township vehicles or mobile equipment.



Internet, Computer, E-Mail

Policy #2018-22

Effective: 06/20/2011; revised 04/02/2018

Electronic devices are used to enhance our employees' ability to perform their jobs and communicate about business matters. Such devices include computer workstations, desktop computers, portable computers, laptop computers, electronic tablet devices, smart phones, electronic mail, voice mail, Internet/intranet, cell phones and pagers.

All business data sent, received or stored on a Township electronic device is and remains the property of Monclova Township. Employees have no expectation of privacy or confidentiality in any such communication. Employee e-mail may be monitored for policy compliance or network management reasons from time to time and is subject to inspection at any time. Abusing or inappropriately using Township electronic devices will result in disciplinary action up to and including termination.

Internet Usage Policy

This Internet Usage Policy applies to all employees and elected officials of Monclova Township who have access to computers and the internet to be used in the performance of their work. Use of the internet by employees of Monclova Township is permitted and encouraged where such use supports the goals and objectives of the Township. All employees must adhere to the policies concerning computer, e-mail, internet and social media usage. Violation of these policies could result in disciplinary and/or legal action up to and including termination of employment. Individuals covered by this policy may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they understand and agree to abide by the rules hereunder.

- Computer, E-mail and Internet** ○ Township employees are expected to use the Internet responsibly and productively. Employees may use the e-mail and internet system for incidental personal purposes. This does not include uses requiring substantial expenditures of time, uses for profit or uses that would otherwise violate Township policy with regard to employee time commitments or Township equipment. Incidental personal use is limited to personal time during the employee's work day and may be revoked at any time. ○ Job-related activities include research and educational tasks that may be found via the internet that would help in an employee's role.
- All Internet data that is composed, transmitted and/or received by Monclova Township's computer systems is considered to belong to Monclova Township and is recognized as part of its official data and subject to any public records request.



- The equipment, services and technology used to access the Internet are the property of Monclova Township and the Township reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections. ○ E-mails sent via the Township e-mail system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images. ○ All e-mails sent via the Township e-mail system shall contain the following disclaimer; ***Notice: Subject to certain statutory exceptions, most written communications to or from Monclova Township officials/employees regarding Township business are public records under Ohio law. Therefore, this e-mail communication may be subject to public disclosure pursuant to a public records request.***
- Any sites and downloads may be monitored and/or blocked by Monclova Township if they are deemed to be harmful and/or not productive to business. ○ The downloading or installation of any software or applications requires written consent of the Township Administrator, which may be by email.

Unacceptable use of the Township internet connection by employees includes, but is not limited to: ○ Access to sites that contain obscene, hateful, pornographic, unlawful, violent, gambling or betting of any kind, or otherwise illegal material. ○ Personal use of social media sites such as Facebook, Twitter, etc., unless on a person device while on personal time.

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Perpetration of any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's personal information or password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material. .
- Hacking. ○ Sending or posting information that is defamatory to the Township, its employees, businesses, vendors and/or residents. ○ Introducing malicious software onto the Township network and/or jeopardizing the security of Township electronic communications systems. ○ Sending or posting chain letters, solicitations, or advertisements not related to Township business purposes or activities. ○ Passing off personal views as representing those of the Township.



If an employee is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.



Cell Phone Use

Policy #2018-23

Effective: 06/06/2005; 02/01/2008; 03/04/2002; revised 04/02/2018

Monclova Township may provide cell phones to certain individuals for use in the course of fulfilling their duties as representatives of the township. The Township also provides cell phones which are installed or assigned to certain fire department apparatus for use in the specific function of that equipment or apparatus. When making or receiving calls, safety should be a primary consideration.

Use and care of Township provided equipment should be in accordance with the manufacturer's recommendations. Township supplied cell phones shall only be used in the conduct of official Monclova Township business.

All employees who are issued a cell phone shall review the billing statement provided by the Fiscal Officer to determine if any personal calls were made on their phone. The township will be reimbursed for any personal calls at an amount to be determined by the Fiscal Officer based on the current rate charged to the township. Employees will verify the nature of the calls on the billing statement by signing with a notation "no personal calls" or by stating the number of personal calls followed by their signature.

Calls should not be made by an individual who is driving a vehicle or operating equipment. If a call is received while driving a vehicle or operating equipment the call should not be answered until the vehicle has been safely stopped or the equipment shut down.

Use of personal cell phones (not supplied by Monclova Township) shall not interfere with the employee's job duties or completion of assigned tasks and responsibilities.

The same safety considerations apply to the use of personal cell phones.

The use of a Township supplied cell phone to contact a firefighter's full or part time employer to notify them of an absence or reporting late due to attendance at an emergency incident as required under ORC §4113.41, is not considered personal use and does not constitute a violation.

Fire Department personnel are subject to these policies and Department Standard Operating Procedures.



Talking and Texting Ban

Policy #2018-24

Effective: 04/02/2018

Employees are prohibited from using any electronic communication device for talking or texting while operating a motor vehicle on Township time unless the vehicle is parked outside the flow of traffic or equipped with hands-free calling. For purposes of this policy "using" includes sending or answering messages, typing, reading or dialing and, "parked" means out of gear and braked; that is, not simply stopped.

Smoking/Tobacco/Vaping Use Ban

Policy #2018-25

Effective: 04/02/2018

Smoking, vaping and e-cigarette use or tobacco use of any kind or type inside the Township Buildings or in Township vehicles is prohibited. Any employee covered by this Personnel Policy who violates the rule will be subject to Township discipline policies.



Credit Card Policy

Policy #2018-26

Effective: 10/3/2005; Revised 04/02/2018

This policy applies to every person authorized to possess and/or use a credit card issued by the Township and its purpose is to provide a consistent understanding for the use of Township credit cards by authorized persons.

Only the Board of Trustees may authorize a person to use a Township credit card.

Use of Township credit cards shall be solely for those purposes authorized by the Trustees. Generally, authorized purposes are for the purchase of goods or services for Township use and the previously authorized expenses of persons engaged in Township official business.

No person may use a Township credit card for any use prohibited by any Township policy or practice, or for any personal purpose, expense or purchase. It is not possible to create a list of all prohibited uses for a Township credit card. Use of a Township credit card is the same as using any Township funds. Users should exercise the same procedures, common sense and caution required for any use of Township funds. (For example: conference/meal expenses while on official business may be a legitimate use of a Township credit card, the Township policy prohibits the purchase of alcoholic beverages with Township funds.)

The debt incurred as a result of the use of a Township credit card pursuant to this policy shall be paid from moneys appropriated by the Board of Township Trustees for such expenses.

In the event of unauthorized use of a Township credit card, the individual responsible shall be liable in person and upon any official bond any official or employee has given to the Township. The Township solicitor and/or the county prosecuting attorney shall recover the amount of any unauthorized expenses incurred by such person and all costs and fees of recovery.

A person who is issued a Township credit card, who suspects the loss, theft or possible unauthorized use of the credit card, shall immediately notify the Township clerk of the suspected loss, theft or possible unauthorized use by verbal notice, with a written incident report as soon as practical following the verbal notice. The person reporting the loss, theft or possible unauthorized use will take all appropriate legal action requested or required; including, but not limited to: filing police reports, giving sworn statements, etc.



The person to whom such card was issued, at the discretion of the Trustees, may be held liable in person and upon any official bond given to the Township, for any amount of actual loss incurred by the Township because of the loss, theft or unauthorized use of the card.

All department heads are responsible for ensuring that personnel under their supervision are adequately trained, fully understand and comply with this Policy.

All Township issued credit cards remain the property of the Township. Any person having possession of a Township issued credit card shall immediately deliver such card to the Township Fiscal Officer upon the direction of the Trustees or upon leaving Township employment.

Only the Board of Township Trustees may adopt policies to authorize the use of Township credit cards. Authorization for the use of a Township credit card is based on the sole discretion of the Board of Trustees.



Drug-Free Workplace Policy

Policy #2018-27

Effective: 04/02/2018

Revised: 01/16/2024

Monclova Township is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace policy that balances respect for individuals with the need to maintain an alcohol and drug-free environment.

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the Township, while on call, paid standby and while on Township property.

Monclova Township employees are prohibited to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, marijuana, or intoxicants in the workplace.

Employees are required to report to work in a fit condition to perform their duties. If an employee reports to work under the influence of alcohol or other drugs, it will be considered a violation of the Township's policy and the employee may be subject to disciplinary actions.

One of the goals of a drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she may be subject to disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or violates the policy may be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.



Transporting or Storing a Firearm and Ammunition on Township Property

Policy #2018- 28

Effective: 04/02/2018

Notwithstanding ORC §§ 223.1212 and 2923.126, which provides for the a political subdivision to post a sign on land or premises owned by the political subdivision, prohibiting persons from carrying firearms, concealed firearms, deadly weapons or dangerous ordnance on or onto the land or premises; pursuant to O.R.C. §2923.1210 that became effective March 20, 2017, employees who are duly licensed concealed carry permit holders may store firearms or ammunition in their privately owned vehicles while on the Township's property or assigned job site.

Such firearms or ammunition shall remain in the employee's private vehicle and be stored in a locked box or compartment when the employee is not in the vehicle. The possession of firearms that are not properly stored or that are not possessed by an employee with a valid concealed carry permit shall be prohibited.

Violation of this policy may result in disciplinary action up to and including termination as well as reporting violation of the law to the appropriate legal authority.

Conference Attendance & Membership Dues

Policy #2020-01

Effective: 09/21/2020

Upon the recommendation of an employee's Supervisor, the Monclova Township Board of Trustees may approve the expenditure of funds for an employee to attend conferences, seminars and other training as related to the performance of the employee's work related duties and the benefit of the Township.

All expenses during such conferences, seminars and training are to be approved before reimbursement will be provided. Reimbursement for meals shall not exceed fifty dollars (\$50.00) per day of the event. No expenses of any type shall be reimbursed without detailed receipt. The Township will not reimburse expenditures for alcoholic beverages.

The employee shall be compensated at their regular hourly wage for the hours of the educational event attended to a maximum of eight (8) per day.

Upon the recommendation of an employee's Supervisor, the Monclova Township Board of Trustees may approve the payment for membership to associations or organizations that are determined to be appropriate for the performance of the individual's work related duties and to the benefit of the Township.



Sick Leave Donation

Policy #2020-02

Effective: 09/21/2020

- A. Generally, an employee may voluntarily donate that employee's accrued but unused paid leave to another employee who has no accrued paid leave and who has a critical need for it due to the serious health condition of the employee or a member of the employee's immediate family. For purposes of this section, immediate family shall be defined as in the sick leave policy and collective bargaining agreement.
- B. Subject to the provision of this policy, an employee may receive donated leave up to the number of hours the employee is scheduled to work each pay period. An employee requesting donated leave shall do so in writing, certifying that the following conditions have been met:
 - 1. The employee has no accrued paid leave;
 - 2. An employee has successfully completed his/her initial probationary period;
 - 3. The employee has provided the required medical certification or recertification of the serious health condition as required under the FMLA Policy or Sick Leave Policy; and
 - 4. The employee has applied for any paid leave, worker's compensation, or benefits program for which the employee is eligible.
- C. Unpaid leave of absence due to adoption or foster care is not considered a serious illness or injury for purposes of leave donation.
- D. An eligible employee may receive a maximum of **520** hours of donated leave per each specific illness or injury for purposes of leave donation.
- E. An employee may donate leave if the donating employee:
 - 1. Voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned;
 - 2. Donates a minimum of eight hours; and
 - 3. Retains a combined leave balance of at least eighty hours. Leave shall be donated in the same manner in which it would otherwise be used.



4. The donated sick leave will be converted to a dollar amount based on the hourly salary of the person donating the leave. This amount will then be converted back to hours based on the hourly salary of the person receiving the leave.
5. Donated time will be converted to its cash equivalency and paid at the recipient's regular hourly rate.
6. Non-bargaining unit employees may only donate to non-bargaining unit employees; Bargaining unit employees may only donate to fellow bargaining unit employees.

Example:

Employee #1 donates 8 hours of sick leave to Employee #2

Employee #1 wages are \$24.06 per hour	x 8	= \$192.48
Employee #2 wages are \$21.54 per hour	\$192.48/21.54	= 8.94 hours paid sick leave

Employee #2 uses 8 hours Employee #1 is returned .94 hours of sick leave

- F. The Leave Donation Program will be administered by the employee's supervisor, Administrator or Fire Chief, and the Fiscal Officer on a "pay-period by pay –period" basis. Donated leave shall be considered sick leave but shall never be converted into a cash benefit.
- G. Employees who wish to donate leave shall certify, in writing:
 1. The name of the employee for whom the donated leave is intended;
 2. The type of leave and number of hours to be donated; a minimum of 8 hours is required;
 3. That the employee will retain a minimum combined leave balance of at least 80 hours;
 4. That the leave is donated voluntarily and the employee understands that the leave donated and used will not be returned under any circumstances;
 5. That any donated but unused leave will be returned to the donor;
- H. No employee shall be required or forced to donate leave.
- I. The Township respects an employee's right to privacy. However, the employee's supervisor, whether the Administrator or Fire Chief, may, **with written permission of the employee** who is in need of leave, inform employees of their co-worker's critical need for leave.
- J. The Administrator, Fire Chief, nor any elected official of Monclova Township, shall solicit leave donations from employees.



Township Vehicle for Administration and Elected Officials Use

Policy #2020-03

Effective: 09/21/2020

Purpose

This policy is intended to ensure the safety and well-being of Township Employees; to facilitate the efficient and effective use of Township resources; to minimize the Township's exposure to liability; to monitor the use of Township-owned vehicles; and to comply with regulations relating to Township vehicle usage. This policy is in addition to the Driving Standards Policy #2018-04 and any revisions thereto.

Use of Township Vehicles

- A. Only Township employees are authorized to operate Township vehicles and they shall possess a valid driving license during times of operations.
- B. Township vehicles are to be used as necessary to conduct business of the Township and its operations. Employees shall not operate Township vehicles for the purpose of conducting private business or enterprise or any other personal use. However it is recognized that a de minimus amount of personal use during the course of a scheduled shift to include meal breaks are permitted (as determined by the employee's supervisor).
- C. The employee operator will perform a "walk around" of the vehicle to see if there are any visible problems prior to it being driven each day, and the employee shall check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights, and windshield washers are functioning properly. Any vehicle damage beyond normal wear and tear or that includes defects effecting the safe operation of the vehicle must be documented and reported to the employee's supervisor.
- D. All drivers and business travelers must wear seat belts and obey traffic laws.
- E. When cargo, materials or tools are being transported, the vehicle operator is responsible for assuring that all items are properly secured.
- F. Employees are strictly prohibited from operating a Township vehicle while under the influence of alcohol and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.



G. Use of tobacco products are not permitted in Township vehicles.

H. Vehicles interiors shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression.

Passengers and Animals

A. Township vehicles are permitted to transport non-employees for Township business or when attending training, conferences, or a Township sanctioned event. Other activities will require prior approval of the Township Administrator.

B. Elected and appointed officials, volunteers, interns, and part-time employees are permitted to ride in Township vehicles.

C. Transportation of animals is prohibited.

Citations

Any employee receiving a traffic or parking citation while operating a Township vehicle shall immediately notify the Administrator. The Township assumes no responsibility or obligation to pay for any citations issued for a moving or parking violation(s). All fines and cost associated with the citation are the responsibility of the employee.

Vehicle Accidents

A. In the case of an accident involving any level of damage, the employee driving the Township vehicle shall immediately notify his supervisor. When the accident involves another vehicle or an injury the appropriate Law Enforcement Department shall be notified to obtain a full accident report; and ***protocol under the Township's Driving Standards policy shall be followed.***

B. In the event a Township employee is determined to be at fault, disciplinary action may be taken. In the case of a bargaining unit employee, discipline will be in accordance with Article 6 Disciplinary Procedures of the Bargaining Unit Agreement.

C. The Township shall not be responsible for any increase in the employee's automobile insurance premium as a result of an accident or fines.

Use of Privately Owned Vehicles



- A. There are times in which the use of an employee's personal vehicle is preferable because either a Township vehicle is not available or because the use of a privately owned vehicle is deemed more efficient.
- B. The use of a personal vehicle to conduct official Township business shall be reimbursed at the established Township mileage rate.
- C. All reimbursable mileage must be approved prior to conducting travel and in accordance with the travel policy
- D. Drivers using a personal vehicle for Township business shall carry adequate personal vehicle liability insurance as required by law.
- E. The Township assumes no responsibility for damages to privately owned vehicles.



Pumping breast milk at work

Policy #2023-01

Effective: 01/16//2024

- A. Nursing employees have the right to reasonable break time and a place that is shielded from view to express breast milk while at work. A bathroom is not a permissible place. This right is available for up to one year after the child's birth.
- B. An employee may take a reasonable break each time the employee has the need to express the milk. The frequency and duration of breaks will vary depending on factors related to the nursing employee.
- C. Reasonable break time to express breast milk will generally be compensated time. A supervisor who believes that the break time being taken by an employee is unreasonable shall notify the Township Administrator and the Administrator shall determine how best to address the issue with the employee.



Social networking

Policy #2023-02

Effective: 01/16//2024

- A. Monclova Township takes no position on the decision of an employee to start or maintain a blog or participate in other social media networking activities. It is; however, the right and duty of the Township to protect itself from unauthorized disclosure of information. The Monclova Township social networking policy includes rules and guidelines for authorized social networking and personal social networking and applies to all employees, including elected officials.
- B. The Township social networking policy applies to all forms and manners of electronic media usage, regardless of how it is labeled.
- C. Employees are expected to protect the privacy of Monclova Township, its employees, and residents, and are prohibited from disclosing personal employee information and all non-public information to which employees have access.
- D. Employees are cautioned that they should have no expectation of privacy while using the internet. Public postings can be reviewed by anyone, including other Township personnel. The Township reserves the right to monitor publicly available comments or discussions about the Township, its employees and residents. The Township may use blog search tools and software to monitor public internet forums and social networking sites.
- E. The Township respects the right of employees to write blogs and use social networking sites and does not discourage employees from self-publishing and self-expression.
- F. Use of any Township-owned device to access the internet for any personal purpose is prohibited. (i.e.: blogging, social media viewing or posting, shopping, emailing, etc.) Use of the internet for any personal purpose while on duty is prohibited.
- G. Employee postings on social media or other internet sites regarding Township employees, elected officials or business affiliates shall not be defamatory, false or misleading, discriminatory, vulgar, obscene, harassing or threatening.
- H. Individual employees or elected officials are not authorized to speak on behalf of the Township. If posting on any matter regarding Monclova Township, the poster must ensure it is clear that the statements, opinions or views are those of the individual and not those of the Township.



- I. Generally, the posting of photographs of Township employees, elected officials, vendors or other affiliates is prohibited without the consent of any individual whose image is contained in a photograph and consent of the Township Administrator. Also included in the prohibition are images of Township facilities, equipment or events, without consent of the Township Administrator and such other personnel as the Administrator deems reasonably appropriate.

- J. Postings in violation of this policy may subject the posting Employee to disciplinary action.



Personnel files

Policy #2023-03

Effective: 01/16//2024

- A. Monclova Township maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.
- B. It is the responsibility of each employee to promptly notify Administration of any changes of name, telephone number, home address, email address, marital status, addition or deletion of dependents, change in beneficiaries, change in federal or state tax deductions, scholastic achievements, the individual(s) to notify in case of an emergency, or other relevant personal information.
- C. Personnel files are generally public records. Upon written or verbal public records request, the Township must provide personnel records in accordance with Ohio Public Records Law. Information which is not required to be provided will be redacted by the Administration. An employee whose records are subject to release will be notified of the request prior to delivery of the records to a requestor.



Family and Medical Leave Act (FMLA)

Policy #2023-04

Effective: 01/16//2024

- A. Eligible employees of Monclova Township are entitled to certain leave in accordance with the Family and Medical Leave Act (FMLA). Generally, an employee is entitled to up to 12 weeks of leave or up to 26 weeks of military caregiver leave during a 12-month period.
- B. The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded the rights conferred by the FMLA. Any questions, concerns or disputes with this policy should be directed to the Township Administrator.
- C. To be eligible for leave under this policy, an employee must meet the following requirements:
 - 1. Have worked at least twelve (12) months for Monclova Township
 - 2. Have worked at least 1,250 hours for the Township over the twelve (12) months preceding the date the leave would commence.
- D. To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:
 - 1. The birth of a child or placement of a child with the employee for adoption or foster care.
 - 2. To care for a spouse, child or parent who has a serious health condition.
 - 3. For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
 - 4. For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
 - 5. To care for a covered service member with a serious injury or illness.



- E. An eligible employee may take up to 12 weeks of FMLA leave during any 12-month period. The 12-month period is a rolling 12-month period, measured from the date an employee first uses any leave under this policy.
- F. An eligible employee may take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. The 12-month period is a rolling 12-month period, measured from the date an employee first uses any military caregiver leave under this policy.
- G. Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.
- H. The Township may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate an intermittent or reduced schedule in instances when leave is foreseeable. For the birth, adoption or foster care of a child, the Township and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. When leave is for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt Township operations.
- I. Employees requesting FMLA leave must provide verbal or written notice of the need for leave to their supervisor and the supervisor shall notify the Township Administrator.
 - 1. When the need for the leave is foreseeable, the employee must provide at least 30 days' notice.
 - 2. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day.
 - 3. When the need for FMLA leave is not foreseeable, the employee must comply with usual and customary notice and procedural requirements for requesting immediate or emergency leave.
 - 4. Within five business days after the employee has provided this notice, employer will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.



5. Within five business days after the employee has submitted the required certification or other documentation, the Township Administrator will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.
- I. An employee's health benefits will continue during the leave period at the same level and under the same conditions as if the employee was continuously at work.
1. While on paid leave, the Township will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment. The payment is due by the first day of each month.
 2. The Township will provide 15 days notification prior to any loss of coverage for non-payment or loss of eligibility.
 3. If an employee on FMLA leave chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Township may require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.
 4. If the employee contributes to a dental, vision, life insurance or disability plan, the company will continue making payroll deductions while the employee is on paid leave. If an employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not pay his or her portion, the Township may discontinue coverage. Coverages fully paid by the Township will continue during FMLA leave whether leave is paid or unpaid.
- J. An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from his or her health care provider to return to work. The returning employee may be required to obtain a fitness for duty clearance from an occupational health specialist designated by the Township, at the Township's cost.
1. Generally, an employee who returns from FMLA leave will return to the same position.
- K. An employee who is otherwise eligible for FMLA unpaid leave may, but is not required to, use paid vacation, personal, compensatory time or qualifying sick leave prior to requesting FMLA unpaid leave. Such paid leave shall be in addition to and does not run concurrently



with FMLA eligibility. At such time as paid leave is exhausted, an employee may become eligible for his or her full allotment of unpaid FMLA eligibility and the rolling 12-month period of eligibility shall commence when unpaid FMLA leave commences. An eligible employee may request unpaid FMLA eligibility prior to exhaustion of paid leave and retain all paid leave during and after the period of unpaid leave.

- L. The Township may request an employee on FMLA leave to report periodically on the employee’s status and intent to return to work.

FMLA definitions:

Policy #2023-04

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.

Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law.”

Qualifying exigency includes short-notice deployment, military events and activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.



Next of kin of a covered service member is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

Serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

Light duty work

Policy #2023-05

Effective: 01/16//2024

- A. Monclova Township may, at its discretion, offer light duty work for full-time and parttime employees injured while on duty working for Monclova Township. Prior to assignment of light duty, an occupational health specialist, designated and paid for by the Township, will certify the employee's restrictions for light duty assignment.
 - 1. An employee on light duty assignment will receive work assignments from his or her supervisor which shall comply with restrictions certified by the physician.
 - 2. No employee has a right to light duty.

- B. When a full-time employee has a non-work-related injury, that employee may, at the discretion of the Township, be assigned to work an administrative light duty detail for up to 25 hours per week in order to meet the needs of the Township. Light duty detail from a non-work-related injury shall be subject to the following restrictions:
 - 1. Prior to assignment of light duty, an occupational health specialist, designated and paid for by the Township, will certify the employee's restrictions for light duty assignment.
 - 2. Light duty for Fire Department employees shall be assigned at the sole discretion of the Fire Chief.
 - 3. Light duty for all non-Fire Department employees shall be assigned at the sole discretion of the Administrator.
 - 4. No employee has a right to light duty.



Workplace Safety

Policy #2023-06

Effective: 01/16//2024

- A. Employees are required to obey all known safety rules and policies and to exercise caution in all work activities, regardless of where such activities are occurring. Employees shall immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, rules or policies or who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

- B. In the case of accidents that result in injury or property damage, regardless of how insignificant the injury or damage may appear, employees should immediately notify the appropriate supervisor. An incident report shall be promptly completed and delivered to the Township Administrator as soon as reasonably possible after the incident.



EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Monclova Township, and I understand that I should consult my supervisor regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

ACKNOWLEDGED BY:

Signature

Date

Printed name



**ACKNOWLEDGEMENT OF RECEIPT OF
POLICY PROHIBITING HARASSMENT**

I acknowledge that I have read and received the policy of Monclova Township prohibiting harassment of any person in connection with my employment.

ACKNOWLEDGED BY:

Signature

Date

Printed name



**ACKNOWLEDGEMENT OF RECEIPT OF
OHIO ETHICS LAW STATEMENT**

Public officials and public employees at Monclova Township are subject to the requirements and restrictions of the Ohio Ethics Law. Monclova Township must provide each new employee or appointed or elected official with a copy of the Ohio Ethics Law and obtain written acknowledgement of receipt. Please acknowledge receipt by signing the form below.

The most current version of the Ohio Ethics Law and related statutes are available on-line at <https://www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf> This link includes Chapter 102., and Sections 2921.42, 2921.421, and 2921.43 of the Revised Code

I hereby acknowledge that I have received from the public agency I serve (or the appointing authority) a copy of the Ohio Ethics Law and related statutes, Chapter 102., and Section 2921.42, of the Ohio Revised Code, in accordance with Section 102.09(D) of the Ohio Revised Code.

ACKNOWLEDGED BY:

Signature

Date

Printed name

Please note: The Ohio Ethics Commission also recommends that public entities furnish new public officials and employees with a document called [“Overview of the Ohio Ethics Law.”](#) This document is a helpful accompaniment to the law itself as it explains and describes the law in layperson easy-to-understand terms. It also contains examples and links to fact sheets and advisory opinions that makes the Ethics Law understandable and relatable.



Anti-Harassment Policy

The employer is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, disability or any other legally protected characteristics will not be tolerated. All employees are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

Harassment on the basis of any other protected classification is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sexual orientation, gender identity or expression, citizenship, national origin, genetic information, age, disability, military status, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- b) has the purpose or effect of unreasonably interfering with an individual's work performance or
- c) otherwise adversely affects an individual's employment opportunities.

Reporting Alleged Harassment. If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, disability or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact the Fire Chief or the Township Administrator, as the case may be. Once the matter has been reported it will be promptly investigated. Corrective action, including disciplinary action, will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet a manner as is possible under the circumstances.



AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #229154

Ohio Revised Code

Section 2921.42 Having an unlawful interest in a public contract.

Effective: September 29, 2007

Legislation: House Bill 119 - 127th General Assembly

(A) No public official shall knowingly do any of the following:

- (1) Authorize, or employ the authority or influence of the public official's office to secure authorization of any public contract in which the public official, a member of the public official's family, or any of the public official's business associates has an interest;
- (2) Authorize, or employ the authority or influence of the public official's office to secure the investment of public funds in any share, bond, mortgage, or other security, with respect to which the public official, a member of the public official's family, or any of the public official's business associates either has an interest, is an underwriter, or receives any brokerage, origination, or servicing fees;
- (3) During the public official's term of office or within one year thereafter, occupy any position of profit in the prosecution of a public contract authorized by the public official or by a legislative body, commission, or board of which the public official was a member at the time of authorization, unless the contract was let by competitive bidding to the lowest and best bidder;
- (4) Have an interest in the profits or benefits of a public contract entered into by or for the use of the political subdivision or governmental agency or instrumentality with which the public official is connected;
- (5) Have an interest in the profits or benefits of a public contract that is not let by competitive bidding if required by law and that involves more than one hundred fifty dollars.

(B) In the absence of bribery or a purpose to defraud, a public official, member of a public official's family, or any of a public official's business associates shall not be considered as having an interest in a public contract or the investment of public funds, if all of the following apply:



- (1) The interest of that person is limited to owning or controlling shares of the corporation, or being a creditor of the corporation or other organization, that is the contractor on the public contract involved, or that is the issuer of the security in which public funds are invested;
- (2) The shares owned or controlled by that person do not exceed five per cent of the outstanding shares of the corporation, and the amount due that person as creditor does not exceed five per cent of the total indebtedness of the corporation or other organization;
- (3) That person, prior to the time the public contract is entered into, files with the political subdivision or governmental agency or instrumentality involved, an affidavit giving that person's exact status in connection with the corporation or other organization.

(C) This section does not apply to a public contract in which a public official, member of a public official's family, or one of a public official's business associates has an interest, when all of the following apply:

- (1) The subject of the public contract is necessary supplies or services for the political subdivision or governmental agency or instrumentality involved;
- (2) The supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the political subdivision or governmental agency or instrumentality as part of a continuing course of dealing established prior to the public official's becoming associated with the political subdivision or governmental agency or instrumentality involved;
- (3) The treatment accorded the political subdivision or governmental agency or instrumentality is either preferential to or the same as that accorded other customers or clients in similar transactions;
- (4) The entire transaction is conducted at arm's length, with full knowledge by the political subdivision or governmental agency or instrumentality involved, of the interest of the public official, member of the public official's family, or business associate, and the public official takes no part in the deliberations or decision of the political subdivision or governmental agency or instrumentality with respect to the public contract.

(D) Division (A)(4) of this section does not prohibit participation by a public employee in any housing program funded by public moneys if the public employee otherwise qualifies for the program and does not use the authority or influence of the public employee's office or employment to secure benefits from the program and if the moneys are to be used on the primary residence of the public employee. Such participation does not constitute an unlawful interest in a public contract in violation of this section.



(E) Whoever violates this section is guilty of having an unlawful interest in a public contract. Violation of division (A)(1) or (2) of this section is a felony of the fourth degree. Violation of division (A)(3), (4), or (5) of this section is a misdemeanor of the first degree.

(F) It is not a violation of this section for a prosecuting attorney to appoint assistants and employees in accordance with sections 309.06 and 2921.421 of the Revised Code, for a chief legal officer of a municipal corporation or an official designated as prosecutor in a municipal corporation to appoint assistants and employees in accordance with sections 733.621 and 2921.421 of the Revised Code, or for a township law director appointed under section 504.15 of the Revised Code to appoint assistants and employees in accordance with sections 504.151 and 2921.421 of the Revised Code.

(G) This section does not apply to a public contract in which a township trustee in a township with a population of five thousand or less in its unincorporated area, a member of the township trustee's family, or one of the township trustee's business associates has an interest, if all of the following apply:

- (1) The subject of the public contract is necessary supplies or services for the township and the amount of the contract is less than five thousand dollars per year;
- (2) The supplies or services are being furnished to the township as part of a continuing course of dealing established before the township trustee held that office with the township;
- (3) The treatment accorded the township is either preferential to or the same as that accorded other customers or clients in similar transactions;
- (4) The entire transaction is conducted with full knowledge by the township of the interest of the township trustee, member of the township trustee's family, or the township trustee's business associate.

(H) Any public contract in which a public official, a member of the public official's family, or any of the public official's business associates has an interest in violation of this section is void and unenforceable. Any contract securing the investment of public funds in which a public official, a member of the public official's family, or any of the public official's business associates has an interest, is an underwriter, or receives any brokerage, origination, or servicing fees and that was entered into in violation of this section is void and unenforceable.

(I) As used in this section:

- (1) "Public contract" means any of the following:



- (a) The purchase or acquisition, or a contract for the purchase or acquisition, of property or services by or for the use of the state, any of its political subdivisions, or any agency or instrumentality of either, including the employment of an individual by the state, any of its political subdivisions, or any agency or instrumentality of either;
- (b) A contract for the design, construction, alteration, repair, or maintenance of any public property.
- (2) "Chief legal officer" has the same meaning as in section 733.621 of the Revised Code.



AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #229154

Ohio Revised Code Section 117.103 Auditor of state's system for reporting fraud.

Effective: November 2, 2018

Legislation: House Bill 312 - 132nd General Assembly

(A)(1) The auditor of state shall establish and maintain a system for the reporting of fraud, including misuse and misappropriation of public money, by any public office or public official. The system shall allow Ohio residents and the employees of any public office to make anonymous complaints through a toll-free telephone number, the auditor of state's web site, or the United States mail to the auditor of state's office. The auditor of state shall review all complaints in a timely manner.

(2)(a) Subject to division (A)(2)(b) of this section, the auditor of state shall keep a log of all complaints filed under this section, which is a public record under section 149.43 of the Revised Code. The log shall include the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the auditor of state. If section 149.43 of the Revised Code or another statute provides for an applicable exemption from the definition of public record for the information recorded on the log, that information may be redacted.

(b) The auditor shall not log a complaint regarding an ongoing criminal investigation, but shall log the complaint not later than thirty days after the investigation is complete.

(B)(1) A public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee shall confirm receipt of this information within thirty days after beginning employment. The auditor of state shall provide a model form on the auditor of state's web site to be printed and used by new public employees to sign and verify their receipt of information as required by this section. The auditor of state shall confirm, when conducting an audit under section 117.11 of the Revised Code, that new employees have been provided information as required by this division.

(2) On May 4, 2012, each public office shall make all its employees aware of the fraudreporting system required by this section.

Divisions (B)(1) and (2) of this section are satisfied if a public office provides information about the fraud-reporting system and the means of reporting fraud in the employee handbook or manual for the public office. An employee shall sign and verify the employee's receipt of such a handbook or manual.