

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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INTRODUCTION / DISCLAIMER

SECTION 1.01

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POLICY

- A. Policies are the basic rules which guide administrative actions for accomplishing an organization's objectives. Comprehensive and clearly written policies, consistently and fairly administered, are essential to the success of any organization.
- B. Written procedures provide members of the organization with administrative interpretation for the application of the organization's policies and explain the specific manner in which such policies are implemented.
- C. This code contains the personnel policies and procedures of the Municipality (hereinafter referred to as "Employer").
- D. THIS CODE IS PRESENTED FOR INFORMATIONAL PURPOSES ONLY. IT MAY BE CHANGED AT ANY TIME BY THE EMPLOYER WITH OR WITHOUT NOTICE. THIS CODE IS NOT AN EMPLOYMENT CONTRACT, EXPRESSED OR IMPLIED. NO REPRESENTATIVE OF THE EMPLOYER OTHER THAN ADMINISTRATOR OR MAYOR HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT WITH AN EMPLOYEE THAT IS CONTRARY TO THE POLICIES AND PROCEDURES CONTAINED HEREIN.

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OBJECTIVES

SECTION 1.02

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POLICY

- A. The Employer recognizes that a personnel system which recruits and retains competent, dependable personnel is indispensable to effective government. The policies and procedures set forth in this code are designed to:
1. Promote high morale and foster good working relationships among employees by providing uniform personnel policies, equal opportunities for advancement, and consideration of employee needs;
 2. Maintain recruitment and internal promotional practices which will enhance the attractiveness of public employment and encourage employees to give their best efforts to the organization and the public;
 3. Encourage that courteous and dependable service be provided to the public;
 4. Provide equal opportunity for qualified persons to enter and progress in their employment with the Municipality based on merit and fitness;
 5. Ensure that the Municipality operations are conducted in an ethical and legal manner;
 6. Establish acceptable minimum standards of performance which are to be applied fairly and uniformly.
- B. The primary objective or mission of the Employer is to provide the residents of the Municipality with superior services at the most reasonable cost. This is a continuing objective to which all other objectives are secondary.

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DEFINITIONS / ABBREVIATIONS

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POLICY

Unless otherwise indicated, the following definitions and abbreviations apply to the listed terms as used in this code.

Active Pay Status: Except as may be otherwise defined in this code, active pay status is when an employee is eligible to receive pay directly from the Employer and includes hours worked, vacation leave, sick leave, holidays, compensatory time, ~~bereavement~~ funeral leave, paid military leave, election leave, personal leave, and paid court leave.

ADA: Americans with Disabilities Act.

Administrative Leave: An employee may be placed on administrative leave with pay in circumstances where the health or safety of an employee or of any person or property entrusted to the employee's care could be adversely affected.

Appointing Authority: Officer, commission, board, or body having the power of appointment to, or removal from, positions in any office, department, commission, board or institution.

At Will – designated as “at will” and serves at the pleasure of the Appointing Authority.

BWC: Abbreviation for Ohio Bureau of Workers=Compensation.

Chain of Command: A hierarchy of authority in which each rank is accountable to the one directly superior. This provides employees at all levels a manager to whom they may ask questions or report problems. It also establishes the path along which the employer disseminates information.

Classified Employee is hereby defined as an employee who has a property right in his/her employment and applies to those positions as set forth in the laws, ordinances, or Charter of the City of Groveport.

Compensatory Time (Comp Time): Time off work granted to employees for hours previously worked over 40 hours per workweek.

Compensatory Time Nonexempt Employees: Comp Time that is in lieu of paying actual cash for overtime hours worked, and ~~granted~~ earned off at the rate of one and one half (1½) hours for each hour of overtime.

Compensatory Time Exempt Employees: Comp Time that is earned for hours worked over 40 hours; and granted off at the time of one (1) hour for each hour.

Day(s): Unless otherwise specified, means calendar day(s).

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Demotion: A change in position that reduces the employee's scope of responsibility and compensation.

Department: An organizational unit directed and controlled by the Employer and charged with a specific public service function and mission (e.g., administration, police).

Department Head: ~~A management level employee charged with the responsibility of directing a department on behalf of the Employer.~~ A management level employee charged with the responsible of directing a department on behalf of the Employer

Designee: Any employee authorized by the Employer or management official to perform a function on behalf of the Employer or management official.

Discourteous Treatment of the Public: Failure by an employee to treat any member of the general public with respect and in a polite and courteous manner.

Dishonesty: Disposition to lie, cheat, or defraud; untrustworthiness; lack of integrity.

Distribution: An act of distributing goods, materials, and/or written materials or literature.

Drug Abuse: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

Employee: Any person holding a position subject to appointment, removal, promotion or demotion by any representative of the Employer.

Employer: The Municipality or the designee of the Employer, authorized by law to make appointments to positions. As context requires, Employer may also mean any designee who is authorized to carry out certain duties on behalf of the Employer.

Excused Absence: Absence from work with the approval of the Employer (i.e., sick leave, vacation, holiday, compensatory time, approved unpaid leave of absence, etc.).

Exempt Employee: A salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated, at premium rates, for additional hours worked in the workweek but may be eligible for compensatory time.

Failure of Good Behavior: Failure by an employee to accept, adhere to, or maintain the expected levels of performance and/or conduct required by the Employer, or reasonably expected by the Employer even in the absence of a written rule.

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FLSA: Abbreviation for the Fair Labor Standards Act.

FML: Abbreviation for Family and Medical Leave.

FMLA: Abbreviation for the Family and Medical Leave Act.

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

Immoral Conduct: Conduct which is willful, flagrant, or shameless, and which shows a moral indifference to the opinions of the good and respectable members of the community.

Incompetency: Lack of ability, legal qualifications, or fitness to perform duties required of an employee.

Inefficiency: Quality of being incapable or indisposed to perform duties required of an employee within reasonable standards.

Insubordination: Intentional failure to perform duties required of an employee; refusal to obey an order issued by the employee's ~~supervisor~~ management.

Malfeasance: The commission of an act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful; the doing of an act which a person ought not to perform.

Manager: An individual who has been authorized by the Employer to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, demoting, discharging, assigning, rewarding, or disciplining employees under the direction of the Employer, to responsibility direct employees; to adjust their grievances, or to effectively recommend any of these actions.

Management: Individuals who oversee or coordinate activities of the City in order to achieve defined objectives.

MCO: Managed Care Organization, a third party administrator for Workers' Compensation.

Misfeasance: The improper performance or commission of some act which a person may lawfully do.

Neglect of Duty: Omission or failure to do a thing that can be done, or that is required to be done; an absence of care or attention in the doing; an omission of a given act. A designed failure, refusal or unwillingness to perform one's duty.

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Non Exempt Employee: An employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1½) times the employee's regular rate of pay for all hours ~~worked~~ in excess of forty (40) in an established workweek or other standard work period established in accordance with the FLSA.

Nonfeasance: Nonperformance of some act which ought to be performed; the total omission to perform a required duty; or the total neglect of duty.

Non-Work Area: Those areas of the Employer's property such as the employees' parking lot or other areas where no official Employer business nor operations are conducted.

Non-Work Time: Any time during an employee's workday where the employee is totally relieved of work duties, such as break time or lunch time. Whether an employee is in active pay or no-pay status during these times is immaterial to the designation of non-work time.

O.A.C.: Abbreviation for the Ohio Administrative Code.

OP&FPF: Abbreviation for the Ohio Police and Fire Pension Fund.

O.R.C.: Abbreviation for the Ohio Revised Code. Also abbreviated as R.C. when followed by a chapter or section number.

OSHA: Abbreviation for Ohio's Occupational Safety and Health Act.

OPERS: Abbreviation for the Ohio Public Employees Retirement System.

Pay Range: A section of a pay scale to which positions are assigned based upon duties and responsibility levels within the organization. Each pay range will reflect a minimum and maximum wage that a position can receive.

Personnel Actions: A specific act by the Employer to implement a personnel decision (e.g., hiring, promotion, demotion, suspension, removal, layoff, wage increases).

Personnel Decisions: Such decisions include, but are not limited to: (1) recruitment; (2) selection; (3) placement; (4) testing; (5) training; (6) promotions and transfers; (7) layoff and recall; (8) removal; (9) disciplinary action; (10) social and recreational programs; (11) employee benefits and compensation; and (12) tangible program services and benefits.

Position: A group of duties and responsibilities assigned ~~or delegated by competent authority~~ to be performed by one (1) person. Positions and the duties of a position may be revised, but the employee's classification remains the same unless the position is reclassified.

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Progressive Discipline: The process of taking progressively stricter action to correct a performance issue or the negative behavior of an employee.

Promotion: Any change in position which results in an increase in an employee's compensation and responsibility.

R.C.: Abbreviation for Ohio Revised Code when followed by a chapter or section number.

Record of Instruction and Cautioning: Written documentation of a verbal counseling and instruction which is provided to the employee and placed in the employee's personnel file to correct any misconduct and improve the employee's conduct and performance.

Reduction: A change in the classification held by an employee to one having a lower base rate of pay, or any decrease in compensation of an employee.

Rule of Three: The top three candidates on a certified eligibility list that are presented for consideration to the appointing authority who conducts a final interview and makes an appointment. The appointing authority is expected to make an offer of employment to one of the top three candidates on the eligibility list or provide specific reasons why none are acceptable before proceeding to the next candidate on the list.

Solicitation: An act of requesting an individual to purchase goods, materials, or services, or a plea for a financial contribution.

Supervisor: ~~An individual who has been authorized by the Employer to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, demoting, discharging, assigning, rewarding, or disciplining employees under the direction of the Employer; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions.~~An individual who has been authorized by the Appointing Authority to oversee and direct the work of employees on a daily basis.

Suspension: Relief of an employee from duty without pay, usually for a short period of time (e.g., one [1] to fifteen [15] days), as a disciplinary measure aimed at improving the employee's conduct.

Transfer: The movement of an employee from one (1) position to another where there is no change in level of responsibility, classification or salary.

Unclassified Employee is hereby defined as an employee who serves at the pleasure of his/her appointing authority and applies to those positions as set forth in the laws, ordinances or Charter of the City of Groveport.

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DEFINITIONS / ABBREVIATIONS

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Vendor: Any individual or group engaged in or desiring to engage in the supply of goods, materials, or services (which are utilized in the conduct of public business) to the Employer and/or its employees.

Work Area: Any office, room, or physical location where official Employer business is transacted and/or operations of the Employer are being conducted.

Working Suspension: A form of discipline whereby the Employer may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. Such disciplinary action shall be recorded in the employee's personnel file in the same manner as other disciplinary actions, and will have the same effect as a suspension without pay for the purpose of recording disciplinary action.

Work Time: All the time when an employee's duties require that the employee be engaged in work tasks; not including scheduled breaks and time before or after work.

Work Unit: A division under the Employer's control usually directed by a ~~supervisor~~ Manager and charged with a specific work function which contributes to the accomplishment of the Employer's public service function.

Written Reprimand: The written record of disciplinary action, usually issued after a verbal ~~warning~~ reprimand has failed to improve an employee's conduct or when the employee has committed a more serious violation, which is provided to the employee and placed in the employee's personnel file in an attempt to improve the employee's conduct and performance.

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SCOPE OF COVERAGE

SECTION 1.04

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POLICY

- A. The personnel policies and procedures in this code generally apply to all Municipality employees. These policies do not establish tenure or contractual rights for employees not required by law. Although the Employer generally subscribes to these policies, the Employer may amend or abolish any policies or procedures herein without advance notification.
- B. These policies and procedures supersede all previous written and unwritten personnel policies and past personnel practices of the Employer.
- C. In the event of a conflict between this code and any applicable law, the law shall prevail.

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EMPLOYEE RELATIONS

SECTION 1.05

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The Municipality provides working conditions, wages, and benefits to its employees which are competitive with those offered by other employers in this area. If employees have any concerns about work conditions, harassment, or compensation, they are strongly encouraged to voice these concerns openly and directly to their ~~supervisors~~ management.

Our experience has shown that when employees deal openly and directly with ~~supervisors~~ management, the work environment can be congenial, communications can be clear, and attitudes can be positive. We believe that the Municipality amply demonstrates its commitment to employees by responding effectively to employee concerns.

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MANAGEMENT AUTHORITY

SECTION 1.06

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POLICY

The Employer retains the full right and responsibility to direct the operations of the Municipality, to promulgate policies, rules and regulations and otherwise exercise the prerogatives of management. This right is also referred to as Management Rights and Responsibilities. These rights, which more particularly include but are not limited to the following:

- A. To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, or to reprimand, suspend, discharge, or otherwise discipline employees in accordance with applicable law;
- B. To manage and determine the location, type, and number of physical facilities, equipment, programs, and the work to be performed;
- C. To determine goals, objectives, programs, and services, and to utilize personnel in the manner designed to effectively meet these purposes;
- D. To determine the size and composition of the work force and the organizational structure;
- E. To determine the hours of work and work schedules required to most efficiently operate;
- F. To determine when a job vacancy exists, the duties to be included in all classifications, and the standards of quality and performance to be maintained;
- G. To determine the necessity to schedule overtime and the amount required thereof;
- H. To maintain the security of personnel and financial records and other important data or information;
- I. To maintain and improve the efficiency and effectiveness of the operations; and
- J. To determine and implement necessary actions in emergency situations.

The exercise of any such right, power, authority, duty, or responsibility by the Employer and the adoption of such rules, regulations, or policies, as may be deemed necessary, shall be limited only by the specific express terms of applicable law.

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IMPLEMENTATION AND DISSEMINATION

SECTION 1.07

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POLICY

- A. The Employer has the exclusive right and authority to create and issue policies and procedures.
- B. All employees will be able to access a copy of this code online. ~~Additionally, each department head will maintain a current version of the code at his or her desk/job site. Any employee wishing to check out a hard copy of this code shall contact Human Resources.~~
- C. Supervisory Management personnel are responsible for administering the policies herein and shall ensure that subordinate personnel comply with all policies and procedures adopted by the Employer.

PROCEDURE

- A. This code shall be adopted as the Employer's official policies and procedures by ordinance of Council. ~~Upon the effective date of the code, the Mayor and the Administrator shall sign the cover page and each section of the master volume of the code.~~
- B. The Administrator shall thereafter make available a copy of the code online for employee access. ~~and distribute a copy of the code to each of the Employer's department heads and supervisors and maintain a list of each person who receives a copy and the date issued.~~
- C. ~~Each employee will be provided with an orientation of the code and allowed to read a copy of the code. After reading or having it read to them, each employee~~ Each employee shall be made aware of the location of the Code of Personnel Practices and Procedures and shall sign an Acknowledgment Form, which shall be placed in the employee's personnel file.

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PERSONNEL ADMINISTRATION

SECTION 1.09

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POLICY

The ~~personnel system~~Code of Personnel Practices and Procedures shall be administered by the Administrator or his designee. ~~The personnel system within each department shall be administered by the department head.~~ Each department head shall be charged with the responsibility of ensuring that these personnel policies and procedures are applied in a consistent, objective manner, and for the purpose of performing the duties and responsibilities set forth in this code.

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SEVERABILITY

SECTION 1.10

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POLICY

If any section or part of this code or any amendment is invalidated by operation of law or by order of a court of competent jurisdiction, or compliance with or enforcement of any section or part of this code is restrained by a court, the law or court decision shall prevail, but the remainder of this code and any amendments thereto shall not be affected and shall remain in full force and effect, unless the context of the code as a whole indicates that another section should be invalidated as well to conform with the Employer's intent.

PROCEDURE

Whenever any section of this code is amended by operation of law or by court order, the section shall be amended in accordance with Section 1.07 of this code.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION
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- | | |
|------|--|
| 2.01 | Equal Employment Opportunity |
| 2.02 | Americans with Disabilities Act |
| 2.03 | Discriminatory Harassment |
| 2.04 | Equal Employment Opportunity/Anti-Discrimination Complaint Procedure |

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EQUAL EMPLOYMENT OPPORTUNITY

SECTION 2.01

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POLICY

- A. The Municipality of Groveport is an Equal Opportunity Employer. No personnel decisions concerning any term or condition of employment shall be based on an individual's age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law. ~~unlawfully based upon race, color, religion, sex, national origin, military status, age or disability.~~
- B. The Administrator is the Employer's EEO/Americans ~~With~~with Disabilities Act (ADA) Coordinator. The EEO/ADA Coordinator is responsible for providing information regarding anti-discrimination employment laws to employees and others, and for reviewing and resolving complaints involving alleged discrimination not resolved by the department head.
- C. The EEO/ADA Coordinator shall be responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. ~~Department heads and supervisors~~ Management shall maintain responsibility for their actions in regard to offering equal opportunity to each department employee or job applicant and for attempting to resolve discrimination complaints within their respective departments not personally involving the department head.
- D. No inquiry shall be made as to any of the protected class information as set forth in the item A above ~~religious, racial, or ethnic origin~~ of the applicant, except as necessary to gather equal employment opportunity or other statistics that, when compiled, will not identify any specific individual. Disclosure of this information by the employee is a voluntary action on the applicant's part.

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CODE OF PERSONNEL PRACTICES AND PROCEDURES**

AMERICANS WITH DISABILITIES ACT

SECTION 2.02

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POLICY

- A. Employment: The Employer supports the intent and purposes of the Americans with Disabilities Act (ADA) and will not unlawfully discriminate against qualified individuals with disabilities because of the disability of such individual in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. Accessible Features: The Employer shall endeavor to maintain in operable working order all features of facilities and equipment which are for the use, benefit, aid, or service of the public, in a manner which is readily accessible to and usable by persons with disabilities.
- C. Accessible Facilities: Each service, program, and activity shall be operated in a manner that, when viewed in its entirety, shall be readily accessible to and usable by individuals with disabilities.
- D. Accessible Communications: The Employer shall ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- E. Information: The Employer shall ensure that all interested persons (including those with impaired vision or hearing) can obtain information on the existence and location of accessible services, activities, and facilities.
- F. Fundamental Alteration/Undue Burden: Notwithstanding the above commitments to accessibility, taking action to achieve accessibility is not required when it would result in a fundamental alteration in the nature of a service, program, or activity, or cause undue financial and administrative hardships.
- G. The EEO/ADA Coordinator shall be responsible for:
 - 1. ~~1.~~ Providing information about the ADA to employees and others;
 - 2. Meeting with the employee and discussing whether an accommodation is appropriate, and it applicable the type of accommodation to be given.
 - 3. Receiving and resolving complaints involving non-accessibility of services, programs, or facilities and alleged discrimination against disabled individuals.

PROCEDURE

- A. Complaint/Comment Procedure: Complaints, comments, or questions regarding:

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AMERICANS WITH DISABILITIES ACT

SECTION 2.02

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1. accessibility to any of the Municipality's programs, services or facilities; or
2. discrimination against individuals with disabilities; or
3. the Municipality's compliance with the ADA; should be filed in accordance with Section 2.04(B).

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DISCRIMINATORY HARASSMENT

SECTION 2.03

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POLICY

It is the policy of the Municipality of Groveport that all employees should be able to enjoy a work environment and a job site free from all forms of discrimination, including gender-based discrimination due to sexual harassment.

PROCEDURE

- A. Discriminatory harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee shall be subjected to any type of harassing conduct based upon ~~the employee's race, color, sex, religion, national origin, military status, age,~~the protected class information as set forth in section 2.01A, a disability, or protected activity.
- B.
1. Sexual harassment is a specific type of discriminatory harassment. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with work effectiveness.
 2. Sexual harassment, whether committed by ~~supervisory—management~~ or non-~~supervisory—management~~ personnel, is a form of sex discrimination. Sexual harassment may include, but is not limited to:
 - a. Repeated offensive sexual flirtations, advances, or propositions.
 - b. Continued or repeated verbal abuse of a sexual nature.
 - c. Graphic or degrading verbal comments about an individual or the individual's appearance.
 - d. The display of sexually suggestive objects or pictures.
 - e. Any offensive or abusive physical contact.
 3. No employee of the Municipality shall imply or threaten that an applicant or an employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.
- C. It is the policy of the Municipality to discipline, up to and including ~~discharge~~ termination, any employee found to have engaged in any type of discriminatory treatment, including sexual harassment.

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DISCRIMINATORY HARASSMENT

SECTION 2.03

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D. Responsibility

1. It is the responsibility of all employees to aid the Employer in maintaining a work environment free from discrimination, including sexual harassment. Therefore, it is the responsibility of each employee, including ~~supervisors and managers~~ management, to immediately report any instances of discriminatory harassment to the proper authority. Any employee who observes any conduct that may constitute discriminatory harassment of a co-worker, but fails to report same, may be subject to disciplinary action.
2. It is further the responsibility of ~~each supervisor~~ management to ensure that all employees who report to the ~~supervisor~~ management are aware of the policy against discriminatory harassment, that they are aware of the complaint and reporting procedures, and that they are aware of the consequences of engaging in discriminatory harassment.
3. It is the responsibility of management to maintain an environment free from discriminatory harassment. Management shall ensure that its supervisors are sufficiently trained in recognizing discriminatory harassment, the complaint and reporting procedures, the proper methods of investigating complaints of discriminatory harassment, and the disciplinary procedure regarding discriminatory harassment.
4. Management shall also ensure that all employees are aware of this policy and will ensure that all employees receive sufficient training to maintain an environment free from discriminatory harassment. Additionally, each newly-hired employee will receive training on this policy as a part of his/her ~~employee orientation on boarding process~~.

D. Complaint Procedure

1. Employees who believe they have been the subject of discriminatory harassment should report the alleged act immediately. All information disclosed shall be held in strictest confidence to the extent allowed by law, and otherwise will only be revealed on a need-to-know basis in order to investigate and resolve the matter.

Step 1: Employees who believe they have been the subject of discriminatory harassment should report the alleged act immediately to their ~~immediate supervisor~~ department head. If ~~the immediate supervisor~~ department head is the subject of the complaint, or if the employee is uncomfortable reporting the act to his/her ~~supervisor~~ department head, the employee may report the act to the Administrator or the Personnel Director any other member of management.

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DISCRIMINATORY HARASSMENT

SECTION 2.03

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Step 2: The individual alleging the harassment will be asked to complete a written statement outlining the nature of the complaint. The complaint will be investigated even if the individual alleging harassment refuses to fill out a written statement.

Step 3: Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All employees shall, to the extent possible, be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.

Step 4: If the investigation reveals that the complaint is valid, prompt remedial action designed to stop the harassment immediately and to prevent its recurrence will be taken. Any employee who is found, after appropriate investigation, to have engaged in harassment shall be subject to disciplinary action, up to and including termination.

2. Determining whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect, requires an investigation of all facts in the matter. Given the nature of this type of discrimination, it is also recognized that false accusations of discriminatory harassment can have serious effects upon innocent individuals. All employees of the Municipality of Groveport shall act responsibly to establish and maintain a pleasant working environment, free of discrimination, for all.

3. The same conditions and rules apply as they may relate to discriminatory harassment of a ~~resident or citizen~~ non-city employee or official by an employee at the work place. Any acts of discriminatory harassment ~~towards a resident~~ must be reported to the ~~shift supervisor~~ management, and documented by any witnessing employee, prior to the end of the applicable shift.

4. Unlawful discrimination or harassment that affects an individual's employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises may also be subject to this policy.

5. These same conditions and rules apply as they may relate to discriminatory harassment by a non-city employee to include but not limited to: suppliers, subcontractors, residents, visitors, clients, volunteers and any other individual who enters city property or conducts business on city property.

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CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**EQUAL EMPLOYMENT OPPORTUNITY/
ANTI-DISCRIMINATION COMPLAINT PROCEDURE**

**SECTION 2.04
PAGE 1 OF 1**

POLICY

- A. Any person may file a complaint if the individual believes:
1. An employee has illegally discriminated against the individual under any state or federal anti-discrimination law, including a violation of the ADA or conduct involving sexual harassment.
 2. A Municipality program, service, or facility is not accessible to disabled individuals.

PROCEDURE

- A. All complaints alleging illegal discrimination shall be filed on the EEO/Anti-Discrimination Complaint Form contained in this code. Complaints shall be filed within a reasonable period of time following the incident which gave rise to the complaint.
- B. Complaints shall be filed with the Administrator. The Administrator shall investigate all complaints and respond to the complainant as soon as the investigation is completed. If the Administrator is the subject of the discrimination complaint, the complaint ~~may~~ shall be filed with the Municipality's legal counsel.
- C. When reviewing employment discrimination complaints alleging a violation of the policy, the Administrator will determine whether the complainant is a "qualified person with a disability," whether the Employer may have discriminated against the complainant, and if so, whether the Employer can "reasonably accommodate" the complainant or otherwise resolve their complaint.
- D. Any employee who has been found by the Employer, after appropriate investigation, to have committed an act of illegal discrimination against another employee, job applicant, or other person in their capacity as an employee ~~at~~ of the Municipality, will be subject to appropriate disciplinary action.
- E. Non-employees found to have committed an act of illegal discrimination against an employee in the workplace will be dealt with appropriately as allowed by law.
- F. If any program, service, or facility is found to be non-accessible to disabled individuals, the Employer shall take appropriate steps to achieve accessibility according to the law.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SECTION 3 EMPLOYMENT

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**REQUIREMENTS FOR EMPLOYMENT/
RESIDENCY REQUIREMENT**

**SECTION 3.01
PAGE 1 OF 1**

POLICY

A. The Employer appoints, employs, disciplines, and establishes policies and procedures and other conditions of employment for its employees. The Council determines compensation and other fringe benefits for employees. Employment with the Employer is employment in a public agency, subject to federal, state, and local laws and the requirement that employees recognize and agree to abide by all applicable laws and all applicable policies and procedures as a condition of employment.

~~B. Certain employees, pursuant to Ohio law, may be subject to particular residency requirements.~~

~~C.B.~~ All applicants for employment must be able to perform the essential functions of the position for which they apply with or without a reasonable accommodation and must possess or be able to obtain within a reasonable time frame any required licensing, certification, bonding, or other employment requirements as specified in the position description.

Original Adoption Date: _____ Revision Date: _____

THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES

EMPLOYEE STATUS

SECTION 3.02

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POLICY

A. In addition to being categorized as classified or unclassified, all employees shall be categorized in one (1) of the following employee status types:

1. Appointment

\$ Regular: An employee appointed to a permanent position on a full-time or part-time basis.

\$ Temporary: An employee appointed to a non-permanent position, on a full-time or part-time basis, for a specified period of time, not to exceed one hundred twenty (120) days except as otherwise provide in R.C. 124.30..

\$ Seasonal: An employee who works on the academic program year or who works on a recurring but temporary basis annually (e.g., summer, mowing season, tax collection period, etc.). A seasonal employee may be appointed on a full-time, part-time, or intermittent basis.

\$ Intermittent: An employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable

\$ ~~StudentIntern: An employee who is a student at an educational institution and employed by the Employer in cooperation with such educational institution to provide training to the student employee. A person employed who works in a professional capacity and/or position that is directly related to their college course of study. Interns may be at various degree levels.~~

2. Hours Assigned

\$ Full-Time: an employee who works thirty (30) or more hours per week on an average basis over a period of three successive calendar months.

\$ Part-Time: An employee who works less than thirty (30) hours per week, or less than the standard full-time workweek designated by the Employer, but on a regularly scheduled basis.

3. Classified Employee is hereby defined as an employee who has a property right in his/her employment and applies to those positions as set forth in the laws, ordinances, or Charter of the City of Groveport.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EMPLOYEE STATUS

SECTION 3.02

PAGE 2 OF 2

4. Unclassified Employee is hereby defined as an employee who ~~services~~ serves at the pleasure of his/her appointing authority and applied to those positions as set forth in ~~Ordinance No. 11-022, passed 5/23/11. laws, ordinances or Charter of the City of~~ Groveport.
- B. Contract service providers and/or vendors are not considered to be employees and are not eligible for benefits provided by the Municipality.
- C. If an employee works ~~the number of 30 or more~~ hours per week on a regular basis ~~for for six~~ ~~(6) three (3)~~ consecutive months which might justify a change in employment status, the employee may request to have his/her employment status changed.

PROCEDURE

Employees shall be informed upon appointment of their employment status. Regular, temporary, seasonal, intermittent, and student appointments should be communicated in writing to employees. The hours normally assigned to the employee should also be communicated in writing.

Original Adoption Date: _____ Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

POSITION DESCRIPTION CLASSIFICATION PLAN

SECTION 3.03

PAGE 1 OF 2

POLICY

The Administrator shall, on behalf of the Employer, maintain and administer the plan of position descriptions, known as a ~~"Position Description Plan."~~ Classification Plan. ~~This position description plan is includes~~ a compilation of the position descriptions for each employment position. A position description contains the qualifications, essential functions, other duties, equipment operated, required licenses or certifications, and the requisite knowledge, skills, and abilities of each position. The Employer will create or amend position descriptions based upon an analysis of the duties, responsibilities, essential functions, and qualifications of the positions affected.

PROCEDURE

- A. As positions are changed or added, the position description plan must be revised. Factors which may necessitate a revision to the plan are:
1. Addition of new employee(s);
 2. Promotion of current employee;
 3. Addition of a new duty or responsibility to a position;
 4. Abolishment of a current duty or responsibility from a position;
 5. Reassignment of current duties or responsibilities between or among positions; or
 6. A new or revised licensure or certification requirement as dictated by law for a position.
- B. When any of the aforementioned factors change, the department head shall submit a proposed revision to the Administrator, who shall review the request and cause appropriate changes or additions to a position description or the position description plan.

In addition, changes to a department's table of organization shall be submitted if there is a change in reporting relationships within the department.

- C. The Administrator shall review and approve all ~~suggested changes to the position description plan~~ changes to position descriptions within the classification plan.
- D. ~~All changes to position descriptions, tables of organization, or other documents shall be incorporated in the position description plan. Copies of new document(s) resulting from changes shall be provided within fourteen (14) days of any changes to:~~

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

~~POSITION DESCRIPTION~~CLASSIFICATION PLAN

SECTION 3.03

PAGE 2 OF 2

1. ~~The appropriate department head for inclusion in the department head's position description plan; and~~
 2. ~~Affected incumbent employee(s) in the classification(s).~~
- E. ~~Within fourteen (14) days of any position description change, all changes to applicable payroll, personnel, operational records, and other personnel records, if any are required, will be made by the appropriate personnel.~~

Original Adoption Date: _____ Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

APPOINTMENTS

SECTION 3.04

PAGE 1 OF 1

POLICY

- A. Appointments shall be made according to merit and fitness, as to be ascertained, as far as practicable, by competitive examination. If an eligibility list exists for a position, then appointments shall be made from therein.
- B. Exceptional and temporary appointments may be made in accordance with R.C. 124.271 and R.C. 124.30.

PROCEDURE

- A. The Administrator or designee shall advertise positions authorized by Council to be filled by appropriate means. All announcements should specify the job title, nature of the job, required qualifications, essential functions of the position, the compensation range, the deadline for applications, and the place to file such applications. If a civil service test is to be administered, the advertisement shall provide fourteen (14) days notice of the time, date, and location as well as if study materials are available.

Upon receipt of the applications, the Administrator or designee and the department head shall evaluate the candidates as provided in the "Evaluation of Applicants" section of this code.

- B. Vacancies may be posted internally for five (5) weekdays on employee bulletin boards or any other appropriate means.

- 1. Current employees interested in a vacancy must ~~submit a timely bid form~~ apply to be considered.

- 2. If the Employer deems no internal ~~bidder~~ applicant is qualified for the vacancy, the appointing authority shall fill the vacancy through the selection of outside applicants as described by Charter.

- 3. Nothing in this section shall be construed to prevent the appointing authority or designee from advertising for external applicants concurrently with the posting of internal vacancies.

- C. An employee is NOT permitted to apply internally for a transfer to another City department or for a promotion to another City position, unless approved by the City Administrator prior to the application, if the employee has received a Verbal or Written Warning within the preceding twelve months or if the employee has received a suspension within the preceding twenty-four months.

Original Adoption Date: _____ Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EVALUATION OF APPLICANTS

SECTION 3.05

PAGE 1 OF 2

POLICY

Appointments in the Municipality shall be made according to merit and fitness, as to be ascertained, as far as practicable, by competitive examination.

PROCEDURE

- A. A review of all bid forms or applications shall first be made to determine which applicants possess the minimum job-related qualifications as stated on the classification specification (e.g., minimum licenses, certifications, experience, etc.). If a civil service test is to be administered, only those who meet the minimum qualifications may participate.
- B. Upon determination of which applicants meet the minimum job-related qualifications, the applicant's knowledge, skill, and ability to perform the essential functions of the position shall be considered. Applicants may be required to submit to any or all of the following: reference checks, background checks, job-related performance tests, interviews, and other job-related procedures.
- C. The Municipality shall normally use the Rule of 3 when appointing off an eligibility list.
- D. Qualified applicants may be eliminated from consideration for a position if the applicant:
 - 1. makes a false statement of material fact on the employment application or other hiring documents;
 - 2. has committed or attempted to commit a dishonest or fraudulent act at any stage of the selection process;
 - 3. is an alien not legally permitted to work;
 - 4. has previously been terminated for just cause, except in unusual circumstances to be determined by the Employer;
 - 5. has been convicted of a felony or a crime involving moral turpitude;
 - 6. is addicted to drugs and alcohol;
 - 7. has a pattern of poor work habits and performance with the current or previous employer; or
 - 8. has been guilty of infamous or notoriously disgraceful conduct.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EVALUATION OF APPLICANTS

SECTION 3.05

PAGE 2 OF 2

If an applicant is hired and it is subsequently discovered that one (1) of the above disqualifying criteria apply, the employee may be disciplined or discharged as provided in this code.

- D. Upon selection of a preferred candidate, the Employer may inquire whether the candidate requires an accommodation to perform the job. The Employer will not classify a candidate who requires an accommodation as unqualified because the candidate requires an accommodation. However, if the Employer cannot provide a reasonable accommodation, or the only accommodation that could be made would cause undue hardship to the Employer, the candidate may be considered unqualified.
- E. The Employer shall maintain a record keeping system reflecting the disposition of all job applicants and the reasons for hiring or not hiring an applicant. Such records shall be kept on file for at least two (2) years and shall include a completed job application, medical examination data, test results, and/or any other job-related information.

Original Adoption Date:_____ Revision Date:_____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**MEDICAL EXAMINATIONS — APPLICANTS
AND EMPLOYEES**

**SECTION 3.06
PAGE 1 OF 2**

POLICY

- A. A medical examination by a licensed practitioner may be required by the Municipality prior to appointment to evaluate selected job applicants physiological and/or psychological condition as it relates to the applicants ability to perform the essential duties of the positions for which they are applying. Examinations may include any job-related examination determined to be a pre-employment requirement.
- B. For purposes of this policy, a licensed practitioner is a physician, psychiatrist, psychologist, or other appropriately licensed mental health professional such as a licensed professional clinical counselor or licensed independent social worker, who is licensed to perform the appropriate examination.
- C. All employees are required to maintain their physical fitness at a level which will permit them to efficiently perform the duties of their position and avoid endangering themselves or those they serve.

PROCEDURE

- A. When a medical examination is required, such requirement shall be included in the vacancy announcement.
- B. No medical examination, except screening for use of illegal drugs, will be conducted until after the Employer has made the applicant a conditional offer of employment.
- C. The Employer shall select the licensed practitioner to administer the examination and shall pay the cost. Applicants may obtain, with approval of the Employer, a waiver of the medical examination requirement for the following reasons:
 - 1. verified religious opinion or affiliation, or
 - 2. reinstatement within one (1) year of separation.

Any applicant requesting to waive the examination requirement for one of the above reasons shall submit a written affidavit describing the applicant's state of health at the time of employment.

- D. After hire, employees may be legally required to submit to medical examinations for certain purposes during their period of employment with the Municipality. Such an examination is intended to ensure that the incumbents continue to be physically and mentally able to perform the duties of their position. Examples include examination to certify eligibility for Family and Medical Leave or other leaves of absence, examination to assess eligibility for

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**MEDICAL EXAMINATIONS — APPLICANTS
AND EMPLOYEES**

**SECTION 3.06
PAGE 2 OF 2**

Workers' Compensation, examination required by Occupational Safety and Health programs, Fitness for Duty, etc. A medical examination may also be required to determine an ~~employees~~employee's ability to return to work following a medically related leave of absence.

Original Adoption Date:_____ Revision Date:_____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

ORIENTATION

SECTION 3.07

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POLICY

- A. Upon appointment, all employees will ~~receive a copy~~ be provided access to a copy of the Municipality's Code of Personnel Practices and Procedures to read, which contains the general terms, conditions, benefits, policies and procedures of employment, all notices, forms, and documents. Upon completion, the employee shall sign all acknowledgments, forms, and documents required by law or the Employer.
- B. Upon appointment, employees will also have the policies and procedures of their department and/or position explained to them by the department head or designee.

Original Adoption Date:_____ Revision Date:_____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

IMMIGRATION REFORM AND CONTROL ACT

SECTION 3.08

PAGE 1 OF 2

POLICY

A. In General: In accordance with the provisions of the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, the Employer has adopted the policy set forth below.

1. The Employer or designee shall not knowingly hire or recruit or continue employment of any alien hired after November 6, 1986, without substantiating and documenting that alien's eligibility in accordance with provisions established by this policy.
2. The Employer has established an employment verification system and shall retain appropriate records establishing that each employee hired after November 6, 1986, is lawfully authorized to work in the United States as either a U.S. citizen or as a properly "documented alien."
3. As a condition of continued employment, the Employer shall verify both the identity and the employment eligibility of all applicants considered for employment by following the steps outlined in (B) below.

B. Preemployment Requirement:

The Employer will ensure that as a condition of employment that applicants fill out the I-9 form. Procedures on how to fill out the I-9 form can be found at www.uscis.gov.

C. Post-Hiring Requirements:

1. Within three (3) business days after the appointment of the applicant, the Employer shall physically examine the documentation presented by the employee to ensure that the documents presented appear genuine and related to the individual, then complete the remaining portions of Form I-9 located in the Administrator's office.
2. The Employer shall retain Form I-9 and photocopies of the supporting documentation for three (3) years after the effective date of hire or for one (1) year from the date of the employee's separation from service, whichever is later.
3. Form I-9 and copies of supporting documentation shall not be used for any purpose or provided to any agency or person other than for the purpose of complying with the requirements of the Act.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

IMMIGRATION REFORM AND CONTROL ACT

SECTION 3.08

PAGE 2 OF 2

4. Should an employee be rehired or reinstated by the Employer within one (1) year of the date of separation, the Employer may use the original I-9 form and supporting documentation for the purpose of complying with the Act.

If an employee's authorization to work expires, the Employer must immediately re-verify that the employee is still authorized to work based on the employee's documentation of continuing eligibility or new authority to work. The Employer must review the document and verify on the I-9 Form, noting the document's ID number and expiration date.

- D. Anti-Discrimination Policy: It is the intention of the Employer not to discriminate in hiring on the basis of national origin and citizenship status except as otherwise provided by law. The Employer will not unlawfully discriminate against any citizen or national of the United States or against any alien authorized to work in the job at issue.

Original Adoption Date:_____ Revision Date:_____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

PROBATIONARY PERIOD

SECTION 3.09

PAGE 1 OF 2

POLICY

A. Newly Appointed Employees:

1. Employees shall serve an instructional period of six (6) months' continuous service beginning at the commencement of employment. This time is used for evaluating an employee's work performance, etc.. It also serves as an adjustment time for them to become familiar with the work, fellow employees, policies, and procedures.

During the instructional period, the employer has the right to suspend or dismiss an employee without recourse for an appeal. Retention or continual employment beyond the instructional period does not confer any additional status or right to continued employment upon an "at-will" ~~employer~~ employee.

2. Probationary Period and Final Appointment for Sworn Police Department Employees: Pursuant to Article V, Section 5.03(B)(2) of Groveport Charter, the Mayor shall have the power to appoint, promote, remove, suspend, or otherwise discipline members of the Police Department, subject to the provisions of the Charter relating to tenure and the Municipality's merit system.

The probationary period for all newly hired patrol officers shall be a period of not less than twelve (12) months. At the conclusion of said twelve (12) month period, pursuant to the above-referenced Charter provision, the Mayor may terminate, fully appoint, or extend said probationary for a period not to exceed three (3) additional months. The probationary period for all newly promoted detectives, sergeants, lieutenants, and other command/supervisory personnel shall be a period of not less than twelve (12) months. Pursuant to the stated Charter provision, the Mayor may demote, fully appoint, or extend said probation for a period not to exceed three (3) additional months. (See Chapter 129, Section 129.03 of the Groveport Codification)

PROCEDURE

- A. An employee's ~~supervisor~~ manager or designee is responsible for informing each newly hired or promoted employee of the duties the employee is to perform and the standards to which the employee's performance will be measured. This process may be accomplished through employee orientation, training, demonstration of proper performance, performance evaluation, corrective discipline, or a combination of the above.
- B. Sworn Police ~~Department-Officers'~~ employee's performance during probation shall be evaluated by the employee's supervisor and appointing authority. If the employee's performance is found to be unsatisfactory, the employee may be removed.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

PROBATIONARY PERIOD

SECTION 3.09

PAGE 2 OF 2

- C. The employee's ~~supervisor-manager~~ and/or appointing authority shall discuss the performance evaluation with the employee regarding the specific respects in which the employee's performance is unsatisfactory.
- D. If the newly hired employee fails to successfully complete the probationary period, the ~~newly hired~~ employee shall be informed by the appointing authority ~~of the employee's removal.~~
- E. ~~Supervisors-Managers~~ shall use the probationary period to closely observe and evaluate the employee's performance and aptitude for the job. Likewise, the employee is encouraged to bring problems to the ~~supervisor-manager~~ to enhance his or her performance. ~~Supervisors~~ Managers have a responsibility to only recommend retention of those employees who meet acceptable work standards during the probationary period.
- F. An employee may be separated at any time during the probationary period for unsatisfactory ~~service performance~~. Employees serving promotional probationary periods may be reduced to the classification and salary held prior to the promotion upon failure of the promotional probationary period provided the position is still available. An employee who is removed during the probationary period does not have a right to appeal.
- G. The action of reduction for failure to complete a promotional probationary period shall not be considered a disciplinary action, and shall not serve to eliminate the employee for consideration for advancement to other positions.
- H. ~~The probationary period for full-time employees and part-time employees who work a portion of each normal working day shall be based on calendar days from the date of original appointment.~~ Time on extended leaves of absence ~~or other nonpaid leaves~~ shall not be counted toward the completion of the probationary periods.
- I. ~~Classified employees who work an irregular schedule or who work less than the normal number of working days per week shall have their probationary period determined on the basis of time actually worked as described in the table below:~~
- | | |
|---------------|---|
| 1. | 1,000 hours are equivalent to a 180-day probationary period. |
| 2. | 1,400 hours are equivalent to a 252-day probationary period. |
| 3. | 1,500 hours are equivalent to a 270-day probationary period. |
| 4. | 1,700 hours are equivalent to a 300-day probationary period. |
| 5. | 2,000 hours are equivalent to a 365-day probationary period. |
- J.I. No Promotion During Probationary Period. Probationary employees shall not be eligible for promotion to any other position until they have completed their probationary period.

Original Adoption Date: _____ Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

PERFORMANCE EVALUATIONS

SECTION 3.10

PAGE 1 OF 1

POLICY

- A. A formal performance evaluation system provides the Employer with an effective mechanism to measure and communicate levels of job performance to employees. It provides the employee with documented, constructive feedback concerning current job performance. A documented performance evaluation serves as a basis for important management decisions regarding training needs, job assignments, promotion, and retention of employees.
- B. The work performance of all employees shall be evaluated ~~twice during an employee's initial at the end of the employee's~~ probationary period (if applicable), and then annually ~~prior to their next anniversary date; thereafter.~~

PROCEDURE

- ~~A. For employees serving initial probationary periods, the first evaluation shall be completed approximately halfway through the probationary period. The second evaluation shall be completed not less than ten (10) days prior to the end of the probationary period.~~
- ~~B.A.~~ Employees who have successfully completed probation shall be evaluated annually by their ~~manager, immediate supervisor or other appropriate authority prior to their next anniversary date.~~
- ~~CB.~~ A special, additional evaluation may be held if requested by the employee and approved by ~~the Employer~~ the Administrator, or at the discretion of the ~~Employer~~ Appointing Authority. Such evaluation will not be used to influence the order of any layoff.
- ~~DC.~~ Each ~~supervisor~~ manager shall complete a performance evaluation for each employee he/she supervises. ~~Supervisors should contact the Administrator for performance evaluation forms and instructions.~~
- ~~ED.~~ ~~Supervisors~~ Managers shall rate their subordinates' performances in an objective, uniform, and unbiased manner and in accordance with the procedures established herein and in the performance evaluation form. ~~Supervisors~~ Managers violating these policies will be subject to disciplinary action.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

PROMOTION

SECTION 3.11

PAGE 1 OF 1

POLICY

- A. Promotions shall be made according to merit and fitness, as to be ascertained, as far as practicable, by competitive examination.
- B. When job vacancies occur, current qualified employees shall be given the opportunity to apply for such vacant positions.
- C. Factors to be considered for promotion include, but are not limited to, required training course(s), licensing or certification requirements, other minimum qualifications, annual performance evaluation ratings, and the employee's knowledge, skills, and abilities to perform the essential functions of the vacant position.

PROCEDURE

Employees interested in being considered for a posted vacancy shall complete a ~~"Vacant Position Bid Form"~~an application and submit it to Human Resources by the established deadline~~, the official designated on the vacancy posting within the posting period.~~

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

DEMOTION

SECTION 3.12

PAGE 1 OF 1

POLICY

A demotion is the assignment of an employee to a position which has a lower level of responsibility, classification, and compensation. Demotions generally result from an employee's failure to perform the duties of a position at an acceptable level or as a result of discipline. Demotions may also be voluntarily requested by an employee or as an accommodation for a qualified employee with a disability who is no longer able to perform the essential functions of the employee's position with or without a reasonable accommodation, but who can perform the essential functions of a lower classification with or without a reasonable accommodation. Demoted employees shall be reduced in pay to the corresponding pay for the new classification. ~~at the discretion of the Employer.~~

PROCEDURE

Employees who desire to be considered for a posted vacancy in a lower classification shall complete a ~~"Vacant Position Bid Form"~~ an application and submit it to Human Resources by the established deadline. ~~the official designated on the vacancy posting within the posting period.~~

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

TRAINING

SECTION 3.13

PAGE 1 OF 2

POLICY

The Employer will make reasonable efforts to ensure that employees receive on-the-job and other required training necessary to perform their job.

- A. Employee's Responsibility for Maintaining and Upgrading Job Skills: Each employee bears primary responsibility for maintaining individual knowledge, skills, and abilities necessary to perform the job, to meet state requirements, and for upgrading skills as necessary to meet technological changes or to seek promotion. The Employer will facilitate those efforts and provide training from time to time.
- B. Independent Study/Training: An employee may pursue independent study or training but may not obligate the Employer to pay expenses or compensation without specific advance permission.

PROCEDURE

- A. Training Program Evaluation: The Employer will periodically examine current and proposed training programs in order to ensure the programs' relevance to both the individual employee and organizational training needs.
- B. On-the-Job Training (OJT): On-the-job training prepares employees to effectively perform the responsibilities required of their positions. It allows the employees to learn their job duties, proper procedures, and expected performance levels.
- C. Job-Related Training Programs: Employees may be required to attend job-related training programs, courses, workshops, seminars, etc. If the Employer assigns an employee to attend a training program or approves a specific request from an employee to attend a training program, the expense incurred shall be paid by the Employer. Any training taken voluntarily by the employee which is job-related shall be subject to the prior approval of the Employer. The Employer will not, however, pay for training when it is taken voluntarily and is not directly related to the employee's job duties in the employee's present position.
- D. Hours Worked: Time spent by FLSA nonexempt employees attending lectures, meetings, classes, and training programs is not considered hours worked when all four (4) of the following criteria are met:
 - 1. Such time is spent outside normal working hours;
 - 2. Attendance by the employee is voluntary;
 - 3. The lecture, meeting, class, or training program is not directly job-related; and

**THE MUNICIPALITY OF GROVEPORT, OHIO
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TRAINING

SECTION 3.13

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4. The employee does not perform any productive work for the Employer during the employee's attendance.

Voluntary attendance by an employee at an independent school or college outside working hours is not considered hours worked, even if the courses taken are directly job-related.

Training is directly "job-related" if it is designed to enable the employee to perform the employee's current job more effectively. Training is not job-related if it is designed to train the employee to perform a different job.

- E. Travel Time: When an FLSA nonexempt employee is required to travel to and from an approved lecture, meeting, class, training program, etc. such time is considered compensable.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

REDUCTIONS IN FORCE / LAYOFF

SECTION 3.14

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POLICY

- A. The Employer maintains the legal right to reduce the workforce when such a reduction is determined necessary by the Employer.
- B. Definitions: The following definitions shall be applied to the procedures set forth in this policy:
 - 1. Length of Service: means the continuous, uninterrupted service of the employee, where no break in service has occurred. For the purpose of this definition, any separation lasting thirty (30) days or less shall not be deemed a break in service, nor shall an authorized leave of absence be deemed a break in service. If an employee was separated, but was re-employed or reinstated by specific action of the Employer within the time period that the employee carries the right to reinstatement, the employee's absence does not constitute a break in service.
- C. Whenever a reduction is necessary, the Employer will determine the classification(s) in which the layoff(s) will occur and the number of employees to be laid off in each classification.
- D. Employees shall be laid off with consideration of length of continuous service and efficiency of service relative to the operational needs of the Municipality.
- E. A recall list shall be established for each classification affected by the layoff, listing each laid off employee in the order of layoff.
- F. A laid off employee shall be eligible for recall for a period of one (1) year following the date of the layoff.

PROCEDURE

- A. After the order of layoff has been determined, a letter of notification shall be prepared and signed by the Administrator or Mayor. The letter shall be provided to each affected employee after approval of the layoff by the Administrator or Mayor.
- B. The notice of layoff shall be delivered to the affected employee(s) at least fourteen (14) days prior to the effective date of the layoff.
- C. The following information must be contained in the layoff notice:
 - 1. Effective date of the layoff.

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REDUCTIONS IN FORCE / LAYOFF

SECTION 3.14

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2. A statement advising the employee of the employee's right to recall.
3. A statement that the employee is responsible for maintaining a current address with the Employer.
4. In the event the Employer decides to refill the position within one (1) year following the date of the layoff, employees shall be recalled in the inverse order of the layoff within the applicable classification. The recall order shall be in writing and sent via U.S. mail.

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RESIGNATION

SECTION 3.15

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POLICY

- A. Employees may voluntarily resign by submitting a written letter of resignation to their immediate supervisor. Administrative Management and professional personnel shall provide at least thirty (30) days notice and other employees at least fourteen (14) days notice prior to the effective date of separation. The letter shall be a signed, dated statement indicating the employee's desire to resign and the effective date of separation. Failure to give proper, timely notification may render the employee ineligible for future reemployment with the Municipality.
- B. An employee who resigns in good standing may be reinstated, at the discretion of the Employer, to the employee's former position or a similar position within one (1) year following the employee's resignation, provided the former employee remains qualified to perform the duties of the position, the position is vacant, and reinstatement would be in the best interest of the Employer.
- C. Employees who are absent for three (3) or more consecutive workdays, who fail to provide proper notification will be considered to have voluntarily resigned their position.
- ~~D.~~ The Administrator or designee Human Resources shall attempt to schedule an exit interview with the employee prior to the effective date of the resignation. Such interview should be conducted prior to issuance of the employee's final pay.
- ~~DE.~~ It is the Employer's policy to provide only the following information in response to requests for employment references regarding former employees, unless otherwise approved by the Appointing Authority:
1. employment dates;
 2. employee's classification;
 3. beginning and ending pay rates;
 4. employee's reason for resigning as stated in the letter of resignation.

In addition, the Employer will comply with the Ohio Public Records Act pursuant to the Public Records — Inspection, Release and Retention section of this code.

PROCEDURE

- A. Letters of resignation should contain the following information:
1. a statement indicating the employee's intention to resign;
 2. the date of the letter;
 3. the effective date of resignation;

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RESIGNATION

SECTION 3.15

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4. the reason for resignation (optional);
 5. the employee's signature.
- B. The employee's ~~supervisor—manager~~ shall forward the letter of resignation to the ~~Administrator~~Human Resources immediately upon receipt.
- C. ~~The Administrator or designee~~Human Resources should provide the resigning employee with an Exit Interview Form as soon as possible and request that the employee complete the form and discuss its contents at an exit interview. ~~The exit interview may be scheduled and held prior to presentation of the employee's last paycheck.~~ The exit interview is for the purpose of:
1. discovering any unknown grievances or problems relating to the resigning employee's employment;
 2. determining all compensation and benefits owed;
 3. determining the resigning employee's availability for future employment (if applicable);
 4. ensuring all Employer-owned equipment has been returned; and
 5. obtaining the resigning employee's correct mailing address.
- D. The Administrator or designee shall sign, date, and place the exit interview form in the employee's personnel file.

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NEW HIRE REPORTING

SECTION 3.16

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POLICY

Generally: In accordance with ORC ' 3121.89-3121.8911, the Employer shall report certain information about employees who are newly hired, rehired, or who return to work after a separation of employment. This information will be used by the Ohio Department of Jobs and Family Services (ODJFS) to help locate parents who owe child support, to make adjustments in public assistance benefits, and to identify persons who are fraudulently receiving benefits.

PROCEDURE

~~The Employer shall forward an~~ Human Resources shall notify the Ohio Department of Job and Family Services ~~ODJFS New Hire Reporting Form or a copy of the employee's I.R.S. W-4 Form to the New Hire Reporting Program, P.O. Box 15309, Columbus, OH 43215-0309. Such form should be forwarded~~ within fifteen (15) calendar days of the date of hire. ~~(Employees who desire to submit such reports electronically should contact Technical Support at [888] 872-1490 or Fax [888] 872-1611 or www.oh-newhire.com.)~~

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NOTICE OF PAYROLL CHANGES

SECTION 3.17

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POLICY

- A. The Administrator or designee shall notify ~~the Finance Department~~Human Resources of all personnel actions which affect payroll. Examples of such personnel actions include but are not limited to the following:
1. Hiring new employees
 2. Promotions
 3. Demotions
 4. Pay Increases
 5. Reclassification of existing job
 6. Resignations
 7. Retirements
 8. Layoffs
 9. Recalls following layoff
 10. Discharge (removals)

PROCEDURE

- A. ~~The Employer shall complete a~~ A Payroll Authorization will be completed each time a personnel action is implemented which affects payroll. ~~A sample of the form is contained in this code.~~
- B. The Administrator shall approve or disapprove the change and sign and date the Payroll Authorization only if approved.
- C. The original approved Payroll Authorization shall be forwarded to ~~the Finance Department~~Human Resources for processing payroll and then placed in the employee's personnel file.

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NEPOTISM

SECTION 3.18

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POLICY

- A. Pursuant to R.C. 2921.42, the Ohio Ethics Law, it is important to have a policy to prevent the possibility of nepotism in the workplace. Courts have generally upheld anti-nepotism policies as constitutional because the Employer has a rational basis for wanting to prevent:
1. favoritism in job assignment, job promotion, additional employment, and pay;
 2. creation of morale problems;
 3. reduction in productivity;
 4. increased absenteeism;
 5. conflicts of interest; and
 6. problems in administering discipline.
- B. "Related" employees as identified in paragraph (B) include those persons related to employees, public officials, or members of the Council through family of origin, extended family, or marital affiliation. For the purposes of this policy, the terms "related" employees and "relatives" include: spouse, child/step-child, son-in-law, daughter-in-law, parent, sibling/step-sibling, uncle, aunt, nephew, niece, grandparent, grandchild, or any other person related by blood or marriage and residing in the employee's household.
- C. This policy prohibits "related" employees from occupying positions within the same hierarchy of supervision. Furthermore, a public official/board member is prohibited from soliciting or using his authority or influence, formally or informally, to secure the employment of a "related" employee, or to otherwise act with respect to that related individual's employment. These matters include, but are not limited to, any of the following:
1. changes in compensation or benefits (vacation, sick leave, holidays, etc.) that are determined by individual working conditions;
 2. the assignment of duties that will change the terms of employment, evaluations, and actions involving promotions, discipline, layoffs, and termination.
- D. This policy does, however, permit the hiring of "related" employees, provided that paragraph (C) is not violated.
- E. Any related employees hired prior to the effective date of this code will not be regarded as in violation of this policy. If, however, two (2) employees of the Municipality marry subsequent to the adoption of this policy, all of its requirements shall be applicable to them.
- F. Any employees/public officials who violate this policy will be disciplined accordingly, up to and including termination.

**THE MUNICIPALITY OF GROVEPORT, OHIO
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NEPOTISM

SECTION 3.18

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PROCEDURE

- A. Employees/public officials must notify the Administrator prior to any "newly formed" family relationships (marriage, adoption) between employees that will result in a violation of this policy.
- B. The Administrator will make an effort to work with the employees who become part of any "newly formed" family relationship in order to avoid any violations of this policy.
- C. Further, this policy's application is intended for the administrative operations of the Municipality. Persons are not barred or precluded from employment with the Municipality based on a relationship with a member of the Municipality's legislative body.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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COMMERCIAL DRIVER'S LICENSE

SECTION 3.19

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- A. As a condition of continued employment, some employees shall be required to maintain a valid Ohio Commercial Driver's License (CDL). The Administrator shall determine the positions which will be required to maintain a CDL — and they will also be identified by the essential functions in the position descriptions.

Additionally, any position for which a CDL becomes a necessary requirement shall be subject to the terms set forth herein.

- B. Should any employee who is required to maintain a valid CDL fail to do so, he shall be unqualified to retain his position. Any such employee may submit a written request to the Employer-Appointing Authority for a voluntary reduction. If the Employer-Appointing Authority determines that a vacancy exists in a lower level classification for which the requesting employee is presently qualified to perform the essential duties of the position, without further training, the employee may be placed in the lower level position as a voluntary reduction. If a voluntary reduction is not requested, or is not feasible as determined by the Employer-Appointing Authority, the employee may be terminated from employment.
- C. The Department of Transportation Federal Highway Administration Rules on "Controlled Substances and Alcohol Use and Testing" (49 CFR 382) shall apply to all CDL holders of the Municipality. The procedures for testing are contained in Department of Transportation "Work Place Drug and Testing Programs" (49 CFR Part 40).
- D. Drug/alcohol testing required by the rules shall be paid by the Municipality, exclusive of pre-employment testing.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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SECTION 4 COMPENSATION AND HOURS OF WORK

- | | |
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| 4.02 | Pay Periods/Paychecks |
| 4.03 | Administrative Pay Corrections |
| 4.04 | Payroll Deductions |
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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

COMPENSATION

SECTION 4.01

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POLICY

- A. The compensation practices of the Employer will comply with sound personnel management principles and practices and be in compliance with applicable laws and regulations. No compensation decisions shall be unlawfully- based on an individual's age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law.
~~based upon race, color, religion, sex, national origin, military status, age, or disability.~~
- B. The Council will establish an equitable compensation system for employees which shall be, insofar as practicable, competitive with comparable jurisdictions.
- C. The Council will ensure that wages:
1. are based upon a logical and unbiased method of grading the "worth" of each classification within the organization;
 2. are competitively based upon consideration of rates currently paid in the local labor market for comparable jobs; and
 3. comply with governing laws, regulations and executive orders.

PROCEDURE

- A. Adjustments to the pay scale will be made at the according to the Compensation Plan ~~discretion of the Mayor and/or Administrator~~ with the approval of Council.
- B. Changes in compensation due to promotions, demotions, performance evaluations, etc., will be in accordance with the Employer's Compensation Plan.

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PAY PERIODS / PAYCHECKS

SECTION 4.02

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POLICY

- A. There are generally twenty-six (26) pay periods per year consisting of two (2) weeks each. The biweekly pay period begins at 12:01 a.m. Thursday and ends at 12:00 midnight the second succeeding Wednesday.
- B. Payday shall be on Wednesday after the ending of the two (2) week pay period. If a payday occurs on a holiday, paychecks will be issued on the preceding day, except under extenuating circumstances, in which case paychecks will be issued on the next following workday.
- C. All employees are required to direct deposit their paycheck to a regular financial institution of their choice.
- D. Pay advances are not permitted.
- E. Questions regarding pay shall be addressed to the immediate ~~supervisor~~ Human Resources.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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ADMINISTRATIVE PAY CORRECTIONS

SECTION 4.03

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The Municipality takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck unless the underpayment is due to an error made by the ~~F~~finance ~~department~~Department. In that event, corrections shall take place as quickly as possible.

Overpayments may be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the employer will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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PAYROLL DEDUCTIONS

SECTION 4.04

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POLICY

Deductions required by law and/or in conformity with the Employer's benefit plans shall be withheld from employees' paychecks. Such deductions include Ohio Public Employees Retirement System (OPERS) and Ohio Police and Fire Pension Fund (OPFPF) contributions, income taxes, Medicare tax, medical insurance premiums, etc. Other approved deductions requested by the employee may also be withheld. The Employer may refuse to make deductions, not required by law, which the Employer deems not in the Employer's best interests.

PROCEDURE

- A. Income Taxes: Employees are required to complete withholding tax forms (W-4) upon initial employment and also inform the ~~Finance Department~~ Human Resources Department of any dependency change whenever such change occurs. The amount withheld varies according to law and the amount of salary and number of dependency exemptions.
- B. Health Care: All requests for health care related payroll deductions shall be presented in writing by the employee to the ~~Finance Department~~ Human Resources Department. Payroll deductions are itemized on the employee's pay statement which accompanies the employee's paycheck.
- C. OPERS/OPFPF: The state law requires that employees contribute to OPERS ~~and/or OPFPF~~ OP & FP rather than Social Security. ~~Membership in these systems is compulsory upon being employed, except those persons specifically exempted under the provisions of the Ohio Revised Code.~~
- D. Miscellaneous: Other deductions may include wage garnishments, deferred compensation, child support, credit union, employee insurance contributions, possible Municipal charges for withholding, etc.
- E. Authorization: All requests for payroll deductions must be presented in writing by the employee to the ~~Finance~~ Human Resources Department who shall make only those deductions authorized by the Administrator and/or required by law.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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WORK SCHEDULING

SECTION 4.05

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POLICY

- A. With the exception of the Police, ~~and~~ Parks & Facilities Management and Recreation Departments, upon approval of the Administrator and/or Mayor, each department will establish a normal work period for each full-time employee, the work period for the Police Department shall be established by the Chief of Police with the approval of the Mayor. No established schedule shall be construed as a guarantee of work hours or as a restriction on the Employer's right to restructure the workday or workweek.
- ~~B. Subject to the discretion of the Employer, employees may be authorized to take break periods each full working day. Such breaks shall not interfere with the proper performance of the employee's work responsibilities.~~
- B Absenteeism increases the workload of other employees and affects the quality of public services delivered. An employee is considered absent for purposes of this section if he/she fails to report to work for an entire workday or leaves work prior to the schedule quitting time, and such absence has not been properly approved in advance, or for which the payment of sick leave, as defined in this code, has been denied. In addition to not being paid for the time absent, employees shall be subject to progressive discipline for accrued unexcused absences as follows unless the employees has also committed an offense subjecting the employee to discipline pursuant to the Grounds for Disciplinary Action and Penalties Section of this code.

PROCEDURE

Each department or office's standard workday, workweek, and starting and quitting times shall be appropriately communicated to the affected employee(s).

- A. Absent employees shall contact their manager or a designee by at least one (1) hour before their scheduled starting time each day they are absent to report such absence. Police department employees shall contact their manager at least two (2) hours before their scheduled starting time. Upon returning to work, any employee who is absent for more than two (2) days shall report to the employee's department head to explain the reason for the absence and to provide all documents required to substantiate the absence.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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TIME RECORDS

SECTION 4.06

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POLICY

All nonexempt employees under the FLSA are required to record all hours worked for the Employer, including all times the employee started work and stopped work each workday. Time ~~sheets-records~~ and/or time clocks are used by the Employer to document the hours worked by nonexempt employees so that wages can be determined. Failure to adhere to the reporting procedures adopted by the Employer may result in disciplinary action.

PROCEDURE

Failure to properly record times, misrepresentation of time worked, the altering of any time record, or allowing a time record to be altered by another employee will result in disciplinary action up to and including termination.

Time Sheets:

- A. For purposes of public accountability, all employees shall be required to account for all time worked and performed for the Municipality by ~~filling out time sheets or time cards~~ completing a time record. ~~These sheets or cards~~ This time record will serve as the official record of actual time worked by Municipal employees. Accordingly, all ~~non-exempt~~ employees must ~~fill in the time they~~ enter the time they arrive and are ready for duty. ~~on the time sheets~~. This entry should reflect the actual start time to the nearest hour and minute (e.g., 8:03 a.m., 7:57 a.m., etc.). In lieu of this process, all exempt employees will enter the total number of hours and minutes worked each day.

All nonexempt employees shall be required to ~~sign out~~ clock out for all unpaid breaks and at the end of their shift ~~each time they are relieved of duty for more than 20 consecutive minutes (e.g., at the end of the day, etc.).~~ As as -with the procedure outlined above, this entry should reflect the actual time to the nearest hour and minute the employee is relieved of duty (e.g., 4:28 p.m., 4:32 p.m., etc.). ~~Generally, employees are not required to sign out when taking paid breaks that are less than twenty 20 minutes in duration.~~

- B. No overtime eligible employee shall report for duty more than six (6) minutes prior to his/her scheduled start time. ~~without obtaining prior authorization.~~

No overtime eligible employee shall report off duty more than six (6) minutes beyond his/her scheduled end. ~~time without prior authorization.~~

- C. For purposes of public accountability, all employees are expected to work a regularly scheduled week, in accordance with their schedule of compensation. (See also Section 7.01, Ethics of Public Employment.) Hours actually worked shall be accounted for ~~by filling out the time sheets or cards~~ by completing a time record as discussed above.

**THE MUNICIPALITY OF GROVEPORT, OHIO
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TIME RECORDS

SECTION 4.06

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- D. At the end of every pay period, ~~each employee shall review his/her time sheets or cards for accuracy. Once the accuracy of the entries has been verified, the employee shall then sign and date the sheet or card and return it to their supervisor, who shall review the time sheet or card, approve, and forward it to the Administrator. Managers shall review and approve~~ his/her employee's time records for accuracy.

PROCEDURE

- A. The Finance Department shall maintain ~~time sheets or time cards~~ time records pursuant to that Department's records retention schedule.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**COURT APPEARANCES, TRAINING AND
CLASSES, CALL-INS**

**SECTION 4.07
PAGE 1 OF 1**

~~A. A Police Officer will be paid for any required court appearances. A Police Officer who is required to appear in Court shall, if possible, call the Court to determine if the officer's attendance is necessary. * If, as a result of the call, the officer is required to attend Court, the officer shall be compensated as provided below:~~

~~On an officer's day off:~~

- ~~1. Shall be compensated at the rate of two (2) hour minimum for one and one-half (1½) times the employee's regular rate of pay for the Groveport Mayor's Court.~~
- ~~2. A three (3) hour minimum at one and one-half (1½) times the employee's regular rate of pay for court other than the Groveport Mayor's Court.~~

~~*Exceptions: personal court issues (e.g., divorce, etc.)~~

B.A. In case of ~~an~~ a non-exempt employee's overtime resulting from attendance at regularly scheduled training, educational school, class or clinic, overtime will be calculated in accordance with one of the following situations:

1. On an employee's regularly scheduled day of work, the employee will receive a two (2) hour minimum at the employee's regular rate of pay.
2. On an employee's regularly scheduled day off, the employee will receive a two (2) hour minimum at one and one-half (1½) times the employee's regular rate of pay.

C.B. When ~~an~~ a non-exempt employee is ordered to report to work at a time which is not contiguous to his regularly scheduled shift, the employee shall be paid in accordance with one of the following situations:

1. On an employee's regularly scheduled day off the employee will receive a minimum of two (2) hours at one and one-half (1½) times the regular rate of pay.
2. On an employee's regularly scheduled day of work when the employee is required to report back to work, the employee will receive a minimum of two (2) hours at the employee's regular rate of pay.

C. Court Appearances, Training, and Call-ins for Police Officers shall be governed by the appropriate Collective Bargaining Agreement in effect.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

STARTING / LUNCH / BREAKS/ QUITTING TIMES

SECTION 4.08

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POLICY

A. A.—Certain positions have flexible starting and quitting times while others have definite starting and quitting times. Any questions that an employee may have regarding his starting and quitting times should be directed to ~~his immediate supervisor~~ the employee's manager. Those nonexempt employees who have definite starting and quitting times are not permitted to begin work and/or ~~sign-clock~~ in prior to six (6) minutes before their scheduled starting time or to continue working and/or ~~sign-clock~~ out more than six (6) minutes after their scheduled quitting time without having received approval in advance from the employee's ~~supervisor~~ management, except in emergency situations where advance approval cannot be obtained.

B. B.—Nonexempt employees working an eight (8) hours shift shall be provided an unpaid sixty (60) minute lunch period each workday, to be determined by the department head. By approval of the Administrator and/or Mayor, a department head may approve an unpaid 30 minute lunch period due to operation requirements. Police Department employees will be provided other lunch provisions due to operational requirements. ~~Full-time senior transportation drivers who are on their transportation days will be provided other lunch provisions due to operational requirements.~~

C. Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one (1) year after the child's birth. The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from employees and members of the public. Employee shall give his/her Supervisory advance notice of this request to make arrangements of such space.

a. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the Employee

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

OVERTIME

SECTION 4.09

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POLICY

A. ~~1. Police Officers: The Municipality adopts a schedule for Police Officers pursuant to Section 207(K) of the FLSA and 29 C.F.R. Part 553. All hours worked in excess of 82.5 hours per biweekly pay period shall be compensated at the rate of one and one-half (1½) times the employee's regular hourly rate of pay.~~

~~2. All Other Employees:~~ Any employee may be required to work in excess of the normal workday or workweek to ____-meet operational demands of the Municipality. Nonexempt employees under the FLSA ____ shall be paid at the rate of one and one-half (1½) times the employee's regular hourly ____rate____ of pay for all hours ~~paid-worked~~ in excess of forty (40) hours in any seven (7) day ____workweek.

B. Overtime is generally discouraged and is usually performed only when the Employer determines it is necessary. All overtime must be approved by the employee's ~~supervisor~~ manager in advance except in unusual or emergency situations. The employee's ~~supervisor~~ manager shall closely examine any overtime request not approved in advance.

C. When a nonexempt employee incurs an overnight stay on Municipality business, such time shall not be considered time worked for purposes of calculating overtime, except to the extent that the time coincides with the employee's normal working hours or to the extent the employee is doing actual work (i.e., driving a vehicle, attending meetings).

D. Hours spent by nonexempt employees at lectures, meetings, training programs, and similar activities designed to assist the employee in performing the employee's current job more effectively, are counted as working time for purposes of determining eligibility for overtime if such training is required or authorized by the Employer.

Any training courses designed to prepare an employee for advancement to another position shall not be considered compensable hours of work provided the following criteria are met:

1. Attendance is outside the employee's regular working hours;
2. Attendance is voluntary;
3. The employee does not perform any productive work while attending the training program.

E. Scheduled overtime which is subsequently canceled for any reason shall not entitle the employee to overtime compensation.

~~E.~~ F.

Overtime pay shall normally be paid to the employee on the same date the employee is ____paid for the regular hours worked in the same pay period. If the calculation of the

**THE MUNICIPALITY OF GROVEPORT, OHIO
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OVERTIME

SECTION 4.09

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_____ overtime hours cannot reasonably be calculated within this time frame, such overtime
_____ shall be paid with the next regular pay.

~~F.~~ G. Overtime for Police Officers shall be governed by the appropriate Collective
Bargain Agreement in effect.

~~D.~~ **PROCEDURE**

~~A supervisor must review and approve all overtime indicated on the employee's timesheet~~
~~and/or timecard.~~ At the end of every pay period, Managers shall review and approve all overtime
on his/her -employee's time records for accuracy.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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ON-CALL

SECTION 4.10

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From time to time it is necessary for a ~~supervisor~~manager to place an employee(s) in an “on-call” status due to impending inclement weather, imminent emergencies, or other reasons which may necessitate a quick response from an employee(s) during their off-duty hours. When an employee is placed in an “on-call” status the employee shall comply with the following guidelines:

- Employee shall provide his/her immediate ~~supervisor~~manager with a phone number(s) where the employee can be reached at all times;
- Employee shall be fit for duty and in a condition to respond at all times (e.g., no consumption of alcohol);
- Employee shall report to the work site as quickly as possible after being contacted by his/her supervisor~~manager~~;
- An employee on vacation or personal time may be placed in an “on-call” status at the discretion of their ~~supervisor~~manager.

Employees will not be compensated while in an “on-call” status but will be compensated per ordinances for work performed if called in to work.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

COMPENSATORY TIME FOR NONEXEMPT EMPLOYEES

SECTION 4.11

PAGE 1 OF 1

POLICY

- A. Full-time nonexempt employees under the FLSA may elect to take compensatory time off in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1 1/2) hours off for each hour of overtime worked. No employee will be permitted to accrue a compensatory time balance in excess of forty (40) hours within a calendar year. ~~All remaining overtime hours worked shall be paid in cash.~~ All remaining overtime hours shall be paid to the employees.
- B. Compensatory time will be taken with the approval of the department head. An employee may also be scheduled to use compensatory time off at the department head's discretion.
- C. Any unused compensation time as of December 31, shall be paid in the first pay in January at the appropriate rate of pay.
- D. Any non-exempt employee who has an accrued but unused compensatory time balance upon termination of employment will receive payment for such time at the employee's final regular rate of pay.

PROCEDURE

Employees shall make application to use and schedule compensatory time off in advance on a Leave Request form or the ADP payroll system.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

COMPENSATORY TIME FOR EXEMPT EMPLOYEES

SECTION 4.12

PAGE 1 OF 1

POLICY

- A. ~~Full-time Exempt-exempt~~ employees determined to be exempt from overtime requirements of the FLSA shall be eligible for compensatory time as defined herein. Compensatory time is accrued hour for hour for all hours worked ~~over 40 the regular~~ in a workweek. No employee will be permitted to accrue a compensatory time balance in excess of forty (40) hours within a calendar year. All remaining compensatory time at the end of a calendar year shall be forfeited.
- B. Compensatory time will be taken with the approval of the department head. An employee may also be scheduled to use comp time off at the department head's discretion.
- C. An employee who has earned, but unused comp time balance upon termination of employment shall not receive payment for such time.

PROCEDURE

~~Employees shall make application to use and schedule comp time off in advance on a Leave Request form.~~ Employees shall make application to use and schedule compensatory time off in advance on a Leave Request form or the ADP payroll system.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SICK LEAVE

SECTION 5.01

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See Codified Ordinance Section 143.01 for entitlement benefit.

PROCEDURE

- A. Credit For Prior Service: Employees who previously separated from a public agency may have their unused balance of accumulated sick leave reinstated, provided the time between separation does not exceed ten (10) years and no portion of the unused balance was previously converted to cash. Employees are responsible for requesting that the Employer credit such previously accrued sick leave within 90 days of hire.
- B. Usage: Sick leave shall be granted upon approval of the responsible ~~supervisor~~manager for the following reasons:
1. Illness, ~~or~~ injury or condition of the employee. The exact nature of the illness, ~~or~~ injury or injury shall be explained by the employee.
 2. Illness, ~~or~~ injury or condition of a member of the employee's immediate family. In the case of a member of the immediate family not living in the same household, the responsible ~~supervisor~~manager may credit sick leave when he believes it is justified, but such cases should be carefully investigated. The exact nature of the illness or injury shall be explained and the relationship stated.
 - a. When sick leave is requested to care for members of the immediate family, the ~~supervisor~~manager may require a physician's certificate to the effect that the presence of the employee is necessary to care for the ill member.
 3. Medical, dental or optical examination or treatment of an employee or a member of his/her immediate family, stating purpose for examination and relationship, if a member of the immediate family.
 4. If a member of the immediate family is afflicted with a contagious disease and requires the care and attendance of the employee, or when through exposure to a contagious disease, the presence on the job would jeopardize the health of others, sick leave may be used.
 5. Pre-induction medical examination required by the Armed Forces.
 6. Pregnancy and/or childbirth and other conditions related thereto.
- C. Immediate Family: For purposes of this policy, "immediate family" is defined as the employee's: spouse, child (including step-child or legal ward), parent, step-parent, mother-in-law, or father-in-law, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law,

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SICK LEAVE

SECTION 5.01

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son-in-law, daughter-in-law, grandparent-in-law, legal guardian or a person who stands in place of a parent of the employee or employee's spouse.

- D. Payment: Employees absent on approved sick leave shall be paid at their applicable hourly or salaried rate. If requested sick leave is denied and as a result an employee is overpaid, such over payment shall be deducted from the employee's next paycheck. Sick leave shall be charged in one (1/4) quarter hour increments.
- E. Denial: The Employer maintains the right to investigate the circumstances surrounding an employee's request for sick leave. A request for sick leave shall be denied if:
1. The employee fails to comply with the procedure for proper sick leave usage.
 2. The employee fails to present an acceptable required medical practitioner's statement or a properly completed request form.
 3. Investigation of the request discloses facts inconsistent with the proper use of sick leave, such as excessive occasions of sick leave usage, a pattern of using sick leave before or after regular days off, alteration of a medical practitioner's statement, or other evidence of intent to defraud.
- F. Use of Other Leave: Employees without accrued sick leave who are absent shall be considered absent without leave unless the employee requests and the ~~department head~~ manager approves the use of accrued vacation leave or compensatory time for such absence. Employees without accrued sick leave, vacation leave, or compensatory time may be granted a leave of absence without pay as provided in this code, ~~with, at the discretion of the Employer.~~ the Administrator's approval.
- G. Employees who use sick leave for an unauthorized purpose or abuse sick leave will be subject to discipline in accordance with Section 7.04 of this code.
- H. An employee requesting sick leave must notify the department head or designee of the employee's absence and reason therefore by no later than one-half (.5) hour prior to the employee's scheduled starting time (for Police Department employees: no later than two (2) hours prior to the start of the shift). All employees shall follow the applicable notification requirement each day the employee is absent, unless otherwise instructed by the ~~department head~~ manager. If an illness extends beyond one (1) day, employees should provide the department head with an expected date of return.
- I. Upon returning to work from sick leave, an employee must complete a Leave Request Form, attach all required supporting documents, and submit the form to the employee's ~~department head~~ manager. The employee's reason for absence must be specific enough

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SICK LEAVE

SECTION 5.01

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for the ~~supervisor~~manager to determine if the absence shall qualify for paid sick leave as indicated by the reasons herein Section 5.01.

- J. Employees who obtain medical attention while on sick leave shall attach a medical practitioner's statement to the ~~request for leave of absence~~ Leave Request form which must indicate the date and nature of the illness, ~~or~~ injury or condition, the date of the medical practitioner's examination, and the signature of the medical practitioner or designee.
- K. If an illness, ~~or~~ injury or condition extends for more than three (3) consecutive work days, an employee must submit a licensed medical practitioner's statement with the ~~request for leave of absence~~ leave request form which must indicate the date and nature of the illness, ~~or~~ injury or condition. In cases of excessive use or a pattern of use of sick leave, an employee's ~~department head~~ manager may require a medical practitioner's statement that states the date(s) of the illness or injury, the nature of the illness, ~~or~~ injury or condition, and the date the employee is able to return to work and perform all essential functions of the employee's position. The medical ~~practitioner's certificate~~ documentation shall be presented to the ~~department head~~ manager upon the employee's return to work.
- L. The ~~department head~~ manager shall review each completed Leave Request Form and the circumstances surrounding the absence. A recommendation for approval or denial of the sick leave shall be made and the appropriate signature placed on the Leave Request Form. ~~If approved,~~ The form shall be forwarded to the ~~Administrator or designee~~ Human Resources.
- M. The ~~department head~~ manager shall inform any employee whose sick leave request is denied of the denial, the reason(s) for the denial, that the employee will not be paid for the absence, and initiate necessary disciplinary action.
- N. Sick leave records shall be updated at the completion of each pay period.
- O. Sick Leave Incentive: Employees who achieve ten (10) years of service with the Municipality of Groveport are eligible for:
1. Thirty-two (32) personal leave hours per year provided that:
 - a. Up to 128 hours of sick leave may be converted to thirty-two (32) personal leave hours at the rate of 25%, as long as 480 sick leave hours are still left unused; and
 - b. Employees must notify the Administrator by April 15 of every year of their intent to utilize this incentive.
- P. Any employee who has medical documentation for a sick leave absence will be excused for said absence. There will be an allowance of three (3) unexcused sick leave ~~absences~~

**THE MUNICIPALITY OF GROVEPORT, OHIO
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SICK LEAVE

SECTION 5.01

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occurrences per calendar year. An unexcused sick leave absence occurs when there is no medical documentation as required in this policy. Any unexcused sick leave taken after the third unexcused absence will be counted as an occurrence. ~~Each occurrence will be documented as negative 1/2 point (-.5) that will be used in calculating an employee's performance rating on his/her annual evaluation. More than three (3) unexcused occurrences will result in the employee's inability to receive the additional .5 rating on their performance evaluation in meeting the Municipality Goals and Objectives. For example, if an employee's overall rating on his/her evaluation is 2.5 and there is one occurrence, the performance rating will drop to 2.~~

- Q. Sick leave that is utilized and approved under the Municipality's Family and Medical Leave Act (FMLA) Policy shall not count as an occurrence.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SICK LEAVE CONVERSION

SECTION 5.02

PAGE 1 OF 1

See Codified Ordinance Section 143.01 for entitlement benefit.

PROCEDURE

Employees eligible to receive payment hereunder upon retirement from active service under OPERS or OPFPF shall contact the Finance Department and complete ~~a Sick Leave Conversion Request Form~~ the appropriate documentation.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

VACATION

SECTION 5.03

PAGE 1 OF 3

See Codified Ordinance Section 143.02 for entitlement benefit.

PROCEDURE

- A. Only regular, full-time employees earn paid vacation leave.
- B. Employees shall accrue vacation leave per pay period, except as otherwise prescribed by Codified Ordinance Section 143.
- C. Vacation leave must be used ~~in the year following the year in which it is earned~~ within two months after the employee's anniversary date. ~~Therefore, the employee may carry the vacation time over for up to 14 months. Maximum vacation balance/vacation credit is accumulated to a maximum of that earned in one (1) year of service. At the end of the 14 months, credit in excess of the maximum shall be eliminated from the employee's vacation leave balance.~~
- D. Seniority for employees, for vacation purposes, is determined according to the total service the employee has with the Municipality, the state, or any political subdivision thereof.
- E. Prior service credit is available for employees with qualifying previous service. Please refer to Chapter 143.02 for details.
- F. An employee's first vacation may be taken after the employee completes six (6) months of service with the Municipality or as determined by the Mayor or Administrator. ~~All subsequent vacations shall be taken during the year following the employee's anniversary date and prior to the employee's next anniversary date.~~
- G. ~~Maximum vacation balance/vacation credit is accumulated to a maximum of that earned in one (1) year of service. At the employee's anniversary date, credit in excess of this maximum shall be eliminated from the employee's vacation leave balance. An employee, for good cause, may make written application to his immediate supervisor for a carry over extension not to exceed two (2) months. Such written request shall be forwarded to the Administrator. The Administrator shall, within thirty (30) days of receipt of said application, grant, modify, or deny such application, and provide written notice thereof to the applicant. "Good cause" shall include, but not be limited to, circumstances under which the requesting employee is reasonably unable to utilize his vacation time within the time period prescribed herein, and/or any other circumstances where, in the determination of the Administrator, the interests of the Municipality would be served by the granting of the extension requested.~~
- J. ~~H.~~ Employees shall request vacation leave through the time and attendance system if available or in writing on a Leave Request Form. Requests for leave should be submitted as soon as possible in advance of the date(s) requested. ~~Requests may be denied with less than a 15-day notice.~~

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

VACATION

SECTION 5.03

PAGE 2 OF 3

~~K.~~
~~L.~~ II. Vacation scheduling is subject to approval of the ~~department head~~manager based upon the operational needs of the department. Requests received will be honored based upon the date the request was received.

~~M.~~ I. Scheduling Vacation Leave: All vacation leave shall be requested by the employee in minimum increments of one (1/4) quarter hour, and have the approval of the ~~supervisor~~manager prior to the date vacation will begin. ~~Vacation leave for any employee is subject to the administrative discretion of the supervisor and responsible administrative officer.~~

~~Each supervisor shall schedule annual vacation leave for employees with the work load of the unit.~~

~~An A immediate~~ supervisormanager may disapprove a particular vacation application request for good reason, but in this event:

- The ~~supervisor~~manager ~~shall~~ may establish a later date on which the employee may take the vacation leave.
- Any disapproval and/or rescheduling is initially subject to review and decision ~~by the responsible administrative officer.~~ by the Department Head and ultimately the Appointing Authority.

If an employee becomes injured or ill while on authorized leave to the extent that medical attention is required, he or she may apply to be taken off vacation leave and be placed on sick leave as soon as the employee notifies the ~~supervisor~~manager and thereafter. The ~~supervisor~~manager may grant such sick leave, but only if the sick leave request is accompanied by a statement from a physician.

When the vacation balance of the employee has been permitted to accumulate to the “one (1) year maximum accrual” point:

- An employee’s application for vacation leave shall be approved.
- If the employee fails to apply for vacation, the employee is responsible for any subsequent loss of vacation credit. The ~~supervisor~~manager should consult with the employee, and encourage the employee to take an annual vacation in accordance with work load schedules, to help prevent the employee from reaching the “one (1) year maximum accrual” point.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

VACATION

SECTION 5.03

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~~N.J.~~ Payment for Unused Time at Separation: Upon separation from City service, including retirement, or being placed on disability ~~retirement~~leave, the employee shall be paid for the total vacation balance of vacation due, at the current rate of pay, in a lump sum. The employee is not required to apply for this vacation payment as it is an automatic payroll process.

a. ~~———— This payment cannot exceed the maximum balance of one (1) year credit.~~

b. ~~———— Vacation payment is made for an employee who enters active military service, is laid off, or whose job is abolished. ——— The payout shall include unused vacation from the previous year up to a maximum ——— balance of one (1) years credit which the employee carried over from the previous year. ——— In addition, the employee will also receive any vacation time that has been accrued for the ——— current year.~~

An employee who transfers from one government agency to another shall be paid by the releasing agency at the time of transfer for any unused vacation leave to his credit. An employee who has less than one (1) year of service at the time of transfer shall become eligible for his first vacation upon completion of a total of ~~one (1) years~~ six (6) months of service with the Municipality or as determined otherwise by the Administrator or Mayor.

In case of death of an employee, the vacation balance on the date of death shall be paid in accordance with Ohio R.C. 2113.04 or to the deceased employee's estate.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

HOLIDAYS

SECTION 5.04

PAGE 1 OF 1

See Codified Ordinance Section 143.05 for entitlement benefit.

PROCEDURE

- A. Date of Observance: If a holiday falls on a Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday for those employees regularly scheduled to work Monday through Friday. Departments scheduled to work on a continuous basis seven (7) days per week shall observe the actual date of the holiday.
- B. Work on a Holiday: Most employees shall normally not be scheduled to work on the day observed as a holiday. Any full-time eligible employee required to work on a day observed as a holiday shall receive their holiday pay plus time at one and one-half (1½) their hourly rate for all hours worked on said holiday.
- C. Employees on Paid Leave: If a holiday occurs while an employee is on approved paid sick leave, vacation leave, or any other approved paid leave, such day will not be charged against the employee's sick leave, vacation leave, or other leave balance.
- D. Qualification for Holiday Compensation: In order to receive holiday pay, the ~~full-time non-exempt~~ employee must work the work day immediately preceding the holiday and the work day immediately after the holiday. Taking an earned vacation day with prior approval the day immediately before or the day immediately after a holiday will fulfill the work requirement. If an employee is ill on the day immediately before or after a holiday, he shall receive the holiday pay provided he presents an acceptable medical practitioner's certificate.
- E. ~~A part-time employee shall be given holiday pay for the portion of the observed holiday which the employee would normally have been scheduled to work or if the employee worked the observed holiday. A part-time employee who is normally scheduled to work on a holiday will be paid his or her normal hourly rate of pay for hours normally scheduled. A part-time employee who actually works on the holiday will be paid one and one-half (1-1/2) times his or her normal hourly rate of pay for all hours worked on said holiday.~~

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

LONGEVITY PAY

SECTION 5.05

PAGE 1 OF 1

See Codified Ordinance Section 143.13 for entitlement benefit.

PROCEDURE

Longevity pay ~~is to be included in the employee's first pay check in December~~ will be received at the same time the employees 2nd pay check in November is received. Part-time employees are not eligible for longevity pay.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

FUNERAL LEAVE

SECTION 5.06

PAGE 1 OF 1

See Codified Ordinance Section 143.08 for entitlement benefit.

PROCEDURE

- A. The term “immediate family member” shall mean the employee’s: spouse, child (including step-child), legal ward, parent, (including step-parent), mother-in-law, or father-in-law, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law, legal guardian or a person who stands in place of a parent of the employee or employee’s spouse. Additional leave may be granted by the Mayor or Administrator. Any additional leave shall be in the form of vacation, personal, or compensatory time.
- B. An employee requesting leave for the funeral of a family member must complete a Leave Request Form.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

JURY DUTY LEAVE

SECTION 5.07

PAGE 1 OF 1

POLICY

- A. Eligibility: All employees shall be entitled to leave when subpoenaed for jury duty by the United States, the State of Ohio, or any court of record during regular working hours.
- B. Payment: Employees on jury duty leave shall remit all compensation for serving on a jury to the Municipality. Employees will be paid their regular pay for all time on jury duty leave for up to four (4) weeks per year, extensions may be approved by motion of Council.

PROCEDURE

Employees shall complete a Leave Request Form, attach a copy of the jury duty notice, and submit the completed form to the employee's department head as soon as they become aware of the need for such leave.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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COURT LEAVE

SECTION 5.08

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- A. Court leave shall be granted with full pay when an employee is subpoenaed for court or summoned for jury duty by the United States, the State of Ohio or a political subdivision. Upon completion of such service, the employee must furnish a Certificate to Employer from the court showing dates served and amount of compensation paid.
1. Employees will honor any subpoena issued to them, including those for worker's compensation, unemployment compensation and Board of Review hearings.
 2. It is not considered proper to pay employees when appearing in court for criminal or civil cases, when the case is being heard in connection with the employee's personal matters, such as traffic court, divorce proceedings, custody, appearing as directed with juvenile, etc. These absences would be leave without pay, ~~or~~ vacation, compensatory or personal time.
- B. All records pertaining to court leave shall become a part of the employee's personnel file.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

MILITARY LEAVE

SECTION 5.09

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The Municipality will comply with all applicable federal and state laws regarding Military Leave.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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PRECINCT ELECTION LEAVE

SECTION 5.10

PAGE 1 OF 1

- A. Any employee who has been appointed to serve as a precinct election official pursuant to Section 3501.22 of the Ohio Revised Code may use accrued paid leave time, excluding sick leave, or may take unpaid leave to serve as a judge of elections on the day of an election.
- B. In order to ensure that the employee is able to take accrued paid leave time, the employee shall notify the Administrator in writing at least two (2) weeks in advance of the fact that he will be serving as a judge of elections on the day of an election. At this time, ~~he~~ he should also notify the ~~appointing authority manager~~ of his decision to take the day off as a paid or unpaid leave day. If the employee chooses to take the day as a paid leave day, he must inform ~~the~~ his/her appointing authority manager of the type of paid leave he wishes to use to cover the absence.
- C. Failure by the employee to provide at least two (2) weeks advance notice, as referenced above, may result in ineligibility to take paid leave time to cover the absence.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

LEAVE OF ABSENCE WITHOUT PAY

SECTION 5.11

PAGE 1 OF 1

POLICY

- A. Eligibility: Any employee may request a leave of absence from employment without pay. Approval is solely at the discretion of the Administrator or Mayor, with each request determined on its own merits. A leave of absence without pay shall not exceed six (6) months.
- B. Return From Leave: Upon returning from an approved leave of absence, the employee will be placed in the employee's original position, or another position in the same classification should the employee's original position be unavailable. Should no similar position be available, the employee will be laid off. When the leave is based upon medical, illness, or injury, the reinstatement shall be accompanied by a physician's recommendation.
- C. Failure to Return or Properly Use Leave: Failure to return to work upon the expiration of an authorized leave of absence without acceptable justification will be deemed a voluntary resignation. Failure to use a leave of absence for the reasons stated in the request for leave may result in cancellation of the leave.
- D. Effect on Employment: Sick leave and holiday pay are not earned by employees while on an authorized leave of absence without pay. Vacation leave is adjusted (prorated) so that an employee does not earn vacation leave for the period of time the employee is on an authorized leave of absence without pay. A leave of absence without pay will not be considered a break in service for seniority purposes. The probationary period of an employee shall be extended for the period during such leave of absence.

PROCEDURE

All requests for leaves of absence without pay shall be submitted to management and then forward to the Administrator or Mayor on a Leave Request Form indicating the specific reason for the requested leave and any supporting documentation available must be attached.

- A. Individuals must use all appropriate leave balances before an unpaid leave will be approved.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

WORKERS' COMPENSATION

SECTION 5.12

PAGE 1 OF 2

POLICY

- A. State law provides that all employees be covered by Workers' Compensation for injuries that arise out of or in the course of employment. The Employer contributes to the Workers' Compensation insurance fund an amount determined by the fund, based on the Employer's claim's experience rate.
- B. All injuries which arise out of or in the course of employment shall be reported and compensated for under this Workers' Compensation section, not under the Employer's health insurance plan.

PROCEDURE

- A. Injury Reports: Whenever an employee is injured during the course of employment, the employee's ~~supervisor~~manager and the employee shall complete an Injury/Accident Form regardless of how serious or apparent any injury may be and whether or not medical attention is required. The form shall be completed within twenty-four (24) hours of the injury or accident to meet OSHA requirements and to avoid possible delays in processing the claims. The ~~supervisor~~manager or department head shall investigate the cause of the accident, review and complete the form, and forward it to the ~~Administrator or designee~~ Human Resources Department.
- B. Application for Payment of Medical Benefits Only: When an employee's injury requires any type of medical attention, the employee's ~~supervisor~~manager shall, in addition to the injury/accident report described above, refer the injured employee to ~~the employer-designated MCO~~ Human Resources department to file a Bureau of Workers' Compensation First Report of an Injury, Occupational Disease, or Death FROI-1 Form. The form shall be completed and signed by the employee.
- C. Serious Injury: In the event of a serious injury, the injured employee's ~~supervisor~~manager shall notify the department head immediately so that an investigation may be conducted.
- D. Return to Work: The Employer must be kept informed if an employee continues to be absent due to a work-related injury. Employees are responsible for providing to the Employer their expected date of return (if known). The employee's department head shall notify the ~~Administrator or designee~~ Human Resources department in writing when an employee is able to return to work.
- E. Documentation: Any documents received from the injured employee, the employee's physician, the hospital, or the state regarding Workers' Compensation claims shall be forwarded immediately to the ~~Administrator or designee~~ Human Resources department.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

WORKERS' COMPENSATION

SECTION 5.12

PAGE 2 OF 2

- F. Wages on Injury Date: Employees who are injured during the course of employment who must leave work prior to completing their work day shall be paid their regular rate for the balance of time left in their scheduled workday.
- G. Simultaneous Payments: Employees are prohibited from receiving payment for sick leave while simultaneously receiving wage compensation from Workers' Compensation.

An employee injured in the course of employment, and who requests Workers' Compensation payments, may elect to use accrued sick leave in accordance with Employer policy prior to receiving payments from the Bureau of Workers' Compensation. Employees shall sign an Agreement to Repurchase Sick Leave form which will direct all Workers' Compensation payments to the Employer as reimbursement for such payments and shall have a proportionate amount of sick leave re-credited upon receipt of the Workers' Compensation payments by the Employer. Payment of sick leave in this manner shall not exceed twelve (12) weeks for each injury authorized for payment by the Bureau of Workers' Compensation.

- H. Accommodation of Disabled Employee: When confronted with an employee claiming a disability under the workers' compensation system, who is disabled as defined in the ADA, the Employer will consider making a reasonable accommodation that would allow the employee to continue performing the essential functions of the employee's position. When submitting information to the Bureau of Workers' Compensation or the Industrial Commission, the Employer will include:
1. copies of the employee's position description and list of essential functions;
 2. related medical records; and
 3. any offer of reasonable accommodation.

The Employer will provide the same information to any examining physician or other appropriate, licensed practitioner.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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**DISABILITY C ACCOMMODATION, LEAVE,
AND SEPARATION**

**SECTION 5.13
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POLICY

- A. If an employee is disabled and believes he is a qualified individual with a disability as defined in the Americans ~~With~~with Disabilities Act (ADA), and such employee requires an accommodation to perform the essential functions of his appointed position, the employee may request the Employer provide a reasonable accommodation.
- B. A disabled employee whom the Employer cannot or is not required to accommodate, who has exhausted sick leave, may request an unpaid leave of absence.
- C. All questions or inquiries concerning disability accommodation, leaves, or separations shall be directed to ~~the Administrator or designee~~Human Resources.

PROCEDURE

- A. Accommodation of Disabled Employee
 - 1. If a disabled employee, as defined in the ADA, requests an accommodation for such disability, the Employer will determine whether the employee can perform the essential functions of the appointed position with some reasonable accommodation. If the Employer determines the employee can perform the essential functions, the Employer will attempt to provide a reasonable accommodation. If the Employer cannot accommodate the disabled employee in the employee's current position, the Employer may place the employee in an equal or lower available vacancy for which the employee is qualified. If no such position is available, the Employer may place the employee on an appropriate leave of absence.
- B. The following procedure will be followed if an employee claims a disability and requests an accommodation:
 - 1. The Employer will determine whether the employee is a qualified individual with a disability as defined in the ADA; if so
 - 2. The Employer will review the job description and essential functions of the position with the employee; and
 - 3. The Employer will ask the employee whether the employee can perform the essential functions of the job with some accommodation.
 - 4. Upon requesting an accommodation, the Employer will ask the employee what accommodation the employee desires and whether any other accommodation would also allow the employee to perform the essential job functions;

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- a. The Employer may consider accommodations that are not suggested by the employee;
 - b. The accommodation the Employer selects need only allow the employee to perform the essential functions of the position.
- C. Any accommodation made by the Employer shall be considered confidential medical information under the Employer's policies and procedures regarding personal information.
- D. If the employee states the essential functions of the job cannot be performed even with an accommodation, the Employer may agree with the employee or may suggest an alternative course of action.
 1. The Employer may determine that some accommodation will allow the employee to perform the job to the Employer's satisfaction.
 2. The Employer may evaluate the employee using current performance standards.
 3. The Employer may consider demotion to an existing vacancy when no other accommodation is possible and the employee is able to perform the alternative job in a satisfactory manner without an accommodation.
 4. The Employer may consult a medical advisor or other appropriate licensed practitioner for verification.
- E. When deciding whether an accommodation is reasonable, the Employer may consider the following options:
 1. Allowing use of leave entitlement for treatment;
 2. Allowing flexible hours;
 3. Providing transportation;
 4. Providing reserved parking spaces;
 5. Providing assistance from other employees;
 6. Allowing the employee to use personally owned equipment or aids; and
 7. Reassigning job functions, though the Employer need not reassign essential functions.

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- F. The Employer will not ~~allow additional break time nor~~ promote an employee as an accommodation.
- G. Leave of Absence: A disabled employee, who does not qualify for an accommodation and who has exhausted accumulated sick leave, may request and may be granted up to six (6) months leave of absence without pay if the employee can present written evidence from a licensed physician or practitioner of a probable date the employee will return to the employee's position. Such requests shall be in writing, with supporting evidence attached before such leave will be considered. The employee must demonstrate to the Employer's satisfaction that the probable length of disability will not exceed six (6) months.
- H. Disability Separation: When an employee has exhausted accumulated sick leave and vacation leave and the employee is unable or unwilling to admit to personal incapacity, the employee will be ordered to submit to an examination by a licensed practitioner chosen by the Employer to determine if the employee is capable of performing the essential functions of the employee's job classification. The cost of the examination will be paid by the Employer.
1. Should the employee be declared physically incapable of performing the essential functions of the employee's job classification by the licensed physician chosen by the Employer, or should the Employer determine the employee to be unable to perform the essential functions of any vacant position with the Employer, either with or without a reasonable accommodation, the Employer will assist the employee in making application for disability retirement through the OPERS or OPFPF, and the employee shall be separated from employment with the Municipality.

Any appointment made to a position vacated due to an unpaid leave of absence shall be on a temporary basis. Any employee appointed to such a position must be made aware of the temporary nature of the position.

- I. Reinstatement: An employee granted a leave of absence due to a disability shall have the right during the period of the unpaid leave to be reinstated to the same or similar position in the employee's job classification. A written request for reinstatement must be submitted, including a physician's statement indicating the employee is able to perform the essential functions of the employee's position.

The employee shall be reinstated within thirty (30) days after making written request and passing a medical examination showing that the employee can perform the essential functions of the position. The Employer may require an examination be conducted by a physician designated by the Employer with the cost paid by the Employer.

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An employee who fails to apply for reinstatement or is found unfit for reinstatement shall be deemed permanently separated from service.

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GROUP HEALTH INSURANCE

SECTION 5.14

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POLICY

See Codified Ordinance Section 143.16 for entitlement benefit.

PROCEDURE

- A. ~~Eligible Employees~~ employees shall ~~complete an application for insurance at the commencement of employment.~~ attend a Benefit Orientation with Human Resources. ~~Employees~~ declining coverage shall show proof of coverage and sign a waiver of group health insurance.
- B. ~~The department head or designee shall immediately inform the Administrator or designee in writing when an employee is:~~
- ~~1. separated from service;~~
 - ~~2. off work on workers' compensation; or~~
 - ~~3. placed on any unpaid leave of absence.~~ Open Enrollment – Each year the employee shall participate in the Open Enrollment process and shall verify eligible of dependents as requested.
- C. Status changes – Employees must notify Human Resources of any family status changes that effect eligibility within 30 days of the status change event (ie: marriage, divorce, birth/adoptions, etc.)

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CONTINUED GROUP HEALTH INSURANCE

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POLICY

- A. In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees who separate from the Employer and/or their spouses and children may be eligible for continuation of group health insurance coverage, at their own expense, as described herein. The same group health insurance coverage shall continue for eligible employees/individuals under this policy as is provided to other employees who maintain employment with the Employer.
- B. Employees, spouses, and dependent children who are covered under the Employer's group health insurance plan shall be offered the opportunity to continue the same coverage according to the following:
1. In addition to the employee or spouse being responsible for the total premium payment, the employee or spouse ~~may~~ shall be charged a two (2) percent administration fee.
 2. An employee who is terminated (other than by discharge for gross misconduct) shall be eligible to purchase group health insurance coverage for up to 18 months following the termination.
 3. An employee whose total hours worked are reduced, which reduction causes them to be ineligible for continued group health insurance coverage, shall be eligible to purchase group health insurance coverage for up to 18 months following such reduction.
 4. If a second qualifying event occurs during the 18 month period, coverage may be extended for an additional 18 months.
 5. If any beneficiary becomes disabled under the Social Security Act and provides timely notice of that status to the Employer, coverage may be extended for up to 29 months.
 6. The spouse and dependent children of an employee shall be eligible to purchase group health insurance coverage for up to 36 months when the employee:
 - a. dies;
 - b. would otherwise lose coverage due to termination and/or reduction as described in the preceding paragraphs; or
 - c. becomes entitled to Medicare coverage.

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CONTINUED GROUP HEALTH INSURANCE

SECTION 5.15

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7. The spouse and/or dependent children shall be eligible to purchase group health insurance coverage for up to 36 months when:
 - a. the spouse and dependents would lose eligibility for continued coverage due to divorce or legal separation; or
 - b. the dependent child would otherwise lose coverage by ceasing to satisfy the plan's coverage requirements applicable to dependent children.

PROCEDURE

- A. Eligible employees shall be notified of this policy at the time they begin coverage under the Employer's group health insurance and/or in the event they are terminated or reduced.
- B. Spouses of eligible employees shall be notified of this policy at the time family or spouse coverage begins under the Employer's group health insurance plan and/or in the event the employee is either terminated or reduced. Service of notice to the employee's spouse shall be deemed notice to dependent children.
- C. ~~The Administrator~~Human Resources shall notify the third party ~~a~~Administrator of any event which might trigger the employee's, spouse's or dependent children's continued coverage under this policy. Notification of such triggering events shall be made within 30 days of the event. Triggering events shall include:
 1. employee's death;
 2. termination of employment;
 3. reduction in hours worked which causes ineligibility for continued participation;
 4. employee has become eligible for Medicare;
 5. any event which would require the employee and/or spouse to lose existing coverage due to the employee's inactive pay status.
- D. The designated Plan Administrator for the Municipality of Groveport shall be the ~~Administrator~~Human Resources or designee. When notified of the triggering event, the ~~Plan Administrator~~Human Resources shall notify the individual(s) who are eligible for continued group health insurance of their rights and obligations under this policy within 14 days of receipt of the notice, ~~from the Administrator or employee~~. The notice shall contain a final day by which the employee, spouse, or dependent child must respond to the notice.

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CONTINUED GROUP HEALTH INSURANCE

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- E. The eligible employee/individual shall notify the ~~Plan Administrator~~Human Resources of their decision to continue or not continue coverage within 60 days of the triggering event. If an eligible separated employee does not elect to continue coverage, dependents may elect such coverage. Each qualified beneficiary of the employee is entitled to a separate election regarding continued coverage. If options of plan coverage are available, dependents may select a coverage different from that selected by the separated employee.
- F. As used in this policy, termination shall include any separation from employment, except those instances where an employee has been separated for acts of gross misconduct. Layoffs, resignations, approved leaves of absence without pay, or any termination of employment other than for gross misconduct, shall constitute a qualifying event. Employees who are separated under Ohio Revised Code Section 124.34 for gross misconduct are not eligible for continued group health insurance coverage.
- G. An employee, spouse, or dependent child who elects to continue group health insurance coverage shall only be eligible until the earliest date that any of the following actions occur:
1. Coverage expires either 18, 29, or 36 months after the triggering event;
 2. The group health insurance plan is terminated by the Employer;
 3. The individual fails to pay the required premium;
 4. The employee, spouse, or dependent becomes covered under another group health care plan; or
 5. The employee becomes eligible for Medicare benefits.
- H. Any person who is eligible and elects to continue the Employer's group health insurance coverage shall pay the total premium for themselves and any other dependents plus up to a two percent (2%) administration fee.
- Payments of premiums by eligible employees and/or dependents must be made by the eligible employee or spouse to the Employer in accordance with the instructions contained in the notification letter from the Plan Administrator for coverage to be continued. Should the payment not be received as instructed, the former employee or dependent will be deemed to have chosen to discontinue coverage under the Employer's group health insurance plan.
- I. ~~The Plan Administrator~~Human Resources shall notify all qualified beneficiaries of any plan modifications. Plan modifications shall apply to qualified beneficiaries and employees who have chosen to continue coverage as well as active employees.

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CONTINUED GROUP HEALTH INSURANCE

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- J. Qualified beneficiaries continuing coverage due to a termination of employment or reduction in hours may extend the period of coverage in the event of a second qualifying event. The second qualifying event must occur during the period of coverage following the initial qualifying event. For example, if the qualifying event is termination of employment or reduction of hours (resulting in an 18 month maximum period of continuation), then the occurrence of another qualifying event during the first 18 month period will permit the qualified beneficiary to continue coverage for up to 36 months after the first qualifying event.

However, in no event may the coverage period, with respect to both such events, exceed a 36 month period.

“Stacking” of COBRA coverage shall not be allowed for a terminated employee. However, it may be allowed for the employee’s spouse and/or children if, during the initial period health insurance is continued, any of the following occur:

1. The employee dies;
2. There is a divorce;
3. The child ceases to be a dependent either through marriage or by reaching the insurance plan’s limiting age.

- K. Each employee shall be responsible for notifying ~~the Plan Administrator~~ Human Resources of any action which might trigger a spouse or dependent child’s continued eligibility under this policy. Such notice shall be made by the employee or qualified beneficiary immediately upon gaining knowledge of the event, but no later than 60 days after the date of the triggering event.

Such events shall include divorce, legal separation, or loss of dependent eligibility under the Employer’s plan. Failure to give such notice as stipulated will result in the ineligibility of the qualified beneficiary for continuation of coverage.

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LIFE INSURANCE

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POLICY

See Codified Ordinance Section 143.14 for entitlement benefit.

1. All premiums for the life insurance coverage will be paid in full by the Municipality.
2. The effective date of eligibility for new employees will be immediately.
3. The effective date of eligibility for layoff and leave returnees will be the first day of the month following the employee's return.
4. Any portion of insurance coverage exceeding \$50,000 shall be taxed as an employee benefit.

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RETIREMENT

SECTION 5.17

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POLICY

- A. Notice: All employees are required to notify the Employer of their anticipated retirement in writing at least sixty (60) days prior to the effective date of their retirement to allow the Employer time to plan for any necessary replacement and to better enable the computation of final pay and benefits due the employee.
- B. Retirement Systems: All Municipality employees, unless they are specifically exempted by law, are required to participate in the applicable state retirement system (OPERS and OPFPF). The Employer is required to contribute to the retirement system on behalf of the Employer. The employee is responsible to pay the full employee portion of the employee's contribution in the amounts set by state law, unless the municipal Chapter 143 provides other entitlements.
- C. Separation: Employees who separate from service prior to retirement eligibility may withdraw their own contributions and interest from the plan.
- D. Questions regarding these retirement plans should be directed to:

Ohio Public Employees Retirement System
277 E. Town Street
Columbus, Ohio 43215
(614) 466-2085

Ohio Police & Fire Pension Fund
140 E. Town Street
Columbus, Ohio 43215
(614) 228-2975

PROCEDURE

When an employee intends to retire, the employee shall submit a signed, dated letter to his department head stating his intention to retire and the effective date of his retirement at least sixty (60) days in advance. The department head shall forward a copy of the letter immediately to the Administrator Human Resources, who will then forward a copy of the letter to the Administrator and Finance Department to allow benefits and separation payments to be determined.

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POLICY

The purpose of this Section is to comply with the Family Medical Leave Act, as it may be amended from time to time.

A. Employee Eligibility: To be eligible for FMLA benefits, an employee must:

1. have worked for the employer for a total of 12 months;
2. have worked at least 1,250 hours over the previous 12 months.

B. Leave Entitlement: Eligible employees are entitled to up to a total of 12 workweeks of unpaid leave during the 12-month period measured forward from the date an employee initially uses FMLA leave for one or more of the following reasons:

1. for the birth and care of a newborn child of the employee;
2. for placement with the employee of a son or daughter for adoption or foster care;
3. to care for a spouse, son, daughter, or parent with a serious health condition;
4. to take medical leave when the employee is unable to work because of a serious health condition; or
5. leave for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a "covered servicemember" is also entitled to take up to 26 workweeks of FMLA leave in a single 12-month period to care for a "covered servicemember" with a "serious injury, ~~or~~ illness or considiton."

Those employees requesting FMLA shall see ~~the~~ Human Resources ~~Officer~~ for the proper forms (also located on the DOL website).

C. Spousal Entitlement: Spouses employed by the Municipality are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered servicemember with a serious injury, ~~or~~ illness or condition is also used).

D. Parental Leave: Leave for birth and care, or placement for adoption or foster care, must

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conclude within 12 months of the birth or placement.

E. Intermittent or Reduced Schedule Leave: Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When intermittent leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Municipality’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the Municipality’s approval.

F. Paid Leave: Employees shall run applicable ~~forms~~ types of accrued paid leave concurrently, including compensatory time, vacation, sick leave, etc. Leave shall be charged in the same minimum increments as other types of leave.

G. Definitions:

1. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

a. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or

b. Continuing treatment by a health care provider, which includes:

(1) A period of incapacity lasting more than ~~three~~ five (~~3~~ 5) consecutive, full ~~calendar~~ work days, and any subsequent treatment or period of incapacity relating to the same condition that also includes: treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within seven (7) days and both within thirty (30) days of the first day of incapacity); or one treatment by a health care provider (i.e., an in-person visit within seven (7) days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or

(2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or

(3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care

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provider is not necessary for each absence; or

- (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - (5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
 2. “Next of Kin” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.
 3. “Spouse” means the person to whom the employee is legally married~~husband and wife~~; however, common-law marriages after October 10, 1991, have been abolished by law. Unmarried domestic partners do not qualify for FML to care for their partner.
 4. “Parent” means the biological parent or person standing in place of a parent to the employee when the employee was a child. “In-laws” are not included.
 5. “Child” means a biological, adopted, foster, or stepchild; a legal ward; or a child of a person who is standing *in loco parentis*, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. See Administrator’s Interpretation 2010-3.
- H. Maintenance of Health Benefits: The Municipality is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. Failure to return from FMLA leave may entitle the Municipality to a reimbursement of benefits paid while on FMLA.
- I. Job Restoration: Upon return from FMLA leave, an employee must be restored to the employee’s original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee’s use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy. If a

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bonus or other payment, however, is based on the achievement of a specified goal such as hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave. An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

J. Notice and Certification:

1. Employee Notice: Employees seeking to use FMLA leave are required to provide thirty (30) day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the employee must provide notice as soon as practicable. When the need for leave is not foreseeable, the employee must provide notice to the Municipality as soon as practicable. Absent unusual circumstances, employees must also comply with the Municipality's notice and procedural requirements for requesting leave.
2. Employer Notice: The Municipality shall post a notice approved by the Secretary of Labor explaining rights and responsibilities under the FMLA. Additionally, this policy shall serve as written guidance to employees concerning benefits.

When an employee requests FMLA leave or the Municipality acquires knowledge that leave may be for a FMLA purpose, the Municipality shall notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under the FMLA within five (5) business days, absent extenuating circumstances. When the Municipality has enough information to determine that leave is being taken for a FMLA-qualifying reason, the Municipality shall notify the employee that the leave is designated and will be counted as FMLA leave within five (5) days, absent extenuating circumstances. The Municipality shall use the forms prepared by the U.S. Department of Labor to meet these notification requirements.

K. K. Certification: The Municipality shall require that an employee's request for leave to be supported by the applicable certification for any and all FMLA requests. The Municipality may require second or third medical opinions (at the Municipality's expense) for an employee's serious health condition or the serious health condition of a family member. The Municipality may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee's direct ~~supervisor~~ manager – to authenticate or clarify a medical certification of a serious health condition. A HIPAA-compliant release shall be obtained prior to this action. The Municipality also may adopt a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, the Municipality may, under certain circumstances, require such a

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certification for employees returning from intermittent FMLA leave. The Municipality shall use the forms prepared by the U.S. Department of Labor for obtaining medical certifications of serious health conditions.

L. Recertification: The Municipality may request recertification for leave taken because of an employee's serious health condition or the serious health condition of a family member as follows:

1. 30-day rule. The Municipality may request recertification no more often than every 30 days and only in connection with an absence by the employee, unless paragraphs (1) or (2) of this section apply.
2. More than 30 days. If the medical certification indicates that the minimum duration of the condition is more than 30 days, the Municipality must wait until that minimum duration expires before requesting a recertification, unless paragraph (3) of this section applies. For example, if the medical certification states that an employee will be unable to work, whether continuously or on an intermittent basis, for 40 days, the Municipality must wait 40 days before requesting a recertification. In all cases, the Municipality may request a recertification of a medical condition every six months in connection with an absence by the employee. Accordingly, even if the medical certification indicates that the employee will need intermittent or reduced schedule leave for a period in excess of six months (e.g., for a lifetime condition), the Municipality would be permitted to request recertification every six months in connection with an absence.
3. Less than 30 days. The Municipality may request recertification in less than 30 days if:
 - a. The employee requests an extension of leave;
 - b. Circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, complications). For example, if a medical certification stated that an employee would need leave for one to two days when the employee suffered a migraine headache and the employee's absences for his or her last two migraines lasted four days each, then the increased duration of absence might constitute a significant change in circumstances allowing the Municipality to request a recertification in less than 30 days. Likewise, if an employee had a pattern of using unscheduled FMLA leave for migraines in conjunction with his or her scheduled days off, then the timing of the absences also might constitute a significant change in circumstances sufficient for an Municipality to request a recertification more frequently than every 30 days; or

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- c. The Municipality receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification. For example, if an employee is on FMLA leave for four weeks due to the employee's knee surgery, including recuperation, and the employee plays in company softball league games during the employee's third week of FMLA leave, such information might be sufficient to cast doubt upon the continuing validity of the certification allowing the Municipality to request a recertification in less than 30 days.

- M. The Municipality shall also provide leave under state law as it relates to Military Leave (Chapter 5906 of the Ohio Revised Code).

PROCEDURE

- A. The Municipality shall post the required 8.5 x 11 inch Family and Medical Leave notice with other DOL required notices.
- B. The Municipality shall use DOL-issued FMLA forms to administer the FMLA.

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ADMINISTRATIVE LEAVE

SECTION 5.19

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POLICY

The Municipality may place an employee on administrative leave with pay, but only in circumstances where the health and safety of an employee or of any person or property entrusted to the employee's care could be adversely affected. The length of the leave shall not exceed the length of the situation for which the leave is granted. For example, in a disciplinary situation, such leave might extend until the Employer completes the predisciplinary process and takes action or decides no action is warranted. Compensation for administrative leave shall be equal to the employee's base rate of pay.

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DEFERRED COMPENSATION

SECTION 5.20

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- A. Employees of the Municipality are eligible to enroll in the state of Ohio's Deferred Compensation Program which allows employees to invest a portion of their wages on a tax-deferred basis.
- B. Employees interested in the Deferred Compensation Program should contact the ~~Deferred Compensation Program Representative~~ Human Resources who will provide the employee with additional information regarding the program. Employees will be permitted, with the advance approval of their ~~supervisor~~ manager, to meet with ~~the~~ a representative of the Deferred Compensation Program during regular working hours to enroll in the program.

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UNEMPLOYMENT COMPENSATION

SECTION 5.21

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- A. Most employees of the Municipality are covered by unemployment compensation subject to the regulations established by state law and the Ohio Department of Job and Family Services.
- B. In the event of a reduction in force as provided in Section 3.09 herein, the affected employees may apply for unemployment benefits by contacting the Ohio Department of Job and Family Services.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

LEAVE DONATION PROGRAM

SECTION 5.22

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~~A. A.~~ **Purpose:** The intent of the leave donation policy is to allow employees of the Municipality to voluntarily provide assistance to their co-workers (other employees of the Municipality) who are in critical need of leave due to an extended illness, ~~or~~ injury or condition of the employee.

~~B.~~ Refer to Codified Ordinance 143.15

~~B.~~ **Definitions:** For the purpose of this policy the following shall apply:

~~Recipient: the employee in need of and approved to receive donated leave.~~

~~Donor: the employee volunteering to donate leave.~~

~~Serious health condition: an illness, injury, impairment, or physical/mental condition that involves a period of incapacity or treatment that requires absence from employment and involves care by a health care provider. Serious health condition also includes continuing treatment of chronic or long-termed incurable conditions and prenatal care.~~

~~C.~~ **Policy:** Employees of the Municipality may donate earned leave, other than sick leave or compensatory time, to a fellow employee who is otherwise eligible to accrue and use paid leave. The intent of the leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to an extended serious health condition of the employee.

~~D.~~ **Hours Donated:** Any hours donated shall be at a rate of pay equal to that of the donor.

~~E.~~ **Receiving Leave:** Any hours received shall be at a rate of pay equal to that of the recipient. An employee may receive donated leave up to the number of hours the employee is normally scheduled to work each pay period (the equivalent of the employee's normal biweekly earnings), if the employee to receive donated leave has a serious health condition and the employee:

- ~~1.~~ has no accrued paid leave, or an insufficient amount of paid leave; and
- ~~2.~~ has completed his or her new hire probationary period; and
- ~~3.~~ has already applied for any paid leave, Workers' Compensation, or other benefits program for which the employee is eligible; and
- ~~4.~~ has not been disciplined for the improper use of sick leave during the past 12 month period; and

**THE MUNICIPALITY OF GROVEPORT, OHIO
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LEAVE DONATION PROGRAM

SECTION 5.22

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- ~~5. — has provided acceptable written verification that a serious health condition exists; and~~
- ~~6. — agrees to accept the leave under the terms of this policy and completes an “Application to Receive Donated Leave” form.~~
- ~~F. — Donating Leave: A donor may donate leave if he or she:~~
 - ~~1. — voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned; and~~
 - ~~2. — donates a minimum of 8 hours; and~~
 - ~~3. — donates up to a maximum of 32 hours or as otherwise approved by the Employer; and~~
 - ~~4. — carries a balance of at least 240 hours of combined accrued leave after the donation; and~~
 - ~~5. — completes an “Application to Donate Leave” form.~~
- ~~G. — Administration: The leave donation program shall be administered on a pay period to pay period basis. The Employer shall review the Application to Receive Donated Leave and the Application to Donate Leave to assure compliance with “E” and “F” of this policy. Donations of leave will be recorded in the order of their submission, and will not be considered actually donated nor be deducted from the donor’s balance or credited to the recipient’s balance until the pay period such leave is actually used. Unused leave donations shall be returned to the donor. Employees using donated leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Vacation and sick leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received. Donated leave shall never be converted into a cash benefit. The Employer shall maintain records that are necessary for the administration of this program. The Employer reserves the right to decide all questions or issues related to the donation program. The Employer also reserves the right to discontinue the program at any time.~~
- ~~H. — Certification: Employees who wish to donate leave shall certify:~~
 - ~~1. — the name of the employee for whom the donated leave is intended; and~~
 - ~~2. — the number of hours to be donated; and~~
 - ~~3. — that the leave is donated voluntarily and the employee understands that it will not be returned.~~

**THE MUNICIPALITY OF GROVEPORT, OHIO
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LEAVE DONATION PROGRAM

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- I. ~~Confidentiality: The Municipality shall ensure that no employees are forced to donate leave. The Municipality shall respect an employee's right to privacy; however, the Employer may, with the permission of the employee who is in need of leave, inform employees of their co-worker's critical need for leave donations from employees. The donation of leave shall occur on a strictly confidential and voluntary basis.~~
- J. ~~Applications: An employee wishing to donate or receive donated leave should request the appropriate application from the Administrator or designee.~~

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

TUITION REIMBURSEMENT

SECTION 5.23

PAGE 1 OF 1

- A. Employees must obtain approval from their immediate ~~Supervisor~~manager and Administrator prior to any expenses being incurred.
- B. Employee is eligible for reimbursement of tuition, lab fees, and course fees at one hundred percent (100%) of the cost of job-related courses or courses required toward a job-related degree.
- C. No reimbursement for application fees, books, supplies, transportation, or any other expense related to any course.
- D. Any financial assistance from any governmental or private agency available to an employee, whether or not applied for and regardless of when such assistance may have been received, shall be deducted in the entire amount from the full tuition reimbursement the employee is eligible for with this Tuition Reimbursement Benefit. When an employee's tuition is fully covered by another governmental or private agency, the employee is not entitled to any reimbursement from the Municipality.
- E. Reimbursement for tuition shall be made upon satisfactory completion of approved course with a grade of "C" or better.
- F. Benefit shall be provided only for full-time employees in active pay status including active, vacation, sick and personal leave, but excluding disability leave, workers' compensation leave, adoption/childbirth leave, occupational injury leave, administrative leave, or any other leave of absence.
- G. Benefit effective immediately upon full-time employment.
- H. Three thousand dollars (\$3,000) shall be the maximum reimbursement per calendar year from an accredited organization listed by the North Central Association of Colleges and Schools, The Higher Learning Commission (NCA – HLC). The website is: www.ncahlc.org.

Original Adoption Date: May 11, 2011 Revision Date: _____

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**SECTION 6
PERSONNEL PROCEDURES**

- 6.01 Expense Reimbursement — Travel and Meal Policy
- 6.02 Use of Employer-Owned Vehicles
- 6.03 Secondary Employment
- 6.04 Employer's Tools, Supplies, Equipment, and Property
- 6.05 Uniforms, Taxable Income, and Reimbursement
- 6.06 Use of Telephones
- 6.07 Personnel Records
- 6.08 Reporting Changes in Personal Information
- 6.09 Public Records — ~~Inspection, Release, and Retention~~
- 6.10 Employee Accidents/Injuries and Transitional Work Program
- 6.11 Safety and Health
- 6.12 Confidentiality of Public Records

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**EXPENSE REIMBURSEMENT —
TRAVEL AND MEAL POLICY**

**SECTION 6.01
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Municipal employees are to receive reimbursement for allowable expenditures made for a proper public purpose that are incurred while traveling out of the Municipality on official business. Employees are eligible for expense reimbursement only when travel has been authorized in writing prior to the trip by the ~~appointing~~ Appointing authority ~~Authority~~ or designee and with appropriate receipts documenting claimed expenses. Overnight travel expense reimbursement requires the advance approval of the Administrator.

The following items are reimbursable, subject to the regulations contained herein and compliance with the procedures:

- A. Commercial air flights: ~~Reimbursement~~ Payment is available for air flight expenses through the city credit card or through reimbursement only when the automobile mileage reimbursement would be more costly than the air fare, or where travel time is of significance.
- B. Bus, limousine, or taxi: Employees are to use the most economical means available when traveling on Municipal business.
- C. Automobile: Whenever possible, the ~~appointing~~ Appointing authority ~~Authority~~ will assign a Municipal vehicle for travel to and from meetings, conferences, and conventions. If no vehicle is available and an employee is required to use his or her privately-owned vehicle, he or she shall be reimbursed at a rate determined by the federal rate. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, insurance, etc.). Mileage reimbursement is payable to only one (1) of two (2) or more employees traveling on the same trip, in the same vehicle. Rental of a vehicle is not reimbursable without prior approval of the Administrator.
- D. Meals: Expenses incurred for meals while on official business will be reimbursed at actual cost with the approval of the Administrator or -designee. Such approval must be granted prior to the employee incurring the expense. An employee is eligible for such reimbursement only when travel has been authorized in writing by the Administrator and when travel extends overnight. Daily meal reimbursement should not exceed \$50.00 in total excluding tips. Employees shall order reasonably priced meals while traveling at the Municipality's expense.

Employees will generally not be reimbursed for meals if the employee is not traveling overnight, away from the Municipality, unless for:

- a. The meal qualifies as an entertainment rule pursuant to IRS Reg. § 1.274-2(c) and (d). Examples of such meals are:
 - A meal where the main purpose is the active conduct of business, business is actually conducted, and there is more than a general expectation of income or some other specific business benefit in the future.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**EXPENSE REIMBURSEMENT —
TRAVEL AND MEAL POLICY**

**SECTION 6.01
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- Meals at a hospitality room sponsored by the Municipality at a convention.
 - A meal that is associated with the active conduct of the Municipality's business, and occurs directly before or after a substantial business discussion.
- b. Occasional meals that meet the De Minimis Exclusion pursuant to IRS Reg. § 1.132-6 (d)(2), such as infrequently providing coffee, donuts, or soft drinks. Also occasional parties or picnics such as Holiday luncheon.

~~Any meal provided to employees that are not excluded from taxable income herein will be reported to the Auditor's office by the department as a taxable meal.~~

- E. Lodging: Employees will be reimbursed for reasonable and necessary lodging expenses at the single room rate. ~~If two (2) or more employees are attending the same program and they are the same gender, they may be required to room together. The Municipality will only reimburse employees based on two (2) employees per room. If families accompany employees on out of town travel~~ Family may accompany employees on out of town travel with approval of the Administrator, however, the Municipality will only pay the single room rate and the employee will be responsible for the difference. Employees will request the government rate and obtain a sales tax exemption certification from the Municipality prior to payment of the lodging.
- F. Phone Calls: Phone calls necessary for official Municipal business are reimbursable.
- G. Parking and Tolls: Expenses for parking, highway, bridge, and tunnel tolls are reimbursable. Parking expenses incurred ~~within and outside the Municipality~~ outside the Municipality are reimbursable providing the employee is on official Municipal business.
- H. Frequent Flier Miles/Credit Card Points: Pursuant to the Ohio State Auditor's Office, employees are prohibited from taking advantage of frequent flier miles or credit card points when scheduling flights or hotel accommodations related to Municipal business.

The following items are not subject to reimbursement:

1. tips in excess of ~~15~~ 20% of the meal cost;
2. alcoholic beverages;
3. entertainment;
4. laundry and dry cleaning;
5. room service charge;
6. expenses of ~~spouse~~ family members traveling with employee;
7. any allowable expense where no receipt is provided as documentation by the employee.

**THE MUNICIPALITY OF GROVEPORT, OHIO
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**EXPENSE REIMBURSEMENT —
TRAVEL AND MEAL POLICY**

**SECTION 6.01
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7.8. Memberships and all associated expense related to civic organizations unless previously approved by the Administrator or Mayor.

Expense reports shall be filed by employees detailing all itemized costs with receipts attached within two (2) weeks of the accrued expense. Such detailed documentation will include the amount, date, time, place, and business purpose.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

USE OF EMPLOYER-OWNED VEHICLES

SECTION 6.02

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- A. This policy is for the use of any motor vehicles owned or leased by the Municipality or any Municipal office, if applicable, for the use of the Municipality or any department, commission, board, office, or agency under its direct supervision, or for the use of any elected Municipal official and/or their employees. For the purpose of this policy, the term "employee" hereinafter means the persons comprising of the Municipality any employee of any department, commission, board, office, or agency under its direct supervision or jurisdiction, and any elected official and/or their employees using a vehicle provided by the Municipality.
- B. No person who is not a compensated employee of the Municipality may operate a Municipal-owned or leased vehicle unless specifically authorized by the Administrator and/or Mayor. The Administrator and/or Mayor will consider exceptions to this requirement for law enforcement purposes, emergency response, and other like circumstances. No Municipal official or employee shall use or permit the use of any vehicle or any supplies for it, except in the transaction of public business or work of the Municipality (O.R.C. 307.42, 307.43 and 124.71).
- C. The Municipality recognizes that to efficiently and effectively carry out the transaction of public business or work of the Municipality, a reasonable amount of related use may have to be conducted in a Municipal-owned or leased motor vehicle for incidental but closely related business use (i.e., lunch breaks), provided that the employee or elected official does not deviate from the route to the next work site.

Any and all Municipal-owned or leased vehicles will not be provided as a means of compensation.

Only passengers on official Municipal business shall be permitted in all Municipal-owned or leased vehicles except as approved and/or authorized under R.C. 1551.25, (Ride Sharing).

- D. It is the policy of the Municipality to provide fleet and/or pool vehicles for the transaction of public business whenever an elected official or department head authorizes travel by automobile.

Vehicles owned or leased shall not be used for commuting to and from work, except as permitted by the Administrator and/or Mayor.

- E. ~~It is recommended that a~~ Municipal official~~s~~ and/or employee~~s~~ operating a Municipal-owned or leased vehicle shall obey all state and local laws with respect to the use of mobile communication devices. ~~drive to a safe location and park the vehicle prior to using a cellular telephone and/or pager.~~
- F. Smoking is prohibited in all Municipal-owned or leased vehicles.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

USE OF EMPLOYER-OWNED VEHICLES

SECTION 6.02

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G. All operators and passengers in Municipal-owned vehicles will comply with the following:

1. Operator's License: All operators of any Municipal-owned or leased vehicles must have a valid State-issued operator's license, which includes the specific class of vehicle being operated. Suspension of a Municipal official and/or employee's operator's license will result in a suspension of any and all Municipal-approved driving privileges. Any official and/or employee who is authorized to use a Municipal-owned or leased vehicle and whose operator's license is suspended, must notify their immediate ~~supervisor~~manager of this fact at the earliest of the following: day of suspension or next working day.
2. Seat Belts: As required by the Ohio Revised Code, all front seat passengers of a Municipal-owned or leased vehicle or privately-owned vehicle, while being operated in the transaction of public business or work of the Municipality, shall wear safety belts at all times while the vehicle is in operation. Rear seat passengers shall also wear safety belts, except in emergency medical or law enforcement vehicles. The vehicle operator is responsible for insuring all passengers wear safety belts. Failure by any employee to comply with this provision must be reported to the appropriate ~~supervisor~~manager.
3. Alcohol and other Substances: All Municipal employees and/or other persons authorized to use a Municipal-owned or leased vehicle shall not operate any Municipal-owned or leased vehicle while under the influence of any alcohol or any controlled substances. Alcoholic beverages, controlled substances, and/or illegal drugs are not to be used or transported in, or on any Municipal-owned or leased vehicles, except as permitted in emergency medical or law enforcement vehicles. Legally prescribed medications are permissible only when their use does not adversely affect the official's or employee's driving ability.
4. Accident Reporting/Traffic Citations: In the event of an automobile accident, the vehicle operator is responsible for contacting the appropriate law enforcement agency immediately, or as soon after the accident as is practical.

All accidents shall be reported to the operator's respective ~~supervisor~~manager as immediately as is practical. Accident reports are to be completed and submitted to the ~~supervisor~~manager who will report the information to the Administrator as soon as possible, but in no event beyond twenty-four (24) hours of the event or, if the event occurs on a holiday or weekend, on the next working day.

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

Operators of any Municipal-owned or leased vehicle that establish poor driving

**THE MUNICIPALITY OF GROVEPORT, OHIO
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USE OF EMPLOYER-OWNED VEHICLES

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records may be directed to attend a defensive driving and/or a driver training course if they are to maintain authorization to operate a Municipal-owned or leased vehicle. The determination for an official or employee to attend the above-referenced classes shall be in the sole discretion of the Administrator and/or Mayor and/or their designee.

5. Insurability: All employees required to drive a Municipal-owned vehicle, or drive their own vehicle on Municipal time, must be insurable under the Municipality's Liability Insurance Plan. Any employee deemed uninsurable by such insurance company may be disciplined up to and including termination.

- H. Use of Personal Vehicles for Municipal Business: All Municipal employees who are required to, or who choose to use their personal vehicles in the transaction of public business or work of the Municipality, will be reimbursed on a mileage basis at the authorized Municipal rate subject to approval by the appropriate department head and submission of transaction or public business or work of the Municipality. All officials and employees shall be encouraged to maintain their own liability insurance at the following limits:

Bodily injury, one person	\$100,000.00
Bodily injury, accidental	\$300,000.00
Property Damage	\$100,000.00

The employee's personal insurance shall be considered primary coverage. The Administrator may request proof of automobile insurance coverage from each Municipal official, department head, and any and all employees.

- ~~I. Record Keeping: All Municipal officials, appointees, and Municipal employees, prior to operating a Municipal-owned or leased vehicle or a personal vehicle in the transaction of Municipal business or work, shall be given a copy of the Municipality's Vehicle Use policy and acknowledge receipt of the same. The Human Resource department shall maintain these records.~~

- ~~J.~~ Municipal-owned vehicles will not be used for personal use by employees

- ~~K.~~ External Marking of Municipal Vehicles: All Municipal-owned vehicles shall bear the approved external markings:

- ~~Village~~ City logo;
- Vehicle number.

Vehicles may be unmarked in the interest of the public safety as determined by the Police Chief and subject to the administrative approval of the Mayor.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

USE OF EMPLOYER-OWNED VEHICLES

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LK. Any and all employees who fail to comply with the vehicle policies and procedures and/or who misuse or abuse any Municipal-owned or leased vehicles or equipment may be subjected to disciplinary actions which may include, but are not limited to, the following:

1. Written notice of the violation;
2. For recurring traffic violations or accidents, the person may be assigned to attend a defensive driving or driving instruction class;
3. Loss of driving privileges – not permitted to drive Municipal-owned or leased motor vehicle.

ML. In those cases where the Municipal official's and/or employee's job requires driving a Municipal-owned or leased vehicle, suspension of the employee's driver's license may result in reassignment or termination of employment.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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SECONDARY EMPLOYMENT

SECTION 6.03

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POLICY

- A. Time Conflicts: Full-time employment with the Municipality shall be considered an employee's primary occupation and take precedence over all other occupations. Full-time employees shall not have other employment which presents a "time conflict." A time conflict for purposes of this section exists when the working hours of a secondary job directly conflict with an employee's scheduled working hours, mandatory overtime obligations, or when the demands of a secondary job prohibit an employee from receiving adequate rest or otherwise affect the employee's job performance.
- B. Interest Conflicts: No employee, regardless of employment status, shall have other employment which presents a conflict of interest with the employee's position with the Employer. A conflict of interest exists when an employee engages in any secondary employment which compromises or may appear to compromise the employee's judgment, actions, or job performance, or conflicts with the policies, objectives, and operations of the Employer.
- C. Uniforms and Equipment: Employees shall not use Employer-owned uniforms or equipment while performing secondary job duties, unless such use is specifically authorized by the ~~Village~~ Administrator or the Chief of Police for police department employees.

PROCEDURE

- A. Full-time eEmployees shall notify the ~~Mayor or Administrator~~ Department Head regarding secondary employment that an employee intends to seek. The ~~Administrator~~ Department Head will consult with the employee and any other person deemed appropriate to determine whether the secondary employment presents a conflict. The employee bears the burden of demonstrating the secondary employment does not present a conflict.
- B. If the ~~Mayor or Administrator~~ Department Head determines that the secondary employment the employee intends to seek would present a conflict, the ~~Administrator~~ Department Head will advise the employee of such. If the employee still accepts the secondary employment, the Employer may begin taking appropriate disciplinary action against the employee.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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**EMPLOYER'S TOOLS, SUPPLIES, EQUIPMENT,
AND PROPERTY**

**SECTION 6.04
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POLICY

- A. Tools, supplies and equipment necessary to perform job duties shall be properly used and maintained. All employees shall be held strictly responsible and accountable for equipment personally issued to the employee, in addition to any generally issued departmental equipment, tools, or supplies used by the employee. All employees are responsible for using and maintaining such assets in a safe and proper manner.
- B. Loss, misuse, neglect, theft, and/or abuse of Employer assets is strictly prohibited and may result in discipline and/or demand for payment to the Employer for the cost to replace or repair such asset(s). Accidents resulting from misuse or abuse of tools may also be cause for disciplinary action.
- C. An employee's personal use of Municipal tools, supplies, and equipment is prohibited, ~~unless approved by the department head.~~
- D. Employees are responsible for reporting any equipment or property damages, including damages caused by the employee. Employees shall report all damages to the Employer and/or ~~D~~department ~~H~~head as soon as possible. ~~possible by completing a Report of Property and Equipment Damage Form~~. Damages done to Municipal equipment or property through negligence shall be cause for disciplinary action.

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UNIFORMS, TAXABLE INCOME, AND REIMBURSEMENT

SECTION 6.05

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POLICY

- A. The Employer shall provide an employee with a uniform only when it is necessary to identify employees for a particular purpose (e.g., law enforcement officer), prevent unreasonable wear and tear on personal clothing, or to prevent injury while performing assigned duties.
1. A required uniform will be provided by the Employer at no expense to the employee. Shoes may also be provided when the specific job responsibilities require a certain shoe/boot for safety reasons. Shoes that are not considered “safety shoes” must be reported as taxable income in accordance with Section B herein.
 2. The department head shall ensure that appropriate recordkeeping is maintained to identify all items of clothing purchased, who such clothing is assigned to, the cost of each item, and when returned.
 3. The style and composition of the specific uniform shall be determined by the Employer. All uniform shirts shall be identified using the Employer’s logo and placed visibly on the outside for recognition purposes. ~~All uniform pants need not have such identifying markings as they accompany the uniform shirts when worn. Button-down shirts shall display a name tag or have their name monogrammed on their uniform for identification purposes.~~
 4. All uniforms issued by the Employer shall only be worn during working hours, when representing the Employer, in travel to and from work, and at such other times as directed by the department head. Uniforms or portions of uniforms shall not be worn on days off, after work, or for personal business.
 5. All employees required to wear a uniform shall take the necessary steps to protect it from damage, excessive wear, and shall be responsible for all cleaning and laundering, unless this service is provided through the specific department.
 6. When uniform items are replaced by the Employer, the old or worn uniform items are to be returned to the department head. In the event of employment termination, all uniforms and all uniform accessories (e.g., hats, belts, shoes) are to be returned to the department head.
 7. Should an employee fail to return the uniform, or any uniform accessories, either to be replaced or returned if leaving the employment of the Employer, the department head, at their discretion, may charge the employee up to the full replacement cost for each item which is not returned. If necessary, the department head may withhold such payment from the employee’s pay check.

**THE MUNICIPALITY OF GROVEPORT, OHIO
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UNIFORMS, TAXABLE INCOME, AND REIMBURSEMENT

SECTION 6.05

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- B. ~~Clothing provided to employees may be considered taxable income to the employee. In order to comply with IRS guidelines, all employees provided uniforms will be provided an affidavit annually to cover the twelve (12) month period ending December 31 of each year. This affidavit must be completed by the employee, approved by the department head, and forwarded to the Finance Director by January 15 of each year for inclusion on the employee's W-2. A maximum dollar amount shall be established to comply with IRS guidelines for clothing provided to employees. Anything over that amount shall be the employee's responsibility.~~
- C. Clothing or uniforms purchased by the Employer can be excluded from taxable income to the employee if such clothing or uniforms are specifically required as a condition of employment, and are not worn or adaptable to general usage as ordinary clothing.
- D. If an employee is required to purchase clothing or uniforms (e.g., steel-toed boots), the employee shall request permission prior to the purchase. If approved, the department head shall provide the employee with a written approval with a dollar amount not to exceed and an Employer affidavit of tax exemption. Once purchased, the employee shall submit any required documentation and/or receipts for reimbursement.

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THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES

USE OF TELEPHONES

SECTION 6.06

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~~A. Cell Phone Use: The Municipality has provided cell phones to employees for the efficient conduct of Municipality business — specifically, for ease of communications during work hours and to be able to contact employees who are on call during nonwork hours. Municipality issued cell phones are not to be used by employees as their own personal cell phone. Municipal officials and/or employees operating a Municipal-owned or leased vehicle shall obey all state and local laws with respect to the use of mobile communication devices.~~

~~Employees must not use cell phones while operating motor vehicles, except in cases of emergency or when safety department job assignments warrant.~~

Personal calls should be kept to a minimum. On occasion, personal calls are essential. (However, such calls should be short, infrequent, and should be conducted out of the presence of members of the public. "Chatting" with family and friends is prohibited.) ~~Some of the Municipality issued cell phones are able to accommodate a second line. Employees with such phones are permitted to activate the second line for their own personal use in lieu of having to carry two cell phones. Any employee who activates a second line on a Municipality cell phone and loses or damages said cell phone during personal use, will be responsible for replacing said phone through the Municipality. Employees will be charged \$.10 per personal call. Employees shall be given a choice of a city issued cellphone or using their personal cell phone. Use of a personal cell phone shall allow the employee to receive the city monthly stipend.~~

The above rules also apply to employees using "personal" cell phones during work hours.

Individuals abusing this privilege may be subject to loss of cell phone privileges and ~~disciplinary~~ disciplinary action.

~~B. Personal Cell Phones and other Electronic Devices: Personal cell phones and other electronic devices are not to be used while operating a Municipal motor vehicle or during work hours. They may be used during breaks and lunch times. Supervisors may restrict their employees' ability to carry personal cell phones or other electronic devices during work hours.~~

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

PERSONNEL RECORDS

SECTION 6.07

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POLICY

- A. The Employer maintains and is responsible for personnel records concerning employees. Personnel records contain ~~A~~personal information@about an employee as defined in ORC 1347.01(E), and ~~may include such information as~~shall include but not be limited to:
1. personal data;
 2. employment application, references and -documentsbackground documents;
 3. references;Payroll and Tax forms
 4. medical-insurance documentsreports;
 5. documentation relating to an employee's change of status;
 6. performance evaluations and ;training and development documentation
 7. communications, commendations and-or disciplinary actions;
 8. paid and unpaid leave records.required certifications
- B. The Employer shall only use the information maintained in the personnel records system in a manner consistent with ORC Section 1347.01 et. seq., ORC Section 149.43, or as otherwise required by law or court order.

PROCEDURE

- A. Each employee shall be allowed to review the contents of the personnel file(s) pertaining to them.
- B. Employees requesting to obtain or review information in their personnel file may be required to provide proof of identification. Representatives of employees requesting to obtain or review information shall produce a written release from the employee requesting that the representative review the record. Said release shall be placed in the employee's file.
- C. The Employer will monitor the accuracy, relevance, timeliness, and completeness of its personnel records, take reasonable precautions to protect information in the system from unauthorized and unlawful modification, destruction, use, or disclosure, and shall collect, maintain, and use only that information necessary and relevant to the Employer-s functions.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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**REPORTING CHANGES IN PERSONAL
INFORMATION**

**SECTION 6.08
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POLICY

- A. Failure to report changes in personnel file information may prevent employees from obtaining or maintaining employee benefits or services. Each employee is responsible for reporting any change of personnel file information within three (3) calendar days of the occurrence of the change. Notification shall be made in writing to ~~the Administrator or designee.~~Human Resources.
- B. For purposes of this section, a change in personnel file information shall include the following:
1. name change;
 2. address change;
 3. telephone number change;
 4. marital status change;
 5. changes which may affect employee benefits (i.e., insurance and pension[s]) such as changes in dependents or beneficiaries;
 6. number of exemptions for tax purposes;
 7. citizenship;
 8. selective service classification;
 9. association with a government military service organization; or
 10. any changes in licensure or insurability affecting the employee's job.

PROCEDURE

- A. Employees shall normally report changes in personnel file information in writing to ~~their department head~~Human Resources within three (3) days of such change.
- B. ~~The department head~~Human Resources shall forward any change immediately ~~for the approval of the Administrator or designee who shall forward a copy_~~ to the Finance Department for processing and then placed in the employee's personnel file.

Original Adoption Date: April 25, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**PUBLIC RECORDS — ~~INSPECTION, RELEASE,
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It is the policy of the Municipality that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of the Municipality to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

~~A. — **Public Records:** The Municipality in accordance with the Ohio Revised Code, defines records as including the following: Any document — paper, electronic (including, but not limited to, e-mail), or other format — that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Municipality are public unless they are specifically exempt from disclosure under the Ohio Revised Code.~~

~~It is the policy of the Municipality that, as required by Ohio law, records will be organized and maintained so they are readily available for inspection and copying (see Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.~~

~~Public Records: All records kept by the City of Groveport are public unless they are exempt from disclosure under Ohio law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.~~

~~A record is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the City of Groveport that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.~~

~~B. **Response Time:** Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.~~

~~It is the goal of the City of Groveport that all requests for public records should be acknowledged in writing or, if possible, satisfied within three business days following the office's receipt of the request. If the request is deemed significantly beyond “routine”, such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:~~

~~**Section b.1** – An estimated number of business days it will take to satisfy the request;~~

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Section b.2 – An estimated cost if copies are requested;

Section b.3– Any items within the request that may be exempt from disclosure;

C **Record Requests:** Each request for public records should be evaluated for a response using the following guidelines:

1. ~~Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.~~

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records

2. ~~The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be required. The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requestor's identity, and/or the intended use of the information requested, but only (1) if a written request or disclosure of identity or intended use would benefit the requestor by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) after telling the requestor that a written request is not required and that the requester may decline to reveal the requestor's identity or intended use.~~

3. In processing the request, the office does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances.

3. In processing a request for inspection of a public record, an office employee must accompany the requester during inspection to make certain original records are

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not taken or altered.

4. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

45. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and in final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

All requests for public records must either be satisfied (see Section 2.4) or be acknowledged in writing by the Municipality within three (3) business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- a. an estimated number of business days it will take to satisfy the request;
- b. an estimated cost if copies are requested;
- c. any items within the request that may be exempt from disclosure.

~~5 6.~~ Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the

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exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requestor of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

C. Costs for Public Records: Those seeking public records will be charged only the actual cost of making copies.

1. The charge for paper copies is \$.05 per page.
2. The charge for downloaded computer files to a compact disc is \$1.00 per CD.
3. There is no charge for documents e-mailed.
4. Requesters may ask that documents be mailed to them. They will be charged for the actual cost of the postage and mailing supplies.

D. ~~E-mail: Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.~~

- ~~1. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the Municipality are instructed to retain their e-mails that relate to public business (see Section 1, Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.~~
- ~~2. E-mails from private accounts shall be treated as records of the public office, filing them in the appropriate way, retaining them per established schedules, and making them available for inspection and copying in accordance with the Public Records Act.~~
2. **Electronic Records:** Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device (such as a Blackberry) are to be treated in the same fashion as records in other formats, such as ~~paper or audiotape.~~

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records that relate to public business and other electronic records in accordance with applicable records retention schedules and to copy them to their business e-mail accounts and/or to the office's records custodian.

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- E. Failure to Respond to a Public Records Request: The Municipality recognizes the legal and nonlegal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Municipality failure to comply with a request may result in a court ordering the Municipality to comply with the law and to pay the requester attorney's fees and damages.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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**EMPLOYEE ACCIDENTS / INJURIES AND
TRANSITIONAL WORK PROGRAM**

**SECTION 6.10
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POLICY

A. Any employee who is injured in a work-related accident or suffers an exposure to a hazardous chemical or bloodborne pathogens due to a work-related accident or incident shall immediately report the accident or exposure to the employee's immediate supervisormanager and complete an Employee Incident/ BWC Accident Report by the end of the employee's work shift, if possible, or not later than within thirty-six (36) hours after the accident/exposure, if approved by the employee's supervisormanager. ~~In the case of a back injury, the employee shall instead complete a Back Injury Report.~~ In all instances of an on-the-job accident, the employee must notify his/her supervisormanager verbally immediately. Accidents involving motor vehicles and/or personal property must also be accompanied by a police report.

B. The supervisormanager shall be responsible for immediately notifying their department head of an on-the-job accident/injury, who shall immediately inform ~~the Administrator or designee.~~ Human Resources.

The supervisormanager shall also be responsible for verifying that the employee has received medical treatment (if necessary), securing the accident site (if necessary), ~~and~~ investigating the accident, and completing ~~aan~~ Supervisor Investigation Report. The supervisormanager shall require all witnesses to the accident to complete a Witness Statement Form which shall accompany the Supervisor Investigation Report. The Supervisor Investigation Report and Witness Statement Form shall be completed as soon as is practicable after the accident. All reports and accompanying documentation shall be submitted to ~~the Administrator or designee~~ Human Resources.

If an employee seeks medical treatment for an on-the-job accident/injury, the employee must provide a medical release from the treating physician before being allowed to return to work. ~~The employee must also meet with their supervisor to complete the Injured Worker Report of Return to Work form and/or Return to Work Plan.~~

Employees may be subject to drug testing under the City of Groveport Drug Free Workplace policy.

C. The Municipality may offer transitional work (alternate work duties) to an employee who is receiving Workers' Compensation, even if the employee has not requested transitional work, so long as the transitional work is approved by the employee's treating physician. The determination of transitional work will be at the discretion of the Administrator on a case-by-case.

If an employee refuses the transitional work assignment they may be subject to discipline. Additionally, the employee's Workers' Compensation benefits or sick leave may be terminated, which would result in the employee being placed on an unpaid leave of absence.

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**EMPLOYEE ACCIDENTS / INJURIES AND
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Additionally, an employee assigned to transitional work shall not be scheduled to work a holiday and shall not be eligible for overtime pay.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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SAFETY AND HEALTH

SECTION 6.11

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POLICY

- A. Generally: The Employer is concerned about the safety and health of every employee. The department heads, ~~supervisor~~managers, and employees are responsible for maintaining a safe workplace.
- B. The Department Head's Responsibility: Each department head or designee is responsible for safety in the area under the department head's control and will be given the assistance, authority, and support necessary to fulfill this responsibility. Every work-related accident should be investigated promptly and thoroughly with the aim of preventing the same or a similar accident in the future. The department head should correct unsafe conditions. The department head should ensure each employee complies with all rules and regulations and that safe working methods are used by employees under the department head's supervision.
- C. Employee Responsibility: Employees are also responsible for maintaining a safe workplace. Employees shall obey all workplace safety rules and report all potential or evident workplace safety problems to the department head.

PROCEDURE

Employees shall acknowledge their obligation to follow and enforce all workplace safety rules and report all potential or evident workplace safety problems by signing a Workplace Safety and Illegal Activity Form upon initial employment.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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CONFIDENTIALITY OF PUBLIC RECORDS

SECTION 6.12

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POLICY

- A. Confidentiality, Generally: Each employee of the Municipality shall treat all documents, publications, and written and spoken communications of the Municipality as confidential, even if regarded under R.C. 149.43 as "public records."
- B. Self-Help to Public Records Prohibited: No employee may copy or remove any record or writing, even those regarded as "public" under R.C. 149.43, without first having received advanced written authorization from the Employer.
- C. Use of Municipality Records in Personal Actions: No employee may copy or use any Municipality writing, document, or record in any grievance, administrative appeal, or legal action without having first obtained the written authorization from the Employer. This particular policy does not apply to matters obtained through formal "discovery" under the Rules of Civil Procedure or an administrative hearing.
- D. Tape Recording Prohibited: No employee may tape record any meeting, conversation, or telephone call unless he or she has received advanced written permission from the Administrator or Municipal legal counsel.
- E. Penalty For Breach of This Policy: Any employee who is discovered to have violated any of the above enumerated policies will be disciplined, up to and possibly including termination. Any former employee who is discovered to have violated this policy by producing unauthorized documents or tape recordings at any grievance, administrative appeal, or civil action against the Employer, will be barred from seeking a remedy of reinstatement and may be subject to civil or criminal penalties.

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SECTION 7 EMPLOYEE CONDUCT

- | | |
|---------------------------|---|
| 7.01 | Ethics of Public Employment |
| 7.02 | Tardiness |
| 7.03 | Absenteeism and Notification of Absence <u>Failure to Report and/or Leaving without notification</u> |
| 7.04 | Sick Leave Abuse |
| 7.05 | Solicitation and Distribution |
| 7.06 | Personal Appearance |
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| 7.08 | Alcohol and Drug Testing Policy for CDL Licensed Personnel |
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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

ETHICS OF PUBLIC EMPLOYMENT

SECTION 7.01

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POLICY

- A. All employees shall maintain the highest ethical and moral standards and perform their duties within the parameters of the laws of the State of Ohio and other rules and regulations that may be set forth by the Employer. Employees should remember that their compensation is paid through taxes and user fees. Therefore, each employee assumes the responsibility to serve the public in an honest, effective, and professional manner. Discourtesy or rudeness to the public will not be tolerated.
- B. No employee shall:
1. Use their position for personal gain or engage in any transaction which may be in conflict with the proper discharge of the employee's official duties.
 2. Use or disclose confidential or proprietary information concerning the property, government, or affairs of the Municipality without proper legal authorization.
 3. Solicit or accept anything of value, whether in the form of service, loan, item, or promise from any person, firm, or corporation interested directly or indirectly in conducting business dealings with the Municipality.
 4. Accept from any person, firm, or corporation doing business with the Municipality any material or service for the private use or benefit of the employee.
 5. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper performance of the employee's official duties, or would tend to impair independent judgment or action in the performance of the employee's official duties.
 6. While an employee, or for one (1) year thereafter, represent another person before a public agency on any matter in which the employee personally participated as an employee through decision, approval, disapproval, etc.
 7. Receive or agree to receive outside compensation for services rendered in a matter before any office or department of the Municipality except as provided in O.R.C. Section 102.04.
 8. Have a personal interest in a contract with the Municipality or use his position or authority to secure approval of a public contract in which the employee, a member of the employee's family, or a business associate has an interest.

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ETHICS OF PUBLIC EMPLOYMENT

SECTION 7.01

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9. Use his position or authority to secure approval of the employment of a member of the employee's family or a business associate or to obtain a pay increase, fringe benefit improvement, or promotion of such individual(s).

PROCEDURE

- A. Any employee who is in doubt as to the application of this policy or other ethics laws or regulations may seek the advice of the Administrator, who may seek the advice of Legal Counsel, who may refer the matter to the Ohio Ethics Commission for a binding advisory opinion.
- B. Employees will be provided with a copy of Ohio's ethics laws, R.C. Section 102, and R.C. Section 2921.42, within fifteen (15) days of hire, and the Employer will require employees to acknowledge receipt in writing.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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TARDINESS

SECTION 7.02

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POLICY

A. Habitual tardiness is inexcusable and will not be tolerated. Tardiness is defined as any time a nonexempt employee reports to work after the employee's scheduled starting time and the employee's lateness is not excused. Employees tardy by ~~eight~~ seven (8 7) minutes or more shall not be paid for the period of time the employee is tardy. Pay will be deducted for this purpose to the whole quarter ($\frac{1}{4}$) of an hour, ~~(i.e., eight (8) to twenty-three (23) minutes = $\frac{1}{4}$ hour deduction; twenty-four (24) minutes to thirty-seven (37) minutes = $\frac{1}{2}$ hour deduction; thirty-eight (38) minutes to fifty-two (52) minutes = 45 minutes, etc.).~~

B. In addition, a tardy employee, who is tardy of ten (10) minutes or more, shall be subject to progressive disciplinary action as follows:

Event

Discipline

2 times tardy in a 12 month period~~Record of Instruction and Cautioning~~ Verbal Reprimand

3 times tardy in a 12 month period.....Written reprimand

4 times tardy in a 12 month periodOne (1) day suspension without pay

5 times tardy in a 12 month periodThree (3) day suspension without pay

6 times tardy in a 12 month periodUp to and including termination

PROCEDURE

A. The Employer will consider the employee's tardiness record over the previous twelve (12) months from the date of the most recent occurrence, providing there has been no intervening discipline, in applying this policy.

B. Record of ~~Instruction and Cautioning~~ Verbal Reprimand generally will be given by an employee's ~~supervisor~~ manager. A Record of ~~Instruction and Cautioning~~ Verbal Reprimand Form shall be given to the employee and a copy placed in the employee's personnel file. Written reprimands will also be issued by the employee's ~~supervisor~~ manager and a Record of Written Reprimand Form shall be given to the employee and a copy placed in the employee's personnel file.

C. Any ~~supervisor~~ manager or department head may recommend suspension or termination of an employee. However, only the Administrator and Mayor possess the authority to suspend or terminate an employee.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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ABSENTEEISM AND NOTIFICATION OF ABSENCE FAILURE TO REPORT AND/OR LEAVING

SECTION 7.03

PAGE 1 OF 2 SECTION 7.03

WITHOUT NOTIFICATION

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POLICY

~~A. Absenteeism increases the workload of other employees and affects the quality of public services delivered. An employee is considered absent for purposes of this section if he/she fails to report to work for an entire workday or leave work prior to the scheduled quitting time, and such absence has not been properly approved in advance, or for which the payment of sick leave, as defined in this code, has been denied. In addition to not being paid for the time absent, employees shall be subject to progressive discipline for accrued unexcused absences as follows unless the employee has also committed an offense subjecting the employee to discipline pursuant to the Grounds for Disciplinary Action and Penalties Section of this code.~~

A. Employees are expected to report for and remain at work as scheduled. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their department head.

Employee who call off must make contact with management or designee each day of their absence unless they have made alternate arrangement. Calling off work in accordance with their procedure will not necessary result in an employee approved leave for their absence. The employee's manager will consider the underlying reason for the absence in order to determine whether to grant approved leave.

Employees will be considered no call/no show for the purpose of this section if they fail to report to work for an entire workday or leave work prior to the schedule quitting time and such absence has not been properly approved.

No call/no show

Discipline

First (1st) occurrence within the last 12 months

Written reprimand

Second (2nd) occurrence within the last 12 months ..

Three (3) day suspension
without pay, fine, or working
suspension

Third (3rd) occurrence within the last 12 months

Five (5) day suspension
without pay or working
suspension

Fourth (4th) occurrence within the last 12 months

Up to and including removal

B. Employees may be excused for absences due to legitimate reasons if proper notification procedures contained in this code are met. The Employer reserves the right to deny approval for employees who demonstrate a pattern of such absences.

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ABSENTEEISM AND NOTIFICATION OF ABSENCE FAILURE TO REPORT AND/OR LEAVING

SECTION 7.03

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WITHOUT NOTIFICATION

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Absences

Discipline

~~One (1) time absent within the last 12 months Written reprimand~~

~~Two (2) times absent within the last 12 months Three (3) day suspension without pay,
fine, or working suspension~~

~~Three (3) times absent within the last 12 months Five (5) day suspension without pay or
working suspension~~

~~Four (4) times absent within the last 12 months Up to and including removal~~

~~B. — Employees may be excused for absences due to legitimate reasons if proper notification procedures contained in this code are met. The Employer reserves the right to deny approval for employees who demonstrate a pattern of such absences.~~

~~C. — Voluntary Resignation: Employees who are absent for three (3) or more consecutive workdays who fail to provide proper notification will be considered to have voluntarily resigned their position.~~

PROCEDURE

~~A. — Notification: Absent employees shall contact their supervisor or a designee by at least one (1) hour before their scheduled starting time each day they are absent to report such absence. Police department employees shall contact their supervisor at least two (2) hours before their scheduled starting time. Upon returning to work, any employee who is absent for more than two (2) days shall report to the employee's department head to explain the reason for the absence and to provide all documentation required to substantiate the absence.~~

~~1. — The Employer will consider only those absences which have occurred over the previous twelve (12) months, providing there has been no intervening discipline from the date of the most recent occurrence when applying this policy for disciplinary purposes.~~

~~a. — Written reprimands generally will be issued by an employee's supervisor and a Record of Written Reprimand Form shall be given to the employee and a copy placed in the employee's personnel file.~~

~~b. — The Administrator maintains the authority to suspend or terminate an employee, except police department employees. The Mayor shall have the authority to suspend police department employees. Suspensions of more than three (3) days, or terminations are to be executed by the Mayor pursuant to~~

**THE MUNICIPALITY OF GROVEPORT, OHIO
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~~ABSENTEEISM AND NOTIFICATION OF ABSENCE~~ FAILURE TO REPORT AND/OR LEAVING

SECTION 7.03

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WITHOUT NOTIFICATION

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~~the Municipal Charter. Authority to suspend, terminate, or otherwise discipline the Administrator, Finance Director, Law Director, Clerk of Council, and Chief of Police shall be governed by the Municipal Charter.~~

- C. Voluntary Resignation Procedure: For employees who remain absent without leave for three (3) or more consecutive workdays, the Employer will attempt to contact the employee at their last known address and notify the employee that failure to return to work will be deemed a voluntary resignation. If the Employer cannot locate the employee or if the employee fails to return to work after notification, the Employer will consider the employee to have voluntarily resigned and will remove the employee from the payroll.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SICK LEAVE ABUSE

SECTION 7.04

PAGE 1 OF 2

POLICY

- A. The purpose of this policy is to establish and outline the discipline and corrective action for the inappropriate use of sick leave. The policy is intended to provide for the equitable treatment of employees without being arbitrary and capricious, while allowing management the ability to exercise its administrative discretion fairly and consistently.
- B. It is the policy of the Employer to grant sick leave to employees when requested in accordance with Section 5.01 of this code. It is also the policy of the Employer to take corrective action for the unauthorized use of sick leave and/or abuse of sick leave. It is further the policy of the Employer that when corrective and/or disciplinary action is taken, it will be applied progressively and consistently.

It is the intent of the Employer that when discipline is applied it shall serve the purpose of correcting the performance of the employee.

C. Definitions:

1. Sick Leave: An absence granted for medical reasons or as otherwise defined in Section 5.01 of this code.
2. Unauthorized Use of Sick Leave:
 - a. failure to notify the ~~supervisor~~manager of an absence;
 - b. failure to complete the standard Leave Request form;
 - c. failure to provide the physician's verification when required;
 - d. fraudulent physician verification.
3. Misuse of Sick Leave: Use of sick leave for that which it was not intended or provided.
4. Pattern of Abuse: Consistent periods of sick leave usage, for example:
 - a. before and/or after holidays;
 - b. before and/or after weekends or regular scheduled days off;
 - c. after pay days;
 - d. any one specific day;
 - e. absence following overtime worked;
 - f. half days;
 - g. continued pattern of maintaining zero or near zero leave balances; or
 - h. excessive absenteeism.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SICK LEAVE ABUSE

SECTION 7.04

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PROCEDURE

- A. Physician's Verification: At a department head's discretion, an employee may be required to provide a statement from a physician who has examined the employee or the member of the employee's immediate family for all future illnesses. However, if the department head or designee finds mitigating or extenuating circumstances surrounding the employee's use of sick leave, the physician's verification need not be required and may be revoked by the department head.

Should a department head or designee find it necessary to require an employee to provide a physician's verification for future illnesses, the order shall be made in writing with a copy provided to the employee and a copy to the employee's personnel file.

Employees who have been required to provide a physician's verification for illnesses will be considered for approval of sick leave only if the physician's verification is provided within three (3) days after the employee returns to work.

- B. Unauthorized Use or Abuse of Sick Leave: When the unauthorized use of or abuse of sick leave by an employee is substantiated, the employee's department head or designee shall begin corrective and progressive discipline, keeping in mind any extenuating or mitigating circumstances.

When progressive discipline reaches the first suspension under this policy, a corrective counseling session will be conducted with the employee. The ~~employee's department head or designee~~ Administrator will explain the serious consequences of continued unauthorized use of or abuse of sick leave.

- C. Pattern Abuse: If an employee abuses sick leave in a pattern as noted in the examples cited, but not limited to those in definitions, the employee's department head or designee may reasonably suspect pattern abuse. If it is suspected, the department head or designee shall notify the employee in writing that a pattern of abuse is suspected. ~~on a Pattern Abuse@ form.~~ The notice will invite the employee to explain, rebut, or refute the pattern of abuse claim. Use of sick leave for valid reasons shall not be considered a pattern of abuse.

An "occasion," for purposes of this section, shall mean an individual utilization.

If a suspected pattern of abuse is due to more than six (6) pre-scheduled medical appointments, the Employer reserves the right to require the employee to submit to a medical examination from a licensed physician selected by the Employer to determine whether the employee is able to perform the essential functions of the employee's position, either with or without a reasonable accommodation.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SOLICITATION AND DISTRIBUTION

SECTION 7.05

PAGE 1 OF 1

POLICY

- A. Generally: This policy is intended to protect the interests of the citizens of the Municipality by ensuring that only official Employer business is transacted in the Employer's work areas during work time.
- B. Non-Employee Solicitation and Distribution: There shall be no solicitation or distribution by non-employees at any time on any Employer property or in any work area. This section does not apply to vendors transacting business with the Employer.
- C. Employee No Solicitation Rule: There shall be no solicitation by employees of other employees or non-employees during work time. Employees may solicit other employees during non-work time in non-work areas provided both employees are on non-work time for nonprofit organizations.
- D. Employee No Distribution Rule: There shall be no distribution by employees during work or non-work time in the work area. Employees may distribute goods and written materials during non-work time in non-work areas only.
- E. Miscellaneous: The terms "distribution," "solicitation," "vendor," "work time," "non-work time," "work areas" and "non-work areas" are defined in the definitions section of this code. This policy shall be clearly posted on the Employer's premises. Any deviations from this policy shall be approved as to content and form by the Municipality's legal counsel.
- F. Employee Compliance: Employee compliance with this policy is required. Employee violations of this policy will result in appropriate disciplinary action.
- G. Employer's Responsibility: The Employer shall determine work time and non-work time, and work areas and non-work areas.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

PERSONAL APPEARANCE

SECTION 7.06

PAGE 1 OF 2

POLICY

It shall be the policy of the Municipality that each employee's dress, grooming, and personal hygiene shall be appropriate to the work situation. Employees are reminded that they are not only representing themselves and the Municipality of Groveport, but they are also representing its residents.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.

Employees are expected at all times to present a professional, businesslike image to customers, prospects, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Municipality of Groveport. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

- A. Casual Dress: At its discretion, the Municipality allows employees, with the exception of police officers (who shall follow Police Department regulations and standard operating procedures), to dress in a more casual fashion than is normally required assuming dress does not impact safety or performance standards. Employees are still expected to present a neat appearance and are not permitted to wear inappropriate clothing. Casual attire should maintain a professional, businesslike image to customers, prospects, and the public.

Employees should take into account their daily schedule and dress appropriately. If an employee is meeting with someone outside of a Municipality facility, they should dress according to their standards. If necessary, the employee should call ahead to determine what their dress code is and dress accordingly.

- B. Basic Standards:

- Clothing should be clean and wrinkle-free.
- Appropriate undergarments shall be worn at all times.
- Hair, including sideburns, moustaches, and beards, should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- Jewelry and other accessories should present a businesslike appearance.
- Body piercing (other than earrings) ~~should not be visible.~~ should be appropriate for the work environment
- ~~Dress shoes, casual shoes or sandals (with or without hose/socks)~~
- Denim shirts, skirts, or dresses
- Khakis, Dockers, casual slacks
- ~~Dress or casual shirts (with collars and crew necks)~~
- Dress attire associated with religious beliefs

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

PERSONAL APPEARANCE

SECTION 7.06

PAGE 2 OF 2

C. Restrictions:

- see-through garments (unless covered by a jacket or sweater)
- clothing that is too tight or too short ~~(in excess of 3" above the knees)~~
- bare shoulders (sleeveless blouses and dresses are permitted provided the majority of the shoulder is covered)
- bare midriffs
- low necklines
- ripped or disheveled clothing
- camouflage
- Jeans (including colored jeans) unless approved by the Administrator
- bib overalls
- athletic clothing or exercise wear ~~(including sweatshirts)~~ except as required by the department
- shorts or skorts
- T-shirts (certain tops in a T-shirt style may be acceptable as long as they present a dressier appearance; for example, for men this would include a collarless shirt worn under a jacket)
- shirts and/or hats with insignia or printing (unless designer apparel or Municipality-related)
- hats (unless part of Municipality-~~required~~-uniform)
- novelty buttons
- similar items of casual attire that do not present a businesslike appearance
- heavily scented colognes, perfumes, and deodorants
- ~~Capris (six or more inches above the ankle), clam diggers, leggings, stirrups or lycra~~

D. Interpretation: Interpretation of dress code standards is the responsibility of the ~~supervisormanagers~~, department heads, Chief of Police, and Administrator. If job duties or medical conditions warrant exceptions to these rules, it shall be at the discretion of the Administrator and/or Chief of Police and shall only be granted in rare situations. Requests for advice and assistance in administering or interpreting this policy should be directed to your ~~supervisormanager~~.

E. All clothing and uniforms issued by the Employer shall only be worn during working hours, when representing the Employer, in travel to and from work, and at such other times as directed by the department head. Uniforms or portions of uniform shall not be worn on days off, after work, or for personal business.

F. Enforcement: Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy will result in disciplinary action.

**THE MUNICIPALITY OF GROVEPORT, OHIO
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PERSONAL APPEARANCE

SECTION 7.06

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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ALCOHOL AND DRUG FOR <u>ABUSE AND</u> TESTING POLICY FOR <u>NON- CDL AND CDL</u> LICENSED PERSONNEL	SECTION 7.078 PAGE 1 OF 1
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See attached Appendix – Drug-Free (Substance-Free) Workplace Program

**THE MUNICIPALITY OF GROVEPORT, OHIO
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GAMBLING

SECTION 7.~~0908~~

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POLICY

- A. The Employer does not permit the organizing and/or running of games of chance for the individual profit of the organizer (gambling) by employees during workdays or on Employer property. For purposes of this policy, the workday includes regular working hours, lunch periods, clean-up time and other breaks. Violation of this policy will be cause for disciplinary action.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

GARNISHMENTS

SECTION 7.1009

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POLICY

- A. A court ordered legal claim against the wages of an employee by a creditor for nonpayment of a debt, served by legal authority, is a garnishment and shall be recognized and executed by the Employer. Repeated garnishments on the wages of an employee may result in disciplinary action.
- B. No employee will be disciplined for garnishments where the employee has demonstrated a willingness and effort to resolve the employee's financial problems.

PROCEDURE

~~A. Upon receipt of a garnishment for an employee, the following procedure of notification will apply:~~

- ~~1. The Finance Department will notify the Administrator of the garnishment order and whether the employee has had any previous garnishment(s) of wages;~~
- ~~2. The Administrator will schedule a conference with the employee and the Finance Department to discuss the garnishment.~~

~~B. The following procedure will apply for the first garnishment received for an employee.~~

~~B. The following procedure will apply for the first garnishment received for an employee:~~

- 1. The employee will be informed by the ~~Administrator~~ Finance Director of the consequences of further garnishments; and
- ~~2. The employee will be counseled or referred to an appropriate agency by the Administrator in order to assist the employee in working out the employee's financial difficulties.~~

~~B.~~ For second or subsequent garnishments received for an employee:

- ~~1.~~ 1. A meeting will be arranged between the employee and the Administrator to discuss the continuing problem; and
- ~~2.~~ The employee will be referred to an appropriate agency by the Administrator in order to assist the employee in working out the employee's financial difficulties



- ~~3.~~ 2. Depending on the circumstances, the employee may be subject to disciplinary action.

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GARNISHMENTS

SECTION 7.~~1009~~

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~~DC.~~ Repeated garnishments may be cause for further disciplinary action.

1. ~~1.~~ Employees will not be disciplined for garnishments if they have demonstrated a willingness and effort to resolve their financial problems.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**USE OF EMPLOYER INFORMATION
AND COMPUTERS**

**SECTION 7.1110
PAGE 1 OF 3**

POLICY

The use of this policy is to establish controls on the use of Municipality-provided information technology (IT) resources to ensure they are appropriately used for the purposes for which they were acquired.

This policy shall be applicable to all Municipality employees (full-time, part-time, seasonal, temporary) as well as volunteers and independent contractors who are provided access to the Municipality's technology systems.

- A. IT resources include, but are not limited to equipment such as desktop and notebook computers, mobile data terminals (MDTs), servers, networking equipment, telephone equipment and voicemail, cell phones, printers, digital copiers, facsimile machines, digital audio and video recorders, software, e-mail, instant messaging and Internet services, as well as supplies such as paper, toner, and ink. Great care is required to prevent the misappropriation of Municipality-owned IT resources.
- B. The Municipality's IT resources are the property of the Municipality and, therefore, Municipality management reserves the right to monitor and review all usage of the system. This policy serves as notice to Municipality employees that they shall have no reasonable expectation of privacy in conjunction with their use of Municipality-provided IT resources. Contents of Municipality IT resources may be subject to review, investigation, and public disclosure. Access and use of the Internet, including communication by e-mail and instant messaging and the content thereof, are not confidential, except in certain limited circumstances recognized by state and federal law. The Municipality reserves the right to view any files and electronic activities, and report findings to appropriate ~~supervisor~~managers and authorities.
- C. Employees shall not load any software or use other similar technology to prevent the Municipality to access, inspect, and monitor its IT resources.
- D. Concealing or misrepresenting one's name or affiliation to mask unauthorized, fraudulent, irresponsible, or offensive behavior in electronic communications is strictly prohibited.
- E. Accessing networks, files, or systems or an account of another person without proper authorization is strictly prohibited.
- F. Employees are responsible for ensuring that they save their files to the network so that the regular scheduled network backup can backup their files. Copying data to a floppy disk or mass storage device including, but not limited to, Compact Disk (CD), Digital Versatile Disk (DVD), external hard drive, jump/thumb/USB drive will be limited to the need for transferring files for a specific, time-defined need.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

**USE OF EMPLOYER INFORMATION
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SECTION 7.4110

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- G. E-mail: The Municipality provides e-mail for employees to conduct Municipality business. Communication by e-mail is encouraged when it results in the most efficient and/or effective means of communication. The sender of e-mail messages must retain the primary responsibility for seeing that the intended recipient receives the communication. Any suspected misuses of the Municipality's e-mail system should be reported to the Administrator.

Electronic mail, both internal and external (Internet), may be a public record subject to disclosure in the same way that messages or similar substance contained in or upon media are defined as public records pursuant to applicable law. Therefore, employees should exercise great care regarding the appropriate content and deletion of their e-mail transmissions.

- H. Internet: Employees who are eighteen (18) years of age or older shall be permitted access to the Internet as needed for the performance of their job duties. Employees younger than eighteen (18) years of age shall have access to the Internet in the performance of their job duties at the discretion of their department head, ~~and only with the written permission of their parent or guardian.~~

- I. Personal Use: Limited personal use of the Municipality's IT resources by Municipality employees is permissible provided that such use is appropriate and does not, in the opinion of the Municipality or the employee's ~~supervisor~~manager, interfere with the employee's job performance.

- J. Prohibited Use of IT Resources:

1. Violation of Law: Violating or supporting and encouraging the violation of local, state, or federal law is strictly prohibited.
2. Illegal Copying: Downloading, duplicating, disseminating, printing, or otherwise using copyrighted materials, such as software, texts, music, and graphics, in violation of copyright laws is strictly prohibited.
3. Operating a Business: Operating a business, directly or indirectly, for personal gain is strictly prohibited.
4. Accessing Personal Services: Accessing or participating in any type of personal ads or services, such as or similar to dating services, matchmaking services, companion finding services, pen pal services, escort services, or personal ads is strictly prohibited.
5. Harassment: Downloading, displaying, transmitting, duplicating, storing, or printing material that is offensive, obscene, threatening, or harassing is strictly prohibited.

**THE MUNICIPALITY OF GROVEPORT, OHIO
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**USE OF EMPLOYER INFORMATION
AND COMPUTERS**

**SECTION 7.~~410~~
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6. Gambling or Wagering: Organizing, wagering on, participating in, or observing any type of gambling event or activity is strictly prohibited.
7. Mass E-mailing: Sending unsolicited e-mails or facsimiles in bulk or forwarding electronic chain letters in bulk to recipients inside or outside the organization is strictly prohibited.
8. Solicitation: Except for Municipality-approved efforts, soliciting for money or support on behalf of charities, religious entities, or political causes is strictly prohibited.
9. Participation in Online Communities: Any use of Municipality-owned IT resources to operate, participate in, or contribute to an online community, including, but not limited to, online forums, chat rooms, listservs, blogs, wikis, peer-to-peer file sharing or social networks, is strictly prohibited unless approved by the Administrator.
10. Unauthorized Installation or Use of Software: Installing or using software, including, but not limited to, instant messaging clients and peer-to-peer file sharing software, or personally-owned software, without proper approval is strictly prohibited. Installation and use of unlicensed software is strictly prohibited. The Municipality may reconfigure systems and delete any unauthorized software and data that may be discovered.
11. Unauthorized Installation or Use of Hardware: Installing, attaching, or physically or wirelessly connecting any kind of hardware device to any Municipality-provided IT resource, including computers and network services, without prior authorization of the Administrator is prohibited.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

WORKPLACE VIOLENCE

SECTION 7.1211

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POLICY

- A. The safety and security of employees, clients, contractors, and the general public are of vital importance to the Municipality. Therefore, threats, threatening behavior, or acts of violence made by an employee or anyone else against another person's life, health, well-being, family, or property will not be tolerated. Employees found guilty of violence will be subject to disciplinary action up to and including termination of employment.
- B. The purpose of this policy is to provide guidance to employees of the Municipality should they encounter a situation that they believe is or could result in an act of violence.
- C. The word "violence" in this policy shall mean an act or behavior that:
 - 1. is physically assaultive;
 - 2. a reasonable person would perceive as obsessive (e.g., intensely focused on a grudge, grievance, or romantic interest in another person and likely to result in harm or threats of harm to persons or property);
 - 3. consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of another;
 - 4. would be interpreted by a reasonable person as carrying a potential for physical harm to the person;
 - 5. a reasonable person would perceive as intimidating or menacing;
 - 6. involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
 - 7. consists of a communicated or reasonably perceived threat to destroy property.
- D. The Employer prohibits the following:
 - 1. Any act or threat of violence by an employee against another person's life, health, well-being, or property.
 - 2. Any act or threat of violence, including, but not limited to: intimidation, harassment, or coercion.
 - 3. Any act or threat of violence which endangers the safety of employees, clients, contractors, or the general public.

**THE MUNICIPALITY OF GROVEPORT, OHIO
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WORKPLACE VIOLENCE

SECTION 7.1211

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4. Any act or threat of violence made directly or indirectly by words, gestures, or symbols.
 5. Use or possession of a weapon on the Employer's premises, on a Municipality controlled site, or an area that is associated with Municipal employment except as required in the line of duty (i.e., law enforcement) and/or permitted by Ohio Law or Ordinance.
- E. The most common situations where workplace violence is likely to occur are as follows:
1. Dealing with the Public: Violent situations could occur in employee contact with the public. While the Employer has a strong commitment to client service, we do not intend for employees to be subjected to verbal or physical abuse by the client.
 2. On-the-Job: Situations could occur where relationships between employees, or between an employee and a ~~supervisor~~manager, result in strong negative feelings by the individuals involved.
 3. Off-the-Job: An employee could become involved in a personal non-criminal dispute with a co-worker, family member, or neighbor during the employee's non-working hours. The Employer prohibits any act of violence by an employee towards any other employee while off duty. If the situation escalates, individuals sometimes secure restraining orders from the courts. If an employee requests such a restraining order, the employee should include the work location as well as the employee's place of residence in the order.
- F. The possession or use of dangerous weapons is prohibited on Employer property, in Employer vehicles, or in any personal vehicle which is used for Employer business or is parked on Employer property, except as hereinafter provided.
1. A dangerous weapon is defined as:
 - a. a loaded or unloaded firearm; or
 - b. a weapon, device, electronic stun weapon, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 2. Exceptions: Individuals may possess a firearm on Employer property if the individual is employed in the capacity of a law enforcement officer and is engaged in law enforcement activities. Employees who possess a valid permit to carry a firearm, if a firearm is brought on Employer property, must keep the firearm ~~unloaded and~~ in the employee's personal vehicle, which shall be locked.

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

WORKPLACE VIOLENCE

SECTION 7.1211

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PROCEDURE

- A. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on the Employer's property shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation. The Employer will initiate an appropriate response. This response may include, but is not limited to: suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person(s) involved.
- B. It is a requirement that all employees report, in accordance with this policy, any behavior that compromises the Employer's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on a Municipality-controlled site, or is associated with Municipal employment.
- C. All incidences of suspected or potential violence should be reported to the employee's immediate ~~supervisor~~manager or the department head. Do not take the position that the incident is too minor to report or that it does not appear to be a "real problem." Do not wait until it is too late to be proactive.
- D. ~~Supervisor~~Manager Responsibilities: ~~Supervisor~~Managers and department heads are responsible for assessing situations, making decisions on the appropriate response, and responding to reports of or knowledge of violent activities that have occurred in the workplace or that involve an employee of the Employer.
- E. When any actual, potential, or suspected incident of violence is brought to the attention of a ~~supervisor~~manager or the department head, the department head or designee shall evaluate the severity of the situation immediately and have the individual reporting the incident fill out a Workplace Violence Incident Report Form. If it is concluded that an actual act of violence has occurred or if there is a likelihood that violence could result, the department head or designee shall:
1. Discuss the situation with the employee(s) and attempt to find out what caused the situation.
 2. Determine what action is to be taken to prevent the situation from occurring again. Such actions may include but not be limited to:
 - a. assigning a different employee to the area or job;

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WORKPLACE VIOLENCE

SECTION 7.1211

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- b. talking with the disgruntled client or employee(s);
 - c. discussing the incident and offering suggestions for appropriate actions;
 - d. referring the affected employee(s) to professional help or counseling;
 - e. disciplining the employee(s), up to and including termination of employment.
- F. All employees who apply for, obtain, or are the subject of a restraining order which lists department locations as being protected areas, must provide to their department head a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. The department head shall forward a copy of the protective order to the Administrator, Chief of Police and the Law Director.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
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NO SMOKING

SECTION 7.1312

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Smoking, vaping and the use of smokeless tobacco shall be prohibited in all Municipal-owned property and vehicles, with the exception of designated smoking areas as established by state law.

PROCEDURE

- A. Any employee violating this policy shall be given a ~~Record of Instruction and Cautioning~~ Verbal Reprimand upon the first infraction. Further violations shall be subject to further disciplinary proceedings.

Original Adoption Date: May 11, 2011 Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

INCLEMENT WEATHER

SECTION 7.1413

PAGE 1 OF 2

- A. If a weather emergency is declared in Franklin County, the ~~Mayor~~ City Administrator, with approval by the Mayor, will make a decision regarding closing the office. A weather emergency is where the county or city restricts travel except for emergency vehicles. In such an emergency, when the office is closed, non-essential employees normally scheduled to work will not be required to report to work ~~and will not receive pay for the employee's normal day. Employees may make up the lost hours within the same workweek or use other available leave time not including sick leave, and will receive pay for the employee's normal scheduled work day.~~

Statewide, there are three (3) snow emergency levels that the county Sheriff can declare.

1. Level I Snow Emergency – County and township roads are hazardous with blowing and drifting snow. Roads are also icy and drivers should use caution.
2. Level II Snow Emergency – County and township roads are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the county and township roads. Listen to radio stations and/or contact employers to see if you should report to work.
3. Level III Snow Emergency – All county and township roads are closed to non-emergency personnel. No one should be out unless it is absolutely necessary to travel. All employees should listen to radio stations and/or contact employers to see if they should report to work. Those traveling on county and township roads may subject themselves to arrest.

Those living in another county where there is no snow emergency issued within Franklin County but issued within their county, must use other appropriate leave or flex their work schedule within the same work week to make up lost hours.

The above snow emergency levels declared by a sheriff should not be confused with a “State of Emergency” which may be issued by elected officials of the affected jurisdiction (mayor, county commissioners, township trustees, etc.). A State of Emergency is generally not issued unless local resources are not adequate to handle the emergency or disaster and state assistance is needed. The office will automatically be closed to the public during a declared Level III Snow Emergency or when a State of Emergency is declared in Franklin County.

- B. During a countywide emergency, employees shall comply with the following:

1. Employees and the general public may be advised not to leave the premises because of severe weather or other emergency conditions continuing after regular working hours. Remaining on the premises after hours will not entitle employees to overtime compensation or compensatory time unless they remain at work because they are required by department head direction to assist during the emergency situation.

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INCLEMENT WEATHER

SECTION 7.1413

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2. An employee on sick leave or vacation status at a time of emergency closing will not be affected and will have his/her sick leave or vacation account charged accordingly.
 3. Part-time employees who are scheduled to work will be treated in the same manner as full-time employees for purposes of this section. (Hours paid will not exceed the employee's scheduled number of work hours.)
 4. Employees of the Police Department are considered essential employees under this section. Other employees may be designated as essential, as determined by the Administrator.
- C. Employees who are not able to report to work due to weather conditions when no weather emergency has been declared may, at their ~~supervisor~~manager's direction, make up the lost hours within the same workweek or use other available leave time not including sick leave.
- D. Notwithstanding the provisions above, the Employer retains the right to close Agency offices, or to remain open during periods of inclement weather or other emergency conditions, at his/her discretion and based upon operational needs and work load requirements. Employees required to work during emergency conditions shall not be entitled to any additional compensation.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SAFETY RULES

SECTION 7.1514

PAGE 1 OF 1

- A. All employees are required to wear proper safety equipment.
1. Proper Eye Equipment must be worn when operating specified equipment or in designated work areas.
 2. Hard Hats must be worn when working in areas where there is a danger of falling objects. ~~or vehicular traffic.~~
 3. Proper Footwear must be worn in order to provide the greatest amount of protection.
 4. Any other prescribed protective equipment shall be worn when required by any Department or Division.
- B. All Municipality employees are required to maintain their respective work areas and all Municipality properties in a clean, neat, and orderly fashion to prevent fire and accidents.
- C. All employees are required to use the proper tools to safely perform jobs. All defective and improperly operating tools must be reported to the appropriate ~~supervisor~~manager as soon as possible.
- D. All employees shall dress in clothing appropriate to their jobs.
1. Clothing should provide the employee with maximum protection from chemicals, sun, or other hazards.
 2. Hair should be kept in a restrained fashion when working around moving machinery. ~~Loose Jewelry~~ jewelry should be removed when operating moving equipment.
- E. All employees are required to comply with the safety rules of their respective Divisions. The safety rules of the State of Ohio Industrial Commission and Federal standards will prevail.
- F. Employees are required to operate Municipality vehicles in a safe and courteous manner and in accordance with all the motor vehicle laws of the state of Ohio and Municipality. Snow plows used during snow removal shall be driven at a speed of 20 mph or less.
- G. All injuries which arise in the course of employment must be reported in writing to the ~~supervisor~~manager on an incident report.
- H. If a question arises concerning personal safety on a particular job, the employee shall consult his immediate ~~supervisor~~manager.

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**THE MUNICIPALITY OF GROVEPORT, OHIO
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SOCIAL ~~NETWORKING~~ MEDIA POLICY

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- A. ~~Purpose:~~ The purpose behind this policy is to make an employee aware of his or her privacy rights and prohibited conduct with respect to an employee's actions and its impact on the Employer. Moreover, this policy is intended to ensure efficient use of employee time and to minimize any distraction from an employee's assigned tasks and duties. It will also allow the Employer to ensure that the Employer's rules are followed and all employees are treated fair and consistent.
- B. ~~Scope:~~ All employees will be subject to and held accountable for any conduct outlined in this Social Networking Policy. This policy works in conjunction with other related personnel policies and procedures.
- C. ~~Consent:~~ An employee's use of such technology constitutes consent to being monitored by the Employer.
- D. ~~Social Networking refers to the use of websites such as, but not limited to: Facebook, Myspace, Twitter, LinkedIn. For purposes of this policy, Blogs and other internet forums of communication will be referenced. Nothing in this policy is meant to prohibit access of a work-related website.~~
- E. Policy:
1. ~~On Duty Conduct:~~ While at work, an employee may only access social networking websites, Blogs and/or other internet forums of communication if it does not interfere with work. This includes access from a personal cellular device (e.g., Blackberry device, Smartphone, iPhone, etc.) during an employee's hours of work. Employees found to have violated this policy may be subject to discipline up to and including termination.
 2. ~~Off Duty Conduct:~~ An employee enjoys no expectation of privacy to information posted into cyberspace even while off duty. This includes anything posted to a social networking website, Blog, or other similar internet forum of communication. Although information may be posted to a "private" webpage, the employee should be aware this information can still be accessed by the public and other sources in a number of ways. Because of this, an employee needs to use "common-sense" when posting comments, photos, opinions, or any other information related to his or her employment. By no means is this policy meant to infringe upon an individual's First Amendment rights. However, anything that reflects negatively on the Employer, or their mission may be used as grounds for discipline up to and including termination. It should be recognized that the Employer shall not interfere with an employee's rights under R.C. 4117.
 - a. ~~Posting one's photograph while wearing the Employer's uniform (or other similar attire, which could be misidentified as the official uniform);~~

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SOCIAL ~~NETWORKING~~ MEDIA POLICY

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- ~~b. Posting pictures, videos, or comments that are insubordinate with respect to the employee's employment;~~
- ~~c. Posting pictures, videos, or comments that constitute or could be construed as unlawful behavior;~~
- ~~d. Knowingly or recklessly posting false information about the Employer, supervisors, coworkers, public officials, or those who have a relationship with the Employer. This also includes disparagement of a fictitious character or computer-generated likeness that resembles the above.~~
- ~~e. Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of a supervisor.~~
- ~~f. Posting pictures, videos, or comments that are sexual, violent, offensive, harassing, or pornographic in nature along with any reference to the Employer or individual's employment.~~
- ~~F. Employees shall not imply they are speaking on behalf of the Employer and shall include a disclaimer when speaking on certain matters affecting the Employer or the employee's employment.~~
- ~~G. Confidential Information: An employee shall not disclose any work-related confidential or proprietary information on any social networking website, Blog, or other internet forum of communication. This can include information that may eventually be obtained through a valid public record's request.~~
- ~~H. Employees found to have violated any part of this policy may be subject to discipline up to and including termination.~~
- ~~I. Any deviation from the above policy shall be approved by the Employer.~~
- ~~J.F. Any questions regarding the policy should be directed to his or her immediate supervisor.~~
- A. Purpose: The purpose of this policy is to make an employee aware of his/her privacy rights and prohibited conduct with respect to an employee's actions and its impact on the Employer. Moreover, this policy recognizes the growing interest and need for public communication to benefit transparency and accountability in government, which can be made possible by using social media outlets to create an open dialogue between the public and the municipality.

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B. Scope: All employees will be subject to and held accountable for any conduct outlined in this Social Media Policy. This policy works in conjunction with other related personnel policies and procedures.

C. Consent: An employee's use of such technology constitutes consent to being monitored by the Employer.

Social Media refers to the use of websites such as, but not limited to, Facebook, Instagram, Twitter, LinkedIn, You Tube, etc. For purposes of this policy, blogs, chat rooms and other internet forums of communication will be referenced. Nothing in this policy is meant to prohibit access of a work-related website.

POLICY:

Personal Use: While the municipality supports the free exchange of information, the use of internet blogs, chat room discussions, email, text messages or other forms of electronic communication that reveal confidential information about the municipality or its employees, or results in posting inappropriate material about the municipality or its employees may result in disciplinary action.

The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments, pictures, videos or displays about coworker, management or the municipality that are vulgar, obscene, threatening, intimidating, illegal, pornographic, harassing, or a violation of the municipality's workplace policies against discrimination, harassment or hostility on account of an individual's age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law.
2. Statements or uses of the municipality's logo which are slanderous or detrimental.
3. Unprofessional communication which, if left unattended, could potentially result in a civil or criminal case of action against the municipality. Unprofessional communication also includes that which the municipality could demonstrate has a substantial risk of negatively affecting the municipality's reputation, mission or operations, such as slander, defamation or other legal cause of action.
4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the municipality's ability to maintain an efficient workplace.

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SOCIAL ~~NETWORKING~~ MEDIA POLICY

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6. Posting one's photograph while wearing the municipality's uniform (or other similar attire, which could be misidentified as the official uniform) without prior approval.
7. Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of the manager.
8. Employees shall not imply that they are speaking on behalf of the Employer and shall include a disclaimer when speaking on certain matters

PROCEDURES:

Any users of the Municipality's social media sites shall be approved as an administrator by their Department Head. Users are required to follow all of the above restrictions when administering any municipal site.

Social media sites may be monitored at the Department Head or Administrator's discretion. Any deviation from the above policy shall be approved by the Employer. Any questions regarding the policy should be directed to his/her immediate manager.

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

Original Adoption Date: May 11, 2011 Revision Date: _____

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SECTION 8 EMPLOYEE DISCIPLINE, APPEALS, AND GRIEVANCES

- | | | |
|--|------|--|
| | 8.01 | Progressive Discipline |
| | 8.02 | Guidelines For <u>for</u> Disciplinary Action and Penalties |
| | 8.03 | Conviction of a Felony |
| | 8.04 | Complaint/Appeals |

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PROGRESSIVE DISCIPLINE

SECTION 8.01

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POLICY

- A. The Employer has adopted this discipline policy as a guide for uniformly administering discipline. However, this policy shall not be interpreted as a delegation of, or a limitation upon, the Employer's statutory rights and/or obligations set forth in the O.R.C. (See R.C. 124.34).
- B. This policy provides discipline guidelines for specific offenses. The specific examples of offenses listed in any grouping are not totally inclusive and serve only as a non-binding guide.
- C. The guidelines provided in this policy do not preclude the application of a more or less severe penalty for any infraction when specific circumstances warrant such deviation. Nothing in this policy shall be construed to limit the City's discretion to impose a higher level of discipline under appropriate circumstances.
- D. Disciplinary actions of Verbal Reprimands and Written Reprimands will not be considered for progressive disciplinary purposes after twelve (12) months, provided there has not been a subsequent disciplinary action taken during the twelve (12) month period. Other disciplinary actions will not be considered for progressive disciplinary purposes after twenty-four (24) months, provided there has not been a subsequent disciplinary action taken during the twenty-four (24) month period. Disciplinary actions for immoral or illegal conduct may be considered during the entire period of the employee's employment with the Employer.
- E. The Administrator maintains the authority to suspend or terminate an employee, except police department employees.
- The Mayor shall have the authority to suspend police department employees. Suspensions of more than three (3) days, or terminations are to be executed by the Mayor pursuant to the Municipal Charter. Authority to suspend, terminate, or otherwise discipline the Administrator, Finance Director, Law Director, Clerk of Council, and Chief of Police shall be governed by the Municipal Charter.
- ~~EF.~~ All records of discipline shall be maintained in the employee's personnel file.

PROCEDURE

- A. Managers may issue Verbal and Written Reprimands. Forms for issuing and recording disciplinary actions are contained in Section 9 of this code. The forms shall be completed and signed by the manager responsible for administering discipline, delivered to the employee, signed by the employee (if applicable), and placed in the employee's personnel file.

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- B. The Administrator has authority to suspend or remove or otherwise discipline all Municipal employees and appointed administrative officers, except those within the Departments of Police and Law, the Mayor's Office and the Council and as otherwise provided for by and under its Charter, subject to the provisions of the Charter pertaining to the Municipality's merit system.
- C. The Mayor may remove, suspend, or otherwise discipline members of the Police Department, subject to the provisions of the Charter and the Municipality's merit system.

Original Adoption Date: April 25, 2011 Revision Date: _____

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**GUIDELINES FOR DISCIPLINARY
ACTION AND PENALTIES**

**SECTION 8.02
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- A. All unclassified employees of the Municipality shall serve at the will of the Employer. However, to provide for professional and consistent delivery of services, the Employer has adopted the following principles to administer discipline of all employees.
- B. The offenses set forth in Groups I, II, III below are examples of the misconduct and guidelines for determining the appropriate level of discipline for any employee. The examples of specific offenses are not all inclusive and the examples of disciplinary actions are a general guideline only.
- C. In general, Group I offenses may be defined as those infractions which are of a relatively minor nature and which cause only a minimal disruption to productivity, efficiency, and/or morale. Group I Offenses, if left undisciplined by proper authority, will usually cause only a temporary impact against the organization unless such acts are compounded over time.
- D. Group II offenses may be defined as infractions which are more serious in nature than Group I offenses and which, in turn, cause a more serious, longer lasting disruption to the organization in terms of decreased organizational productivity, efficiency, and/or morale. Group II offenses, if left undisciplined, can cause serious, longer lasting impact upon the organization than Group I offenses.
- E. Group III offenses may be defined as infractions which are very serious or possibly criminal in nature and/or which cause critical disruptions to the organization in terms of decreased productivity, efficiency, and/or morale. Group III offenses, if left undisciplined, may have a long lasting and serious adverse impact on the organization.
- F. The following groups of offenses and guidelines for discipline are examples only and shall not be binding on the Employer:

GROUP I OFFENSES

FIRST OFFENSE..... (Verbal Warning)	Verbal Instruction and Cautioning <u>Reprimand</u>
SECOND OFFENSE.....	Written Reprimand
THIRD OFFENSE.....	A working suspension of one (1) to three (3) days; or a one (1) to three (3) day suspension without pay
FOURTH OFFENSE.....	Ten (10) day suspension without pay
FIFTH OFFENSE.....	Up to and including removal from Municipal employment

Following are examples of Group I Offenses:

1. Failure to properly and completely sign/clock in or sign/clock out.

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- ~~2.~~ ~~Failure to properly "report off" work for any absence or failure to timely notify the proper party of absence.~~
- ~~32.~~ Creating or contributing to unsanitary or unsafe conditions or poor housekeeping.
- ~~43.~~ Unintentional failure to observe official safety rules.
- ~~54.~~ Inattention to the needs of the public.
- ~~65.~~ Distracting the attention of others, unnecessary shouting, use of profane or other inappropriate language, or otherwise causing disruptions on the job.
- ~~76.~~ Malicious mischief, horseplay, wrestling or other potentially harmful conduct.
- ~~87.~~ Interfering with the work performance of subordinates or other employees.
- ~~98.~~ Failure to cooperate with other employees.
- ~~109.~~ Neglect of, or careless failure to observe, Employer rules, regulations, policies and procedures.
- ~~110.~~ Excessive garnishments.
- ~~1211.~~ Use or possession of another employee's working equipment or property without approval.
- ~~1312.~~ Unauthorized use of the Employer's telephone for other than business purposes.
- ~~1413.~~ Obligating the Employer for any minor expense, service, or performance without prior authorization.
- ~~1514.~~ Neglect of, or careless failure to care for, Employer property or equipment.
- ~~1615.~~ Disregarding job duties by neglect of work (e.g., reading for pleasure, playing cards, viewing T.V., etc.) during work hours.
- ~~1716.~~ Inefficiency (e.g., lack of application or effort on the job, unsatisfactory performance, failure to maintain required performance standards, etc.).
- ~~1817.~~ Neglect of, or careless failure to, prepare required reports or documents.
- ~~1918.~~ Failure of a manager to administer discipline as provided herein or to otherwise enforce the rules, regulations, policies and procedures of the Employer.

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~~2019.~~ Violation of any policy or work rule.

20. Engaging in conduct on or off duty which reflects negatively upon the City of Groveport.

GROUP II OFFENSES

FIRST OFFENSE	Instruction and a working suspension of one (1) to three (3) days; or a one (1) to three (3) day suspension without pay
SECOND OFFENSE	Five (5) to ten (10) day working suspension or suspension without pay
THIRD OFFENSE	Up to and including removal from Municipal employment

Following are examples of Group II Offenses:

1. Sleeping during work hours.
2. Reporting to work or working while unfit for duty.
3. Failure to report for overtime work, without proper excuse, after being scheduled to work in accordance with overtime policy.
4. Willful refusal to sign/clock in or sign/clock out when required.
5. Performing private work on Employer time.
6. Neglect or careless failure to observe official safety rules, or common safety practices.
7. Failure to report an accident.
8. Discourteous treatment of the public.
9. Threatening, intimidating, or coercing subordinates or other employees.
10. Use of abusive or offensive language toward subordinates or other employees, ~~Village~~City officials, or the general public.
11. The making or publishing of false, vicious, or malicious statements concerning other employees, the Employer, Municipal operations, or the public.

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12. Solicitation or distribution on Employer property in violation of the solicitation and distribution policy.
13. Willful disregard of the Employer's rules, regulations, policies and procedures.
14. Negligent failure to obey a reasonable order of a manager or failure to carry out work assignments, including verbal instructions.
15. Intentional neglect or misuse of Employer property or equipment.
16. Obliging the Employer for a major expense, service, or performance without prior authorization.
17. Unauthorized use of Employer property or equipment, including the unauthorized reproduction of this code or making copies of materials for personal use.
18. Failure to report equipment or property damage.
19. A traffic violation or accident while driving an Employer vehicle which evidences recklessness by the employee.
20. Refusing to provide testimony in court, during a public hearing or any other official hearing, investigation, or proceeding involving the Employer.
21. Refusing to provide testimony or information concerning any investigation being conducted by the Employer.
22. Possession or storage of alcoholic beverages on the Employer's premises.
23. Unauthorized presence on the Employer's property.
24. Habitual neglect of timely completion of required reports or documents.
25. Willful failure to timely complete required reports and documents.
26. Violation of any policy or work rule.
27. Engaging in conduct on or off duty which reflects negatively upon the City of Groveport.

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GROUP III OFFENSES

FIRST OFFENSE Up to and including removal from Municipal employment

Following are examples of Group III Offenses:

1. Instigating, leading or participating in any walkout, strike, sit-down, stand-in, sympathy strike, call-in, slow-down, refusal to return to work at the scheduled time for a scheduled shift, or other concerted curtailment, restriction, or interference with work in or about the Employer's premises.
2. Refusal, without legitimate reason, to work during emergency situations or conditions.
3. Signing or altering other employees' time records; altering one's own time records or having one's time records signed or altered by another, without authorization.
4. Knowingly concealing a communicable disease (e.g., T.B., etc.) which may endanger others.
5. Carrying or possessing firearms, explosives, or weapons on Employer property at any time.
6. Willfully withholding information which threatens the safety and security of the Employer, its operations, or employees.
7. Willfully demeaning, verbally abusing, and/or humiliating another person.
8. Committing an act of discrimination, sexual harassment, or engaging in conduct giving insult or offense on the basis of race, color, sex, age, religion, national origin, or disability.
9. Fighting with, or attempting to injure, other employees.
10. Insubordination by refusing to perform assigned work or to comply with the written or verbal instructions of a manager.
11. Providing false testimony, statements, or information in any official Employer, court, or administrative investigation, hearing, or proceeding.
12. Providing false information, making a false statement, committing a fraudulent act, or withholding pertinent information in the employment application process.

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13. Violating the Employer's gambling policy as contained in this code.
14. Stealing or similar conduct, including destroying, damaging, concealing, or converting any property of the Employer or of other employees.
15. Dishonesty or dishonest action. Examples of "dishonesty" or "dishonest actions" are: theft, pilfering, making false statements to secure an excused absence or justify an absence or tardiness. These are examples only and do not limit the terms dishonesty and dishonest action.
16. Wanton or willful neglect in the performance of assigned duties.
17. The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of alcohol or a controlled substance which takes place in whole or in part in the workplace and/or a violation of the reporting requirements of the Employer's Drug Free Workplace Policy.
18. Driving a motor vehicle while on duty or on Employer business without a valid, applicable operator's license.
19. Failure to obtain, maintain, and/or report the loss of required licenses, certifications, or other qualifications of an employee's position.
20. Conviction of any violation of law which may adversely affect the public's trust in the employee's ability to perform the duties of the employee's position.
21. Intentional misuse of Municipal or other public funds.
22. Willful neglect or intentional misuse, abuse, or destruction of the property, equipment, or tools of the Employer or another employee.
23. Soliciting or accepting a gift, gratuity, bribe, or reward for the private use of the employee, or otherwise using one's position, identification, name, photograph, or title for personal gain, or otherwise violating the Employer's Code of Conduct or Ohio's ethics laws for public employees.
24. Engaging in off-duty employment activities which the Employer has determined to be an interest or time conflict.
25. Making false claims or misrepresentations in an attempt to obtain any benefit (i.e., falsification or altering a physician's statement when requesting sick leave.)

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26. Misuse or removal of documents or information of a confidential nature or revealing such information without prior and appropriate authorization.
27. Misuse, removal, or destruction of Employer records without prior authorization.
28. Failure to maintain insurability under the Municipality's vehicle insurance policy.
29. Violation of any policy or work rule.
30. Engaging in conduct on or off duty which reflects negatively upon the City of Groveport.

PROCEDURE

- A. Multiple minor infractions will normally be dealt with by following the progressive discipline procedure set forth below:
 1. Multiple offenses which are unrelated should be progressively disciplined in the groups in which the offenses are outlined in these guidelines; and
 2. Multiple offenses which are related should be progressively disciplined regardless of the groups in which the offenses are outlined in these guidelines and regardless of the order in which the offenses occurred;
 3. Multiple offenses which are closely related in time, even if unrelated or in different groups hereunder, may be combined to result in discipline which exceeds the normal severity for separate offenses.

PREDISCIPLINARY MEETING

- A. Prior to the imposition of a suspension or termination of an employee identified in Section 8.01, Procedures, division (B) or as otherwise prescribed by Charter, the Administrator will notify the employee concerning the allegations of misconduct and meet with the employee to provide an opportunity for the employee to respond to said allegations.
- B. Prior to the imposition of a suspension or termination of an employee identified in Section 8.01, Procedures, division (C) or as otherwise prescribed by Charter, the Mayor will notify the employee concerning the allegations of misconduct and meet with the employee to provide an opportunity for the employee to respond to said allegations.
- C. An employee alleged to have committed misconduct shall be notified of the charges twenty-four hours prior to such meeting.

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D. The Administrator may place an employee on Paid Administrative Leave dependent upon the nature of the infraction involved.

~~D~~E. The Municipality will issue a report determining the validity of the charges and the imposition of any discipline within ten (10) days of such meeting.

Original Adoption Date:_____ Revision Date:_____

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CONVICTION OF A FELONY

SECTION 8.03

PAGE 1 OF 2

POLICY

- A. The Mayor shall not appoint a Chief of Police, a deputy marshal, a police officer, a night watch person, a special police officer, or an auxiliary police officer on a permanent basis, on a temporary basis, for a probationary term, or on other than a permanent basis if the person previously has been convicted of or has pleaded guilty to a felony.
- B. Conviction of a felony is a separate basis for reducing in pay or position, suspending, or removing an employee, even if the employee has already been reduced in pay or position, suspended, or removed for the same conduct that is the basis of the felony. If an employee removed under this section is reinstated as a result of an appeal of the removal, any conviction of a felony that occurs during the pendency of the appeal is a basis for further disciplinary action under this section upon the employee's reinstatement.
- C. If an employee is removed under this section as a result of being convicted of a felony or is subsequently convicted of a felony that involves the same conduct that was the basis for the removal, the employee is barred from receiving any compensation after the removal notwithstanding any modification or disaffirmance of the removal, unless the conviction for the felony is subsequently reversed or annulled.
- D. As used in this policy, "felony" means any of the following:
 - 1. A felony that is an offense of violence as defined in Section 2901.01 of the revised code;
 - 2. A felony that is a felony drug abuse offense as defined in Section 2925.01 of the revised code;
 - 3. A felony under the laws of this or any other state or the United States that is a crime of moral turpitude;
 - 4. A felony involving dishonesty, fraud, or theft;
 - 5. A felony that is a violation of section 2921.05, 2921.32, or 2921.42 of the revised code.

PROCEDURE

Any person removed for conviction of a felony is entitled to a cash payment for any accrued but unused sick and vacation leave as authorized by policy. If subsequently re-employed in the public sector, such person shall qualify for and accrue sick and vacation leave in the manner specified by

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CONVICTION OF A FELONY

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Municipal policy for a newly appointed employee and shall not be credited with prior public service for the purpose of receiving these forms of leave.

Original Adoption Date: ~~April 25, 2011~~ Revision Date: _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
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COMPLAINT / APPEALS

SECTION 8.04

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POLICY

- A. Employee questions and complaints arising from the application of policies, procedures, and work rules, or other problems that affect employees from conditions of employment shall be promptly reviewed and corrective action taken, when appropriate, pursuant to this grievance procedure.
- B. All employees, including probationary employees, have the right to file a complaint without retaliation. No employee will be disciplined, harassed, or dealt with unfairly as a result of filing a complaint.
- C. Complaints regarding illegal discrimination shall be filed and resolved pursuant to the complaint procedure contained in the Equal Employment Opportunity/Anti-Discrimination section of this code, not this grievance procedure.
- D. Unclassified employees may not file an appeal as outlined in Step 3.

PROCEDURE

- A. Step One: ~~Immediate Manager~~Department Head:
 - 1. Any employee with a complaint shall first discuss the matter with the employee's immediate manager within five (5) working days of the incident giving rise to the grievance. The manager shall make every reasonable effort to resolve the grievance.
 - 2. If the employee is not satisfied with the manager's response, the employee may proceed to step two.
 - 3. Those employees covered under a Bargaining Unit Agreement shall reference the current Bargain Unit Agreement in effect.
- B. Step Two: ~~VillageCity~~ Administrator/Mayor:
 - 1. The employee shall ~~reduce the~~tender a complaint ~~to writing~~ within five (5) working days of receipt of the response of the manager as follows:
 - a. those employees outlined in 8.01, Procedures, division (C) or as otherwise prescribed by Charter to the Mayor;
 - b. all other employees or as otherwise prescribed by Charter to the ~~VillageCity~~ Administrator.
 - 2. The ~~VillageCity~~ Administrator or Mayor will schedule a meeting with the employee

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COMPLAINT / APPEALS

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within ten (10) days of receiving the complaint and will issue a decision within ten (10) days following the meeting. Time lines may be extended upon written notice.

General Procedures for Meetings:

- A. Complaints citing issues of law shall be forwarded to the Director of Law for an opinion before proceeding. In such cases, time limits shall be waived until the opinion is received.
- B. Meetings will be informal and controlled by the Administrator or Mayor.
- C. The complaining employee shall bring all documentation and information necessary in order for the Administrator or Mayor to respond.

C. Step Three: Personnel Board of Review:

Municipality employees may request appeals from administrative determinations made pursuant to the Code of Personnel Practices and Procedures (PPM). Appeals will be in accordance with the Rules and Procedures adopted by the Personnel Board of Review.

Original Adoption Date: April 25, 2011 Revision Date: _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

SECTION 9

FORMS

- 9.1 Acknowledgement
- 9.2 Employment Application
- 9.3 Employment Application—Parks and Recreation Department
- 9.4 Leave Request
- 9.5 Record of Verbal Reprimand
- 9.6 Report of Written Reprimand
- 9.7 Notice of Predisciplinary Conference
- 9.8 Complaint Form
- 9.9 Exit Interview Form
- 9.10 Employee Incident/Accident Report
- 9.11 Statement of Support for Drug Free Policies (Current Employee)
- 9.12 Drug Free Workplace Statement for Prospective Employees
- 9.13 Receipt of Drug Free Workplace Documentation for Existing Employees
- 9.14 Drug Free Workplace Policy (Reasonable Cause/Documentation of Violation)
- 9.15 Drug Free Workplace Policy (Return to Duty Agreement)
- 9.16 Sick Leave Conversion Upon Retirement Form
- 9.17 EEO/ADA Complaint Form
- 9.18 Back Injury Report
- 9.19 Workplace Safety and Illegal Activity Acknowledgement
- 9.20 Workplace Safety Report Form
- 9.21 Acknowledgement of Receipt of O.R.C Chapter 102
- 9.22 Ohio Bureau of Motor Vehicles Crash Report
- 9.23 Workplace Violence Incident Report
- 9.24 Ohio Bureau of Motor Vehicles Crash Report
- 9.25 Supervisor's Investigation Report
- 9.26 Statement of Witness to Accident
- 9.27 Application to Receive Donated Leave
- 9.28 Application to Donate Lave
- 9.29 Social Networking Policy Acknowledgement
- 9.30 Property and Equipment Damage Report

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

ACKNOWLEDGEMENT

SECTION 9.1

Please sign the attached, and present the acknowledgement slip below to your Appointing Authority for inclusion in your Personnel File.

ACKNOWLEDGEMENT

I have been informed of the existence of a Municipality Code of Personnel Practices and Procedures, and have been given an opportunity to review its contents. I have familiarized myself with the information in these directives and understand that I am governed by them. I further understand that this code is not an employment contract.

Since the information in these directives is subject to change, it is understood that I will be notified of such change through the usual channels of communication. I agree to comply with all changes to the policies and procedures contained in the code.

Signature of Employee

Date

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

EMPLOYMENT APPLICATION

SECTION 9.2

PAGE 2

<p>Are you certified in (please check all that apply)</p> <p>Please attach a copy of all certifications to this Application.</p>	<p><input type="checkbox"/> CPR</p> <p><input type="checkbox"/> First Aid</p> <p><input type="checkbox"/> AED</p>	<p>Expires: ____/____/____</p> <p>Expires: ____/____/____</p> <p>Expires: ____/____/____</p>
---	---	--

Employment History:

Start with your present or most recent job. List all jobs (including military service) for at least the past ten years. Your qualifications will be evaluated solely on the application form and, if applicable, any supplemental interview or questionnaire. Resumes may not be substituted for the requested information.

Does your present employer know that you are looking for new employment?..... ☐ Yes ☐ No

1. Place of Employment: _____ Phone No.: _____

Address: _____

Street City State Zip

Kind of Business: _____ Your Title: _____

Supervisor's Name & Title: _____ Starting Wage: \$ _____

Employment Dates: From: _____ To: _____ Total Time: _____ Ending Wage: \$ _____

Mo./Yr. Mo./Yr. Yrs./Mo.

Description of Work Performed: _____

Reason for Leaving: _____

May we contact this employer if you are considered for the position?..... ☐ Yes ☐ No

* * * * *

2. Place of Employment: _____ Phone No.: _____

Address: _____

Street City State Zip

Kind of Business: _____ Your Title: _____

Supervisor's Name & Title: _____ Starting Wage: \$ _____

Employment Dates: From: _____ To: _____ Total Time: _____ Ending Wage: \$ _____

Mo./Yr. Mo./Yr. Yrs./Mo.

Description of Work Performed: _____

Reason for Leaving: _____

May we contact this employer if you are considered for the position?..... ☐ Yes ☐ No

* * * * *

3. Place of Employment: _____ Phone No.: _____

Address: _____

Street City State Zip

Kind of Business: _____ Your Title: _____

Supervisor's Name & Title: _____ Starting Wage: \$ _____

Employment Dates: From: _____ To: _____ Total Time: _____ Ending Wage: \$ _____

Mo./Yr. Mo./Yr. Yrs./Mo.

Description of Work Performed: _____

Reason for Leaving: _____

May we contact this employer if you are considered for the position?..... ☐ Yes ☐ No

* * * * *

Have you ever been terminated?..... ☐ Yes ☐ No

If YES, explain: _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

EMPLOYMENT APPLICATION

SECTION 9.2

PAGE 3

Education:

Circle the HIGHEST grade completed:

____ Grade School _____ High School _____ College _____ Post Graduate
____ 1 2 3 4 5 6 7 8 _____ 9 10 11 12 _____ 13 14 15 16 _____ M.A. Ph.D.

High School Attended: _____

Name: _____

High school graduate? _____ Yes _____ No

If not, did you obtain a G.E.D? _____ Yes _____ No

City: _____

State: _____

Zip: _____

College or University Attended: _____

Name: _____

Major: _____

Degree Received? _____ Yes _____ No

Dates Attended: _____

City: _____

State: _____

Zip: _____

College or University Attended: _____

Name: _____

Major: _____

Degree Received? _____ Yes _____ No

Dates Attended: _____

City: _____

State: _____

Zip: _____

Trade or Technical School Attended: _____

Name: _____

Major: _____

Degree/Certificate Received? _____ Yes _____ No

Dates Attended: _____

City: _____

State: _____

Zip: _____

Volunteer Work/Internships:

1. Location: _____ Phone No. _____

Kind of Business: _____ Supervisor's Name & Title: _____

Volunteer Dates: _____ From: _____ To: _____ Total Time: _____
Mo./Yr. Mo./Yr. Yrs./Mo.

Description of Work Performed: _____

2. Location: _____ Phone No. _____

Kind of Business: _____ Supervisor's Name & Title: _____

Volunteer Dates: _____ From: _____ To: _____ Total Time: _____
Mo./Yr. Mo./Yr. Yrs./Mo.

Description of Work Performed: _____

Computer & Additional Relevant Experience:

Skill Set: _____ 1 = minimal experience _____ 2 = formal training _____ 3 = paid experience

____ Word _____ Publisher _____ Excel _____ Power Point _____ Photo Shop _____ Page Maker

Please list other applicable relevant experience: _____

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EMPLOYMENT APPLICATION

SECTION 9.2

PAGE 4

Certifications: (Please attach a copy of all certifications to this Application)

Certification Type	Certifying Agency, Address & Phone Number	Expiration Date (Month/Day/Year)

Additional Information:

Please list any additional information that you feel may be helpful to us in considering your employment.
(Example: specialized training, skills, extra-curricular activities, hobbies, etc.):

Personal References:

Exclude any former employers and relatives.

First & Last Name	Relationship to You	Daytime Phone Number	E-mail Address

Application Certification & Release of Liability:

I certify that answers given herein are true and I agree and understand that any false or misleading statement contained herein may cause rejection of this application or termination of employment. I authorize the City of Groveport to contact my current and past employers and personal references, and to investigate all statements contained in this application for employment. I understand that I will have to provide acceptable documentation attesting that I am a U.S. Citizen or legal immigrant eligible for work in the United States. I also understand that I will not be hired until I have successfully completed the employment process, including a criminal background investigation. The results of the criminal background investigation will be used by the City of Groveport to ascertain the eligibility, appropriateness of fitness of all applicants for work within City of Groveport. I understand that this application is not a contract for employment. I understand that any oral or written statement to the contrary is expressly disavowed, and should not be relied upon by any prospective or existing employee. I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the City Administrator. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date

Signature of Parent/Legal Guardian _____ Date
(if Applicant is under 18 years of age)

* * * * *

For Individual Department/Human Resources Dept. Use Only:

App. Documented in HR: ___ Yes ___ No (Initials: _____) Arrange Interview: ___ Yes ___ No

Interview Staff: _____, _____, _____

Position Offered: ___ Yes ___ No

Job Title: _____ Hourly Rate: \$ _____

Immediate Supervisor: _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

EMPLOYMENT APPLICATION

SECTION 9.3

PARKS AND RECREATION DEPARTMENT — PAGE 1

The City of Groveport considers applications for all positions without regard to race, color, religion, creed, sex, sexual orientation, national origin, disability, citizenship status, or any other legally protected status.

City of Groveport, OH
Parks & Recreation Department
7370 Groveport Rd. • Groveport, OH 43125
614-836-5301 Office • 614-836-2999 Fax

Please print neatly or type. An incomplete application may result in lost employment opportunity. Please be honest and truthful regarding all items and questions.

Current Date: ___/___/___

Positions Applying for:		1 st Choice: _____	
		2 nd Choice: _____	
		3 rd Choice: _____	
First Name, Middle Name, Last Name:		Maiden Name or Alias:	
Present Address (Street, City, Zip Code):		Permanent Address (Street, City, State, Zip Code):	
Primary Phone:	Alternate Phone:	Best Time to Contact You:	
Email Address:		Social Security Number (Voluntary):	
Are you 18 years of age or older?..... <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, provide date of birth: ___/___/___			
Are you able to provide proof of your lawful authorization to work in the United States?..... <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of citizenship or immigration status will be required upon employment)			
Do you have a valid Ohio Driver's License?..... <input type="checkbox"/> Yes <input type="checkbox"/> No DL Number: _____ Expires: ___/___/___			
Has your driver license ever been revoked/suspended?..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a felony?..... <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, explain: _____			
Have you ever filed an application with the City of Groveport before?..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you lived in Ohio less than five consecutive years?..... <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, in what state(s) did you live: _____			
Do any of your friends or relatives work for the City of Groveport?..... <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state their name and relationship to you: _____			
When are you available to work? List specific hours you are available to work each day.			
Mon. From: To: From: To:	Tue. From: To: From: To:	Wed. From: To: From: To:	Thurs. From: To: From: To:
Fri. From: To: From: To:	Sat. From: To: From: To:	Sun. From: To: From: To:	
Date available for work: ___/___/___		I wish to work: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
What is your desired wage? \$ _____/hr. \$ _____/hr. Annual Salary: \$ _____			
Are you currently on lay off status and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No			

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

EMPLOYMENT APPLICATION —	SECTION 9.3
PARKS AND RECREATION DEPARTMENT	PAGE 3

Education:

Circle the HIGHEST grade completed: _____			
Grade School 1 2 3 4 5 6 7 8	High School 9 10 11 12	College 13 14 15 16	Post Graduate M.A. Ph.D.
High School Attended: _____			
Name: _____		High school graduate? _____ Yes _____ No If not, did you obtain a G.E.D? _____ Yes _____ No	
City: _____		State: _____	Zip: _____

College or University Attended: _____			
Name: _____		Major: _____ Degree Received? _____ Yes _____ No	
Dates Attended: _____	City: _____	State: _____	Zip: _____

College or University Attended: _____			
Name: _____		Major: _____ Degree Received? _____ Yes _____ No	
Dates Attended: _____	City: _____	State: _____	Zip: _____

Trade or Technical School Attended: _____			
Name: _____		Major: _____ Degree/Certificate Received? _____ Yes _____ No	
Dates Attended: _____	City: _____	State: _____	Zip: _____

Volunteer Work/Internships:

1. Location: _____ Phone No. _____
Kind of Business: _____ Supervisor's Name & Title: _____
Volunteer Dates: _____ From: _____ To: _____ Total Time: _____
Mo./Yr. Mo./Yr. Yrs./Mo.

Description of Work Performed: _____

2. Location: _____ Phone No. _____
Kind of Business: _____ Supervisor's Name & Title: _____
Volunteer Dates: _____ From: _____ To: _____ Total Time: _____
Mo./Yr. Mo./Yr. Yrs./Mo.

Description of Work Performed: _____

Computer & Additional Relevant Experience:

Skill Set: _____ 1 = minimal experience _____ 2 = formal training _____ 3 = paid experience
____ Word _____ Publisher _____ Excel _____ Power Point _____ Photo Shop _____ Page Maker
____ Fitness _____ Athletics _____ Child Care _____ Swimming _____ Rock Climbing _____ Crafts
____ Officiating _____ Coaching _____ Grounds Maintenance

Please list other applicable relevant experience: _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

EMPLOYMENT APPLICATION	SECTION 9.3
PARKS AND RECREATION DEPARTMENT	PAGE 4

Aquatics Applicants ONLY: (Please attach a copy of all certifications to this Application)

Certification Type (Lifeguard, CPR, WSI, Etc.)	Certifying Agency, (American Red Cross/Ellis/Etc.)	At what facility was certification earned?	Expiration Date (Day,Month/Year)

Additional Information:

Please list any additional information that you feel may be helpful to us in considering your employment.
(Example: specialized training, skills, extra-curricular activities, hobbies, etc.):

Personal References:

Exclude any former employers and relatives.

First & Last Name	Relationship to You	Daytime Phone Number	E-mail Address

Application Certification & Release of Liability:

I certify that answers given herein are true and I agree and understand that any false or misleading statement contained herein may cause rejection of this application or termination of employment. I authorize the City of Groveport to contact my current and past employers and personal references, and to investigate all statements contained in this application for employment. I understand that I will have to provide acceptable documentation attesting that I am a U.S. Citizen or legal immigrant eligible for work in the United States. I also understand that I will not be hired until I have successfully completed the employment process, including a criminal background investigation. The results of the criminal background investigation will be used by the City of Groveport to ascertain the eligibility, appropriateness of fitness of all applicants for work within the City of Groveport. I understand that this application is not a contract for employment. I understand that any oral or written statement to the contrary is expressly disavowed, and should not be relied upon by any prospective or existing employee. I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the City Administrator. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Signature of Parent/Legal Guardian
(if Applicant is under 18 years of age)

Date

* * * * *

For Parks & Recreation/Human Resources Dept. Use Only:

App. Documented in HR: ___ Yes ___ No (Initials: _____) Arrange Interview: ___ Yes ___ No

Interview Staff: _____

Position Offered: ___ Yes ___ No

Job Title: _____

Hourly Rate: \$ _____

Immediate Supervisor: _____

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

LEAVE REQUEST

SECTION 9.4

Today's Date: _____ Employee: _____ Department: _____

For one of the following reasons indicated below. I request leave beginning at:

Beginning: _____ a.m./p.m. _____, 20____

Ending: _____ a.m./p.m. _____, 20____ Total Hours: _____

_____ Medical, Dental, or Optical Exam/Treatments

_____ Personal Illness or Injury

_____ Serious Illness or Injury in Immediate Family —specify immediate family member

_____ Death in Immediate Family (Codified 143.14)

_____ Vacation

_____ Comp Time

_____ Court: _____ Court Duty: _____ Jury Duty: _____ Subpoena: _____

_____ Military: _____ with pay: _____ without pay: _____

_____ Leave without pay: _____

_____ Personal Day

_____ FMLA

_____ Other: _____

Signature of employee: _____

Administrative Action:

_____ Recommended _____ Approved

_____ Not Recommended _____ Not Approved

_____ Supervision	_____ Date	_____ Appointing Authority (Mayor, Administrator, or Chief of Police)	_____ Date
----------------------	---------------	--	---------------

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

RECORD OF VERBAL REPRIMAND

SECTION 9.5

Employee's Name: _____

Employee's Classification: _____

Date Violation Occurred: _____

Location Where Violation Occurred: _____

VIOLATION

Type of Violation: _____

Description Of Violation: _____

(Attach Additional Sheet If Necessary)

A Verbal Reprimand is issued as a corrective measure in an effort to help you improve your conduct.
Any further violations may result in more severe disciplinary actions.

Signature of Supervisor or Manager

Signature of Appointing Authority

Hereby acknowledge that a copy of the above Record of Instruction & Cautioning has been given to me this day.

Signature of Employee

Date

cc: _____ Employee
Employee's Personnel File

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

REPORT OF WRITTEN REPRIMAND

SECTION 9.6

Employee's Name: _____

Employee's Classification: _____

Date Reprimand Was Issued: _____

VIOLATION

Date Violation Occurred: _____ Location Where Violation Occurred: _____ Describe

Violation: _____

(Attach Additional Pages If Necessary)

This written reprimand is issued as a corrective measure in an effort to help you improve your conduct. This warning will cease to have force or effect twenty four (24) months from the date of issuance, provided no intervening discipline has occurred.

Signature of Person Issuing Warning _____ Title

I hereby acknowledge that a copy of this written reprimand has been given to me on this date.

Employee's Signature _____ Date

I hereby acknowledge that a copy of this written reprimand was presented to the above named employee on this date.

Witness _____ Date

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

NOTICE OF PREDISCIPLINARY CONFERENCE

SECTION 9.7

~~This notice is provided to you to advise that a predisciplinary conference will be held at~~

~~_____ at _____ on _____
_____ time _____ location _____ date~~

~~to provide you with an opportunity to respond to the following allegations of misconduct::~~

~~Proof of allegations at this predisciplinary conference may result in disciplinary action ranging from an oral warning or counseling up to and including possible suspension or termination of your employment. The particular discipline, if any, to be imposed will be determined by the appointing authority after a careful review of the report issued by a hearing office.~~

~~You have the right to: (1) appear at the conference to present an oral or written statement in your defense; (2) appear at the conference and have your chosen representative present an oral or written statement in your defense; or (3) elect in writing to waive your opportunity to have a predisciplinary conference.~~

~~If you elect to attend the conference and present any evidence in your defense, or if you are called to testify as to these matters by the appointing authority, you must answer all questions truthfully. If it is proved in a subsequent hearing that your responses to questions were not truthful, such dishonesty may result in further disciplinary action.~~

~~At the conference you may present any explanation of the alleged misconduct. A written report will be prepared by the person conducting the conference concluding as to whether or not the alleged misconduct occurred. A copy of this report will be provided to you within five (5) days following its preparation.~~

~~The predisciplinary conference will be conducted by _____.~~

~~If you have any questions in regard to this procedure, please contact this individual immediately.~~

~~I acknowledge receipt of this notice on: _____, 20____.~~

~~Signature _____~~

~~I acknowledge receipt of this notice on: _____, 20____.~~

~~Witness Signature _____~~

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

COMPLAINT FORM

SECTION 9.8

APPOINTING AUTHORITY OR DESIGNEE

Name of Employee _____

Classification _____ Unit or Dept. No. _____

Date of Occurrence _____ Date Presented _____

Nature of Complaint, what is the issue or allegation, what has been violated? _____

Statement of facts: _____

Names of any witnesses: _____

Relief requested: _____

Employee Signature: _____ Date _____

If complaint is a group complaint, all employees in the group shall sign on the back of form. The employee whose name appears in the above space shall process the complaint.

Complaint must be addressed verbally with the employee's immediate supervisor within five (5) working days from the date of the alleged complaint.

Supervisor _____ Date Received _____

Supervisor Answer _____ Date _____

(Response to be issued within five (5) working days of the date on which the complaint was submitted.)

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EXIT INTERVIEW FORM

SECTION 9.9

PAGE 3

Employee Name:	Department:
Position:	Division:

The City of Groveport would appreciate it if you would take a few minutes to respond to the questions below. The Exit Interview is the City's mechanism to take a hard look at how it is perceived by employees who voluntarily leave and to improve working conditions and/or correct existing problems. Bring the completed form with you to the interview. There will be opportunity for discussion and more questions if necessary. Thank you.

How long have you been employed with the City?

--

Would you describe your working relationship (with respect to both your particular job and your relationship with fellow workers) as pleasant or unpleasant? Explain.

Do you feel that your particular job was important and significant in the overall operation of the City? Explain.

What have you liked best about working at the City?

What have you liked least about working at the City?

~~MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES~~

~~EXIT INTERVIEW FORM~~

~~SECTION 9.9~~

~~PAGE 3~~

~~Are there any particular practices or working conditions that either led to your decision to resign or that you feel are detrimental to a satisfactory working relationship? If so, have you any suggestions on how to eliminate them?~~

~~Are there any particular practices or working conditions that you feel are particularly beneficial to an effective working relationship and that should be maintained?~~

~~Why are you leaving?~~

~~If you have another job, what does your new job offer that the City did not?~~

~~Would you consider future employment with the City?~~

~~Would you care to make any other comments?~~

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

EXIT INTERVIEW FORM

SECTION 9.9

PAGE 3

How would you rate the following aspects of your employment?				
	EXCELLENT	GOOD	AVERAGE	POOR
Working Conditions				
Employee Morale				
Communication				
Equipment/ Supplies				
Salary				
Benefits Package				
Opportunity for advancement				
Performance Evaluations				
Rapport with Supervisor				
Training/Seminar Opportunity				

Signed:

Date:

Interviewer:

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EMPLOYEE INCIDENT / ACCIDENT REPORT

SECTION 9.10

PAGE 1

To be Completed by Injured Employee * OSHA 301 Info in BOLD

Name: _____	Social Sec. No.: (Last 4 digits only) _____
Home Address: _____	Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
City/State/Zip: _____	Telephone: () _____
Title/Position: _____	Department: _____

Accident Location: _____

Date of Injury or onset of symptoms: _____ **Time:** _____ ☐ am ☐ pm

Describe what caused the injury/symptoms, what you were doing just before the incident, and what you did after the incident (if you need more space, write on the back of this form). Be specific—name any objects or substances involved:

Were you performing regular duties at the time of accident? ☐ Yes ☐ No

Did anyone see you get hurt? ☐ Yes ☐ No If yes, who? _____

Did you report this incident to anyone? ☐ Yes ☐ No If no, why not? _____

If yes, to whom did you report it: _____ **Title/Position:** _____ **When:** _____

What time did you start work today? _____ am/pm

What time was the injury? _____ am/pm ☐ Unknown

What part(s) of your body was/were affected? BE SPECIFIC (for example: right elbow, left knee, right index finger):

What type of injury did you experience? BE SPECIFIC (for example: bruise, scrape, laceration, pull):

Was any first aid provided at the scene? ☐ Yes ☐ No If yes, describe: _____

Provided by: _____

Did you seek other medical treatment? ☐ Yes ☐ No If yes, When?: _____

Where? _____ If treatment was not sought immediately, explain why? _____

Is this an aggravation of a previous injury/symptom? ☐ Yes ☐ No

If yes, when were you last treated for the previous injury? _____

By whom or where? _____

Have you ever had a similar injury? ☐ Yes ☐ No

If yes, describe other injury: _____

Medical Release Under current Workers' Compensation Law, the employer is entitled to a signed medical release. I hereby authorize any person or persons who have in the past or will in the future medically attend, treat or examine me, or any person who may have information of any kind which may be used to reach a decision in any claim for injury or disease arising from the injury/illness described above, to **disclose such information** to my employer, my employer's managed care organization, or to my employer's designated representative. A copy of this form will serve as the original.

Employee Name (print): _____ **Date (required):** _____

Employee Signature): _____

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EMPLOYEE INCIDENT / ACCIDENT REPORT

SECTION 9.10

PAGE 2

Supervisors Investigation Report

Employee Name: _____ **Date of injury:** _____ **OSHA LOG #** _____

OSHA 301 Info in Bold

Was the employee killed as a result of the accident? If yes, indicate date of death: _____

Were there any witnesses to this injury? ☐ **Yes** ☐ **No**

_____ If yes, witness statements should be attached.

Was the injury a result of horseplay, under the influence of drugs, or purposely self inflicted? ☐ **Yes** ☐ **No**

_____ If yes, please specify details on the back of this form or on another page.

Has there been any recent disciplinary action taken against this employee? ☐ **Yes** ☐ **No**

_____ If so, please describe:

Has the employee submitted medical documentation for the injury? If so, please attach. ☐ **Yes** ☐ **No**

Was the employee treated in an emergency room or similar? ☐ **Yes** ☐ **No**

Was the employee hospitalized overnight as an in-patient? ☐ **Yes** ☐ **No**

If known, please provide us with the name, address, and telephone number of attending physician and/or hospital:

Physician: _____

Facility: _____

Has the employee returned to work? ☐ **Yes** ☐ **No**

_____ Last Day worked _____ Returned to work: _____

Does the employee have restrictions to duty? ☐ **Yes** ☐ **No** Applicable dates: _____

Is the employee performing his/her full duties? ☐ **Yes** ☐ **No**

Was the employee given a prescription by the physician? ☐ **Yes** ☐ **No**

Employee Date of hire: _____

Have the conditions that caused the accident been controlled? ☐ **Yes** ☐ **No**

Describe action taken to prevent the accident in the future: _____

With the information you have, would you recommend the claim be accepted? ☐ **Yes** ☐ **No**

If no, why? _____

Completed by: _____

Supervisor Signature/Title/Phone _____ **Date** _____

Workers' Compensation Coordinator Signature _____ **Date** _____

****Please attach completed incident reports, witness statements, and any accumulated medical bills and information. Additional comments may be noted on the reverse side.**

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EMPLOYEE INCIDENT / ACCIDENT REPORT

SECTION 9.10

PAGE 3

Injured Worker Report of Return to Work

To: _____ Brenda Lovell, Human Resources Assistant

From: _____

_____ (Supervisor)

_____ (Department)

The following employee has returned to work: _____.

_____ (Employee's Name)

This employee returned to work on: _____.

_____ (Date)

This person is/has (check all that apply):

☐ ~~Provided copies of all paperwork including physician release.~~

☐ ~~Returning to work full duty and performing their full duties with no restrictions.~~

☐ ~~Is working with restrictions and working their normal scheduled hours.~~

☐ ~~Working with restrictions and working a partial day for _____ hours per day during the time period from _____ am/pm to _____ am/pm.~~

Comments: _____

Injured Worker Signature _____ Date

Supervisor _____ Date

*****FAX TO THE WORKERS' COMPENSATION COORDINATOR ASAP*****

~~MUNICIPALITY OF GROVEPORT~~
~~CODE OF PERSONNEL PRACTICES AND PROCEDURES~~

~~STATEMENT OF SUPPORT FOR DRUG FREE POLICIES~~ ~~SECTION 9.11~~
~~(CURRENT EMPLOYEE)~~

The purpose of this statement is to voluntarily demonstrate my support for a strict enforcement of the City's Drug Free Workplace Policy, and the Employer's attempt to eradicate drugs in the workplace.

Signature _____ Date _____

~~MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES~~

~~DRUG FREE WORKPLACE STATEMENT FOR SECTION 9.12
PROSPECTIVE EMPLOYEES~~

~~The purpose of this statement is to verify that I have received a copy of the City's Drug Free Workplace Policy, and to further verify that I understand and support such policy.~~

~~I further agree to refrain from violating this policy while employed by the City.~~

~~I further acknowledge, in advance, that my understanding is that the penalty for violating this policy can be discharge, and I agree that such penalty is appropriate when supported by evidence.~~

~~Signature _____ Date _____~~

~~MUNICIPALITY OF GROVEPORT~~
~~CODE OF PERSONNEL PRACTICES AND PROCEDURES~~
RECEIPT OF DRUG FREE WORKPLACE DOCUMENTATION **SECTION 9.13**
FOR EXISTING EMPLOYEES

~~This is to verify that I have been provided with a copy of the City's Drug Free Workplace Policy.~~

Signature _____ Date _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES
DRUG-FREE WORKPLACE POLICY SECTION 9.14

Reasonable Cause / Documentation of Violation

The individual identified below is suspected of failing to comply with the City's Drug Free Workplace Policy.

Employee Name _____ Location _____

List below all of the behaviors observed by the supervisor that created a concern that the employee named above might be in violation of the Employer's Drug Free Workplace Policy. _____

If there were observable changes in the employee's job performance, list these behaviors below.

List below any physical signs or symptoms of possible substance use that the employee exhibited.
Eyes _____

Coordination _____

Speech _____

Other _____

Other Pertinent Observations _____

Supervisor Reporting _____

Title of Supervisor _____

Name of Concurring Supervisor/Managerial Witness _____

Position _____

Date _____ Time _____ Shift _____

Testing Ordered:

_____ Drugs _____ Employee Consent _____ Yes/No _____ Date Tested _____

_____ Alcohol _____ Employee Consent _____ Yes/No _____ Date Tested _____

MRO Findings _____

Follow-up Actions Taken _____

City Official's Signature _____ Date _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

DRUG FREE WORKPLACE POLICY

SECTION 9.15

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Return To Duty Agreement

EMPLOYEE _____ DEPARTMENT _____

Effective _____, by agreement of all the parties, the termination of the aforementioned employee will be reduced to a final suspension, providing all conditions of the Return to Duty Agreement are completed on a timely basis. The purpose of the Agreement is to prevent any misunderstanding as to its terms, conditions, and time specified. This Agreement is specifically and individually designed to meet the needs of the employee named above and shall not be precedent setting.

I, _____, have read, understood, and agree to all of the terms of this Agreement, and fully understand that failure to comply with its terms may result in disciplinary action, up to and including termination of my employment.

I agree that:

1. ~~I will abstain from the use of alcohol, and all psychotropic drugs (any substance or drug having a special affinity for or effect on the psyche or mind) not prescribed by my primary care physician and approved by the designated substance abuse professional. I will notify my Employer of such prescriptions. I understand that abuse of such prescriptions will be a violation of the Agreement.~~
2. ~~I will enter rehabilitation treatment at _____.
I consent to the issuance of progress reports to the designated representative of the City of Groveport.~~
3. ~~I will complete the intensive phase of treatment with approval of the substance abuse professional.~~
4. ~~I will attend the continuing care program at _____ for no less than one year.~~
5. ~~I will attend AA/NA meetings and support group weekly for minimally one (1) year as recommended by the substance abuse professional.~~
6. ~~I will have the AA/NA group secretary or support group facilitator attest to my attendance on a record card. Further, I will submit that record card to the designated employer representative on a weekly basis as stated in statement #2.~~

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DRUG FREE WORKPLACE POLICY

SECTION 9.15

PAGE 2

~~7. I will submit to testing for drugs and alcohol prior to my return to work. My Employer may require that I submit myself to a minimum of six (6) follow-up drug tests within the twenty-four (24) month period immediately following my return to duty and may require additional tests for up to sixty (60) months.~~

~~The application of this Agreement shall be not subject to the grievance and arbitration procedures set forth in the collective bargaining agreement.~~

~~By their signatures, the Employer and Union acknowledge that the aforementioned employee has had the terms of this Agreement explained to him/her, that he/she has willingly agreed to them, and that they have witnessed his/her signature on this Agreement.~~

Employee _____ Date _____

Employer _____ Date _____

Union Representative (if applicable) _____ Date _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

SICK LEAVE CONVERSION UPON RETIREMENT FORM	SECTION 9.16
---	---------------------

Name _____

Classification/Rate of Pay _____ Department _____

Check One

☐ I would like to be paid for ¼ of my accumulated sick leave. I realize that this payment will be based on my current rate of pay, and that my entire sick leave credit will be eliminated.

☐ I would like to retain my accrued sick leave.

☐ Not eligible for sick leave conversion.

Signature of Employee _____ Date _____

☐ Approved ☐ Disapproved

Signature of Appointing Authority _____

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EEO / ADA COMPLAINT FORM

SECTION 9.17

~~A. Complainant must fill out this portion and give to the EEO/Personnel Director within ten (10) working days of the incident being complained about.~~

~~Name of Complainant _____~~

~~Classification (position applied for) _____~~

~~Address (if non employee) _____~~

~~Department (if an employee) _____~~

~~Reason for Claiming Discrimination _____
Based on Disability (continue on back
if necessary) _____~~

~~Date of Incident _____~~

~~Nature of Disability _____~~

~~Resolution You Request _____~~

~~Signature and Date _____~~

~~B. EEO/Personnel Director (answer within ten (10) working days)~~

~~Resolution _____~~

~~or~~

~~Disposition _____~~

~~Note: Keep on file for three (3) years; six (6) years for employee complaints.~~

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BACK INJURY REPORT

SECTION 9.18

To be Completed When a Back Injury is Reported by the Injured Employee

Name: _____ Social Sec. No. (Last 4 digits only) _____
Home Address: _____ Date of Birth: _____ Sex: ☐ Male ☐ Female
City/State/Zip: _____ Telephone: (____) _____
Title/Position: _____ Department: _____

What part of your back hurts now? _____
When did you first notice this back pain? Date: _____ Time: _____ ☐ am ☐ pm
What were you doing at the time (explain in detail)? _____

If you were lifting an object, what was it and how heavy? _____

What did you feel? _____
What was the length of time between the injury and your disability, if any? _____

Did anyone see you get hurt? ☐ Yes ☐ No If yes, who? _____
Did you report or mention this injury to anyone? ☐ Yes ☐ No
If yes, who? _____ When? _____

Did you ever have a back injury before? ☐ Yes ☐ No If yes, when? _____
What part of your back? _____
Were you ever treated by a doctor? ☐ Yes ☐ No If so, when? _____
Has it given you further trouble since then? _____

Have you ever received or filed for compensation because of a back injury? ☐ Yes ☐ No
Any other injury? ☐ Yes ☐ No
If yes, List Bureau of Workers' Compensation claim number(s): _____

Medical Release Under current Workers' Compensation Law, the employer is entitled to a signed medical release. I hereby authorize any person or persons who have in the past or will in the future medically attend, treat, or examine me, or any person who may have information of any kind which may be used to reach a decision in any claim for injury or disease arising from the injury/illness described above, to **disclose such information** to my employer, my employer's managed care organization, or to my employer's designated representative. A copy of this form will serve as the original.

Employee Name(print): _____

Employee Signature: _____ **Date(required):** _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES

WORKPLACE SAFETY AND ILLEGAL ACTIVITY

SECTION 9.19

ACKNOWLEDGEMENT

The employee understands and accepts that all of the Employer's employees share responsibility for maintaining a safe workplace and a workplace free from illegal activity. Therefore, the employee has an obligation to obey and enforce workplace safety rules and to immediately contact a supervisor if the employee becomes aware of potential or evident safety problems in the workplace. Furthermore, all employees are required to inform the Employer of any evidence of wrongdoing or waste in the workplace by a fellow employee or supervisor, and to do so before reporting the issue to other authorities, pursuant to the requirements of Ohio law.

Employee's Signature

Date

MUNICIPALITY OF GROVEPORT
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WORKPLACE SAFETY REPORT FORM SECTION 9.20

Dept./Office: _____ Date: _____

Location and nature of rules or workplace safety violation: _____

My suggested remedy(ies): _____

Date _____ Employee's Signature _____

SUPERVISOR'S REPLY TO EMPLOYEE

Date _____ Supervisor's Signature _____

~~MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES~~

ACKNOWLEDGEMENT OF RECEIPT OF	SECTION 9.21
O.R.C. CHAPTER 102	

Please sign below and present this acknowledgement slip to your Appointing Authority for inclusion in your personnel file.

I hereby acknowledge that I have received a copy of O.R.C. Chapter 102 ~~C~~ Public Officers ~~C~~ Ethics, and O.R.C. Section 2921.42. By my signature below, I hereby acknowledge that if I break these provisions of the law, I could be subject to criminal prosecution and/or discipline including termination of my employment.

Signature of Employee

Date

~~MUNICIPALITY OF GROVEPORT~~
~~CODE OF PERSONNEL PRACTICES AND PROCEDURES~~
~~OHIO ETHICS LAW AND RELATED STATUTES — SECTION 9.22~~

~~In order to read the Ohio Ethics Law and Related Statutes, go to the following web link:~~

~~<http://www.ethics.ohio.gov/ethicslawrevisedcode.html> and
<http://codes.ohio.gov/orc/2921.42>~~

~~If you are unable to access the web link, the Employer can provide you with a hard copy of the document to review.~~

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

WORKPLACE VIOLENCE INCIDENT REPORT

SECTION 9.23

Date of incident: _____

Facts of Incident: _____

Statement(s) of Witnesses:

1. _____

Signature of Witnesses: _____

2. _____

Signature of Witnesses: _____

3. _____

Signature of Witnesses: _____

4. _____

Signature of Witnesses: _____

Proposed Action To Prevent Situation From Occurring Again: _____

Signature of Supervisor or Department Head: _____

Date: _____

MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES
OHIO BUREAU OF MOTOR VEHICLES **SECTION 9.24**
CRASH REPORT

INSERT FORM

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SUPERVISOR'S INVESTIGATION REPORT

SECTION 9.25

Employee Name: _____ **Date of Injury:** _____ **OSHA Log #** _____

OSHA 301 Info in Bold

Was the employee killed as a result of the accident? If yes, indicate date of death: _____

Were there any witnesses to this injury? ☐ Yes ☐ No

_____ If yes, witness statements should be attached.

Was the injury a result of horseplay, under the influence of drugs, or purposely self inflicted? ☐ Yes ☐ No

_____ If yes, please specify details on the back of this form or on another page.

Has there been any recent disciplinary action taken against this employee? ☐ Yes ☐ No

_____ If so, please describe:

Has the employee submitted medical documentation for the injury? If so, please attach. ☐ Yes ☐ No

Was the employee treated in an emergency room or similar? ☐ Yes ☐ No

Was the employee hospitalized overnight as an in-patient? ☐ Yes ☐ No

If known, please provide us with the name, address, and telephone number of attending physician and/or hospital:

Physician: _____ Facility: _____

Has the employee returned to work? ☐ Yes ☐ No

_____ Last Day worked: _____ Returned to work: _____

Does the employee have restrictions to duty? ☐ Yes ☐ No

_____ Applicable dates: _____

Is the employee performing their full duties? ☐ Yes ☐ No

Was the employee given a prescription by the physician? ☐ Yes ☐ No

Employee Date of hire: _____

Have the conditions that caused the accident been controlled? ☐ Yes ☐ No

Describe action taken to prevent the accident in the future: _____

With the information you have, would you recommend the claim be accepted? ☐ Yes ☐ No

If no, why? _____

Completed by:

Supervisor Signature/Title/Phone _____ Date _____

Workers' Compensation Coordinator Signature _____ Date _____

***Please attach completed incident reports, witness statements, and any accumulated medical bills and information.
Additional comments may be noted on the reverse side.

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

APPLICATION TO RECEIVE DONATED LEAVE

SECTION 9.27

Employee's Name _____

Please describe the serious health condition _____

Indicate the estimated amount of time that will be missed because of the serious health condition:

Number of Days _____ Beginning _____ Ending _____

Verification by Attending Medical Doctor

~~I certify that the above-named individual is experiencing a serious health condition and the anticipated time to be missed is an accurate estimate of the time needed for the condition.~~

Doctor's Name _____

(Please Print)

Doctor's Signature _____ Date _____

~~I verify that the above information is a true and accurate report of my condition. I authorize and approve distribution of this information to other employees of the City of Groveport to inform them of my condition and to permit other employees to donate leave to me. I understand and agree that the Appointing Authority, or designee, will make notice of my need for leave and that I should take no other action to solicit or request donation of leave from other employees. I have read, understand, and agree with the limitations of this program as outlined in the Leave Donation Policy. I understand and agree that any employee donating leave to me will have his or her identity kept confidential from me.~~

Employee's Signature _____ Date _____

This application has been reviewed and **APPROVED / DENIED** (Circle One)

Signature of the Administrator or Designee _____ Date _____

**MUNICIPALITY OF GROVEPORT
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

APPLICATION TO DONATE LEAVE

SECTION 9.28

Donor's Name _____

Recipient's Name _____

I am responding to a notice that the above referenced recipient is in critical need of paid leave.

Number of Hours of Leave to be Donated (a minimum of eight [8] hours and a maximum of thirty-two (32) hours) _____

~~I hereby certify that this donation is strictly voluntary. By signing, I hereby relinquish all rights to the leave I have elected to donate. I understand and agree that the donation of the leave is irrevocable and that no leave donated will be refunded to me.~~

_____/_____
Donor's Signature _____ Date _____

Sick Leave Donation _____ Approved _____ Denied _____

_____/_____
Signature of the Administrator _____ Date _____

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

SOCIAL NETWORKING POLICY ACKNOWLEDGMENT **SECTION 9.29**

I, _____, have received and read the Social Networking Policy. I understand that I am required to abide by the policy and may be subject to discipline up to and including termination for violations. I realize any question concerning my conduct or use of such website should be addressed to my immediate supervisor.

Signature

Date

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

PROPERTY AND EQUIPMENT DAMAGE REPORT

SECTION 9.30

(To Be Completed As Soon As Possible)

Date of Incident _____

Time of Incident _____

Location of Incident _____

Witnesses Present: _____

Description of Damage: _____

Action Taken: _____

Person Completing Report

Signature _____ Time/Date of Report _____

Administrator or Designee _____ Date _____