

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Performance Evaluation	SUPERSEDES DATE: 10/79

POLICY:

The Executive Director shall cause each staff member's work to be evaluated at least annually. The Executive Director shall be evaluated annually.

PROCEDURE:

1. Probation Period - Each new member shall be evaluated at the mid-point and at the end of his/her probation period. This is the responsibility of the supervisor and is to be approved by the Executive Director before being placed in the employee's file. Thereafter, performance shall be evaluated annually prior to July of each year. New employees shall have a written evaluation by their immediate supervisor to end the probation period. The evaluation shall also be made if there is a significant change in the employee's job performance, which affects his/her status or compensation.

2. Evaluation - Prior to July of each year, every employee shall be evaluated in writing. This evaluation shall be used as a basis for promotion, salary increases, or reference writing. Material for the evaluation will consist of the functional job description, goals, and objectives, written records kept by the employee's immediate supervisor and the Executive Director. Each employee shall acknowledge receipt thereof. In the event that the employee refuses to sign the evaluation, it shall be submitted to the Executive Director s scheduled. The employee must submit a dissenting statement within ten (10) working days of the evaluation date. Failure to submit a statement within the specified time period shall mean that the employee concurs with the evaluation submitted by the supervisor. The employee's dissenting statement shall be submitted to and reviewed by the Executive Director before it is added to the employee's personnel file. The Executive Director shall have the right to modify all performance evaluations.

3. Special evaluations for personnel actions such as transfers, promotions, salary increases and terminations will be performed by the immediate supervisor and approved by the Executive Director. Special evaluations may be substituted for an evaluation if they are within two (2) months of one another.

4. All evaluations must contain recommended action. The Executive Director shall confer with all supervisors with regard to recommended actions. The Executive Director and/or his/her designee shall communicate positive actions to the employees. The Executive Director shall communicate all negative actions to the employee.

5. Evaluation of the Executive Director - Evaluation of the Executive Director shall be prepared annually by the Executive Committee and submitted to the Board.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/21/01
SUBJECT: Conditions of Probationary Period	SUPERSEDES DATE: 11/30/83

POLICY:

Each employee in the classified civil service shall serve a probationary period OF ONE HUNDRED TWENTY (120) CALENDAR DAYS following any original appointment IN ACCORDANCE WITH RULE 123:1-19-03 OF THE ADMINISTRATIVE CODE.

PROCEDURE:

If, following an original appointment, the employee's services are found to be unsatisfactory, the employee may be removed at any time during his/her probationary period.

Whenever an employee is given a probationary removal, a written statement of the reasons for such a removal, signed by the Executive Director, showing the respects in which the employee's service was not satisfactory, shall be given to the employee and the Director of Administrative Services, State of Ohio.

Each employee shall have a written performance evaluation by his/her immediate supervisor, who will recommend to the Executive Director the removal or retention of the employee, thereby, terminating the probationary period.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Unclassified Employee Grievance Procedure	SUPERSEDES DATE: 10/79

POLICY:

Employees in the classified service as defined by Section 124.11, Ohio Revised Code and the 1980 Senate Bill 160, Section 8, are employed and removed from office by the Executive Director subject to the approval of the Board. The board and Executive Director are charged by law with the duty of establishing a grievance procedure for all unclassified employees other than probationary employees or those who have been dismissed. (Dismissed employees must appeal directly to the Board of Review.)

Any unclassified employee who is dissatisfied with working conditions or any personnel action other than dismissal toward him/her, or relating to him/her, has the right to use the grievance procedure hereafter set forth:

1. An unclassified employee who desires to grieve shall submit his/her grievance in writing to his/her immediate supervisor within seven (7) days of the occurrence, stating the specific cause(s) for his/her dissatisfaction.
2. The Executive Director shall confer with the aggrieved employee within seven (7) working days of receipt of the employee's grievance. The Executive Director will prepare a written response to the employee within seven (7) days of the said meeting. If the matter is not resolved to the satisfaction of the employee, the employee may progress to the next step.
3. The aggrieved employee may request a meeting with the Personnel Committee within seven (7) working days after receipt of the written report from the Executive Director. The Personnel Committee shall confer with the aggrieved employee within seven (7) working days of receipt of the employee's grievance. The Personnel Committee of the Board shall serve the employee with a written report within seven (7) working days of the said meeting. If the matter is not resolved to the satisfaction of the employee, the employee may progress to the next step.
4. The aggrieved employee may request a hearing before the Board within seven (7) working days after the receipt of the written report from the Personnel Committee of the Board. The Board will conduct a hearing with the employee and/or his/her representative within fourteen (14) working days of receipt of the request by the aggrieved employee.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Unclassified Employee Grievance Procedure Continued	SUPERSEDES DATE: 10/79

5. The Board shall make a decision on the day of the hearing.
6. Failure on the part of the Board/staff to act within the time limit at any level resolves the grievance in the favor of the grievant. Failure on the part of the grievant to act at any level within the time limits resolves the grievance against the grievant.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Classified Employee Grievance Procedure	SUPERSEDES DATE: 10/79

POLICY:

Employees in the classified service as defined by Section 124.11, Ohio Revised Code and the 1980 Senate Bill 160, Section 8, are employed and removed from office by the Executive Director. The Executive Director is hereby charged with the duty of establishing a grievance procedure for all employees other than probationary of those who have been dismissed. (Dismissed employees must appeal directly to the Board of Review.) The grievance procedure shall provide the following:

Any classified employee who is dissatisfied with working conditions or any personnel action, other than dismissal, taken toward him/her, or relating to him/her, has the right to use the grievance procedure hereafter set forth:

1. An employee who desires to grieve shall submit his/her grievance in writing to his/her immediate supervisor within seven (7) days of the occurrence, stating the specific cause(s) for his/her dissatisfaction.
2. The supervisor shall then confer within seven (7) working days of receipt of the employee's grievance with the aggrieved employee and attempt to resolve the grievance at that conference. Within 24 hours, the supervisor shall issue a written response to the employee. If the matter is not resolved to the employee's satisfaction, the employee may progress to the next step.
3. In a situation where the employee's supervisor has a superior, the aggrieved employee may within seven (7) working days of his/her meeting with his/her supervisor, request a meeting with his/her supervisor's superior to discuss the written grievance and the supervisor's written report. If the matter is not resolved to the employee's satisfaction within seven (7) working days of said meeting; the employee may progress to the next step.
4. The aggrieved employee may request a meeting with the Executive Director within seven (7) working days of his/her meeting with his/her supervisor, or in the appropriate case his/her supervisor's superior. The Executive Director's decision shall be final and a written report of that decision will be provided to the employee and all supervisors within fourteen (14) working days of the said meeting.

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SUBJECT: Classified Employee Grievance Procedure Continued	SUPERSEDES DATE: 10/79

5. Failure on the part of the Board/staff to act within the specified time limits resolves the grievance in the favor of the grievant. Failure on the part of the grievant to act within the specified time limits resolves the grievance against the employee.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Disciplinary Actions	SUPERSEDES DATE: 10/79

POLICY:

Employees are expected to conduct themselves with integrity and in accordance with rules established by the agency and the standards of conduct of their profession.

In the case of deviation from acceptable behavior, the immediate supervisor will make a recommendation for disciplinary action based on the seriousness of the offense, complexity of the situation, and the past record of the employee to the Executive Director.

Disciplinary actions include oral reprimand with written report, written reprimand, probation, suspension, and termination.

Grounds for disciplinary action include, but are not limited to:

1. Violations of the State of Ohio Code of Ethics, conflict of interest, consumption or use of alcohol and/or drugs on the job, dishonesty, willful falsification of job, benefit, or leave applications, immoral conduct and/or any failure of good behavior.
2. Other grounds for disciplinary action include insubordination, neglect of duty, absence without leave, discourteous treatment or to any act of misfeasance, malfeasance or nonfeasance.
3. Incompetence and inefficiency shall be dealt with through probation process; regular supervisory sessions and settings of reasonable goals before other sanctions or dismissal procedures are applied.

PROCEDURE:

Disciplinary procedures include the following:

1. Oral reprimands with written report
 - a. The immediate supervisor may issue an oral reprimand as a disciplinary action for a relative minor offense.

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- b. A record of such action is not required for the employee's permanent record, but should be kept in the files of the supervisor for future reference.

2. Written reprimand

- a. The immediate supervisor may issue a written reprimand in which the causes for the action are clearly stated.
- b. Such reprimand is to be given to the employee, the Executive Director and a copy filed in the employee's personnel file.
- c. The employee is to sign the notice of reprimand, signifying only that he/she has read it.

3. Probation

- a. The immediate supervisor with the final approval of the Executive Director initiates this action.
- b. The written notice of probation is to explain clearly the reasons for the action, stipulate the duration of probation, the standards for judging the employee's improvement, and the action to be taken if deficiencies are not corrected within the probationary period.
- c. A copy of the notice of probation is given to the employee and placed in the personnel file.
- d. The employee is to sign the notice of probation, signifying only that he/she has read it.

4. Suspension (compulsory leave-without-pay)

- a. The immediate supervisor initiates this action with approval by the Executive Director.

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- b. In this action, the Executive Director suspends the employee from work without pay for a period not to exceed thirty days. Reason(s) for the suspension is (are) to be written, the original given to the employee, and a copy is to be placed in the employee's personnel file.
- c. Vacation and sick leave benefits do not accrue during a suspension, but insurance coverage and retirement benefits remain in effect.
- d. The employee is to sign the notice of suspension, signifying only that he/she has read it.

5. Dismissal

- a. The immediate supervisor may initiate this action with approval by the Executive Director.
- b. Reason(s) for the termination must be presented in writing to the employee, the original given to the employee, and a copy placed in the personnel file.
- c. The employee is to sign the notice of termination, signifying only that he/she has read it.
- d. The Executive Director may give a permanent employee thirty (30) days notice of dismissal. The Executive Director shall sign the notice. The employee shall acknowledge receipt of the notice in writing.
- e. In the event that the employee's conduct leading to the dismissal action is such that he/she represents a threat to the integrity of the Board or to the safety of other staff members, he/she may be dismissed immediately.

The permanent employee has the right of appeal as defined under the appeal procedures and the State of Ohio Board of Review.

Although there is an implied sequence of disciplinary actions leading to termination, any action may be taken for cause independent of any such sequence.

All disciplinary procedures shall be governed by Ohio Revised Code 124.34. The employee who is dismissed is entitled to all wages and vacation pay due to him/her.

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SUBJECT: Disciplinary Actions Continued	SUPERSEDES DATE: 10/79

The Department of Administrative Services form ADM-4055 shall be completed by the Executive Director and exercised by him/her in compliance to the instructions set forth on the form.

Expungment of Actions

1. After a specified period of time, an employee may request that certain disciplinary actions be removed from their files. This is true only, however, if no subsequent disciplinary actions have been initiated since the original action was taken.
2. A disciplinary action because an employee was indicted for a felony crime will be expunged immediately if the employee is found not guilty of the offense.
3. An oral reprimand may be expunged after six (6) months.
4. A written reprimand may be expunged after one (1) year.
5. Record of suspension may be expunged after two (2) years.
6. An employee may request expungment of these actions by submitting a request in writing to the Executive Director.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Disciplinary Actions Continued	SUPERSEDES DATE: 10/79

Disciplinary Action

Form to be entered here.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/84
SUBJECT: Disciplinary Actions Continued	SUPERSEDES DATE: 10/79

Disciplinary Action

Form to be entered here.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Layoff	SUPERSEDES DATE: 10/79

POLICY:

The Executive Director shall layoff employees or abolish their positions in accordance with Sections 124.321 to 124.327, Ohio Revised Code and the rules of the Director of Administrative Services.

Any employee who is laid off shall have his accumulated balances of vacation and sick leave converted as follows:

1. Any balance of vacation leave shall be converted to cash in the manner in the policy entitled Vacation.
2. Any accumulated unused balance of sick leave shall be converted to cash in the manner in the policy entitled Sick Leave

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Resignation	SUPERSEDES DATE: 10/79

POLICY:

Resignation shall be understood as termination of employment at the volition of the employee.

PROCEDURE:

1. Two (2) working weeks written notice, not including vacation time is required for resignations.
2. Resignations must indicate a specific date of termination.
3. The Executive Director shall acknowledge receipt of resignation notice in writing.
4. A resignation requested by the employer, as an alternative to dismissal shall be noted as resignation in the employee's file.
5. Any termination of an employee must be reported to the ADAMHS Board and be so noted in the journal of proceedings of the Board.
6. Every employee shall return all Board property on the final date of resignation.
7. Employees shall not remove anything from their offices, except personal belongings.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Death of Employee	SUPERSEDES DATE: 10/79

POLICY:

In the case of death of a ADAMHS Board employee all wages, personal earnings, accrued vacation pay, and annual sick leave, converted in accordance with the Board policy, due to the credit of any such employee shall be paid to his/her estate.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/83
SUBJECT: Leave of Absence	SUPERSEDES DATE: 10/79

POLICY:

An extended "block-of-time" leave-without-pay at the request of the employee may be allowed for a period of up to ninety (90) calendar days. Such leave may be extended beyond ninety (90) calendar days upon approval of the Executive Director or his/her designee. The total unpaid leave days shall not exceed one hundred eighty (180) calendar days.

PROCEDURE:

1. All such leave shall be subject to the approval of the Executive Director of his/her designee.
2. No annual leave or sick leave shall accrue during approved leave of absence; however, the employee retains seniority rights and is retained as a non-contributing participant in the retirement plan. The ADAMHS Board makes no contributions on behalf of an employee during approved leave of absence.
3. An employee on approved leave of absence is entitled to reinstatement in the same or comparable position when leave is ended at no reduction in annual salary rate.
4. Health insurance and life insurance coverage remain in force during approved leave of absence.
5. Should an employee wish to return before the expiration of his/her leave of absence, he/she may do so after giving his/her immediate supervisor at least seven (7) working days written notice of his/her intent to return.
6. If the employee on leave of absence fails to return to work at the expiration of a leave of absence without securing an extension in a timely manner prior to the expiration date of such leave, the failure shall constitute the employee's voluntary resignation, and the position will be considered vacant.
7. If an employee requests leave of absence for medical reasons, he/she shall submit a doctor's certificate stating the nature of the illness or injury and the estimated time for recovery. If an employee requests an extension of a leave of absence without pay for medical reasons, and additional doctor's certificate will be required, which shall likewise contain the information listed above.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VI
PROCEDURE: Employee Status	EFFECTIVE DATE: 11/30/84
SUBJECT: Retirement	SUPERSEDES DATE: 10/79

POLICY:

Employees taking retirement at age fifty-five (55) or over with at least ten (10) years of ADAMHS Board service credit under the Public Employees Retirement System and employees with at least (30) years of service credit under Public Employees Retirement System shall receive cash payment for accumulated sick leave as follows:

- A. First two hundred forty (240) hours are converted by paying one (1) day's pay for every three- (3) days accumulated sick leave.
- B. The next one hundred sixty (160) hours is converted by paying one (1) day's pay for every two (2) days accumulated sick leave.
- C. All accumulated sick leave time in excess of four hundred (400) hours is converted by paying one (1) day's pay for every day of accumulated sick leave up to a maximum of seven hundred and fifty (750) hours.

Any cash payments of sick leave made under the provisions of this policy shall not be subject to contributions to any of the retirement systems either by the employee or the employer.

Payment for that portion of accrued sick leave credit that is converted to cash payment shall be made at the employee's rate of pay at the time of his/her separation from employment or retirement from the Board.