

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 12/18/96
SUBJECT: Routine Business Expense / Travel	SUPERSEDES DATE: 11/30/83

**Policy:**

Expense incurred by employees and/or ADAMHS Board members for authorized activity directly related to Board work shall be fully reimbursed by the Board.

When it is necessary for an employee to use his/her personal automobile for ADAMHS Board business, Board approved mileage rate will be paid to the employee.

**Procedure:**

1. Employees and/or ADAMHS Board members shall submit an Expense Reimbursement Request form, which includes all receipts to their supervisor and/or Board for approval.
2. There is no authority for the reimbursement of expenses incurred by a spouse, relative, or any traveling companion of an ADAMHS Board member, executive director, or board employee. The rate for single occupancy shall be shown on the hotel/motel bill and submitted with the expense voucher for reimbursement, with the difference between single and double occupancy rates being paid by the traveler. Similar action shall be taken to account for expenses for transportation and other expenses, with separate billing for the traveler and companion.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 10/27/93
SUBJECT: Hours of Work	SUPERSEDES DATE: 11/30/83

**POLICY:**

Full-time employees shall work thirty-seven and one-half (37.5) hours per week. One consecutive forty-eight-- (48) hour period off shall be assured every calendar week.

The business hours of the ADAMHS Board are 8:30 a.m. to 5:00 p.m., Monday through Friday. Hours of work may include additional hours for necessary meetings beyond the 8:30 a.m. to 5:00 p.m. standard hours of operation.

**PROCEDURE:**

Work time includes approved holidays, breaks and paid leave but excludes lunch as well as travel to and from the primary work site.

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

**POLICY:**

It is the responsibility of every department head to provide the safe working conditions, tools, equipment, and working methods for their employees.

Employees are responsible for the proper use and care of the equipment, tools, and vehicle provided by the Board.

**PROCEDURE:**

1. Employees shall deliver written notices of any unsafe working conditions to the Executive Director or his/her designee.
2. Employees must report all accidents to their immediate supervisor as soon as possible. When the employee is physically able he/she will prepare and submit a written report to the Executive Director that contains the following information:
  - a. The events leading up to the accident
  - b. The nature of the injury
  - c. Exact time and location
  - d. Names of witnesses
  - e. First aid received and by whom

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 11/30/83
SUBJECT: Garnishment of Wages	SUPERSEDES DATE: 10/79

**Policy:**

A garnishment is a court order, which requires that the payroll department take out a certain amount of the employee's paycheck to pay on a debt. The Board in such cases shall comply fully with court orders.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 11/30/83
SUBJECT: Blood Donors	SUPERSEDES DATE: 10/79

**POLICY:**

The Board shall provide adequate time off with pay for employees for the purpose of donating blood in a recognized blood donor program authorized by the Board.

**PROCEDURE:**

The employee shall submit a "Request for Leave" form for Administrative Leave to his/her supervisor prior to his/her scheduled appointment for blood donation.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 11/30/83
SUBJECT: Conflict of Interest	SUPERSEDES DATE: 10/79

**POLICY:**

It is expected that the ADAMHS Board is the primary employer for its employees, and as such, has first claim to that employee's paid working hours. A "public official" for purposes of section 2921.42, Ohio Revised Code, includes both ADAMHS Board members and their employees; therefore, all members of a community health board and their employees shall be given a copy of Chapter 102 and Chapter 2921, Ohio Revised Code.

**PROCEDURE:**

1. Chapter 102 and 2921 and any additional materials specified by the Ohio Ethics Commission shall be distributed to all board members and employees within ten (10) days of their appointment or employment.
2. Every board member and full-time employee shall sign an affidavit as an official receipt.
3. The Secretary of the Board shall maintain the affidavit of board members.
4. The affidavit of employees shall be included within their permanent personnel files.
5. Any full-time employee who secures paid employment or self-employment, in addition to his/her Board employment, shall submit in writing a statement indicating the type of work and the number of hours involved to the Executive Director or his/her designee. Failure to report paid employment or self-employment in addition to Board employment may result in dismissal from employment.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 11/30/83
SUBJECT: Jury Duty	SUPERSEDES DATE: 10/79

**POLICY:**

Employee shall be paid at their regular rate of pay for time spent in jury duty.

**PROCEDURE:**

1. The employee shall provide written notice of summons for jury duty to his/her immediate supervisor.
2. The employee is excused from work during such duty.
3. The absence is not charged against vacation leave.
4. Vacation and sick leave benefits continue to accrue during this period.
5. The employee shall pay all compensation received from a court for jury service to the County Treasurer.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 11/30/83
SUBJECT: Contingency Leave	SUPERSEDES DATE: 10/79

**POLICY:**

Under extraordinary conditions such as extreme weather conditions, or some event involving the ADAMHS Board or employees, the Executive Director or his/her designee shall have discretionary authority to grant employees paid contingency leave.

**PROCEDURE:**

1. When possible, contingency leave will be announced/granted in advance of the event.
2. When necessary, approval of contingency leave will be made retroactive.



Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 11/30/83
SUBJECT: Personal Long Distance Calls	SUPERSEDES DATE: 10/79

**POLICY:**

Employees may make personal long distance calls on the Board's telephones, but shall reimburse the ADAMHS Board for the full cost of each personal call.

**PROCEDURE:** Each employee placing a personal long distance call on a Board telephone shall indicate the date, place, number called and callers name on his/her telephone log.

**\*NOTE:** *If long distance calls cannot be accounted for by the Finance Department, they will notify the Executive Director. The Executive Director, or his/her designee, may randomly call the unaccounted number to determine which employee had placed a call to that number. When the employee is identified, they will be requested to pay for any calls to that city/number.*

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 4/88
SUBJECT: Salary Guidelines	SUPERSEDES DATE: 10/30/83

**POLICY:**

The salary year shall be July 1 to June 30. Annual salary adjustments shall be effective on July 1.

The annual salary adjustments for employees hired or promoted after the fiscal year begins shall be prorated in accordance with the number of days that the employee has been employed in the new position from July 1 through June 30 (for example, calculations for an employee who has been in a new position since November 1 would be as follows:

# Of days in new position = 176  
# Of working days in a year = 260

176 divided by 260 = 0.677

The employee would receive a portion (67.7%) of the annual salary adjustment.

The pay schedule of all employees shall be on a bi-weekly basis, with amounts computed on an hourly basis.

Each employee shall have the option of selecting the county's direct deposit payment plan.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 7/1/85
SUBJECT: Vehicle Utilization & Maintenance	SUPERSEDES DATE:

**POLICY:**

The ADAMHS Board for Montgomery County owns several motor vehicles. The responsibility for the maintenance program for these vehicles shall be assigned to the Administrative Division and may be shared by the employee assigned as the primary operator of the vehicle.

Vehicles may only be operated by Board members or employees of the Board. Assignment and authorized use of the vehicles will be determined by the Executive Director or his/her designee.

The ADAMHS Board shall not reimburse employees or Board members for fines/penalties paid for a motor vehicle law violation unless the citation is a safety violation resulting from equipment failure (i.e., missing headlight) of a Board-owned vehicle.

The ADAMHS Board shall not authorize reimbursement for payment of mileage to any employee or Board member for the use of his/her personal automobile for Board business if any of the Board-owned vehicles are available for use.

All employees are covered by the Board's blanket insurance policy.

**PROCEDURE:**

All employees will sign out a vehicle for a specific day/hours for which the vehicle will be utilized for Board business.

Should an employee or Board member be involved in an accident in a Board-owned vehicle, a complete report shall be filed with the Executive Director or his/her designee as soon as possible or within twenty-four (24) hours. Accident forms are kept in the glove compartment of each vehicle. The Finance Department will notify the insurance company of the accident.

A malfunction of any Board-owned vehicle should be reported to the Associate Executive Director or his/her designee immediately. Repairs will be arranged through existing service agreements. An employee may authorize repairs for a vehicle in an emergency situation, but must report and submit a repair order to the Associate Executive Director upon returning to work.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - VIII
PROCEDURE: General	EFFECTIVE DATE: 7/1/85
SUBJECT: Vehicle Utilization & Maintenance Continued	SUPERSEDES DATE:

If an employee or Board member is involved in an accident that renders the vehicle inoperable, the employee must instruct the towing service to deliver the vehicle to the Montgomery County Service Depot. If the accident occurs in Montgomery County between the hours of 7:00 a.m. and 4:00 p.m., the employee or Board member should notify the Montgomery County Service Depot for towing service.