Section 1

Introduction

MISSION STATEMENT

The mission of the Jefferson County Board of DD is to establish quality supports focused on the individual which will provide opportunities for informed choices and achievements of those choices. The choices will provide an opportunity for individuals to plan their futures in where they live, work, learn, and develop social relationships.

Original Adoption Date 3/20/86

SAVINGS CLAUSE

If any article or section of this policy manual or any amendments thereto shall be held invalid by operation of law or by a tribunal of competent jurisdiction, or compliance with or enforcement of any article or section of this policy manual shall be retrained by such tribunal, the remainder of this manual and amendments thereto shall not be affected and shall remain in full force and effect.

Section 1

Introduction

A. Policies are defined as the basic rules which guide administrative action for accomplishing an organization's objectives. Comprehensive and clearly defined policies, consistently and fairly administered, are essential to the success of any organization.
B. This manual contains policies set forth for the employees of the Jefferson County Board of DD. All personnel charged with the responsibility of administering policy must be thoroughly knowledgeable of its contents. Furthermore, it is essential that these policies are administered in a fair, systematic, and impartial manner.
C. Undoubtedly there will be situations which shall require administrative interpretations of the policies set forth herein. Every effort must be made to ensure that such decisions are made objectively, with the general intent of the policy in mind.
D. As conditions shift within the organization, it may be necessary to add, delete, or revise specific policies affected by such change. Updated policies must be issued to all manual holders and communicated to all affected employees.
E. This policy manual is a guide to be utilized by management to ensure uniformity and non-discriminatory application of the conditions of employment. In the event there is a conflict between the matters expressed in this manual and any other applicable laws or documents, the applicable law or full text of the written documents shall prevail.
F. The policies set forth and adopted within this manual supersede all previous written and unwritten personnel policies of the Jefferson County Board of DD. Questions regarding the interpretation and application of these policies shall be directed toward the Superintendent and supervisors.

Section 1.1

Definitions

Unless otherwise indicated in these policies, the following definitions shall apply:

A. **Appointing Authority** shall mean the Jefferson County Board of DD or Superintendent authorized by law to make appointments to the several positions of the agency.
B. **Class** shall mean a group of positions that involve similar duties and responsibilities, require similar qualifications, and which are properly designated by a common descriptive title indicating the general nature of the work. A class may include only one (1) position in some circumstances.
C. **County** shall mean the County of Jefferson, State of Ohio
D. **Employer** shall mean the appointing authority, or the designee of the appointing authority, authorized by law to make appointments to positions.
E. **Position** shall mean a group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person.
F. **Supervisor** shall mean an individual who has been authorized by the appointing authority to oversee and direct the work of lower level employees on a daily basis.
G. **Salaried Employees** shall mean those employees who are paid on a biweekly basis, rather than an hourly wage.
H. **State Personnel Board of Review** shall mean the State Board of Review as authorized by Section 124.03 of the Revised Code.
I. **Labor Agreement** shall mean the agreement negotiated between the Board and District 1199, The Heal Care and Social Service Union, SEIU, AFL-CIO, OAPSE representing those classifications defined therein.

Section 1.2

Classified & Unclassified Employment

A. All employees of the Jefferson County Board of DD are presumed to be classified civil servants unless the position which they occupy has been exempted from the classified service by a lawful request of the Employer, or by operation of law. After completion of a one hundred eighty (180) day probationary period, or the probationary period designated in the classification specification, classified employees may only be disciplined for cause and by following the procedures set forth in Chapter 124 of the Ohio Revised Code. Classified employees may not actively participate in partisan politics.

B. Some employees serve in the unclassified civil service, or occupy positions which have exempted from the classified service. Such employees serve at the pleasure of the Board. Unclassified employees are not prohibited from partisan political activity.

Section 1.3

Objectives

A. The appointing authority recognizes that a personnel system which recruits and retains competent, dependable personnel is indispensable to effective Jefferson County Board of DD operations.
B. The policies and procedures set forth in this manual are designed to:
   1. Promote high morale and foster good working relationships among employees of the Board by providing uniform personnel policies, equal opportunities for advancement, and consideration of employee needs.
   2. Enhance the attractiveness of a career with Jefferson County Board of DD program and encourage each of its employees to give his or her best effort to the Jefferson County Board of DD program and the public
   3. Encourage courteous and dependable service to the public.
   4. Provide fair and equal opportunity for qualified persons to enter and progress in the Jefferson County Board of DD service based on merit and qualifications as determined through objective and practical personnel management methods.
   5. Ensure that Jefferson County Board of DD operations are conducted in an ethical and legal manner so to promote its reputations as an efficient, progressive body in the community and the state.

Section 1.4

Equal Employment Opportunity/Affirmative Action

A. The Jefferson County Board of Developmental Disabilities is an Equal Opportunity Employer. It is the policy of JCBDD that no personnel decisions concerning any term or condition of employment shall be unlawfully based upon race, color, religion, sex, national origin, military status, age, disability, genetic information or other protected criteria, except where such criteria constitutes a bona fide occupational requirement.

B. The Board will take whatever affirmative action is necessary to offer equal opportunity employment without regard to such when federal, state, and local laws are complied with to ensure that all personnel actions such as the following are equally applied:
   1. Recruitment
   2. Selection
   3. Placement
   4. Testing
   5. Training
   6. Promotion & Transfers
   7. Layoff & Recall
   8. Termination
   9. Disciplinary Action
   10. Social & Recreational Programs
   11. Employee Benefits & Compensation
   12. Tangible Program Services & Benefits

C. The Human Resource Director is the JCBDD EEO Coordinator. The EEO Coordinator is responsible for providing information regarding anti-discrimination laws to employees and others, and for reviewing and resolving complaints involving alleged discrimination not resolved by the department supervisor.

D. The EEO Coordinator shall be responsible for coordinating and monitoring all efforts in the area of equal employment opportunity. Department supervisors shall maintain responsibility for their actions in regard to offering equal opportunity to each department employee and for attempting to resolve discrimination complaints within their respective departments.

E. No inquiry shall be made as to religious, racial, or ethnic origin of applicants for employment, except as necessary to gather employment opportunity or other statistics that, when compiled, will not identify any specific individual. Disclosure of this information by the applicant is a voluntary action on his/her part.

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Section 1.5

Management Rights

The Jefferson County Board of DD and/or the Superintendent maintain the right and responsibility to establish policies which are consistent with all applicable state and federal laws in order to govern the operations of the agency. These may include but are not limited to the right and responsibility to:

A. Determine the functions and programs of the Employer.
B. Determine the standards of services to be delivered.
C. Determine the overall budget.
D. Determine how technology may be utilized to improve the Board's operations.
E. Determine the Board's organizational structure.
F. Direct, supervise, evaluate, or hire employees.
G. Maintain and improve the efficiency and effectiveness of the board's operation utilizing both internal and external personnel.
H. Determine the overall methods, process, means, or personnel by which the Board's operations are to be conducted.
I. Suspend, discipline, demote, or discharge for just cause, or layoff, transfer, assign, schedule, promote, or retain employees.
J. Determine the adequacy of the work force.
K. Determine the overall mission of the Jefferson county Board of DD as a unit of government.
L. Effectively manage the work force.
M. Take actions necessary to carry out the mission of the Board as a government unit. Further, the Board retains the right to carry out statutory mandates and goals, to promulgate work rules, regulations, policies, procedures, or directives consistent with the Board's authority to regulate the personal conduct of employees.

Section 1.6

Scope of Coverage

These policies apply to all employees. In the event a section noted herein conflicts with a provision of the collective bargaining agreement, the collective bargaining agreement shall supersede such section. This exception applies only to those individual employees in the classifications listed in Article 2, Union Recognition, of the labor agreements.

Section 1.7

Dissemination/Policy Amendment

A. All employees shall be notified of the existence of these policies, and each office shall keep a copy available for review by employees. Employees are not permitted to use business hours to review these policies, unless so authorized by the Superintendent or designee.
B. As conditions warrant, these policies may be amended, revised, or deleted as determined by the Board and the Superintendent. Such revisions, amendments, or deletions will be posted in a conspicuous location prior to the effective date. In addition, at the discretion of the Superintendent, in-service training may be conducted in reference to such revisions, amendments, or deletions.

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