

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**SECTION 1  
INTRODUCTION**

- 1.1 Policies
- 1.2 Definition of Terms
- 1.3 Objectives
- 1.4 Management Rights
- 1.5 Availability of Reference
- 1.6 Amendments
- 1.7 Administration of the Personnel System
- 1.8 Nondiscrimination
- 1.9 Americans with Disabilities Act

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**POLICIES**

**SECTION 1.1  
PAGE 1 OF 1**

- 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 by the Employer that are applicable to all employees unless otherwise noted. However, this manual is not to be construed as an employment contract. Any provision of a collective bargaining agreement in conflict with any policy herein shall supercede said policy in its application to bargaining unit employees.
- C. All personnel charged with the responsibility of administering policy must be thoroughly knowledgeable of the contents of this manual. It is important these policies be administered in a systematic, fair, and impartial manner. Undoubtedly, there will be situations which will require administrative interpretation of the policies set forth in this manual. Every effort must be made to ensure that such decisions are made objectively, with the general intent of the policy in mind.
- D. The Employer reserves the right to develop new policies, revise or augment existing policies, delete existing policies, or make any other modification deemed appropriate. The Employer will normally try to give employees advance notification before a policy is revised, implemented, deleted, etc. However, the Employer reserves the right to make such changes without advanced notification if such is deemed appropriate.
- E. It is important that all manuals be kept up to date. All such changes (additions, deletions, revisions, etc.) must be dated, issued to all manual holders, and communicated to all affected employees.
- F. 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 document will prevail.
- G. If any article or section of this 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 articles or sections of this manual shall be restrained by such tribunal, the remainder of this manual and any amendments thereto shall not be affected and shall remain in full force and effect.

Original Adoption Date:\_\_\_\_\_ Revision Date:\_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**DEFINITION OF TERMS**

**SECTION 1.2  
PAGE 1 OF 4**

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

- A. **Absenteeism** – The practice of an employee failing to report for work for a period of one (1) or more days, or failure to report within the prescribed time when he or she has been scheduled for work. Misuse or abuse of sick leave regulations shall also be considered absenteeism.
- B. **Absent Without Leave** – An absence from work without proper authorization from the Appointing Authority or designee to be absent from work.
- C. **Appointing Authority** – All elected County officials, officers, boards, or commissions and such designees of elected County officials, officers, boards, or commissions as may be authorized by law to make appointments to positions.
- D. **Classified Employee** – A County employee who serves in a position which has not been designated as being in the unclassified service by virtue of Ohio Revised Code Section 124.11 or other relevant sections of the Ohio Revised Code.
- E. **Classification** – A group of positions sufficiently similar in respect to duties, responsibilities, authority, and qualifications so that the same descriptive title may be used for each. A classification may include only one (1) position in certain instances.
- F. **Collective Bargaining Agreement** – The labor agreement, if any, between the Appointing Authority and the Union chosen to represent the employees of a defined bargaining unit.
- G. **County** – The County of Belmont, State of Ohio.
- H. **Department** – A distinct unit of an Appointing Authority's office.
- I. **Dishonesty** – Disposition to lie, cheat or defraud; untrustworthiness; lack of integrity.
- J. **Employee** – Any person holding a County position subject to appointment, removal, promotion, or reduction by an Appointing Authority.
- K. **Employer** – The Appointing Authority.

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**DEFINITIONS OF TERMS**

**SECTION 1.2  
PAGE 2 OF 4**

- L. **Excused Absence** – Being absent from work with the approval of the Appointing Authority or designee (e.g., vacation, holiday, compensatory time, unpaid leave of absence).
- M. **Incompetency** – Lack of ability, legal qualification, or fitness to perform tasks required of an employee.
- N. **Inefficiency** – Quality of being incapable or indisposed to perform tasks required of an employee.
- O. **Instruction and Cautioning** – The discussion a supervisor holds with an employee in which the supervisor disciplines the employee for his or her conduct and impresses upon him or her the need for improvement. This method of discipline can eliminate misunderstandings immediately and set and maintain desired standards of conduct and performance. A notation of the date, time, and reason for instruction and cautioning should be kept in the employee's personnel file by the Appointing Authority in the event the conduct of the employee does not improve and subsequent disciplinary action is required.
- P. **Insubordination** – State of being unwilling to perform tasks required of an employee; refusal to obey an order issued by the employee's administrative superior (supervisor).
- Q. **Malfeasance** – The commission of some act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful.
- R. **Misfeasance** – The improper performance of some act which a person may lawfully do.
- S. **Nonfeasance** – Non-performance of some act which ought to be performed, omission to perform a required duty at all, or total neglect of duty. "Nonfeasance" means the total omission of an act which a person ought to do.
- T. **Position** – Any specific employment, or job calling for the performance of certain duties, and for the exercise of certain responsibilities by an individual employee. All of the slots in the organizational chart constitute the positions within the department. The arrangement of these positions under different supervisors, sections, or crews, constitute job assignments. Positions can be rearranged or reassigned, but the employee's classification remains the same unless reclassified.

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**DEFINITIONS OF TERMS**

**SECTION 1.2  
PAGE 3 OF 4**

- U. **Promotion** – The act of placing an individual in a vacant position that carries a higher pay range or rate of pay than that previously held.
  
- V. **Sick Leave Abuse** – Includes, but is not limited to, the following: The use of sick leave for any purpose other than as provided by applicable law. Calling in sick when the employee is able to work. Reporting illness in the employee’s immediate family when such illness does not exist. Reporting off sick to participate in some other activity or take care of personal business. Setting a pattern of reporting off sick on certain days of the week or following regular days off, over an extended period of time. Failure to follow the rules and regulations regarding use of sick leave and reporting procedures.
  
- W. **State Service** – includes all offices and positions in the service of the state, counties, and general health districts of the state. “State service” does not include offices and positions in the service of the cities, city health districts, and city school districts of the state.
  
- X. **Supervisor** – An individual who has been authorized by the Appointing Authority or designee to oversee and direct the work of lower level employees on a daily basis.
  
- Y. **Suspension** – Normally this involves relieving an employee from duty without pay as a disciplinary measure aimed at improving the employee's conduct. A suspension is usually issued after verbal and written warnings have failed to improve the employee's conduct or in the instance of a Group II violation. In certain instances, suspensions may be worked with pay (suspension of record) without impacting the effect of the suspension for purposes of recording disciplinary actions.
  
- Z. **Temporary Appointment** – An unclassified employee who works in a position which is of a non-permanent nature (full or part-time), which position has a specified duration of time, not to exceed one hundred twenty (120) days.
  
- AA. **Transfer** – The movement of an employee from one position to another where there is no change in level of responsibility, classification, or salary.
  
- BB. **Unclassified Employee** – A County employee who serves in a position which has been correctly designated as being in the unclassified service by virtue of ORC Section 124.11, or other applicable section of the Revised Code.
  
- CC. **Work Unit** – A unit of an Appointing Authority's office, usually directed by a supervisor and charged with a specific work function, which contributes to the

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**DEFINITIONS OF TERMS**

**SECTION 1.2  
PAGE 4 OF 4**

accomplishment of the office's public service function, e.g., civil, criminal, records, etc.

- DD. **Written Reprimand** – This is the written record of disciplinary action, usually issued after instruction and cautioning has failed to improve an employee's conduct.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**OBJECTIVES**

**SECTION 1.3  
PAGE 1 OF 1**

- A. The Employer recognizes that a personnel system which recruits and retains competent, dependable County personnel is indispensable to effective County government.
  
- B. The policies and procedures contained in this manual are designed to:
  - 1. Promote high morale among County employees by fostering good working relationships and by providing uniform personnel policies, opportunities for advancement, and consideration of employee needs and desires;
  
  - 2. Maintain recruitment and promotion practices which will enhance the attractiveness of a County career and encourage each employee to give his or her best effort to the County and the public;
  
  - 3. Provide courteous and dependable service to the public;
  
  - 4. Provide fair and equal opportunity for qualified persons to enter and progress through County service, in a manner based on merit and fitness as determined through fair and practical personnel management methods;
  
  - 5. Conduct all operations in an ethical and legal manner so as to bring into being a reputation as an efficient, progressive body in the community and state.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**MANAGEMENT RIGHTS**

**SECTION 1.4  
PAGE 1 OF 1**

- A. The Employer maintains the right and the authority to administer the business, to promulgate rules and regulations, and to exercise the prerogatives of management, including but not limited to the following:
1. To manage and direct County employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, suspend, discharge, or discipline for cause, and to maintain discipline among employees;
  2. To manage and determine the location, type and number of physical facilities, equipment, programs and the work to be performed;
  3. To determine each department's goals, objectives, programs, and services, and to utilize personnel in a manner designed to effectively and efficiently meet these purposes;
  4. To determine the size and composition of the work force and each department's organizational structure, including the right to layoff employees from duty due to lack of work or lack of funds;
  5. To determine the hours of work and work schedules, and to establish the necessary work rules for all employees;
  6. To determine when a job vacancy exists, the duties to be included in all job classifications, and the standards of quality and performance to be maintained;
  7. To determine the necessity to schedule overtime and the amount required thereof;
  8. To determine each department's budget and uses thereof;
  9. To maintain the security of records and other pertinent information.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_



**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**AVAILABILITY OF REFERENCE**

**SECTION 1.5  
PAGE 1 OF 1**

- A. All employees shall be provided with a copy of these policies. However, employees are not permitted to use work hours to review these policies, unless so authorized by the immediate supervisor.

Employees shall familiarize themselves with the policies herein and keep this copy of the manual available.

- B. All supervisory personnel responsible for administering policy are to become familiar with this manual. Supervisory personnel shall administer all policies and procedures contained herein and ensure that subordinate personnel comply with these policies and procedures. Employees are encouraged to ask their supervisor questions regarding any issue that may be unclear.

All supervisory employees shall maintain their copy of this manual at their department office.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**AMENDMENTS**

**SECTION 1.6  
PAGE 1 OF 1**

- A. These rules may be amended or revised at the discretion of the Employer. Whenever this occurs, employees will be provided with a revised and/or new policy to incorporate into their manuals.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**ADMINISTRATION OF THE PERSONNEL SYSTEM**

**SECTION 1.7  
PAGE 1 OF 1**

- A. The Employer, through the appointed management staff, shall be responsible for ensuring adherence to the established policies and procedures.
  
- B. The Employer shall designate various management and supervisory personnel to administer the personnel system and to implement policies and procedures.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**NONDISCRIMINATION**

**SECTION 1.8  
PAGE 1 OF 1**

- A. Belmont County is an equal opportunity employer. No personnel decisions concerning any term or condition of employment shall be unlawfully based upon an individual's race, color, religion, sex, national origin, age, military status, or disability.
- B. Each Appointing Authority has an EEO/ADA Coordinator. The EEO/ADA Coordinator is responsible for providing information regarding antidiscrimination employment laws to employees and applicants, and for reviewing and resolving complaints involving alleged discrimination.
- C. The EEO/ADA Coordinator shall be responsible for formulating, implementing, coordinating, and monitoring all efforts to prevent unlawful discrimination in the workplace. The EEO/ADA Coordinator shall maintain responsibility in regard to offering equal opportunity to each employee or job applicant and for attempting to resolve discrimination complaints not personally involving the Coordinator.
- D. No inquiry shall be made prior to employment regarding the applicant's race, color, age, religion, sex, national origin, or disability, except as necessary to gather equal employment opportunity or other statistics that, when compiled, will not identify any specific individual. Disclosure of this information is a voluntary action on the applicant's part.
- E. All employees and/or applicants for employment will be hired, promoted, transferred, demoted, laid off, terminated, suspended, or evaluated in a fair and equitable manner based solely upon merit, fitness, and such bonafide occupational qualifications as may be required for a particular position.
- F. It is the policy of the County to comply fully with all federal, state, and local nondiscrimination laws.
- G. Posters shall be displayed in locations throughout the county offices in such a manner as to be easily readable from a wheelchair.
- H. It is the policy of the County to provide courteous and efficient service to the public. In that regard, County employees shall make every reasonable effort to accommodate persons with disabilities, as well as those persons with language and literacy barriers.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**AMERICANS WITH DISABILITIES ACT (ADA)**

**SECTION 1.9  
PAGE 1 OF 2**

- A. Employment: The County supports the intent and purposes of the Americans with Disabilities Act (ADA) and will not 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 County shall 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 in 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 County shall ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- E. Information: The County 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 or administrative hardships.
- G. EEO/ADA Coordinator: The EEO/ADA Coordinator (see Section 1.8) shall be responsible for:
1. providing information about the ADA to employees and others; and
  2. receiving and resolving complaints involving non-accessibility of services, programs, or facilities and alleged discrimination against disabled individuals.
- H. Complaint/Comment Procedure: Complaints, comments, or questions regarding the

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**AMERICANS WITH DISABILITIES ACT (ADA)**

**SECTION 1.9  
PAGE 2 OF 2**

County's compliance with the ADA should be filed in accordance with the Discrimination Complaint Procedure contained in Section 7.18 of this manual.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_