

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

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**ATTENDANCE**

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- A. Regular and predictable attendance by all employees is an essential component of the employment relationship. Therefore, this policy is established in order to communicate the priority that the Employer places on regular and predictable attendance on the part of all employees. Attendance under this policy not only includes regular appearance at work, but also means honoring all regulations pertaining to breaks, lunch periods, meetings, etc.
- B. The normal work week for most full-time employees is computed on the basis of forty (40) hours, composed of five (5), eight (8) hour days or thirty-five (35) hours, composed of five (5) days, seven (7) hours.
- C. In order to maintain complete and accurate records of all time worked, employees are required to complete a Bi-Weekly Attendance Form, or if available, punch in and out on a time clock. Each employee will be responsible for making certain that they have properly recorded their daily arrival and departure times, as well as the time departed and returned from the lunch period. Any employee not properly adhering to this procedure may be subject to discipline. Under no circumstances will any employee punch or otherwise record another employee's time card or report.
- D. Supervisory and management staff are charged with the responsibility of ensuring that employees have accurately recorded arrivals and departures. Additionally, supervisors are responsible for submitting a bi-weekly payroll summary by noon on the Monday following the end of the payroll period. This summary should accurately reflect the number of hours actually worked, or taken in paid or unpaid leave during that period. The information on the payroll summary should be obtained by reviewing the Bi-Weekly Attendance Record or the time card which each employee is required to complete and submit to his supervisor. Because several of the County's operations are operated on a twenty-four (24) hour per day basis, it is understood that these Bi-Weekly Attendance Records may not be immediately available due to days off or other reasons. Employees shall in every instance be required to submit the attendance card and any request for leave (paid or unpaid) as soon as possible, and without fail prior to receiving a paycheck for the pay period. The original copies of these records, along with the Bi-Weekly Payroll Summary, will be maintained by the Employer in order to be available for auditing purposes. Each work unit should retain copies of these documents in order to answer inquiries and provide information.
- E. When authorized by their immediate supervisors, employees may take not more than two (2) fifteen (15) minute rest periods each full workday. Rest periods shall be considered a privilege and not a right and shall never interfere with the proper

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performance of the work responsibilities of the department. Rest periods shall not abut the beginning of or the end of a shift, a lunch period, or another rest period.

- F. The Employer has no provision for make-up time. Whenever an employee is absent from work through no fault of the Employer, he/she will not be permitted to work overtime solely for the purpose of "restoring" the lost time.
- G. Employees are prohibited from engaging in work prior to or after established shift starting/quitting times without specific authorization from their supervisor. Further, lunch and break periods are to be taken in the prescribed areas and not in the employee's work location.
- H. If an employee, of his/her own accord, does not take his/her lunch break during the prescribed time allotted for such lunch break, it is not permissible for the employee to take the unused lunch break solely for the purposes of leaving work early and/or arriving at work late to avoid using any accumulated time such as vacation and/or sick leave.
- I. Absenteeism shall not be tolerated. Employees are expected to regularly and consistently report for work as scheduled. Employer approval of leaves as contained herein shall not render an employee immune from investigation.
- J. Employees will be disciplined for unauthorized leaves of absence. If an employee is unable to report to work as scheduled, he or she must follow the proper procedure for reporting off.
- K. The Employer recognizes the fact that emergency situations can arise that can cause an employee to be late or unable to report to work, e.g., car accidents, fire, etc., but these situations are the exception. In the case of an emergency, the employee should notify the supervisor as soon as possible and explain the nature of the emergency. Requests for emergency leave (authorization after the fact) will be considered based on the merits of the request.
- L. Excused Absence: An employee's absence will be excused only when it has been approved in advance, or it is approved after the fact once the Employer has determined it is a proper use of available leave. Any other absence will be considered an unexcused absence (unauthorized leave of absence) and will be disciplined accordingly.
- M. Patterned Abuse will not be tolerated and will result in appropriate discipline. Examples of patterned abuse are as follows:

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1. absence on the day immediately prior to or immediately following the employee's scheduled holiday, vacation day, pay day, etc.;
  2. absence which recurs with regularity (e.g., every other Wednesday, every Monday, third Thursday of the month, etc.);
  3. absence when the employee is scheduled for special duty, including but not limited to overtime or temporary increases in work load.
- N. An employee who fails to report to work without any notification for three (3) or more consecutive scheduled work days shall be terminated, unless the employee can demonstrate, to the Employer's satisfaction, that there was sufficient justification for such no call/no show.
- O. Supervisory Responsibilities. Each supervisor should exemplify good attendance. It is the supervisor's responsibility to investigate abuse and bring it to the attention of the appointing authority or appropriate designee.

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**TARDINESS**

**SECTION 7.2  
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- A. Tardiness or lateness on a regular basis is inexcusable and will not be tolerated. Tardiness is defined as any situation where an employee reports to work one (1) or more minutes after his or her scheduled starting time. Whenever an employee is tardy, that employee shall be subject to a corresponding reduction in pay for each one-tenth (1/10) of an hour, or portion thereof, for which the employee is tardy, unless the employee offers to the supervisor a written reason for being tardy deemed acceptable by the supervisor.
- B. An employee who is tardy may be subject to appropriate disciplinary action as follows, unless he or she offers to the supervisor a written reason for being tardy deemed acceptable by the supervisor:
- 2 times tardy – instruction and cautioning
  - 3 times tardy – written reprimand
  - 4 times tardy – 3 days or less suspension, or fine\*
  - 5 times tardy – 15 days or less suspension, or fine\*
  - 6 times tardy – termination from service
- \* This may be a working suspension of record or a non-working suspension without pay.
- C. Each tardiness disciplinary action shall have force and effect for a period of eighteen (18) months after its issuance. (Whenever possible, the employee shall be required to call his supervisor to provide notification regarding an anticipated incident of tardiness.)
- D. Instruction and Cautioning will be issued by the supervisor and a Record of Instruction and Cautioning will be given to the employee with a copy placed in the employee's personnel file. Written reprimands will be issued by the employee's supervisor and a Record of Written Reprimand will be given to the employee with a copy placed in the employee's personnel file.
- E. Suspensions, fines, and terminations related to tardiness and/or lateness will be recommended by the responsible management or supervisory authority, and will require official action of the Employer.

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**BULLETIN BOARDS**

**SECTION 7.3  
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- A. All materials appearing on the Employer's bulletin boards will be posted by the Employer or designated representative. All County notices, state or federal required notices, and required legal notices shall be posted on the bulletin board. Information of a general interest to employees may be posted by the Employer or designated representative(s), provided the material to be posted does not contain:
1. personal attacks upon any employee or public official;
  2. scandalous or derogatory attacks upon any employee, public official, or governmental unit/agency;
  3. attacks on and/or unfavorable comments regarding a candidate for public office.
- B. Employees wishing to have materials posted on the bulletin board shall submit a written request to the Employer or designated representatives for approval. The request shall include: name(s) of person(s) or group(s) making the request, a copy of the material to be posted, and the period of time the material is to be posted.
- C. Information posted on an Employer bulletin board shall be removed after the approved posting period. Materials posted without prior approval will be removed from the bulletin boards.
- D. Any employee found to be in violation of this policy shall be subject to disciplinary action.
- E. Postings on designated Union bulletin boards shall be governed by the terms of the applicable collective bargaining agreement.

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**HEALTH AND SAFETY**

**SECTION 7.4  
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- A. Safety is the responsibility of both supervisory and non-supervisory employees. It is the responsibility of each to make certain that all safety equipment is being used and all safety procedures and practices are observed. Any employee found to be negligent in equipment operation, resulting either in damage to the equipment or an accident, shall be disciplined in accordance with the County's progressive discipline policy. The safe and efficient completion of work assignments, without injury, is the County's primary concern. Only through the determined elimination of the causes can we reduce the frequency of accidents.
- B. Any employee found to be reckless or negligent in equipment operation, resulting in the damage to the equipment or an accident, shall be subject to termination.
- C. All employees, particularly supervisors, have the responsibility of reporting the existence of any hazardous conditions or practices. Supervisors found to be negligent in requiring the use of prescribed safety equipment will be subject to disciplinary action.
- D. Any accident occurring during normal working hours shall be reported, in writing, to the immediate supervisor at once. The supervisor shall in turn notify the Employer or designee.
- E. Upon notification of an accident, the supervisor and employee shall complete an accident form which must be forwarded to the appointing authority no later than the end of the shift in which the accident occurred in order to ensure that the employee may be covered under Workers' Compensation insurance.

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**WORKPLACE VIOLENCE**

**SECTION 7.5  
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- A. The safety and security of employees, clients, and the general public are of vital importance to the Employer. 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 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 which could result in damage to County equipment or property;
  3. any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
  4. any act or threat of violence which endangers the safety of employees, clients, residents, or the general public;
  5. any act or threat of violence made directly or indirectly by words, gestures, or symbols; or
  6. use or possession of a weapon on County premises or on a County controlled site, or an area that is associated with County employment except as required in the line of duty (i.e., law enforcement). A weapon is defined as a loaded or unloaded firearm or a device, electronic stun device, chemical substance, or other material that could be used, ordinarily would be used, or is intended to be used to cause serious bodily injury.
- C. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on County 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.
- D. Employees shall immediately report to their supervisor any behavior that



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**WORKPLACE VIOLENCE**

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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 County-controlled site, or is connected with employment by the Employer.

- E. If situations arise where immediate assistance from the Sheriff's Office is required, the Sheriff (740-695-7933) may be called.
- F. All employees who apply for, obtain, or are the subject of a restraining order which lists County locations as being protected areas, must provide to the County 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.

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**CONCEALED WEAPONS**

**SECTION 7.6  
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The Employer, through the promulgation of this policy, hereby notifies its employees that carrying a concealed weapon is not part of any employee's job responsibility and that such activity does not arise "in the scope of employment." Any employee who carries, uses, brandishes, or displays a firearm while on duty will not be defended or indemnified.

Accordingly, the Employer specifically prohibits the following activities:

1. carrying a weapon or firearm while on duty, whether or not licensed to do so;
2. possessing a weapon or firearm in any parking area owned, leased, or controlled by the County, whether or not contained in the vehicle;
3. displaying a weapon or firearm while on duty;
4. carrying or displaying a weapon or firearm, on or off-duty, while on strike or picketing;
5. displaying an empty handgun holster while on duty.

Any violation of this policy shall be considered a Group III offense and may result in discipline, up to and including the employee's termination of employment. Should an employee display a weapon or firearm, whether in a facility or in a parking lot, such action will be considered a threat and prosecuted to the fullest extent of the law.

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**TOOLS, SUPPLIES, AND EQUIPMENT**

**SECTION 7.7**

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- A. All tools, supplies, and equipment needed to perform job duties are provided by the Employer. It is the responsibility of supervisors to see that they are properly used and maintained.
- B. Misuse, neglect, theft, and abuse of tools, supplies, equipment, personal computers, or telephones is prohibited. Accidents involving misuse of tools or equipment may be cause for disciplinary action (see Safety). Loss of tools on more than one occasion may require payment by the employee for those tools lost.
- C. County tools, supplies, and equipment shall not be used for personal use.
- D. Violations of this policy shall result in discipline up to and including termination.

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**USE OF COUNTY-OWNED VEHICLES**

**SECTION 7.8  
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- A. This policy is for the use of any motor vehicles owned or leased by the Board of County Commissioners or any County Office, if applicable, for the use of the County Commissioners or any department, commission, board, office, or agency under its direct supervision, or for the use of any elected County official and/or their employees. For the purpose of this policy, the term "employee" hereinafter means the persons comprising of the Board of County Commissioners, 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 Board of County Commissioners.
- B. No person who is not a compensated employee of Belmont County, Ohio may operate a County-owned or leased vehicle unless specifically authorized by the Board of County Commissioners. The Board of County Commissioners will consider exceptions to this requirement for law enforcement purposes, emergency response, and other like circumstances upon the request of the Sheriff, Emergency Management Agency Director, or County Coroner. No County 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 County (O.R.C. 307.42, 307.43 and 124.71). Under Ohio law, however, the County Commissioners have the authority to determine the meaning of and the manner of which employees and elected officials use vehicles owned or leased by the Board of County Commissioners for the transaction of public business, work of the County, or commuting.
- C. The Board of County Commissioners recognizes that to efficiently and effectively carry out the transaction of public business or work of the County, a reasonable amount of related use may have to be conducted in a County-owned or leased motor vehicle for incidental but closely related business use (i.e. rest and lunch breaks); provided that the employee or elected official does not deviate from the route to the next work site.

County-owned or leased vehicles are not provided as a means of compensation to employees.

Only passengers on official County business shall be permitted in all County-owned or leased vehicles except as approved and/or authorized under R.C. 1551.25, (Ride Sharing). Elected Officials may permit spouses as passengers if the elected official is operating the vehicle for a purpose directly related to their official duties (e.g., attending annual meetings, township meetings, and chamber of commerce meetings).

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**SECTION 7.8**

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- D. It is not the policy of the Board of County Commissioners 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 Board of County Commissioners, County Sheriff for vehicles assigned to the Sheriff specifically for the performance of a law enforcement activity, or the County Coroner for vehicles assigned to the Coroner for related County business purposes, if any.

- E. It is recommended that a County official and/or employee operating a County-owned or leased vehicle drive to a safe location and park the vehicle prior to using a cellular telephone and/or pager.

- F. Smoking is prohibited in all County-owned or leased vehicles.

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

1. Operator's License: All operators of any County-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 County official and/or employee's operator's license will result in a suspension of any and all County-approved driving privileges. Any official and/or employee who is authorized to use a County-owned or leased vehicle and whose operator's license is suspended, must notify their immediate supervisor of this fact at the earliest of the following: day of suspension or next working day. An elected official, department head, or supervisor must notify the Board of County Commissioners within the same time limitations.
2. Seat Belts: As required by the Ohio Revised Code, all front seat passengers of a County-owned or leased vehicle or privately-owned vehicle, while being operated in the transaction of public business or work of the County, 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.
3. Alcohol and other Substances: All County elected officials, County employees and/or other persons authorized to use a County-owned or



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leased vehicle shall not operate any County-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 County-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 as immediately as is practical. Accident reports are to be completed and submitted to the supervisor who will report the information to Board of County Commissioners 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 County-owned or leased vehicle are the full responsibility of the operator.

Operators of any County-owned or leased vehicle that establish poor driving records may be directed to attend a defensive driving and/or a driver training course by the Board of County Commissioners and/or by their immediate supervisor if they are to maintain authorization to operate a County-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 Board of County Commissioners and/or their designee.

5. Preventive Maintenance and Service: All County-owned or leased vehicles shall receive preventative maintenance according to standards established by the Board of County Commissioners and/or by the department head. All elected officials or department heads who have vehicles assigned to their department, office, or agency are responsible for insuring required maintenance and service is scheduled. Any vehicle operators shall immediately notify their supervisor should they detect any unsafe or hazardous condition in or upon any and all County-owned or leased



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vehicles. The supervisor shall, in turn, be responsible to schedule such service.

All County-owned or leased vehicles shall be fueled in accordance with the policy set forth by the Board of County Commissioners and/or by the elected official or department head. County gasoline credit cards shall be used to purchase gasoline, oil, etc. for all County-owned or leased vehicles on official County business only unless other arrangements have been made and approved by the elected official and/or department head.

All operators of any County-owned or leased vehicle shall be responsible for the appearance (interior and exterior) of the County vehicle they are using and/or which has been assigned to them.

6. Insurability: All employees required to drive a County-owned vehicle, or drive their own vehicle on County time must be insurable under the County'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 County Business: All County employees who are required to, or who choose to use their personal vehicles in the transaction of public business or work of the County, will be reimbursed on a mileage basis at the authorized County rate subject to approval by the appropriate department head and submission of transaction or public business or work of the County. All officials and employees must maintain their own liability insurance as required by law at the following limits:
- |                           |              |
|---------------------------|--------------|
| Bodily injury, one person | \$100,000.00 |
| Bodily injury, accidental | \$300,000.00 |
| Property Damage           | \$150,000.00 |
- The employee's personal insurance shall be considered primary coverage. The Board of County Commissioners may request proof of automobile insurance coverage from each County official, department head, and any and all employees.
- I. Record Keeping: All County officials, appointees, and County employees, prior to operating a County-owned or leased vehicle or a personal vehicle in the transaction of County business or work, shall be given a copy of the Belmont County Vehicle Use policy and acknowledge receipt of the same. The elected

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**SECTION 7.8**

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official and/or department head shall maintain these records.

Each vehicle operator shall be responsible for maintaining the appropriate vehicle logs. The type of log used may be specific to the function of the vehicle. Vehicles' use logs must be reviewed by the elected official or department head monthly. Logs must contain date of trip, purpose of trip, place of trip, and beginning/ending odometer readings. Employees will also be required to submit a Vehicle Usage Affidavit annually to cover the twelve (12) month period ending October 31 each year. This affidavit must be completed by the employee, approved by the department head, and forwarded to the Auditor's office by November 15 each year.

- J. County-owned vehicles will not be used for personal use by employees. Each employee will certify, as identified in Section I above, the amount and reason for any personal use and will calculate the taxable amount to be reported based upon the employees' allowed method of valuation. The available valuation methods are:
1. Cents Per Mile Rule – Reg. §1.61-21(e): Vehicle must either be driven at least 50% for business, to transport at least three (3) employees to work, or at least 10,000 miles per year. This method cannot be used if the fair market value in 2006 exceeded \$15,000. (Revised annually). If selected, you must continue to use this method unless the vehicle no longer meets the requirements, except an employer may change to the commuting valuation rule.
  2. Commuting Valuation Rule – Reg. §1.61-21(f): Value of personal use is \$3.00 per day per person that commutes in the subject vehicle. The requirements are:
    - Employer has a written policy prohibiting personal use of the vehicle.
    - Employee does not use the vehicle for personal use.
    - The Employer must require the employee to use the vehicle. It cannot be voluntary on the employee's part.
    - This valuation method is not allowed for elected officials.
    - This valuation method is not available for those whose compensation is at least as great as a federal government employee at Executive Level V. (2007-\$13X0) Reg. §1.61-21(f)(6). This is \$136,200 per year for 2007.

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3. Automobile Lease Valuation Rule – Reg. §1.61-21(d): Value is determined as listed below:
  - a. Determine the Fair Market Value on the first day made available to the employee. The Employer's cost including tax, title, etc. may be used to determine FMV. §1.61-21(d)(5).
  - b. Compute the Annual Lease Value using the table in Pub. 15B or §1.61-21(d)(iii).
  - c. Multiply the annual Lease Value by the Percent of Personal Use from the logs.
  - d. Value fuel by multiplying \$.055 per mile times the number of personal miles.
  - e. Add the values calculated in steps 3 and 4 to determine the taxable value. No adjustments need be made for maintenance or insurance costs.

Once computed, the Annual Lease Value remains in effect until December 31 of the 4<sup>th</sup> full calendar year after the rule was first applied.

A Daily Lease Method is required if the vehicle is available for less than 30 days.

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

1. County logo;
2. Vehicle number

All vehicles used by the Sheriff shall bear the approved Sheriff's, and/or law enforcement markings.

Vehicles may be unmarked in the interest of the public safety as determined by the Sheriff, or by the nature of the public business conducted as determined by the Board of County Commissioners upon written application by the elected official or department head, and subject to the administrative approval of the Board of County Commissioners.

In accordance with R.C. 307.42, all County-owned or leased vehicles shall be

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plainly and conspicuously lettered as the property of the County.

- L. Penalties: Whoever violates R.C. 307.42 may be subject to penalties pursuant to R.C. 307.99. Violation of this policy by County-elected officials and/or employees is subject to revocation of the use of any County-owned or leased vehicle.
- M. Any and all elected officials, department heads, and/or all other County employees who fail to comply with the vehicle policies and procedures and/or who misuse or abuse any County-owned or leased vehicles or equipment may be subjected to disciplinary actions which may include, but is 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 County-owned or leased motor vehicle.
- N. In those cases where the County official's and/or employee's job requires driving a County-owned or leased vehicle, suspension of the employee's driver's license may result in reassignment or termination of employment.

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**USE OF TELEPHONES / CELL PHONE POLICY  
(includes pagers and laptop computers)**

**SECTION 7.9  
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- A. Scope: This policy applies to all employees under the Appointing Authority of the Board of Belmont County Commissioners who possesses and uses a cellular telephone, pager, or laptop computer purchased and/or provided by Belmont County, Ohio.
- B. Purpose: This policy defines the conditions for which the County will provide a cellular telephone, pager, or laptop computer to an employee as well as the expectations for proper use of such County-issued equipment, and identify how personal use of such County equipment will be reimbursed by the employee using the fair market value on a per minute basis. This policy shall apply to all cellular telephones, combination radio/cellular telephones, related necessary accessories when provided by the County, and all applicable service agreements.
- C. Policy: The Board of Belmont County Commissioners recognizes that cellular telephones, pagers, and/or laptop computers have become a valuable tool for County officials and employees to enhance their productivity while working on behalf of Belmont County, Ohio. This communications tool can provide an effective and efficient means to coordinate work activities, provide and/or receive needed information, deliver public services with minimal delay and assure personal and public safety; therefore, the cellular telephones, pagers, and/or laptop computers may be provided for use regarding official County business to those officials and/or employees whose jobs require the ability to have constant contact, in accordance with this policy. The Board of Belmont County Commissioners expects all officials and/or employees to have appropriate and reasonable use of all County-owned telephones, pagers, and/or laptop computers.
- D. Procedure: It is the responsibility of each County agency or department head to determine who, in their respective offices, shall be assigned a County-owned cellular telephone, pager, and/or laptop computer for official use. No official and/or employee shall be automatically eligible to receive a County-owned cellular telephone, pager, and/or laptop computer based solely upon position, title, or classification. In order to be eligible for a County-owned cellular telephone, pager, and/or laptop computer, the official and/or employee must meet at least one (1) of the following:
1. Public Safety: The County official and/or employee requires immediate and direct communication with local emergency responders in order to provide for the safety of the public.
  2. Accessibility: The County official and/or employee, while working outside of the office, must initiate immediate and direct communication with their



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office and/or other public or private entities or persons to access information in order to conduct official County business in a timely fashion where there is a likelihood that conventional telephones will not be readily accessible.

3. Responsiveness: It is routinely necessary for other County officials and/or employees or members of the general public to reach this individual immediately and directly to discuss official County business when they are out of the office.
- D. County Pagers in Lieu of Cellular Telephones: Even if a County official and/or employee is eligible under the requirements stated hereinabove, careful consideration should always be given by the appropriate County official, agency, or department head to determine if a County pager can be utilized in lieu of a County cellular phone.
- E. Acquisition and Return of County Cellular Telephones and Pagers: Once a cellular telephone and/or pager has been provided, the recipient shall acknowledge in writing that they have received the equipment and a copy of this policy.

If a County cellular telephone and/or pager is damaged, lost, or stolen, it must be reported by the employee to their immediate supervisor as soon as possible; the immediate supervisor shall notify the Appointing Authority, who will make the necessary arrangements for termination of service and/or arrange a replacement.

When an employee no longer needs a cellular telephone and/or pager or terminates employment or otherwise loses the authorization to possess or use a County cellular telephone and/or pager, the employee shall return all County-provided cellular telephone and/or pager equipment and/or accessories immediately.

- F. Proper and Improper Use: Except for urgent or unanticipated situations where no other form of communication is available, County cellular telephones and/or pagers are provided for official County business only. The frequency and duration of such unofficial calls must be kept to a minimum. Text messages shall be considered "calls" regarding this policy.

Except as provided for above, a County cellular telephone and/or pager shall not be used for any of the following:

1. Any call made in relation to an official's or employee's personal business;

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2. Any call made for the purpose of personal entertainment, including, but not limited to, "900" numbers or other pay per call numbers;
3. Any general or routine calls made in relation to an official's or employee's personal life;
4. Any call of an obscene, threatening, harassing, or otherwise offensive nature that would be illegal, prohibited, or inappropriate as defined by law or which would be in violation of any other County policy.

Officials and/or employees are advised that all communications including, but not limited to, voice mails, text messages, pages, and/or email communications, are not confidential and are subject to review for the purpose of enforcing the policies stated herein.

- G. Penalties for Misuse of a County Cellular Telephone or Pager: Officials and/or employees who misuse a County cellular telephone and/or pager will be responsible for reimbursement as required; will lose their authorization to possess a County cellular telephone and/or pager; and/or maybe subject to disciplinary action up to and including termination.
- H. Reimbursement by employee for personal use:
1. Upon receipt of the monthly cellular phone bill, the Employer shall provide the employee, who has been provided a cellular phone or pager, with the monthly charges. The employee shall identify by highlighting any personal calls on the monthly bill. If the employee made any personal calls, the employee shall reimburse the County the fair market value per minute for all personal calls. If the employees fail to submit their monthly bills timely in accordance with this policy, all costs associated with their assigned cellular phone will be reported as taxable income at the fair market value rate.
  2. The employee will promptly and in no event longer than one (1) week from the date of notification deliver to the Employer the required reimbursement in the form of cash and/or a personal check payable to "Belmont County Treasurer," (not the cellular phone service provider) for which the department will issue the employee a receipt.
- I. Employees will not be permitted to add a second line to a County-owned cell phone account for the employee's personal use.

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- J. County employees assigned laptop computers, PPA's, or Blackberries will have their personal usage reported as taxable income using the fair market value for a monthly lease program. Employees will also be required to submit a Personal Usage Affidavit annually to cover the twelve (12) month period ending October 31 each year. This affidavit must be completed by the employee, approved by the department head, and forwarded to the Auditor's office by November 15 each year.

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**CDL DRIVER NOTIFICATION/DISQUALIFICATION  
POLICY**

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- A. Any questions regarding this policy should be directed to the County Commissioner's office.
- B. In accordance with federal regulations (49 CFR 383.37), the County is prohibited from knowingly allowing, requiring, permitting, or authorizing a driver to operate a Commercial Motor Vehicle (CMV):
  - 1. During any period in which the driver has a CMV driver's license suspended, revoked, or canceled by a state, has lost the right to operate a CMV in a state, or has been disqualified from operating a CMV.
  - 2. During any period in which the driver has more than one CMV driver's license.
  - 3. During any period in which the driver is subject to an out-of-service order.
  - 4. In violation of a federal, state, or local law or regulation pertaining to railroad highway grade crossings.

In order to comply with these standards, the Board has promulgated the following policy concerning all CDL holders employed by the County.

- C. All employees who operate a CMV are subject to this policy. This includes but is not limited to:
  - 1. Full-time regularly employed drivers; casual, intermittent, or occasional drivers.
  - 2. For the purposes of pre-employment notification only, the term "driver" includes a person applying to the County to drive a CMV.
  - 3. Employees promoted or transferred into a position requiring the operation of a CMV are treated as new hires for the purposes of this policy and pre-employment notification requirements.

**D. Pre-Employment Notification**

The County is obligated to request information concerning an applicant's previous work history for the purpose of performing a pre-employment background investigation (49 C.F.R. 383.35). Any driver applying for employment as an operator of a CMV shall provide at the time of application for employment the



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following information:

1. An employment history for the ten (10) years preceding the date the application is submitted. Such history shall include:
  - a. A list of names and addresses of the applicant's previous employers for which the applicant was the operator of a CMV.
  - b. The dates the applicant was employed by those employers.
  - c. The reason for leaving such employment.
2. A certification that all of the information furnished pursuant to "1" above is accurate and complete.

The County, at its sole discretion, may require an applicant to provide additional information.

E. Multiple Driver's Licenses

1. No employee of the County who operates a CMV shall at any time have more than one driver's license (49 C.F.R. 383.21).

F. Notification of Convictions for Driver Violations

1. Each employee of the County who operates a CMV and who is convicted of violating, in any type of motor vehicle, a state or local law relating to motor vehicle traffic control, must notify the County of such conviction. Violations covered under this subsection do not include parking infractions.

2. Reporting Violations

Notification of violations required under this section shall be made, in writing, to the Commissioner's office and the applicable department head.

3. Time Limits

Notification of a violation under this subsection must be made within thirty (30) days after the date the employee has been convicted.

4. Information Required in the Notification



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The notification submitted by the employee in accordance with this subsection shall contain the following information:

- a. Driver's full name.
- b. Driver's license number.
- c. Date of conviction.
- d. The specific criminal or other offense(s), serious traffic violation(s), and other violation(s) of state or local laws relating to motor vehicle traffic control, for which the person was convicted and any suspension, revocation, or cancellation of certain driving privileges which resulted from such conviction(s).
- e. Indication of whether or not the violation was in a CMV.
- f. Location of the offense.
- g. Driver's signature.

**G. Notification of Driver's License Suspensions**

1. Any employee who has a driver's license suspended, revoked, canceled, or loses the right to operate a CMV for any period, shall notify the County of such suspension, revocation, cancellation, lost privilege, or disqualification.

**2. Reporting**

Notification under this section shall be made, in writing, to the Commissioner's office and the applicable department head.

**3. Time Limits**

Notification under this section shall be made before the end of the next business day following the day the employee received notice of the suspension, revocation, cancellation, lost privileges, or disqualification.

- H. If a driver/employee violates any of the notification provisions or prohibitions set forth in sections D, E, F, and G of this policy, the following consequences will**

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result:

1. The driver shall be immediately removed from operating a CMV pending the results of an investigation into the alleged violation. Such removal is designed to give the County time to assess what effect, if any, the violation has on the driver's eligibility to operate a CMV, and therefore is not subject to any complaint or grievance procedure.
2. The driver may be disciplined, up to and including dismissal.

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**DRUG AND ALCOHOL POLICY**

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***A. Drug Free Workplace***

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases. The County will reasonably accommodate a recovering employee's alcohol or drug addiction in accordance with federal and state law.

Treatment pursuant to this accommodation policy will not result in any special regulations, privileges, or exemptions from standard administrative procedures, practices, or policies including disciplinary action. The County may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The County maintains a drug and alcohol free workplace<sup>1</sup> in order to eliminate the inherent risks and liability to the County, the affected employee, co-workers and the public. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting County business. Also prohibited is the illegal use of legal substances.

In order to further the County's objective of maintaining a safe, healthful, and drug free workplace, the County may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

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<sup>1</sup> As set forth in detail in paragraph B 8 below medical marijuana use as authorized by state law is not exempted from the County's drug and alcohol free workplace policy, constitutes a violation of this policy, and employees are subject to discipline up to and including discharge for any violation of this policy, including use of medical marijuana.

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***B. Drug Policy***

1. Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).
2. Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
3. Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*
4. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline
5. Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.
6. Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.
7. Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.
8. The County has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.



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**C. The Drug/Alcohol Testing Policy**

1. In order to maintain a safe and healthful work environment, the County reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.
2. Where the County has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the County's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a County representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.
3. If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the County. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.
4. Any employee who tests positive may request retesting of the original specimen at their own expense.
5. Employees who test positive for illegal substance abuse or misuse of legal drugs and/or alcohol may be offered rehabilitation through the County Employee Assistance Program. Any costs related to the rehabilitation shall be paid by the employee. Employees must take any available, accumulated, paid or unpaid leave during their absence. Failure to fully participate in or successfully complete such a rehabilitation program may result in disciplinary action.
6. Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.
7. Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.
8. Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.
9. Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the County's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing.

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Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

***D. Discipline***

The County may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the County will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test]. No employee shall be provided more than one opportunity at rehabilitation. The County's decision whether to discharge an employee shall be made on the basis of the circumstances surrounding the employee's positive drug or alcohol test and considerations such as any other misconduct resulting from the employee's substance abuse (e.g. injury, property damage, etc.) the employee's work record, and other factors traditionally considered when determining whether to retain an employee.

***E. Refusal to Test***

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

1. Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
2. Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
3. Failure to execute or release forms required as part of the testing process.

***F. Prescription/OTC Medications***

Employees must inform the County if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any County function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

Employee use of prescription or over-the counter drugs must be utilized for medical reasons, taken at the dosage and frequency of use prescribed on the label, and, in the case

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of prescription drugs, prescribed to employees for medical reasons by a licensed medical practitioner. An employee's use of the prescription or over-the-counter drugs shall not affect the employee's job performance, threaten the safety, productivity, public image or property of the County or its employees, or result in criminal behavior.

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**SECTION 7.12**

Superseded by Section 7.11



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**SECTION 7.13**

Superseded by Section 7.11

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**GAMBLING**

**SECTION 7.14  
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- A. The Employer does not permit illegal gambling in any form by County employees during working hours. For the purpose of this section, working hours shall include time actively engaged in work, lunch periods, clean-up time and any other break period. Violation of this policy will be cause for disciplinary action as prescribed herein.

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**OUTSIDE EMPLOYMENT OR ACTIVITIES**

**SECTION 7.15  
PAGE 1 OF 1**

- A. Under no circumstances shall an employee engage in other employment or activities which conflict with the objectives, interests, or operations of the County.

Two common conflicts which may arise are:

1. Time Conflict: defined as when the hours required for outside employment or activities directly conflict with the scheduled working hours of an employee's job with the County, or when the demands of outside employment or activities prohibit adequate rest, thereby adversely affecting the quality of the employee's job performance with the Employer.
  2. Interest Conflict: defined as when an employee engages in outside employment or activities which tend to compromise his or her judgment, actions and/or job performance with the Employer.
- B. Should the Employer feel that an employee's outside employment or activities are adversely affecting the employee's job performance with the County, the Employer may recommend--but may not demand--that the employee resign from the other employment or refrain from such activity. However, any conflict, policy infraction, or other specific offense which is a direct or indirect result of an employee's participation in outside employment or activities shall be disciplined in such a manner that is consistent with the Employer's progressive discipline policy.

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**DRESS AND WORK AREA**

**SECTION 7.16**

**PAGE 1 OF 1**

**A. POLICY**

1. The Employer reserves the right to prescribe appropriate dress and grooming and to set standards that are in the best interests of the County service. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with policies established by the County due to the specialized nature of service provided or the employment position maintained.
2. Clothing shall be conducive to the safe and effective performance of required job duties. Employees who work around machinery and equipment should also observe sound safety regulations, including the use of appropriate articles of clothing (shoes, goggles, hard-hats, and so forth).
3. All employees are expected to maintain a clean and neat work area. The condition of work areas and equipment affect the public's impression of both County government and County employees. County offices and work areas should always give a business-like impression. Anything detracting from a business atmosphere will not be tolerated. This extra care will also apply to appearance, uniforms, clothing, personal hygiene, equipment, and break areas.

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



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**UNIFORM AND CLOTHING ALLOWANCE**

**SECTION 7.17  
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- 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 County 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 elected official and/or department head shall ensure that appropriate record keeping 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 County logo and/or Belmont County, Ohio 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. All employees shall display a name tag or have their name monogrammed on their uniform for identification purposes.
  4. All uniforms issued by the County shall only be worn during working hours, when representing the County, in travel to and from work, and at such other times as directed by the elected official and/or department head. Any 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 County, the old or worn uniform items are to be returned to the elected official and/or 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 elected official and/or department head.
  7. Should an employee fail to return the uniform, or any uniform accessories,

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**UNIFORM AND CLOTHING ALLOWANCE**

**SECTION 7.17  
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either to be replaced or returned if leaving the employment of the County, the elected official and/or 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 elected official and/or department head may withhold such payment from the employee's pay check.

- B. Clothing provided to County 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 October 31 of each year. This affidavit must be completed by the employee, approved by the department head, and forwarded to the County Auditor by November 15 of each year for inclusion on the employee's W-2.
- C. Clothing or uniforms purchased by the County 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.

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**SOLICITATION AND DISTRIBUTION**

**SECTION 7.18  
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A. In order to provide specific rules and regulations for employees and outside organizations for buildings and other facilities and/or equipment under the control of the Belmont County Board of Commissioners, the following rules shall apply:

1. Employee No-Solicitation Rule - Any solicitation by an employee of another employee on the premises of the Employer, while either employee is on his/her working time, is prohibited. "Working time" means all the time when an employee's duties require that he/she be engaged in such work tasks. However, such solicitation is permitted during non-work time in work areas and during non-working time in non-working areas.
2. Employee No-Distribution Rule - Distribution of any type of literature, brochures, goods, etc., during working or non-working time in work is prohibited. Employees will not be permitted to sell crafts, items for schools, clubs and organizations during working or non-working time in working areas. However, employees may distribute goods and written materials, sell small crafts and other items for schools, clubs and organizations during non-working time in non-working areas, e.g., lounge/lunchroom, restrooms.
3. Employee No-Access Rule - Employees are not permitted access to the facilities under the control of the Belmont County Commissioners or to outside work areas during off-duty hours without the written approval of the Belmont County Board of Commissioners or their designee(s).
4. Non-Employee Solicitation and Distribution - Non-employees are not permitted access to the facilities under the control of the Belmont County Commissioners including the interior of the facilities and other outside working areas, for the purpose of solicitation and/or distribution. This section does not apply to vendors as defined in the Definition Section of this policy.

B. Definitions

Distribution: means an act of distributing goods, materials and/or written materials.

Employee: means any person in the employ of the Employer in any status.

Employer: means the Belmont County Board of Commissioners.

Non-Work Area: means any area on or off an Employer's premises not designated

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**SOLICITATION AND DISTRIBUTION**

**SECTION 7.18  
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as a work area.

Non-Work Time: means any time during an employee's work day where the employee is totally relieved of work duties, such as break time and lunch time. Whether an employee is in paid or unpaid status during these times is immaterial to the designation of non-work time.

Off-Duty Hours: means any time before or after a work shift.

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

Vendor: means any individual or group engaged in or desiring to engage in the supply of goods, materials, or services to the County and its employers, which goods, materials, or services are utilized in the conduct of public business.

Work Area: means any office, building, or physical location where official business is transacted and/or operations are being conducted. This includes any public or private area where employees are engaged in work activities.

Work Time: means all the time when an employee's duties require that he or she be engaged in work tasks, but does not include an employee's own time, such as meal periods, scheduled breaks, and time before or after a work shift.

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

**POLITICAL ACTIVITY**

**SECTION 7.19  
PAGE 1 OF 2**

- A. This policy lists political activities legally permitted and legally prohibited to classified County employees, including classified employees on authorized leave of absence from their positions.

1. Activities Permitted To Classified Employees

- a. Registration and voting.
- b. Expressing opinions, either orally or in writing.
- c. Voluntary financial contributions to political candidates or organizations.
- d. Circulating of non-partisan petitions or petitions stating views on legislation.
- e. Attendance at political rallies.
- f. Signing nominating petitions in support of individuals.
- g. Display of political materials in the employee's home or on the employee's property.
- h. Wearing of political badges or buttons, or the display of political stickers on their private automobiles.
- i. Serving as a precinct election official in accordance with Section 3501.22 of the Revised Code.
- j. Activities otherwise permitted by law.

2. Activities Prohibited To Classified Employees

- a. Participating in a partisan election as a candidate for office.
- b. Candidacy for public office in a non-partisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party.
- c. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
- d. Circulating official nominating petitions for any candidate participating in a partisan election.
- e. Holding an elected or appointed office in any partisan political organization.
- f. Accepting a party-sponsored appointment to any office normally filled by partisan election.
- g. Campaigning by writing for publications, by distributing political material or by making speeches on behalf of a candidate for partisan elective office.

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**POLITICAL ACTIVITY**

**SECTION 7.19  
PAGE 2 OF 2**

- h. Soliciting, either directly or indirectly, any assessment, contribution, or subscription for any political party or political candidate.
- i. Soliciting the sale of or selling political party tickets.
- j. Engaging in partisan activities at the election polls, such as soliciting votes for other than non-partisan candidates and non-partisan issues.
- k. Serving as a witness or challenger for any party or partisan committee.
- l. Engaging in political caucuses of partisan nature.
- m. Participation in a political action committee that supports partisan activity.
- n. Activities otherwise prohibited by law.

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

**DISCRIMINATORY HARASSMENT**

**SECTION 7.20  
PAGE 1 OF 3**

- A. Statement of Policy: It is the policy of the Employer to maintain an environment free from all forms of discrimination, including gender-based discrimination due to sexual harassment. In order to maintain this environment, discriminatory harassment, whether committed by supervisors, co-workers, or members of the public, is strictly prohibited.
- B. Definition: Discriminatory harassment is any type of harassing conduct that is based upon an employee's race, color, sex, national origin, age, religion, or disability. Sexual harassment, which is a form of sex discrimination, includes, but is not limited to the following:
1. repeated unwanted and/or offensive sexual flirtations, advances, or propositions;
  2. repeated verbal abuse of a sexual nature;
  3. graphic or degrading verbal or written comments about an individual, the individual's appearance, or the individual's sexual orientation;
  4. the display of sexually suggestive objects, pictures, or the display of same through other media;
  5. the implication or threat that an employee's or applicant's employment, assignment, compensation, advancement, career development, or other condition of employment will depend on the employee or applicant's submission to sexual harassment in any form; and
  6. any offensive, abusive, or unwanted physical contact.
- C. Responsibility
1. It is the responsibility of all employees to aid the Employer in maintaining a work environment free from discrimination. Therefore, it is the responsibility of each employee, including supervision and management, to immediately report any instances of discriminatory harassment to the proper authority (see reporting procedure below). 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. Moreover, any employee who receives a complaint alleging conduct which may constitute discriminatory harassment of any County employee, but fails to report same, may be subject to disciplinary action.

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**DISCRIMINATORY HARASSMENT**

**SECTION 7.20  
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2. It is further the responsibility of each supervisor to ensure that all employees who report to the supervisor 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 in this policy as a part of their employee orientation.

**D. Procedure**

1. Once a complaint of discriminatory harassment has been received, or an instance of discriminatory harassment has been reported, the complaint shall be immediately forwarded to the proper member of management for investigation (see reporting procedure below). The proper member of management shall then immediately investigate the matter in accordance with the investigation procedure. The complaining employee and/or the reporting employee will be informed of the results of the investigation.
2. If, after a thorough and prompt investigation, it is determined that discriminatory harassment has occurred, the employee who has been found to have committed discriminatory harassment will immediately be disciplined in accordance with the disciplinary procedure for discriminatory harassment. The complaining and/or reporting employee(s) will be informed of the results of the disciplinary procedure.
3. If, after the investigation, it is determined that no discriminatory harassment occurred, or that there is insufficient evidence to determine whether or not discriminatory harassment has occurred, the complaining

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**DISCRIMINATORY HARASSMENT**

**SECTION 7.20  
PAGE 3 OF 3**

employee and/or reporting employee will be informed of same.

- E. Complaint Procedure: Any employee who believes that he/she has been the subject of discriminatory harassment, and/or any employee who has witnessed an incident, or incidents, of discriminatory harassment, should report the matter to the proper authority immediately. Refer to Section 7.21

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**BELMONT COUNTY BOARD OF COMMISSIONERS  
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**EQUAL EMPLOYMENT OPPORTUNITY/  
ANTI-DISCRIMINATION COMPLAINT PROCEDURE**

**SECTION 7.21  
PAGE 1 OF 2**

**POLICY**

- A. Any person may file a complaint if the individual believes:

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 discriminatory harassment.

**PROCEDURE**

- A. All complaints alleging illegal discrimination shall be filed on the EEO/Anti-Discrimination Complaint Form contained in this manual. 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 EEO/ADA Coordinator. The EEO/ADA Coordinator shall investigate all complaints and respond to the complainant as soon as the investigation is completed. If the EEO/ADA Coordinator is the subject of the discrimination complaint, the complaint may be filed with the Appointing Authority or the Chairperson of the Board of Commissioners. If the Appointing Authority or Chairperson is the subject of the complaint, or if the employee is uncomfortable reporting the act to that individual, the employee may report the act to any other member of management.
- C. When reviewing employment discrimination complaints alleging a violation of the ADA, EEO/ADA Coordinator 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 the County, 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.

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

**SECTION 7.21  
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- 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.

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**GARNISHMENTS**

**SECTION 7.22  
PAGE 1 OF 1**

- A. The Employer accepts garnishment against its employees with appropriate court proceedings. However, the Employer does encourage employees to act as quickly as possible to relieve the County of this administrative burden.
- B. Whenever the Employer determines that this may be a habitual problem with any individual employee, the employee will be referred to an appropriate consumer credit counseling organization for assistance in resolving financial difficulties. Failure to undergo consumer credit counseling may be grounds for disciplinary action.

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**EMPLOYEE FELONY CONVICTION  
IN COURT OF LAW**

**SECTION 7.23  
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- A. The felony conviction of any employee for breaking a federal, state, or local law whether outside of work or during the course of employment with the Employer shall be grounds for dismissal.
- B. In accordance with Ohio Revised Code 124.34, employees who are convicted of a felony immediately forfeit status as a classified employee.

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**EMPLOYEE MISDEMEANOR CONVICTION  
IN COURT OF LAW**

**SECTION 7.24  
PAGE 1 OF 1**

- A. The conviction of any employee for a misdemeanor by a federal, state or local court may be grounds for disciplinary action. If the conviction is relative to the individual's employment with the Employer, the discipline may result in the employee's dismissal.
  
- B. Convictions for misdemeanor offenses not related directly to the individual's employment with the Employer may result in discipline being imposed. The Employer shall consider the following in determining the severity of the discipline: (1) the severity of the infraction; and (2) the overall status of employee performance and post conduct on the job.

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**ARREST OF EMPLOYEE**

**SECTION 7.25**

**Page 1 of 1**

- A. An employee who is arrested and charged with the commission of a crime that is related or unrelated to the individual's employment with the Employer may be relieved of duty until an investigation of the incident(s) which brought about the arrest can be conducted by the Employer.
- B. The county will follow the Ohio Revised Code, Section 124.388 "Administrative Leave with or without pay." Refer to Personnel Policy Manual Section 6.13 "Administrative Leave."

Original Adoption Date: April 23, 2008

Revision Date: March 9, 2016

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**COMPUTER/INTERNET/ELECTRONIC MAIL POLICY**

**SECTION 7.26  
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The use of computer technology and assignment of an e-mail/Internet account through a Belmont County appointing authority's office is a benefit to the employee and should be treated as such. The following constitute proper use of these privileges. **Computer, Internet, and electronic mail usage may be monitored by system or other personnel at any time. The use of any electronic technology resources of Belmont County implies acceptance of all current operational policies.**

A. General Standards of Conduct for Internet Use:

1. Any use of County computers or on-line computer services to facilitate illegal activity is prohibited.
2. View or distribute offensive or harassing statements, or to disparage others based on race, national origin, sex, sexual orientation, age, disability, political, or religious beliefs.
3. View, distribute, transmit, download, print, or solicit items displaying materials, pornography, nonforensic nudity, nonforensic sexually explicit content, or nonforensic items that are racist, sexist, or harassing in a sexual or religious manner, or any actual, graphic, animation or other depiction, in any other form, of these items.
4. Due to the fact the County encourages its employees to become familiar with new technology, the personal use of the Internet is permitted during non-work time. However, the employee's personal use of the Internet must follow these general standards for Internet use and may not result in any additional costs to the County.
5. Disruption of electronic services, supporting equipment, or information available on it is prohibited, including, but not limited to, tampering with hardware or software, vandalizing or destroying data, introducing or using computer viruses, attempting to gain access to restricted information or networks, violating copyright laws, or installing non-County-owned software of any kind.
6. The use of electronic services to harass other users or to transmit materials likely to be offensive or objectionable is prohibited.
7. Users of electronic services are to protect themselves and others by not issuing or releasing confidential information, addresses, passwords, or telephone numbers, remembering that on-line computer services are not

**BELMONT COUNTY BOARD OF COMMISSIONERS  
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**COMPUTER/INTERNET/ELECTRONIC MAIL POLICY**

**SECTION 7.26**

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private.

8. Employees shall not use a code or password, access a file, or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes or passwords used on the County's equipment must be provided to supervisors. No pass code or password may be used that is unknown to the appointing authority.
9. Any employee who violates this policy or uses electronic services for improper purposes shall be subject to discipline, up to and including discharge.

**B. E-mail**

1. Any message sent or received via a Belmont County e-mail system may be monitored by the appointing authority at any time, with or without prior notification. If an appointing authority discovers any misconduct or criminal activity, the information contained in such e-mail messages may be used to document such conduct and may be revealed to the appropriate authorities. All e-mail usage shall comply with the appointing authority's policy and all state and federal laws including those barring discrimination because of age, race, sex, religion, disability, etc.
2. E-mail relevant to the course of business in the appointing authority's office should be printed and filed in the same manner as written correspondence.
3. E-mail relevant to a specific case should be printed and filed, if appropriate.
4. E-mail accounts are to be used only by the authorized owner of the account or another person with the owner's specific authorization.
5. Subscriptions to unrelated services or news groups is not allowed as they create unnecessary traffic on the e-mail system.
6. It is permissible to transmit documents via e-mail as attachments. However, transmitting copyrighted material including software, research data, and manuscripts without the consent of the copyright holder is strictly prohibited.

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**COMPUTER/INTERNET/ELECTRONIC MAIL POLICY**

**SECTION 7.26  
PAGE 3 OF 4**

7. Caution should be exercised before opening any attachment to any incoming e-mail. If the e-mail is of unknown origin, or is not business-related, the attachment should not be opened.
8. The use of personal e-mail is not forbidden, but should be used with common sense and restraint as is the telephone for personal business.
9. The downloading of files/programs for personal use from the Internet without advance permission is prohibited. Permission is obtained from the department head, appointing authority, or designee.

C. Standards of Conduct for E-mail on a Belmont County Electronic System:

1. Do not overuse e-mail by sending courtesy copies of messages to people who do not need them. Similarly, it is not generally necessary to reply to an e-mail just to inform the sender that you have received it.
2. Be careful when forwarding e-mail messages. Use common sense: if you would not forward a copy of a paper memo with the same information, do not forward the e-mail.
3. Global transmission of e-mail is prohibited without the advance written permission of the appointing authority.
4. Be careful what you write. E-mail is not the same as conversation. It is a written record, can be duplicated at will, and may constitute a "public record."
5. Use normal capitalization and punctuation. Typing a message in all caps is bad "netiquette."
6. When replying to e-mail, it is often useful to include a portion of the original senders message to put your reply into context. It is appropriate to delete unimportant portions of the original message in order to prevent the message from getting too long.
7. If a user discovers defamatory, disparaging, or otherwise damaging statements about the County on the Internet, the user should inform the appropriate department head to follow-up on that discovery.

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**COMPUTER/INTERNET/ELECTRONIC MAIL POLICY**

**SECTION 7.26**

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- D. Use of the World Wide Web: The Internet is a powerful and useful tool for research and other functions. Employees are encouraged to develop computer and Internet skills to improve their job knowledge and to promote the interests of the appointing authority's office. Employees should treat the Internet as a formal communications tool similar to the telephone, radio, video, and written communications. All employees are responsible for their actions and communications using computers and the Internet.

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**BELMONT COUNTY BOARD OF COMMISSIONERS  
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**NEPOTISM**

**SECTION 7.27  
PAGE 1 OF 2**

- A. Pursuant to R.C. 2921.42, 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 (as defined in O.R.C. 2921.01), or members of the Appointing Authority 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.
- E. Any employees/public officials who violate this policy will be disciplined accordingly, up to and including termination.



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**NEPOTISM**

**SECTION 7.27  
PAGE 2 OF 2**

**PROCEDURE**

- A. Employees/public officials must notify the Appointing Authority prior to any "newly formed" family relationships (marriage, adoption) between employees that will result in a violation of this policy.
- B. The Appointing Authority 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 County. Persons are not barred or precluded from employment with the County based on a relationship with a member of the County's legislative body.

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**PERSONAL MAIL**

**SECTION 7.28  
PAGE 1 OF 1**

All mail received at the County is considered business related. Therefore, all mail will be opened and date stamped, unless the envelope indicates an employee name, in which case the outside of the envelope will be date stamped.

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**USE OF PERSONAL PROPERTY**

**SECTION 7.29  
PAGE 1 OF 1**

- A. The County assumes no liability and will not accept any responsibility for loss or damage to the personal property of an employee. The use of a radio, tape player, or CD player will be permitted provided it does not disturb, distract, or hamper the productivity of any employee. Personal televisions, MP3 or similar device, or CD player headsets are not permitted.
- B. Personal property may be placed within the work station area or office only on the desk or credenza. Pictures, certificates, or diplomas may be hung on the wall in appropriate frames.
- C. The Appointing Authority or a supervisor shall be authorized to order the removal from the workplace of any personal property which they deem inappropriate.

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**ISSUANCE OF KEYS**

**SECTION 7.30  
PAGE 1 OF 1**

- A. Keys for use on locks, secured gates, doors, desks, file cabinets, vehicles, and County equipment will be issued to those employees whose duties require them to have such keys. Employees shall, at all times, be responsible for any keys which have been issued to them.
- B. Employees shall be required to immediately return any keys which have been issued to them, upon request of their supervisor or the Appointing Authority. Employees shall also be required to return any keys issued to them upon separation of employment with the County.

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**BELMONT COUNTY BOARD OF COMMISSIONERS  
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**NON-SMOKING AREAS**

**SECTION 7.31  
PAGE 1 OF 1**

- A. All County buildings are designated as non-smoking areas. Smoking is permitted outside the buildings at the appropriate designated areas.
- B. Any employee caught smoking in an area designated as non-smoking shall be subject to disciplinary action.

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**BELMONT COUNTY BOARD OF COMMISSIONERS  
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**GOOD HOUSEKEEPING**

**SECTION 7.32  
PAGE 1 OF 1**

- A. Good work habits and a clean and orderly place to work are essential for job safety and efficiency. Employees are expected to keep their individual work space and the work areas in general clean and well organized.
- B. Employees shall report anything that needs repair or replacement to their supervisor immediately.

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**BELMONT COUNTY BOARD OF COMMISSIONERS  
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**CREDIT CARDS**

**SECTION 7.33  
PAGE 1 OF 1**

Designated County officials may have available, for their usage, a credit card. For the purpose of this policy, "cardholder" means the person whose name appears on the front of the credit card, and this is the person authorized to use the card.

This card is used for County business only when attending County business. This applies to conventions and approved seminars. The Board of Commissioners will provide a blanket certificate of exemption along with the card. Purchases for personal use are prohibited and may subject the employee to disciplinary charges.

If a card is missing, the customer service number on the card should be called immediately. If unable to contact customer service, immediately call Accounts Payable at the Board of Commissioners. This account will be blocked instantly to prevent unauthorized use of the card. A new account number and cards will have to be issued.

Protect your card. You are responsible for it. Any other pre-approved expenses incurred will be reimbursed upon receipt of the itemized bill.

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**BELMONT COUNTY BOARD OF COMMISSIONERS  
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**EMPLOYEE RECOGNITION/AWARDS**

**SECTION 7.34**

**PAGE 1 OF 1**

- A. Elected officials and/or Appointing Authorities of Belmont County may provide awards or recognize employees so long as their plan is a qualified plan and provides for the following:
1. Their award plan is an established written plan;
  2. The plan does not discriminate in favor of highly paid employees; and
  3. The average cost of all employee achievement awards made during a single year does not exceed \$400.00.
- B. The following awards are considered taxable to the employee and should be avoided in any plan:
1. Any award given in cash or cash equivalents such as savings bonds or general merchandise gift certificates.
  2. Any recognition award for job performance unless they qualify as *de minimus*. (See below)
  3. Awards for outstanding customer service, employee of the month, highest productivity, etc.
  4. Awards for length of service or safety achievement that exceed limitations or don't meet requirements.
  5. Non-cash prizes (*unless de minimus*) won by employees from random drawings at employer-sponsored events.
- C. De Minimus Awards: A prize or award that is of *nominal value* and is provided *infrequently* is excludable from an employee's wages as long as it is not cash or a cash equivalent. (There is no set amount for these awards — \$25 will qualify but \$100 is too much.)
- D. Reporting: If any award given is considered taxable based on the above criteria, it must be added to the employee's wages in the same month it was received. It is the responsibility of the Appointing Authority/Department Head to make sure the fair market value (not cost) of any taxable award is included on the last payroll worksheet of each month. If the awards program is not a qualified plan, all awards will be taxable and must be added to the payroll worksheet.

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**BELMONT COUNTY BOARD OF COMMISSIONERS  
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**WHISTLEBLOWER PROTECTION**

**SECTION 7.35  
PAGE 1 OF 2**

**Policy Statement**

This policy is developed and intended in accordance with State law to protect employees from disciplinary or retaliatory action by an Employer for reporting certain violations of state, local or federal law. The Act and this policy apply mutual responsibilities to employees and Employers. It is not intended to compel vigilant action by employees since its scope relates to alleged violations occurring in the course of employment, and only requires reporting. It is the County's belief that through consistent, objective, and fair application and acceptance of this as well as other policies in this manual that a productive and enjoyable employment relationship can exist.

**General Policy and Procedure**

- A. If an employee becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report with the supervisor or appointing authority, may report it to a prosecuting attorney or to a peace officer. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102., section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

- B. Except as otherwise provided in division (C) of this section, no officer or employee shall take any disciplinary action against an employee for making any report authorized by (A) of this section, including, without limitation, doing any of the following:
1. Removing or suspending the employee from employment;
  2. Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
  3. Transferring or reassigning the employee;
  4. Denying the employee promotion that otherwise would have been received;

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PERSONNEL POLICY MANUAL**

**WHISTLEBLOWER PROTECTION**

**SECTION 7.35  
PAGE 2 OF 2**

5. Reducing the employee in pay or position.
- C. An employee shall make a reasonable effort to determine the accuracy of any information reported under (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under (A) of this section.
- D. If an appointing authority takes any disciplinary or retaliatory action against an employee as a result of the employee's having filed a report under (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the state personnel board of review within thirty days after receiving actual notice of the appointing authority's action. If the employee files such an appeal, the board shall immediately notify the employee's appointing authority and shall hear the appeal. The board may affirm or disaffirm the action of the appointing authority or may issue any other order as is appropriate. The order of the board is appealable in accordance with Chapter 119. of the Revised Code.

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**SELF HELP TO RECORDS PROHIBITED**

**SECTION 7.36  
PAGE 1 OF 1**

A. Self Help to Records Prohibited:

1. Employees may not copy or remove any record or writing for personal use or for the personal use of another employee, even those regarded as “public records,” without first obtaining advanced written permission from their supervisor, or without going through the process for obtaining public records outlined above.
2. No employee may copy or use any County writing, document, or record in any grievance, appeal, or legal action without having first obtained the written permission of the Appointing Authority. This particular policy does not apply to matters obtained through formal “discovery” under the Rules of Civil Procedure.
3. No employee shall tape record any meeting, hearing, or appeal involving the Employer or a representative of the Employer without the advanced written permission of the Appointing Authority.
4. Except for official County business, employees may not have any County writing or document in their possession, unless obtained through this policy.

B. Penalty for Breach of this Policy: Any employee who is discovered to have violated any of the above enumerated policies will be subject to removal. Any former employee who is discovered to have obtained an unauthorized tape recording will be barred from reemployment by the Employer and may be subject to civil or criminal penalties.

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



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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 when using social media sites on and off duty. This policy is also intended to ensure efficient use of employee time and to minimize any distraction from an employee's assigned tasks and duties. It will allow the employer to ensure that employer rules are followed and all employees are treated fair and consistent.

Employees shall remember they are paid by public funds and the public holds them to a high standard of professionalism. The employer has an overriding interest and expectation in deciding what is "spoken" on behalf of the employer. This policy is not meant to infringe on one's right to free speech, rights under R.C. 4117, or any other protected activity.

- B. Scope. All employees, volunteers, interns or other acting on behalf of Belmont County, will be subject to and held accountable for any conduct outlined in Social Media Policy. This policy works in conjunction with other related personnel policies and procedures (e.g., harassment).

- C. Social Media refers to the use of websites such as, but not limited to, Facebook, Myspace, Twitter, Flickr, LinkedIn. For purposes of this policy, Blogs and other internet forums shall also be covered. Nothing in this policy is meant to prohibit access to any social media website or Blog which may be work-related.

- D. Policy.

1. On Duty Conduct: While at work, an employee may only access social media websites, Blogs and/or other internet forums of communication during their lunch, breaks or other non-working time. This includes access from a personal device (e.g., BlackBerry device, Smartphone, iPhone, iPad, Laptop, etc.) during an employee's compensated hours of work.

2. On and 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 media 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. Any social media activity which portrays the employer in a negative light will be evaluated and may result in disciplinary action up to and including termination. Examples of prohibited conduct include, but are not limited, to:

- 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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- without approval; Posting pictures, videos, or comments that are insubordinate with respect to the employee's employment;
- b. Posting pictures, videos, or comments that constitute or could be construed as unlawful behavior;
  - c. 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.
  - d. Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of a supervisor.
  - e. Posting pictures, videos, or comments that are sexual, obscene, violent, offensive, harassing, or pornographic in nature along with any reference to the employer or individual's employment.
3. Employees shall not imply they are speaking on behalf of the employer unless authorized to do so. Should an employee speak on matters of employment, the employee shall include a disclaimer.
  4. Confidential Information: An employee shall not disclose any work-related confidential or proprietary information on any social media website, Blog, or other internet forum of communication. This can include information that may eventually be obtained through a valid public record's request.
  5. Employees are encouraged to follow the internal complaint procedure and not take to the internet to voice work-related complaints.
  6. Employees found to have violated any part of this policy may be subject to discipline up to and including termination.
  7. Any deviation from the above policy shall be approved by the employer in writing.
  8. Any questions regarding the policy should be directed to the employee's immediate supervisor.

Employees shall take note of the following: DELETE DOES NOT MEAN DELETE. Once something is posted into cyberspace it remains there.