

Department Head Meeting Agenda

Meeting Date and Time: May 16, 2014 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Joe Fawcett, Assistant County Administrator

Announcement Items

Monthly Safety Subject	June - Walking Working Surfaces
Insurance Update:	Dependent Eligibility: Non-returning College students
Wellness Update	National Employee Health & Fitness Day: Collaborative Competition
Upcoming Training	May 22 - Group Rep Training/Refresher Course: 9-11 a.m. May 28 - Emergency Monitor Training at 9:30 a.m.
Employee Picnic & Safety Fair	June 10 at Historical Center
Blood Drive	May 21 in the Atrium
Buckeye Boys State Visit	June 11 - Visit to County Offices
Budget Update	Estimates of Revenue

Special Presentation

Records Retention	Brenda Ransom & Ben Hendricks
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Discussion Item

Training Feedback	Empowering Managers Extraordinary Customer Service using Emotional Intelligence
Employee Handbook Revisions	Summary & Comment Period

Two Minute Drill

Next Meeting Date

June 20, 2014	9:30 a.m.	Commissioners' Hearing Room
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Discussion Item:

Board of County Commissioners

James F. Carter Doris I. Herringshaw, Ed.D. Joel M. Kuhlman



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on May 16, 2014, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Andrew Snyder	Wade Gottschalk	Brenda Ransom	Dave Wigent	Tom Chidester	Tim J. Brown
Brad Gilbert	Pam Shumaker	Tim Hainen	Jennifer Robeson	Ben Hendricks	Dana Nemeth
Frank McLaughlin	Mike Rudey	Jessica Sautter	Janese Diem	Pamela Boyer	Joe Fawcett
Jim Carter					

Announcements

Monthly Safety Topic: The June Safety Subject is Walking Working Surfaces. Information will be shared with departments in the coming weeks. Department Heads were asked to share the information with staff when it is distributed.

Insurance Update: Pam provided a reminder regarding dependent eligibility. College students not reporting back to school in the fall will need to be reported on insurance as they will lose eligibility for Dental and Vision benefits.

Wellness Update: National Employee Health and Fitness Day was held on May 14 at BG City Park. Despite the rainy weather, Wood County did maintain the traveling trophy for large employer participation and also won the Golden Sneaker Award for the collaborative competition between BGSU, the City of Bowling Green, and the Wood County Hospital.

Training Update: Refresher training for Insurance Group Representatives is scheduled for May 22 from 9 to 11. Emergency Monitor Training is also scheduled for May 28 at 9:30. Omitted from the agenda was the HR Group meeting scheduled for Thursday, June 5 at 2 p.m. to review the employee handbook changes. All trainings are scheduled in the Commissioners' Hearing Room.

Employee Picnic and Safety Fair: The Employee Picnic and Safety Fair is scheduled for June 10 at the Historical Center. While the event runs from 10:30 a.m. to 2 p.m., the Wood County Hospital will only be providing bone density and blood pressure screenings from 11:15 a.m. to 1:15 p.m. Please advise your employees should they wish to participate in these free screenings.

Blood Drive: The next blood drive is scheduled for May 21 in the Courthouse Complex Atrium. Employees may register to donate at www.redcrossblood.org using sponsor code: woodcoemployees.

Buckeye Boys State: Delegates from Buckeye Boys State will be visiting the County Offices on June 11.

Budget Update: Joe noted that the Estimates of Revenue are scheduled for adoption on Tuesday, May 20. He noted that overall estimates for 2015 are \$100,000 lower than 2014. Sales tax remains positive.

Special Presentation

Records Retention: Brenda Ransom provided a handout outlining public records that was reviewed with the group. She reminded attendees that while confidential records may not qualify as public records subject to release, confidential records must still be maintained according to the department's records retention schedule. She also noted that a record does not need to be created in order to respond to a public records request. While not required by law, the Auditor of State encourages the use of a log to document public records requests and responses to those requests. Joe Fawcett noted that the Commissioners' Office has a sample that can be shared with departments. Ben Hendricks commented on text messages and noted that they could be considered public records. He encouraged employees to not utilize text messages for conducting official business.

Discussion Items

Training Feedback: Pam Boyer provided updates on two trainings conducted since the last meeting.

Managers' training on April 23 had 81 attendees. Comments were received regarding the training. Pam noted that the Corrective Action Guide is available to assist managers.

The employee training on customer service had 164 participants. This session was geared for staff that deals with internal and external customers. It was noted that some participants were not sure of the roles of other departments. The gray information packet provides a listing of services and the department that provides that service. This information is shared at Employee Orientation. Commissioner Carter added that during Orientation he reminds new hires that Wood County does not make widgets, we sell service.

Comments or suggestions for training ideas are always welcome and may be directed to Pam Boyer or a member of the Training Committee.

Employee Handbook: A handout summarizing changes to the Draft Employee Handbook was shared with attendees. Pam noted that many of the changes are a result of law changes whether at the Federal level or the removal of county references in the Ohio Administrative Code.

Of note is the change to the hours of work for overtime purposes. Since departments have different lunch periods - some paid, some unpaid; some one hour, others one half hour – the Commissioners wanted to make sure employees were being treated fairly when it comes to overtime pay. The change removes paid lunch periods and holidays from “hours worked” when calculating time and a half for overtime and compensatory time.

Some policies do not permit deviations such as Workers’ Compensation or the Motor Vehicle Policy while others are required by the Ohio Revised Code to notify the Board of County Commissioners of changes.

The Commissioners are expected to authorize the revised handbook on May 20 with a June 15 effective date. Suggested changes should be shared with Janese prior to that date. Appointing Authorities will be offered an opportunity to authorize the policies or make deviations from them. Policies are shared with the liability insurance carrier and Auditor.

Two Minute Drill

The Two-Minute Drill was not held due to the time.

The next Department Head meeting will be held in the Commissioners’ Hearing Room on **June 20, 2014, at 9:30 a.m.** The Discussion Item will focus on Performance Reviews.

cc: BCC Elected Officials and Department Heads
Steve Spirn file

PUBLIC RECORDS

Wood County Department Head Meeting
May 16, 2014

Public Records: ORC 149.011 – An item, regardless for format, created or received or coming under the jurisdiction of a public office, which documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

- PUBLIC record in this instance means a record documenting the efforts of a public office. Confidential records are exempted from disclosure, but must still be managed throughout their life cycle.
- FORMAT – An item can qualify as record if it exists on a *fixed medium*. A conversation isn't a record. But a digital recording of that conversation may be.
- Management through life cycle – Retention of records should be measured against 4 values – administrative, fiscal, legal, and historical.

Wood County Records Commission: ORC 149.38 – Chaired by president of BCC; members include Auditor, Clerk of Courts, Prosecuting Attorney, and Recorder

- All County Records Retention Schedule may be used to manage most general records.
- Individual offices/departments should have schedule for unique records.
- Schedule should spell out how records created/used in different formats and address OFFICIAL COPY concerns.
- Disposals should be documented.

Public Records Requests: ORC 149.43 – Records (unless exempted as confidential) are subject to requests for inspection or copies

- Requestor does not have to provide a written request, his or her identity, or the reason for wanting a record.
- Copies must be provided “at cost” in a “reasonable period of time.”
- Public office is not required to create a record to meet a request.
- Written response should be made to explain rejection or redaction, and possibly help in fulfilling a request.
- Public records requests and responses should be documented.

**2014 Employee Handbook
Recommended Revisions Summary**

	Policy	Page No.	Law Change	Recommended Change <i>(Bold italic notes actual language added.)</i>	Comment /Deviation
1	Fair Employment	I-1		General language clean-up. Added reasonable accommodations due to disability, performance reviews, and job assignment to list of employment decisions based on qualifications and requirements of the position.	
2	Affirmative Action	I-2		Matched protected classes to match fair employment policy. Added services provided and contracting decisions.	
3	Classified and Unclassified Employees	I-3		<i>Temporary appointments cannot exceed 120 days unless necessary to fill a vacancy created by the sickness, disability, or other approved leave of absence of a regular employee. Intermittent appointments cannot exceed 1,000 hours annually.</i>	
4	Job Postings	I-4		<i>The job posting shall identify minimum entrance requirements for the position.</i>	
5	Employee Selection	I-4		<i>Each Appointing Authority employs the necessary employees for their respective offices and sets their compensation.</i>	
6	Probation	I-5	X	<i>No appointment is final until the appointee has satisfactorily served the probationary period.</i>	
7	Promotions and Transfers	I-6		<i>No promotion is final until the appointee has satisfactorily served the probationary period.</i>	
8	Separation	I-7		Added language regarding payment of wages and personal earnings following death of an employee. Collective not separate. (Language removed from other sections and placed in one location.)	
9	Absence without Leave (Voluntary Separation)	I-8		Reworked language and added... <i>This policy does not prevent an Appointing Authority from initiating a removal action for a shorter period of absence if the absence is of sufficient seriousness. The determination as to what constitutes a serious situation shall be made by the Appointing Authority.</i>	
10	Disability Separation	I-9		Minor reorganization of information and rewording.	
11	Prior Service	I-10		<i>Employees who retired through any retirement plan offered by the State or those who left other public sector employment due to conviction of a felony will not receive prior service credit for their previous public sector employment.</i>	

12	Hours of Work	II-1		<p><i>The Department Head and/or Supervisor assigns work schedules for employees and may alter such schedules including shifts and days off, based on the operational needs of the office or department. Department Heads may require employees to work overtime.</i></p> <p><i>Employees shall report to work on time and begin work promptly. Employees shall not sign in or begin work before their scheduled start time, and shall not sign-out or stop work after their scheduled quit time, except with supervisory approval or in emergency situations.</i></p> <p><i>When an employee has work duties which require hours in excess of regularly scheduled work hours, the employee and/or the Supervisor shall make every effort to adjust the employee's work schedule in the remainder of the standard work week to avoid hours in excess of their regularly scheduled work week.</i></p> <p><i>In the alternative, the Supervisor shall reduce the number of vacation hours, compensatory time, personal, or other non-sick leave hours requested in the same work week by the number of hours worked in excess of regularly scheduled work hours. Employees who have worked in excess of their regularly scheduled work week may request that the extra hours worked be used to reduce sick leave requested in the same work week.</i></p>	
13	Fair Labor Standards Act (FLSA)	II-2		<p>Section reworked to include complaint procedure for improper deductions. Also includes requirement to document hours worked which does not destroy their exempt status.</p>	
14	Overtime	II-3	X	<p><i>Overtime is payment for hours worked in excess of 40 hours during a work week and is compensated at one and one-half times the employee's rate of pay. Overtime shall be computed based upon all hours that the employee actually worked. The following paid time shall not be included in the calculation of overtime: paid lunch periods, vacation leave, sick leave, compensatory time used, personal leave, holidays, paid time-off for building closings, etc.</i></p> <p><i>An employee who refuses to work a mandatory overtime assignment may be subject to discipline.</i></p>	

15	Compensatory Time	II-3		<p>Overall reworking of language.</p> <p><i>Compensatory time (“comp time”) is paid time off work for hours worked in excess of 40 hours during a work week. Wood County may provide comp time to non-exempt employees in lieu of paying overtime. Comp time shall be computed based upon all hours that the employee actually worked. The following paid time shall not be included in the calculation of comp time: paid lunch periods, vacation leave, sick leave, compensatory time used, personal leave, holidays, paid time off for building closings, etc.</i></p> <p><i>Employees must use comp time earned by the date listed on the employee’s Attendance Record or within the timeframe communicated by the Appointing Authority, or the comp time shall be paid out. In special cases, the Appointing Authority may approve a carry-over of the remaining balance to the next designated timeframe.</i></p> <p><i>Wood County will not pay out any comp time earned by FLSA exempt employees, including at separation.</i></p>
16	Payroll	II-5		<p>Removed: Savings bonds and college advantage as voluntary payroll deduction.</p> <p><i>Pay advances of any kind are not permitted.</i></p> <p><i>Wood County must report taxable fringe benefits (e.g., uniforms, wellness reimbursements, etc.) provided to employees for tax purposes. Employees must sign a Quarterly Fringe Benefit Report documenting fringe benefits.</i></p>
17	Change of Employee Information	II-5		<p>Updated reporting requirement for bank account changes per Auditor’s policy</p>
18	Sick Leave	III-1	X	<p><i>“completed service” is defined as “hours actually worked (including paid overtime), and hours of sick leave, vacation leave, compensatory time, holiday, personal leave used, or other paid time, but does not include time on disability separation, leave of absence without pay, the period an employee is receiving disability leave benefits, or layoff.” <u>Employees do not accrue sick leave at the time the employee earns compensatory time, but rather at the time the employee uses, or is paid for the compensatory time.</u></i></p>

				<p>Death of a member of the employee's immediate family. Such usage shall be limited to a reasonably necessary time, not to exceed five days. <i>Employees may also take a reasonably necessary amount of time, not to exceed one day, for the death of the employee's aunt or uncle.</i></p> <p><i>Cash payment of sick leave is only available upon retirement from active service.</i></p> <p>Use of sick leave: <i>However, if the employee's physician certifies that the employee is unlikely to be able to return to work at the conclusion of the requested leave of absence period, the employee may, if otherwise qualified, be placed on Disability Separation.</i></p>	
19	Family Medical Leave Act	III-6	X	<p>Added language regarding active duty in the <i>Regular Armed Forces.... certain veteran with a serious injury of illness</i></p> <p><i>All other County policies apply while taking FMLA.</i></p> <p>Better define eligibility: employed by Wood County within last seven years</p> <p>First notice required for each new condition.</p> <p><i>Employees taking leave shall conduct themselves in a manner consistent with the need for taking FMLA.</i></p> <p><i>An employee may not take leave on an intermittent or reduced schedule basis for the birth of the employee's healthy child or the placement of a healthy child for adoption or foster care with the employee, unless specifically authorized in writing by the Appointing Authority or Department Head.</i></p> <p>Records are confidential<i>except that supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations.</i></p> <p><i>chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist)</i></p>	
20	Ohio Family Military Leave Act	III-16	X	<p>New provision under ORC 5906.02 – Provides up to 80 hours of unpaid military family leave to eligible employees who have exhausted all other leave available except sick/disability leave.</p>	

21	Military Leave	III-17		Differential: add <i>the lesser of the following</i> – difference between wages or \$500	
22	Lunch Periods	IV-1		<i>Employees must receive prior approval before working through their lunch period.</i>	
23	Holidays	IV-2	X	Removed time and one-half for hours worked on holiday. Still entitled to straight time for hours worked in addition to holiday pay.	
24	Vacations	IV-3		Moved language regarding payout at death to section on Separation	
25	OPERS	IV-5		Removed hired after January 1, 2003 (A note states that employees hired prior to January 1, 2003, are automatically in the Traditional Pension Plan.)	
26	Deferred Compensation Programs	IV-6		Provided additional description of deferred compensation plans. Tax information and limits on deferrals.	
27	Health Insurance	IV -7		Reworded section to refer to Plan Document for eligibility, funding, etc. Rules enforced for consistent application.	
28	Workers' Compensation	IV-9		<p>Revised reporting requirement... <i>Employee who are involved in a workplace accident/injury or who witness a workplace accident/injury must report the incident to their Supervisor promptly, but no later than the end of the employee's work shift. An Accident Injury Investigation Report must be completed by the injured worker even if a Workers' Compensation claim is not filed. Supervisors must immediately notify the Commissioners' Office of all employee workplace accidents/injuries. The employee Accident Injury Investigation Report and any other relevant records received by the Supervisor must be forwarded to the Commissioners' Office within 24 hours of receipt.</i></p> <p><i>The Supervisor, in conjunction with the Risk Coordinator, shall thoroughly investigate the accident/injury, take corrective action, and document the removal of any dangerous condition in the workplace.</i></p> <p><i>Supervisors must provide on-going updates to the Risk Coordinator of any changes to the employee's work status, work schedule and condition.</i></p> <p><i>All other County policies and procedures apply when an employee is involved in a Workers' Compensation claim.</i></p>	

29	Transitional Work Program	IV-12		Updated to note FMLA is applied for hours not worked.	
30	Personal Conduct of Conduct Employees	V-1		<p><i>Employees hold their position on “good behavior.” An employee’s failure of good behavior can be the basis for discipline or termination. “Failure of good behavior” and “conduct unbecoming an employee” mean the one and the same thing. “Failure of good behavior” means bad behavior—e.g. behavior contrary to recognized standards of propriety and morality, misconduct, wrong conduct—and not necessarily corruption or criminal intent.</i></p> <p><i>Disrespect for supervisors and fellow employees, rude or hurtful comments about and discourteous treatment of the Wood County employees or customers, inappropriate language, public intoxication on and off the job and the like are examples of “failure of good behavior.”</i></p> <p>Personal appearance, workplace romances, confidentiality, and social media added under this section verses separate policies.</p>	
31	State of Ohio Fraud Contact Information	V-3		New section with requirement notice to employees	
32	Use of County Property	V-4		<p>Section rewrite to incorporate job related use of County Property, cell phone and electronic devices, and permitted personal use and prohibited use.</p> <p>Eliminated Communication Equipment Policy as language was incorporated into Use of County Equipment as taxable fringe provisions were removed by IRS.</p> <p><i>No employee shall take any property that is no longer needed for County use. Such property shall be disposed of in accordance with ORC 307.12.</i></p>	
33	Additional Employment/ Compatible Positions	V-6		<p>Re-titled and section rewrite of previous Outside Employment section.</p> <p>Includes board/commission service.</p> <p>Notification required using new form.</p>	
34	Public Records Policy	V-11		Added language regarding internet and email as public records (moved from internet/email policy) and records management (records retention schedules). Minor wording changes throughout.	
35	Wood County Internet and Email Use Policy	V-18		Merged language from Email Policy	

36	E-Mail Policy	V-22		Deleted section: Policy combined with Internet and Email Use Policy	
37	Wood County E-Mail Retention Policy	V-23		Policy Revision under review by the Data Processing Board	
38	Smoke/Tobacco Free Policy	V-27		Added use of vapors, electronic cigarettes, etc. to policy.	
39	Drug Free Workplace Policy	V-28		May require testing after a <i>work-related</i> motor vehicle accident	
40	Americans With Disabilities	V-33	X	Section renamed to Americans with Disabilities Act. Language added to include employee accommodations and interactive dialog. Additional section added regarding Facility Access under ADA. Refers questions to Commissioners' Office.	
41	Unlawful Discrimination	V-34		Section reworked to focus on unlawful discrimination and sexual harassment. Only applies to protected class.	
42	Investigations and Discipline	V-39		Added language regarding investigations into alleged disciplinary violations. Created subheadings for pre-disciplinary hearings, types of disciplinary actions, etc.	
43	Grievance Procedure	V-42		<i>An employee with a work-related complaint regarding an assignment or other workplace issue may bring the matter to his/her immediate Supervisor for resolution.</i>	
44	Performance and Reviews	V-42		Minor language change	
45	Risk Reduction Program	VI-1		Updated refusal to work language to match updated posting requirement. Contact information also updated. <i>The Board of County Commissioners may periodically perform safety audits in county departments and make recommendations regarding safety policies/procedures for purposes of liability insurance and workers' compensation coverage. Appointing authorities shall implement all safety recommendations and/or procedures identified by the Board of County Commissioners.</i>	
46	Violence in the Workplace	VI - 3		Revised policy: Removed reference to harassment replaced with violent behavior. Incorporated options for emergency response procedure lockdown vs. evacuation.	
47	Emergency Closing Procedure	VI-9		Reorganization of information.	

48	Building Evacuation for Bomb Threat or Fire	VI-11		Combined Bomb Threat and Fire into one policy to focus on Building Evacuation. Notification is the same for both. Since employees cannot distinguish if fire or bomb, procedure was combined.	
45	Tornado Watch and Warning Procedure	VI-15		Court Security or other designee will provide notice	
46	Travel Reimbursement Policy (unless other policy submitted to BCC/Auditor)	VII-1		Reworked policy – draft previously included in accounts payable materials	
47	Motor Vehicle Policy	VII-5		Added... <i>take pictures</i> for accident scene Reworked reportable events section to incorporate “points”, review of driving record, and requirements following license suspension	
48	CDL Substance Abuse Policy and Procedure	VII-13		Updated references to Ohio Revised Code and other minor wording changes.	
49	Employee Recognition Program	VIII-1		Section moved to General Information	
50	Ethics Appendix			Updated to most recent version	