Section 7

Conduct

Section 7.0

Legal Requirements

A. The Jefferson County Board of DD complies with all legal and regulatory requirements of State, federal, and local entities. Procedures and practices of personnel demonstrate compliance with all applicable laws and regulations.
B. As a general rule employees of the JCBDD will fully cooperate with any investigation of program facilities or services conducted by regulatory agencies or law enforcement officials. Any subpoenas, search warrants, or other investigations should immediately be reported to program administration, especially those that are out of the ordinary. JCBDD management staff will provide immediate and ongoing assistance throughout the investigative process. If deemed necessary, legal or other consultative services may be employed to assist with the issue being investigated.

Section 7.1

Attendance/Work Breaks/Lunch Periods/Starting/Quitting

A. The Superintendent or designee shall establish daily work schedules and maintain daily employee attendance records.
B. Full-time employees may take one (1) fifteen (15) minute break period each full work day, if authorized by the immediate supervisor. Break periods shall be considered a privilege and not a right, and shall never interfere with the proper performance of the work responsibilities of the Jefferson County Board of DD. Such breaks shall be considered as part of the employee's work time. Breaks shall not abut the start or end of the work shift or the start or end of lunch.
C. All employees are entitled to a meal period with the length designated by the Superintendent. Lunch scheduling is subject to approval by the employee's immediate supervisor.
D. Employees who are completely relieved from call to duty during their approved lunch period shall request permission to leave their work premises during their scheduled lunch period.
E. All employees will sign in and out or clock in or out each work day.
F. No employee shall be allowed to sign in or clock in any sooner than fifteen (15) minutes prior to their scheduled stating time.
G. No employee shall be allowed to sign out or clock out later than fifteen (15) minutes after their scheduled quitting time.
H. No employee will be allowed to perform any duties, tasks, or work before their scheduled starting time or after their scheduled quitting time or during their unpaid lunch time.
I. All time sheets must be approved by the Supervisor and/or designee of the Superintendent before payment will be made.
J. All exceptions pertaining to Sections (E), (F), (G), (H), and (I) must have prior approval of the immediate supervisor.

Section 7.1.1

Hours of Work Day/School Day

A. All teaching staff of the School of Bright Promise will work seven (7) hour days. Teachers and teacher assistants will report to their classrooms for work at 8:00 a.m. and end their work day at 3:00 p.m.
B. All staff of the Jeffco Workshop and twelve (12) month staff will work an eight (8) hour work day normally between the hours of 8:00 a.m. and 4:00 p.m. Nothing contained herein shall prohibit the Director from modifying the normal hours of work on an “as-needed basis”.
C. Students and clients will be provided formal instructions/training during the time span of 8:45 a.m. through 2:45 p.m.

Section 7.2

Flexible Hours Positions

A. Positions designated as flexible hours, staff shall be defined as management and professional staff and other positions deemed necessary to provide services to the clients and consumers in the program.
B. Staff members serving in these positions may be scheduled for work more or less than eight (8) hours on any given day so long as they work forty (40) hours in the same week, but never more than forty (40) hours in a seven (7) day work day, Monday 12:01 a.m. through Sunday 12:00 midnight.
C. Flexible hour schedules must be determined and approved in advance by the Superintendent or designee.

Section 7.3

Attendance (Residential Part-time Staff)

All part-time employees in the residential unit are expected to be available for duty as requested. If any part-time employee has three (3) report-offs during a year and/or five (5) refusals of call-outs during the year they will receive a written warning. A continuation of report-offs and/or call-out refusal will result in termination of employment.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.4

Safety & Health

It is the objective of the Jefferson County Board of DD to provide a safe environment for all staff, students, program participants, and visitors. In-services on safety and accident prevention will be provided, and unsafe or unhealthy situations will be corrected in an expectant manner.

The Board supports a comprehensive written hazard communication program pursuant to Section 311 (e) (3) of the Superfund Amendments Reauthorization Act of 1986.

Our objective for the safety and health program will be to reduce illness and injuries to a minimum, ideally our goal is zero accidents and injuries.

I. Safety Program
   A. Establishment of a safety committee to oversee activities
   B. Quarterly safety inspections to assure safe working conditions
   C. All employees will receive safety training
   D. Develop and enforce safety rules requiring that employees cooperate with these rules as a condition of employment.
      1. Any employee found to be unwillfully negligent in equipment operation, resulting either in damage to the equipment or an accident, shall be disciplined according to the policy outlined in Section 8.
      2. Any employee found to be deliberately negligent in equipment operation, resulting in either damage to the equipment or an accident, shall be subject to immediate termination.
      3. All employees are charged with the responsibility of reporting the existence of any hazardous condition or practice in the work place.
   E. Investigate promptly and thoroughly every accident to discover what caused it and to correct the problem.
      1. Any accident involving employees or program participants, occurring during working hours, shall be reported to the employee's immediate supervisor at once. The supervisor shall, in turn, notify the OSHA coordinator. Upon notification, the supervisor and/or the responsible staff member shall complete an accident form no later than twenty-four (24) hours after the accident.

2. Any injury report must be completed prior to the individual leaving the work site except in emergency situations.

F. The safety committee will be comprised of the OSHA coordinator and personnel from each program component. The activities of the safety committee will include, but are not limited to:
   1. Monthly safety meetings
   2. Departmental safety inspections
   3. Review accident/injury reports
   4. Direct and monitor training and safety activities
   5. Fire safety and building inspections
   6. Hearing conservation program for areas deemed necessary
   7. Emergency response planning
   8. Workers' compensation
   9. OSHA recordkeeping requirements
   10. Respirator program

II. Hazard Communication and Right to Know

A. Hazard Communication Program
   1. General
      a. It is the intention to purchase and use effective chemicals that present the least hazard to personal health and safety and to the environment, while maintaining fiscal responsibility.
      b. The following will be implemented to reduce risks: provide necessary personal protective equipment; restricted storage for hazardous chemicals; provide and maintain mechanical equipment for ventilation; provide Material Safety Data Sheets (MSDS); provide employee information and in-services; inform staff of operations in their work areas where hazardous chemicals are present.
      c. The Safety Committee will review and update the safety and health procedures annually to assure compliance.
   2. Hazard Determination
      a. MSDS sheets from manufactures and suppliers will be relied on to meet hazard determination requirements.
   3. Labeling
      a. Proper labels shall contain the following:
         (1) Identity of the hazardous chemical
         (2) Hazard warnings appropriate for staff protection
         (3) Name and address of manufacturer
         (4) Precautions for staff protection
      b. Janitorial personnel in each facility will be responsible for seeing that all containers and products are properly labeled.

c. Appropriate MSDS will be checked for.
d. Safety committee will monitor to ensure proper procedure.

4. Material Safety Data Sheets (MSDS)
   a. Person purchasing a product shall obtain MSDS
   b. The MSDS shall be forwarded to the Safety Committee to be reviewed as to completeness and readability
   c. The MSDS shall be forwarded to appropriate staff for placement in books
   d. The MSDS shall be maintained in each building in a location readily accessible by staff and program participants, visitors, contractors, etc.
   e. The OSHA Right to Know poster shall be displayed in each building
5. Employee Information and Training
   a. The human resource manager shall maintain records of training conducted at the Jefferson County Board of DD. The division managers where the training takes place will be responsible for reporting this information.
   b. All staff shall receive safety training pertaining to the Hazard Communication Program
      (1) New full and part-time staff shall receive this training upon hire.
      (2) All current staff shall receive a refresher course yearly incorporated into the universal precautions annual update.
   c. Training of Jefferson County Board of DD employees on general safety, and those with exposure potential shall be the responsibility of the director, manager, or designee.
   d. Hazardous Non-Routine Tasks
      (1.) No staff begin a hazardous non-routine task such as working in confined spaces, without receiving directions

III. Managing Emergencies

A. Emergency Preparation
   1. Emergency phone numbers shall be posted by each telephone
   2. The facility emergency response plan shall be available to view upon request.
   3. All personnel, persons served, etc., shall understand the emergency response plan.

B. Response To Emergency Situation
   1. Each department shall develop written plans to response to potential emergency situations.

a. Accounting procedure for who reports to who maintaining current list of enrollees, etc.
b. Accounting procedure for who removes logs etc.
c. How and by whom the procedure is initiated, carried out, and ended.
d. Specific instructions for that facility:
(1.) Who notifies maintenance and administration
(2.) Who schedules drills
(3.) Who will time any drills
e. What steps should occur in the event of an actual emergency, but that does not take place during a drill
f. Written follow up comments.

2. Emergencies necessitation evacuation:
a. A minimum of twelve (12) fire drills conducted annually.
b. Each facility must do four (4) tornado drills per year, conducted between March and June with tornado safe areas designated.
3. All drill reports shall be maintained in the facility safety book, which is kept in the Human Resource Office. Copies will be maintained at each facility.
4. Annual in-services on fire, emergencies, etc., shall be provided to employees.

IV. OSHA Logs

A. The Human Resource Manager shall maintain the OSHA 200 Log for staff. This shall be posted by January 31 through the end of February each year.
B. The Jeffco Workshop secretary shall maintain the OSHA 200 Log for enrollees.

V. Enforcement

A. Staff who fail to comply with safe work practices and Board policy and procedures may be subject to disciplinary action up to and including removal.

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Section 7.4.1

Safety and Health (Residentials)

I. Blood borne Pathogens Exposure Control Plan

In accordance with the OSHA Blood borne Pathogens Standard 29 CFR 1910, 1030, the following exposure control plan has been developed.

A. Exposure Determination

1. OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility, the following job classifications are in this category:
   a. Residential and Vocational Aides
   b. House Managers
   c. Nurses/LPN/RN
   d. QMRP
   e. Housekeeping
   f. Residential Director
   g. Secretary
   h. Contract Professionals
   i. HAB Specs
   j. Supervisors
   k. Directors
   l. Managers
   m. Maintenance/Vehicle Operators
   n. School Personnel
2. In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are

considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

Job Classifications

(High Risk)
Vehicle Operators
School Personnel
Residential and Vocational Aides
HAB Specs
Supervisors
Nurses/LPN/RN
(Low Risk)
House Managers
QMRP
Housekeeping
Residential Director
Secretary
Contract Professionals
Managers
Directors
Maintenance

Task & Procedures

1. Caring for clients during illness and vomiting, staff will adhere to Universal Precautions Policy and wear personal protective equipment (i.e., mask, eye shields, disposable gloves, and gowns) during any probability of exposure. Clean up will be done wearing housekeeping gloves and adherence to housekeeping policy.
2. Administration of first aid for any injuries and/or seizure activity accidents, staff will adhere to Universal Precautions during administration of first aid where a possibility of exposure exists. Depending on severity of injury, the staff may be required to wear other personal protective equipment. Any clean up necessary will be done following the housekeeping policy.
3. Providing any hands on hygiene assistance, staff will adhere to Universal Precautions while providing hands on hygiene assistance. During hands on tasks such as tooth brushing, showering or bathing, during menstruation or periods of illness

in which a splashing of body fluids may occur, it will be necessary for staff to also wear gowns and masks with eye shields.

4. Cardio pulmonary resuscitation, staff will use Universal Precautions as well as mouth-to-mouth barriers. If any clean up would be necessary, housekeeping policy will be followed.
5. Clean up of spills or any contaminated areas, staff will use housekeeping procedures as specified in housekeeping policy.
6. Laundry, staff will adhere to Universal Precautions policy. If known contamination of laundry, staff will wear housekeeping gloves to bag laundry in red hazard bags and carry to laundry room. Laundry will be cleaned in a bleach solution of a 1 to 10 ratio.
7. Aggression/biting, if an aggression occurs, staff will intervene using Universal Precaution if possible. If an exposure occurs, first aid will be administered and exposure procedures will be followed. If clean up is necessary, proper housekeeping procedures will be followed.

In addition to the seven (7) tasks and procedures listed above, the nurses in this facility could also risk exposure performing the following tasks and procedures.

II. Nurses/LPN/RN

A. Dressing Changes
   1. Nurses will adhere to Universal Precautions wearing protective gloves and dispose of soiled dressings and gloves using red hazard bags. If clean up is necessary, proper housekeeping procedures will be followed.

B. Injections
   1. Nurses will adhere to Universal Precautions wearing protective gloves for all injections. After injections, needles will be placed directly into sharps container.
   2. Needles will not be bent, recapped, removed, sheared, or purposely broken. Other contaminated materials will be disposed of in red hazard bags. If clean up is necessary, proper housekeeping procedures will be followed.

C. Suctioning
   1. Nurses will adhere to Universal Precautions as well as other personal protective equipment, using gown and mask with eye

shields. All used materials will be disposed of in red hazard bags. If clean up is necessary, proper housekeeping procedures will be followed.

D. Aerosol Nebulization
   1. Nurses will adhere to Universal Precautions as well as wear other personal protective equipment, using gown and mask with eye shields. All used materials will be disposed of in red hazard bags. If clean up in necessary, proper housekeeping procedures will be followed.

III. Implementation Schedule and Methodology

OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

A. Compliance Method
   1. Universal Precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
   2. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.
      a. Sharps containers
      b. Personal protective equipment
      c. Red hazard bags
      d. 1:10 clorox/water solution or other approved agent such as neutral-stat 64
   3. These controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:
      a. Sharps containers will be checked on a monthly basis by the nursing staff
      b. Personal protective equipment will be checked on a daily basis by house manager in each home at Shaffer Plaza. Nurses will check throughout the program.
      c. Red bags will be checked on a daily basis by the house manager in each home at Shaffer Plaza and nurses throughout the program.

d. 1:10 clorox/water solution or other approved agent will be checked on a daily basis in each home by housekeeping.

4. Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, hand washing facilities are located:
   a. Shaffer Plaza
      (1.) In laundry room of each house
      (2.) In office area of each house
      (3.) In restroom areas of each house
      (4.) In kitchen of each house
      (5.) In private bath area of single room in each house
      (6.) In the van, instant hand sanitizer and paper towels available until proper hand washing facilities are available.
   b. School of Bright Promise
      (1.) Staff and client restrooms
      (2.) Gymnasium
      (3.) Home living department
      (4.) Cafeteria
      (5.) Classrooms
      (6.) Office area
   c. Jeffco Workshop
      (1.) Restrooms
      (2.) First aid room
   d. Jeffco Training Center
      (1.) Restrooms
      (2.) First aid rooms
      (3.) Senior citizen room
      (4.) Home-ec room
      (5.) Laundry area
      (6.) Cafeteria
      (7.) Behavior room
   e. Maintenance/Bus Garage
      (1.) Restrooms
      (2.) Outside office
5. After removal of personal protective gloves, employee shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

6. If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

IV. Needles

A. At this facility, contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. Removal of disposable lancet is permitted when doing finger stick for blood sugar level. Lancet will be immediately placed into sharp container. At this facility the sharps are disposable.

B. Sharps containers are puncture resistant, labeled with a biohazard label, and are leak proof. At Shaffer Plaza, sharps containers are located in the nursing office, in the supply cupboard where glucometer is kept, and in the main bathrooms of each house for razor disposal. Sharps containers are checked on a monthly basis by nursing staff. At Jeffco Training Center, sharps containers are located in the nursing office and the multi-handicapped room. At Jeffco Workshop, sharps containers are located in the first aid room. At the School of Bright Promise, sharps containers are located in the nursing office.

V. Work Area Restrictions

A. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, such as the examination room located off the nursing office, employees are not to eat, drink, apply cosmetics, lip balm, or handle contact lenses.

B. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

VI. Contaminated Equipment

A. Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless decontamination of the equipment is not feasible. At this facility, we do not use any equipment that cannot be decontaminated.

VII. Personal Protective Equipment

A. All personal protective equipment used at this facility would be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes

under normal conditions of use and for the duration of time which the protective equipment will be used.

B. Personal protective equipment in this facility will consist of disposable gloves, gowns, and masks with eye shields. A list of procedures and who has responsibility for distribution is listed under the exposure determination tasks and procedures.
C. All personal protective equipment in this facility is disposable and will be placed into red hazard waste containers.
D. All garments which are penetrated by blood shall be removed immediately or as soon as is feasible. Garments should then be placed in blue bags and laundered appropriately. All personal protective equipment will be removed prior to leaving the work area and disposed of properly.
E. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood or other potentially infectious materials, non-intact skin, and mucous membranes. At Shaffer Plaza, gloves are available in each house in glove dispensers located in the laundry, bathrooms, kitchen, and rec room areas of each house. Off grounds or in other areas, gloves will be carried on person. At Jeffco Training Center, gloves are available in each department, first aid room, cafeteria, and the nurse's office. At Jeffco Workshop, gloves are available in the front and rear of the building, the nurses' office, and the first aid room. At the School of Bright Promise, gloves are located in each room, the cafeteria, the gymnasium, and the nurse's office. At the Maintenance/Bus Garage, gloves are located next to the office door. Each bus and van is equipped with gloves, first aid, and a fire extinguisher.
F. Disposable gloves used at this facility are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is comprised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not comprised. Utility gloves will be washed after use with a 1:10 bleach and water solution, as well as laundered weekly. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration when their ability to function as a barrier is comprised.
G. Masks in combination with eye shields are required to be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or

mouth contamination can reasonably be anticipated. Situations at this facility which would require protection are listed in the exposure determination.

H. The OSHA standard also requires appropriate protective clothing to be used. In this facility, disposable gowns will be used. Refer to exposure determination.

I. This facility will be cleaned and decontaminated according to the schedule listed in the housekeeping procedures.

J. Any broken glassware which may be contaminated will not be picked up directly with the hands. It will be swept with a broom into a dust pan and placed in a sharps container.

VIII. Regulated Waste Disposal

A. All contaminated sharps shall be discarded as soon as feasible in sharps containers which are located in the facility.

1. Sharps containers at Shaffer Plaza are located:
   a. In the nursing office
   b. In each home in the main bathroom
   c. In Home "A" in cupboard in the office
2. Sharps containers at Jeffco Training Center are located:
   a. In the nursing office
   b. In the multi-handicapped room
3. Sharps containers at the Workshop are located:
   a. In the first aid room
4. Sharps containers at the School of Bright Promise are located:
   a. In the nursing office.

B. Regulated waste other than sharps shall be placed in appropriate containers (containers with red hazard bags and bio-hazard symbols).

IX. Laundry Procedures

A. Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

B. All employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or other potentially infectious materials.

C. Laundry consisting of towels and linens will be cleaned at Jeffco Inc. All personal laundry will continue to be done by the residents.

X. Hepatitis B Vaccine

A. All employees, inclusive of substitutes, intermittent, summer help, part-time volunteers, who have been identified as having exposure

to blood or other potentially infectious materials, will be offered the Hepatitis B Vaccine at no cost to the employee. The vaccine will be offered within ten (10) working days of the initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials, unless the employee has previously had the vaccine or wishes to submit to proof of antibody testing which shows the employee to have sufficient immunity.

B. Employees who decline the Hepatitis B Vaccine will sign a waiver which uses the wording on Appendix A of the OSHA standard.
C. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The program nurse is responsible for assuring the vaccine is offered and waivers are signed. The Hepatitis B Vaccine will be administered by the Steubenville Health Department.

XI. Post-Exposure Evaluation and Follow UP

A. When the employee incurs an exposure incident, it should be reported immediately to the department supervisor and the OSHA Coordinator.
B. All employees who incur an exposure incident will be offered post-exposure evaluation and follow up in accordance with the OSHA standard.
C. This follow up will include the following:
    1. Documentation of the route of exposure and the circumstances related to the incident.
    2. If possible, the identification and status of the source individual; the blood of the source individual will be tested (after consent is obtained) for HIV/HB infectivity.
    3. Results of testing of the source individual will be made available to the exposed employee informing about the applicable law and regulations concerning the disclosure identity and infectivity of the source individual at this facility.
    4. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
    5. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days; if within ninety (90) days of the exposure incident the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

6. The employee will be offered post-exposure prophylaxis in accordance with current recommendations of the U.S. Public Health Service; these recommendations are currently as follows.
7. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
8. The following persons have been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy:
   a. Department Supervisor
   b. Director of Health Services
   c. Program Nurses

XII. Interaction with Health Care Professionals

A. A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:
   1. When the employee is sent to obtain the Hepatitis B Vaccine.
   2. Whenever the employee is sent to a health care professional following an exposure incident.

B. Health care professionals shall be instructed to limit their opinions to:
   1. Whether the Hepatitis B Vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
   2. That the employee has been informed of the evaluation
   3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. The written opinion to the Employer is not to reference any personal medical information.

XIII. Training

A. Training for all employees will be conducted prior to initial assignments to tasks where occupational exposure may occur. Training will be conducted in the following manner:
   1. In-servicing annually on Universal Precautions policy by the Health Services Supervisor and/or program nurses, using lecture, video tapes, and written materials.

B. Training for employees will include an explanation of the following:
   1. The OSHA standard for blood borne pathogens
   2. Epidemiology and symptomatology of blood borne diseases
   3. Modes of transmission of the blood- borne pathogen

4. The exposure control plan, i.e., points of the plan, times, responsibility, how the plan will be implemented, etc.
5. Procedures which might cause exposure to blood or other potentially infectious materials at this facility
6. Control methods which will be used at this facility to control exposure to blood or other potentially infectious materials
7. Personal protective equipment available at this facility and who should be contacted concerning such equipment
8. Post-exposure evaluation and follow up
9. Any signs and labels used at this facility
10. Hepatitis B vaccine program at this facility
11. Hazardous communication

XIV. Storage of Hazardous Cleaning Chemicals

A. Hazardous cleaning chemicals will be stored in a secured (locked) location when not in use. Residential staff will monitor on a daily basis at the end of each shift period, that all chemicals are locked up when not in use. Staff will follow the procedure posted on the outside of the supply area doorway.

XV. Recordkeeping

A. All records required by OSHA will be maintained by the Health Services Director.
B. The Health Services Supervisor and/or program nurse are responsible for conducting the training using lectures, video tapes, and written material.

XVI. Dates

A. All employees will receive refresher training within the year of the employee's previous training.
B. The outline for the training material is located in a file and kept by the department supervisor
C. All employees will sign an attendance roster to verify attendance.

Section 7.5

Telephone Usage

A. Office phones are for business purposes only. Messages will be taken and placed in employee's mailboxes. Phone calls deemed an emergency will be given directly to the employee's immediate supervisor.
B. Employees are not permitted to use office phones to conduct personal business, except for emergencies or absolutely "necessary" calls. All necessary calls which can only be made during working hours will be restricted to the individual's personal break time. All personal outgoing long distance calls are prohibited unless authorized by a supervisor.

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Section 7.6

Use of Jefferson County Board of DD Vehicles/Equipment

Assigned employees operating or using County-owned vehicles shall be subject to the following regulations:

A. Employees operating Jefferson County Board of DD vehicles are required to have a proper and valid motor vehicle operator's or a valid Commercial Driver's License (CDL) with proper endorsements. Employees shall not permit family members or friends to ride in Jefferson County Board of DD owned vehicles, unless specifically authorized.
B. An employee who operates a Jefferson County Board of DD owned vehicle must exercise caution and responsibility and adhere to sound safety regulations. Traffic fines or arrests for illegal or improper use of vehicles are the sole responsibility of the employee. Reckless or destructive operation of vehicles is grounds for disciplinary action as outlined in Section 8.
C. It is the employee's responsibility to report needed vehicle repairs or maintenance and/or any malfunctions to the Transportation Supervisor.
D. Employee use of DD vehicles and equipment is at the discretion of the Superintendent with the Superintendent signing off on the written request of employee.

   Failing to acquire the proper authorization shall be grounds for termination.

E. In the event an employee receives authorization to use Board equipment, said employee shall be liable for all damages or loss of equipment used.

Section 7.6.1

Reporting of Accidents of Jefferson County Board of DD Vehicles

A. Any driver of a Jefferson County Board of DD vehicle shall report any accident involving a Jefferson County Board of DD vehicle to the police agency within whose jurisdiction the accident has occurred and to the program Superintendent.
B. Definition of motor vehicle accidents:
    1. Any incident or occurrence involving a vehicle operated by the Jefferson County Board of DD which results in a fatality, an injury, or damage to any motor vehicle or property.
    2. Any action taken by a Jefferson County Board of DD employee operating a Jefferson County Board of DD vehicle which contributes directly to any fatality, injury, or damage to any motor vehicle or property.
C. Jefferson County Board of DD employees operating a Jefferson county Board of DD vehicle are responsible for obtaining a copy o the police report on the accident and providing a copy of this report to the Superintendent no later than twenty-four (24) hours following the accident or receipt of report, whichever is later. Cost of such report is the responsibility of the employee.
D. Failing to follow the above procedures shall be grounds for termination.
E. The following is a listing of motor vehicle-related occurrences (convictions and/or points accumulations) the appearance of which on the driving record of a County employee may result in the suspension of the employee's driving privileges:
    1. A conviction for:
        a. Driving while under the influence of alcohol or drugs
        b. Vehicular homicide
        c. Leaving the scene of an accident
        d. Attempting to elude or flee a police officer after a traffic violation
        e. Drag racing
        f. Intentional and dangerous use of a motor vehicle
    2. Two (2) or more "at fault" accidents, the nature and severity of the accidents to be taken into consideration by the appointing authority.

3. Three (3) or more moving violations, the nature and severity of the violations to be taken into consideration by the appointing authority.
4. One (1) “at-fault” accident and two (2) moving violations, the nature and severity of which to be taken into consideration by the appointing authority.

F. In a case where the appointing authority has suspended the employee’s driving privileges and driving is an essential function of the employee’s position, the appointing authority may take appropriate disciplinary action, **up to and including** termination, as permitted by the County’s personnel policy, the laws and regulations of the State of Ohio, and any applicable collective bargaining agreement.

G. An applicant may be denied employment on the basis of an unsatisfactory driving record, within the discretion of the appointing authority, without regard to the number of points or violations or whether they occurred within the BMV three (3) year reporting period.

Section 7.6.2

Use of Program Credit Card

A. Per ORC 301.27 the Jefferson County Board of DD (JCBDD) is authorized to have a credit card for the following work related use:
   1. Food expenses
   2. Transportation expenses
   3. Gasoline and oil expenses
   4. Motor vehicle repair and maintenance expenses
   5. Telephone expenses
   6. Internet service provider expense
   7. Webinar expense
   8. For business purposes in which no other allowable types of payments are permitted by the Vendor.

   No late charges or financial charges shall be allowed as an allowable expense.

B. The authority to hold a credit card within JCBDD is granted by the JCBDD governing board, then granted by the Jefferson County Board of Commissioners, both by formal resolution. The resolution names the employees by name that will be holding the cards for JCBDD. These employees are in the name of the office of the Appointing Authority or Superintendent, and the Business Manager. The names authorized are specifically detailed in a Jefferson County Commissioners Resolution.
C. Each employee is limited to $3,000 per transaction. This amount is established because the employee may have to incur expenses for travel for staff other than themselves to assist with efficient operations of the agency.
D. The credit card will only be used for official business and for the benefit of the JCBDD.
E. At no time will cash withdrawal be permitted. Also excluded are travel expenses for entertainment, alcoholic beverages/tobacco products, controlled substances, and personal items, loans, services.
F. Personal or fraudulent use of the agency credit card or use in violation of JCBDD policy and procedures may result in corrective action, up to and including termination, criminal action and restitution.
G. All credit card use is authorized through the JCBDD purchase order system, approved by the Superintendent and/or Business Manager.

H. After use, employee will forward documentation of the change to Business Office for reconciliation and payment purposes.
I. Each employee using a credit card in the name of JCBDD will sign a statement acknowledging that he/she has read the credit card policy, understands it and agrees to abide by it.
J. The JCBDD credit card will be housed and maintained in the Administrative Offices.

Approved & Adopted 4/19/18

Section 7.7

Communication with the Public

A. The preparation and distribution of printed materials which will inform the community about the various phases of the educational and vocational programs of the Jefferson County Board of DD is authorized and encouraged. Material for newspapers, television and radio stations should be of current interest and should have some news value. This type of material should generally include names of students, clients, or other personnel involved in the news item. Confidentiality of students and clients shall be observed in accordance with agency policy.
B. All publicity concerning the school, workshop, and residences must be approved by the Superintendent, prior to release, for the following reasons:
    1. Avoid duplication of materials
    2. Ensure maintenance of consistent policy with regard to agency policy
    3. Permit compilation of a file of releases as a protection to the agency, students, and clients.
C. All staff members employed by the Jefferson County Board of DD shall not be permitted in any way to publicly degrade or make derogatory remarks about other employees, Board members, administration, and/or programs of the Board.

Section 7.7.1

Social Networking

A. Policy
   1. The Board recognizes the popularity of social media is on the rise and fundamental changes are occurring in the way people communicate and share information with one another. Often, these social media platforms encourage casual and free-flowing exchanges of information among family, friends, and acquaintances. Our mission includes dealing with very private and legally protected information. In spite of the fact that staff enjoy close relationships with those we serve, it is important to keep in that information may not be shared about those individuals outside of work. Also the personal and protected health information of other staff and peers must not be shared through social media forums.
   2. A variety of laws, including but not limited to, ORC Section 5126.044 and the Health Insurance Portability and Accountability Act (HIPAA) of 1996, prohibit the disclosure of information of and about the individuals we serve. When applicable, these legal requirements are set forth in other Board policies. The purpose of this policy is to provide guidance concerning our legal and ethical obligations when communicating with others, including electronic communication.
   3. For purposes of this policy, the term "Social Networking" encompasses all forms of electronic communication media including but not limited to *Facebook, My Space, Twitter, Flicker, Digg*, blogs, web forums, chat rooms, email, cell phone texting, or future applications that accomplish the same or similar purposes. Employees need to examine the ways they communicate with others to assure confidentiality obligations and to protect the reputation of the agency, its employees, and Board Members, no matter the method of communication utilized.

   Procedures to implement this policy follow.

B. Procedural Recommendations
   1. Client Confidentiality—The identity of individuals we serve is confidential, as is their medical information. However, keep in mind that the daily activities, moods, and other routine information about these individuals may not be shared, absent the individual's consent. For

example, if a staff member has a *Facebook* page, it would be inappropriate to post a picture of an individual we serve, or post information about them. So a Facebook entry that says, "Took Mary shopping today and she had a great time. Check out her new shoes!"—with a picture of Mary in new shoes—is inappropriate. Mary does not know who your *Facebook* friends are, and likely has no desire to share her shopping trip with strangers. Also, consider that by posting information and photo, you lost control it. Imagine someone else copying that picture of Mary and posting it somewhere else, making fun of or insulting Mary. The staff member's well-meaning posting could become a serious problem. The bottom line is this, absent special circumstances set forth below, the Board does not share information about individuals we serve. Employees should be cognizant of the fact that they are responsible for the content that may be posted and that the information remains in cyberspace forever. Because the Board and the individual lose control of information we post, send or otherwise publish, the staff member's intent in posting information is not relevant.

2. Peers and Co-Workers—In a close working environment staff may become aware of personal information and health information on other peers and co-workers. Staff may not share that information without the consent of the individual.
3. Exception
   a. A staff member may share information as required by law or other Board policies.
   b. If an individual's guardian has provided written consent, which has been provided to the Board, a staff member may share information using the means specified in that consent, for the information identified in the consent. For example, if an individual's parent or guardian has requested that a staff member send another family member photos of an outing, that is permissible. Remember that the Board will always have this request documented. If it is not documented, it is the staff member's obligation to see that it is before the information is shared.
   c. If an individual who is his/her own guardian desires to share certain information, a staff member may assist them in doing that if it is within their job duties to do so. Whenever there is a question about sharing information with others, ask your supervisor. Remember, the Board should be aware of what it is sharing and with whom.
   d. Do not post or publish information about the individuals we serve without consent from the individual, his/her parent or guardian and the Board. <u>Non-programming related emails</u> including images of

individuals, information about the lives, activities, moods, diagnoses, and habits of our individuals should not be shared.

e. Do not post or publish information about the Board, Board Members, or its employees without permission and review by administration.
f. Do remember that if you allow parents, family members, students, enrollees, co-workers, your supervisor, or someone that you supervise access to your personal networking site, you have added a professional component to your personal networking.
g. Do tell your supervisor if you have posted or published information you maybe should not have posted or published. Immediate action can be taken to minimize the possible negative impact.
h. All social networking sites are not to be accessed by staff during work hours and/or by using the Board network unless being used as a teaching tool with students/enrollees.

C. Respectful Communication

1. While employees are entitled to express their opinions and ideas, employees have a responsibility not to violate JCBDD policies or negatively affect the operations of the Agency, individuals served, or any of its employees and Board Members. The Board's relationships with the community, its business partners, its employees, family members, and the individuals served are extremely important. Employees are reminded that it is the role and responsibility of all employees to respect the Program's relationships with all stakeholders. If an employee has an issue or complaint, it must be handled through the appropriate chain of command or process for resolution, not aired on-line or through any of the social media outlets.
2. <u>Violations of this policy may result in disciplinary action up to and including termination.</u>

Board Approved 5/16/13

Section 7.8

On-Call Duties

A. Certain positions as designated by the Superintendent will be an on-call status. (Through the use of beepers, staff may remain at residence or leave a number where they can be reached.)
B. If the employees in the position designated are free to pursue their own activities, and the only stipulation is that they be available for on-call duties, as required, then they will not be compensated for any time not spent in actually responding to a call during the on-call status period.
C. If an employee in on-call status is directed to perform his essential job duties, then he will be compensated for all time spent performing his duties from the time he leave his home or other location to the directed area assigned until he returns to his home or previous location.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.9

Outside Employment/Conflict of Interest

A. Under no circumstances shall an employee have other employment which conflicts with the policies, objectives, and operations of the Jefferson County Board of DD. In addition, an employee shall not become indebted to a second employer whose interests might be in conflict with those of the agency in which they are employed.
B. Employment "conflict," as set forth in this policy, is when a second job impairs the employee's ability to perform the duties of his or her position with the agency.
C. Full-time employment by the Jefferson County Board of DD shall be considered the employee's primary occupation, taking precedence over all other occupations.
D. Prior to accepting "outside" employment, an employee shall notify his or her supervisor, in writing, of his or her intention to be employed in a secondary job. The Superintendent shall confer with the employee to determine whether the "secondary job" presents a conflict with the DD Board's policies, objectives, interests, and/or operations.
E. "Outside" employment, or "moonlighting", shall be a concern to the Superintendent only if it adversely affects the employee's job performance. Two (2) common employment conflicts which may arise are:
    1. Time Conflict. Defined as when the working hours required of a "secondary job" directly conflict with the scheduled working hours of an employee's job with the agency; or when the demands of a "secondary job" prohibit adequate rest, thereby adversely affecting the quality standard of the employee's job performance.
    2. Interest Conflict. Defined as when an employee engages in "outside employment" which tends to compromise his or her judgment, actions, and/or job performance with the agency.
F. Should a Superintendent feel that an employee's outside employment is adversely affecting the employee's job performance with the agency, the Superintendent may recommend, but may not demand, that the employee refrain from such activity. However, any conflict policy infractions or other specific offenses, which are the direct or indirect result of an employee's participation in outside employment, shall be disciplined in such a manner that is consistent with the policy set forth in this manual.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.10

No Solicitation/No Distribution

This policy is designed to protect the interests of the citizens of Jefferson County by ensuring that only official Jefferson County Board of DD business is transacted to the several work areas during employee work time.

A. Non-Employee Solicitation and Distribution
   1. There shall be no solicitation or distribution by non-employees at any time on any Employer's premises or in any work area. This section does not apply to vendors as defined in the definitions of this policy.

B. Employee No-Solicitation and Distribution
   1. There shall be no solicitation or distribution by employees of any other employee or non-employee during working time.
   2. Employees may solicit other employees during non-working time in work areas, and during non-working time in non-working areas.

C. Employee No-Distribution Rule
   1. There shall be no distribution during working or non-working time in work areas.
   2. Employees may distribute goods and written materials during non-working time and in non-working areas.

D. Employer's Responsibility
   1. It is the responsibility of each of the several employers of the County to promulgate rules for the enforcement of this policy, and to define work time and non-working time, and work areas and non-working areas. These rules shall be clearly posted on each Employer's premises and distributed to each employee. Each Employer's rules should be approved as to content and form by the Jefferson County Prosecutor.

E. Definitions
   1. **County** means the County of Jefferson
   2. **Distribution** means an act of distributing goods, materials, and/or written materials.
   3. **Employee** means any person in the employ of the Jefferson County Board of DD in any status.
   4. **Employer** means the Board/Superintendent having direct authority over agency employees.
   5. **Non-Work Area** means any area on or off an Employer's premises not designated as a work area.

6. **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.
7. **Solicitation** means an act of requesting an individual to purchase goods, materials, or services, or a plea for financial contribution.
8. **Vendor** means an individual or group engaged in or desiring to engage in the supply of goods, materials, or services to the agency, which goods, materials, or services are utilized in the conduct of public business.
9. **Work Area** means any office, building, or physical location where official agency business is transacted and/or operations of the agency are being conducted. This includes any public or private area where employees are engaged in work activities.
10. **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.

Section 7.11

Political Activities

This policy lists the specific political activities legally permitted and prohibited to all classified Jefferson County Board of DD employees, including classified employees on authorized leave of absence from their positions. Violation of this section may result in disciplinary measures up to and including possible termination.

A. Activities Permitted to Classified Employees

1. Registration and voting
2. Expressing opinions, either orally or in writing
3. Voluntary financial contributions to political candidates or organizations
4. Circulation of non-partisan petitions or petitions stating views on legislation
5. Attendance at political rallies. Employees may attend political rallies that are open to the general public during non-work hours.
6. Nominating petitions. Employees may sign nominating petitions in support of individuals
7. Political materials. Employees may display political materials in their homes or on the employee's property.
8. Badges, buttons, and stickers. Employees may wear badges and buttons and display political stickers on their private vehicles.
9. Employees may serve as precinct officials under Section 3501.22 of the Revised Code.

B. Activities Prohibited to Classified Employees

1. Candidacy for public office in a partisan election.
2. Candidacy for public office in a nonpartisan 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.
3. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
4. Circulation of official nominating petitions for any candidate participating in a partisan election.
5. Service in an elected or appointed office in any partisan political organization.
6. Acceptance of a party-sponsored appointment to any office normally filled by partisan election.

7. Campaigning by writing for publications, by distributing political material, or by writing or making speeches on behalf of a candidate.
8. Solicitation of the sale, or actual sale, of political party tickets.
9. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
10. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
11. Service as recorder, checker, watcher, challenger, judge, or board of election poll worker for any party or partisan committee.
12. Participation in political caucuses of a partisan nature.
13. Participation in a political action committee which supports partisan activity.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.12

Dress and Personal Appearance

A. The Board reserves the right to prescribe appropriate dress and grooming and to set standards which are in the best interests of each component and position. The Board requires that a staff member's clothing and overall appearance be appropriate, and present a favorable image of the program to the public and serve as a role model for individuals served by the agency. Appropriate standards of cleanliness (inclusive of regular bathing, use of deodorant, frequent and thorough hand washing, clean hair and clean and neatly trimmed nails) are required and clothing shall be conductive to the safe and effective performance of required job duties.

B. Staff members of the Jefferson County Board of DD represent the agency as well as the individuals that are served, to the larger Jefferson County community. A professional and appropriate appearance contributes to the positive impression we make on our co-workers, providers, vendors, visitors, as well as the individuals we serve and their families. The following guidelines are intended to represent minimum standard of dress for JCBDD staff. They are also intended to:
   1. Assure that our individual personal appearance or dress never negatively influences the public perception of the agency or the individuals served by the agency.
   2. Assure that we are positive role models for the individuals we serve, so that we are leading by example.
   3. Assure that there is a **minimum standard** regarding dress, with an emphasis on safety and the prevention of workplace accidents/injuries.
   4. Assure that we are dressed in accordance with the standards and exceptions of our community.
   5. Assure that our dress never intimidates or makes others feel uncomfortable. For example: being too dressed "up" or too dressed "down".

C. Clothing should be consistent with each individual's role within the agency. It should be functional and professionally appropriate for the job duties performed by the individual.
   1. Staff members who are in direct service roles are expected to wear clothing that is both comfortable and functional.
      a. Dresses and skirts are normally **not** appropriate, although may be appropriate in the School of Bright Promise setting or for special functions/occasions.

b. Appropriate fitting jeans, sweat/jogging suits and scrubs.
c. Shorts (no shorter than two inches above the knee cap) may be worn during summer months (May through October, weather permitting). Very short shorts and spandex (bicycle) shorts are **not** appropriate work attire.
d. Tank tops, tube tops, and halter-tops as well as open midriff tops are **not** professionally appropriate for any work area.
e. Necklines on shirts, blouses, and sweaters must be modest.
f. Apparel (such as tee shirts) with offensive, suggestive, or inappropriate pictures, words, and phrases are unacceptable attire for all work areas. T-shirts advertising tobacco/alcohol products and/or promoting or suggestive of sexual activities are also prohibited.
g. Anything "too tight" is also not appropriate.

2. Professional staff who attend meetings with families, other service providers, and community agencies are expected to dress in basic business casual attire. Dresses, skirts (no mini skirts) and casual style pants are strongly encouraged. Shorts (no shorter than two inches above the knee cap) and capris may be worn during summer months (May through October, weather permitting).
   a. Business casual: slacks (khakis, chinos, dockers, and cotton pants), sweaters, casual shirts, golf shirts, turtlenecks are encouraged. Jeans are to have no holes and should not be frayed. Pants are not to drag the ground. Spandex is inappropriate.
3. Staff members, who work in general office areas where interaction with the public is frequent, are also expected to dress in basic business casual attire. Dresses, skirts (no mini skirts) and casual style parts are strongly encouraged. Shorts (no shorter than two inches above the knee cap) and capris may be worn during summer months (May through October) weather permitting.
   a. Business casual: slacks (khakis, chinos, dockers, and cotton pants), sweaters, casual shirts, golf shirts, turtlenecks are encouraged. Jeans are to have no holes and should not be frayed. Pants are not to drag the ground. Spandex is inappropriate.
4. Any questions or need for clarification regarding appropriate dress should be directed to the immediate supervisor.

D. Shoes must provide safe, secure, footing and offer protection against hazards. Shoes must also be functional and professionally appropriate for the job duties performed by the individual.
   1. Flip-flops (rubber or leather), crocks, platform shoes, and very high heels are not appropriate shoe attire in any part of the program.

Footwear of all types should have soles that provide traction in order to minimize slips and falls.

2. Staff members who provide direct care service or who work in a physical area where direct care is being provided, must wear shoes that completely enclose the toe and heel. Tennis shoes or other shoes constructed of a strong material with a heel no higher than one (1) inch are recommended.
3. Jeffco office staff shall wear closed toe shoes.

Sandals or clogs that leave toes and/or heels exposed should not be worn during work hours by staff that is providing direct service/hands on care. Work areas to which this applies would include: Shaffer Plaza, Jeffco production areas, outside contract settings. Jeffco social/leisure area, transportation operations, School of Bright Promise classrooms/gymnasium and maintenance and work areas at the transportation garage.

E. Jewlery/Accessories: should not be functionally restrictive, dangerous to job performance, or excessive.
   1. All staff members are encouraged to be safety conscience and conservative when choosing and wearing jewelry for work. Items such as long/bulky necklaces and bracelets may get caught on levers, wheelchairs, etc. Earrings that are large and/or dangling could get caught in clothing and equipment.
   2. Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs are not professionally appropriate and should not be worn during business hours.
   3. Purses are not to be carried about while staff are on duty but should be stored in a desk/locker or other designated place.
F. Depending on the services provided in each component or in a specific program area, additional guidelines may need to be developed by the Department Director.
G. Any staff member whose attire does not meet the standards set forth in this policy may be asked to leave the workplace until properly attired. The staff member will not be compensated for such time away from work.

Original Adoption Date 2/18/99 ***Revised & Board Approved 5/17/07***

Revised & Board Approved 11/19/09

Section 7.13

Garnishments

A court-ordered legal claim against the wages of an employee of the Jefferson County Board of DD by a creditor for non-payment of a debt and served by the constituted legal authority is a garnishment and must be recognized and executed by the County Auditor and the Superintendent. Repeated garnishments on the wages of an employee can result in disciplinary action.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.14

Gifts to Staff Members

Staff members serving as sponsors of program activities shall not accept gifts from any sales person or supplier interested in a contract to provide services, supplies, or otherwise to the school or to students who they may supervisor in a school activity.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.15

Committee Participation

Each staff member will be expected to serve on a maximum of three (3) committees during the program year, if asked to do so by his or her superior.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.16

Staff Meetings and Planning Periods

I. Staff Meetings

A. Staff meetings may be called at least once per week. Each building administrator shall be responsible for scheduling staffing as needed.
B. The administrative staff shall meet monthly with the Superintendent and Board. Staff are encouraged to channel program input to their appropriate administrator for discussion at these meetings.

II.Planning Periods

A. Securing of equipment and other clerical tasks are to be done by teachers before students arrive or after students leave, during planning periods or lunch. Assistants should be assuming these tasks during instructional time.
B. Daily lesson plans are to be developed from the ninety (90) day PIP for school age classes. Specific objectives, methods, and materials for children must be available within the classroom for use during a teacher's absence. Each teacher must keep a current five (5) day emergency classroom lesson plan on file in the supervisor's office. This plan should stress revisal and follow-up activities.
C. Lesson plans are to reflect at least those objectives given the staff at the pre-school meeting and those listed in the Program Curriculum.
D. All lesson plans shall be consistent with Individual Educational Plans.
E. Planning periods may be provided for the instructional staff. When time is provided it shall be used in cooperation with the goals of the Classroom Supervisor.

Section 7.17

Parent Conference/Home Visitations

A. Parent conferences will be scheduled during the program year. Staff may elect to make home visits with the approval of the administration, if they deem such necessary. When home visits are made, at least one (1) other staff member will accompany the staff member initiating the visit.
B. After each type of parent contact, the staff member will write a brief description of important results or conclusions of the session and turn them into his or her immediate supervisor.

Section 7.18

Forms and Reports

A. Staff shall use all forms and complete all reports as may be required by the Jefferson County Board of DD Program and its governing offices of the State of Ohio. These are, but are not limited to:
   1. Daily Attendance Forms
   2. IHP's-IEP's (as required)
   3. Supply Requisition Forms
   4. Accident Report Forms/W.C. Forms
   5. Proper Reports to Parents
   6. Field Trip Requests
   7. Sick Leave and Vacation Requests
   8. Compensatory Time Requests
   9. Behavioral Management Forms
   10. FML Requests
   11. A list of all enrollees, assigned to a staff member, indicating the appropriate bus number and individual medication schedules will be developed by the staff member and maintained at his or her work station.

   All Forms are available at the Administrative Offices

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.19

Building Duties

A. Staff members in this program are employed and expected to perform those duties in their job descriptions. The functioning within these job descriptions are governed by the Rules and Regulations of the Department of DD and appropriate sections of the Ohio Revised Code. Questions concerning any duty or policy of the Jefferson County Board of DD should be directed to the administrative staff.
B. Assistants will bring students from the bus to the classroom in the morning. Teachers will escort students to the cafeteria for lunch. Assistants will return children from lunch. Teachers and assistants will make certain that each student is on the correct bus at the end of the day. Drivers must check the assigned passenger list and teachers and adult program staff are responsible for making sure all students are accounted for before dismissing the driver. Drivers are responsible for securing all passengers.
C. Staff members are responsible for their enrollees during the school/adult program day; delegate responsibility at your own risk.
D. Maintain state attendance records day to day.
E. Staff members are responsible for closing windows and turning off lights when leaving the classroom and work stations.
F. Teachers and other staff are required to keep their rooms or work areas in a neat, clean, and orderly manner on a day-to-day basis.

Section 7.20

Alcoholic Beverages

A. Use of or storage of alcoholic beverages or illegal drugs while at work or on the work site premises is prohibited and may be grounds for immediate dismissal.
B. If an employee reports to work intoxicated, or appears to be intoxicated, that employee is subject to release from work that day without pay pending further investigation and additional action.
C. If the intoxicated state is due to medical reasons or an affect of prescribed medication, it shall be the employee's responsibility to submit documented evidence from a physician stating this, along with any work related restrictions. Such documentation must be submitted to the immediate supervisor and forwarded to the Superintendent through the appropriate channels.

Section 7.21

Alcoholism and Drug Abuse

The Jefferson County Board of DD recognizes alcoholism and drug abuse as a disease which is treatable and encourages those employees who suspect they may have a drinking or drug problem to seek professional treatment assistance.

A. For the purpose of this policy, a drinking or drug abuse problem exists in the eyes of the Superintendent when an employee's alcohol consumption or drug abuse begins to interfere with his/her job performance.
B. This policy is intended to assure that no employee with a drinking or drug problem will have his/her job security or promotional opportunities jeopardized by a request for treatment. The individual's rights to confidentiality and privacy are recognized. The pertinent information and records of employees with drinking or drug problems will be preserved in the same manner as all other medical records.
C. The Superintendent and supervisors should not attempt to diagnose alcoholism or drug addiction. A referral, initiated by the Superintendent or the supervisor, for diagnosis and treatment should be based strictly on unsatisfactory or deteriorating job performance resulting from apparent medical or behavioral problems, whatever their nature.
D. It will be the responsibility of the employee to comply with referral for diagnosis and to cooperate with the prescribed treatment. An employee's refusal to accept diagnosis or treatment, or failure to respond to treatment, will be handled in the same manner as for all other illnesses when job performance continues to be adversely affected.
E. Implementation of this policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practices applicable to job performance.

Section 7.21.1

Drug Free Workplace

It is the policy of the Jefferson County Board of DD to maintain work settings that are free from the effects of drugs and alcohol. It recognizes that we have an obligation to those people we serve to provide a safe and healthy environment in which those with developmental disabilities can grow and learn, and it is a reasonable expectation of DD employees to be drug free. It is absolutely essential to promote a drug free workplace if we are to achieve our mission.

A. The use, possession (including storage on Board premises), sale, manufacture, or distribution of alcohol, illegal drugs, or the improper or abusive use of legally prescribed drugs, or other intoxicating substances, by employees while working on Jefferson County Board of DD premises or other work locations is prohibited. Every employee of the Board is expected to report to work and render service without being impaired by or under the influence of alcohol or illegal drugs of any kind.
B. For the purposes of this policy, illegal drugs include, but are not limited to:
    1. Narcotics
    2. Hallucinogens
    3. Depressants
    4. Stimulants
    5. Other substances (e.g., LSD, PCP, cocaine, marijuana, etc.) which can affect or hamper the senses, emotions, reflexes, judgment, or other physical or mental activities
    6. Controlled medication not prescribed, or in quantities or frequency different from that prescribed, for current personal treatment by a licensed physician to address a specific physical, emotional, or mental condition.
C. For the purposes of this policy, medication or prescribed drugs are drugs an individual is taking under the direction of a licensed physician to address a specific physical, emotional, or mental condition, where such medication or prescribed drugs are taken in the quantity or frequency as prescribed.
D. Each employee of the Board will receive a copy of this policy and sign acknowledgement of receipt of same.
E. Pre-employment drug and/or alcohol screening shall be required for applicants for certain “safety-sensitive” designated positions, the performance of which involves substantial risk hazard to the employee or

others. By way of example, but without limitation the designated positions include those which are required to provide client transportation, drive Jefferson County Board of DD vehicles, repair or provide maintenance of transportation vehicles, and supervise such positions. Any applicant who tests positively for illegal drugs shall be given reasonable opportunity to challenge or explain the results. If the results are confirmed and no medical justification exists, the applicant will be disqualified from consideration for employment.

F. Drug screening shall be required for employees seeking promotion, transfer, or demotion into positions described in Paragraph "E". Such employee who test positively shall be given reasonable opportunity to challenge or explain the results. If the results are confirmed and no medical justification exists, the employee shall be disqualified for the change for which he/she applied, and shall be treated as an employee who tests positive under Paragraph (G) (2), (3), and (4) of this policy.

G. Subject to the limitations contained in this paragraph, drug and alcohol testing may be required for any individual employee in any position, where there exists probable cause to believe that illegal drug use or alcohol use is impairing the employee's ability to perform job duties. Such test may be directed by the Superintendent or his/her designee. An employee may be required to undergo such testing immediately when the Superintendent or his/her designee determines that there are objective indications of impairment of behavior, demeanor, speech, appearance, job performance, and probable cause or "reasonable suspicion" to believe that the employee has been impaired by drugs or alcohol while in the scope of his/her employment by the Jefferson County Board of DD; when an employee is involved in a work-related accident, causing injury to person or damage to property, for which drug or alcohol impairment may reasonably have been a contributing factor; or during any physical examination regularly required by the Superintendent, Board policy, or state law. An employee judged to be under the influence of drugs or alcohol will be required to leave the premises and is subject to disciplinary action, up to and including discharge.

    1. An employee who refuses to sign a consent form allowing for testing with test results to be presented to the Board or who fails to cooperate fully and in a timely manner with the requirement to undergo drug or alcohol testing, shall be considered insubordinate and subject to disciplinary action.
    2. An employee who test positively for drugs or alcohol shall be given reasonable opportunity to challenge or explain the results.

3. If the results are confirmed and no medical justification exists, the employee will be given reasonable opportunity to participate in a program of counseling and/or treatment. Such program shall be at the employee's expense, except that employee health insurance may provide inpatient or outpatient coverage.
4. Where an employee who tests positively, without a medical justification for such positive test result, declines to participate in a counseling and/or treatment program, or withdraws from a program once begun without satisfactory completion or release, the Superintendent may take such disciplinary action as may be appropriate.

H. A program of counseling or treatment may be approved by the Superintendent as an alternative to disciplinary action provided he/she finds the following:
1. The employee demonstrates good cause to believe that counseling or treatment will be beneficial and it would pose no potential risk of health or safety.
2. The employee has not had previous related discipline.
3. The employee either continues to work satisfactorily while undergoing counseling or treatment; or applies for sick leave and/or extended leave during the period of the counseling or treatment program. The board reserves the right to prohibit employees from returning to their positions until successful completion of a program of counseling and/or treatment; however, such employees may apply for sick leave or extended leave without pay.

I. As used in this policy, drug and alcohol tests include blood, urine, breath, or other chemical tests performed by physicians and professional testing laboratories. The results of any such test will remain confidential, to the extent allowed by law, except for its use in official safety or accident investigations, criminal prosecution of the employee, or any action related to the removal or discipline of the employee.

J. Any test required under this policy shall be conducted at the Board's expense. Employees who dispute the test results are permitted to have a second analysis conducted of the same sample at their own expense.

K. Employees refusing to cooperate in any investigation, search, or screening test, or found to be in possession of illegal drugs or other prohibited substances, will also be subject to disciplinary action. The individual rights of employees will not be abridged.

L. Legally prescribed drugs and over-the-counter medications may be taken in the workplace, provided that they are taken as prescribed and the employee can perform the essential job functions as set forth in the job description. The Board is not interested in findings on any prescription

medication which could reveal a medical condition (i.e., disability of the employee).

M. Any employee convicted of any federal or state criminal drug offense must notify the Superintendent of that fact within five (5) calendar days of conviction. Upon conviction, the Superintendent shall take appropriate personnel action against such employee up to and including termination, taking into consideration any past disciplinary action and/or past rehabilitation efforts of the involved employee or require such employee to satisfactory participate in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health and law enforcement.

N. Testing/Procedural Considerations

1. Pre-Employment/Promotional Testing: A newly hired or promoted employee will be scheduled for Drug & Alcohol testing during the probationary period. A new hire testing positive will be subject to immediate disciplinary action, up to and including probationary removal. Note paragraph (F) as it applies to employees seeking promotion.

2. Employee Refusal to Test: If an employee refuses testing, they will not continue on the job. Refusal to test is any time you:
   a. Fail to provide enough breath for alcohol testing or urine for controlled substance without a valid medical reason after being notified of the testing requirements.
   b. Clearly obstruct the testing process.

   Employees who refuse testing or who obstruct the process are subject to immediate discipline, including removal.

3. Employee taking prescription medication: It is the employee's responsibility to ask his/her Physician if a prescription medication he/she is taking could compromise his/her ability to perform work-related functions. The Board will inform the testing facility that they are not interested in findings on any prescription medication which could reveal a medical condition (i.e., disability) of the employee.

Original Adoption Date 2/18/99 ***Approved 2/18/99***
Revised & Readopted 5/16/19

Section 7.21.2

CDL Alcohol and Drug Testing Policy

A. Any questions regarding these policies or procedures should be directed to the Director of Finance and Personnel. For purposes of this policy, the Superintendent, the Board of DD, or designated representative of such shall be referred to as the "Board" and/or the "Employer."
B. All employees who operate a commercial motor vehicle (CMV) are subject to this policy. A "CMV" is defined as a motor vehicle designed to transport sixteen (16) or more passengers, including the driver. This includes but is not limited to:
    1. Full-time regularly employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the Board or who operate a CMV at the direction of or with the consent of the Board.
    2. For the purposes of pre-employment/pre-duty testing only, the term "driver" includes a person applying to the Board 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 testing requirements.
C. For purposes of this policy, safety-sensitive functions include:
    1. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the Employer
    2. All time inspecting equipment as required or inspecting, servicing, or conditioning any CMV at any time
    3. All time spent at the driving controls of a CMV in operation
    4. All time, other than driving time, in or upon any CMV
    5. All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded
    6. All time spent by the driver performing functions relating to accidents
    7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
D. Drivers covered by this policy are prohibited from engaging in the following:
    1. Reporting to duty, remaining on duty, or performing a safety-sensitive function while having an alcohol concentration of 0.04 or greater

2. Reporting to duty, remaining on duty, or performing a safety-sensitive function while using a controlled substance (including prescription drugs, unless the physician has advised the driver that the substance does not adversely affect the driver's ability to operate a CMV), or if the driver tests positive for controlled substances.
3. Possessing alcohol while on duty or operating a CMV.
4. Using alcohol or controlled substances while on duty.
5. Performing safety-sensitive functions within four (4) hours after using alcohol.
6. Using alcohol for eight (8) hours following an accident in which the driver is required to take a post-accident alcohol test or until the driver undergoes a post-accident alcohol test, whichever occurs first.
7. Refusing to submit to a post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance test.

E. If a driver/employee violates any of the prohibitions listed in Section D of this policy, the following consequences will result:
   1. The driver may be disciplined up to and including termination. However, any discipline may, at the discretion of the Employer, be mitigated by the willingness of the employee to complete the recommended rehabilitation program. An employee may be permitted only one (1) chance at rehabilitation during the term of his employment, at the sole of the Employer.
   2. The driver shall be immediately removed (taken out of service) from the safety-sensitive position. Such removal is in accordance with federal regulations, and therefore not subject to the grievance procedure. If the driver is not terminated, he may request the use of accumulated sick leave or vacation leave to cover any period of absence in accordance with "E-4" below. If the driver does not have sufficient sick or vacation leave to cover the period of absence, he must request unpaid leave, in accordance with the Board's policy, when applicable.
   3. The driver shall be provided with information regarding the services available for alcohol and substance abuse.
   4. The driver shall be evaluated by a substance abuse professional, and may not return to duty until all recommended counseling and treatment are completed. These actions are in accordance with federal regulations, and therefore not subject to the Board's complaint/grievance procedure.

      Failure to complete or participate in a prescribed counseling or rehabilitation program shall result in the employee's termination. Any cost associated with the prescribed counseling or rehabilitation program

are the responsibility of the employee, unless otherwise covered by the Board's health care plan to which the employee belongs.

5. The driver will be subject to re-evaluation by the substance abuse professional, return-to-duty testing, and unannounced follow-up testing. These actions are in accordance with federal regulations, and therefore not subject to the appeal procedure. Any costs associated with these tests which are not provided by the Board's health care plan shall be the responsibility of the employee.

F. A driver is required to report the use of any prescription or non-prescription medicines containing alcohol or controlled substances to his/her supervisor. At the time medication is prescribed, the driver shall inquire of his physician as to whether the medication will impair the driver's ability to perform safety-sensitive functions. The driver shall be required to produce a signed statement from the treating physician that such medication does not impair the driver's ability to perform safety-sensitive functions and/or does not interfere with the safe performance of the driver's job.

   If the treating physician determines that the medication will impair the driver's ability to perform safety-sensitive functions, the employee will be permitted to use accumulated sick leave to cover the period of absence, he or she must request unpaid leave in accordance with the Board's policy.

G. A driver will be required to submit to testing for alcohol and/or controlled substances under the following circumstances:

   1. Pre-employment testing: Prior to the first time a driver performs a safety-sensitive function, the driver will be tested for controlled substances. The driver will not be permitted to perform safety-sensitive functions unless the controlled substance test results are negative.

      The Superintendent or designee shall arrange the time and location for the pre-employment test. The applicant is responsible for reporting to the collection site for the test and for any costs associated with the test. When an existing employee moves from a non-driver to a driver position, the Employer shall pay the cost of said test(s).

   2. Post-accident testing: As soon as practicable following:
      a. An accident in which a fatality occurs
      b. An accident in which an injury is treated away from the scene or the driver/employee receives a citation for a moving violation arising from the accident
      c. An accident in which a vehicle is required to be towed from the scene and the driver/employee receives a citation for a moving

violation arising from the accident, the driver shall be tested for alcohol and controlled substances. The Employer shall cease attempts to administer the test eight (8) hours following the accident for alcohol and after thirty-two (32) hours for controlled substances.

The driver shall be transported to the collection site by a representative of the Board. The employee shall not be permitted to perform safety-sensitive functions until a negative controlled substance test result is reported.

Following a breath alcohol test which shows no detectable amount of alcohol, the driver will, at the discretion of the Board, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions until the controlled substance test results are available. If the controlled substance test results are negative, and no other work rule violations have occurred, the employee shall be returned to his or her driver position.

Following a breath alcohol test result which shows a detectable level of alcohol of 0.02, but less than 0.04, the driver will, at the discretion of the Employer, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions for twenty-four (24) hours or until the controlled substance test results are available, whichever is greater. An employee with a breath alcohol test result of less than 0.04 shall also be subject to appropriate disciplinary measures in accordance with Employer policy.

Following a breath alcohol test result which shows a concentration of 0.04 or greater, or following a positive controlled substance test result, if the driver's employment is not terminated, he or she may request the use of accumulated sick leave, vacation leave, or unpaid leave in accordance with the Board's policy in order to comply with Section E-4 herein.

3. Random testing: A minimum number of drivers (currently twenty-five percent (25%) for alcohol and fifty percent (50%) for controlled substances) annually will be randomly selected using a scientifically valid method in which each driver will have an equal chance of being tested each time selections are made. The dates for testing shall be unannounced and spread throughout the calendar year. When a driver

is selected for testing, he or she shall cease doing the safety-sensitive function and proceed to the test site immediately.

Following a random breath alcohol test result which shows a detectable level of alcohol of 0.02, but less than 0.04, the driver will, at the discretion of the Superintendent, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions for a minimum of twenty-four (24) hours. An employee with a random breath alcohol test result of less than 0.04 shall also be subject to appropriate disciplinary measures in accordance with Board policy.

Following a random breath alcohol test result which shows a concentration of 0.04 or greater, or following a positive random controlled substance test result, if the driver's employment is not terminated, he or she may request the use of accumulated sick leave, vacation leave, or unpaid leave in accordance with Board policy in order to comply with the provisions of Section E-4 herein.

4. Reasonable suspicion testing: A trained supervisor may require a driver to undergo testing for alcohol or controlled substances based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. If a driver is required to undergo testing under this section, the driver must immediately cease to perform the safety-sensitive function and he or she shall be transported to the collection site by a representative of the Board. If a driver is required to undergo reasonable suspicion controlled substance testing, such employee shall not be permitted to perform safety-sensitive functions until a negative controlled substance test result is reported. Following a reasonable suspicion controlled substance test, the driver will, at the discretion of the Employer, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions until the test results are available. If the controlled substance test results are negative, and no other work rule violations have occurred, the employee shall be returned to his or her driver position.

   Following a reasonable suspicion breath alcohol test result which shows a detectable level of alcohol of 0.02, but less than 0.04, the driver will, at the discretion of the Employer, either be placed on administrative leave with pay or assigned to perform non-safety-sensitive functions for a minimum of twenty-four (24) hours. An

employee with a reasonable suspicion breath alcohol test result of less than 0.04 shall also be subject to appropriate disciplinary measures in accordance with the Board's policy.

Following a reasonable suspicion breath alcohol test result which shows a concentration of 0.04 or greater, or following a positive reasonable suspicion controlled substance test result, if the driver's employment is not terminated, he or she may request the use of accumulated sick leave, vacation leave, or unpaid leave in accordance with Board policy.

The Employer will cease any attempt to administer a reasonable suspicion alcohol test eight (8) hours after the observation of reasonable suspicion was made.

5. Return-to-duty testing: Before a driver who has been found to be in violation of the prohibitions section of this policy, set out in Section D, may return to duty in a position requiring the performance of safety-sensitive functions, the driver must undergo testing for alcohol and/or controlled substances. The results of the alcohol test must show less than 0.02 concentration if the offense involved alcohol, and the controlled substance test must be negative if the offense involved controlled substances.
6. Follow-up testing: When a driver has been found to be in violation of the prohibitions section of this policy, set out in Section D, and the substance abuse professional has determined that the driver needs assistance in resolving alcohol or substance abuse problems, the driver will, in accordance with federal regulations, be subject to a minimum of six (6) unannounced follow-up tests within the first twelve (12) months following the driver's return to duty as directed by the substance abuse professional.

H. All drug screening and confirmation tests shall be conducted by a laboratory certified under the DHHS "Mandatory Guidelines for Federal Workplace Drug Testing Programs." The Employer and the laboratory shall have a clear and well-documented procedure for collection, shipment, and accessing of urine specimens. The procedures utilized by the Employer and the laboratory shall include an evidentiary chain of custody and control and split sample collection and testing. The collection site person is responsible for maintaining the integrity of the specimen collection and transfer process. All procedures shall be outlined in writing and provided to Employer representatives and donors.

I. All alcohol breath tests shall be administered by a trained breath alcohol technician (BAT) or a law enforcement officer certified to conduct such tests. Only evidential breath testing (EBT) devices shall be used along with the prescribed breath alcohol testing form.

J. Refusal to submit to any of the alcohol or controlled substance tests required by this policy will result in the driver's immediate removal from the safety-sensitive functions and may result in disciplinary action. Refusal will be treated as a positive test and the driver will be referred to a counseling program and subject to return-to-duty and follow-up testing. Actions constituting a refusal to submit to a test include:
   1. Failing to provide adequate breath for alcohol testing
   2. Failing to provide adequate urine for controlled substance testing
   3. Engaging in conduct that clearly obstructs the testing procedure
   4. Failing to remain readily available for a post-accident test

K. Drivers who have been tested for alcohol with the results showing a concentration of 0.02 but less than 0.04 will not be permitted to perform any safety-sensitive functions for twenty-four (24) hours following administration of the test.

L. Information regarding the effects of alcohol and controlled substance use on an individual's health, work, and personal life, and information about drug and alcohol counseling, rehabilitation, and employee assistance programs is available through the personnel office, and will be periodically provided to employees.

   The Board of DD encourages employees to voluntarily admit problems with alcohol and/or controlled substances prior to violating this or other applicable policies. An employee who voluntarily enters into counseling or rehabilitation may request the use of accumulated sick leave, vacation leave, or unpaid leave in accordance with Board policy. Any costs associated with a voluntary counseling or rehabilitation program are the responsibility of the employee, unless otherwise covered by the Employer's medical benefit plan to which the employee belongs.

M. Upon written request from the driver, the Superintendent or designee will provide copies of any records pertaining to the driver's use of alcohol or controlled substances, including the results of any tests. A reasonable fee for copies may be imposed; however, access to this information will not be contingent upon payment for records other than those specifically requested.

N. All employees subject to this policy remain subject to all other policies, procedures, rules and regulations established by the Board under their

independent authority, and which are not inconsistent with the requirements herein. All employees also remain subject to all other relevant federal, state, and local laws and regulations.

Section 7.22

Employee Conviction in Court of Law

It is the policy of the Jefferson County Board of DD that:

A. The arrest or conviction of any employee for breaking a federal, state, or local law outside work may be grounds for suspension, or dismissal, depending on the nature of the arrest or conviction as it relates to the position held by the employee. Careful consideration will be given to the effect the arrest or conviction has on the reputation and operation of the Jefferson County Board of DD and any of its programs.
B. Violating any federal, state, or local law while at work may be grounds for dismissal depending on:
    1. The severity of the infraction
    2. The overall status of employee performance and past conduct on the job.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Section 7.23

Discriminatory Harassment

A. Statement of Policy
   1. It is the policy of the Jefferson County Board of DD to maintain an environment free from all forms of unlawful discriminatory harassment including gender-based sexual harassment.
   2. In order to maintain this environment, all discriminatory harassment, whether committed by supervisors or non-supervisors, or members of the public or whether by members of the opposite or same gender, is strictly prohibited.

B. Definition: Discriminatory harassment includes humiliating, derogatory, or vulgar oral or written communications or actions regarding a person's race, color, religion, sex, veteran's status, military status, national origin, disability, age, ancestry, or genetic history.

C. Sexual Harassment: Which is a form of discriminatory harassment and sexual 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, or use of sexually degrading words to describe an individual.
   3. Graphic or degrading verbal, written, or electronically transmitted comments about an individual, the individual's body or appearance, or the individual's sexual preferences.
   4. Request for sexual favors.
   5. The display of sexually suggestive objects or pictures through any media.
   6. The implication or threat that an employee or applicant's employment, assignment, compensation, advancement, career development, or other condition of employment will depend on the employee or the applicant's submission to requests for sexual favors or sexual harassment in any form.
   7. Any offensive, abusive, or unwanted physical contact.
   8. Any other conduct or behavior that may be construed as being sexually degrading or offensive.

D. Responsibility: The JCBDD has designated the HR Director as the individual who is to serve as the "EEO Coordinator" for the Board.
   1. It is the responsibility of all employees to aid the Employer in maintaining a work environment free from discrimination and

discriminatory harassment including sexual harassment. Therefore, it is the responsibility of each employee, including supervision and management, to immediately report any instances of unlawful discrimination or discriminatory harassment to the EEO Coordinator. Any employee who observes any conduct that may constitute unlawful discrimination or discriminatory harassment of a co-worker or a person requesting services from the Employer, but fails to report same, may be subject to disciplinary action. Moreover, any employee who receives a complaint alleging conduct which may constitute unlawful discrimination or discriminatory harassment of any Board employee, but fails to report same, may be subject to disciplinary action.

2. It is the responsibility of supervision and management to maintain an environment free from unlawful discrimination and discriminatory harassment within each department or work unit. Supervisors shall familiarize themselves with JCBDD's non-discrimination policies and immediately report any violation of said policies to the EEO coordinator.
3. Management shall also ensure that all employees are aware of this policy and that all employees receive sufficient training to maintain an environment free from unlawful discrimination and discriminatory harassment. Additionally, each newly-hired employee will receive training in this policy as a part of their employee orientation.

E. Procedure

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

F. Complaint Procedure

1. Any employee who believes that he or she has been the subject of discrimination or discriminatory harassment, and/or any employee who has witnessed an incident or incidents the employee believes constitutes discrimination or discriminatory harassment, should report the matter(s) to the EEO coordinator immediately.
2. If the employee has a complaint directly involving the EEO Coordinator, he/she shall submit his/her complaint to the Superintendent.
3. If the subject of the complaint is the Superintendent the employee should report the matter to the President/Chairman of JCBDD. The President/Chairman shall appoint a three (3) member committee to investigate and report back to the Board.
4. The employee alleging discrimination or discriminatory harassment shall complete the discrimination complaint form provided for that purpose. This form should be completed and submitted by the employee as soon as possible following the alleged act(s) giving rise to the discrimination or harassment complaint. The employee should provide the following information:
    a. The employee's name
    b. The name of the subject of the complaint
    c. The act(s) allegedly committee believed to be discriminatory
    d. The date(s) of the act(s)
    e. Any witnesses to the alleged act(s)
    f. The remedy the employee is seeking
5. If the employee alleging discrimination or discriminatory harassment is unwilling to complete the complaint, the matter should be addressed under the "duty to report" section and the form completed by the person to whom the verbal complaint was made.
6. After the discrimination complaint form has been completed, the complaint will promptly be investigated by the immediate supervisor or other appropriate management level personnel as designated. This form should be completed by the Employer as soon as possible, and no later than two (2) working days after the alleged harassment occurred. A copy of this form should be forwarded to the Superintendent. If it is alleged that the Superintendent is the subject of the complaint, then a copy of this form should be sent to the President of the Jefferson County Board of DD.
7. If the investigation reveals that the complaint is valid, prompt action will be taken to end the discrimination and/or harassment immediately.
8. Any employee who is found, after appropriate investigation to have engaged in discrimination or discriminatory harassment of another

employee or a member of the public shall be subject to disciplinary action, up to and including termination.

G. Disciplinary Procedure: When it is determined that there is cause for believing that an act of discrimination or discriminatory harassment has occurred, the following steps will be followed:
   1. The charged party may, pending the final resolution of the complaint, be immediately suspended with pay or temporarily transferred to a work location where he/she will have no contact with the complainant.
   2. All allegations of discrimination and/or discriminatory harassment shall be promptly investigated.
   3. Following completion of the investigation, a final determination will be made. If it is determined that a prima facie case of discrimination or discriminatory harassment has been established, the charged employee will be notified and disciplinary action will be implemented.
   4. Any employee who makes a false statement and/or false accusations during the investigation will be subject to appropriate discipline.
   5. Non-employees found to have committed an act of illegal discrimination against an employee will be dealt with appropriately as allowed by law.
   6. When reviewing complaints alleging a violation of the ADA, the designated investigator will determine whether the complainant is a "qualified person" with the complainant, and if so, whether the Employer can "reasonably accommodate" the complainant or otherwise resolve his/her complaint.

Original Adoption Date 3/20/86 ***Revised & Reapproved 1/18/01***
Revised & Reapproved 2/20/14

Section 7.24

Staff Lounge

A. A staff lounge is provided as a courtesy to the staff. Staff members are expected to use the lounge in a professional manner.
B. Foods and beverages are to be consumed in the cafeteria or staff lounge. (Hot beverages are not to be consumed in classrooms during the school day).
C. Staff members are expected to control language and behavior in the lounge so as to not have a negative effect on school operations and to show respect for the feelings of others using the lounge.
D. Staff should remember that many people use the lounge and should not monopolize this facility. Throughout the school day, many employees wish to use the lounge during formal planning periods as well as during lunch periods.
E. Each staff member is responsible for keeping the lounge clean and in order.

Section 7.25

Smoke-Free Environment

Definition: Tobacco products are defined as any product that contains nicotine, which includes, but is not limited to cigars, pipes, snuff, cigarettes, "e-cigs", etc. The only exceptions are pharmaceutical nicotine products used for nicotine replacement therapy (NRT), such as a patch or gum.

A. Medical evidence clearly indicates that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars, and pipes is also an irritant to many non-smokers, is known to worsen allergic conditions, and long-term exposure to second-hand smoke may seriously affect the health of non-smokers.
B. The Jefferson County Board of DD therefore recognizes an obligation to those it serves to provide a healthy environment within which children and adults can grow and learn. We also recognize a responsibility to our employees to provide them this same environment as best we can. Finally, we have a reasonable expectation of employing and retaining a health staff and encouraging healthful work place activities.
C. To this end, we therefore adopt a policy which reflects this position. There shall be no area within any building operated by the Jefferson County Board of DD where smoking of any tobacco product shall be permitted. This is generically known as a "smoke-free environment" policy. No staff member, consumer, or visitor shall be permitted to smoke/use any tobacco products while in any Jefferson County Board of DD building and/or while operating or riding in a Board vehicle.
D. The Board also recognizes each employee has a right to smoke or not to smoke, and we are therefore only prohibiting smoking within our buildings and/or vehicles. We will support an employee's/consumer's desire to cease smoking in any appropriate manner that will be of a benefit to both the Board and the employee/consumer. We will be as accommodating as is practical within this policy to employees/consumers who smoke by providing an outside location at each Board-operated building for employees/consumers wishing to smoke to be able to do so.
E. Employees will not, however, be allowed to lessen their total daily or weekly work time in order to smoke.

Original Adoption Date 2/18/99 ***Approved 2/18/99***

Revised & Readopted 8/21/14

Section 7.26

Driver Eligibility Guidelines

A. The Jefferson County Board of DD recognizes that the driving of a County vehicle is a privilege.
B. The Jefferson County Board of DD recognizes the driving of a private vehicle while on County business is an event of trust and impacts upon the risk management of the County.
C. The Jefferson County Board of DD recognizes that it must take steps to decrease the risk of those officials and employees who have poor driving histories driving on County business.
D. Therefore, the following policy and procedures shall be enforced on the Jefferson County Board of DD program:
    1. Jefferson County Board of DD officials and employees will be suspended from driving either County-owned or privately-owned vehicles during the scope of their employment according to the attached Schedule A.
    2. For current employees and officials, the points outlined in Schedule A will begin to accumulate as of January 27, 1995, thirty (30) days from the date on which the County Resolution No. 1994-36 was passed. The guidelines in Schedule A shall also apply to new applicants. Any applicant who has accumulated more than four (4) points per Schedule A should not be hired in positions requiring the applicant to drive a vehicle on behalf of the Jefferson County Board of DD.
    3. All current Jefferson County Board of DD officials and employees will be informed of this policy by their respective department heads. All newly hired employees will be informed of this policy at the time they begin work.
    4. To the extent allowed by law, this policy acts as a condition of the employment of those DD employees whose duties require driving on the job, and any employee who is suspended under this resolution may, at the discretion of the Board of DD, be disciplined, including but not limited to, suspension from work without pay for the duration of the driving suspension, or dismissed.
    5. Those suspended from driving will sign the form attached as Schedule B.
    6. All newly-hired employees will complete and sign the application at Schedule C.
    7. This policy will take effect immediately.

8. This policy supersedes all previous policies dealing with driver eligibility requirements.

E. Personal Liability Insurance—Per Jefferson County Board of County Commissioners, effective March 16, 2015: For those County employees who drive their personal vehicle to perform County/agency business and who receive mileage reimbursement:
   Shall be required to provide proof of liability insurance as follows:
   1. One hundred thousand dollars because of bodily injury to or death of one person in any one accident;
   2. Three hundred thousand dollars because of bodily injury to or death of two or more persons in any one accident;
   3. One hundred thousand dollars because of injury to property of others in any one accident.

Section 7.27

Work Place Violence

A. The safety and security of employees, clients, consumers, students, and the general public are of vital importance to the Employer. Therefore, acts of threats of violence made by an employee 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.
B. The Employer prohibits the following:
    1. Any act or threat of violence made by an employee against another person's life, health, well-being, or property.
    2. Any act or threat of violence, including but not limited to, intimidation, harassment, or coercion.
    3. Any act or threat of violence which endangers the safety of employees, clients, consumers, students, or the general public.
    4. Any act or threat of violence made directly or indirectly by words, gestures, or symbols, including harassing telephone calls placed during non-work time.
    5. Use or possession of a weapon on the Employer's premises.
    6. Sabotaging agency property, equipment, or another employee's work.
    7. Any behavior which is perceived as threatening by the recipient.
C. It is a requirement that employees report, in accordance with this policy, any behavior that 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.
D. All incidences of suspected or potential violence should be reported to the employee's immediate supervisor, department head, or the Superintendent. Do not take the position that the incident is too minor to report or that it does not appear to be a "real problem."
E. The Employer believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs in advance and follow proper reporting procedures. Employees will therefore play a crucial role in the administration of this workplace violence policy.

Section 7.28

Weapons Policy

A. Purpose
   1. The Jefferson County Board of DD is committed to providing a safe and secure environment for its employees, visitors, and consumers. Pursuant to Ohio law, the County Board is required to take certain actions and post certain notices with respect to the carrying of concealed weapons. In compliance with that law, and in furtherance of the County Board's commitment to safety, it hereby adopts the following policies and procedure.

B. Policy
   1. It is the policy of the County Board, that no person, including employees, volunteers, individuals supported by the County Board, or visitors, except law enforcement officers acting in the scope of their official duty, shall carry, convey, or possess a deadly weapon or dangerous ordnance while on County Board premises or while engaged in business for the County Board. A valid license to carry a concealed weapon does not authorize any person to carry such a weapon while on County Board property or while engaged in business for the County Board.

C. Procedures
   1. No person, except law enforcement officers acting in the scope of their official duty, shall possess, have under their control, convey or attempt to convey a deadly weapon or dangerous ordnance in a school safety zone. The "school safety zone" consists of all buildings where the County Board conducts special education or preschool education, instruction, training or extra- curricular activities, as well as all real property (land) owned, leased or controlled by the County Board where those buildings are situated. "School safety zone" also includes any place where the County Board conducts special education or preschool extra-curricular activities. This prohibition applies whether or not education, training, instruction or activities are actually in progress.
      a. In accordance with R.C. 2923.122 and 2923.1212, the following language shall be posted at the entrance of every County Board owned building and at the entrance to the portion of any building, which is not owned by the County Board but is leased by the County Board, that lie within a "school safety zone" as defined by law: "Unless otherwise authorized by law, pursuant to Ohio Revised

Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone."

2. No person, except law enforcement officers acting in the scope of their official duty, shall possess, have under their control, convey or attempt to convey a deadly weapon or dangerous ordnance into any building owned, leased or controlled by the County Board.
   a. In accordance with the R.C. 2923.1212, the following language shall be posted at the entrance of every County Board owned building and at the entrance to the portion of any building, which is not owned by the County Board but is leased by the County Board: "Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises."
3. No person shall have a deadly weapon or dangerous ordnance in any vehicle leased or owned by the County Board.
4. No employee, contractor or agent of the County Board shall violate any of the above prohibitions. Employees lawfully possessing a firearm and lawfully transporting the firearm in their vehicle must leave the firearm in their vehicle in a locked compartment or box. Employees, contractors or agents of the County Board may not handle firearms on County Board property except to secure the firearm in a locked compartment or box in their vehicle.
5. Non-employees who are carrying a concealed weapon onto County Board property shall be asked to leave. Failure to comply with these policies by non-employees will be subject to criminal prosecution.
6. Employees who violate any of the above policies are subject to criminal prosecution, and may be subject to discipline up to and including discharge.
7. Any person witnessing a violation or potential violation of any of these policies is encouraged to report the violation to the Superintendent and/or notify appropriate law enforcement personnel. Employees are required to report violations or potential violations.

Approved 4/15/04

Section 7.29

Americans with Disabilities Act

A. The Act. The Americans with Disabilities Act, 42 U.S.C. 12101 et seq. (hereinafter the "ADA"), prohibits discrimination, in terms of hiring, promotion, transfer, or any other benefits or privileges of employment, of any qualified individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the position such individual holds or desires, and with or without reasonable accommodation, can perform the essential functions of the position. The Employer has established the following policy and grievance procedure in order to ensure compliance with the requirements of the ADA.

B. Definitions. For purposes of the ADA, a "disability" is defined as:
   1. A physical or mental impairment which substantially limits a major life activity.
   2. A record of having that type of impairment.
   3. Being regarded as having that type of impairment. The ADA defines a "qualified individual with a disability" as an individual with a disability who can, with or without reasonable accommodation, perform the essential functions of the job that the individual holds or desires.

C. Reasonable Accommodation. The physical or mental limitations of an otherwise qualified applicant or employee with a disability shall be reasonably accommodated unless the accommodation would pose an undue hardship. Undue hardship, for purposes of this policy, means an action that requires significant difficulty or expense when considered in the light of other relevant factors, or would be extensive, disruptive, or would fundamentally alter the nature of operation of the employer.

D. Undue Hardship. The factors to be considered in determining whether an accommodation would create an undue hardship include the nature and the cost of the accommodation, the size of the department and its overall financial resources, the nature and structure of the operation, the effect of the accommodation on expenses and resources, conflict with state and federal law, and the impact of the accommodation on other employees. Decisions as to whether an accommodation is reasonable shall be made on an individual case-by-case basis. Employees who believe they are in need of a reasonable accommodation should make their supervisor or the appointing authority aware of this need. (Utilize Form 2—ADA Request for Reasonable Accommodation).

E. ADA Coordinator. The JCBDD has designated the HR Director as the individual who is to serve as the "ADA coordinator" for the Board. The ADA coordinator shall coordinate the efforts of the JCBDD to ensure compliance with the mandates of the ADA.

F. Complaint Procedure.

1. JCBDD's ADA complaint procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices by the Board. The complaint should be in writing and contain information about the alleged discrimination, such as name, address, phone number of complainant and location, date, and description of the problem. (Utilize Form 3—ADA Complaint Form). Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons upon request.
2. The ADA complaint should be submitted by the complainant as soon as possible, but no later than sixty (60) calendar days after the alleged violation to the ADA coordinator. Within fifteen (15) calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and possible solutions or accommodations that may be available to the complainant. Within fifteen (15) calendar days of the meeting, the ADA coordinator shall respond in writing, and, if necessary, will respond in an alternative format accessible to the complainant, such as large print, Braille, or audio type. The response will explain the position of the employer and offer options for substantive resolution of the complaint.
3. Nothing included within this grievance procedure shall preclude an individual from filing a complaint with the Equal Employment Opportunity Commission ("EEOC"), the Ohio Civil Rights Commission ("OCRC") or any other state of federal agency with applicable jurisdiction.
4. All written complaints received by the ADA coordinator and responses thereto will be kept in a separate file by JCBDD and maintained for at least three (3) years.

Form P
JCBDD
EEO/ADA COMPLAINT FORM

Individuals who feel they have been discriminated against on the basis of race, color, religion, sex, military status, veteran's status, national origin, age ancestry, disability, genetic information, or have been discriminatorily harassed by an employee of the JCBDD or while working for the JCBDD may file a complaint by completing this form and submitting it to the HR Director.

Name of Complainant: _____

Classification (if employee): _____

Address (if non-employee): _____

_____

_____

Basis of complaint: (continue on back or separate page if necessary)

_____

_____

_____

_____

_____

_____

_____

_____

EEO/ADA COMPLAINT FORM

(CONTINUED)

Date(s) of incident(s): If claiming discrimination based on disability, what accommodation do you request: _____

_____

_____

_____

_____

_____

If claiming discrimination other than disability, what resolution do you request? _____

_____

_____

_____

_____

_____

_____

_____ _____

Date Signature of Complainant

_____ _____

Date Signature of Recipient