

2018

**TRUMBULL COUNTY PLANNING COMMISSION
POLICIES & PROCEDURES MANUAL**



Adopted

4/10/2018

PREFACE

PURPOSE OF THE PLANNING COMMISSION

The Trumbull County Planning Commission was organized in accordance with Section 713.22 of the Ohio Revised Code and consists of eleven (11) members, three (3) of whom will be the Board of County Commissioners and eight (8) citizens of the County. The authority of the Planning Commission, and its relationship to county government, is set forth in Sections 713.22, County Planning Commissions, and 713.23 Powers and Duties of Regional and County Planning Commissions. The Commission is also organized as a forum for the discussion and study of common problems of a county nature and for the development of policy and action recommendations relating thereto.

PURPOSE OF MANUAL

In order to operate effectively, an organization needs guidelines, which give directions to its operation. These guidelines are defined in this policies and procedures manual.

This manual is designed for the purpose of acquainting the Trumbull County Planning Commission employees with the Trumbull County Planning Commission and the policies and procedures which affect their work and under which the Trumbull County Planning Commission operates.

We believe that this Manual will be helpful in familiarizing the Trumbull County Planning Commission employees with what is expected of them and what they can expect from the Trumbull County Planning Commission.

I. JOB APPOINTMENT PROCEDURES

A. Interviewing and Employee Application

The Executive Director will be responsible for determining which, and when, positions need to be filled; when and where to advertise positions; and will conduct interviews with candidates that the Executive Director determines to be qualified for advertised position. The Assistant Director, Program Coordinators and other professional staff may be given the opportunity to talk with the applicant. The Executive Director reserves the right to request an applicant to furnish documents such as college transcripts and a certificate from a licensed physician who has personal knowledge, either from medical treatment or from examination, as to the applicant's physical condition.

B. Disqualification

The Trumbull County Planning Commission reserves the right to investigate any information shown on an applicant or employees resume. Falsifying information may be reason for immediate disqualification of an applicant or dismissal of any employee whose employment has commenced.

C. Notice of Appointment

Once a decision to employ an applicant has been made by the Executive Director, the Executive Director will set up a Personnel Committee Meeting for their approval and to make a recommendation to the Planning Commission Board for approval. After Board approval, the Executive Director will write a job offer letter stating job title, salary, starting date of employment, 4-months' introductory period and other pertinent information, which is to be signed and returned to the Executive Director by the applicant if they chose to accept such offer.

D. Employee Information

On the first working day, an employee should report to the office of the Executive or Administrative Assistant to supply any necessary information needed to complete the employee's personnel folder, execute payroll-withholding authorization, and enroll in the applicable employee benefit programs.

E. Employee Orientation

When the employment procedure is completed, a new employee should be given materials and information that will better acquaint them with their job responsibilities, items may include a copy of the Policies and Procedures Manual and a copy of their primary job duties. The new employee should then be taken on a tour of the facilities and introduced by the Executive Director to all the other staff members of the Trumbull County Planning Commission.

F. Personal Status Changes

Should any change occur which would affect an employee's personnel records (mailing address, telephone number, marital status, number of dependents, etc.) the employee should make this information known to the Executive Director, and fill out all appropriate forms with the Executive or Administrative Assistant.

G. Non-Discrimination

In compliance with Title VII of the Civil Rights Act of 1964, the Trumbull County Planning Commission shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or ancestry with respect to employment, upgrading, demotions, transfers, recruitment or recruitment advertising, layoffs or terminations, rates of pay, or other forms of compensation, selection for training, and participation in recreational or educational activities.

H. Introductory Period

New employees shall be subject to an introductory period for the first one hundred twenty (120) calendar days of their employment. An employee in his/her introductory period may be asked to resign or be discharged for cause or no cause at any time during the introductory period at the discretion of the Executive Director; or at the discretion of the Executive Director he/she may be given a chance (additional period of time) to overcome any shortcomings. The Executive Director need give no reason for discharge anytime during the introductory period, including any extension of time added to the introductory period at the discretion of the Executive Director.

II. WORK SCHEDULE

A. Hours of Work

The Trumbull County Planning Commission observes regular working hours from 8:30 a.m. to 4:30 p.m., five (5) days a week, Monday through Friday. Part-time employees and Planning-Interns will report to work at those hours agreed upon when employed. Being at work every day, and on time, is important to the employee's record. The Planning Commission recognizes that at times employees may wish to adjust their daily hours of work. Flexible scheduling may be arranged with approval of the Executive Director under the condition that it does not interfere with the work of the Planning Commission and as long as a majority of the regular daily hours fall within the normal work day. From time to time it may also be appropriate for employees to work at home. This may only be done with pre-approval from the Executive Director. The Executive Director may rescind approval for the above flexible working conditions for any employee at any time.

B. Time Clock

The Executive Director has full discretion in determining the use of a time clock and may require that all Planning Commission employees punch the time clock at the beginning and end of each workday, or sign-in and out by other means.

C. Meeting Sign-out and Sign-in

In order to provide effective organization communication, the Executive Director may require that all employees sign-out when leaving for meetings and sign-in upon returning to the Planning Commission.

D. Lunch Period

The normal lunch period for most Trumbull County Planning Commission employees is one (1) hour, unless specifically changed or approved by the Executive Director. The lunch period should be taken between the hours of 12:00 p.m. - 1:00 p.m. The lunch hour may be shifted from the standard 12:00 p.m. - 1:00 p.m. period, provided the employee has pre-approval from the Executive Director and has informed the Executive or Administrative Assistant of such approval. Employees may also be entitled to paid breaks during their workday as determined by the Executive Director. Breaks may only be taken if the workload permits.

E. Overtime

Most state and local government employees are now covered by the minimum wage and overtime pay provisions of the Fair Labor Standards Act. Persons who fill bona fide executive, managerial, administrative or professional positions as defined under this act are exempt from coverage. According to these guidelines, all Trumbull County Planning Commission employees are professionally exempt from the provisions of this act including the Executive Director, Assistant Director, Executive Assistant, Administrative Assistant, Secretary II, Secretary I, Coordinators, Planner III, Planner II, Planner I, Planning Interns and Project Aides. This coverage includes part-time as well as full-time employees.

Overtime compensation due to professionally exempt employees will not be in the form of cash, but will be in the form of compensatory time as described below.

Approval for overtime work for any employee must be secured from the Executive Director prior to the work being performed.

F. Compensatory Time (Professionally Exempt Employees)

Compensatory (comp) time is time earned by working in excess of forty (40) hours within a week. A non-exempt employee would normally have the option of being paid for the extra hours at 1.5 times their regular hourly rate or taking the extra hours off work (also at an overtime rate of time and one-half) as compensatory time. However, professionally exempt Trumbull County Planning Commission employees are not paid for overtime, so they may take time off at a rate of one and one-half (1.5) times the extra hours worked under the following conditions:

1. The Executive Director must approve the time earned as comp time.
2. The Executive Director must approve when the comp time is used.
3. Comp time is legitimately earned on excess hours that an employee must work. If an employee chooses of his or her own volition to work overtime, no comp time is earned.
4. Comp time is never “cashed out” as a monetary benefit.

G. Tardiness & Absenteeism

Each employee is responsible for being punctual each day. If an employee is tardy, time lost will need to be made up at the end of the workday or by using comp time or vacation time. Habitual tardiness, abuse of sick leave, unauthorized or excessive absence from duty without notice to, and permission from the Executive Director; except in cases of illness or causes beyond the employee's control, which prevents him/her from giving sufficient notice may result in discipline, up to and including discharge.

An employee who is absent for a scheduled work day without approved leave may be subject to discipline, up to and including dismissal.

III. PAY INFORMATION

A. Time Sheets

All work on grants with administration must be charged to the correct grant program. Therefore, all Trumbull County Planning Commission employees are required to keep accurate time sheets, recording daily the hours spent on each Planning Commission grant, program and project. If an employee does not understand the procedure for completing time sheets, or is not sure where their time should be charged, they should consult the Executive Director. Time sheets from each employee are to be submitted on the 1st day of the following month to the Executive Director for review and approval. The Executive Director will then submit the time sheets to the Executive or Administrative Assistant or assigned timekeeper. Time reports are the principle source of information in preparing invoices for presentation to County, Regional, State and

Federal Government Agencies, and enable these agencies to perform audits. It is, therefore, imperative that all employees spend the necessary time to prepare complete and accurate time sheets. Time Sheets may be obtained from the Executive Director.

B. Pay Period

There are twenty-six (26) bi-weekly pay periods in a calendar year. The basic pay period is two (2) weeks, with pay days scheduled every other Friday. All Trumbull County Planning Commission employees are paid one week in arrears.

C. Paycheck Distribution

Payroll checks will be distributed by the Executive or Administrative Assistant commencing at 10:00 a.m. on payday. An exception to this rule is as follows: When payday falls on a Holiday, paychecks will be distributed as set forth by the County procedures.

D. Paycheck Discrepancies

Any employee who finds a discrepancy in their paycheck should immediately present the check to the Executive or Administrative Assistant, so that the necessary arrangements can be made to correct the check. Any employee desiring further information or explanation concerning their paycheck should consult the Executive or Administrative Assistant.

E. Absenteeism on Payday

In the event an employee is absent or unavailable on the day, or at the time, paychecks are distributed then the employee's paycheck will remain in the possession of the Executive or Administrative Assistant until the employee reports to the office. In case of prolonged illness, arrangements to receive the paycheck will be made with the Executive or Administrative Assistant.

IV. PAID ABSENCES

A. Vacation

Vacations are for the purpose of giving individuals a beneficial change and rest. The Trumbull County Planning Commission believes it is important for all its employees to take vacation leave for their mental and physical health. Therefore, it is suggested that all earned and accrued vacation be used each year, but it may be accumulated. Vacation schedules should be planned as carefully as possible so as not to interfere with critical work schedules. However, vacations, insofar as possible, will be granted at times most desirable to the individual, but final scheduling of vacations will be determined by the Executive Director to assume orderly operation. All full-time employees earn annual vacation leave based on their years of local service with the state or local government and other public agencies who are members of the Ohio Public Employees Retirement System (OPERS). A new rate of vacation accumulation will be picked up on an employee's anniversary date, not at the beginning of the calendar year.

The Trumbull County Planning Commission will follow the rates of vacation accumulation established by the Board of Trumbull County Commissioners. At the time this manual was adopted, the vacation leave accumulated per pay period was as follows:

Less than one year of service: None

Upon completion of one (1) year anniversary date, employee accumulates:
3.1 hours per pay (which will be equal to 2 weeks or 80 hours vacation per year)

Upon completion of seven (7) years anniversary date, employee accumulates:
4.6 hours per pay (which will be equal to 3 weeks or 120 hours vacation per year)

Upon completion of fourteen (14) years anniversary date, employee accumulates:
6.2 hours per pay (which will be equal to 4 weeks or 160 hours vacation per year)

Upon completion of twenty-one (21) years anniversary date, employee accumulates:
7.7 hours per pay (which will be equal to 5 weeks or 200 hours vacation per year)

After twenty-seventh (27) year anniversary date, employee accumulates:
9.2 hours per pay (which will be equal to 6 weeks or 240 hours vacation per year)

Before leaving on vacation, it is the responsibility of each employee to submit a time report, if the date of a time report falls within the employee's vacation time.

Each employee may receive cash payment for up to two (2) weeks, in one (1) week increments, of accumulated, but unused vacation at the end of each calendar year, as long as Trumbull County allows.

Requests for such payment shall be submitted to the Executive or Administrative Assistant no later than the last pay period in November of each year.

Any employee who retires under the applicable pension plan for Trumbull County, at the time of retirement shall receive a lump sum payment for accumulated, but unused vacation leave to the maximum amount allowable as established by the county.

B. Paid Holidays

The Trumbull County Planning Commission will follow the paid holiday schedule established by the Board of Trumbull County Commissioners and Trumbull County Planning Commission employees shall not be required to work on paid holidays. At the time this manual was adopted, the paid holiday schedule was as follows:

- New Year's Day (1st day of January)
- Martin Luther King Jr. Day (3rd Monday of January)
- President's Day (3rd Monday of February)
- Memorial Day (Last Monday of May)
- Independence Day (4th day of July)

- Labor Day (1st Monday in September)
- Columbus Day (2nd Monday in October)
- Veterans Day (11th day of November)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving Day
- Christmas Eve (24th Day of December)
- Christmas Day (25th Day of December)
- New Year's Eve (31st Day of December) – Four (4) hours (1/2 day)

Full-time employees will be paid for the above holidays. However, part-time employees will not be paid for holidays.

In the event that any of the aforementioned holidays fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforementioned holidays fall on Sunday, the Monday immediately succeeding shall be observed as the holiday or in conformity with other County offices.

C. Personal Leave

The Trumbull County Planning Commission will follow the personal days off policy established by the Board of Trumbull County Commissioners. At the time this manual was adopted, the policy allowed two personal days per year shall be granted in August to each employee. Unused personal leave at the end of the fiscal year shall expire. Upon voluntary or involuntary termination from employment with the Commission, no compensation shall be granted for any unused portion of personal leave remaining.

D. Conversion of Sick Leave and Vacation

The Trumbull County Planning Commission will follow the conversion policy established by the Board of Trumbull County Commissioners.

E. Voting

The right to vote is a privilege that not everyone in the world possesses. Therefore, Trumbull County Planning Commission Employees are encouraged to exercise this right. For this purpose, the Trumbull County Planning Commission offices close according to the same schedule observed by other County offices.

F. Sick Leave

Absence and the employee's reason for absence must be communicated to the Executive Director and Executive or Administrative Assistant as close to the starting hour as possible on the first day of absence, or sooner, if possible. The Trumbull County Planning Commission will follow the sick leave accumulated per pay period established by the Board of Trumbull County Commissioners. At the time this manual was adopted, sick leave accumulated per pay period was as follows:

Sick leave credit shall be earned at the rate of 4.6 hours for each eighty (80) hours of service in active pay status, including paid vacation, and sick leave, but not during a leave of absence or layoff. Part-time, seasonal and intermittent workers shall be credited with sick leave at the same rate. Unused sick leave

shall accumulate without limit. If illness or disability continues beyond the time covered by earned sick leave, the employee may be granted a disability leave or a personal leave or sick leave without pay.

An employee may utilize his/her sick leave allowance for the following:

1. Illness or injury of the employee or a member of their immediate family.
2. Medical, dental or optical examinations or treatment of employee or a member of his immediate family, which requires the employee and which cannot be scheduled during non-working hours. Appointments under this section shall be scheduled at the beginning or the end of the workday if possible. Time off shall be approved for the duration of the appointment, including travel time.
3. Exposure to a contagious disease.
4. If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the employee, or when through exposure to a contagious disease, the presence of the employee at his job would jeopardize the health of others.
5. Pregnancy, childbirth, adoption and other conditions related thereto.

The Executive Director reserves the right to request proof of illness for any time taken as sick leave by an employee.

G. Bereavement Leave With Pay

For the purpose of this manual, immediate family is defined as an employee's spouse, parents, step-parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step-children, step-siblings, or a legal guardian or other person who stands in the place of a parent (in loco parentis), and any other relative permanently residing in the employee's household or with whom the employee permanently resides.

When a member of the employee's immediate family dies, an employee:

1. Shall be entitled to up to five (5) days of bereavement leave, three (3) days will be separate and apart from sick leave. An employee is entitled to up to one (1) day's bereavement leave with pay for the purpose related to the death of the employee's great-grandparents, nieces, nephews, aunts and uncles.
2. It is recognized that the circumstances which call for leave in respect of bereavement are based on individual circumstances. On request, the Executive Director may, after considering the particular circumstances involved, grant leave with pay for a period greater, or in a manner other than that provided.
3. If, during a period of sick leave or vacation leave, an employee is bereaved in circumstances under which the employee would have been eligible for bereavement leave under this clause, the employee shall be granted bereavement leave and the sick leave or vacation leave credits shall be restored to the extent of any concurrent bereavement leave granted.

4. Ordinarily no time off is given for the funeral of a friend, or other relatives, but the circumstances should be carefully considered and time off during the day of the funeral may be granted at the discretion of the Executive Director.

The Executive Director retains the right to require verification of bereavement leave (i.e., newspaper, obituary, church or funeral home notice).

H. Jury Duty and Court

Employees who are summoned for jury duty or subpoenaed as a witness must submit a request to serve to the Executive Director as soon as possible prior to jury duty or the court session. Employees participating on jury duty will receive only the difference between their regular-salary and the jury fees for that period.

The Executive Director will grant time off with pay to employees who must attend court sessions for the purposes other than jury duty or as an expert witness as a result of their employment with the Planning Commission.

V. DISABILITY LEAVE AND SEPARATION

The Trumbull County Planning Commission will follow the disability leave and separation procedures established in the Trumbull County Policies and Procedures Manual, which at the time this manual was adopted stated the following: A disability leave is defined as an unpaid leave granted or required for medical reasons after the employee has exhausted all accrued sick leave. The employee may also exhaust all vacation leave before going on unpaid disability leave, if the employee so desires.

A maternity leave is a disability leave and is subject to the same rules that govern all other disability leaves.

A disability leave may be granted for periods of up to six months and may be extended by increments of up to six months to a total of one year.

During a period of disability leave, the County shall not pay salary or wages or contribute toward retirement benefits or provide for the accumulation of sick leave or vacation leave.

An employee on unpaid disability leave may continue medical and dental coverages by making employee premium contributions to the County. In addition, the employee may pay to the County the premium for term life insurance and long-term disability coverage.

Disability leave is granted by the appointing authority contingent upon a written statement from the employee's attending physician that the employee is disabled and prevented from performing his/her usual duties. The employee's accumulated sick leave shall be exhausted before disability leave is approved. At the employee's discretion, vacation leave also may be exhausted before the beginning of an unpaid disability leave. The employee may not be paid for vacation hours during an unpaid disability leave. If the employee is hospitalized or institutionalized upon expiration of accumulated sick leave, the disability leave may be given without examination.

When a supervisor has reason to believe that the employee is unable to fulfill his/her usual duties by reason of disability, the supervisor may make a request to the appointing authority that the employee undergo a physical examination at the expense of the County. If the physical examination verifies the inability of the employee to fulfill his/her usual and customary responsibilities, the County will place the employee on disability leave upon exhaustion of all accrued sick leave. The employee may also exhaust all vacation leave before going on unpaid disability leave, if the employee so desires.

The County may require that the employee on an approved disability leave undergo periodic physical examinations at the expense of the County to determine the employee's fitness to return to his/her usual duties or to remain on disability leave.

The employee may return to work only by submission of a certificate from the attending physician verifying that the employee is physically able to resume his/her usual duties.

VI. MILITARY LEAVE

Military leave is governed by Chapter 5903 and Section 124.29 of the Ohio Revised Code.

VII. EXPENSE REIMBURSEMENTS (TRAVEL)

Expenses incurred by employees conducting Trumbull County Planning Commission business will follow the Trumbull County Policies and Procedures Manual.

All employees must have prior approval from the Executive Director before incurring any costs. All employees should exercise discretion when incurring any costs.

All expense account forms will be reviewed by the Executive or Administrative Assistant and approved by the Executive Director. If the expenses are deemed to be excessive, the costs will be questioned and may be subject to only partial reimbursement.

VIII. FRINGE BENEFITS

A. Hospitalization Insurance

Employee Hospitalization Insurance is presently provided by the County through a special contract with the Trumbull County Board of Commissioners. At this time, all Trumbull County Planning Commission employees are entitled to this insurance. Employee's share of the premium shall be determined by the Trumbull County Board of Commissioners. At the time of adoption of this manual, the hospitalization insurance coverage goes into effect after the employee has been on the payroll for sixty (60) days. Current and specific information may be obtained through the Executive or Administrative Assistant.

B. Ohio Public Employees Retirement System (OPERS)

The Trumbull County Planning Commission and Trumbull County Commissioners are contributing partners to the Ohio Public Employees Retirement System for its employees. We believe it is a very liberal retirement policy, which is designed to enable

Commission staff members, who qualify by the length of service and age, to retire early enough to enjoy the leisure they have earned. Participation in the OPERS is mandatory for all employees except students whose employment does not exceed twenty (20) hours per week. Some of the major benefits are:

1. Retirement income
2. Disability retirement (after five years of service (and under age sixty)
3. Survivor benefits (after eighteen months of service)

Employee and employer contributions to the System will be in accordance with present applicable rates in effect. Should an employee leave the Commission, or Ohio Public Service, before attaining retirement eligibility status, the money deducted from the employee's pay will be refunded to him/her, if he/she requests it, after ninety (90) days have elapsed. However, he/she may leave the money on deposit, and draw a monthly benefit when he/she reaches retirement age, if he/she qualifies for minimal pension.

For more specific information, contact OPERS or information may be obtained through the Executive or Administrative Assistant.

IX. EMPLOYMENT PROCEDURES

A. Employment of Executive Director

In the event that the position of Executive Director becomes vacant, it will be the responsibility of the Planning Commission to select a new Executive Director. The Commission may choose to promote from within and advance the Assistant Director or equally qualified existing employee into the Executive Director position.

In the event the Commission chooses to hire from outside, applicants for the position must meet or exceed the Executive Director's job description and existing federal and state requirements for the direction and participation in the programs being funded. Applications for employment shall be directed to the Planning Commission. At least three qualified applicants should be available for consideration within a reasonable period of time before the final selection is made by the Planning Commission.

B. Employment of Supporting Staff

The Executive Director may recommend the addition or deletion of staff positions as needed. The Executive Director will solicit for and fill the additional position(s) following the procedures outlined in Section I. Regarding the deletion of staff position(s), every effort will be made to reassign the staff member to some other position. If a reassignment is not possible, the provisions as set forth in Section XII will be followed.

C. Staff Job Evaluation

All staff will be subject to job evaluations to be made annually by the Executive Director. The Assistant Director, Program Coordinators and other professional staff may be given the opportunity to assist with, or conduct evaluations.

X. SALARY PROCEDURES

A. Executive Director's Salary

The Executive Director's salary shall be determined by the Planning Commission.

B. Staff Salary Ranges

The Executive Director has the authority to recommend to the Personal Committee for concurrence, employee promotions or salary adjustments.

XI. STANDARDS OF CONDUCT, DISCIPLINARY ACTION AND PENALTIES

A. Standards of Conduct

Planning Commission staff members are expected to exhibit desirable and acceptable standards as regards their conduct in economic, social and professional matters.

1. Employees shall show every reasonable courtesy to the public they serve.
2. Employees shall commence duties at the beginning of assigned work periods and shall continue working until the end of the assigned work period(s).
3. Employees shall not leave the job or work area without authorization during work time unless necessary in the performance of duties.
4. Employees shall maintain a neat, clean, sanitary and safe facility.
5. Employees shall refrain from mischief, horseplay, wrestling, unsafe conduct, profane or abusive language or any other behavior that is disruptive to the work environment.
6. Employees shall not intimidate, coerce, or interfere with subordinates, supervisors, or other employees.
7. Employees shall be courteous and cooperate with other employees and supervisors.
8. Employees shall use reasonable care of Planning Commission property, equipment and supplies.
9. Employees shall observe official safety rules and common safety practices.
10. Employees shall comply with all applicable Planning Commission job performance standards, rules, regulations, and policies.
11. Employees shall avoid obligating the Planning Commission for any expense, service, or performance without prior authorization.
12. Employees shall report all known accidents, injuries, or equipment damage.
13. Employees shall attempt to perform the highest quality of work within a timely fashion.
14. Employees shall use the Planning Commission telephones for business purposes and shall limit personal calls.
15. Employees shall not smoke within County buildings or in restricted areas.
16. Employees shall not sleep during work hours.
17. Employees shall always report to work fit for duty.
18. Employees shall refrain from possessing, being under the influence of or using intoxicants, drugs or other controlled substances during work hours, except as medically permitted.

19. Employees shall not use Planning Commission property, facilities or equipment without authorization.
20. Employees shall not perform private work or personal business on Planning Commission time.
21. Employees shall report for overtime work as scheduled or assigned.
22. Employees shall refrain from solicitation of any kind and/or distribution of non-county items or paraphernalia in accordance with County policy, with the exception of non-profit organization's items, with prior approval.
23. Employees shall not, in any manner, express false, defamatory, vicious or malicious statements concerning employees, supervisors, administrators, the Planning Commission or its operations.
24. Employees shall give factual and honest testimony when accidents or incidents are being investigated.
25. Employees shall not post, remove or change notices or signs on bulletin boards without authorization.
26. Employees shall not distribute or post any written or printed materials of any description on the Employer's premises without authorization.
27. Employees shall not be present on the Employer's premises during non-work hours without appropriate reason.
28. Employees shall not engage in any political activity prohibited by law.
29. Employees shall not reveal confidential information regarding another's personal information to families, friends or any other unauthorized persons.
30. Employees shall always report off work in accordance with this manual and instructions from the Executive Director for any absence every scheduled day unless otherwise authorized.
31. Employees shall not use alter another employee's time card or alter another employee's time record.
32. Employees shall not gamble while on duty.
33. Employees shall not steal or destroy or damage any County or Planning Commission property or the property of others.
34. Employees shall not fight or attempt to cause injury to other employees, superiors or persons.
35. Employees not so authorized shall not carry or possess firearms, explosives or weapons on County property at any time.
36. Employees shall not knowingly conceal a communicable disease being suffered by the employee.
37. Employees shall not misuse or remove Planning Commission records or information without express prior authorization.
38. Employees shall not instigate, lead or participate in other curtailment, restriction or interference of work.
39. Employees shall be honest and shall not commit any dishonest action.
40. Employees shall not refuse to perform assigned work or to comply with written or verbal instructions of the supervisor so long as such instructions are safe and legal.
41. Employees shall not physically or verbally abuse co-workers, supervisors, or subordinates.

42. Sexual harassment in the workplace by any person or in any form is strictly prohibited. Note: See County Policy.

B. Grounds for Disciplinary Action and Penalties

Group I Offenses

First offense: Instruction and cautioning

Second offense: Written reprimand

Third offense: Three (3) day suspension without pay

Fourth offense: Fifteen (15) day suspension without pay

Fifth offense: Termination

Group I includes, but is not limited to the following examples:

- Discourteous treatment of the public.
- Harassment of general public or fellow employees.
- Dereliction of Duty.
- Circumventing the prescribed chain of command.
- Failure to complete tasks in a timely manner.
- Failure to commence duties at the beginning of the work period, or leaving work prior to the end of the work period.
- Leaving the job or work area during regular working hours without authorization.
- Making preparations to leave work without specific prior authorization before the lunch period or for any official break time, or before the specified quitting time.
- Unauthorized absence from work.
- Creating or contributing to unsanitary or unsafe conditions.
- Distracting the attention of others, unnecessary shouting, demonstration or otherwise causing disruption on the job.
- Malicious mischief, horseplay, wrestling or other undesirable conduct, including use of profane or abusive language.
- Threatening, intimidating, coercing or interfering with subordinates or other employees.
- Failure to cooperate with other employees as required by job duties.
- Failure to use reasonable care of County and/or Planning Commission property or equipment.
- Use or possession of another employee's working equipment without authorization.
- Neglect or carelessness in observance of official safety rules, or disregard of common safety practices.
- Failure to observe Planning Commission policies.
- Obligating the Planning Commission for any expense, service or performance without authorization.
- Failure to report accidents, injury or equipment damage.
- Disregarding job duties by negligence of work or reading for pleasure during work hours.
- Unsatisfactory work or failure to maintain required standards of performance.

- Smoking in County buildings, or vehicles, or restricted areas.

Group II Offenses

First offense: Instruction, cautioning and two (2) or three (3) day suspension without pay

Second offense: Fifteen (15) day suspension without pay

Third offense: Termination

Group II includes, but is not limited to the following examples:

- Sleeping during working hours.
- Reporting for work or working while unfit for duty.
- Being in possession of, or drinking alcoholic beverages on the job.
- Conduct violating accepted morality or common decency.
- Unauthorized use of Planning Commission property or equipment.
- Performing private work on Planning Commission time.
- Willful failure to sign in or out when required.
- Willful failure to make required reports.
- Solicitation or distribution in violation of Planning Commission policy.
- The making or publishing of false, vicious or malicious statements concerning employees, supervisors, the Planning Commission or its operation.
- Refusing to give testimony when accidents are being investigated.
- Failure to maintain all safety equipment on vehicles.
- Failure to report all maintenance problems to Planning Commission Executive Director or designee.
- Giving false testimony during a complaint investigation or hearing.
- Distributing or posting written or printed matter of any description on Planning Commission property without prior permission from the Executive Director.
- Willful disregard of Planning Commission policies.
- Use of abusive or threatening language toward supervisors, fellow employees or the public at large.
- Unauthorized presence on County property.

Group III Offenses

First offense: Up to and including Termination

Group III includes, but is not limited to the following examples:

- Wanton or willful neglect in the performance of assigned duties or in the care, use or custody of any Planning Commission property or equipment. Abuse or deliberate destruction in any manner of Planning Commission property, tools, equipment, or the property of employees or supervisors.
- Clocking in or out using another employee's I.D. card.
- Falsifying testimony when accidents are being investigated, or falsifying or assisting in falsifying or destroying any Planning Commission records, including work performance reports; or giving false information or withholding pertinent information called for in making application for employment.
- Making false claims or misrepresentation in an attempt to obtain any County benefit.
- Gambling during working hours.

- Stealing or similar conduct, including destroying, damaging or concealment of any property of the Planning Commission or of other employees.
- The use of non-prescription narcotics or the sale of narcotics.
- Fighting or attempting injury to other employees, supervisors or public.
- Carrying or possession of firearms, explosives or weapons on County property at any time without proper authorization.
- Knowingly concealing a communicable disease which may endanger others.
- Misuse or removal of Planning Commission property, records or information without prior authorization from the Executive Director.
- Instigating, leading or participating in any illegal walkout, strike, sit-down, stand-in, refusal to return to work at the scheduled time for the scheduled shift, or other concerted curtailment, restriction or interference with work in or about the Planning Commission.
- Dishonesty or any dishonest action.
- Insubordination by refusing to perform assigned work or refusing to comply with safe and legal written or verbal instructions of a supervisor.
- Habitual tardiness, abuse of sick leave, unauthorized or excessive absence from duty without notice to, and permission from the Executive Director; except in cases of illness or causes beyond the employee's control, which prevents him/her from giving sufficient notice.
- Smoking within County Buildings or in restricted areas.
- Disorderly or immoral conduct on premises.
- Violation of safety rules, such as carelessness in regard to safety; causing danger or accident to fellow employees.
- Fighting, threatening or attempting bodily injury to another.
- Malicious mischief resulting in injury to self, other employees or destruction of Planning Commission property.
- Intoxication, while on the job or during working hours, or possession of liquor or other intoxicants, drugs or controlled substances (except as medically permitted) or introducing them into the office.
- Insubordination, including refusal or failure to perform work assigned.
- Insubordination, the use of disrespectful, profane, vulgar or abusive language to the Executive Director or fellow employees of the Planning Commission.
- Repeated failure to comply with the provisions set forth in this Manual.
- Failure to satisfactorily perform the duties for which employed.

XII. SEPARATION FROM EMPLOYMENT

A. Resignation

When an employee decides to resign, every attempt should be made to find out why. If the reason given is something within the control of the Commission, it may be possible to make an adjustment and avoid losing the employee. Experienced employees are valuable and every effort should be made to keep them.

However, in spite of efforts made to avoid losing an employee, sometimes circumstances, beyond the employee's control, require the employee to resign anyway. In this case, the following policies apply:

1. When an employee resigns a minimum two-week advance notice of termination should be given. Planners and other supervisory staff personnel desiring to resign should attempt to give a minimum of one-month advance notice whenever possible.
2. The notice of termination should be typed in a letter addressed to the Executive Director with copies given to the Assistant Director and Executive or Administrative Assistant. This notice should include a definite date of termination.
3. The Executive Director should then write the employee a letter accepting his/her resignation, if no acceptable alternative can be arrived at to avoid losing the employee.
4. The terminating employee should submit to Executive Director; all Planning Commission equipment, uncompleted work, notes, files and other materials related to Planning Commission projects or activities.

In some cases, it may be desirable for a terminating employee to leave as soon as possible after his/her resignation has been accepted. Sometimes, the attitude of a terminating employee may be detrimental to others. In deciding whether the resigning employee should be kept on to work out his/her notice, the Executive Director should consider the circumstances, the attitude and character of the employee, the status of his/her work and the availability of a replacement.

B. Pay upon Resignation

Upon the termination of employment by an employee, after his/her first anniversary date of employment, the employee will be paid for all accumulated vacation time at his/her current rate of pay.

If an employee has given proper notice, he/she should be paid his/her salary up to the date he/she intends to leave in addition to any vacation pay to which he/she is entitled. In no case will an employee receive any pay after his/her termination date as stated in his/her notice of termination.

C. Dismissal

The Executive Director shall make the final ruling on all dismissals of staff members. Dismissals will be based upon the Executive Director's determination that there is sufficient cause for such action, which may require other employees to provide the Executive Director with details of specific incidents or conditions warranting discharge.

At the Executive Director's discretion, in certain appropriate cases such as substandard job performance, the employee may be given opportunity to remedy the situation before dismissal action is taken. In these situations, the Executive Director should notify the employee in advance of dismissal as to the exact nature of the job performance or behavior, which may result in dismissal unless improved.

Planning Commission staff members are expected to exhibit desirable and acceptable standards as regards their conduct.

D. Smoking

The Planning Commission follows Ohio State Law on smoking. Currently, O.R.C. Chapter 3794 prohibits smoking in all public buildings and Trumbull County vehicles. Smoking is permitted in designated areas outside of the buildings. Failure to follow the directions of the Planning Commission, or the state law, could lead to discipline up to and including dismissal. If an employee is caught in violation of state law, he/she will be responsible for any fines incurred.

E. Dismissal Procedure

Upon determination that dismissal of a non-probationary employee is necessary, the Executive Director shall provide said employee with written notice specifying the reasons for dismissal.

Within a ten (10) day period, the employee may submit a written request for a hearing to the Executive Director. If no such request is made within this time, termination becomes effective on the date indicated in the notice. If the employee does request a hearing, the Executive Director shall set a date for the hearing, which will be not later than one week after the request is submitted.

The hearing will be informally conducted by three (3) Planning Commission members, one (1) each from the Executive and Personnel Committees and one (1) from the Commission as a whole. During the hearing, the Planning Commission shall present its reasons for any witnesses or documents supporting their proposed action. The employee shall have the opportunity to present his/her own witnesses and other evidence in rebuttal, and to confront and cross-examine witnesses against him/her.

The three (3) Planning Commission members shall submit a written finding to the Executive Director, based upon the information presented at the hearing. This finding is not conclusive, but it must be considered by the Executive Director when making the final determination.

The Executive Director, after considering the entire record, will issue a final decision in writing to the employee. If it affirms the original dismissal decision, employment will terminate immediately.

During the employee's introductory period (his/her first four (4) months of employment), an employee may be dismissed without notice or the opportunity for a hearing.

F. Pay upon Dismissal

Upon dismissal of an employee, after his/her first anniversary date of employment, the employee will be paid for all accumulated vacation at his/her current rate of pay.

G. Layoff Procedure

In the event that it becomes necessary to lay off classified employees due to a lack of work, lack of funds, or reorganization, employees will be laid off according to Ohio Revised Code Section 124.321 through 124.328.

H. Retirement

Planning Commission employees are covered by the Ohio Public Employees Retirement System (OPERS). For rules affecting retirement, employees should refer to the current applicable OPERS booklet.

ACKNOWLEDGEMENT

On this date, I received a copy of the Trumbull County Planning Commission Policy Manual. I understand that I am responsible to familiarize myself with the information in these directives and that I am governed by them. In the event there is a conflict between this manual and any other applicable laws or collective bargaining agreements or Appointing Authority policies, the applicable law or full text of the written law or collective bargaining agreement shall prevail.

Since the information in these directives is subject to change, it is understood that I will be notified of such through the usual channels of dissemination.

Signature of Employee

Printed Name
Trumbull County Planning Commission

Date