

Regular Meeting #10 - 2018
Fairfield County Commissioners' Office
February 27, 2018

Review

The Commissioners met at 9:01 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Staci Knisley, Tony Vogel, Jon Kochis, Todd McCullough, Dennis Keller, Jeff Porter, Amy Brown-Thompson, Joshua Horacek, Jim Bahnsen, Jeff Barron, Ray Stemen, Loudan Klein, Michael Kaper, Aundrea Cordle, David Miller, Branden Meyer, Chief Alex Lape, Rick Szabrak, Lisa Notestone, and Ed Laramée.

- Legal Update

Mr. Horacek reported that the request to the Attorney General regarding the definition of official duties had been delivered. The Attorney General indicated he had received the request. Mr. Horacek will follow up with the Attorney General next week.

Commissioner Davis wondered if there was any additional thought surrounding the self-executing nature of the statute which defines vacating an office based on the inability to perform official duties.

Mr. Horacek stated that there is no formal action that needs taken by the Board of Commissioners.

Commissioner Davis stated he was a bit nervous about obtaining the physician's statement for the additional thirty days for Commissioner Kiger.

Mr. Horacek indicated there was a 10-day grace period.

Mr. Horacek also reported he received the TransCanada documents from Commissioner Davis. It is possible that there will be a month delay due to the Greenfield Water & Sewer District changes.

Commissioner Davis asked that the Prosecutor's Office stay in touch with Tony Sala with TransCanada.

- Administration and Budget Update/Carri's List

- a. Announcements

Ms. Brown announced the following:

- Sunshine Week is March 11 (12th is Monday) – 17.
 - The next lunch -n- learn session is with the Major Crimes Unit on March 13. There will be a press release, as this will be open to the public.
 - The ADAMH Strategic Planning Session is March 16.
 - There is no Board of Commissioners meeting on March 27.
 - The State of the County Address is April 24. (There will be a press release on March 12, among other press releases during Sunshine Week.)

- b. Highlights of Resolutions

Ms. Brown highlighted the resolutions proposed for the voting meeting.

The 911 Coordinator proposed the approval of a contract with ID Networks, as approved to form by the County Prosecutor. This was a contract we mentioned in previous meetings.

HR proposed the approval of the Fairfield County Personnel Manual, with minor changes, such as \$20 for reimbursement for lunch expenses. The changes will be reviewed during the meeting with Mr. Porter. Input was obtained from all offices, and all suggestions (including using statutory language to address vacation carryover) were addressed (except for a financial related

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suggestion which could not be adjusted based on ORC limitations -and- a suggestion to put a policy in place for vacation pay-outs like state and certain city policies; leaders wanted more time to analyze and evaluate such a potential policy prior to any recommendation).

The County Engineer proposed scheduling an annual township meeting on March 15. The County Engineer also proposed advertising for a Hocking bridge project and the bid award for scrap metal and aluminum.

RPC proposed the approval of extensions of development agreements with M/I Homes for the Heron Road Crossing Section 2 development (extended to October 1, 2018) and the Refugee Road project (extended to August 1, 2018).

There were financial resolutions to approve, such as:

- Placing delinquent Buckeye Lake Sewer System rentals on the tax duplicate for the period of November 15- December 15, 2017;
- Interest credit for January for the Health Department and Parks District;
- Appropriations and a fund to fund transfer relating to the Records/Asset project (a planned transfer plus the EMA provided amount out of courtesy);
- Memo expenditures for the Engineer and related financial transactions for two projects and for repairs for vehicles;
- A draw for the HOME grant;
- Continuing the administrative agent role of the Board of Commissioners for the FCFACF Council;
- Appropriations from unappropriated fund for FCFACF (non-general fund activity) – two resolutions;
- Appropriations from unappropriated funds for DR Court, relating to an insurance claim;
- Account to account transfers of appropriations to properly classify expenditures and to continue the Reentry Coalition in Fairfield County (under the direction of the Sheriff); for the Sheriff (relating to CFLP); and for the Prosecutor (VOCA grant related);
- Rescinding a previous Prosecutor VOCA related resolution where an incorrect account number was used;
- Appropriations for the CFLP payment at the close of grant year; and
- The payment of bills (as needed).

In the near future, we will receive a final draft resolution for the creation of the Greenfield Water and Sewer Sub-district of Fairfield County Utilities. Operations are expected to come to the county as of April 1, 2018. (This is an update from previous communication in review.)

c. Administrative Approvals & Budget Update

- Ms. Brown highlighted the administrative approvals for the week, and a summary was in the review packet. Ms. Brown asked if there were questions, and none were posed.
- A review of sales tax revenues shows February was a better month than January, and the revenue is recovering a bit. As previously reported, for 2017, sales tax revenues came in above estimates (about \$300,000 more for the period than estimated), and we did have very conservative estimates based on the MCO issue. The 2018 estimate for sales tax is \$22.17 M, about 1.6% above the 2017 actual collections. We will continue to monitor sales tax and other revenue sources.
- The Fairfield County sales and use tax rate is 6.75%, the lowest among all Central Ohio counties. Of all 88 counties, only Wayne, Stark, and Butler have lower rates. The sales and use tax rate increases from 6.75% to 7.25% effective January 1, 2018, for Knox County. The sales and use tax rate increases from 6.75% to 7.00% effective January 1, 2018, for Warren County, a county with similar population growth statistics.

Commissioner Davis stated that the median sales tax rate for counties in Ohio is 7.25%. He stated that in the out years, the Board will have to protect the financial well-being of the County due to the Medicaid Managed-Care Organization (MCO) impact.

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- On February 26, we received the draft 2019 levy budget for Meals on Wheels, as well as several exhibits. This material was copied for the Commissioners, and a meeting was set up with Meals on Wheels on March 20th at 9:15 a.m.
- On March 14th, Ms. Brown will be attending a continuing education webinar about:
 - Impact of Ohio's recently passed concealed carry law
 - Ohio's medical marijuana
 - Ban-the-box laws
 - Navigating reasonable accommodation law and
 - Leave abuse policies

d. BRAVOs

Thank you to Heather O'Keefe with Job and Family Services for providing information for a grant application led by Juvenile Court. Heather worked on the weekend to help meet the deadline.

- Old Business

Cashner Walnut Township – Vacation Petition

There was a petition for a road vacation in Walnut Township that required corrections based on the subject matter expert reports. We have shared the corrections that are needed and will bring the petition back for action once corrected.

- New Business

Gallia County Commissioners – Tour of the New Jail and Public Safety Facility

The Gallia County Commissioners desire to tour the new jail and public safety facility. They are going to tour the building on Thursday, March 8th, at 2 pm. Chief Lape and Facilities Dennis Keller will attend the tour (along with an available Commissioner).

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- a. LFPTS Meeting, March 22, 9:30 am – (Carri Brown will attend)
- b. Core Training (Jon Kochis will attend)
- c. Various Ribbon Cutting Ceremonies (a flier was in the review packet)
- d. Genealogy Society 40th Anniversary Celebration, July 13, 2018

- FYI

Ms. Brown reported the following information.

- a. The jail population is now 286.
- b. We received a nice note of thanks for Todd McCullough and the Dog Adoption Center and Shelter staff from Athens County Board of Commissioners.
- c. The newsletter folder contains the recent newsletter from the Pickerington Senior Center.
- d. We received notices of liquor license permits which were forwarded to the Sheriff's Office for comment.

- Issues Bin (none)

- Open Items (none)

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Meeting with Chief Alex Lape re: Ross County contract

The Board of Commissioners met at 9:14 a.m. to discuss the contract with Ross County to house jail bed space. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Staci Knisley, Tony Vogel, Jon Kochis, Todd McCullough, Dennis Keller, Jeff Porter, Amy Brown-Thompson, Joshua Horacek, Jim Bahnsen, Jeff Barron, Ray Stemen, Loudan Klein, Michael Kaper, Aundrea Cordle, David Miller, Branden Meyer, Chief Alex Lape, Rick Szabrak, Lisa Notestone, and Ed Laramee.

Chief Lape stated he has been working with Ms. Brown and the County Prosecutor's Office to draft the contract to house jail bed space. The maximum number of Ross County inmates to be housed in Fairfield County is 30. It is proposed the contract will commence as of April 1st and expire August 30th in order for Ross County to complete their jail renovations. Housing 30 inmates is based on a percentage Chief Lape feels will not compromise the jail capacity and is a good buffer for any county inmate increase. Ross County is looking to house 60-100 inmates to other facilities. The cost to Ross County will be a flat rate of \$68,500 per month (approximately). This is based on a per diem of \$75, in general.

Ms. Brown added that the medical expenses of Ross County inmates will be paid directly by Ross County and that the transportation will be provided by Ross County.

Commissioner Davis stated on behalf of the Board that they appreciate the Sheriff's flexibility on taking on opportunities like Ross County and Canal Winchester. The Sheriff's Office is managing in a professional way as it relates to capacity. He thanks them for their good work.

Ms. Brown also thanked Amy Brown-Thompson and Dennis Keller for bringing the Ross County possibility to our attention.

Commissioner Davis stated that this will be good information to gather for any future contracts for outside county inmate housing that might occur. He thanked Chief Lape, again, for his professionalism.

Meeting with Jeff Porter re: Personnel Policy

The Board of Commissioners met at 9:20 a.m. to discuss the changes to the personnel policy. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Staci Knisley, Tony Vogel, Jon Kochis, Todd McCullough, Dennis Keller, Jeff Porter, Amy Brown-Thompson, Joshua Horacek, Jim Bahnsen, Jeff Barron, Ray Stemen, Loudan Klein, Michael Kaper, Aundrea Cordle, David Miller, Branden Meyer, Chief Alex Lape, Rick Szabrak, Lisa Notestone, and Ed Laramee.

Mr. Porter summarized five recommendations for minor changes to the personnel policy (see handout attached to minutes). The personnel policy is updated annually.

Recess

Commissioner Davis stated at 9:30 a.m. that the Commission would be in recess.

Meeting with Dennis Schwallie re: Utilities Refunding Bonds 2018

The Board of Commissioners met at 9:44 a.m. to discuss the Utilities Refunding Bonds 2018. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Staci Knisley, Jon Kochis, Todd McCullough, Dennis Keller, Jeff Porter, Amy Brown-Thompson, Joshua Horacek, Jim Bahnsen, Jeff Barron, Ray Stemen, Loudan Klein, Michael Kaper, Aundrea Cordle, David Miller, Branden Meyer, Chief Alex Lape, Rick Szabrak, Lisa Notestone, Ed Laramee, and Dennis Schwallie.

Mr. Schwallie stated that the Board of Commissioners did not need to take any action today regarding the bonds. The bonds were approved and sold in December 2017. The closing for the new bonds is on March 6, 2018. Today, Mr. Schwallie was available for any questions and was picking up various documents that needed to be signed.

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Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, February 27, 2018 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Staci Knisley, Ray Stemen, Joshua Horacek, Amy Brown-Thompson, Jon Kochis, Jim Bahnsen, David Miller, Ed Laramée, Chief Alex Lape, Loudan Klein, Rick Szabrak, Todd McCullough, Jeff Porter, Aundrea Cordle, Jeff Barron, and Leah Hackleman-Good.

Pledge of Allegiance

Commissioner Davis asked everyone to rise as able, and he led the Pledge of Allegiance.

Announcements

Commissioner Davis asked if there were any announcements.

Ms. Brown announced that it was Dennis Keller's birthday. We all wished Dennis Keller a Happy Birthday.

Public Comment

Commissioner Davis asked if anyone from the public who would like to speak or offer comments.

Ray Stemen of 2444 West Pointe Road, Lancaster, Ohio asked that citizens review in the media the things going on in Minnesota's government. Terrorist groups are gathering in Minnesota. He stated he was concerned about the situation in Minnesota.

Approval of Minutes for Tuesday, February 20, 2018

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, February 20, 2018 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Commissioners' Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Commissioners resolutions:

- | | |
|--------------|--|
| 2018-02.27.a | A resolution authorizing the County Auditor to assess and place on the tax duplicate delinquent sewer rentals for the Buckeye Lake Sewer System for the dates of November 15, 2017 through December 15, 2017
[Commissioners] |
| 2018-02.27.b | A resolution approval of appropriate from unappropriated into major expenditure object categories for the General Fund# 1001 and Record Assets Fund# 3827 and a fund to fund transfer – Fairfield County Commissioners [Commissioners] |
| 2018-02.27.c | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners] |
| 2018-02.27.d | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners] |

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- 2018-02.27.e A resolution to appropriate from unappropriated in a major expenditure object category for Fund# 2736, Subfund# 8143 - FY2017 CFLP Grant [Fairfield County Commissioners] [Commissioners]
- 2018-02.27.f A resolution authorizing the approval of a request for payment and status of funds report–FY2016 Home Funds – Drawdown for \$15,880 [Commissioners]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
 Absent: Mike Kiger

Approval of the Domestic Relations Court Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Domestic Relations Court resolution:

- 2018-02.27.g A resolution to appropriate from unappropriated into major expenditure object category – Fairfield County Domestic Relations Court - Fund # 1001 [Domestic Relations Court]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
 Absent: Mike Kiger

Approval of the Engineer's Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Engineer's Office resolutions:

- 2018-02.27.h A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for repairs to vehicles [Engineer]
- 2018-02.27.i A resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 3434 BLO-14 Bridge Replacement Project [Engineer]
- 2018-02.27.j A resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 3434 RIC-13 Bridge Replacement Project [Engineer]
- 2018-02.27.k A resolution to Schedule an Annual Township Trustee Meeting [Engineer]
- Discussion: Ms. Brown stated that the meeting is scheduled for Thursday, March 15th.
- 2018-02.27.l A Resolution to Approve the Contract Bid Award for the Sale of 2018 Scrap Metal & Aluminum. [Engineer]
- 2018-02.27.m A Resolution to Approve Advertising for the HOC-43, FAI-33A-7.125 Bridge Repair Project. [Engineer]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
 Absent: Mike Kiger

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Approval of the Family, Adult and Children First Council Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Family, Adult and Children First Council resolutions:

- 2018-02.27.n A resolution to appropriate from unappropriated in a major expenditure object category Family, Adult & Children First Council Fund 7521, Childhood Injury Prevention [Family, Adult and Children First Council]
- 2018-02.27.o A resolution to appropriate from unappropriated in a major expenditure object category Family, Adult & Children First Council Fund 7521, FACP Administration Fund [Family, Adult and Children First Council]
- 2018-02.27.p A resolution to approve designation of the Fairfield County Board of Commissioners as administrative agent of the Fairfield County Family, Adult and Children First Council. [Family, Adult and Children First Council]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of Human Resources Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Human Resources resolutions:

- 2018-02.27.q A resolution to approve the 2018 personnel policy manual for Fairfield County employees [Fairfield County Human Resources]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of Prosecutor Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Prosecutor resolutions:

- 2018-02.27.r A resolution to appropriate from unappropriated in a major expenditure object category in Prosecutor Fund 2784 sub-fund 8102 Victims of Crime Act (VOCA) Grant Year 2016/2017[Prosecutor Victim Witness] [Prosecutor]
- 2018-02.27.s A Resolution to approve the Rescinding of Resolution # 2018-02.20.i - That requested additional appropriations for fund 2784 sub-fund 8102- Fairfield County Prosecutor. [Prosecutor- Victim/Witness Division]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of Regional Planning Commission Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Regional Planning Commission resolutions:

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2018-02.27.t A resolution to approve an extension to the time frame for completing improvements, updating the Development Agreement executed on September 20, 2016 by and between the Board of Commissioners and M/I Homes of Central Ohio, LLC [Regional Planning]

2018-02.27.u A resolution to approve an extension to the time frame for completing improvements, updating the Development Agreement executed on March 7, 2017 by and between the Board of Commissioners and M/I Homes of Central Ohio, LLC]

Discussion: Mr. Klein stated that the extensions are due to the weather.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of Sheriff's Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Sheriff's Office resolutions:

2018-02.27.v A resolution approving an account to account transfers into major expense categories – Fairfield County Sheriff [Sheriff]

2018-02.27.w A resolution authorizing an account to account transfer Fund 2394 CFLP Litter Enforcement [Sheriff]

2018-02.27.x A resolution authorizing the approval of agreement with ID Networks, Inc. Fairfield County Sheriff's Office [Sheriff]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval for Payment of Bills Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Payment of Bills resolution:

2018-02.27.y A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Adjournment

With no further business, on the motion of Dave Levacy and a second of Steve Davis the Board of Commissioners voted to adjourn at 10:09 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

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The next Regular Meeting is scheduled for Tuesday, March 6, 2018 at 10:00 a.m.

Motion by: Dave Levacy Seconded by: Steve Davis


that the February 27, 2018, minutes were approved by the following vote:

YEAS:

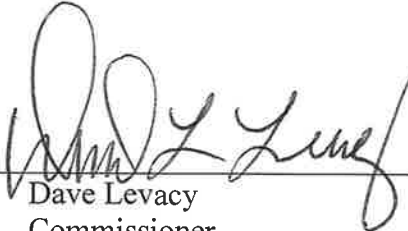
NAYS: None

ABSTENTIONS: None

*Approved on March 6, 2018

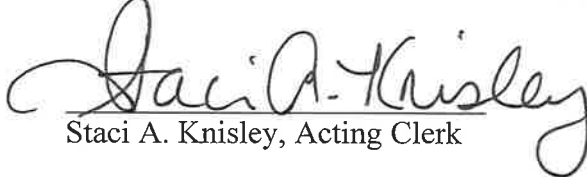


Steven A. Davis
Commissioner



Dave Levacy
Commissioner

Mike Kiger
Commissioner



Staci A. Knisley, Acting Clerk

[24]

[25]

[26]

DRAFT
Summary of Proposed Changes to the
Fairfield County Personnel Policy Manual
Effective February, 2018

1. 2:5 Hours of Work and Overtime

Adds notation that Appointing Authorities may establish on-call rates for employees required to work in emergency situations.

2. 2:11 Travel and Expense Reimbursement

Clarifies language on taxability of reimbursements and adjusts the meal reimbursement rates for travel.

3. 2:12 Education

Separates education from travel/reimbursement section.

4. 3:23 County Motor Vehicle Eligibility

Restates county policy of no personal use of county vehicles and clarifies language associated with de minimis use.

5. 4:3 Vacation

Adopts the statutory language regarding vacation and accrual of leave.

transferred from agency to agency without loss of seniority provided there is no break in service of more than thirty (30) days. If an employee is terminated from employment for any reason other than layoff, a break in service and seniority occurs. If the employee is "reinstated" within one (1) year of his termination however, continuous service is not deemed to be broken and seniority credit is given for prior service. An employee who is reinstated within one (1) year of the date of layoff retains previously accumulated seniority but receives no seniority credit for time spent while on layoff.

Seniority for the purposes of vacation is calculated according to the number of years of service with the County or any political subdivision of the State of Ohio. The service need not be continuous. The employee should report the prior service to the Appointing Authority within ninety (90) days of beginning employment with the County.

For all other purposes, seniority shall be defined as the uninterrupted length of continuous service with Fairfield County, Ohio. An authorized leave of absence does not constitute a break in service, and seniority continues to accumulate.

SECTION: 2:5

SUBJECT: HOURS OF WORK AND OVERTIME

The County will establish the hours of work for all employees. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, the County may alter schedules, days off and shifts based upon operational needs. Unless prohibited due to operational needs, the County will meet in advance with employees and give at least two weeks advance notice for significant shift and schedule changes.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. All employees scheduled for a minimum eight (8) hours per day shall be offered an unpaid lunch period, of which the length and time of day to be taken shall be dependent upon an employee's responsibilities and day-to-day assignments. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign in or out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary action.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours actually worked in excess of forty in any one work week, regardless of the employee's regularly scheduled work day. Sick leave, vacation leave, personal days, compensatory time, holidays and other paid and unpaid leaves shall not be considered hours worked for purposes of overtime compensation. Overtime shall be compensated at a rate of one and one-half times the employee's regular rate of pay for actual overtime worked. Appointing Authorities may establish policies for payment of on-call rates of pay for employees required to work during emergency situations.

The County may mandate overtime as a condition of continued employment. Supervisors shall attempt to distribute overtime as equally as practicable among qualified employees within those classifications in

which overtime is required. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, the County may authorize or require employees to work a flexible schedule in a work week. For overtime eligible employees, a flexible schedule must occur within a single forty-hour work week.

A partial overtime exemption, or differing work schedule, may apply to certain employees, such as safety forces.

Overtime Exempt Employees

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. The appropriate appointing authority shall determine if an employee is exempt from overtime requirements for purposes of the FLSA. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the appointing authority, exempt employees may be required to keep track of, and report, their hours without destroying their exempt status.

Compensatory Time – Non-Exempt Employees Only

Non-exempt employees: At the discretion of the Appointing Authority, certain non-exempt employees may be permitted to take compensatory time-off in lieu of overtime payment. Compensatory time, like overtime, shall accrue at a rate of at one and one-half times the hours actually worked and, for non-safety forces, applies only to hours actually worked in excess of forty (40) in any one work week. For employees of a Job and Family Services, compensatory time must be used within one hundred eighty (180) days of its accrual. For all other County employees, compensatory time must be used within three hundred sixty-five (365) days of its accrual. Compensatory time will be used on a first-in, first-out basis. Compensatory time not used within the requisite time period will be paid out.

Non-safety force employees may not exceed the maximum accrual cap of two hundred forty (240) hours. Safety forces employees may not exceed the maximum accrual cap of four hundred eighty (480) hours.

The appointing authority may, at its sole discretion, require an employee to use his compensatory time prior to the employee reaching the one hundred eighty (180) or three hundred sixty-five (365) day accrual limit. Additionally, the Appointing Authority may choose to pay out an employee's compensatory time. If an employee's compensatory time is paid out, the employee shall receive payment at the employee's regular rate of pay at the time of payment.

FLSA Statement

The County intends to comply with all FLSA provisions. Improper deductions that are not in accordance with the FLSA are prohibited. Additionally, improperly classifying individuals as "exempt" from overtime is prohibited. Any deduction that is subsequently determined to be improper, or any exemption status later found to be improper, shall be reimbursed. Any employee who believes that he has had an improper deduction from his salary, or who believes he has been improperly classified under the FLSA, shall submit a complaint in writing to Human Resources (740-652-7895). The Human Resources Director will investigate and see that a written response is provided in a timely manner to ensure a good faith effort to comply with the FLSA.

The Appointing Authority may implement a paper layoff process by which all layoffs and displacements may be effectuated on paper prior to the actual effective date. This process shall provide all affected employees the opportunity to exercise their displacement rights prior to the actual implementation of the actual layoffs. Once employees have been notified of the layoffs and have exercised their displacement rights, if any, all layoffs may become effective on the same date in accordance with law.

SECTION: 2:11

SUBJECT: EDUCATION, TRAVEL, AND EXPENSE REIMBURSEMENT

~~In order to improve the quality of service to the residents of the County, it is occasionally beneficial to permit employees to participate in professional development activities including meetings, seminars, courses, workshops and/or conferences. As such, authorization with or without pay may be authorized for such purposes provided a request is submitted in writing at least one (1) week in advance.~~

An employee may be reimbursed for mileage at the established applicable rate per mile for the use of privately owned automobiles for County business, provided sufficient funds are available, and a written request is submitted in advance indicating the reasons for the travel. However, such reimbursement may be made only if the employee carries motor vehicle liability insurance as required by law.

An employee must file an itemized expense report within thirty (30) days of returning to work showing the purpose, benefit to the County, and the origin and destination of each trip in sufficient detail for the mileage claimed.

Mileage is payable to only one of two or more employees traveling on the same trip and in the same vehicle. The names of each such person must be listed on the travel voucher. Charges for parking are reimbursable on any day when an employee is entitled to claim reimbursement for mileage.

Only "ordinary and necessary" business expenses for travel (including, for example, reimbursement for meals and lodging) may be reimbursed to the employee who incurred them without that employee paying income tax on the amount of the reimbursement.

~~In order for meal reimbursements to NOT be taxable income to the employee, those reimbursed expenses must be substantiated as expenses incurred in connection with overnight travel away from home.~~

Reimbursement for ordinary and necessary expenses must be "substantiated" through detailed, itemized, and dated receipts.

Reimbursement is authorized in accordance with the current limits established by the County Commissioners. Such limits may be changed from time-to-time. Meal costs which exceed the current limits will be reimbursed if the meal is an integral part of a meeting or conference. Proof of attendance shall be attached to the employee's request for reimbursement.

If meal charges occur during an overnight stay, meal reimbursement for employees shall be the actual cost of the meal up to a maximum of \$10.00 for a meal occurring any time after midnight but no later than 11:00 a.m., \$20.00 for a meal occurring anytime from 11:00 a.m. to 4:00 p.m., and \$30.00 for a meal occurring anytime from 4:00 p.m. to midnight. Only one meal per stated time period will be reimbursed. If meals are included in the registration fee, employees will not be reimbursed for an "outside" meal unless exigent

circumstances can be demonstrated. If meals are not incurred in connection with an overnight stay, the reimbursement will be counted as income and the employee is responsible for paying income tax on the amount of the reimbursement. Reimbursement of meal gratuities is authorized at the actual expense but not to exceed 4520% of the actual meal expense and must be evidenced in the meal receipt. The amount of gratuity shall count against the applicable meal reimbursement rate.

Personal expenses incurred in traveling are not reimbursable, including but not limited to personal telephone calls, laundry, entertainment and alcoholic beverages.

CREDIT & VENDOR CARDS

Employees who are issued a County credit card may only use it for work related purposes. No employee may use a County credit card for personal use.

General Rules Applicable to all Cards

1. Two forms must be completed in order to be in compliance with County policy on Credit Cards/Vendor (company specific) cards: 1.) Credit Card Key Department Contact Agreement, and 2.) Credit Cardholder User Agreement. Both forms are on the Fairfield County Intranet under Auditor's Office forms, or by calling the Auditor's Office Finance Department at 681-5509.
2. An appointing authority must designate a key department contact that will review, reconcile, approve, insure sufficient funding is available, and match supporting documentation to the vendor's billing statement. The key department contact will also be the primary contact person with the vendor and receive the monthly billing statements addressed to them directly. The contact person will work directly with the vendor to resolve erroneous charges, disputed items, and in tracking credits. The purchaser(s) will provide the invoices to the key department contact in sufficient line item detail and notes to determine the business purpose of the transaction. The key department contact will forward the statement and supporting documentation for payment, in the prescribed time frame to pay the vendor without late fees or interest charged. Most typically, the key department contact will be the person with an established relationship with the Auditor's Office in paying bills.
3. The key department contact will notify the Auditor's Office of all credit cards taken out and in circulation, along with the authorized user(s) of the card. Any cards issued in the name of the department and available for multiple users must be stored in a secure area with limited access.
4. Misuse of the card will result in revocation and the County will seek restitution for any inappropriate charges. The department/employee must accept responsibility for protection and proper usage of the card for work-related purposes only. All transactions must be for a proper public purpose.
5. Every effort should be made when establishing vendor accounts to insure the County is treated as tax-exempt, as well by purchasers at the actual point of sale.
6. If an individual cardholder is terminating from the department, the card must be returned to the key department contact which will then cancel the account and destroy the card.

Credit Cards

Credit cards such as (Visa, MasterCard, and Discover, etc.) are governed by ORC 301.27, require Board of Commissioner approval, are for very specific and limited categories of work-related expenses listed below, and do not permit late fees or finance charges as allowable expenses, unless authorized by Board of Commissioners. Allowable expenses include:

1. Food expenses

2. Transportation expenses
3. Gasoline and oil expenses
4. Motor vehicle repair and maintenance expenses
5. Telephone expenses
6. Lodging expenses
7. Internet service provider expenses
8. Expenses for children being provided temporary emergency care by the agency

NOTE: Use of a county credit card for any use other than permitted above is a violation of ORC 2913.21.

Under no circumstances shall the "cash back" or "cash withdrawal" option be used and alcohol, entertainment, personal services expenditures are strictly prohibited.

Vendor (company specific) Cards

An appointing authority may authorize employees to make small purchases with a Vendor card (used only with a specific company) for administrative convenience. An appointing authority will establish reasonable dollar limits by transaction or period of time with each vendor according to need, minimizing the County liability and exposure to misuse. Cards are not to be used to circumvent the bidding process. No card may ever be used for cash advances.

Cards may be issued in the name of the department allowing multiple employees to sign out, or in the name of a specific individual. In both cases, safekeeping of the card, and usage limited to an authorized individual(s) is paramount. Any items ordered must be shipped to a Fairfield County work location, as shipments to home addresses are never allowed. All charges are to be paid in the current billing period avoiding any late fees or interest charges.

Employees may not use frequent flyer miles earned for County travel for personal use. Employees who earn frequent flyer miles while on travel for the County shall turn those miles in to their appointing authority.

SECTION: 2:12
SUBJECT: EDUCATION

In order to improve the quality of service to the residents of the County, it is occasionally beneficial to permit employees to participate in professional development activities including meetings, seminars, courses, workshops and/or conferences. As such, authorization with or without pay may be authorized for such purposes provided a request is submitted in writing at least one (1) week in advance.

Section 4:12 details the tuition reimbursement policy of the county.

SECTION: 2:12
SUBJECT: PERSONNEL RECORDS

Personnel records shall be maintained on all employees by the Appointing Authority. Such records may include information such as application for employment, letters of reference, performance evaluations, disciplinary actions or letters of commendation, and miscellaneous personnel forms and records. Medical records shall not be maintained in the employee's personnel file. Such records shall be kept in a medical file on separate forms, in separate medical files in compliance with the Americans with Disabilities Act.

2. Category II: Use of Personally-Owned Cellular Telephone for County Business (Employee Owned):

- a. An employee in this category may be reimbursed for all official county business calls made from or received on the individual's personally-owned cellular telephone.
- b. For plans that offer detailed itemized statements, the county shall reimburse each eligible call. For fixed air time plans, the county shall reimburse calls on a proportional basis. All eligible air time shall be aggregated and reimbursed proportionally by county calls vs. personal calls. Any additional eligible calls above the fixed air time plan shall be reimbursed at the cost per call.

3. Obtaining Reimbursement

- a. Requests for reimbursement for cellular telephone costs must include a complete copy of the detailed cellular telephone bill identifying applicable County and personal use charges.
- b. Reimbursement from the County to the employee for business calls is limited to Category II.
- c. Reimbursement from the employee to the County for personal calls is limited to Category I.

SECTION: 3:23

SUBJECT: COUNTY EMPLOYEE MOTOR VEHICLE ELIGIBILITY

This policy is applicable to all elected officials, full or part-time employees, summer workers, volunteers, and contract employees of Fairfield County, Ohio who are required to drive a motor vehicle in the course of their employment or activities on behalf of Fairfield County, Ohio. For purposes of this policy, the above-listed categories of persons are referred to as "Employees." This policy applies to vehicles titled to, purchased or leased by, or insured by or through the Board of Fairfield County Commissioners and also applies to privately-owned vehicles operated by Fairfield County employees in the course of their employment or activities on behalf of Fairfield County, Ohio and vehicles rented by employees for travel in and out of Fairfield County for authorized reasons.

Employees are responsible to ensure safe vehicle operation. It is the responsibility of every Fairfield County employee who drives a vehicle to comply with the following:

- a. All drivers must be at least eighteen (18) years of age.
- b. All drivers must maintain a valid Driver's License that applies to the type of vehicle to be operated. (e.g. Commercial Driver's License)
- c. All drivers must operate the vehicle in a safe, courteous and economical manner.
- d. All drivers and all passengers in vehicles so equipped shall wear safety belts. Infant/child car seats are required to be used in accordance with the laws of the State of Ohio and manufacturers' product manuals.
- e. All drivers and passengers shall comply with the motor vehicle laws of the State of Ohio or the state in which they are driving for or on behalf of the County.
- f. If an employee is operating a motorcycle in the course of their employment, they must wear a safety helmet.

Driver Eligibility

Pre-employment/employment qualifications - Hiring or promoting persons who will be required to drive as a function of his/her job duties will be at the sole discretion of Fairfield County or the applicable appointing authority. An applicant or employee, who will be required to drive as a function of his/her job duties, may be denied employment on the basis of a driving record deemed unsatisfactory by Fairfield County or the applicable appointing authority. At the discretion of the appointing authority, denial of

employment may be made without regard to the number of points or violations, whether they occurred within the past thirty-six (36) months or whether they occurred within the State of Ohio.

1. Employees or applicants for employment may be considered qualified to drive when the following are met to the satisfaction of Fairfield County or the applicable appointing authority:
 - a. A review of the applicant's or employee's motor vehicle driving record ("MVR")
 - b. A favorable recommendation by Fairfield County's insurance carrier ("Insurer")
 - c. The provision by the applicant or employee of proof of insurance or compliance with the State of Ohio's Financial Responsibility Laws.
 - d. Employees whose position requires a commercial driver's license (CDL) will follow the driving policy specific to their department and position. In the event of a conflict, the department-specific policy controls, but only if the department-specific policy meets or exceeds the provisions of this policy.
2. Employees or applicants for employment who, at the sole discretion of Fairfield County or the applicable appointing authority, have an MVR that demonstrates poor driving habits shall not drive any vehicle on behalf of Fairfield County without receiving, and providing evidence satisfactory to Fairfield County or the applicable appointing authority that they have received additional training and/or intervention and/or discipline and/or until otherwise exhibiting to the appointing authority's satisfaction that there has been substantial improvement in their driving abilities, performance and skills. Fairfield County's Insurer may exclude coverage for any driver or drivers on a temporary or permanent basis.

Active employment qualifications - Fairfield County's Human Resources Department shall maintain an Eligible Drivers List containing the names of all employees eligible under this policy and authorized to drive a vehicle for or on behalf of Fairfield County or the applicable appointing authority. Motor vehicle records of drivers will be submitted by Human Resources annually for review and approval by Fairfield County's Insurer. Upon completion of such review, the Insurer will forward to the employer recommendations regarding continuation of eligibility restrictions, etc.

1. Upon evaluation by Fairfield County of an employee's MVR and a recommendation by Fairfield County's Insurer, drivers may have their driving eligibility temporarily or permanently suspended/revoked and/or be required to participate in driving or alcohol/controlled substance intervention programs. Any conviction of one or more of the ten violations below appearing on an employee's MVR during the prior 36 months may result in the above action being taken.
 - a. Driving under the influence of alcohol or drugs
 - b. Leaving the scene of an accident
 - c. Vehicular homicides or manslaughter
 - d. Driving during a period of suspension or revocation
 - e. Reckless operation or other intentional and dangerous use of a motor vehicle
 - f. Attempting to elude or flee a law enforcement officer after a traffic violation
 - g. Road rage statute violations
 - h. Falling asleep while driving
 - i. Use of a motor vehicle in the commission of a crime
 - j. Non-Compliance with Ohio's Financial Responsibility Law

NOTE: An arrest or conviction for one or more of the above violations on or off county time by an employee whose job requires that he/she drive a motor vehicle for or on behalf of Fairfield county or the applicable appointing authority must be reported

within 24 hours of arrest/conviction and prior to operating a vehicle on behalf of the County to the employee's immediate supervisor and failure to do so may, at the discretion of Fairfield County or the applicable appointing authority, result in disciplinary action up to and including employee's termination from employment.

2. Upon evaluation by Fairfield County of an employee's MVR and a recommendation by Fairfield County's Insurer, drivers may have their driving eligibility temporarily or permanently suspended/revoked due to the appearance of any of these items on an employee's MVR within the prior 36 month period.
 - a. Two or more "At Fault" accidents
 - b. Two or more moving violations
 - c. One "At Fault" accident and one moving violation.
3. In any case where the appointing authority or the County's Insurance carrier has temporarily or permanently suspended/revoked the employee's driving eligibility and driving is an essential, necessary or substantial function of the employee's job, the appointing authority may take appropriate disciplinary action, up to and including termination, as permitted by department policy, laws and regulations of the State of Ohio, and any applicable collective bargaining agreement.

Continued Eligibility

Each employee's eligibility to operate a vehicle is within the discretion of the appointing authority and extends only so long as the employee is in compliance with this Policy.

Violation Reporting

Any employee eligible to operate a vehicle must notify his/her immediate supervisor in any case where his/her license has expired or is suspended or revoked. Employees must further report any and all accidents, arrests, violations, and citations issued to him or her while driving for or on behalf of the County. Failure to do so may result in disciplinary action.

Alcoholic Beverages or Controlled Substances

No alcoholic beverages, illegal drugs or controlled substances are permitted in or on a vehicle except as a function of law enforcement or medical emergency vehicles.

No alcoholic beverages, illegal drugs, or controlled substances are permitted to be transported in or on a vehicle except as a function of law enforcement.

No employee shall operate a vehicle under the influence of alcohol or illegal drugs or illegal use of prescription drugs or after having consumed or used any alcohol or illegal drugs or substances and while such alcohol or illegal drugs or substances remain in the employee's body in any detectable quantity.

Firearms

Employees, other than law enforcement officers or other persons specifically authorized to carry a firearm, are prohibited from carrying firearms in any vehicle driven for or on behalf of the County or applicable appointing authority. Such prohibition shall apply to all non-law enforcement employees regardless of whether such employee has been issued a concealed carry permit under ORC 2923.124, et seq.

Accidents and Traffic Citations

In the event of a traffic accident or traffic stop for a violation while in the course of employment, employees shall:

1. Stop, no matter how minor the accident. Report all collisions involving vehicles to the law enforcement agency having jurisdiction.
2. Take precautions to avoid further damage or injury to persons or property.
3. Make no statements admitting responsibility.
4. Do not advise other parties involved on any matter, especially that the County will pay for the damage resulting from said accident.
5. If collision is with an unattended vehicle or other object, try to locate the owner and call the law enforcement agency. If this cannot be done, leave a written notice with your name, department name, address, and telephone number.
6. The driver of a vehicle is responsible for the vehicle until it has been returned to the department or collected by the towing service. Unsafe vehicles should not be driven from the scene of an accident. Contact your Supervisor regarding damage and towing if necessary.
7. Report all accidents and known damage to vehicles as follows:
 - a. Report accidents and/or damage to vehicles to your Supervisor, who shall notify Human Resources immediately
 - b. Employee's Supervisor shall record and secure all appropriate information on initial accident report and forward to Human Resources within twenty-four (24) hours.
 - i. In the event of a collision, the Supervisor shall forward the following information to Human Resources:
 1. A copy of all law enforcement reports, citations including all statements made at the scene or afterward to law enforcement, attached.
 2. Repair estimates, when appropriate, in due course. In all investigations of the accident by Fairfield County or the applicable appointing authority, the emphasis will be on fact-finding, however, discipline may result.
 - c. The Employee's appointing authority may take such disciplinary action as permitted by department policy, laws and regulations of the State of Ohio, or any applicable collective bargaining agreement.

Use of Personal Vehicles on Official County Business

This policy applies to employees who use personal vehicles while on County business.

Use of personal vehicles by employees on county business is discouraged unless a county vehicle is not available, the use of a county vehicle would cause serious inconvenience, extreme hardship, or the use of a personal vehicle is otherwise authorized by the department supervisor or his/her designee.

This policy applies in all respects to Employees who use personal vehicles while on County business.

Employees who use personal vehicles while on County business shall abide by all County rules, including department rules.

All employees who use their own vehicle on County business shall first show proof of liability insurance coverage for their personal vehicle to their Department manager in the amounts of at least \$25,000 per person for bodily injury; \$50,000 per occurrence for bodily injury; and \$10,000 property damage per occurrence.

Employees who are authorized and required to use their personal vehicles on County business will be reimbursed per mile at the authorized county rate.

Tax Implications for County Owned Vehicles

Where an employer-provided vehicle is used 100% for business purposes (except for de Minimis personal use) the use of that vehicle has no tax consequences to the employee and is not reported by the employee as income.

Where an employer-provided vehicle is used for both, business and personal purposes, the substantiated business portion use of the vehicle is not taxable to the employee as income but the personal use of the vehicle is taxable to the employee as wages. This substantiation rule requires the maintenance of records sufficient to satisfy the IRC 274(d).

Once proper substantiation is established, in order to determine how much of the use of the vehicle should be treated as income to the employee, the employee is to use one of four valuation rules: the General Valuation Rule, the Automobile Lease Valuation Rule, the Vehicle Cents-Per-Mile Rule, or the Commuting Rule.

Personal Use of County Owned Vehicles

No County vehicle is to be used for personal reasons, other than ~~de minimis~~ personal use (such as a stop for a personal errand on the way between a business destination and the employee's home or to stop for lunch between two business destinations). Additionally, an Appointing Authority may for bona fide non-compensatory business reasons, require an employee to commute to and/or from work in a County owned vehicle. This would not constitute personal use of a County vehicle, and/or for bona fide non-compensatory business reasons, the Appointing Authority requires the employee to commute to and/or from work in a County-owned vehicle.

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Miscellaneous

Parking tickets, moving violations, and other fines received while operating a vehicle are the responsibility of the driver.

Employees must report theft of or from a County vehicle to local law enforcement.

Cell phone usage is discouraged and should be limited to hands free devices if available while the vehicle is moving. If an employee utilizes a cell phone or other electronic communication device that is not hands free while driving a vehicle for or on behalf of Fairfield County or the applicable appointing authority and they have not been authorized to do so, they may be subject to discipline up to, and including, suspension or termination.

Texting is prohibited at all times while driving a vehicle for or on behalf of Fairfield County or the applicable appointing authority.

For personal safety and county liability, employees and passengers shall comply with the state statute on seatbelt usage.

The use of tobacco products is prohibited in all county-owned or leased vehicles.

available. The leave shall not count against an employee's sick, vacation, personal or compensatory leave balance and is in addition to the three (3) days of sick leave that can be utilized for bereavement leave.

SECTION: 4:3
SUBJECT: VACATION

All full-time employees of the County shall be entitled to vacation after completion of one full year of public employment in Ohio.

Vacation time is credited each bi-weekly pay period at rates as established below in accordance with O.R.C. section 325.19 and 124.13 as applicable:

<u>Completed Years of Service</u>	<u>Credit Earned Per Eighty (80) Hours</u>	<u>Vacation Credit Earned Yearly Hours</u>
Less than 1 year of completed service	0	0
1 through 7 years of completed service	3.1	80 (10 work days)
8 through 14 years of completed service	4.6	120 (15 work days)
15 through 24 years of completed service	6.2	160 (20 work days)
25 and above years of completed service	7.7	200 (25 work days)

After service of one year with the county or any political subdivision of the state, employees shall have earned and will be due upon attainment of the first year of employment 80 hours of vacation leave. Employees shall earn vacation leave during their first year of employment, but such leave shall not be awarded until an employee has completed one full year of service. Each subsequent step increase in vacation leave shall be similarly awarded. For instance, an employee who has 7 years of service will continue to earn 3.1 hours of vacation until the anniversary of their 8th year of employment. On their anniversary date, they will be awarded one year's worth of step increase and begin to earn vacation leave at the new rate going forward as outlined above.

Vacation leave shall be taken by the employee during the year in which it accrued and prior to the next recurrence of the anniversary date of the employee's employment, provided that the appointing authority may, in special and meritorious cases, permit such employee to accumulate and carry over the employee's vacation leave to the following year. No vacation leave shall be carried over for more than three (3) years. Vacation time must be taken within twelve (12) months following an employee's anniversary date. However, in special cases and upon written prior request, an employee may be allowed to accumulate vacation for a period not to exceed three (3) years. An employee who has accrued but unused vacation leave equivalent to three years of accumulation may accrue additional vacation leave only with written permission of their appointing authority. Under no circumstances will any employee be eligible for a vacation leave payout that exceeds the payout provisions in Section 4:18. In accordance with O.R.C. section 9.44, employees are entitled to prior service credit for time spent with the State of Ohio or any political subdivision of the State. For purposes of vacation leave accrual only, the county shall prospectively recognize military service credit and service credit with the federal government, its subdivisions or agencies. It is the employee's responsibility to provide necessary documentation of prior service. Documentation must be provided within ninety (90) days of employment with the County or within 90 days of any modifications to service credit provisions contained within this section.