

PLEASE NOTE: All items in red are accessible via the Employee Handbook located on the Department's Intranet or obtained from your local Personnel Office.

Employee Handbook: Introduction

Operation Support Center Table of Organization

Handbook Purpose

This handbook is provided as a reference manual for employees of The Ohio Department of Rehabilitation and Correction. It is not intended, nor should it be considered, the definitive procedure manual. There are many administrative regulations and policies that govern the Department's operation. Employees should familiarize themselves with those as well. This handbook does not represent the source of the Department's policies, regulations, and laws; it only summarizes and references some of them. This handbook will provide general information and motivate each employee to inquire about those areas which need further clarification. Employees who have questions regarding the contents in this manual should discuss them with his/her supervisor or Personnel Officer or refer to the appropriate union contract or civil service law. Non-exempt employees refer to the **SCOPE/OEA, AFSCME** and **Local 1199** contracts. Exempt employees refer to the **Ohio Civil Service Laws**.

Our Mission

To reduce recidivism among those we touch.

Our Vision

To reduce crime in Ohio.

Employee Handbook: Employment

Home Address/Phone Number

Per the Statewide Home Address Policy effective July 1, 2011, all employees must a valid home address on file with the State of Ohio. Per DRC Policy 33-ERD-01, employees must maintain a current DRC 1758, Emergency Notification Form in their personnel file. If you experience an address and/or telephone number change, you must complete either the **Address Change Packet** or **Telephone Number Change Packet**, as applicable.

Statewide Home Address Policy

Hours of Work

The standard work week for full-time employees is 40 hours excluding time allotted for unpaid meal periods. The practice of flex-time and hours of work must conform to the provisions of the Fair Labor Standards Act (FLSA). The FLSA guidelines affect employee's work schedule, lunch breaks and overtime pay.

DRC Policy, 35-PAY-04, Payroll and Timekeeper Procedures

DRC Policy, 35-PAY-08, Alternative Work Schedule Procedures

DRC Policy, 35-PAY-09, Telecommuting Procedure

Identification

All employees must have in their possession a valid State of Ohio, Department of Rehabilitation and Correction, ID badge. If an employee ID badge is lost or damaged due to the negligence of the employee, the employee must notify the Payroll/Personnel Office immediately to arrange for another ID to be issued. The old badge must be surrendered before the replacement badge is made. In case of a lost or stolen ID card, the employee must complete an Incident Report (DRC1000). When an employee separates employment from the Department, the ID badge must be surrendered to his/her immediate supervisor or Personnel/Payroll Officer.

DRC Policy, 33-ERD-04, Photo Identification System - Staff

DRC Policy, 35-PAY-05, Pin Punching and Prox ID Card

Job Qualifications, Descriptions and Responsibilities

All classified civil service jobs are derived from the **State Classification Specifications**, as outlined by the Ohio Department of Administrative Services. These classification specifications state the minimum qualifications one must possess in order to qualify for the position, required training and development, unusual working conditions, and a general description of duties.

Job descriptions comply with the general description of duties in the classification specifications and are available for review in the personnel office. **Boilerplate position descriptions** are available on-line

Employees are expected to perform their job duties and responsibilities as well as obey and administer all rules, regulations, and philosophies of the Department.

DRC Policy, 34-PRO-02, Job Descriptions and Job Qualifications (Worker Characteristics)

DRC Policy, 34-PRO-03, Job Minimum Qualifications

Probation

All newly hired employees will serve an "initial" probationary period. An additional probationary period may also be required when a promotion. The purpose is to assess the employee's ability to perform the job. Probationary periods typically are 120 to 180 days, not to exceed one year. Employees will be evaluated at the midpoint of the probationary period. Employees may be terminated or placed back into a former position if his/her performance is unsatisfactory.

DRC Policy, 34-PRO-09, Initial Probationary Period

Probation Periods and Step Indicators

Selection, Retention, and Promotion

The Ohio Department of Rehabilitation and Correction seeks to select, promote and retain personnel based on merit and specified qualifications, without regard to race, sex, sexual orientation, gender identity, national origin, disability, religion, age, military status or color. The Ohio Department of Rehabilitation and Correction is an equal opportunity employer.

DRC Policy, 34-PRO-04, Procedures for Review and Selection of Applicants

DRC Policy, 34-PRO-05, Selection, Retention, and Promotion

DRC Policy, 34-PRO-06, Correction Officer Contractual Selection Policy

DRC Policy, 34-PRO-07, Background Investigations

Employee Handbook: Payroll

Personnel Office and the Bureau of Personnel

The Institution Personnel Office and/or the Bureau of Personnel are responsible for maintaining all records of hours worked, overtime, leaves/absences, processing bi-weekly payroll, processing insurance forms, wage verifications, employee benefits and all other payroll functions.

Definition of Rates of Pay

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|------------------|---|
| Step Rate | Specific value within the pay range to which the employee is assigned |
| Base Rate | Employee's step rate plus longevity adjustments* |
| Regular Rate | Employee's base rate plus all applicable supplements |
| Total Rate | Employee's regular rate plus shift differential, where applicable (not applicable to OEA employees) |

*Longevity adjustments are based solely on the length of service excluding any service time earned between July 1, 2003 and June 30, 2005 inclusive.

Direct Deposit

Employees are paid bi-weekly for a two-week period. Employees hired on or after June 5, 2002 shall be paid by direct deposit pursuant to ORC Sec. 124.151 (B). Employees can review their earnings statement on the Monday after payroll process week by going to www.myohio.gov using their dedicated employee ID number and clicking on *employee self service*. The earnings statement provides a cumulative record of earnings and deductions therefore it is very important that employees review and print their statements every pay period.

How to Access Epay

How To Read My Earnings Statement

Form ADM-4280, Authorization of Direct Deposit

Direct Deposit Cancellation

Employees must inform the Payroll Office prior to closing any direct deposit account. If an employee closes a direct deposit account prior to informing the Payroll Office, a paycheck will only be reissued after the employee's financial institution sends the funds back to the State's financial institution and it has been verified returned by the Ohio Department of Administrative Services.

The check received on Friday is for the 80-hour period ending two weeks previously. Upon termination, the last paycheck is released two weeks after the last day of the pay period. Another check may be issued for leave accrued during the employees last pay period worked.

Form ADM-4286, Cancellation of Direct Deposit

Overtime / Compensatory Time

The standard work week is 40 hours for all overtime-eligible employees (i.e. all Bargaining Unit employees and FLSA Overtime (OT) eligible employees). Overtime eligible employees required and authorized to work in excess of 40 hours during any standard work week shall receive one and one-half times the regular rate of pay for that time worked beyond 40 hours in an active pay status. Employees may elect to accrue compensatory time off in lieu of cash overtime payment. Compensatory time is earned at the rate of time and one-half for each hour of overtime worked. The employee's supervisor must approve the accrual and use of compensatory time in advance.

Form DRC1118 E, Authorization for Overtime

Form DRC1744 E, Authorization for Compensatory Time for Overtime Exempt

DRC Policy, 35-PAY-01, Overtime

DRC Policy, 35-PAY-02, FLSA OT for Exempt Employees

DRC Policy, 35-PAY-03, FLSA OT Non-Bargaining Unit Employees

DRC Policy, 35-PAY-06, SEIU/District 1199 Overtime Policy

Temporary Work Level

The employer may temporarily assign an employee to duties of a position with a higher pay range. If the temporary assignment is for a continuous period in excess of four days (non-exempt employees) or 14 calendar days (exempt employees), the affected employee shall receive a pay adjustment, which increases the employee's step rate of pay to the greater of:

- The classification salary base of the higher level position
 - A rate of pay of approximately four percent above the employee's current step rate
 - The employee's longevity will remain the same as the prime position
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Payroll Deductions

Certain payroll deductions are required by law (federal tax, state tax, municipal tax, retirement, etc.). Employees may request that voluntary deductions be made (e.g., insurance, credit union, charity pledges, deferred compensation, etc.). Employees should complete and submit appropriate forms to their Personnel or Payroll Office.

Medicare:

Medicare deductions are mandatory for employees hired after April 1986. A deduction in the amount of 1.45 percent will be taken from employees' bi-weekly salary. The deductions will be contributed to the insurance portion of the FICA tax and employees will earn credit toward Medicare eligibility based on the covered earnings.

Union Dues/Fair Shares Fees:

All bargaining unit employees must pay union dues or fair share fees through payroll deduction. Click [here](#) to review your applicable contract language. Employees can also contact their designated union representative for more details.

Authorization for Payroll Deduction Form

Federal W-4 Form

Employee Handbook: Investment Options

College Advantage (529 College Savings Plan)

CollegeAdvantage, Ohio's 529 college savings plan is offered and administered by the Ohio Tuition Trust Authority, a state agency since 1989. CollegeAdvantage has many benefits that make saving for college easy and affordable:

- Earnings are tax-free.
- Deduct contributions from Ohio taxable income (\$2,000 annually).
- Use your funds at any college in the country.
- Pay for tuition, room and board, or books.
- Contribute as little as \$25 at a time.
- Benefit from professional money management by leading financial firms.
- Save with FDIC-insured bank products.
- Pay no enrollment fee, no maintenance fee and low administrative fees.
- Transfer funds to another child.
- Withdraw funds at any time.
- Change investment options.

Additional information is available by calling 1-800-AFFORD-IT (233-6734) or by visiting www.collegeadvantage.com.

Deferred Compensation Program (DCP)

The Ohio Public Employees Deferred Compensation Program is an optional benefit funded through payroll deduction on a pre-tax basis. A variety of investment options are available and may be selected, combined or changed at the employee's instruction. Accumulated funds are intended to supplement future retirement income. Payment to the participant may be issued only upon service-separation, disability, unforeseen financial emergency or death.

Payments may be received in periodic installments or in a single lump sum, upon retirement or other qualifying event. Accumulated contributions are not subject to state or federal income tax until the money is withdrawn. Participation in DCP does not affect retirement contributions to the Ohio Public Employees Retirement System.

A DCP representative must be contacted directly in order to enroll in the program. Through voluntary payroll deductions, an employee may authorize a portion/percentage of his/her salary to be withheld and can only increase the amount by contacting a DCP representative.

If you are planning to leave your current employer, you should notify the Program of your severance from employment immediately; otherwise, you may face a delayed start of your withdrawals.

Additional information is available by calling the DCP toll-free number 1-877-644-6457, or by going to www.ohio457.org.

OPERS/STRS

All employees are members of the **Ohio Public Employees Retirement System** (OPERS) or the **State Teachers Retirement System** (STRS) and are required to make contributions to the system through payroll deductions. These contributions are credited to the employee's individual OPERS or STRS account. Benefit payments are calculated based on length of public service, final average salary, age and payment-plan selection.

OPERS/STRS members with five years of service credit are eligible for a disability program. Additional benefits may include a death benefit, survivor benefits (with one and one half years of service credit) and cost-of-living adjustment (COLA).

Upon leaving public employment in Ohio, employees may apply for, and receive, accumulated savings after 90 days from the last day worked.

Retirement Contribution Rates

State Employees Credit Union

The State Employees Credit Union provides many services (e.g., savings accounts, Christmas club, checking accounts, money market accounts, share certificates, IRAs, loans, ATM VISA credit cards, etc.). These services are available through payroll deduction. Contact the Institution Personnel, Bureau of Personnel Office or **The State Employees Credit Union** for a **membership application**.

Employee Handbook: Insurance

Behavioral Health

Specialized mental health and chemical dependency services are provided under a single program available to all employees enrolled in any of the state's health plans. This program, currently administered by United Behavioral Health (UBH), also known as OptumHealth Behavioral Solutions, provides 24-hour-a-day, seven-day-a-week telephonic assessment and referral services for a variety of behavioral health issues, such as:

- Depression
- Stress
- Marital and family issues
- Serious mental illnesses
- Alcohol and drug dependency

The program also includes a disability component in which employees who require time off for behavioral health conditions have access to specialized providers on an expedited basis.

UBH can be contacted by calling 1-800-852-1091 or by visiting its website at www.liveandworkwell.com.

COBRA

COBRA is a federal law, which allows employees and eligible family members to continue their health, dental and vision insurance following separation from employment. To continue coverage, covered individuals will be responsible for 100% of the premium cost, plus a 2% administrative fee. Under federal law, an employee or a family member has the responsibility of informing his/her employer of any changes in marital and dependent status. Eligible dependents will then be notified of their right to choose continuation coverage.

Dental and Vision Insurance

Employees are eligible for dental and/or vision insurance upon completion of one year of continuous state service. The State pays 100% of the monthly premium for dental and vision insurance. Employees do not need to be enrolled in the state health insurance plan to enroll in the dental/vision plan. Family and single coverage are available. Complete information regarding exempt staff dental and vision insurance is available on the Department of Administrative Benefits Administration website. To access the website go to the MyOhio.gov portal, click on "Health and Benefits", then click on "Benefits Administration". Complete information regarding union staff dental and vision insurance is available from the Union Benefits Trust website. To access the website, go to the MyOhio.gov portal, click on "Health and Benefits", then click on "Union Benefits Trust".

Enrolling In Dental and Vision Insurance

Employees can enroll in dental and vision insurance via self service through myohio.gov or by completing and submitting the appropriate enrollment form. If you are enrolling dependents, you must also submit documents to verify their dependent status. Union staff must also submit a "Dependent Verification Form". You will receive complete enrollment instructions when you reach your one year anniversary date. You must enroll within 31 days of your one year anniversary date.

Employees who do not enroll within 31 days following their anniversary date must wait until the annual open enrollment period to obtain dental and vision coverage. Once you have been enrolled in a plan, coverage will begin the first day of the month following your date of eligibility. Please Note: It may take up to three weeks before the Dental and Vision Insurance company's records are updated to reflect coverage.

Employees can also make changes to their dental and vision insurance if they experience a life event such as marital status change, childbirth, adoption, dependent's loss or gain of other coverage, dependents no longer meeting dependent eligibility requirements, etc. Enrollment instructions are included in the "**Marital Status Change**" and "**Adoption/Childbirth Leave**" packets and the "**Dependent Status Change**" instructions letter.

If an employee has specific questions they may can contact the Operation Support Center Compensation and Benefits Unit at 1-877-222-6702.

Health Insurance

Employees are eligible for health insurance coverage upon hire. Health insurance is a voluntary deduction. The State of Ohio provides you with quality, affordable, and competitive medical benefits as part of your total compensation package. Each state employee who chooses medical coverage will be enrolled in the Ohio Med PPO plan. The plan is managed by two third-party administrators (TPAs), Medical Mutual of Ohio (MMO) and United Health Care (UHC). The two TPAs are responsible for covering separate regions throughout the state, based on the first 3 digits of your home **Ohio ZIP Code**. Family and single coverage are available. Complete information regarding health insurance is available on the Department of Administrative Services Benefits Administration website. To access the website go to the **MyOhio.gov** portal, click on "Health and Benefits", and click on "Benefits Administration".

Enrolling In Health Insurance

Newly hired employees can enroll in health insurance via self service through **myohio.gov** or by completing and submitting the appropriate enrollment form. If you are enrolling dependents, you must also submit documents to verify their dependent status. Employees receive complete enrollment instructions from the Operation Support Center Bureau of Personnel Benefits Unit upon hire. You must enroll within 31 days of your hire date. Employees who do not enroll within 31 days following their hire date must wait until the annual open enrollment period to obtain health insurance coverage. . Once you have been enrolled in a plan, coverage will begin the first day of the month following your date of hire. Please Note: It may take up to three weeks before the insurance company's records are updated to reflect coverage.

Employees can also make changes to their health insurance if they experience a life event such as marital status change, childbirth, adoption, dependent's loss or gain of other coverage, dependents no longer meeting dependent eligibility requirements, etc. Enrollment instructions are included in the "**Marital Status Change**" and "**Adoption/Childbirth Leave**" packets and the "**Dependent Status Change**" instructions letter.

If an employee has specific questions they may can contact the Operation Support Center Compensation and Benefits Unit at 1-877-222-6702.

2011 Open Enrollment (effective beginning July 1, 2011 through June 30, 2012)

2012 Open Enrollment (benefits effective July 1, 2012 through June 30, 2013)

Long Term Care Insurance

State of Ohio employees may purchase Long Term Care Insurance through Prudential Insurance Company of America which covers a wide range of personal care, health care and social services for people who suffer a chronic disability or long-lasting disease. This type of care is often referred to as custodial care, and it provides help with daily living.

You may be eligible for long-term care benefits if you are either a permanent full-time employee or a permanent part-time employee working 20 hours or more per week. Newly hired employees may enroll within 60 days of their date of hire without providing proof of good health. If you are eligible for long term-care, your spouse, parents, parents-in-law and adult children are also eligible. These eligible individuals may enroll for long-term care even if you do not.

Learn more about **Prudential Long-Term Care** by calling 1-800-732-0416.

Select Insurance Coverage

It is the policy of the Department of Rehabilitation and Correction that the agency provide selected insurance coverage to Departmental employees, volunteers and independent contractors. Coverage can be provided by private companies, self-insurance or state insurance programs.

- **Workers' compensation** (or work-related disability) is a 'no-fault' system that compensates employees for work-related injuries or illnesses. Benefits are limited to wage loss, medical and rehabilitation expenses and are payable as long as the disability lasts or medical treatment is reasonably necessary.
- Civil liability for staff will be administered as outlined in the Ohio Revised Code, sections **9.86**; **9.87**; **109.36**; and **2743.02**. When a contractor provides staff, other than him or herself, that contractor will be responsible for providing appropriate insurances for those individuals.
- Liability for official vehicles and Public Employee Blanket Bond Coverage is addressed in DRC Policy 37-EAP-04, Insurance Coverage for Employees.

DRC Policy, 37-EAP-03, Legal Representation and Assistance

DRC Policy, 37-EAP-04, Insurance Coverage for Employees

Workers Compensation Packet

State Group Life Insurance

Employees are covered by State paid life insurance equal to their annual salary rounded up to the next highest thousand, at no cost to the employee and with no evidence of insurability. Coverage automatically begins the first of the month following completion of one full year of continuous state service. Employees must complete the appropriate Group Life Insurance Beneficiary Designation form to designate a beneficiary. To obtain the **Exempt Staff** Group Life Insurance Beneficiary Designation form, visit the Benefits Administration website by selecting the "Benefits Administration" link located under the "Health and Benefits" heading at **myohio.gov**. To obtain the **Union Staff** Group Life

Insurance Beneficiary Designation form, visit the Union Benefits Trust website by selecting the “Union Benefits Trust” link located under the “Health and Benefits” heading at myohio.gov. Employees must mail enrollment forms directly to the address listed on the enrollment forms. Additional information about the plans can be found by going to the following website(s):

- For Exempt employees - **The Standard**
- For Bargaining Unit employee - **Prudential Life Insurance Company of America**

Upon separation from State service, employees may opt to convert their coverage to private policies.

Supplemental Life Insurance

Supplemental life insurance is an additional layer of coverage employees may purchase at very low rates. Coverage is available for the employee, spouse and dependents. Premiums are paid by the employee through payroll deduction. Employees may sign up for supplemental life insurance within 90 days of the date of hire or during open enrollment. Employees designate a beneficiary at the time of enrollment. A physical exam may also be required. Employees receive complete enrollment instructions from the Operation Support Center Bureau of Personnel Benefits Unit upon hire and from the Department of Administrative Services or Union Benefits Trust at Open Enrollment. Employees must mail enrollment forms directly to the address listed on the enrollment forms.

Prudential Life Insurance Company of America administers the supplemental life insurance benefits for both Exempt and Bargaining Unit employees. Call Prudential at 1-800-778-3827 with any questions you may have.

Employee Handbook: Employee Benefits

Child Care Voucher Program

For Bargaining Unit employees with child care expenses, the State of Ohio offers the Child Care Voucher Program (CCVP). The CCVP provides cash grants once a year for work-related child care expenses. The amount you receive depends on:

- Your family adjusted gross income;
 - Your hours and pay periods worked
 - Your number of dependents; and
 - The grant amount allowed in your **collective bargaining agreement**.
 - This program applies to those employees with a Federal Adjusted Gross Income less than \$35,000 (\$40,000 for employees of the Attorney General's Office) with dependents under the age of 13 for which work-related child care expenses are incurred. The amount of the reimbursement will also be prorated against the employee's hours.
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Flexible Spending Accounts

The State of Ohio Flexible Spending Accounts (or FSAs) are voluntary accounts, which allow program participants to pay for eligible expenses on a pre-tax basis. Participants save on federal, state, some local taxes, and medicare taxes. The State of Ohio offers two types of FSAs, a healthcare spending account for eligible health care expenses and a dependent care spending account for eligible dependent care expenses. Program enrollment does not roll over into subsequent plan years so participants must re-enroll to participate in each new plan year.

- **DAS Flexible Spending Account Information**
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Ohio Employee Assistance Program (OEAP)

The Ohio Employee Assistance Program (EAP) is a screening, information, referral and support service for state employees and their family members. The Ohio EAP is designed to help you cope with personal problems such as family and parenting issues, alcohol and other drug abuse, emotional concerns such as anxiety, anger, grief or depression, and legal and financial difficulties. Records regarding treatment and participation in Ohio EAP shall be confidential. Information concerning an individual's participation in the program shall not be entered in his/her personnel file.

Ohio EAP can be contacted by calling 1-800-221-6EAP (6327).

DRC Policy, 37-EAP-01, Employee Assistance Program

DRC Policy, 37-EAP-02, Critical Incident Stress Management

Prior Service Credit

Exempt and non-exempt employees with previous employment with the State of Ohio or any political subdivision of Ohio including any Ohio county, city, village or state university are eligible to receive credit for prior service. Prior service may count toward longevity and vacation accrual. Documentation can either be submitted on **DAS State of Ohio Prior Service Certification Form** or on the former employer's letterhead.

If submitted on the employer's letterhead, the following information must be included:

- Date of hire and date of separation.
- Employment status being full or part-time: If less than full time, documentation must include the number, dates, and duration of pay periods (e.g., John Doe worked part-time for OSU for 26 pay periods from 1/1/05 through 12/31/05. The pay periods are bi-weekly).

Contact your Institutional Personnel or the Bureau of Personnel Office if you have any further questions.

Take Charge! Live Well!

When you enroll in any of the state's health plans, you and your enrolled spouse are automatically enrolled in the Take Charge! Live Well! health and wellness program. Staying healthy is the best strategy for keeping your health care costs at a reasonable level. Each of us can take small steps to improve our health, and that adds up to big differences in your life. Through this initiative, employees may be eligible to receive monetary incentives for participating in qualifying programs. Take Charge! Live Well! is administered by APS Healthcare.

Click [here](#) for more information about the Take Charge! Live Well! program and how employees can benefit.

Employee Handbook: Leaves

Adoption / Childbirth Leave

Employees may apply for Adoption/Childbirth leave upon the birth or adoption of a child. Employees are eligible the first day of employment. Upon completion of a 14-day waiting period, employees will receive up to four weeks of leave paid at 70% of their regular rate of pay.

When an employee is adopting a child, he/she has the option of receiving a payment of \$2,000 in lieu of the leave. Eligible employees may use any accrued leave or may choose to work to supplement their leave up to 100% of their pay, and/or to be paid during their waiting period. Employees choosing to work must submit an approved work schedule with their application.

The **Adoption/Childbirth Leave Packet** must be completed and submitted to your Personnel Office or the Bureau of Personnel.

Bereavement

Three consecutive workdays of bereavement leave shall be granted to each employee upon the death of a member of his/her immediate family. The employer may grant vacation, sick leave or personal leave to extend the bereavement leave upon request. Employees must submit a Request for Leave form ADM 4258 with supporting documentation.

Court Duty

Employees subpoenaed shall be granted leave with pay at their regular rate, provided they are not a party to the case. An employee shall notify his/her supervisor immediately upon receiving a subpoena. Employees must submit a Request for Leave form ADM 4258 with supporting documentation.

Disability Leave

Disability leave is for non-work related disabling illness, injury or condition for a period of more than 14 consecutive calendar days. To be eligible for short term disability leave, an employee must have one year of continuous state service immediately preceding the disabling condition. Employees are eligible for a lifetime maximum of 12 months total benefit for all claims combined.

To apply for disability leave benefits, an employee and his/her physician must complete the **Disability Leave Packet** within 20 days from the last day worked due to injury or illness. The disability leave packet should be completed and returned to your Personnel Office or the Bureau of Personnel.

Benefits will not be paid for the waiting period, however employees may use other accumulated leave. An employee should apply as soon as he/she becomes disabled. A written decision approving/disapproving disability leave benefits from the Department of Administrative Services (DAS) will be sent to the employee. If approved, benefits will be paid to the employee at 67%. Accumulated leave may be used to supplement the benefit.

If you are asked to submit additional information, if you need to be off longer than anticipated or there is a change in your condition, you must submit the **Supplemental Disability Leave Packet** along with any requested/supporting documentation requested.

Employees may be eligible for disability advancement only if their claim is denied by the Bureau of Workers' Compensation. Employees must first file for Worker's Compensation. If Workers' Compensation is subsequently approved through an appeal process or by settlement, any compensation received from the disability advancement program must be reimbursed.

Educational Leave

In the interest of encouraging personal growth and development, and promoting professional skills and knowledge, it is the policy of the department to consider granting eligible employees paid leave during scheduled working hours to participate in educational programs which are directly related to the employee's work, or career progression within the Department, and will lead to the improvement of the employee's skills and job performance.

Educational leave may be granted at the discretion of the Appointing Authority. If the Appointing Authority has several requests for educational leave that meet the above-mentioned criteria, they should be prioritized.

The employee must complete a *Request for Release Time for Education* form (DRC 1443), which is submitted to the supervisor at least 30 days prior to the first day of the course. The employee must also submit a Request for Leave form ADM 4258 for hours taken for approved educational leave and submit certified proof of satisfactory completion of the course to his/her supervisor.

DRC Policy 38-CED-04, **Education Leave**

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) allows employees to take up to 12 weeks of unpaid leave a year for specified family and medical reasons, including:

- Incapacity due to pregnancy, prenatal medical care or birth of the employee's child;
- Caring for the employee's child after birth, or placement of a child for adoption or foster care;
- Caring for the employee's spouse, child, or parent with a serious health condition;
- Serious health condition of the employee that makes the employee unable to perform the employee's job.

The National Defense Authorization Act for Fiscal Year 2008 amended the FMLA to allow eligible employees to take up to 12 workweeks of job-protected leave in the applicable 12-month period for any "qualifying exigency" arising out of the active duty or call to active duty status of a spouse, son, daughter or parent. Eligible employees may also take up to 26 workweeks of job-protected "caregiver" leave in a "single 12-month period" to care for a covered servicemember with a serious injury or illness.

To be eligible an employee must have been employed 12 months with the State of Ohio and have worked 1,250 hours during the twelve months immediately preceding the date of leave. Employees are required to exhaust all paid leave before electing to take unpaid leave.

DRC Policy 36-LEV-02, Family Medical Leave Act

Holidays

State employees observe 10 paid holidays each year:

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|-----------------------------------|--|
| NEW YEAR'S DAY | FIRST DAY IN JANUARY |
| DR. MARTIN LUTHER KING'S BIRTHDAY | THIRD MONDAY IN JANUARY |
| PRESIDENT'S DAY | THIRD MONDAY IN FEBRUARY |
| MEMORIAL DAY | LAST MONDAY IN MAY |
| INDEPENDENCE DAY | FOURTH DAY OF JULY |
| LABOR DAY | FIRST MONDAY IN SEPTEMBER |
| COLUMBUS DAY | SECOND MONDAY IN OCTOBER (N/A FOR OEA EMPLOYEES) |
| VETERAN'S DAY | ELEVENTH DAY OF NOVEMBER |
| THANKSGIVING | FOURTH THURSDAY IN NOVEMBER |
| DAY AFTER THANKSGIVING | FOURTH FRIDAY IN NOVEMBER (OEA ONLY) |
| CHRISTMAS | TWENTY-FIFTH DAY OF DECEMBER |

When a holiday falls on a Sunday, it will be observed the following Monday. Holidays falling on Saturday will be observed the preceding Friday. For further information, bargaining unit employees refer to applicable **union contracts**. Exempt employees refer to the **Ohio Civil Service Laws**.

Jury Duty

Employees serving on jury duty shall be granted leave with pay at the regular rate. When not impaneled for actual service and only on call, the employee shall report to work as soon as reasonably possible after notification that his/her services will not be needed. Employees called to jury duty shall submit to the Business Office any juror fees received in excess of \$15.00 per day. Employees must submit a Request for Leave form ADM 4258 with supporting documentation to their Personnel Office.

Leave Donation Program

Employees may voluntarily donate leave to other employees in the agency who have a critical need due to serious illness or injury of the employee or a member of his/her immediate family. Employees who wish to donate leave should complete a **Donor Application Form** (ADM 4256) and submit to their Personnel Office or the Bureau of Personnel. Employees who wish to donate leave must donate a minimum of eight hours and retain a combined leave balance of at least 80 hours.

Leave of Absence

It is the policy of the Ohio Department of Rehabilitation and Correction to require employees to use appropriate paid leave prior to being approved for leave without pay, unless an employee has prior approval. An employee approved to take an unpaid leave of absence pursuant to the Ohio Administrative Code 123:1-34-01 or an applicable collective bargaining agreement may or may not be required to use appropriate paid leave first. Employees who wish to take a leave of absence must complete and submit the **Leave of Absence Packet** to their Personnel Office.

DRC Policy, 35-PAY-10, Leave Without Pay and Unpaid Leave of Absence

Military

Paid military leave shall not exceed 22 workdays or 176 hours per calendar year. Employees are required to submit to their supervisor a published military order or a written statement from the appropriate military commander as evidence of military duty. Employees must also complete the **Military Leave Packet** and submit to their Personnel Office. Upon return from military leave duty, employees must complete the **Military Reinstatement Form** and submit to their Personnel Office.

DRC Policy, 36-LEV-04, Military Service Leave and Notice Requirements

Occupational Injury Leave Program(Injury Pay)

Employees may be eligible to receive 100% of their wages when they are unable to work due to an injury occurring in the line of duty as a result of direct contact with an inmate, parolee, probationer, or furlougher. Employees are eligible for a total of 960 hours of injury pay a year at regular rate. This form of compensation shall be in lieu of Workers' Compensation. The employee may apply for Workers' Compensation while he/she is receiving Occupational Injury Leave. The employee, if approved, may receive Workers' Compensation, after the Occupational Leave is exhausted.

The **Employee Injury Reporting Packet** must be completed and submitted to your Personnel Office. CompManagement will issue a written decision to the employee. If approved, an employee is eligible to receive Occupational Injury Leave at 100% of his/her regular rate of pay. An employee receiving these benefits may be subject to periodic medical examinations to determine the extent of the disability. An employee will continue to receive benefits until he/she is no longer disabled, or until he/she has used all available Injury Leave, whichever is earlier.

To be considered for benefits through this program, the injured worker must be diagnosed and treated by a Workplace Injury Labor Management Approved Provider Committee (WILMAPC) panel provider to receive occupational injury leave benefits. Click **here** for additional information about WILMAPC and to obtain a complete listing of providers in your area.

Occupational Injury Leave (OIL) Extension Packet

Personal Leave

Employees are entitled to personal leave in accordance to their **union contract** for bargaining unit employees and exempt parity for exempt employees.

Request for Leave

A **Request For Leave** form (ADM 4258) must be completed for any time off work and be submitted prior to the scheduled leave requested.

Return to Work Partnership Program (RTWPP)

The purpose of this policy is to implement an individualized and progressive transitional work program for employees in need of modified task(s)/assignment(s) during their recovery from temporary restriction(s) arising from an occupational or non-occupational injury, illness or other impairment without compromising the security and safety of any employee of the Department of Rehabilitation and Correction, its inmate population, or the community at large.

DRC Policy, 36-LEV-05, Return to Work Partnership Program

Salary Continuation

Eligible employees may also apply for Salary Continuation when they are unable to work due to a work-related injury or illness. Employees approved for Salary Continuation, in lieu Occupational Injury Leave or Workers' Compensation Leave, will be eligible to receive 100% of their wages for a lost time Workers' Compensation Claim. This benefit is for permanent employees only and based on medical necessity not to exceed 480 hours. The **Employee Injury Reporting Packet** for Salary Continuation must be completed and submitted to the employees Personnel Office.

To be considered for benefits through this program, the injured worker must be diagnosed and treated by a Workplace Injury Labor Management Approved Provider Committee (WILMAPC) panel provider to receive salary continuation leave benefits. Click [here](#) for additional information about WILMAPC and to obtain a complete listing of providers in your area.

Salary Continuation Extension Packet

Sick Leave

Employees can accrue sick leave to a maximum of 80 hours (72 hours for 1199 Bargaining Unit employees) per year. After employees have used all of their accrued sick leave, they may request the use of accrued vacation leave, compensatory time, personal leave, or may be granted leave without pay in lieu of sick.

Effective July 1, 2003, employees who use sick leave that is paid at 70% may be eligible for compensation at 100%. To be eligible, the sick leave must be used in conjunction with an overnight hospital stay of the employee, employee's spouse or child residing with the employee or for those hours of sick leave used before or after the hospital stay that are contiguous to the hospital stay. Your doctor must complete the **Outpatient Hospitalization or Outpatient Surgery Certification Form** (ADM 4262) if you are eligible.

When an employee is sick and unable to report to work, he/she must follow the proper call-in procedures as outlined in the respective union contracts and/or applicable departmental/institutional policies and procedures.

Each year in December, employees have the option of carrying their sick leave balances forward to the next year or receiving payment for the unused leave earned during the current calendar year.

Leave Without Pay and Unpaid Leave of Absence

It is the policy of the Ohio Department of Rehabilitation and Correction to require employees to use appropriate paid leave prior to being approved for leave without pay, unless an employee has been approved to participate in a Voluntary Cost Savings program pursuant to Department Policy 35-PAY-11, Trial Exempt Voluntary Cost Savings Program. An employee approved to take an unpaid leave of absence pursuant to the Ohio Administrative Code 123:1-34-01 or an applicable collective bargaining agreement may or may not be required to use appropriate paid leave first.

To apply for an unpaid leave of absence, please click [here](#) to obtain the instructions and necessary forms.

Vacation Leave

An employee's vacation accrual is based on the number of years of service.

| Length of State Service | Accrual Rate |
|-------------------------|--------------|
| Less than 4 years** | 3.1 hours |
| 4 years or more | 4.6 hours |
| 9 years or more | 6.2 hours |
| 14 years or more | 6.9 hours |
| 19 years or more | 7.7 hours |
| 24 years or more | 9.2 hours |

*Hours earned per 80 hours in active pay status per pay period. Vacation is not granted during the first year of service, but is accrued.

(Note: Teachers do not accrue any vacation leave but have scheduled intercession periods)

+ District 1199 and OCSEA Bargaining Unit employees may use their accrued leave at the completion of their probationary period.

Vacation credit may be accumulated to a maximum that can be earned in three (3) years. When an employee's vacation balance reaches the maximum level, vacation will not accrue until such time that the vacation leave balance is below the maximum level. Bargaining Unit employees can request to be paid for any vacation requests that were denied in the past 12 months if they have attained the maximum balance.

| Annual Rate of Vacation Accumulation | Maximum Vacation Leave Balance | 1199 Maximum Vacation Leave Balance |
|--------------------------------------|--------------------------------|-------------------------------------|
| 80 hours | 240 hours | 320 hours |
| 120 hours | 360 hours | 480 hours |
| 160 hours | 480 hours | 640 hours |
| 180 hours | 540 hours | 720 hours |
| 200 hours | 600 hours | 800 hours |
| 240 hours | 720 hours | 960 hours |

Workers' Compensation

Workers' Compensation (or work-related disability) is a 'no-fault' system that compensates employees for work-related injuries or illnesses. Benefits are limited to wage loss, medical and rehabilitation expenses and are payable as long as the disability lasts or medical treatment is reasonably necessary. The **Employee Injury Reporting Packet** for Workers' Compensation shall be completed and submitted to the employees Personnel Office.

To be considered for benefits through this program, the injured worker must be diagnosed and treated by a Workplace Injury Labor Management Approved Provider Committee (WILMAPC) panel provider to receive occupational injury leave benefits. Click [here](#) for additional information about WILMAPC and to obtain a complete listing of providers in your area.

Employee Handbook: Employee Development and Recognition

Employment Recognition

The Department of Rehabilitation and Correction strives to reward individuals for their dedication and capabilities through expressions of appreciation, favorable performance evaluations, and various Employee of the Month Programs.

The institutions, DPCS regions and Central Office will hold recognition ceremonies during the first six months of the year. Employees receive service pins and other acknowledgments during these occasions. Employees can obtain the Ohio Department of Rehabilitation and Correction Department-Wide Employee of the Month Nomination Form (DRC 1846 E) to recognize a fellow employee.

In-Service Training

Based on classification, employees will be required to obtain either 16 or 40 hours of in-service training.

| | |
|--|--|
| Administrative & Managerial Staff -40 hour employee | Applies to all supervisory staff and those responsible for programs, and who spend less than 50% of their work schedule in contact with offenders. |
| Central Office/Field Staff - 40 hour employee | Staff who have regular contact with offenders for at least 50% of their work schedule, per DRC policy 22-BUS-13. In some cases, this may result in employees being designated to take training at the facility where they work. |
| Clerical/Support - 16 hour employee | All Central Office staff who do not fall into the Central Office/Field or Administrative Managerial Staff designation |
| CO/Field Staff to Inst/Region - 40 hour employee | Staff who have regular contact with offenders for at least 50% of their work schedule, per DRC policy 22-BUS-13 and are headquartered at a non-institution worksite, but spend significant time in an institution/region performing their job duties. Staff falling under this category should make the necessary arrangements to attend mandatory inservice training in the institution or region indicated. Employee training records will transfer to the indicated institution or region and will be maintained locally. |

DRC Policy, 39-TRN-02, In-Service Training

On-The-Job Training (OJT)

Employees shall complete an on-the-job training program provided by the employee's immediate supervisor. The training should occur prior to the employee assuming his/her full job responsibilities. There will be at least 40 hours of on-the-job training to provide the employee with hands-on practical experience regarding the performance of his/her actual duties. Correction Officers and Parole Officers require at least 80 hours of on-the-job training.

DRC Policy, 39-TRN-10, Employee Orientation Training

Performance Evaluations / Reviews

The employee's immediate supervisor completes the evaluation/review, which is an assessment of how well the employee performs assigned duties. Employees will be evaluated with respect to performance efficiency twice during the probationary period and once during each calendar year or anniversary year.

The Performance Review Conference will be conducted in accordance with the applicable rules, revised code, or collective bargaining agreement. Should an employee disagree with a performance evaluation, they may request a review as prescribed in the Ohio Administrative Code Chapter **123:1-29**, or in their **applicable collective bargaining agreement**.

DRC Policy, 33-ERD-02, Performance Reviews

DAS Performance Management

Pre-Service Training

All permanent employees of the Department of Rehabilitation and Correction are required to attend a three-week training program at the Corrections Training Academy. Corrections Officers must complete a four week training program. Parole Officers must complete a 7 week program.

DRC Policy, 39-TRN-01, Pre-Service Training

Professional Alliance of Correctional Employees (P.A.C.E.)

The focus of the Professional Alliance of Correctional Employees is to promote a positive work environment for correctional employees by fostering both personal and professional development through the Professional Development/Cross-Training Mentorship Program.

Participation in the mentorship program is for six months and is offered once a year.

P.A.C.E. applications will be provided to employees approximately one month prior to the next P.A.C.E. mentorship program. The applications can also be obtained from P.A.C.E. coordinators. Employees wishing to apply for the P.A.C.E. program must complete the application and return it to the coordinators.

P.A.C.E. Application

P.A.C.E. Protege Packet

P.A.C.E. Mentor Packet

Professional Career Service

The Ohio Department of Rehabilitation and Correction wants to ensure that all employees are provided the opportunity to utilize their skills, education, and training in order to assist them in their career development and provide them with promotional/professional opportunities.

The Office of Human Resources will provide the following services / opportunities to staff:

- **Professional Alliance for Correctional Employees (P.A.C.E.)**
- **Tuition Reimbursement**
- **Educational Leave** and,
- **Professional Development Courses**, through the Correction Training Academy (CTA)

Tuition Assistance

Employees may be able to receive tuition reimbursement to help recover a portion of the costs incurred in pursuit of a formal education at a degree-granting, fully accredited, post-secondary level college or university. The coursework must be reasonably related to work in the field of corrections. Click [here](#) for information on eligibility requirements.

[DRC Policy, 38-CED-01, Tuition Reimbursement for Exempt Employees](#)

[DRC Policy, 38-CED-03, College and University Partnerships](#)

[Workforce Development for Union Employees](#)

[Exempt Professional Development Program \(EPDP\)](#)

Employee Handbook: Department Policies

Americans with Disabilities Act (ADA)

Title I of the ADA provides Equal Employment Opportunities for individuals with disabilities and protects qualified individuals with disabilities from employment discrimination. The areas covered are application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment.

Employees who wish to request a reasonable accommodation shall complete the appropriate forms, available from the ADA Title I Coordinator, personnel office or an EEO committee member. All requests for accommodations will be evaluated pursuant to the standards and mandates of the ADA.

DRC Policy 32-EEO-03, Americans with Disabilities Act, Title I (Employment)

Anti-Discrimination

It is the policy of the Ohio Department of Rehabilitation and Correction that all employees and applicants shall be treated equally, without regard to their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, political affiliation, military, and veteran status. This includes providing a workplace free of harassment based on any of the above characteristics.

Allegations of discrimination may be reported to the following: administration at the involved institution or office; an EEO representative at the involved institution or office; or the EEO Section of the Office of Human Resources at Central Office.

All staff are responsible for the prevention and elimination of discriminatory behavior and practices in the workplace. Participation in, or condoning discriminatory behavior by failing to correct or report such behavior, may be grounds for discipline.

DRC Policy, 32-EEO-01, Anti-Discrimination

Ohio Administrative Code, Chapter 123:1-49, Equal Opportunity Policy

How to File a Complaint

Drug-Free Workplace

It is the policy of the Department of Rehabilitation and Correction to ensure a drug-free workplace for all employees at all work locations.

All newly hired/selected applicants, regardless of job classification, will be sent for a pre-employment/applicant drug test and must render a negative result before being offered final employment with the Department of Rehabilitation and Correction.

DRC Policy, 31-SEM-03, Drug-Free Workplace

DRC Policy, 31-SEM-04, Employee Random Drug Testing

Employee Dress Code

It is the policy of the Department of Rehabilitation and Correction that personnel of the Department present a professional and dignified image, commensurate with their responsibilities, in order to instill public confidence and establish respect from those offenders under the supervision of the Department.

DRC Policy, 31-SEM-06, Departmental Dress Code

Equal Opportunity Provisions

The Ohio Department of Rehabilitation and Correction is dedicated to promoting equal opportunity for all staff. To that end, the EEO section of the Office of Human Resources, Department of Rehabilitation and Correction affirms its support of equal opportunity for all persons regardless of race, color, sex, religion, national origin, age, disability, ancestry, veteran status and sexual orientation/gender identity.

Ethics

It is the policy of the Ohio Department of Rehabilitation and Correction to comply with Ohio's ethics laws. DRC employees, at all times, must abide by these laws, and any guidance issued by the Governor's Office and the Ohio Ethics Commission at all times. Failure to comply will result in discipline, and may result in civil or criminal sanctions. To provide employees with a working understanding of the laws, the Department has included an hour and a half of mandatory training to its employees' in-service component. Legal Services staff is available to assist employees with understanding the statutes and any direction and guidance disseminated by the Governor's office or the Ethics Commission.

DRC Policy, 31-SEM-01, Ethics

Hostage

The Ohio Department of Rehabilitation and Correction will respond to a hostage situation occurring in an institution in a manner that maximizes the safety of the hostage(s), neutralizes the situation and results in the apprehension of hostage takers. A hostage is any employee, visitor or inmate who, by threat of or an act of violence or restraint, is under the control of a person(s) who is demanding that certain conditions be met in exchange for the release of held parties. Institutional employees shall be informed in writing of the institution's hostage policy during pre-service training and annual in-service training.

Nepotism

No employee of the Department shall authorize or use the authority of his/her position to secure the employment of a person closely related by blood, marriage, or other significant relationship, including business associates, to serve in any position within the Department. An employee routinely involved in the hiring or promoting process must notify his/her supervisor in writing if an applicant for employment or a candidate for promotion is a family member, business associate, or someone with whom he/she has a significant relationship.

Employees who violate this policy and those hired as a result of this violation, will be subject to disciplinary action, up to and including dismissal.

DRC Policy, 34-PRO-01, Nepotism

Personal Use of State Telecommunications

State telecommunication services, including wired and cellular/wireless telephone service, shall only be used to conduct official agency business, except as described in the DRC Telecommunications Services Policy.

Personal calls should be made, whenever possible during lunch hours and authorized breaks. Personal long distance calls should not be made from State telephones or charged to the State, they should either be charged to a personal credit card or to a third party member.

Employees responsible for personal telephone calls charged to the State shall reimburse the State. Employees who persist in making such long distance calls face possible disciplinary action.

No personal business, which involves an activity undertaken for profit or gain of any kind, shall be conducted from a State telephone. Employees are prohibited from circulating their State telephone number as a phone number at which they can be reached for such personal business.

DRC Policy, 05-OIT-12, Telecommunications Services

Political Activity

Classified employees may not directly or indirectly solicit or receive any contributions to aid a political party or candidate for public office. Classified employees cannot be officers in any political organization or take part in politics other than to vote as they please and freely express their political opinions.

DRC Policy, 31-SEM-05, Political Practices

Removal

The removal of an employee may be made for one or more violations of the **Standards of Employee Conduct**. Rule 1 and 49 include Ohio Revised Code Section 124.34. Any violation of ORC 124.34 is cause for removal. Examples include: incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other failure of good behavior. The employee will be notified in writing of the statutory reasons for the removal and the effective date.

Standards of Employee Conduct

The purpose of this document is to provide written notice to all employees of the Ohio Department of Rehabilitation and Correction of the Department's standardized rules of conduct that specify prohibited behaviors and associated penalties for engaging in those behaviors. All Ohio Department of Rehabilitation and Correction employees are subject to these standards. These standards are consistent with the **Ohio Revised Code (ORC) 124.34** and the **collective bargaining agreements** between the State of Ohio and the respective unions. While ORC 124.34 sets forth the statutory provisions governing the conduct of state employees exempt from collective bargaining, the collective bargaining agreements provide the terms and conditions under which unionized employees may be held accountable for misconduct.

The rules, herein promulgated, apply uniformly to all employees of the Department with the exception of those serving in an initial probationary period. Employees serving in an initial probationary period, while subject to the standards, but may be removed from their position for a violation of any rule.

DRC Policy, 31-SEM-02, Standards of Employee Conduct

Sexual Harassment

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a workplace free of sexual harassment, in compliance with state and federal law. Sexual harassment is strictly prohibited.

The prevention and elimination of sexual harassment in the workplace is everyone's responsibility. This includes the reporting of such incidents, employee training, counseling, proper investigation and, when appropriate, discipline.

DRC Policy, 32-EEO-02, Sexual Harassment

Tobacco-Free Workplace

It is the policy of the Ohio Department of Rehabilitation and Correction to promote and maintain a tobacco-free environment on the grounds of any correctional facility and within all facilities and offices of the Department consistent with Ohio Revised Code (ORC) Chapter 3794.

DRC Policy, 10-SAF-01, Tobacco Free Workplace

Travel

During the course of employment, it may be necessary to travel or use a State vehicle to conduct business. A valid driver's license is required to operate a State vehicle. All passengers and the driver are required to wear safety belts, follow all civil and traffic laws, and use good judgment regarding personal conduct. While conducting State business, an authorized driver of a State vehicle is covered by liability insurance provided by the State. If it becomes necessary to use a personal vehicle for State business, the employee will be reimbursed according to either the current union contract rate or DRC Policy 22-BUS-04. Private vehicles used on State business are not provided liability coverage by the State. Prior approval is required for all travel on State business.

DRC Policy, 22-BUS-04, Travel

DAS Office of Budget and Management (OBM) - Travel Rule

Workplace Violence

The Ohio Department of Rehabilitation and Correction has "zero tolerance" for violence in the workplace. Threats or acts of violence among persons employed by DRC, independent contractors and volunteers providing a service to the Department, and visitors to any Department location will not be tolerated. Any individual violating this policy will be subject to disciplinary action and may be subject to legal action.

DRC Policy, 31-SEM-08, Response to Workplace Violence and Workplace Domestic Violence

Employee Handbook: Employee-Management Relations

Disciplinary Procedures

All employees are expected to comply with the rules and regulations of the Department of Rehabilitation and Correction and the civil service laws. Any alleged violation of these regulations will be investigated and each case decided on its own merit. The Appointing Authority may decide that no further action is necessary or direct the employee's supervisor to issue an oral or written reprimand or schedule a pre-disciplinary conference.

If the pre-disciplinary conference is scheduled, the employee is notified in writing of alleged violations of the **Standards of Employee Conduct** and/or violations of the Ohio Revised Code, the name of the hearing officer, date, time, and place of the pre-disciplinary conference. The hearing officer provides the Appointing Authority a written report indicating a finding of just cause or no just cause for discipline. The Appointing Authority renders a decision after reviewing the hearing officer's report.

If a final decision is made to impose discipline, the employee is notified in writing. Once the employee has received written notification of the final decision to impose discipline, the disciplinary action cannot be increased. In addition, demotion is a proper form of discipline for all employees unless a collective bargaining agreement prohibits such action.

Disciplinary measures imposed are reasonable and commensurate with the offense. The principles of progressive discipline are followed. The principles usually involve a sequence ranging from lesser to greater disciplinary action as follows:

- Verbal Reprimand
- Written Reprimand
- Fine
- Suspension
- Removal

Grievance Procedures

A grievance for a bargaining unit employee is defined in the applicable bargaining unit contract. The grievance procedure is the exclusive method of resolving grievances. Employees can refer to the appropriate **contract** for more information on grievance procedures.

A grievance for an exempt employee is defined as an alleged violation of the Department and/or its agencies, institutions, and facilities to comply with work rules, regulations, policies, or procedures; or an alleged failure to comply with the provisions of Chapter 124 of the Ohio Revised Code or the administrative rules of the Department of Administrative Services. Discipline that is appealable to the state personnel board of review is not within the jurisdiction of the exempt grievance process. Furthermore, any allegations that would form the basis of a complaint of discrimination or harassment or any violations of equal employment opportunity laws are not within the jurisdiction of the exempt grievance process. For additional information regarding the exempt grievance process, review DRC Policy 37-EAP-07, Exempt Employee Grievance Procedure and/or Ohio Revised Code Chapter 124.

DRC Policy, 37-EAP-07, Exempt Grievance Procedure

Personnel Files

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that an employee's official personnel file will contain all matters required by Ohio Revised Code and will be maintained within the Human Resource Division of the Department of Administrative Services and that the respective DRC Personnel Director shall maintain accurate and current personnel records on each employee. The Personnel Director shall permit an employee to challenge information contained in his/her personnel file and have it corrected or removed if proven inaccurate.

DRC Policy, 33-ERD-01, Personnel Files

Public Record Requests

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to make available to requesting persons, organizations, and agencies any records that are considered public records, as provided in **ORC Section 149.43**. DRC will endeavor to keep non-public, within the constraints of Ohio public record law, information, which, if disclosed, would adversely affect the secure and orderly operation of a correctional facility, divulge the identity of a victim, witness, or a person who has provided information to DRC with an expectation of privacy, or would place an inmate, victim, witness, or departmental staff at a risk of physical harm.

Contact Legal Services at (614) 752-1765 with public record questions.

DRC Policy, 07-ORD-02, Public Records

Employee Handbook: Leaving State Employment

Disability Separation

It is the policy of the Ohio Department of Rehabilitation and Correction to review all cases of individuals on disability, Workers' Compensation, Occupational Injury Leave (OIL), or other leaves of absence. These reviews are undertaken to establish whether the employee is now able or expected within the foreseeable future to be able to perform the essential functions of his/her position. Employees determined to be unable to perform the essential functions of their positions, and for whom there exists no expectation that they will be able to perform those essential functions within the foreseeable future, shall be provided the opportunity for disability retirement or shall be disability separated.

DRC Policy, 36-LEV-06, Disability Review and Separation

Involuntary Disability Separation

Voluntary Disability Separation

Rights to Reinstatement/Appeal

Resignation

When resigning, an employee must notify the Personnel Office officially in writing to avoid being considered in violation of the Standards of Employee Conduct for job abandonment.

Retirement

An employee may file an application for retirement with **OPERS** or **STRS**. You will want to contact OPERS or STRS for retirement eligibility requirements.

Retirement benefits shall be effective on the first day of the month immediately following:

- The last day compensation was paid; or
- The attainment of minimum age or service credit eligibility; or
- A later date specified by the employee.

Retirement seminars are offered through Correction Training Academy (CTA). Ohio Public Employees Retirement System (OPERS) and State Teachers Retirement System (STRS) employees attending the 2-days seminar at CTA may be granted administrative leave to attend retirement seminars. Employees may be approved for appropriate leave for appointments to meet with an OPERS or STRS representative regarding his/her retirement. Employees must file an application for retirement benefits directly with the OPERS or STRS.

Separation

When an employee resigns, retires or is terminated, several forms must be completed through the personnel office with regard to leave pay-off (when eligible), insurance, exit interviews, etc. The

employee must also relinquish to his/her supervisor his/her badge, ID card, keys, weapon, laptop, pager, etc.

Employee Handbook: New Hire Information

Exempt Staff New Hire Packet (rev 2.7.12)

Union Staff New Hire Packet (rev 2.7.12)

New Employee Orientation PowerPoint (rev 10.20.11)

New Employee Forms (rev 3.2.12)

- **Employee's Withholding Allowance Certificate (Form W-4)**
- **Employee's Withholding Exemption Certificate (IT 4)**
- **Address Change/Determination of Municipal Tax Liability**
- **Employee Identification Card Request (DRC1687)**
- **Employment Eligibility Verification (Form I-9)**
- **Medical Benefits Enrollment / Change Form (ADM4717)**
- **Verification Form for Adding or Dropping Dependent Benefits (DAS-BAS4020)**
- **Required Documents for Adding Dependents**
- **Exempt Employees Beneficiary Designation / Change**
- **Bargaining Unit Beneficiary Designation / Change**
- **Fringe Benefits Management Company (Flexible Spending)**
- **Physician's Statement (DRC1481)**
- **Staff Nexus (DRC1500)**
- **Emergency Information (DRC1758)**
- **Social Security Statement (SSA1945)**
- **Public Employment Declaration (HLS0037)**