

**GEAUGA COUNTY BOARD OF MENTAL HEALTH
AND RECOVERY SERVICES**

TITLE: PERSONNEL POLICIES

Section IV-D

APPROVAL DATE: March 15, 1995

RECRUITMENT

1. The Board will inform recruiting sources in writing of its policy, stipulating that these sources actively recruit and refer minorities and women for all positions according to EEO and the Board's Affirmative Action Plan.

2. As jobs become available, initial consideration will be given to qualified employees of the Board who have demonstrated that they are deserving and qualified.

3. The Board will incorporate the "Equal Opportunity Employer" clause in all applicable leases, advertisements, contracts, recruiting notices.

4. The Board will advertise in local media to ensure that direct contact may be made to all groups to ensure equitable employment and participation of benefits.

EMPLOYMENT

1. The Geauga County Board of Mental Health and Recovery Services shall appoint an Executive Director in accordance with the qualifications set forth in Section 340 of the Ohio Revised Code. The Board shall fix the compensation of the Executive Director. In addition, the Director shall be reimbursed for actual and necessary expenses incurred in the performance of his or her official duties.

As specified in Section 340.032 of the Ohio Revised Code, the Board may at any time remove the Director for cause, upon written charges, after an opportunity has been afforded to the Director for a hearing before the Board if requested. An affirmative vote by a majority of the members of the Board is required for removal of the Director.

Annually, the Board shall approve a performance appraisal of the Executive Director, completed by the Planning & Policies Committee. The Board shall also approve an annual salary adjustment recommendation as submitted by the Planning and Policies and Finance Committees. The date of this review is to be on, or as near as possible to the anniversary date of the employment of the Director.

2. The Executive Director shall recommend to the Board such other professional and salaried support positions as needed to adequately perform the duties of the Board. The Executive Director shall have the approval of the Board for any additional position before the retention of any additional staff or consultant. The Executive Director shall hire staff and fix their compensation within the limits set by the Board approved budget. Each year, the Executive Director will perform a salary review and performance appraisal for each professional and salaried staff member. Such routine reviews are to be presented to the Finance Committee for their information.

3. The Executive Director, Associate Directors, Program Directors, and other Mental Health or Drug and Alcohol Specialists shall be considered State Civil Service Employees with exempt status.

4. All other secretarial/clerical positions shall be considered non-exempt.

TENURE OF EMPLOYMENT

1. If an employee has successfully completed the probationary period, and he/she continues to meet Board standards of performance, he/she has the right to continue in the position as long as the position remains in effect, and providing satisfactory performance is maintained.

PROBATIONARY PERIODS

1. It is the policy of this Board that all new employees shall serve a probationary period of 120 calendar days, commencing with the first day of employment. The purpose of the probationary period is to allow sufficient time to assess the employee's suitability for the position for which hired. The employee shall receive an appropriate and sufficient performance evaluation during the first sixty days of the probationary period, so that he/she is

aware of any deficiencies. No probationary appointment is final until the new employee has satisfactorily served his probationary period. The employee may be removed at any time during the first 60 days of the probationary period for any of the reasons listed under "Grounds for Removal, Suspension and Reduction".

After 60 days and prior to 120 days an employee may be removed for unsatisfactory performance without a hearing and without appeal rights. Removal or reduction during the second 60 days of the probationary period or at the end of the probationary period is considered proper when accompanied by a written statement giving the reasons for such action.

2. Every promoted employee shall serve a probationary period of 120 calendar days upon promotion or transfer to another position in order to assess the employee's suitability for the new job. If during the 120 day period, the employee is unable to perform the new position in a satisfactory manner, he/she shall be returned to the position formally held, if still available.

3. Interpretation and application of the above policy shall be in accordance with Civil Service Laws and Procedures for probationary periods, which are mandated by law for use in Community Mental Health, Alcohol and Drug Boards (reference Section 124.27, Ohio Revised Code and Administration Rules of the Director of Administrative Services).

HOURS OF WORK

Items 1 & 4 revised September 1999

1. Regular working hours will normally be eight hours per day, Monday through Friday, for a total of 80 hours per 2 week pay period.

2. Reporting times will be established at the discretion of the Executive Director in line with the normal County business hours. The Executive Director may, upon informing the Board, implement a flextime schedule. Therefore, individuals may be asked to deviate from the normal work week schedule in order to insure that the office is open during regular County business hours.

3. Overtime for non-exempt personnel will be considered those hours worked over forty hours in any given work week. Non-professional salaried employees shall, if required to work

overtime, be granted compensatory time equal to the overtime worked at the rate of one and one-half hours for each overtime hour worked. Compensatory time must be taken within 60 days of its accrual. Scheduling of compensatory time off is subject to the Executive Director's approval. Any accrued compensatory time due an employee upon termination, voluntary or involuntary, or at the time of retirement shall be paid up to a maximum of eighty hours.

4. Regular working hours for the Executive Director, Associate Directors, and other Mental Health, Alcohol and Drug professionals will total 80 hours per 2 week pay period unless the position is designated to be a less than full-time. In any event, compensatory time for any and all overtime will not be given, as these employees will be placed in exempt status.

CHANGES TO PERSONNEL RECORDS

1. It shall be the responsibility of each employee to notify the staff secretary of required changes to his/her personnel records. Examples of such changes are: change of name, change in number of tax withholding exemptions, changes in highest level of education attained, etc.

PERFORMANCE REVIEW

1. It is the policy of this Board that a systematic evaluation of every employee's job performance be made at regular intervals. Therefore, consistent with Ohio's Civil Service Laws:

a. All employees in probationary status, following both original appointment and promotion, are to be rated twice during the probationary period. The first rating is to be made at the end of the first half of the probationary period, and the final rating is to be made at the end of the probationary period.

b. All employees who are not on probationary status are to be rated at least once per year. The rating should cover the employee's performance during the entire year preceding the date of rating, or during the time since completion of his/her probationary period. Each employee will be rated during the month which includes the anniversary date.

c. Additional special performance ratings may be done at any time as warranted at the discretion of the Executive Director.

d. The evaluation of the Executive Director will be made by the Planning & Policies Committee and submitted to the Board for approval.

2. Staff evaluation form(s) to be used and procedures to be followed shall be developed by, the Executive Director or his/her designee, and shall comply with Civil Service Laws and Procedures. Evaluation forms for the Executive Director's annual review shall be developed by the Planning and Policies Committee of the Board. All personnel evaluation forms shall be maintained in the employee's personnel file.

SICK LEAVE

1. Employees who are absent from work due to illness or off-the-job injury should notify the Board office as soon as possible.

2. Sick leave shall be accumulated at the rate of 4.6 hours for each two-week pay period for all employees of the Board who work at the rate of 32 or more hours per week.

3. Credit is given toward the accumulation of sick leave only for the time an employee is in active pay status. This includes normal vacation time, but does not include leave of absence or lay-off.

4. Sick leave up to a maximum of one week may be taken for an illness or death in the immediate family. A longer period of time off may be granted if necessary, but it must have the approval of the Executive Director, or if not available, the Chairman of the Board.

5. Sick leave upon termination of employment, either voluntary or involuntary may be carried over to another public agency in accordance with the provisions of the Ohio Revised Code section 124.38. An employee may request a cash payment in the aggregate value of up to thirty (30) days pay at the rate of hourly payment at the time of retirement or voluntary non-retirement separation as provided in O.R.C. 124.39. Such cash payment at the time of termination shall be considered a settlement in full for all accrued sick leave. An employee who is dismissed or terminated shall not be entitled to compensation for any accumulated but unused sick time.

6. If a paid holiday occurs during an employee's sick leave, that day shall not be deducted from the employee's allowable sick leave.

PERSONAL LEAVE

Item 1 revised September 1999

1. Personal leave of three (3) days per year, allowable subject to the prior approval of the Executive Director. Personal leave may not be used in conjunction with vacation time off or sick leave. Upon termination cash value for remaining personal leave cannot be reimbursed.

2. Additional unreimbursed Personal Leave may be granted, up to 90 days, by the Executive Director. Such leave of the Executive Director shall be approved by a majority of the Board.

EMPLOYMENT BENEFITS

Item 4, added February 1996

Item 3, Insurance Waiver Option, added March 1999

Item 3, Insurance Waiver Option, changed April 2002

Item 3, 1st paragraph wording and grammatical changes - May 2004

1. All employees except temporary employees will be covered by P.E.R.S. (Public Employees Retirement System).

2. All part-time staff may receive benefits proportionate to their schedule of paid working hours.

3. Health insurance is available to all eligible full-time employees and their families through Geauga County. The premium costs for the highest level of individual or family coverage offered will be paid for by the Board. Employee health care coverage becomes effective the first of the month following a ninety (90) day waiting period from date of hire. A new employee shall submit an application form for health insurance coverage within the ninety (90) day waiting period. If the application is submitted more than thirty (30) days after he/she becomes eligible, evidence of insurability shall be required.

Insurance Waiver Option. The Geauga County Board of Mental Health and Recovery Services hereby establishes a policy to make a cash payment to any officer or employee in lieu of providing health insurance, not to exceed twenty-five percent of the cost of premiums or payments that otherwise would be paid by the County.

At the time of annual open enrollment, all officers and employees eligible for health insurance may elect a cash payment in lieu of accepting the health insurance benefit for the following year by signing a statement affirming that he/she, his/her spouse and/or eligible dependents have medical coverage.

The maximum cash payments for family coverage and single coverage shall be adopted annually in accordance with the County Commissioners established cash payment rates.

At times other than annual open enrollment, a newly hired employee may enroll in the waiver program by signing a waiver of insurance within thirty (30) days of eligibility, affirming that he/she, his/her spouse and/or eligible dependents have medical coverage.

If the outside medical coverage is cancelled, then coverage through the County's group plan will be reinstated provided the request for reinstatement is made with written proof from a previous employer, spouse's employer/previous employer or medical insurance carrier within thirty (30) days of loss of coverage.

The waiver payment will be made on a pro-rated basis within forty-five (45) days of the end of the benefit period for each full calendar month in which the employee waived coverage. Employees terminating during the year shall be paid for the number of full months for which coverage was waived. The monthly value shall be determined by dividing the annual cash payment by 12.

4. Term life insurance is available to all eligible full-time employees. The premiums for the term life insurance will be paid for by the Board. Employees term life insurance coverage becomes effective the first of the month following a one hundred and twenty (120) day waiting period from date of hire.

Part-time, temporary, intermittent and seasonal employees are not eligible for health care or term life insurance coverage.

HOLIDAYS

1. The following eleven (11) days are designated to be paid Holidays:

New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's

Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day.

2. In addition, other paid holidays, or portions of such days as designated by other County government agencies shall be designated by the Executive Director as paid holidays.

UNSCHEDULED AGENCY CLOSING

1. At the discretion of the Executive Director, or his designee the Board offices may be closed if unsafe working conditions or natural disaster situations makes it prudent to do so. Pay in such situations will be authorized at the discretion of the Executive Director.

VACATION

1. All staff vacation schedules are subject to the approval of the Executive Director.

2. Exempt staff employees shall be entitled annually to 20 days of vacation leave earned at the rate of 6.2 hours per two-week pay period. Exempt employees serving 8 years or more as an Ohio Civil Service Employee shall earn 25 days annually of vacation leave at a rate of 7.7 hours per two-week pay period.

3. Non-Exempt full-time permanent staff employees shall be entitled to 10 days of vacation annually through the first (3) three years of employment. However, employees are not allowed to use vacation leave until after six (6) months of employment. After three years of service, non-exempt employees shall be entitled to 15 days of vacation leave annually.

4. No employees may carry over vacation leave for more than three (3) calendar years.

LEAVE OF ABSENCE

Any employee on leave of absence does not earn sick leave or vacation credit during the period of the leave with the exception of those listed.

1. **Military Leave** - Staff members who are drafted or who volunteer for military duty will be considered on leave of absence

without pay or benefits for the duration of the service unless they voluntarily resign. Any vacation credits accrued prior to such service may be applied to the leave of absence, not to exceed 80 hours per pay period.

Any staff member who is called to active duty is entitled to a leave of absence with pay up to, but not to exceed 31 work days in any one calendar year. The staff member is required to submit to the Board an order or statement from the appropriate military commander as evidence of military duty before military duty with pay will be granted.

2. **Jury Duty Leave** - A staff member called for jury duty shall be excused from work with full pay for time lost during such duty.

3. **Disability Leave** - When physically incapacitated for the performance of the duties of his position, an employee may request a disability leave of absence without pay or benefits. Such disability leave may be granted when disability continues beyond accumulated sick leave. The employee in question must be declared incapacitated for the performance of their duties by a licensed physician. The term of disability leave will extend for a period of no more than one year.

4. **Maternity Leave** - Any employee who becomes pregnant may, upon written request to the Executive Director be granted leave to absent herself from work for maternity purposes. The employee, at her option, may utilize any accrued sick time and then any accrued vacation time. Any requests for additional time off in excess of those stated above shall be accompanied by a written medical report stating the conditions supporting the additional time off. The employee may exercise the option of taking the maternity leave without pay for a period not to exceed six months.

5. **Paternity Leave** - An employee taking paternity leave may use any of his accrued sick leave and vacation time before going on an unpaid leave of absence.

6. **Educational Leave** - Educational leave without compensation is allowed for a period of up to one year.

7. **Family and Medical Leave** - All leave is subject to the Federal Family and Medical Leave Act of 1993.

REIMBURSED EXPENSES

Item 1b revised April, 1998
Item 1 revised March, 1999
Item 1a revised March, 1999
Item 1b revised March, 1999
Item 4 added March, 1999
Item 1a revised May 2004

1. Actual expenses for travel including business related telephone calls, fax transmissions, e-mail, meals, tolls, registration fees, gasoline, parking fees, internet service provider, or any other work-related expense, while on Board business will be reimbursed subject to the following limitations:
 - a. Overnight travel accommodations at actual rate or government rate when available. Reimbursement for meals and tips shall not exceed \$75.00 per day with reasonable exceptions to be given under this policy, subject to the approval of the Executive Director. There shall be no reimbursement for alcoholic beverages.
 - b. Use of personal car will be reimbursed at the current IRS rate. Out of state use of personal cars will be reimbursed in an amount not to exceed the current rates for necessary transportation associated with the out of state conference or training, including air fare, rental car fee, and rental insurance.
 - c. Expense accounts shall be completed on authorized Board forms for all reimbursements requested.
 - d. Requests for reimbursements of parking expenses over \$5.00, and all meal, public transportation, and accommodation expenses out of the County must be accompanied by a receipt.
2. Attendance at training and professional conferences will normally be considered as regular working day assignments when approved by the Executive Director.
3. Reimbursement for required attendance at an after hours dinner meeting within the County will be permitted for members of the Board staff. Reimbursement will also be permitted if and when a Board meeting, committee meeting or executive session commence before and continue through the dinner hour.
4. Employees will be reimbursed for expenses incurred for in county meals only when the expense is incurred as an integral part of a meeting or conference of a recognized group or association.

AIRLINE TRAVEL

Section added May 2004

1. All Board employees are prohibited from soliciting or using the authority or influence of his/her Board position to secure, for personal travel, discounted or free "frequent flyer" air travel tickets or other benefits, based upon mileage accrued while traveling as a Board employee.

2. No Board employee shall accept or use, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained the ticket or other benefit from the purchase of airline tickets, for use in Board related travel.

CREDIT CARD USE

Section added May 2004

The only purposes for which the Board Credit Card shall be used are limited to the following types of work-related expenditures: food, lodging, telephone, gas and oil for Board owned or leased vehicles, minor motor vehicle maintenance for Board owned or leased vehicles, and emergency motor vehicle repair for Board owned or leased vehicles, work related travel and Internet service provider expenses.

TELEPHONE USE

Section added May 2004

If personal long-distance telephone calls using the Board's telephone system result in a charge to the Board, the employee shall pay for the charge. Employee shall log such calls.

Cell phones are authorized to employees by the Executive Director. Any personal calls exceeding the approved calling plan must be paid for by the employee.

INTERNET, ELECTRONIC MAIL AND COMPUTER SOFTWARE

Section added May 2004

The access and usage of the Internet, Electronic Mail and Computer Software provides significant performance benefits for employees of the Geauga County Board of Mental Health and Recovery Services.

1. The Internet shall be used in a manner consistent with the administrative, instructional, and research objectives of the Board.
2. Electronic records stored on the Board's network computer system may be subject to disclosure under the Open Record Act or laws of the State of Ohio. Electronic records are available to the employer for inspection at any time. All information stored on the Board's computer system, including e-mail may constitute a public record and may be subject to inspection by the public.
3. Board employees shall have no right to privacy in reference to usage of the aforementioned technology in the workplace.
4. Inappropriate use of the Internet and E-mail include but are not limited to the following:
 - Knowingly harassing co-workers or members of the public, sexually or otherwise.
 - Distributing advertising, chain letters or propagating a computer worm or virus.
 - Installing or downloading software without the approval of the Board Executive Director or his/her designee.
 - Conducting business that is illegal or against Board policy or contrary to the Board's interest.
 - Accessing or transmitting lewd, offensive, distasteful or obscene material.
 - Advertising or soliciting from co-workers, friends, or relatives.
5. Improper use of these resources is subject to Board disciplinary action as stipulated in these personnel policies.

RESIGNATIONS/TERMINATIONS OF EMPLOYMENT

1. All employees are expected to notify the Executive Director in writing of their intention to resign at least two weeks (ten working days) prior to the effective date of their resignation. This notice should include the expected last day of work and reason for the resignation.
2. The Executive Director must submit his/her intention to resign at least four weeks (twenty working days) prior to the effective date of resignation.

3. Failure to provide proper notice of resignation will become part of the employee's permanent work record.

4. The Board shall give one (1) month notice or one months pay (two pay periods), in lieu of notice to all employees when termination is due to a reduction in work force or to a change in table of staff organization.

5. All Board employees are civil servants and are covered by Civil Service laws, ORC Sec. 124 and the Ohio Administrative Code. If for cause the Executive Director recommends involuntary discharge of an employee for circumstances such as incompetency, inefficiency, neglect of duty, misconduct, etc., proper Civil Service procedures and forms will be utilized. The employee has ten (10) days in which to appeal the decision to discharge to the state personnel board of review, pursuant to the Ohio Revised Code and Ohio Administrative Code.

DISCIPLINARY ACTION

When an individual accepts a position with the Board, he/she also accepts the responsibility of adhering to certain rules, regulations and standards which are essential to the efficient, successful, and professional operations of the office, and every effort must be taken to ensure all employees are aware of these rules. These rules are designed, not to infringe upon any employee's rights, but rather to create an atmosphere in which all employees may work together to the maximum benefit of both the employee and the Board.

When the Executive Director considers any of these disciplinary actions warranted and necessary, he shall so notify the employee in writing. The employee shall then have two working days in which to notify the Executive Director in writing of his/her intention to use the internal grievance procedure.

1. It is the policy of this Board to be fair and uniform in the handling of personnel. It is anticipated that many minor or questionable problems and issues can be resolved through informal discussion between the immediate supervisor and the employee. It is the responsibility of the immediate supervisor, as the first line of authority, to begin the disciplinary process as soon as the violation occurs. Under most circumstances, a verbal reprimand should suffice. But, it should be made quite clear to the employee

that repeated violations will result in more severe disciplinary action. Should continued violations occur, the immediate supervisor should not hesitate to use additional verbal and written reprimands as warranted by the situation. Any action beyond verbal reprimands should be brought to the attention of the Executive Director.

2. The removal of an employee, suspension from the job for a limited period of time, or the reduction to a lower classification or salary, are serious disciplinary measures which are ordinarily taken only when the more normal methods of supervision have failed to produce the desired result. Nevertheless, there shall be no hesitancy in using these measures when circumstances warrant, subject to the requirements and procedures of the Ohio Revised Code and Ohio Administrative Code.

DEFINITIONS:

1. Removal constitutes a permanent separation from the service.

2. Suspension is an involuntary separation from active pay status. A suspension of 3 (three) days or less may be made at the discretion of the Executive Director without employee appeal rights. Any suspension shall be related to the severity of the offense which is charged, and will be made for one of the statutory causes cited below, of which the employee shall be notified in writing. The employee will be required to remain away from work while suspended.

3. Reduction is a change to a classification with a lower base pay range. Any change in classification must be based upon appropriate duty assignment. Voluntary written agreement by the employee to a reduction constitutes a waiver of appeal rights.

Any of the above actions may or may not be preceded by a verbal or written reprimand, depending on the severity of the violation. Any form of disciplinary action shall be made a permanent part of the employee's personnel file.

GROUND FOR REMOVAL, SUSPENSION AND REDUCTION:

An employee may be removed, suspended, or reduced as provided in Section 124.34 of the Ohio Revised Code (Civil Service Laws), Activities that may lead to removal, suspension, or reduction

include the following:

1. Incompetency.
2. Inefficiency.
3. Discourteous treatment of the public.
4. Obscene or abusive language, malicious gossip, spreading rumors, sexual harassment.
5. Horseplay.
6. Threatening or intimidating fellow employees.
7. Reporting for work under the influence of alcohol or drugs. Transmitting of or in possession of illegal drugs.
8. Neglect of duty, including failure to report and/or repeated absences without a reasonable cause.
9. Unexcused tardiness without a reasonable excuse.
10. Leaving the Board premises during working hours without the Executive Director's permission.
11. Gambling on Board premises.
12. Insubordination.
13. Deliberate destruction of property.
14. Falsification of any information required by the Board or by the job.
15. Theft of personal or Board property.
16. Immoral conduct on the Board's property.
17. Possession of a weapon on the Board's property.
18. Fighting.
19. Organizing activities for a group or groups on Board's time and/or Board's premises without Board approval.
20. Revealing any client information not authorized by the Board.
21. Any other acts of misfeasance, malfeasance, or non-feasance of office.

One or more of these legal basis must be cited in every action of removal, suspension or reduction except as otherwise provided in law and these personnel policies.

An employee may appeal a removal, a suspension of more than 3 (three) working days or a reduction in accordance with the grievance procedures cited below.

GRIEVANCE PROCEDURES

In the event an employee feels he/she has received unfair or

questionable treatment in any aspect of personnel administration, he/she shall follow these procedures for resolution of the problem:

1. The employee shall discuss the problem with his/her immediate supervisor within five working days of the event prompting the grievance. It is anticipated that a majority of problems can be resolved at this level, in an informal manner. Both the employee's grievance and the results of this initial discussion shall be documented in writing and signed by both parties and the Executive Director, and shall be made part of the employee's record.

2. If an acceptable solution cannot be reached at the immediate supervisor level within three working days of initial complaint, the employee shall proceed in order to the next higher level of supervision as indicated on the table of organization, up to the Executive Director level. The Executive Director shall respond to the employee in writing within one week of receipt of the grievance statement.

3. Should the employee still not feel satisfied, he/she shall so notify the Executive Director in writing within three days, and shall request the grievance be heard by the Board Planning & Policies Committee within ten working days of the request. The Executive Director shall ensure that each member of the Planning & Policies Committee receives a summary of the procedures followed thus far, and copies of all relevant materials prior to the Committee's meeting. If desired, the employee may personally appear before the Planning & Policies Committee for presentation of any supporting documentation.

The Planning & Policies Committee shall respond to the employee in writing within five working days of the hearing.

4. The final stage of appeal shall be to the full Board. The same procedures shall be followed at this level as for the Planning & Policies Committee, except that the appeal shall be heard at the next regularly scheduled meeting of the Board. The decision of the full Board shall be final.

5. Should an employee decide to be represented by legal counsel during the grievance process, he/she must inform the immediate supervisor, Executive Director, Planning & Policies Committee, or the Board of the fact prior to any hearings.

6. Under provisions of the Ohio Revised Code Amended Section 121.22, all personnel grievance hearings will be carried out in Executive Session by the Board.

7. Probationary removals and probationary reductions are made at the discretion of the Executive Director, and not subject to the appeals process(a right of appeal exists for probationary approvals made within 1st 60 days or 1st half of period).

8. While an employee of the Board may, and is encouraged to use the above internal grievance procedures, he/she may also appeal an order of removal, a suspension of more than three working days, a reduction, or certain other actions to the State of Ohio Personnel Board of Review.

If the employee chooses to use the internal procedure, the effective day of the disciplinary suspension shall be implemented with pay until the investigation is completed. If suitable resolution of the problem is not reached, the employee then may file an appeal to the Board of Review.

If the employee chooses not to use the internal grievance process, the action shall be effected forthwith, and the employee may file an appeal with the Board of Review.

Procedures for appeal to the Board of Review shall be in accordance with Ohio Civil Service Laws, and the Administrative Rules of the Director of Administrative Services. An employee considering making an appeal to the Board of Review should immediately contact the Executive Director for specific details of the appeals process.

Personnel Committee

August 19, 1981

Retyped July 27, 1988/bgm

Retyped June 21, 1989/rvh

Retyped August 9, 1989/bgm Sept.29,1989/bgm/misc.personnel.edi

Revised December 1993/bgm/policy/personnel.edi

revised mar. 94

revised feb. 95

revised Jan. 96

revised Dec. 98

Revised March 1999

Revised September 1999

Revised April 2002 Item 3, Insurance Waiver Option
Revised May 2004 (see body of policies for specific changes)

S:\Word\BETH\POLICY\Personnel Policies\Personnel Policies Edits
with credit card & computer (Final - May 2004).doc