BOMB THREAT PROCEDURES

If you receive a bomb threat:

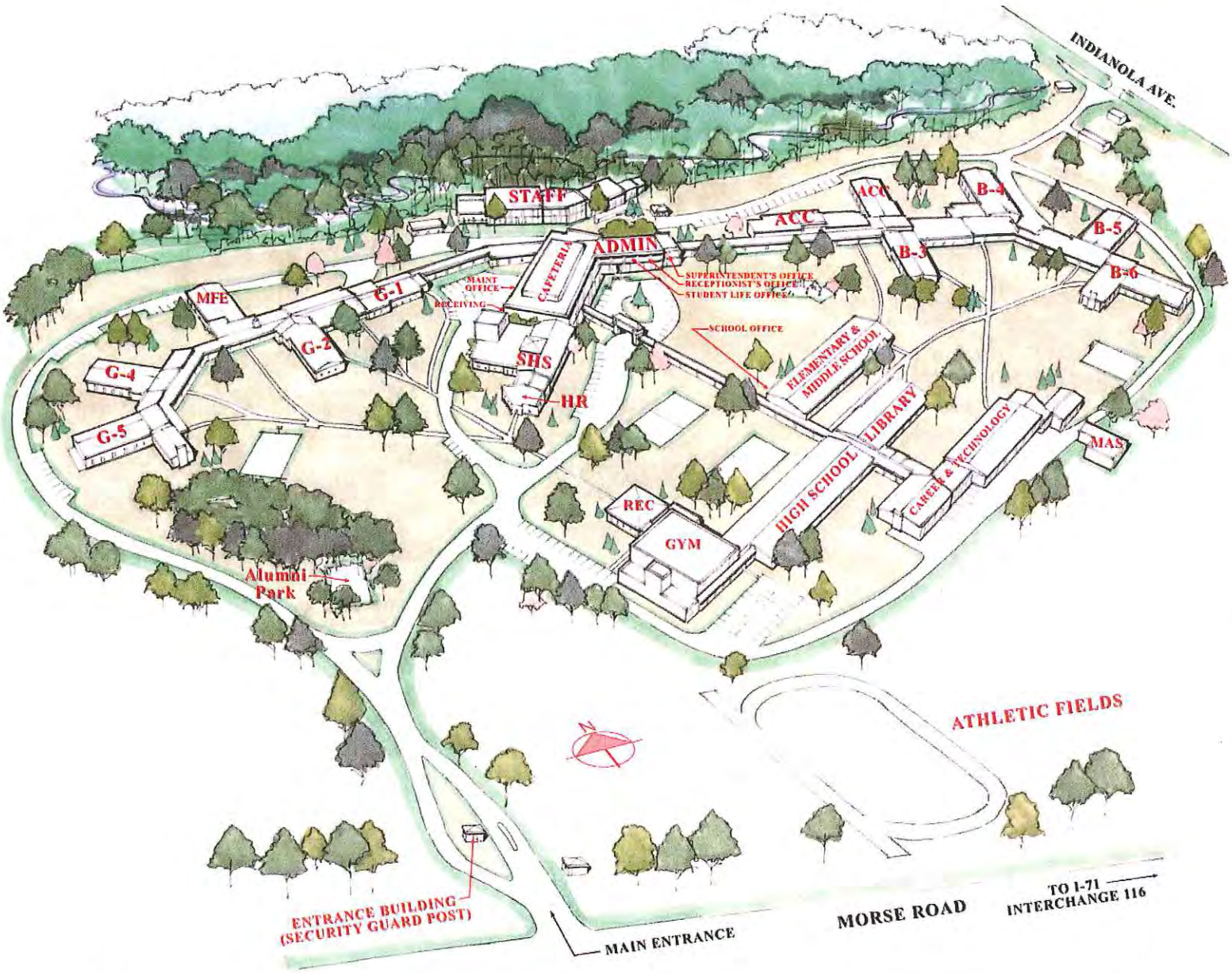
1. Try to remain calm and gather information from the caller:
   a.) Get details about the bomb – where, what time it might explode, what bomb looks like, why he/she set the bomb.
   b.) Listen for and/or observe information about the person – does he/she use a name, voice quality, language style, personality, background noises, caller ID phone number, etc.
2. Notify a co-worker about the situation (sign a message or use a note) while you keep the caller on the line.
3. Hopefully, another co-worker can notify Campus Security and/or a Supervisor.
4. Security or the Supervisor will call 9-1-1.
5. A designated staff person will drive by exterior doors to look for any suspicious packages near exit doors prior to an evacuation.
6. Staff may be advised to conduct a room "sweep" (less than five minutes).
7. Security or the Supervisor will signal an evacuation of the building when appropriate

Conducting a room "sweep":

1. Have students "freeze" where they are; they shouldn't move or touch anything.
2. Divide the room visually into three planes — floor and bottom third of room; middle section of room; and top third and ceiling.
3. Scan each area looking in all four directions without touching or moving anything — identify anything that does not belong or looks suspicious.
4. Communicate results of the room "sweep" in two ways:
   a.) To supervisor via note or in person, only if a suspicious item was located.
   b.) To the fire department by placing a "Clear" (green) or "Problem" (yellow) sign on the outside of the room as you leave.
5. Evacuate the building immediately after the "sweep."

If you notice a suspicious package or item not normally found in a room:

1. Do not touch the item or things near the item.
2. Do not touch electrical switches.
3. Do not use cell phones or two-way radios.
4. Notify a supervisor through a note or in person or security immediately:
   a.) Describe item and location.
5. Security will call 9-1-1.
6. Evacuate the area going to designated fire drill location unless directed otherwise:
   a.) Gather students or employees from nearby restrooms.
   b.) Take attendance sheets with you.
   c.) Use another exit door if you see a suspicious package near an exit door inside or outside of the building; report suspicion to supervisor or security.
   d.) Report attendance to school fire captain.



Building	*Map Key*
Entrance Building	
Security Guard Post	
Athletic Fields	
Education Wing	
School Office	
Elementary School	
Middle School	
High School	
Career & Technology	
Library	
Gymnasium	**GYM**
Recreation	**REC**
Administration Wing	**ADMIN**
Receptionist's Office	
Superintendent's Office	
Student Life Office	
Maintenance Office	
Receiving	
Human Resources Office	**HR**
Student Health Services	**SHS**
Cafeteria	
Garden Gallery	

500 Morse Road
Columbus, OH 43214
TTY/V (614) 728-1422
FAX (614) 728-4060
www.ohioschoolforthedeaf.org

Building	*Map Key*
Staff Building	
Conference Center	
Interpreter Sign Language Resources	
Center for Outreach Services	
Business Offices	
Girls Residence	
G-1 Dorm	**G-1**
G-2 Dorm	**G-2**
Multifactored Evaluation Center	**MFE**
G-4 Dorm	**G-4**
G-5 Dorm	**G-5**
Boys Residence	
Alice Cogswell Center (Preschool)	**ACC**
B-3 Dorm	**B-3**
B-4 Dorm	**B-4**
B-5 Dorm	**B-5**
B-6 Dorm	**B-6**

CAMPUS MAP

700.0 Professional Conduct

700.0 Professional Conduct

As an integral member of OSD, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of professional conduct, and a high degree of personal and professional integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that you refrain from any behavior that might be harmful to you, your co-workers, and or OSD, or that might be viewed unfavorable by current or potential students, alumni, or by the public at large.

We are respected by our customers not only because of the quality of service we deliver, but the manner in which we communicate with them. Your continuous, positive treatment of our customers is an important part of your duties. OSD customer service philosophy is a foundation for the success of OSD: "In all we attempt, in all we accomplish, we will strive to attain a Vision of Excellence, which provides the highest level of customer satisfaction to all whom we serve."

702.0 Confidentiality

OSD respects individual privacy and is committed to maintaining confidence in all information and records pertaining to employees to the extent allowed by the law or on a bona fide need-to-know basis with OSD officials.

If, during the course of their employment, employees acquire confidential or proprietary information about OSD or its students, such information is to be handled in strict confidence and should not be discussed with outsiders. Proprietary information is information owned or known exclusively by OSD that affects its normal course-of-business.

Mail or correspondence which has been labeled "confidential" will not be opened by anyone other than the addressee or a person delegated by the addressee.

703.0 Falsification of Records

In the best interest of OSD and its employees, accurate records must be maintained. Falsification of records, such as job applications, resumes/or time records, is considered a serious offense. Employees should ensure that their actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of OSD policy and is grounds for disciplinary action, which may include termination of employment of the employee.

703.1 Falsification of Application Materials

Questions on the State of Ohio job application are designed to elicit job-related information needed by OSD to accurately assess an applicant's qualifications. Giving false information on a job application and/or resume may be grounds for termination. If information is misrepresented or omitted from an application form or resume, or if misleading information is given by an applicant during the interview process, OSD reserves the right to revoke or withdraw any offer of employment. If the applicant has accepted a position with OSD, OSD may take disciplinary action, which may include termination of employment.

704.0 Fraternization Policy

Under state law and OSD policy, sexual relationships and sexual harassment between students and staff members are illegal and can result in criminal and civil penalties. Sexual harassment and relationships between students and staff often begin with innocent flirtations. Innocent flirtations can leave a staff member vulnerable to baseless accusations.

To **prevent all appearances of inappropriate relationships** between students and staff, staff must adhere to the following guidelines. These guidelines will help OSD supervise and protect students and protect staff from baseless accusations.

- **Set Appropriate Boundaries With Students**
  Staff must set appropriate personal boundaries with students and not engage in inappropriate behavior that could lead to even the appearance of an inappropriate relationship. Inappropriate behavior includes, but is not limited to, flirting; making suggestive comments; engaging in sexual dialogue over the internet; giving inappropriate personal gifts; dating; asking for a ride home after school or sports practice; hugging; sending intimate letters or cards; making personal phone calls; meeting in social settings; touching inappropriately; telling off-color jokes; exchanging phone numbers for personal reasons; or engaging in playful exchanges.

- **Report Any Inappropriate Behavior Initiated By Students**
  If a student initiates inappropriate behavior toward you, document the incident and report it to your administrator. Also report any incidents that follow. Keep copies of any documentation in a personal notes file. If appropriate, the Superintendent and/or designee will intervene and speak to the student and parents about the inappropriate behavior.

- **Report Inappropriate Behavior Between Students And Other Staff**
  Staff members must report observed inappropriate behavior between students and other staff members — if they have reason to believe that sexual relationship is occurring. State law requires staff to report all suspected child abuse to appropriate child protection authorities, and a relationship between a staff member and a student constitutes child abuse.

  Not following the above guidelines may lead to disciplinary action.

<u>Rules and Regulations</u>

- ***No fraternization or socialization with students on or off campus.*** To protect staff and students, OSD prohibits all staff members from fraternizing or socializing with students on a one-to-one basis on or off campus, except for approved activities (e.g., medical emergencies, transportation issues, curricular/extracurricular activities, open weekends, recreation activities, etc.).

- ***Get permission for group outings.*** Staff members may take groups of students for outings after school or on weekends, provided that they obtain written permission from administrative staff and students' parents.

- ***No inappropriate fraternization with students on or off campus.*** Staff members should avoid inappropriate or excessive fraternization with students on or off campus and should always leave their doors open during meetings or counseling sessions.

- ***No student visits to staff's home.*** Staff members shall neither invite students to their homes nor give out their home addresses.

- ***No alcohol or drug use by students in staff member's presence.*** Staff members shall not condone student alcohol or drug use. Staff members who serve students alcohol or drugs or are present when students are drinking alcohol or consuming drugs will be subject to criminal prosecution and/or disciplinary measures.

- ***Disciplinary measures.*** Fraternizing or socializing with students, except with permission from administrative staff, shall be considered unprofessional conduct unbecoming a staff member and shall be cause for disciplinary measures, up to and including dismissal. (Ref. 704.0-D-03 of the Policy and Procedure Manual.)

716.0 Unauthorized Use of Computer Software

The employee is prohibited from making or using unauthorized software copies under any circumstances. The OSD business office will provide legal, required software to meet legitimate software needs in a timely fashion and in sufficient quantities for OSD computers. OSD complies with all license or purchase terms regulating the use of any software the school acquires or uses. Employee-owned licensed or registered software and shareware is not allowed on OSD equipment (including computer games and other non-business applications). **NOTE:** Employees may not use software purchased for or by OSD for personal use.

718.0 Drug and Alcohol Policy

It is the policy of OSD to maintain a drug/alcohol free work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a drug on state premises is absolutely prohibited.

If two administrators agree that there is a reasonable suspicion that an employee has been using illegal drugs or alcohol, the employee will be subject to drug/alcohol testing. An employee's administrator along with an administrative witness has the right to conduct an on-the-spot evaluation of an employee or others when they have a reasonable belief that the employee or others are in direct violation of the state's drug/alcohol free policy.

All employees are to cooperate with any investigation under this policy. Failure to cooperate, providing false information, or omitting information may subject any employee to disciplinary action. (Ref. 310.8-D-03 of the Policy and Procedure Manual.)

724.0 Facsimile Policy

Employees are expected to use common sense with the use of facsimiles. Our paramount goal is to communicate efficiently and effectively with our clients and vendors. In keeping with OSD policy of treating everyone with respect for their dignity, facsimile transmissions may not be used to harass or embarrass anyone.

Anyone who is subjected to harassing facsimiles or anonymous facsimiles should report such events to his or her administrator or contact Human Resources. All facsimile messages are to be accompanied by a coversheet identifying the person receiving the facsimile. Facsimile transmissions are for business use only. Personal facsimiles received are subject to review.

726.0 Use of Internet, Electronic Mail, Online Services and Other IT Resources

OSD has established an Internet, email and IT resources use policy in compliance with the state policy established by the State Chief Information Officer. OSD will define and implement such a policy based on the business requirements of the school and require that all staff members adhere to this policy.

Use of State Provided IT Resources. The State of Ohio provides computers, services, software, supplies and other IT resources to employees, contractors, temporary personnel and other agents of the state for supporting the work and conducting the affairs of Ohio government. Personal use, if permitted by an agency, shall be strictly limited and can be restricted or revoked at an agency's discretion at any time.

- Use of State Provided Telephones and Services. Restrictions on the use of IT resources outlined in this policy apply to wired and wireless telephone devices and services, mobil communication equipment, including, text messaging, e-mail, and instant messaging, and facsimile machines connected to the state's telephone service. Additional restrictions on the use of state telephones and services are covered by Ohio IT Policy ITPH.2, "Use of State Telephones."

- Use for Collective Bargaining Purposes. In addition to this state policy, collective bargaining contract provisions control the use of state provided IT resources for contract enforcement, interpretation and grievance processing.

Unacceptable Personal Use. Any personal use of IT resources that disrupts or interferes with government business, incurs an undue cost to the state, could potentially embarrass or harm the state, or has the appearance of impropriety is strictly prohibited. Personal use that is strictly prohibited includes, but is not limited to, the following:

- Violation of Law. Violating or supporting and encouraging the violation of local, state or federal law is strictly prohibited.

- Illegal Copying. Downloading, duplicating, disseminating, printing or otherwise using copyrighted materials, such as software, texts, music and graphics, in violation of copyright laws is strictly prohibited.

- Operating a Business. Operating a business, directly or indirectly, for personal gain is strictly prohibited.

- Accessing Personals Services. Accessing or participating in any type of personals ads or services, such as or similar to dating services, matchmaking services, companion finding services, pen pal services, escort services, or personals ads is strictly prohibited.

- Accessing Sexually Explicit Material. Downloading, displaying, transmitting, duplicating, storing or printing sexually explicit material is strictly prohibited.

- Harassment. Downloading, displaying, transmitting, duplicating, storing or printing material that is offensive, obscene, threatening or harassing is strictly prohibited.

- Gambling or Wagering. Organizing, wagering on, participating in or observing any type of gambling event or activity is strictly prohibited.

- Mass Emailing. Sending unsolicited emails or facsimiles in bulk or forwarding electronic chain letters in bulk to recipients inside or outside the state environment is strictly prohibited.

- Solicitation. Except for agency approved efforts, soliciting for money or support on behalf of charities, religious entities or political causes is strictly prohibited

Participation in Online Communities. Any use of state provided IT resources to operate, participate in, or contribute to an online community including, but not limited to, ***online forums***, ***chat rooms***, ***listservs***, ***blogs***, ***wikis***, ***peer-to-peer file sharing***, and ***social networks***, is strictly prohibited unless organized or approved by the agency.

- Internet Security. A public servant participating in an online community organized or approved by the agency shall adhere to the security requirements as outlined in Ohio IT Policy ITPB.6, "Internet Security."

Unauthorized Installation or Use of Software. Installing or using software including, but not limited to, instant messaging clients and peer-to-peer file sharing software, or personally owned software, without proper agency approval is strictly prohibited. Installation and use of unlicensed software is strictly prohibited.

Unauthorized Installation or Use of Hardware. Installing, attaching, or physically or wirelessly connecting any kind of hardware device to any state provided IT resource, including computers and network services, without prior authorization is strictly prohibited. Connecting or attempting to connect a wireless device to the state's wireless service without proper agency approval is strictly prohibited.

No Expectation of Privacy. This policy serves as notice to public servants that they shall have no reasonable expectation of privacy in conjunction with their use of state provided IT resources. Contents of state computers may be subject to review, investigation and public disclosure. Access and use of the Internet, including communication by email and instant messaging and the content thereof, are not confidential, except in certain limited cases recognized by state or federal law. The state reserves the right to view any files and electronic communications on state computers, monitor and log all electronic activities, and report findings to appropriate supervisors and authorities.

- Impeding Access. Impeding the state's ability to access, inspect and monitor IT resources is strictly prohibited. A public servant shall not encrypt or conceal the contents of any file or electronic communications on state computers without proper authorization. A public servant shall not set or manipulate a password on any state computer, program, file or electronic communication without proper authorization.

Misrepresentation. Concealing or misrepresenting one's name or affiliation to mask unauthorized, fraudulent, irresponsible or offensive behavior in electronic communications is strictly prohibited.

Restrictions on the Use of State Email Addresses. Public servants shall avoid the appearance of impropriety and avoid the appearance of leveraging the stature of the state in the use of their assigned state email address. State email addresses, such as "firstname.lastname@ohio.gov" or "firstname.lastname@agency.state.oh.us," shall not be used for personal communications in public forums such as or similar to listservs, discussion boards, discussion threads, comment forums, or blogs.

Violations of Systems Security Measures. Any use of state provided IT resources that interferes with or compromises the security or operations of any computer system, or compromises public trust, is strictly prohibited.

- Confidentiality Procedures. Using IT resources to violate or attempt to circumvent confidentiality procedures is strictly prohibited.

- Accessing or Disseminating Confidential Information. Accessing or disseminating confidential information or information about another person without authorization is strictly prohibited.

- Accessing Systems without Authorization. Accessing networks, files or systems or an account of another person without proper authorization is strictly prohibited. Public servants are individually responsible for safeguarding their passwords in accordance with Ohio IT Policy ITPB.3, "Password and PIN Security."

- Distributing Malicious Code. Distributing malicious code or circumventing malicious code security is strictly prohibited. Ohio IT Policy ITPB.4, "Malicious Code Security," outlines requirements for protecting IT resources against threats from malicious code.

Penalties. Violation of this policy may result in disciplinary action or contractual penalties, and may be cause for termination. In addition, public servants may be subject to a civil action or criminal prosecution as a result of inappropriate use or misuse of IT resources. The Ohio Revised Code (ORC) makes certain misuses of IT resources criminal offenses:

- ORC Section 2909.04 – knowingly using a computer system, network or the Internet to disrupt or impair a government operation.
- ORC Section 2909.05 – causing serious physical harm to property that is owned, leased, or controlled by a government entity.
- ORC Section 2913.04 – accessing without authorization any computer, computer system, or computer network without consent of the owner.
- ORC Section 2921.41 – using a public office to commit theft which includes fraud and unauthorized use of government computer systems.

Compliance. OSD shall undertake measures to ensure that public servants adhere to this policy.

- Education and Awareness. OSD shall ensure that restrictions and controls on personal use of IT resources are addressed by education and awareness programs. Public servants shall be made aware of this policy. The policy shall adhere to applicable local, state and federal laws and any applicable collective bargaining agreement provisions. OSD shall provide their employees, contractors, temporary personnel and other agents of the state under their employ a copy of the agency's Internet, email and IT resources use policy.

State Registry. OSD will provide the Ohio Office of Information Technology Investment and Governance Division Statewide IT Policy Program a copy of their IT policy for review and approval.

All staff must have a signed exceptionable use policy on file to gain access to (LAN) Local Area Network). (Ref. 726.0-B-03 of the Policy and Procedure Manual.)

732.0 Sick Leave Abuse

It is the policy of OSD to not unreasonable deny sick leave to employees when requested. It is also the policy of OSD to take corrective action for unauthorized use of sick leave and/or abuse of sick leave. It is further the policy of OSD that when corrective and/or disciplinary action is taken, it will be applied progressively and consistently.

An administrator may require an employee to furnish a satisfactory written, signed statement which may include a certification from a licensed physician, to justify the use of sick leave or other authorized leave for medical reasons. **Falsification of either the signed statement or a physician's certificate shall be grounds for disciplinary action.**

734.0 Non Smoking Policy

OSD is a smoke and tobacco free campus. Smoking on OSD grounds is prohibited. (Ref. 734.0-D-03 of the Policy and Procedure Manual.)

740.0 Strike Policy

Employees identified by Section 4117.01(H) of the Ohio Revised Code shall not instigate, participate in or cause any strikes at OSD. If an employee participates in or promotes a strike as determined by the State Employment Relations Board pursuant to Section 4117.23 of the Ohio Revised Code, the employee may be subject to the penalties outlined in Section 4117.23.

742.0 Telephones and Wireless Telecommunication Equipment Policy

The Ohio School for the Deaf (OSD) telephones, both wired and wireless equipment (e.g., cell phones, pagers, sidekicks, etc.) are provided in order to conduct the business of the school. Each user (employee, contractor or temporary employee) is responsible for the effective and efficient use of such equipment and for compliance with the entire policy.

742.1 Limitations on Personal Calls

The Superintendent recognizes that it may be necessary to make or accept a limited number of personal phone calls while at work. However, the frequency and duration of such personal calls must be kept to a minimum, whether using state telecommunication devices or personal cell phones. Personal calls should be made, whenever possible, during lunch hours or authorized breaks.

Except in emergency situations, personal long distance calls **are prohibited** from being made from OSD telecommunication equipment and charged to the state. Personal long distance calls made from the office are to be charged to the user's personal credit card, to a non-state number, made from a pay phone, or a personal cell phone. If a personal long distance call is charged to the state due to an emergency or in error, the cost of the call must be reimbursed to the state upon receipt of the invoice.

Personal calls made or received on state wireless telecommunication devices are only acceptable in emergency situations when no wired telephones are available for use. Reimbursement for personal calls made or received on state wireless telecommunication devices is to be made upon receipt of the invoice.

Personal business, which involves an activity undertaken for profit or gain of any kind, shall not be conducted from state telecommunication devices. Users are prohibited from circulating their state telephone number as a number at which they can be reached for personal business. Personal business cards and other materials (e.g., letterhead) shall not have a state telephone number listed as the contact number

744.0 Time Cards/Sign-In Log Policy

In work units where sign-in logs or time cards are utilized, employees must sign in/out and or clock in/out according to their work unit procedures. Not signing in/out or clocking in/out may be grounds for disciplinary action.

746.0 Work Rules Policy

All employees must adhere to and follow their work unit work rules. Not following work rules may be grounds for disciplinary action.

748.0 Workplace Contraband Policy

To maintain the safety and security of its employees and clients, OSD prohibits the possession of weapons on its property at any time, including state vehicles. Additionally, while on duty employees may not carry a weapon of any type.

Pornographic material, including sexually explicit literature or photographs, material depicting either sex in a degrading manner, or any other material that is sexually offensive is prohibited.

750.0 STANDARDS OF EMPLOYEE CONDUCT

I. SCOPE:

This policy applies uniformly to all OSD employees with the following exceptions:

A. Unclassified employees, as defined by the Ohio Revised Code, shall be required to comply with the Standards of Employee Conduct set forth in this document, however no provision of this document is to be construed as an employment contract. All unclassified employees are employed at will and serve at the pleasure of the appointing authority.

B. Fair Labor Standards Act (FLSA) overtime exempt employees are subject to the Standards of Employee Conduct; however, the schedule of discipline may be adjusted to accommodate the overtime exemption.

C. New hire probationary employees may be removed from their positions for violations of any of the Standards of Employee Conduct or other valid reasons.

II. DEFINITIONS:

A. VERBAL (ORAL) REPRIMAND: Memorandum to the employee with a copy to the personnel file recording and documenting the nature of the verbal admonishment. The memorandum shall include the date, rule violation and the nature of the violation as well as the proper course of behavior and future consequences, if the behavior is not corrected. (See attached form)

B. WRITTEN REPRIMAND: Memorandum to the employee with a copy to the personnel file recording and documenting the nature of the written admonishment. The memorandum shall include the date, rule violation and the nature of the violation as well as the proper course of behavior and future consequences, if the behavior is not corrected.

C. SUSPENSION: The loss of a scheduled work day without pay.

D. WORKING SUSPENSION: Equal in weight and retention to a suspension, but differs in that the employee continues to work and receive pay.

E. FINE: Disciplinary action that results in the employee continuing to work, but not receiving pay for a specified period of time up to a maximum of five (5) days. Fines cannot be implemented without OCB approval.

NOTE: For OCSEA Bargaining Unit Employees: If an employee receives discipline which includes lost wages or fines, OSD may allow the employee to have his/her personal leave, vacation leave, compensatory leave balances or a combination of any of these depleted by a corresponding number of hours under such terms as may be mutually agreed to by OSD the employee and OCSEA.

F. DEMOTION: Exempt employees may be reduced in pay and position for violations of the Ohio Revised Code 124.34.

G. REMOVAL: The involuntary termination of employment with OSD.

H. LAST CHANCE AGREEMENT: An agreement that is normally crafted when an employee is facing a major suspension or removal. The Last Chance Agreement requires that the employee not violate any specified standard of conduct for the term of the agreement, usually two (2) years, or face immediate removal without recourse (e.g. grievance, litigation or administrative action).

I. OVERTIME EXEMPT EMPLOYEES: Employees who are exempted from the overtime pay provisions of the FLSA due to their job duties and responsibilities and/or professional status.

III. PROCEDURES:

A. RESPONSIBILITY

1. The Office of Human Resources is responsible for ensuring that the Standards of Employee Conduct: Disciplinary Grid are provided and made known to each employee of the schools.

2. It is the responsibility of all employees working at OSD to familiarize themselves with and adhere to the policies and procedures of the schools. In addition, employees are to conduct themselves in such a manner that their activities, both on and off duty, are consistent with the mission of the schools and do not adversely affect their ability to perform their duties.

3. Managers and supervisors are responsible for the appropriate and consistent application of the standards of employee conduct, policies, and procedures of the schools. Supervisors also are responsible for counseling employees when appropriate and initiating the request for disciplinary action as soon as they are aware of a potential situation.

4. Supervisors, managers, and the Office of Human Resources staff are responsible for providing requested advice, guidance, and assistance and may consult with the Office of Legal Services.

B. GENERAL STANDARDS OF CONDUCT

1. Attendance

a. Each employee is important to the operation of the organization and each job function is vital. Accordingly, it is essential that each employee take personal responsibility for good attendance practices as attendance is a vital concern to the schools. It is recognized that illness, personal matters, and emergencies may occasionally occur which could not have been predicted and that may cause an employee to be away from work.

b. Abuse or misuse of leave and failure to timely notify a supervisor of one's need for leave adversely impacts and disrupts the orderly operation of the schools. The abuse or misuse of leave can result in excessive costs to the OSD (e.g., overtime to cover absent staff). Several violations are listed in the disciplinary grid to address the various elements of attendance violations.

2. Government Property

a. All government property, including but not limited to automobiles, supplies, equipment, telephones, computer hardware, computer software, electronic mail, OSD information systems, internet usage, and facilities are to be used for **official purposes only,** unless otherwise stated. Loss, theft, damage, or destruction of an employee's government property must be reported to his/her supervisor immediately.

b. OSD credentials or identification cards shall not be used to coerce, intimidate, or deceive others or to obtain any privilege or article not otherwise authorized in the performance of official duties.

3. Personal Conduct

Employees have a responsibility to respect the diversity of our workforce and afford their fellow workers a workplace free from harassment and intimidation. Employees shall recognize the limitations of their authority and at no time use the power of their position for personal advantage or gain. No employee shall accept or solicit bribes, gifts, money, or favors from vendors or agencies/entities with which OSD has a regulatory or fiduciary relationship.

4. Workplace

Employees must treat colleagues, coworkers, internal/external customers, and the public with respect. Courteous and positive communication is expected; belittling, rude, hostile, and volatile behavior will not be tolerated. Vulgar language and gestures are not conducive to a reasonable and satisfactory work environment. Disagreements are to be settled by discussion and intervention. Individuals engaging in any type of incivility could face disciplinary action up to and including removal.

5. Outside Employment

Employees shall not have a direct or indirect financial interest or other interest that conflicts or appears to conflict with one's government duties and responsibilities. For more information regarding conflicts of interest or outside employment see Chapters 102 (the Ohio Ethics Law) and 2921 of the Ohio Revised Code.

6. Illegal Activities

Illegal activities on the part of any employee, in addition to being unlawful reflect on the integrity of the schools and betray the trust and confidence placed in it by the public. It is expected that employees will obey, not only the letter of the law, but the spirit of the law whether engaged in personal or official activities. An employee convicted of a felony must immediately report it to the Office of Human Resources.

7. Confidentiality

Employees working at OSD have access to many different types of information. Each employee may only disclose or release information consistent with applicable law and school policy.

8. Employee Fraternization

a. Employees will not directly supervise any employee with whom they have an intimate relationship.

b. Managers or employees in the supervisory chain of command will not participate in the granting of any discretionary employment action or benefit for employees with whom they have an intimate relationship. The manager or supervisor will disclose the conflict to the Director of the Office of Human Resources in order to disqualify themselves from participating in any disallowed employment action.

C. INVESTIGATIONS

Allegations of misconduct will be investigated. During the course of an investigation, employees are to cooperate fully by providing all pertinent information. Failure of an employee to answer any inquiry fully, truthfully and to the best of their knowledge will be grounds for disciplinary action. Individuals may also be required to submit to an official search of person or property. An employee may be placed on Administrative Leave during an investigation. Should this action be necessary, it will be coordinated by the Office of Human Resources. An employee has the right to union representation at all investigatory meetings.

D. CORRECTIVE COUNSELING

Corrective counseling is an option and may be utilized prior to any disciplinary action as well as between various steps of progressive discipline. Corrective counseling is a tool used to communicate, define expectations and provide an opportunity to achieve success. A corrective counseling meeting is not discipline. Counseling should be documented with a written memo noting the inappropriate behavior, steps to avoid the inappropriate behavior and a warning that future incidents may result in discipline. Such memos are not put in the employee's personnel file.

E. EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. Employees experiencing personal problems which interfere with their duties and responsibilities are encouraged to seek the services of the Employee Assistance Program.

2. Participation by an employee in an EAP program may be considered in mitigating disciplinary action.

3. Imposition of discipline can be delayed until the employee completes an EAP program. Upon notice by the OHIO EAP of successful completion under the provisions of an Ohio EAP Participation Agreement, OSD will give serious consideration to modifying the contemplated discipline.

4. Separate disciplinary action may be instituted for offenses committed after commencement of an EAP Participation Agreement.

F. DISCIPLINE

1. It is important that disciplinary actions be for just cause and be administered fairly throughout the schools within the guidelines set herein. The discipline shall be commensurate with the offense taking into account the severity of the violation, mitigating circumstances, as well as previous discipline and other aggravating circumstances.

2. OSD is committed to the policy of constructive progressive discipline. Disciplinary actions should be imposed with the intent of giving the employee the opportunity to correct his/her behavior so long as the discipline is commensurate with the offense. If the behavior is not corrected, discipline should become increasingly more severe up to and including removal. However, certain offenses warrant severe discipline to include removal on the first offense.

3. Individual violations are not mutually exclusive. Progressive discipline need not be measured in terms of following the complete progression in each category. The violation of different work rules, the closeness in time and repetitive nature of the violations are examples of circumstances that aggravate the penalty.

IV. GRIEVANCE PROCEDURE

A. BARGAINING UNIT MEMBERS

Employees who are members of a collective bargaining unit are to follow the appropriate articles in their bargaining unit agreements.

B. EMPLOYEES EXEMPT FROM COLLECTIVE BARGAINING UNIT AGREEMENTS

This procedure applies to all permanent employees (classified and unclassified) of OSD who are exempt from collective bargaining and are not currently serving an initial probationary or evaluation period.

C. DEFINITIONS

1. The term "grievance" is defined as an alleged misinterpretation, improper application, or failure of the agency to comply with existing laws, administrative rules, agency or work unit procedures, regulations, policies, orders, or work rules.

2. An "informal grievance" is when an employee initiates a dialogue (verbally) with their immediate supervisor regarding a matter of concern or dissatisfaction which is subject to the control of the management of OSD.

3. The term "day" as used in this procedure is defined as a calendar day. Days shall be counted by starting with the day after receipt of the grievance and the day after any Step 1, 2, 3, or 4 meeting, as referenced in *Section IV A-D*.

V. ISSUES NOT COVERED BY THIS PROCEDURE

A. Matters which are subject to direct appeal to the State Personnel Board of Review by the employee and is provided by law (e.g., removal, suspension for more than three days, fines in excess of three days' pay, lay-off, reclassification, reduction in pay or position, permanent transfer).

B. Complaints alleging discrimination due to race, color, religion, sex, national origin, handicap/disability, or age (over 40).

C. Any matter presently under litigation with any court or other administrative forum.

D. A preliminary warning or notice of a specific action (e.g., anticipation of an unsatisfactory performance review, anticipation of leave denial, or corrective counseling).

E. Any matter involving compensation, retirement, health benefits, assignments of work unless otherwise reviewable pursuant to law (or pursuant to any rule or regulation that has the force and effect of law).

VI. GRIEVANCE PROCEDURES

A. Step 1 – Grievance: An employee having a grievance shall present the grievance form to their immediate supervisor, and attempt to resolve it informally (verbally) within five (5) days of the incident or the situation giving rise to the grievance. The supervisor shall discuss and attempt to resolve the informal grievance within his/her authority. At the conclusion of the informal grievance, the immediate supervisor shall provide the response in writing to the employee on the grievance form indicating the resolution offered. The completed form shall be provided to the employee within three (3) days after the informal discussion. If the employee is not satisfied with this response, the employee may proceed to Step 2.

B. Step 2 – Grievance: If the employee is not satisfied with the response in Step 1, the employee has three (3) additional days to submit the grievance form to the next level of supervision. With the grievance form, the employee shall submit copies of any attachments received from the immediate supervisor resulting from the informal grievance meeting (Step 1) and any additional documentation and/or information the employee wants to be considered. The next level of supervisor or designated representative shall schedule a meeting with the employee within five (5) days after receiving the employee's grievance form. The next level supervisor or designated representative may request the attendance of the employee's immediate supervisor to verify the complaint. The next level supervisor shall discuss and attempt to resolve the grievance within his/her authority. The next level supervisor or a designated representative shall respond in writing (on form with or without an attached memo) to the employee within five (5) days after the grievance meeting.

C. Step 3 – Grievance: If the employee is not satisfied with the response in Step 2, the employee may submit the grievance form to the appropriate administrator within five (5) days after receiving the response in Step 2. With the grievance form, the employee shall submit copies of any attachments received from previous steps and any additional documentation and/or information the employee want to be considered. The administrator may choose if he/she will hear the grievance. If the administrator chooses not to hear the grievance, he/she must respond to the employee within five (5) days of receipt of the grievance. If the administrator chooses to hear the grievance, the grievance meeting must be held within 15 days of receipt of the grievance form. The administrator shall respond to the employee (on form with or without an attached memo) to the employee within five (5) days after the grievance meeting.

D. Step 4 – Grievance: If the employee is not satisfied with the response in Step 3, the employee may submit the grievance form to the Office of Human Resources within five (5) days after receiving the response at Step 3. With the grievance form, the employee shall submit copies of any responses received from previous steps and any additional documentation and/or information the employee want to be considered. The Human Resources designee will review the matter and investigate the grievance. The Human Resources designee shall conduct a hearing within 15 days of receipt of the grievance form. The employee will receive a written response within five (5) days after the hearing. The outcome of this hearing shall be final.

F. Any matter over which the agency has no authority.

VII. GENERAL GUIDELINES FOR GRIEVANCES

A. The submission of the grievance form shall be considered timely if it is postmarked or time stamped within the applicable period. Likewise, the issuance of the answer shall constitute a timely response if it is postmarked or time stamped within the answer period. Employees are not authorized to use state postage to submit grievances.

B. The agency will make a good faith effort to ensure confidentiality.

C. The employee may elect to have one other employee (must be an exempt employee) employed at the same location attend the grievance meeting. However, the selected employee may not hold a classification equal to or greater than the supervisor conducting the meeting. This selected employee's attendance must be authorized by his/her supervisor in advance of the meeting.

D. Witnesses on both sides are encouraged to submit written witness statements in lieu of personal appearances to the maximum extent possible for efficiency and economy.

E. There shall be no tape recording of the grievance meetings.

F. Grievances may be withdrawn at any step of the grievance procedure. Grievances not appealed by the employee within the designated time limits will be considered abandonment of the complaint and acceptance of the last answer given.

F. The time limits may be extended by mutual agreement of the parties involved at that particular step. At any step where a response is not received within the specified timeframe, the employee may proceed to the next step as though the answer was unsatisfactory.

G. Employees must comply with each step in order, unless it is mutually agreed upon by all parties involved at that particular step.

H. The original copy of the formal grievance form with the responses from each step, and any memorandums or attachments shall be provided to the employee after each grievance meeting. A copy of the final version of the form shall be forwarded to the Office of Human Resources.

VIII. RULE VIOLATIONS AND PENALTIES

A. Standards of Employee Conduct/Disciplinary Grid provides the Rule Violations and Penalties commonly referred to as the disciplinary grid. This is a guideline to inform employees of those actions which are considered unacceptable and the possible corrective action for such.

B. Where Suspension is used in this grid, it may mean one of the following: Suspension Without Pay, Working Suspension, Reduction of Leave Balance, or Demotion.

The Disciplinary Grid is a guideline to inform employees and supervisors of those actions which are considered unacceptable and the possible corrective action for such.

C. These guidelines are not all inclusive and may vary depending upon individual mitigating or aggravating circumstances.

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Attendance: Abuse or misuse of leave and/or failure to notify supervisor in a timely manner.

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1. Failure to provide proper call-off	Verbal Reprimand	Written Reprimand	Fine or Suspension	Removal
2. Tardiness, extending lunch hour or leaving early without permission	Verbal Reprimand	Written Reprimand	Fine or Suspension	Removal
3. Use of more leave than available balances on pay stub.	Verbal Reprimand	Written Reprimand	Fine or Suspension	Removal
4. Absent without leave, no notification/no mitigation (i.e., no call/no show) *NOTE: The supervisor is required to coordinate with the Office of Human Resources on the first day an employee is absent without notification.*				
4a. One day or less	Suspension	Suspension	Removal	*
4b. Two days	Suspension	Removal	*	*
4c. Three days or more (i.e., job abandonment)	Removal	*	*	*
5. Absent without leave, notification given or mitigating circumstances documented				
5a. One day or less	Written Reprimand	Fine or Suspension	Suspension	Removal
5b. Two days	Fine or Suspension	Suspension	Removal	*
5c. Three days	Suspension	Removal	*	*
5d. Four or more days	Removal	*	*	*
6. Abuse or misuse of any approved leave (e.g., sick, FMLA, Disability, etc.)	Determination based upon severity of incident			
7. Failure to obtain supervisor's prior approval for overtime/comp time	Verbal reprimand	Written reprimand	Suspension	Removal

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Dishonesty: Engaging in an act or making a statement which is false, untruthful, and/or misleading.

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1. Falsifying or fraudulently altering any official or public document (e.g., work documents, travel report, attendance record, employment application, etc.	Suspension or Removal	Removal	*	*
2. Use of state phones, supplies equipment or state paid time for personal reasons for non-work matters or misuse of state property	Oral reprimand	Written reprimand	Fine or Suspension	Removal
3. Use of state phones, supplies, equipment or state paid time for personal gain	Suspension	Suspension or Removal	Removal	*
4. Intentional misuse or destruction/defacing of state property, public property, or property of another employee	Fine or Suspension	Suspension	Removal	*
5. Interfering with, failing to cooperate with, or providing false information in conjunction with an official investigation or inquiry	Suspension or Removal	Removal	*	*
6. Misuse or unauthorized use of state vehicle	Written reprimand	Fine or Suspension	Removal	*

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1. Insubordination				
1a. Refusal to carry out and/or follow directions, assignment, written policies, procedures, and/or work rules	Fine or Suspension	Suspension or Removal	Removal	*
1b. Willful disobedience of a lawful direct order	Fine or Suspension	Suspension or Removal	Removal	*
2. Making false, abusive, inflammatory, threatening, or obscene statements or gestures	Written reprimand or Suspension	Suspension or Removal	Removal	*
3. Discourteous and/or rude treatment of another	Verbal reprimand	Written reprimand	Suspensions	Removal
4. Promotion of or participation in gambling activities during working hours	Verbal reprimand	Written reprimand	Suspension	Removal
5. Wearing inappropriate attire in the workplace; violation of OSD dress code	Verbal reprimand	Written reprimand	Suspension	Removal
6. Unauthorized solicitation, display and/or distribution of literature	Verbal reprimand	Written reprimand	Suspension	Removal

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.

CONTINUED

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
7. Violation of the OSD computer and information systems usage policies	Determination based upon severity of incident			
8. Immoral or indecent conduct	Suspension or Removal	Removal	*	*
9. Posting or displaying obscene material	Suspension or Removal	Removal	*	*
10. Sexual harassment	Suspension or Removal	Removal	*	*
11. Acts of discrimination, insult, intimidation, or harassment on the basis of race, gender, religion, national origin, disability, age, veteran status, or sexual orientation	Written reprimand or Fine	Suspension or Removal	Removal	*
12. Providing preferential treatment to a family member or acquaintance	Determination based upon the severity of the incident			
13. Felony conviction or failure to disclose a felony conviction	Removal	*	*	*

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.

CONTINUED

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
14. Unauthorized use or abuse of state equipment, property, state paid time, or the property of another	Determination based upon the severity of the incident			
15. Engaging in political activities as prohibited by ORC 124.57	Suspension or Removal	Removal	*	*
16. Participation in a work stoppage or other cessation or disruption of services, either in full or in part (e.g., sick out, slowdown, en masse refusal to work overtime, etc.)	2 Day Suspension or Removal	Removal	*	*
17. Organizing, leading, coordinating, promoting or planning a work stoppage or other cessation of services as defined in 16 (above)	Removal			

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.

CONTINUED

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
18. Refusal to fully cooperate, interfering with and, or providing false, incomplete, or misleading information in an investigation or inquiry	Determination based upon the severity of the incident			
19. Horseplay	Determination based upon the severity of the incident			
20. Misuse of or removal or providing or discussing confidential material, records or official documents	Suspension or Removal	Removal	*	*
21. Carrying weapons in/on OSD facilities/grounds or on the person of an OSD employee while on duty or in a state vehicle	Removal	*	*	*
22. Smoking and/or tobacco use in/on state property/facilities/vehicles	Oral	Written	Suspension	Removal

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.

CONTINUED

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
23. Violation of Fraternization Policy	Determination based upon the severity of the incident			
24. Violation of ORC 124.34: Incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public neglect of duty, or acts of misfeasance, malfeasance, or nonfeasance	Determination based upon the severity of the incident			

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Neglect of Duty: Failure to do or carry out, through oversight or carelessness, a service, action, or assigned task.

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1. Failure or refusal to carry out and/or follow directions, assignment, policies, procedures and/or work rules	Oral or Written reprimand	Written Reprimand or Fine	Suspension or Removal	Removal
2. Carelessness in the use of state equipment or property	Verbal reprimand	Written Reprimand	Suspension	Removal
3. Leaving work area, extending breaks, or extending lunch periods without authorization	Verbal reprimand	Written reprimand	Suspension	Removal
4. Failure to report accidents or injuries to immediate supervisor and/or Office of Human Resources within 48 hours	Verbal reprimand	Written reprimand	Suspension	Removal
5. Failure to timely and/or accurately complete work assignment(s)	Determination based upon the severity of the incident			
6. Failure to report immediately a violation of any work rule, law or regulation that could jeopardize the safety or security of the work place	Determination based upon the severity of the incident			

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Neglect of Duty: Failure to do or carry out, through oversight or carelessness, a service, action, or assigned task.

CONTINUED

7. Sleeping while on duty	Written reprimand	Fine or Suspension	Removal	*
8. Performing work duties/assignment at substandard levels	Oral reprimand	Written reprimand or Fine	Suspension or Removal	Removal

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Substance Abuse: Illegal/inappropriate possession or use of alcohol or drugs.

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1. Reporting to work under the influence of any intoxicant; unfit for duty	Suspension	Suspension or Removal	Removal	*
2. Possession and/or consumption of alcohol, illegal drugs, or misuse of prescribed drugs while on duty or on OSD property	Suspension	Suspension or Removal	Removal	*
3. Selling or distributing illegal drugs or other controlled substances	Removal	*	*	*
4. Refusal to submit to/failure to pass a properly ordered drug or alcohol test	Suspension or Removal	Removal	*	*

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Workplace Violence: Aggressive or coercive behavior in the context of the workplace

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1. Fighting and/or striking another	Suspension or Removal	Removal	*	*
2. Threatening, intimidating, or coercing another whether by action or communication	Suspension	Suspension or Removal	Removal	*
3. Carrying weapons in/on OSD facilities/grounds or on the person of an OSD employee while on duty or in a state vehicle	Removal	*	*	*
4. Deliberate destruction o damage to state property or property of another	Suspension or Removal	Removal	*	*
5. Willful, malicious and/or repeated following of another (also known as stalking)	Suspension or Removal	Removal	*	*

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Workplace Violence: Aggressive or coercive behavior in the context of the workplace

CONTINUED

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
6. Other actions with the intent to harm or actions that cause harm to another	Determination based upon the severity of the incident			

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Violations specific to supervisors and managers:

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1. Failure to discipline sub-ordinates for violations of work rules, OSD policies or ORC/OAC	Determination based upon severity of the incident			
2. Failure to treat all sub-ordinates fairly and in a non-discriminatory manner	Determination based upon severity of the incident			
3. Failure to adequately perform supervisory functions	Determination based upon severity of the incident			
4. Use of one's position for inappropriate or personal gain	Determination based upon severity of the incident			
5. Requiring employees to do personal non-OSD work for the supervisor	Suspension or Removal	Removal	*	*
6. Fraterniza-tion and/or the Appearance of impropriety in the workplace	Determination based upon severity of the incident			

STANDARDS OF EMPLOYEE CONDUCT

DISCIPLINARY GRID FOR THE OSD
RULE VIOLATIONS AND PENALTIES

Violations specific to supervisors and managers:

CONTINUED

VIOLATION OR OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
7. Failure to support and/or administer agency initiatives	Determination based upon severity of incident			

IMPORTANT WEBSITE ADDRESSES FOR BENEFITS AND TRAINING

DISABILITY, WORKER'S COMPENSATION, AND UNEMPLOYMENT BENEFITS
http://www.das.ohio.gov/hrd/dis/disindex.html#wc

HEALTH CARE BENEFITS & LONG TERM CARE
http://das.ohio.gov/hrd/HCB/hcbindex.html

DENTAL AND VISION EMPLOYEE BENEFIT (EXEMPT EMPLOYEES ONLY)
http://das.ohio.gov/hrd/dentvisn/denvisidx.html

DENTAL AND VISION EMPLOYEE BENEFIT (UNION EMPLOYEES ONLY)
http://www.benefitstrust.org/home.htm

BENEFIT FORMS
http://das.ohio.gov/hrd/beneforms.html

LIFE INSURANCE BENEFITS (EXEMPT EMPLOYEES ONLY)
http://das.ohio.gov/hrd/life/lifeindex.html

LIFE INSURANCE BENEFITS (UNION EXMPLOYEES ONLY)
http://www.benefitstrust.org/home.htm

OHIO HEALTH BENEFIT PROVIDERS

Aetna HMO
www.Aetna.com/stateohioemployee

Ohio Med PPO
www.medmutual.com

The Health Plan HMO
www.healthplan.org

Paramount HMO
www.paramounthealthcare.com

UnitedHealthcare HMO
www.myuhc.com

1199 AND SCOPE TUITION REIMBURSEMENT PROGRAM

http://www.das.ohio.gov/hrd/Training/tuitionreimbursement.html

OCSEA TUITION REIMBURSEMENT PROGRAM

http://www.uedtrust.org/gd/templates/pages/WD/Main.aspx?page=1

PROFESSIONAL DEVELOPMENT, COMPUTER PURCHASE PLAN AND COMPUTER PURCHASE VENDERS (EXEMPT EMPLOYEES ONLY)

http://www.das.ohio.gov/hrd/epdp/index.htm

UNION BENEFITS TRUST (UNION EMPLOYEES ONLY)

http://www.benefitstrust.org/home.htm

Telephone Directory

Administrative Services Division of Human Resources 30 East Broad Street, 28th Floor Columbus, Ohio 43215	614/466-3455 http://www.das.ohio.gov
Attorney General's Office 30 East Broad Street, 17th Floor Columbus, Ohio 43266-0410	614/466-4320 http://www.ag.state.oh.us/
Civil Rights Commission, Ohio 1111 East Broad Street Suite 301 Columbus, Ohio 43205-1379	614/466-5928 http://www.state.oh.us/crc/
Deferred Compensation Program Public Employees Customer Service 655 Metro Place South, Suite 300 Dublin, Ohio 43017	1-877-644-6457 http://www.ohio457.org
Employee Assistance Program 106 North High Street, 4th Floor Columbus, Ohio 43266-0525	1-800-221-6327 http://www.state.oh.us/das/dhr/eap.html
Ethics Commission 8 East long Street, Suite 1200 Columbus, Ohio 43215-2940	614/466-7090 http://www.ethics.ohio.gov
Equal Opportunity Division Department of Administrative Services 30 East Broad S., 18th Floor Columbus, OH 43266-0408	614/466-8380 http://www.das.ohio.gov/eod

Federal Equal Employment Opportunity Commission
Tower City Skylight Office Tower
1660 W. Second St., Suite 850
Cleveland, OH 441

216/522-2001 Cleveland
513/684-2851 Cincinnati
http://www.eeoc.gov/

Innovation Ohio
30 East Broad Street, 28th Floor
Columbus, OH 43215

614-644-5222
http://www.das.ohio.gov/hrd//innohfaq.html

Inspector General, State
30 East Broad St., Suite 1820
Columbus, OH 43266-0820

1-800-686-1525
http://www.watchdog.ohio.gov

State Library of Ohio
Reference
Circulation
Government Documents
274 East 1st Avenue
Columbus, Ohio 43201

http://winslo.state.oh.us/
614/644-7051
614/644-6950
614/644-7051

Retirement Systems

- Public Employees Retirement System
  277 East Town Street
  Columbus, Ohio 43215

  1-800-222-7377
  www.opers.org/

- State Teachers Retirement System
  275 East Broad Street
  Columbus, Ohio 43215-37771

  1-888-227-7877
  www.strsoh.org/

State Personnel Board of Review
65 East State Street, 12th Floor
Columbus, Ohio 43215-4213

614/466-7046
614/466-6539
http://www.pbr.ohio.gov

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Unauthorized Use of Computer Software 716.0
Unclassified Service Employee (Definition) 305.1
Uniforms and Provided Clothing Policy 226.0
Unpaid Leave 408.9
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V

Vacancies and Job Postings	310.2
Vacation Accrual and Leave Policy	408.17
Vacation Compensation and Accrual	558.0
Visitor Identification Policy	241.0

W

Wage and Salary Compensation	551.0
Weapons and Dangerous Ordnance Policy	680.0
Weather Emergency Policy/Leave	408.21
Witness Duty Compensation	563.0
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Work Injury and Sickness Reporting	610.0
Work Rules Policy	746.0
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Workers' Compensation	650.0
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Workplace Contraband Policy	748.0
Workplace Violence	214.0