

SECTION V: Conditions of Employment

- A. As an Equal Opportunity Employer, the Mid-Ohio Psychological Service, Inc., shall adhere to the following practices, when soliciting for employment:
1. Notice of vacancies to be filled shall be made known to the public through the use of no less than two separate media.
 2. Advertising shall include a description of the position available and minimum requirements, ~~salary range, application deadline, and indication of being an equal opportunity employer.~~
 3. A non-discriminatory application shall be given to any and all applicants seeking employment.
 4. Applicants will be informed that the program follows the rules and regulations governing fair employment practices, that the program respects the applicant's right to privacy, and that all inquires for employment will be treated in confidence.
 5. Application will be reviewed by the Executive Director and the position's immediate supervisor or their designees, and the most qualified candidates shall be personally interviewed.
 6. The one best candidate shall be recommended to the Executive Director for hiring.
- B. Current employees may apply for other positions within the organizations, however no preference will be made for current employees when considering the employment of a person for a particular position. That is, although internal promotion is possible, candidates will not receive preference simply because they are a current employee of the organization.
1. New employees shall be subject to a probationary period in accordance with the following guidelines:
 2. There shall be a probationary period of 120 calendar days in length.
 3. The probationary period is intended as a working test period and shall be utilized for the purpose of closely observing an employee's work as a final determination of the employee's suitability and qualification for the position.
 4. Probationary employees may be removed for reasons of unsatisfactory performance between sixty-one and one hundred-twenty calendar days of

the probationary period. The decision for removal may be made by the Executive Director by recommendation of the immediate supervisor.

- C. Upon any employee's promotion, a 120-calendar day probationary period will be served.
- D. An employee who has successfully completed a probationary period in accordance with provisions of this policy manual, and who's performance of duties have been satisfactory, shall be considered a regular employee. The tenure of employment shall be during good behavior and effective service.
- E. Terms for the separation of employment with the center will be in the following manner:
 - 1. Resignation is the voluntary separation of an employee and should be written and submitted to the Executive Director or supervisor with a four weeks notice.
 - 2. Resignation of a supervisory employee or an administrative assistant should be written and submitted with a six weeks notice.
 - 3. Retirement can be voluntary. MOPS does not offer a retirement plan.
 - 4. Lay-off is temporary, or permanent separation of employment for several reasons. In the event of the necessity for lay-off of classified employees, the following procedures will be followed:
 - a) Employee seniority and performance evaluation results will be important considerations in the lay-off process.
 - b) Reasons for lay-off may be because of lack of work, budget restraint, and/or position abolishment.
 - c) Unemployment compensation can be provided by the Center and rate of compensation will be in accordance with the Ohio Department of Unemployment Compensation Services.
 - 5. Suspension, reduction, and termination are considered to be serious disciplinary measures and to be taken where more normal methods of supervision have failed to produce the desired results.
 - a) The grounds for these actions are: incompetence, inefficiency, dishonesty, drunkenness, immoral/**unethical** conduct, insubordination, discourteous treatment of the public, neglect of duty, or violation of policy.

b) The employee may appeal an order of suspension of more than three working days, removal or a reduction in the following order:

I. To the supervisor

II. To the Executive Director

III. To the Board

6. Retirement—There shall be no mandatory age at which an employee must retire.

F. All employees are employed on an “at will” basis unless specifically contracted otherwise.

G. Mid-Ohio Psychological Services, Inc is committed to providing a safe environment for employees; therefore violence will not be tolerated.

1. Any employee witnessing violent behaviors or acts such as

A. Noticeably erratic or abnormal behavior

B. Making threats or engaging in threatening behaviors

C. Bringing a dangerous instrument to the work premises

D. Participating in an off-duty commission of a violent act

Should report information to the Executive Director or Administrative Coordinator immediately. The employees’ activity will be investigated within three working days. If after investigation, it is determined that a violation of this policy has occurred or a threat exists, the Executive Director will take disciplinary action.

H. Mid-Ohio Psychological Services, Inc will not tolerate gross misconduct, including (but not limited to) situations involving conduct detrimental to the welfare of the agency, acts endangering the lives or safety of others, refusal to perform work assigned, insubordination, or disclosure of confidential agency information to unauthorized persons. Violation of this policy will normally result in immediate dismissal. The agency reserves the right to immediately dismiss an employee for any reason which, in its sole discretion, determines to be appropriate.

2. Examples (a non-exhaustive list) of conduct which may result in immediate discharge:

A. Conduct dangerous to others

B. Possession of firearms or weapons on agency premises

- C. Possession, use, or sale of illegal drugs or substances
- D. Possession of alcoholic beverages on the agency premises or drinking on premises
- E. Falsifying or inappropriately changing agency records
- F. Material misrepresentation of agency services
- G. Threat of physical violence
- H. Harassment, of anyone else, including sexual harassment
- I. Insubordination
- J. Moral turpitude
- K. Promoting ill-will toward the agency
- L. Theft of agency property
- M. Destroying, defacing, or stealing property, records, money or material belonging to the agency
- N. Violation of local, state, or federal regulations or laws which are associated with or related to the employee's employment with the agency
- O. Inappropriate use of agency computer information resources or electronic media