

## Personnel Changes Request for Approval

### Section V: Conditions of Employment

#### Existing Material

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.

1. 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

**Requested Change**

H.d. Underlined material changed to say, drinking on premises, or being at work inebriated.

**Section VII: Transportation**

**Existing Material**

- A. Employees shall record miles traveled in making necessary calls, meetings, etc. and turn in mileage vouchers the last working day of the month.
- B. An employee may be reimbursed (if approved by the Executive Director) for travel at a rate of twenty six cents per mile, subject to periods of adjustment.

**Requested Change**

- A. underlined material changed to a service activity log by the end of the pay period in which the travel occurred.
- B. underlined material changed to the assigned IRS Mileage Rate for that period.

**SECTION VI: Grievance Issues**

**Existing Material**

- 2. Second, if the employee is not satisfied, they should register a formal, written complaint utilizing the Employee Grievance Form, stating his perception of the alleged grievance, time and place, and any other applicable data within ten work days of the date of the occurrence, and address it to the supervisor and/or the Executive Director.

**Requested Change**

Second, if the employee is not satisfied, they should register a formal, written complaint, stating their perception of the alleged grievance, time and place, and any other applicable data within ten work days of the date of the occurrence, and address it to the supervisor and/or the Executive Director.

## **SECTION VIII: Holidays**

### **Existing Material**

B. Staff will be paid for the following legal holidays at a pro rated rate based on the staff's usually work week:

### **Requested Change**

ly removed to correct typo

### **Existing Material**

C. Other days may be designated as non-work days with \_\_\_\_\_ pay as determined by the practices of ~~the government of Fairfield County,~~ the Board and/or the Executive Director.

### **Requested Change**

Added or without in the area indicated and deleted the lined material.

## **Section IX: Paid Leave**

### **Existing Material**

- B. An employee requesting paid leave should submit a written request to the immediate supervisor at least one month in advance of the requested leave time.
1. In the event there is any conflict of paid leave, it shall be resolved by the seniority of the employees involved.
  2. Paid leave being used and falling on a day specified as holidays shall not be charged to an employee's paid leave.
  3. Paid leave shall be taken by the employee during the year in which it is accrued, and prior to the next recurrence of the anniversary date of employment.
    - a) Employee may accumulate and carry over two weeks of paid leave to the following year.
    - b) Under no circumstances can an employee have more than four weeks paid leave at any time.
    - c) Paid leave shall be limited to four consecutive weeks at any one time.

### **Requested Change**

Deleted the underlined material in 3., a) underlined material was deleted, b) underlined material changed to 184 hours

## **Section IX: Paid Leave cont.**

### **Existing Material**

C. An employee is entitled to compensation at his current rate of pay, for the pro-rated portion of any earned but unused paid leave for the current year to his/her credit at the time of separation.

1. Any unused paid leave accrued to an employee's credit, on approval by the Executive Director for the three years immediately preceding the last anniversary date of employment shall be credited at the time of separation.
2. If an employee resigns before giving service equivalent to the amount of annual leave received, a deduction adjustment will be made on the final salary payment.

### **Requested Change**

Underlined material changed to employee's final check

## **Section X: Bereavement Leave**

### **Existing Material**

Full time employees may receive up to three days of paid bereavement leave in the case of the death of a person set forth above, \_\_\_\_\_. If more than three days are required, the days in excess will be deducted from the available vacation of the employee. Part time employees are eligible for bereavement leave for regular scheduled work hours missed over the course of up to three consecutive workdays. The agency reserves the right, in its sole discretion, to request written verification of an employee's familial relationship to the deceased and attendance at the funeral or memorial as a condition of the leave.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may with approval of a supervisor, use vacation for additional time off as needed. In the case of a death of a person not set forth above, employees may take up to three days of vacation with approval of a supervisor\_\_\_\_\_.

### **Requested Change**

1<sup>st</sup> paragraph added to the indicated area: this would normally be the day before the services, the day of the services, and the day after services.

2<sup>nd</sup> paragraph added to the indicated area: normally covering the day before the services, the day of the services, and the day after the services.

The information below was added to the end of this section:

The Executive Director reserves the right to approve paid bereavement leave in extenuating circumstances that are not covered by the definition of immediate family used here.

## **Section XI: Inclement Conditions**

### **Existing Material**

- B. Only on those days officially declared by the Executive Director or his designee as “inclement,” will MOPS allow employees off with pay.

### **Requested Change**

Add this information to what is listed above - In most cases this would be if there were a Level 3 Snow Emergency declared in the counties that MOPS provides services in, then the employees working in the county under a Level 3 would be paid for the time they were scheduled to work.

### **Existing Material**

- D. Employees deciding not to come to work on a non-declared inclement day shall notify his/her immediate supervisor. Employees will not receive pay for that date, unless annual leave or compensatory time is taken.

### **Requested Change**

Underlined material changed to paid leave

## **Section XII: Leave Without Pay**

### **Existing Material**

- A. An employee may request a leave of absence from the Executive Director for a maximum duration of six months for any personal reason.
1. A leave of absence must be requested in writing and submitted to the immediate supervisor and/or Executive Director.
    - a) Leave shall be considered for not less than 30 days and not to be renewed or extended beyond six months.
    - b) Leaves are to be considered when circumstances merit such consideration.
    - c) Leave may be granted for a maximum period of two years for the purpose of specialized experience, which would be of benefit to MOPS by improving performance at any level, or for voluntary service in governmental sponsored programs for public betterment. (See continuing education for educational leaves).
    - d) An employee can be allowed a maximum of three years for leave of absence for reasons of disability.

B. The authorization of leave of absence without pay is a matter of administrative leave discretion. The Executive Director shall decide in each individual case if a leave of absence is to be granted.

1. A leave of absence must be requested in writing to the Executive Director.
2. An employee's eligibility for pay increases occurring during time spent on leave of absence will be reviewed in each case by the Executive Director.
3. If a leave of absence is granted for a specific purpose, and it is found that the leave is not actually being used for such purposes, the Executive Director may cancel the leave and direct the employee to report by work giving written notice to the employee.
4. If the employee does not return to work within thirty days, the employee is automatically terminated.

C. Upon completion of a leave of absence, an employee is to return to the position formerly occupied, or to a similar position, if the employee's former position no longer exists. Any replacement in the position while an employee is to be on leave of absence is to be on a temporary basis.

1. An employee may be returned to work before the scheduled expiration date of leave, if requested by the employee, and agreed to, by the Executive Director.
2. If an employee fails to return to work at the expiration of an approved leave of absence, and does not submit a resignation, an order of removal must be processed, in order to delete the employee from the payroll.
3. An employee wishing to convert to a disability leave at the termination of personal leave may do so with approval of the Executive Director.

D. An employee may request a leave of absence because of illness or disability. Short periods of disability may be handled as regular leaves of absence, if agreed to, by both employee and the Executive Director.

E. An employee may request a maternity leave of absence without pay which will be granted by the Executive Director.

1. If desirable, the employee may use any or all of her accrued leave, and vacation leave for pregnancy before going on maternity leave, prior to the birth of the baby, and for recovery period.
  - a) If more than twenty days of sick leave is requested for recovery, a medical statement is required.
  - b) Vacation may be used during or immediately after pregnancy, at the option of the employee.

c) Should the maternity leave of absence without pay exceed six months, the employee will be placed on disability leave.

F. A supervisor who has reason to believe the employee's pregnancy is inhibiting the usual performance of duties may request in writing that the employee begin sick leave, vacation leave, or maternity leave at an earlier date than selected by the employee. The employee may appeal such an action. Medical data supporting the employees case must accompany the appeal.

### **Requested Change**

A. Changed six to three

1. a) Changed six to three

1. d) Deleted

B. 4. Underlined material changed to on the first business day following the end of the approved leave

C.2. Underlined material changed to the employee will be terminated.

C.3. Deleted

D. Entire section deleted

E. Entire section deleted

F. Removed from this section to the agency's FMLA policy and procedures.

Add as Item D. Below to this section.

D. An employee who is a member of the United States Armed Forces who is called to active duty should notify their supervisor and the Executive Director when orders are received or when they are notified of the possibility of being called to active duty. MOPS will grant the employee unpaid leave without benefits during the time of deployment and will comply with the requirements of USERRA during the deployment and upon the employees return from active duty. The agency will also grant unpaid leave in the United States Armed Forces Reserve training. The employee would be given the option to take paid leave, but will not be required to do so.

### **Section XIV: Employee Benefits**

#### **Existing Material**

B. Each new permanent employee who is employed at least 25 hours per week will be provided with the opportunity to purchase a hospital medical insurance plan upon employment. Consultants (contract persons) will not be covered on a hospital medical insurance plan.

1. Each employee will have paid, for them, up to 55% of the premium of either an individual or family policy, if so desired.

#### **Requested Change**

B. Deleted underlined words

1. Changed underlined number to 45%

## **Section XVII: Continuing Education**

### **Existing Material**

B. The following policy will apply to all full time employees of the MOPS:

1. An employee may be granted permission to attend bona-fide educational conferences, and professional meetings, training seminars, etc., by the Executive Director.
  - a) Each employee may be authorized to attend up to two weeks (80 hours) of such training annually.
  - b) Any additional educational attendance is at the discretion of the Executive Director. (Also, see Section XI & XII, Leave Without Pay, Leave With Pay).

### **Requested Change**

Changed XI to XII and XII to XIII to reflect correct numbers for references sections

## **Section XIX: Reporting Emergencies**

### **Existing Material**

B. The following steps shall be taken to assist persons being injured or appearing deceased:

1. Assess the situation and when appropriate and when within the employee's scope of competency, administer first aid, CPR, etc.
2. Contact emergency squad and physician.
3. Notify immediate family of the situation.

### **Requested Change**

3. changed to say -- Notify the person listed as the emergency contact listed on the Client's Self Report Psych-social Intake form in the client's chart or the employee's personnel file.

Added 4. Complete and MUI form

## **Section XXI: Drug Free Workplace**

### **Existing Material**

B. It is the policy of Mid-Ohio Psychological Services, Inc. to prohibit the use of tobacco products, alcoholic beverages, and illicit drugs inside the Mid-Ohio Psychological Services, Inc. building during normal hours of operation. This policy applies to both staff and clients. Staff may refuse service to clients refusing to comply with this policy.

### **Requested Change**

Underlined material changed to prohibit the use of tobacco products inside or near the entrances of Mid-Ohio Psychological Services, Inc. The agency further prohibits the possession or use of alcoholic beverages and illicit drugs on any agency premises.

## **Section XXIII: Training**

### **Existing Material**

B. All persons will have received and read the Policy and Procedure Manual and will sign a statement to this effect. All staff will be trained in the Policy and Procedure Manual. Employees will sign a statement indicating they have received copies of any changes to the Policy and Procedure Manual.

### **Requested Change**

B. changed to say - All persons will be directed to the agency's website for Policy and Procedure material and will sign a statement that they have reviewed this material. All staff will be trained in the Policy and Procedure requirements of the agency. The agency will make every effort to keep employees informed of any changes made to Policy and Procedure. Employees will sign a statement indicating they have reviewed any major changes and updates to the agency's Policy and Procedures material. Employees should review the Policy and Procedure material annually.

## **Section XXIV: Personnel Records**

### **Existing Material**

A. A personnel file will be maintained by the executive director or their designee for each staff person. The personnel files will only be available to the Executive Director, Clinical Director, and the Administrative Coordinator without approval of the Board of Directors. Staff may review their own personnel records in the presence of the Executive Director, Clinical Director, AOD Program Director, or Administrative Coordinator.

### **Requested Change**

Changed underlined material in first line to say Administrative Coordinator,  
Deleted AOD Program Director from the last line.

### **Existing Material**

B. Personnel files will be maintained for a period of five years after termination of employment. The personnel files will be destroyed after the five year period.

### **Requested Change**

Changed five to seven in both places so that it agrees with the agency's Record Retention Policy and Procedures

### **Existing Material**

C. Each personnel file will contain the following information:

11. Documentation that the employee has been oriented to and received a copy of all of the agency's policies and procedures.

### **Requested Change**

Changed underlined material to say reviewed

## **Section XXV: Amendments**

### **Existing Material**

C. Any proposed changes in the future of the personnel policies will be proposed to the Board members at the regular Board Meeting, and voted upon at the next regular scheduled Board meeting.

### **Requested Change**

C. changed to say - Any proposed changes in the future of the personnel policies will be proposed to the Board members prior to the next scheduled Board Meeting, discussed and voted upon at the meeting.

## **Section XXVI: Volunteers**

### **Existing Material**

A. Volunteers may be utilized from time to time as needed by the agency and based on the skills of persons volunteering their services. In most cases, volunteers will be utilized in the form of interns. Interns may be recruited from universities to support existing professional staff under the direction of independently licensed clinicians. In no case will volunteers be used to replace paid staff or to function independently. Volunteers may be used to provide support for clerical staff.

### **Requested Change**

Last line was deleted

### **Addition of Absenteeism Section**

#### **Existing Material**

None

#### **Requested Change**

#### **Absenteeism**

One of the most disruptive acts on the part of any employee is that of absenteeism or tardiness. As such, absenteeism and tardiness will be subject to appropriate, progressive discipline, applied in a consistent manner. An employee who cannot report to work due to illness, accident, or illness of an immediate family member is required to notify their supervisor as soon as possible on the morning of the first day of absence, within one half hour after the start of the work day and each morning thereafter that they are unable to report for work. If this procedure is not followed, absence for illness may not be considered an excused absence.

#### **Records Review**

Bi-weekly timesheets should be reviewed for absenteeism and tardiness by the supervisor for each assigned employee. Supervisors should review the bi-weekly records of all assigned employees for any incidents of absenteeism or tardiness for action as mentioned in the procedure below. The key factor is that supervisors must regularly review all records, not only those of employees with previously unsatisfactory records, copies of timesheets for any employee with unexcused absences or tardiness should be given to the Administrative Coordinator.

It is at the discretion of the employee's immediate supervisor to excuse or not excuse and absence based on documentation and or explanation by the employee. Decisions will be made in a case by case manner and the supervisor should consult their supervisor and agency policies and procedures as needed. The agency will use a rolling six month period for calculation of absences, meaning that the six month period starts on the date of the first incident.

## **Procedure**

If absences equal or exceed the following standards, discipline as indicated will result:

1. An employee who has one incident of unauthorized absence or tardiness in any rolling six month period will receive a verbal warning from the supervisor, supported by written documentation that the employee was warned, including the date of the warning, and the employee's response. In the event the employee's absence was due to illness authorized by a physician's note, no action should be taken.
2. An employee, who is absent or tardy on a second occasion in any rolling six month period, will receive a written incident report detailing the absence or tardiness.
3. An employee who has a third incident of tardiness or absenteeism in any rolling six month period will be required to work at the current State/Federal Minimum Wage rate for one day.
4. If, following the day of reduced pay for tardiness or absenteeism, an employee should again be absent or tardy, the employee is subject to termination with the approval of the Executive Director.

Absences approved pursuant to the company's leave policy (e.g., FMLA leave) will not be used for disciplinary purposes. The supervisor can raise the issue of whether the employee can perform the essential functions of the job or whether the employee should be moved to another position to better accommodate the absences and the impact on the agency.

Copies of documentation for each step will be submitted to the Administrative Coordinator for appropriate filing and disciplinary action approval.

If, following any of these steps, an employee has no further incidents of tardiness or absenteeism for a rolling six month period, the last such incident will be removed. Each subsequent rolling six month period with no absenteeism or tardiness will also result in the removal of the previous disciplinary actions. Thus, long-term, on-time attendance could eventually result in an employee having a totally clean record.