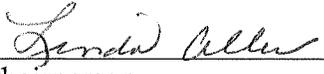


Sanitarian Registration Board Policies & Procedures



State Board of Sanitarian Registration
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108
(614) 466-1772
<http://sanitarian.ohio.gov>
stephanie.youst@exchange.state.oh.us

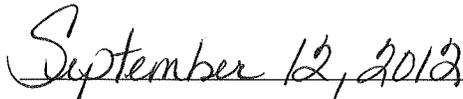
Policies and Procedures Manual Administrative Approval:



Chairperson



Executive Secretary



Date Approved By Board

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Policy 1.1: Establishment, Purpose, and Conduct of the Board

Policy:

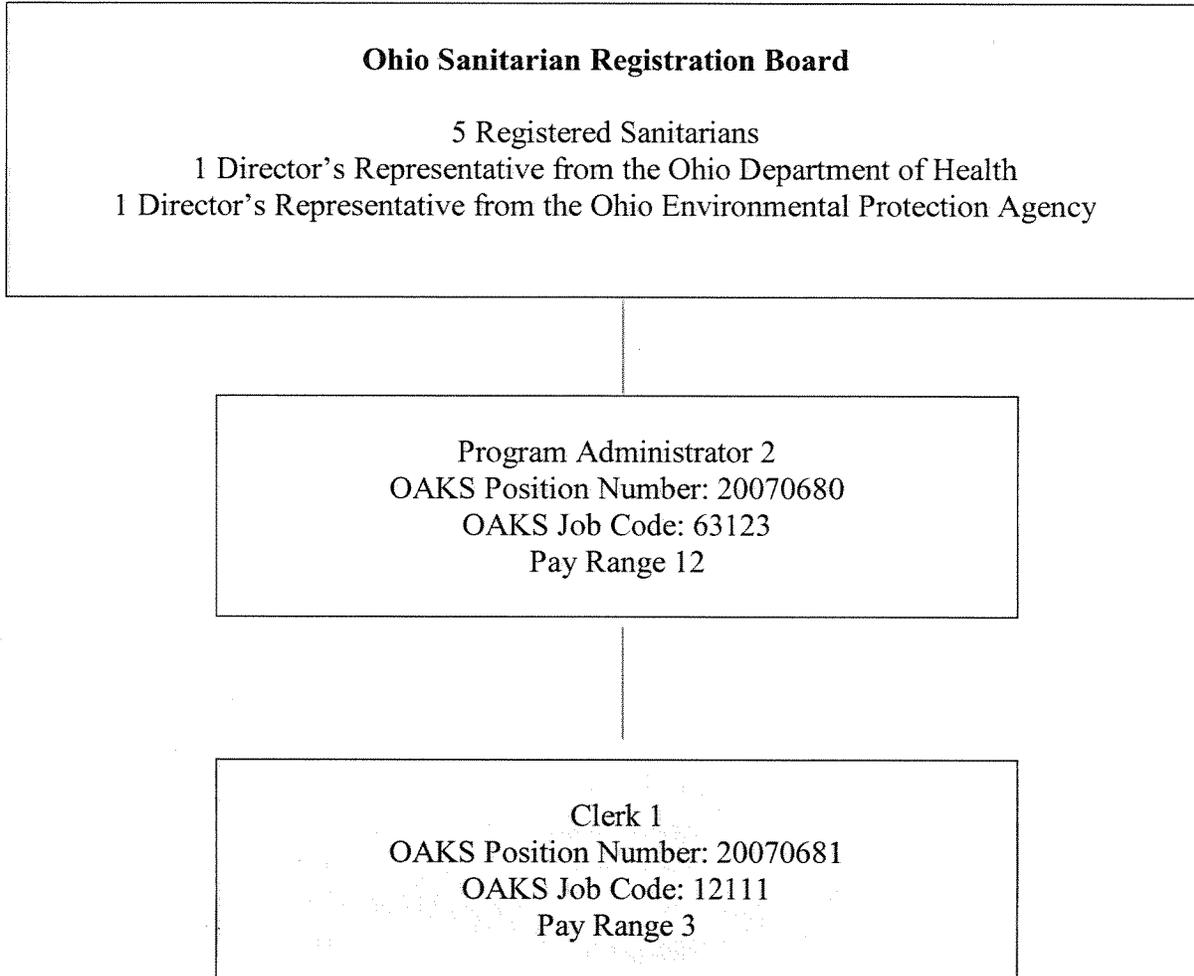
In accordance with section 4736.01 of the Revised Code, the Sanitarian Registration Board shall regulate the practice of environmental health. The Board shall meet to determine all administrative, personnel, and budgetary matters pertaining to the agency. The Board may adopt, rescind, or amend rules in accordance with Chapter 119. of the Revised Code in order to carry out the purpose for which it is established. The Board shall conduct itself according to the provisions of sections 4736.01, 4755.02, 4736.03, and 4736.05 of the Revised Code and Chapter 102 of the Revised Code.

Procedure:

1. The Board shall meet on a regular basis to take up matters before the Board. A quorum of the membership is required to conduct routine business. Meetings will consider routine business of the Board, the qualifications of applicants for registration, hearings, the adoption, revision, or rescissions of rules, etc. A meeting schedule shall be approved by the Board.
2. The Board shall meet as a whole to consider administrative, personnel, and budgetary matters.
3. Board members shall consider the following ethical guidelines when carrying out the duties of their appointment:
 - a. Assume personal responsibility to be knowledgeable of and uphold the Environmental Health Practice Act, as appropriate, and the policies of the Sanitarian Registration Board;
 - b. Prepare for, attend, and participate (unless excused) in all meetings of the Board;
 - c. Review and make decisions regarding issues presented to the Board from the position of the health, welfare, and safety of the public;
 - d. Respect and protect privileged information which is used in the course of official duties;
 - e. Accept responsibility and accountability for the decisions of the Board when speaking for or representing the Sanitarian Registration Board.
 - f. Be mindful of Board consensus when speaking as a Board member and remember that all Board members are perceived as representatives of the Board when attending public functions and professional meetings. Make it known when the member's personal opinions are expressed;

- g. Understanding that if the member holds an elected or appointed office or serves as a board member in a related state or federal professional association or body, the member is prohibited from:
 - i. Participating in deliberations, voting, or otherwise using their official position in any matter before the Sanitarian Registration Board on which said association has taken a formal position;
 - ii. Soliciting or receiving expenses or other things of value from said association;
- h. Disqualify him or herself from voting on any question if the issue involves a conflict of interest;
- i. Address issues honestly and fairly considering the variety of options that are shared with the group as a whole and avoiding the influence of vested interest groups;
- j. Conduct all Board proceedings without discrimination.

Policy 1.2: Table of Organization



Policy 1.3: Hours of Operation

Policy:

The Sanitarian Registration Board office will maintain office hours from 7:30 a.m. to 4:30 p.m., Monday through Friday. The office will be closed on state holidays. Hours of operation may vary based upon staff flextime or other scheduled functions. Changes will be posted at the front door and on voicemail as required.

Procedure:

1. Keys will be distributed to all personnel hired by the Board.
2. The office door will be left open and/or unlocked during these hours, unless unattended, in which case a note will be left on the door noting the time of return and reason for closing the office.
3. Personnel should function within properly assigned work areas, unless access to other offices will result in failure to perform assigned duties.
4. The office will be closed promptly at 4:30 p.m. Doors will be locked upon exiting the office. All record areas, confidential material areas, and important document areas will be secured before leaving for the day.

Policy 1.4: Hiring

Policy:

Hiring of office personnel by the Board shall be carried out in accordance with the laws of the United States, the State of Ohio, and any Executive Orders. The Board shall not discriminate on the basis of race, sex, creed, color, religion, age, national origin, political affiliation, handicap, or sexual orientation.

Procedure:

1. Approval of Position Description and Personnel Authorization forms shall be completed before posting of an open position.
2. An open position shall be posted for at least ten (10) days in a conspicuous manner within the agency and any other place as determined by the Executive Secretary.
3. Applicants will be reviewed for the appropriate job attributes based on the state application form and the position description.
4. Interviews will be offered to the best qualified candidates.

Policy 1.5: Guidelines on State Employee Participation in Political Activity

Policy:

State of Ohio employee's permissible participation in political activity varies depending upon the classification of the employee. Generally, unclassified employees may participate in political activity with few restrictions, while classified employees have stricter limitations on their participation. A State employee may verify their classification status by contacting their agency personnel officer.

The following procedures are general guidelines issued by the State of Ohio. These guidelines are not intended to be exhausted in scope but, rather to provide general guidance on political participation by State employees.

Procedure:

Unclassified Employees are prohibited from:

1. Participating in any political activity on State time.
2. Soliciting political contributions from any State Employee

Classified employees are prohibited from:
(See generally O.R.C. 124.57 and O.A.C. 123-1-46-02)

1. Participating in partisan political activity
2. Participating in or declaring to be a candidate in a partisan campaign
3. Soliciting political contributions from any State employee
4. Receiving or collecting money for a partisan campaign
5. Selling political party fundraising tickets
6. Holding office, elected or appointed, in a political party or within a partisan candidate's campaign organization
7. Participation in a political action committee or political caucuses which support partisan activity
8. Circulating nominating petitions
9. Distributing political material

Classified employees are permitted to:

1. Register to vote and vote
2. Voluntarily contribute to political campaigns, except the Governor's Campaign Committee, pursuant to the Governor's Policy on Campaign Contributions
3. Attend political rallies on personal time
4. Sign nominating petitions
5. Express written and oral opinions
6. Display political materials at home or in personal vehicle
7. Wear political badges or buttons

All State of Ohio employees are strictly prohibited from using State time, facilities resources for political purposes. Unclassified employees who wish to participate in political activity during normal business hours must utilize leave without pay, vacation or personal leave. No compensatory leave or any other types of leave, except those listed above, may be used to participate in political activity.

All State of Ohio employees under the supervision and control of the Governor, directly or indirectly, are prohibited from soliciting other state employees for any political contributions.

All unclassified exempt employees of the State of Ohio are prohibited from running for an elected statewide office or an elected office with any political subdivision of the State during his/her employment with the State. If an unclassified exempt employee makes a decision to run for an elected office, whether statewide or within a political subdivision of the State, he/she must resign from State employment or take leave without pay either at the time of filing in a partisan election or upon acceptance of funds in furtherance of his/her campaign, whichever occurs first. The determination of whether an unclassified exempt employee may take a leave of absence is within the sole discretion of the employee's department director or chief executive officer.

Policy 2.1: Appointments

Policy:

Pursuant to section 4736.02 of the Revised Code, the Director of Health, or his designee, the Director of Environmental Protection or his designee, and five individuals shall be appointed by the Governor, with the advice and consent of the Senate, to serve on the Sanitarian Registration Board.

Of the five members appointed by the Governor, at least one and not more than two shall be employees of a general health district; at least one and not more than two shall be employees of a city health district; and at least one and not more than two shall be employed in private industry. Not more than one member may be employed by a university and not more than one member may be employed by an agency or department of the state.

Procedure:

1. The Governor's Office shall be advised in advance of expired terms in a notice that shall include the type of appointment(s) needed to comply with R.C. 4736.02 and the Board's gender, ethnic, and geographic makeup.
2. A financial disclosure form will be provided by the Ohio Ethics Commission to the appointee. This form shall be completed and filed with the Ethics Commission within 45 days of the appointment.
3. In accordance with Executive Order 2011-03 state officials and employees must participate in annual ethics training. Training can be provided in-house or by the Ohio Ethics Commission.

Policy 2.2: Board Organization

Policy:

Pursuant to section 4736.03 of the Revised Code, the Board shall annually select from its members a Chairperson, vice Chairperson, and secretary.

Procedure:

1. The Board shall elect officers at the annual meeting scheduled in each calendar year.
2. In open session, the Chairperson, vice Chairperson, and secretary shall be elected by a majority vote, following a nomination and a second from the membership.
3. The Chairperson shall preside at all meetings and the vice Chairperson shall preside if the Chairperson is absent.
4. The Chairperson and a witness shall sign the official minutes.
5. The Board may form committees as it determines is necessary and useful to carry out the mission of the agency, advance efficiency of workflow, and use member(s) of the Board that have specific expertise.

Policy 2.3: Executive Secretary

Policy:

Pursuant to section 4736.03 of the Revised Code, the Board shall appoint an Executive Secretary who shall serve at the pleasure of the Board.

Procedure:

1. The Executive Secretary shall be the chief administrative officer of the Board and shall execute, under the direction of the Board, the policies, orders, directives, and administrative functions of the Board.
2. The Executive Secretary, upon the request of the Board, shall report to the Board on any matter.
3. Under rules adopted by the Board, the Executive Secretary shall direct the work of all persons employed by the Board.
4. The Executive Secretary of the Sanitarian Registration Board shall be classified as an Program Administrator 2 and shall comply with his/her primary job duties pursuant to the position description adopted by the Board and approved by the Ohio Department of Administrative Services.
5. The Executive Secretary may execute documents on behalf of the Board as directed.

Policy 2.4: Primary Duties of the Office Staff

Position (Classification):

Executive Secretary

(Program Administrator 2)

Duties:

1. Direct all programs and activities
2. Supervise all staff
3. Answer or direct others in answering correspondence
4. Administer fiscal activities
5. Assure operational compliance with board rules and governing legislation
6. Maintain liaison relationships with public officials and acts as legislative agent for the board
7. Prepares agendas, minutes, and materials for meetings
8. Drafts rules and documents, as needed
9. Approves and signs subpoenas and hearing notices, consent agreements, & adjudication orders that have been approved by the Board
10. Reviews license applications, continuing education applications, and other items for review at Board meetings
11. Monitors revenue intake and approve revenue deposits

Office Assistant (Clerk 2)

1. Performs duties, as assigned, by the Executive Secretary

Policy 2.5: Performance Evaluations

Policy:

Performance evaluations shall be performed by the Executive Secretary or his/her designee for all employees. The designee must be a classified employee and within the exempt status and in accordance with Ohio Administrative Code Chapter 123. The employee shall serve an initial probation period one hundred twenty (120) days, unless otherwise stated in the Job Description.

Procedure:

1. Initial probationary period may be extended by the Executive Secretary, per Ohio Administrative Code 123:1-19-02.
2. Performance evaluations for the Executive Secretary will be completed by the Board or its designee.

Policy 2.6: Board Meetings

Policy:

In accordance with section 4736.05 of the Revised Code and with Policy 1.1 of this manual, the Board will meet regularly to conduct the business of the Board in an open meeting. With the exception of executive session, all meetings are open to the public. Four members of the Board constitute a quorum. To take disciplinary action against a registrant, there must be four affirmative votes.

Procedure:

1. At least one (1) week prior to the meeting day, the office staff will email the Board members a copy of the meeting agenda, minutes of the last meeting, and any other material necessary to prepare for the business of the meeting.
2. At least one (1) week prior to the meeting day, the office staff will email copies of the meeting packets to the Assistant Attorney General and any other office/persons who request the information.
3. The Executive Secretary will reserve a conference room in the Riffe Center for the scheduled date and time.
4. The Chairperson will call the meeting to order at the scheduled time. Under the open meetings law, the meeting cannot start prior to the scheduled time on the agenda.
5. The Executive Secretary or designee will take minutes of the meeting. A record will be made of those in attendance.
6. The Chairperson will follow the order of business as printed on the agenda and in accordance with Roberts Rules of Order Newly Revised.

Policy 2.7: Meeting Format

Policy:

To establish a standard format to be followed by the Board for all regular meetings. Any additional topics to be included on the meeting agenda should be communicated in a timely fashion to the Executive Secretary or Chairperson by the appropriate Board member. The intent is to allow for a standard procedure to be established to facilitate, organize, and promote an efficient and consistent meeting format.

Procedure:

The Board will be responsible for establishing an orderly format that includes the following agenda items:

1. Call to Order
2. Approval of Meeting Minutes
3. Committee Reports
4. Executive Secretary Report
5. Assistant Attorney General Report
6. Adjudication
7. Old Business
8. New Business
9. Continuing Education
10. Applications
11. Correspondence
12. Guest participation
13. Announcements
14. Adjournment

The Chairperson should communicate with the Executive Secretary to finalize each meeting agenda. Executive sessions, if needed, can occur at any time in the meeting and are not included in the above list.

Policy 3.1: Investigative Case Review Meetings

Policy:

The purpose of the investigative case review meeting is to review complaints made against registrants to determine if disciplinary action is warranted.

Procedure:

When a complaint is filed with the Board, the Executive Secretary will assign a case number, conduct an investigation, and prepare an investigative report with the appropriate documentation attached. Investigative reports shall include the following information: the parties involved, the nature of the complaint, the alleged portions of the practice act that were violated, the findings of the investigation, and the Executive Secretary's recommendation. Whenever possible or applicable, the Executive Secretary shall propose an appropriate sanction based on a historical review of similar cases.

At the investigative case review meeting, the Board Chairperson or designee, the Executive Secretary, and the Assistant Attorney General will review the reports and recommendations of the Executive Secretary and take any additional action that is deemed appropriate. This additional action includes, but is not limited to: requesting further investigation, recommending disciplinary action to be taken, or recommending dismissal of the complaint.

After the investigative case review meeting, the Chairperson will present a recommendation to the Board for consideration. Four members of the Board constitute a quorum. To take disciplinary action against a registrant, there must be four affirmative votes.

Policy 3.2: Hearings

Policy:

In accordance with Chapter 119. of the Ohio Revised Code, prior to taking formal disciplinary action against a registrant, that registrant shall be offered an opportunity for a hearing on the charges.

Procedure:

All notices of opportunity for a hearing will be issued in accordance with the requirements of Chapter 119. of the Revised Code.

Policy 4736-1: Leave Policy for Board Staff

(A) General

- (1) All requests for any type of leave, as set forth in this policy, shall be submitted on a "Request for Leave" form and be approved or denied by the employee's immediate supervisor or designee at least twenty-four (24) hours prior to the scheduled leave on a first come, first serve basis. The employee's immediate supervisor may also use prior leave history if two overlapping or equal leave requests are received at the same time. Emergency personnel leave and sick leave does not need advanced approval. If longer advance approval is required by another section of this policy or by the contract between the State and OCSEA, that timeframe supersedes the 24 hour timeframe (see vacation leave and personal leave).
- (2) If an emergency situation precludes advance approval, the employee must notify the Executive Secretary or designee within ½ hour of the needed leave time or reporting time unless conditions prevent such notification.
- (3) If an employee is unable to obtain advance approval, he/she must obtain approval from the Executive Secretary on a "Request for Leave" form within two (2) hours following the employee's return to work.
- (4) An employee who fails to comply with this policy or who abuses the policy may be subject to corrective action in accordance with 4736-5, Disciplinary Guidelines.
- (5) When used in this policy "immediate family" means an employee's spouse or significant other person (one who stands in place of a spouse and who resides with the employee), child, step-child, grandchild, parent, step-parent, grandparent, great-grandparent, sibling, step-sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or legal guardian or other person who stands in the place of a parent.
- (6) All emergency situations will be evaluated on a case-by-case basis in consultation with the Executive Secretary.
- (7) When an employee has a near-zero leave balance, the employee's immediate supervisor may require the employee to provide a physician's excuse for all sick leave absences until:
 - (a) The leave balance reaches a minimum of sixteen hours; and
 - (b) A balance of at least sixteen hours of sick leave is maintained for a minimum of three months.

(B) Sick Leave

- (1) Sick leave may be used in accordance with the terms in the contracts between the State of Ohio and OCSEA or in accordance with the administrative rules of the Department of Administrative Services in effect at the time the leave is requested. Sick leave may be granted to an employee who is unable to report to work because of illness or injury of the employee or member of the employee's immediate family living in the employee's household or because of medical

appointments or other ongoing treatment. The Board shall not unreasonably deny a request for sick leave.

- (2) After an employee has used all accrued sick leave, use of accrued vacation, compensatory time, or personal time, in lieu of sick leave may be granted at the discretion of the Executive Secretary in accordance with Policy 4736-2, Leave in Lieu of Sick Leave Request, or the employee may be granted leave without pay.
- (3) The Board shall utilize the Family and Medical Leave Act (Policy 4736-3), when an employee's leave constitutes a qualifying event in accordance with the Family Medical Leave Act.
- (4) When institutionalization or hospitalization is required, the employee shall notify the Executive Secretary or designee upon admission to and discharge from such institution or hospital unless emergency conditions prevent such notification.
- (5) When convalescence at home is required, the employee shall notify the Executive Secretary or designee at the start and termination of such period of convalescence.

(C) Personal Leave

- (1) Personal leave shall be used in accordance with the terms of the contract between the State of Ohio and OSCEA or in accordance with the administrative rules of the Department of Administrative Services in effect at the time the leave is requested. Personal leave may be used for any matter of a personal nature.
- (2) Except for emergency personal leave, all requests for personal leave shall be submitted 48 hours in advance of the leave. Personal leave requests submitted less than 48 hours before the leave may be approved at the discretion of the employee's immediate supervisor and may be granted on a first come, first serve basis.
- (3) Personal leave may be used in units of 1/10 hour or in accordance with the terms of the contract between the State of Ohio and OSCEA or in accordance with the administrative rules of the Department of Administrative Services in effect at the time the leave is requested.

(D) Vacation Leave

- (1) All requests for planned vacation leave in excess of three (3) consecutive days must be approved by the Executive Secretary or designee at least two (2) weeks prior to the scheduled leave unless circumstances warrant a shorter time frame.
- (2) Vacation leave may be used in units of 1/10 hour or in accordance with the terms of the contract between the State of Ohio and OSCEA or in accordance with the administrative rules of the Department of Administrative Services in effect at the time the leave is requested.

(E) Disability Leave

Eligibility for disability leave shall be determined in accordance with Ohio law and the terms of the contract between the State of Ohio and OSCEA or in accordance with the administrative rules of the Department of Administrative Services in effect at the time the leave is requested.

(F) Bereavement Leave

An employee is allowed up to three (3) consecutive days of leave with full pay upon the death of the member of the employee's immediate family. This leave may be subject to verification at the discretion of the Board.

(G) Adoption/Childbirth Leave

Adoption/childbirth leave shall be granted in accordance with the contract between the State of Ohio and OSCEA or in accordance with the administrative rules of the Department of Administrative Services in effect at the time the leave is requested.

(H) Court/Jury Duty Leave

- (1) Court leave or leave for jury duty shall be granted in accordance with the terms of the contract between the State of Ohio and OSCEA or in accordance with the administrative rules of the Department of Administrative Services in effect at the time the leave is requested.
- (2) An employee called for witness duty shall submit any witness fees (excluding travel and meal allowances) to the Board.
- (3) An employee summoned for jury duty by a court shall be granted leave with full pay. When not impaneled for actual service, the employee shall report to work as soon as reasonably possible after notification that his/her services will not be needed. For employees covered by the contract between the State and OCSEA, in cases where the employee would report to do less than four (4) hours work, the employee need not report to work.
- (4) An employee shall submit any juror fees received in excess of \$15.00 to the Board.
- (5) An employee shall notify his/her immediate supervisor or designee immediately upon receiving a subpoena.

(I) Leave for Civil Service Examinations

- (1) When applicable, an employee shall be granted leave with full pay to compete in any civil service examination conducted for the classification in which the employee is serving as a provisional employee.
- (2) An employee shall be granted leave with full pay upon proof of scheduling for up to two (2) additional state civil service examinations during any one calendar year. When an examination has more than one part given on more than one day, each day will be considered a separate examination for purposes of this paragraph. The limit imposed by this paragraph does not apply when the examination is required in conjunction with applying for a position with the Board.

(J) Military Leave

- (1) An employee called to military duty shall be granted leave in accordance with Ohio law and the contract between the State of Ohio and OSCEA or in accordance with the administrative rules of the Department of Administrative Services in effect at the time the leave is requested.

- (2) An employee shall submit a military order or written statement from the appropriate military commander as evidence of military duty.

(K) Professional Meetings/Continuing Education Programs

In accordance with Policy 4736-4, Attendance at Professional Meeting/Continuing Education, an employee shall be granted reasonable amounts of leave with pay to attend professional meetings or continuing education programs that are directly related to the employee's work and will lead to the improvement of the employee's skills and job performance.

(L) Hostage Leave

An employee who has been taken hostage while on duty shall be eligible for up to sixty (60) days of paid leave which shall not be charged as sick leave, vacation, or any accrued leave. The purpose of the leave shall be to recover from stress arising as a result of the hostage situation. The Board may request verification of the need for the leave from a licensed physician who is treating the employee.

(M) Approved Unpaid Leaves

Refer to article 31 of the contract between the State of Ohio and the Ohio Civil Service Employees Association (OCSEA).

(N) Unapproved Leave Without Pay

- (1) All unapproved leave shall be taken without pay, rounded up to the nearest 1/10 hour increment.
- (2) Excessive leave without pay may subject the employee to corrective and progressive disciplinary action in accordance with Policy 4736-5, Disciplinary Guidelines.

(O) Weather Emergencies

- (1) In the event a weather emergency is declared by the Ohio Department of Public Safety or other appropriate official entity in the county or area where the employee lives or works, the employee shall be granted leave with pay for the scheduled work hours during the emergency.
- (2) An employee who is not scheduled to work because of scheduled leave will be charged for the leave regardless of the declared emergency.
- (3) When a late arrival or early departure time is announced by the Ohio Department of Public Safety or other appropriate official entity, an employee who does not report to work on the day of the emergency, and who does not call in requesting the proper leave or who leaves prior to the early departure time shall be considered absent without leave. An employee who arrives at work later than the designated time or who leaves early may make up the missed time within the pay period during which the time was missed.

Policy 4736-2: Leave in Lieu of Sick Leave Request

- (A) When an employee requests personal leave, vacation time, or compensatory time for a sick leave purpose and does not comply with the notification provisions for these leaves as set forth in Policy 4736-1, Leave Policy for Board Staff, whether to grant the leave shall be within the sole discretion of the Executive Secretary or designee. When making the decision, the Executive Secretary or designee shall consider the following:
 - (1) Whether the reason for the leave is a qualifying event under the family and medical leave act; or
 - (2) Whether the reason for the leave is medically necessary.
- (B) The employee shall submit an appropriately completed leave form to the Executive Secretary or designee for approval and shall verify that the reason for the leave satisfies the criteria for sick leave as set forth in Policy 4736-1, Leave Policy for Board Staff.
- (C) Upon request, the employee shall provide to the Executive Secretary or designee supporting documentation to verify the purpose for the leave. Such documentation shall be submitted within fourteen (14) working days after the request is made. Failure to submit the documentation within the specified time frame shall result in the leave being reclassified as leave without pay.
- (D) When the requirements of this policy are met, the Executive Secretary or designee shall not unreasonable deny a request for leave in lieu of sick leave.

Policy 4736-3: Family and Medical Leave Act

(A) General

- (1) For the purposes of this policy, the definitions of the terms used throughout the policy shall have the meaning set forth and be construed in accordance with the Family and Medical Leave Act (FMLA) of 1993, Public Law 103-3 (2/5/1993), 107 Stat. 6-29 (29 USC ss.2601 et. Seq.), and the regulations promulgated thereunder, 29 CFR 825, in effect on the date the FMLA leave is being taken. See Appendix I for definition of terms.
- (2) FMLA allows eligible board employees to take up to twelve (12) weeks of leave (i.e.: up to 480 hours for an employee working 40-hour weeks, up to 360 hours for an employee working 30-hour weeks, etc.) per twelve (12) rolling month period for the following qualifying events:
 - (a) Birth of the employee's child and to care for a newborn child;
 - (b) Placement of a child with the employee by way or adoption or foster care;
 - (c) To care for the employee's spouse (not a significant other), the employee's child, or the employee's parent with a serious health condition;
 - (d) A "serious health condition" that makes the employee unable to perform the essential functions of the employee's job.
- (3) The twelve (12) month period in which an employee is entitled to FMLA shall be a "rolling" twelve (12) month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" twelve (12) month period, each time an employee takes FMLA leave; the remaining entitlement would be any balance of the twelve (12) weeks which was not used during the preceding twelve (12) months.

(B) Eligible Employees:

- (1) An employee who has been employed by the state for at least twelve (12) months; and has been in "active pay status" at least 1,250 hours during the past twelve (12) months is entitled to FMLA leave regardless of gender. Previous employment with the state in which the employee was paid directly by warrant of the Auditor of State shall count toward meeting the twelve (12) month employment requirement. Active pay status does not include time when an employee is on leave without pay or disability leave.
- (2) Temporary employees or employees supplied by a leasing agency who are then hired by the Board will be considered state employees for purposes of calculating the 1,250 hours and one year of employment.

(C) Requests for Leave

- (1) If the need for leave is foreseeable, employee requests must be submitted at least thirty (30) days prior to taking leave or, if this is not possible, as soon as practicable.

- (2) Requests must be submitted on a standard leave form (ADM 4258). Employees who know the requested leave is for an FMLA-qualifying event may specify that the leave is requested pursuant to the FMLA by checking the appropriate box.
- (3) Leave must be taken in increments of no less than 1/10 hour.
- (4) Requests must include a completed *State of Ohio Physician or Medical Professional Certification For Excused Sick Leave Occasion* or FMLA form; or equivalent documentation in the case of an adoption/foster care. The certification form shall be maintained separately in a confidential manner.
- (5) Leave taken for the birth or placement of a child must be taken within one year of the date of birth or placement.

(D) Use of Paid Leave

- (1) An employee shall use accrued paid leave such as sick leave, vacation, or personal leave balances before taking unpaid FMLA leave.
- (2) When FMLA leave is used concurrently with Disability Leave, Workers' Compensation, or Adoption/Childbirth Leave, the leave policies for those programs shall override the requirement of this policy for an employee to exhaust all of his/her accrued leave.
- (3) Whether leave is paid, unpaid, or a combination, the employee is entitled to only twelve (12) weeks of FMLA leave within a rolling twelve (12)-month period.
- (4) The Board may designate paid or unpaid leave as FMLA leave, whether the employee designates it as such or not if all of the following apply:
 - (a) The Board has compelling information based on information provided by the employee that leave was taken for an FMLA-qualifying event; and
 - (b) The employee is properly notified of his/her FMLA rights.
- (5) The Board shall notify an employee of his/her FMLA rights:
 - (a) Verbally within two days of the Board counting the leave as FMLA leave; and in writing by the payday following the date leave is designated as FMLA leave.
 - (b) If the following payday is less than one week from the date leave is designated as FMLA leave, the Board shall provide written notice to the employee by the next payday.
 - (c) The Board shall provide written notice to an employee the first time FMLA leave is granted in each six-month period.

(E) Intermittent Leave or Reduced Schedule Leave

Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per work week or hours per work day.

- (1) An employee is entitled to take intermittent leave for the employee's serious health condition or a serious health condition of the employee's parent, spouse, son or daughter.
- (2) To be entitled to this leave, the employee must submit certification to establish

medical necessity of the leave (i.e. periodic testing and treatments).

- (3) The Board may require an employee to provide re-certification of the medical necessity for intermittent leave no more than once every thirty (30) days in conjunction with an employee's absence unless the employee requests an extension of leave, circumstances described by the previous certification have changed significantly (i.e., the duration of the illness, the nature of the illness, complications, etc.), or the Board receives information that casts doubt upon the continuing validity of the certification.
- (4) An employee may be granted intermittent leave for the birth or placement of a child upon request and with the approval of the employee's immediate supervisor and the Executive Secretary. In reviewing the request, the Executive Director and the immediate supervisor shall determine whether or not an acceptable leave schedule can be arranged and may consider a temporary transfer to an alternative, comparable position, with equivalent pay and benefits, which can accommodate recurring periods of leave better than the employee's regular position.

(F) Benefits of FMLA

(1) Health Insurance:

- (a) The Board will continue to pay the employer portion of premiums during any approved FMLA leave.
- (b) If the employee wishes to retain his/her group insurance coverage, the employee must arrange to pay his/her share of the premium contributions during the period of unpaid leave.
- (c) Information regarding how and when employee premium payments are due is available from Central Services Agency.
- (d) An employee shall be given a thirty (30)-day grace period from the due date of the insurance premium. An employee who fails to pay his/her portion of the health insurance premium within this grace period may, with fifteen (15) days' notice from the Executive Secretary or designee, be removed from his/her health insurance plan. If the Board cancels an employee's health insurance without giving fifteen (15) days' notice it shall be liable for the employee's health care costs.
- (e) If an employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.
- (f) If an employee fails to return to work for a reason other than the continuation or recurrence of the serious health condition of the employee or the employee's immediate family member or another reason beyond the employee's control, (as defined in FMLA) the Board may seek reimbursement of any amounts paid on behalf of the employee.

(2) Other:

- (a) Leave time does not accrue during any period of unpaid FMLA leave.
- (b) An employee who is reinstated will not lose any service credit and FMLA leave will be treated as continuous service for the purpose of calculating

any benefits which are based on length of service.

- (c) When FMLA leave is requested for the birth of a child or placement of a child for adoption and both parents are employees of the Board, the twelve (12) week leave entitlement shall be combined.

(G) Medical Certification and Re-Certification

- (1) In addition to the certification required to be submitted with a request for leave related to a serious health condition, the Board may require:
 - (a) A second opinion from a second health care provider designated by and paid for by the Board;
 - (b) The employee to submit to a third examination at the Board's expense by a health care provider chosen jointly by the employee and the Board, if the first and second opinions conflict. In choosing the third health care provider, both the employee and the Board must be reasonable and act in good faith. The opinion of a third health care provider is final and binding.
- (2) Medical recertification may be required in conjunction with an absence not more than thirty (30) days from the last certification or recertification. The Board shall not require recertification before the end of the leave period which the original certification indicated would be necessary.
- (3) The Board may require the employee to report his/her health status and intention to report to work no more than once per month. However, if the Board has reason to believe that the employee's health status has changed such that the employee may no longer be eligible for FMLA leave, the Board may require the employee to get a second or third opinion as set forth above.

(H) Reinstatement/Return

- (1) An employee taking FMLA is entitled to be restored to the position he/she held when the leave began, or to be placed in an equivalent position with equivalent employee benefits, pay, and conditions of employment, subject to the exceptions of the FMLA. If the same job is not available, the Executive Secretary will determine in which equivalent position the employee should be placed making sure that the position has equivalent pay, benefits, and conditions of employment.
- (2) An employee who takes FMLA leave based upon his/her own serious health condition may be required to provide certification from a health care provider that the employee is able to perform the essential functions of his/her position; however, the Board shall not require the employee to take more leave than necessary to address the circumstances that precipitated the need for the leave.
- (3) The employee is responsible to report his/her intent to return to work to the Board. If the employee plans to return to work on a date different from that specified on the request for FMLA leave, the employee shall file an additional request for leave as soon as practical. An employee deciding not to return to work should notify the Board as soon as practicable.

(I) Records

- (1) The payroll processor will maintain records of leave balances and FMLA leave use.

- (2) Any medical records accompanying FMLA requests will be kept separate from personnel files.
- (3) To the extent permitted by law, medical records related to FMLA leave shall be kept confidential.

(J) Disability Leave

An employee requesting disability leave benefits who is also eligible for FMLA leave shall have up to the first twelve (12) weeks of an approved disability leave period, including the required waiting period, count concurrently as FMLA leave. The Board may also grant FMLA leave to an employee while the employee's disability leave request is being reviewed. The granting of FMLA leave shall have no bearing on the approval or disapproval of an employee's disability leave request.

(K) Adoption/Childbirth Leave

An employee requesting adoption/childbirth leave benefits who is also eligible for FMLA leave shall have the entire period of adoption/childbirth leave, including the required waiting period, count concurrently as FMLA leave. An employee who is not eligible for FMLA (e.g. the employee has not been in an active pay status for 1,250 hours during the previous twelve (12) months or has already used his/her twelve (12) weeks of FMLA leave) shall retain his/her right to adoption/childbirth leave upon meeting the eligibility requirements.

Policy 4736-4: Attendance at Professional Meetings/Continuing Education

- (A) Leave with pay may be granted to attend training programs, professional meetings, or continuing education activities that are directly related to the employee's work and will lead to the improvement of skills and job performance (the "program"). Requests to attend shall be approved first by the employee's immediate supervisor, then by the Executive Secretary. If a program is attended after work hours or on weekends, staff members shall not accrue compensatory time without prior approval from the Executive Secretary.
- (B) When determining whether to authorize attendance at the requested program, the employee's immediate supervisor and the Executive Secretary or designee shall consider the following:
 - (1) The degree of relevancy of the program topic to the staff member's job performance or Board mission;
 - (2) The cost of the program, including the location and number of days over which the program is held;
 - (3) Whether the employee's absence will result in a hardship for other employees or have a negative effect on the ability of the Board to provide service to its licensees and the general public; and
 - (4) The length of time since the staff member last attended a program.
- (C) An employee who wishes to attend a program and who is eligible for work force development funds shall apply for those funds in accordance with the contract between the State of Ohio and OCSEA.
- (D) Requests for leave and/or funding to attend a program shall be made to the Executive Secretary using the form required by the Board. After approval, the employee must shall coordinate prepayment/reimbursement and travel arrangements with the Executive Secretary. Funding shall only be made for attendance at professional meetings.
- (E) The Executive Secretary may determine that a specific employee should attend a specific program due to the needs of the Board even if that staff member has already received reimbursement during the two-year period for attendance at other activities.
- (F) Staff members may receive mileage reimbursement for meetings attended or business conducted on behalf of the Board that is outside Franklin County. Mileage reimbursement in these instances shall be calculated from the employee headquarters and then back to the destination point immediately after the meeting or business. Other expenses associated with these meetings shall be reimbursed in accordance with state travel rules and the contracts between the state of Ohio and OCSEA.
- (G) When a staff member is authorized to attend a program, the employee shall provide co-workers with a summary of, or information about, the topic(s) covered during the event. This summary may be oral or written to be shared with interested parties. A report of the activity may be shared with the Board when appropriate.
- (H) Upon completion of a program, the employee shall forward a copy of the certificate or other recognition of completion to his/her immediate supervisor or designee for placement in the employee's personnel file.

Policy 4736-5: Disciplinary Guidelines

(A) General

- (1) The purpose of this policy is to set forth the guidelines to be used in determining the appropriate discipline to be imposed upon an employee of the Board. This policy is intended as a guide for supervisors to better ensure consistent, uniform discipline. These are only guidelines and disciplinary action may vary depending upon the circumstances and the nature of the offense.
- (2) The Board shall use progressive disciplinary action with the goals of such action being to:
 - (a) Correct unacceptable employee behavior while making the employee more productive;
 - (b) Provide uniformity and fairness in the administration of discipline to ensure high employee morale; and
 - (c) Reasonably discipline with penalties commensurate with the offense.
- (3) The Board believes that consistency in the imposition of discipline must include a fair and thorough investigation prior to imposing discipline. Investigation may include collecting facts and interviewing witnesses or gathering records necessary to support the disciplinary action imposed. The Board shall designate a non-bargaining unit employee, which may include the Executive Secretary, to conduct an investigation before any discipline is imposed. The Board will consider the offense under investigation and its relationship to prior disciplinary actions, if any. Corrective counseling is an option and may be utilized prior to the imposition of discipline, as well as during the various steps for progressive discipline.
- (4) When an employee commits multiple, various acts for which discipline may be imposed, the discipline may exceed that set forth in Appendix A of this policy for a particular violation. For example, if an employee both fails to follow a written directive and used work time for personal activities, the discipline imposed for a first offense may be a written reprimand rather than a verbal reprimand.

(B) Types of Disciplinary Action

- (1) Verbal Reprimand: This action must be accompanied by a memorandum for record-keeping purposes in the employee's personnel file stating the nature, time, and place of the offense. This memo will be signed by the issuing supervisor. A verbal reprimand is the least formal and least severe of the disciplinary actions.
- (2) Written Reprimand: This action states in writing to the employee the specific violation for which the reprimand is being given. A letter will be given to the employee that clearly indicates that the letter is notification of a "Written Reprimand." This notification will ensure that the employee knows that disciplinary action is being imposed. The reprimand should be signed by the employee acknowledging that he/she has received a copy. If the employee refuses to sign, the refusal should be witnessed by another non-bargaining unit employee or a notation should be made indicating that the employee refused to accept the

reprimand and the date of the refusal. A copy of each written reprimand shall be maintained in the employee's personnel file.

- (3) Fines: The amount of any fine levied as disciplinary action for a violation shall not exceed five (5) days pay. All fines shall be implemented in accordance with the administrative rules of the Department of Administrative Services or the contract between the State of Ohio and OCSEA.
- (4) Working Suspension: For purposes of progressive discipline, this action is considered the same as a suspension; However, the employee comes to work and receives compensation for the hours worked.
- (5) Suspension: This action is an involuntary, temporary separation from active pay status. A suspension is made for a definite and stated period of time at the end of which the employee returns to normal employment status.
- (6) Removal: This action is an involuntary, permanent separation from employment.

(C) Disciplinary Guidelines

- (1) **All disciplinary action shall be taken in accordance with the procedures set forth in the contract between the State of Ohio and OCSEA and section 124.34 of the Revised Code.**
- (2) The disciplinary progression set forth in Appendix A is intended to be a guide only. Actual disciplinary action taken may vary depending upon the circumstances and the nature of the offense.

Policy 4736-6: Use of State Telephones

- (A) The Board recognizes that it may be necessary for employees to make or accept a limited number of personal telephone calls while at work. However, the frequency and duration of such personal calls shall be kept to a minimum. Except for emergency calls, all personal calls shall be made during lunch hours or authorized breaks.
- (B) Personal long distance calls made from a state telephone shall either be charged to a personal credit card, a third party number, or a non-state number. A Board employee shall reimburse the state for any charges accruing from personal calls made from a state telephone that are not charged to a personal credit card, third party number, or non-state number.
- (C) Personal business, which involves an activity undertaken for profit or gain of any kind, shall not be conducted from a state telephone. Examples of such activities include, but are not limited to, Avon, Amway, Mary Kay, or Tupperware.
- (D) Employees shall not accept collect calls or make phone calls to foreign countries unless the Executive Secretary or her designee give prior authorization to accept a collect call from a specific individual.
- (E) Employees shall not make calls to 1-900 numbers.
- (F) Employees shall not call or fax radio stations, TV stations, or other sponsors of contests at any time on state telephones or other state equipment.
- (G) The Executive Secretary shall review Board telephone records regularly to determine whether excessive or unauthorized use is occurring. The employee whose phone number is at issue may be asked to explain the circumstances surrounding the questioned usage.

Policy 4736-7: Overtime Compensation for Non-Bargaining Unit Staff

- (A) Provided a non-bargaining unit staff member of the Board has not been designated overtime exempt, a non-bargaining unit staff member may accrue overtime when the legitimate demands of the position require the staff member to be in active pay status for more than forty (40) hours in any one calendar week. When calculating active pay status, time spent as sick leave in any one calendar week shall not count toward the 40 hours.
- (B) Active pay status shall include the following:
 - (1) Time spent presenting on behalf of the Board at professional meetings/continuing education activities, including presentations made after work hours or on weekends;
 - (2) Time spent attending professional meetings and/or continuing education activities during or after work hours or on weekends when those activities involve, are directed toward, or are related to persons or issues relevant to the Board's authorized functions provided attendance has been approved by the Board or its designee;
 - (3) Time spent in active travel to and from meetings, activities, or presentations on behalf of the Board when such meetings, activities, or presentation involve, are directed toward, or are related to persons or issues relevant to the Board's authorized functions provided attendance has been approved by the Board or its designee. Travel delays that occur during normal working hours will also constitute active pay status. All other travel time must be approved by the Board or its designee before being considered time spent in active pay status.
- (C) A non-bargaining unit staff member entitled to overtime compensation shall receive time off in lieu of overtime pay on a time and one-half basis (compensatory time).
- (D) All compensatory time must be pre-approved by the Board or its designee. To request approval to work in excess of forty (40) hours in any one calendar week, all employees must submit a completed compensatory pre-approval form to the Board or its designee. Failure to submit the pre-approval form will result in the loss of the overtime hours or compensatory time as defined in paragraph (C) of this policy.
- (E) When a non-bargaining unit staff member elects to use compensatory time, the time off shall be scheduled at a time mutually convenient to the staff member and the Board. When compensatory time is requested, the staff member shall complete and submit a "Request for Leave" form in accordance with Policy 4736-1, Leave Policy for Board Staff.

Policy 4736-8: Overtime Exempt Staff – Compensatory Time

- (A) An employee designated overtime exempt is expected to work the number of hours needed to complete all job-related activities and expectations. This may or may not require to work a full forty hour week. When more than forty hours are worked in a single week, the employee will accrue hour-for-hour compensatory time. When the employee works less than forty hours in a single week, the employee must submit an approved leave form to the Board or its designee accounting for the hours not worked.
- (B) Board employees designated overtime exempt shall comply with the following requirements:
 - (1) All overtime exempt employees are expected to generally work Monday through Friday, with a substantial portion of the hours worked occurring during the Board's official hours of operation (8:00 am – 4:30 pm).
 - (2) When an overtime exempt employee expects to be away from the office for an extended period of time, in excess of four hours, the employee shall notify the to the Board or its designee of the expected absence and assure adequate coverage by an appropriate person for his/her area(s) of responsibility for the period of time the employee is away.
 - (3) Prior to working more than forty hours in a single week, all overtime exempt employees must obtain pre-approval from the to the Board or its designee, in accordance with Policy 4736-7, Overtime Compensation for Non-Bargaining Unit Staff, and must explain to the to the Board or its designee why extra work hours are necessary to complete assigned tasks or agency business. It is the ultimate discretion of the Board or its designee if the assigned tasks or agency business cannot wait until the following week.
- (C) The maximum amount of compensatory time accrual is 120 hours. Compensatory time must be used within 180 days from the date it is earned. Compensatory time not used within 180 days of the date earned will be eliminated from an employee's balance.
- (D) Cash payment for any compensatory time accrued, including compensatory time accrued in excess of 120 hours or compensatory time accrued at separation, is not permitted.
- (E) Use of compensatory time shall be in accordance with paragraph (E) of Policy 4736-7, Overtime Compensation for Non-Bargaining Unit Staff.
- (F) Employees may not retain compensatory time upon separation from employment with the State of Ohio.
- (G) Compensatory time may not be transferred to another agency, upon transfer of the employee.

Policy 4736-9: Drug Free Workplace

Policy:

Pursuant to Federal Requirements the state has adopted the following drug-free work place policy. Any employee violating this policy will be subject to discipline, up to and including termination.

Procedure:

- (A) Any employee who, in any way, uses, gives, or transfers to another person a controlled substance or who sells or manufactures a controlled substance while at his or her place of employment or at any place where the State of Ohio conducts business, will be subject to discipline, up to and including termination.
- (B) The term “controlled substance” means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and “Crack.” They also include “legal drugs,” prescription drugs not prescribed for the user by a licensed physician.
- (C) Each state employee is required by law to inform his or her State of Ohio employer within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred at the worksite. A conviction means a finding of guilty, no contest (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
- (D) Your employing state agency has an obligation to notify the U.S. government agency with which it has a contract or grant within ten (10) days after receiving notice from the employee or otherwise actual notice of conviction.
- (E) If an employee is convicted of violating any criminal drug statute while at the work place, he or she will be subject to discipline, up to and including termination.
- (F) The laws require all employees abide by this policy.

Policy 4736-10: Sexual Harassment

(A) General

- (1) The Board shall maintain a working environment free from any sexual harassment. Sexual harassment of Board employees, independent contractors, applicants, registrants, and visitors is strictly prohibited in accordance with federal law 42 U.S.C. 2000e-2a.
- (2) "Sexual harassment" means any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct when any one of the following criteria is met:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, contract, registration, or other action within the Board's authority;
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for contract, employment, registration, or other decisions affecting such individual; or
 - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creates an intimidating, hostile, or offensive work environment.
- (3) Sexual harassment shall depend upon how the aggrieved individual is affected, not on the harasser's intent and may include, but not be limited to:
 - (a) Verbal comments such as threats, insults, offensive or suggestive remarks;
 - (b) Non-verbal behavior such as suggestive gestures or looks, staring or leering; and
 - (c) Physical contact such as rape or attempted rape; cornering or trapping; pinching, grabbing, or patting; or touching, hugging, or kissing.

(B) Reporting sexual harassment

- (1) An individual who believes that he/she is a victim of sexual harassment shall advise the perpetrator that the action is not welcome and that the perpetrator should stop.
- (2) The aggrieved individual may report an incident of sexual harassment to the Board's EEO officer, the State of Ohio Equal Opportunity Center, or the Ohio Civil Rights Commission.
- (3) The aggrieved individual may file a formal sexual harassment complaint with the state Equal Opportunity Center or the Board's EEO officer within thirty (30) days, the Ohio Civil Rights Commission within six (6) months, and/or the Federal Equal Employment Opportunity Commission within three hundred (300) days of the most recent incident of sexual harassment.

- (C) When an individual wishes to pursue the matter of sexual harassment informally, the Board's EEO officer shall provide confidential counseling to assist the individual in explaining the matter and in determining whether a formal complaint should be filed.

(D) Informal resolution process

- (1) If an aggrieved individual decides to rely on informal resolution, the Board's EEO officer shall ask the aggrieved individual to set forth in writing the details of the alleged incident. Such written report shall be kept in a secure file and confidentiality maintained.
- (2) Immediately upon receipt of the written complaint, the Board's EEO officer shall schedule an informal meeting with the alleged perpetrator to review the facts set forth in the complaint.
- (3) The Board's EEO officer shall summarize in a written report the allegations and the perpetrator's response to same and shall submit this report to the Board's Executive Secretary.
- (4) If the Executive Secretary determines that sexual harassment has occurred, disciplinary action consistent with Policy 4736-5, Disciplinary Guidelines, which may include removal, shall be immediately initiated.

(E) Formal resolution

- (1) If the aggrieved individual decides to pursue a formal resolution within the jurisdiction of Ohio, a formal complaint shall be filed with the Board EEO officer or with the State of Ohio Equal Opportunity Center within thirty (30) days of the most recent incident of alleged sexual harassment.
- (2) If the complaint is filed with the Board's EEO officer, the officer shall conduct a formal investigation of the complaint and shall render, within sixty (60) days of the filing of the complaint, a decision as to whether probable cause exists to believe sexual harassment has occurred. The report shall also suggest an appropriate remedy to the Board.
- (3) The Board shall determine whether sexual harassment has occurred and shall initiate disciplinary action in accordance with Policy 4736-5, Disciplinary Guidelines.
- (4) If the aggrieved individual is not satisfied with the Board's decision and/or resolution, the individual may request a hearing through the State of Ohio Equal Opportunity Center.
- (5) If the Equal Opportunity Center determines disciplinary action is necessary, the Board shall act on that decision within thirty (30) days after the decision by the Center.

Policy 4736-11: Poll Worker Leave

Purpose

The purpose of this work rule is to establish procedures in accordance with the State of Ohio Policy on Poll Worker Leave.

Policy Statement

The Sanitarian Registration Board recognizes that there is a need for a pool of available individuals to serve as judges of elections in order for our democratic process to operate in a fair and efficient manner. Accordingly, the Board will allow its permanent full-time and part-time employees, certified by the local board of elections, to be eligible for paid leave (poll worker leave) on Election Day to serve as judges of elections. The ability to be away from work as contemplated by this work rule is subject to the terms and conditions set forth below.

Applicability

Poll worker leave only applies to individuals who work full time or part time for the Board. Employees classified as non-permanent appointment types such as seasonal, intermittent, etc., are not eligible for poll worker leave. This work rule shall be uniformly applied to all similarly situated employees. An employee who is on any type of paid or unpaid leave of absence is not eligible for Poll Worker Leave.

Procedures

Employees requesting poll worker leave and supervisors who receive the requests for leave must follow the procedures established by this work rule.

1. A request for paid time off to serve as a judge of elections on election day shall be submitted to the employee's immediate supervisor at least 14 calendar days prior to the date of the election or as soon as practicable. To request time off the employee must complete the standard "Request for Leave" form (ADM 4258), check the box for "Other", and write "Poll Worker Leave" on the form.

Additionally, the employee must attach to the request for leave a copy of the employee's certificate of appointment issued by the board of elections pursuant to RC 3501.27(A), a commitment card, or another form of confirmation from the local board of elections that the employee will be serving as a judge of elections on a particular election day. Any request for time off that is not timely or presented in the proper manner shall be denied.

2. Upon receiving a properly completed request for leave form with the required documentation, the immediate supervisor shall note the date and time the request was received in the supervisor's "Remarks" section. The supervisor is responsible for notifying an employee when the form is not completed properly or when

documentation is missing. Such notification shall be given by the supervisor prior to marking the leave form as being received for processing.

3. Requests for poll worker leave shall be subject to the operational needs of the employee's work unit. **Requests for poll worker leave will be given the lowest priority as compared to all other types of leave requests received from employees within the work unit for the same date.**
4. If the number of employees requesting poll worker leave would cause a work unit to not be able to fulfill its operational needs, then requests for poll worker leave will be granted in the order they were received. The supervisor's date and time in the remarks section is the sole factor in determining when a request was submitted. Incomplete forms or forms with missing documentation will not be considered submitted until the error is corrected.
5. The Board can revoke the approval of poll worker leave if operational circumstances of the employee's work unit so necessitate, at the discretion of the employee's immediate supervisor. A supervisor who makes this determination shall follow the existing procedures for revoking approved leave. It is the employee's responsibility to notify the board of elections if the employee is no longer available to serve as a judge of elections on a particular election day.
6. An employee must verify to the Board the employee's service as a judge of elections in each instance that the employee utilizes poll worker leave. On the workday following the election on which the employee returns to work, the employee shall deliver a properly completed and signed Poll Worker Leave Verification Form to the employee's immediate supervisor. Additionally, within 5 working days of receiving payment from the local board of elections, the employee shall submit proof of the payment to the employee's immediate supervisor. The supervisor shall attach the copy of the proof of payment to the Manager/Supervisor copy of the employee's previously submitted request for leave form. Verification will not be considered timely if submitted more than 6 months beyond the date the employee utilized Poll Worker Leave. **Failure of the employee to timely submit the required verification discussed above to the employee's immediate supervisor will cause the employee to be considered absent without leave (AWOL) for that day and may subject the employee to discipline, up to and including removal.**
7. Any employee who fails to follow the procedures set forth in this work rule may be subject to disciplinary action, up to and including removal. The Board will notify the Director of Administrative Services of any circumstances where fraud is suspected so that improper payments can be recovered.

POLL WORKER LEAVE VERIFICATION FORM

I, _____, worked as a poll judge for the
(Name of Employee - Printed)

_____ County Board of Elections for the election
(Name of County - Printed)

that was held on _____. I worked a total of _____ hours
(Date)

as a poll judge on the date referenced above.

(Signature of Employee)

(Date)

(Signature of Board of Elections Official)

(Title)

(Date)

If available, please obtain the signature of the presiding poll judge. If the presiding judge is not available mark "unavailable" on the line and the Sanitarian Registration Board will obtain verification at a later date. If you are the presiding judge, sign both lines.

This form must be submitted to your immediate supervisor on the first day you return to work after serving as a judge of elections.

Policy 4736-12: Processing of Public Information Requests

(A) General

This policy is intended to comply with the current public records law in Ohio. All public records requests shall be filled within the time frames and in the manner specified by the statute. If this policy fails to comply with the public records law due to changes occurring in that law after the effective date of this policy, state law shall prevail over those portions of this policy that are inconsistent with state law.

The public may inspect the Board's public records at anytime during the normal working hours of the board. All requests for copies of the Board's public record information shall be filled within a reasonable time. The Board shall charge for requested copies of public records in accordance with Ohio's public records law.

When a requested public record contains a Social Security Number, the number shall be redacted throughout the record before the record is provided.

Under Ohio's public records law, individuals making public information requests are NOT required to submit the request in writing or provide their name and/or reason requesting the information.

(B) Registrant Information

(1) Telephone, electronic, and in-person requests

- (a) Any staff member may give the following information either by telephone, facsimile, email, or in-person to anyone:
 - (i) Verification of current registration status; and
 - (ii) Any information contained on the computerized database except for a Social Security Number or data flagged, coded, or indicated as confidential in any manner.
- (b) If other information is requested, the request shall be referred to the Executive Secretary, who is responsible for processing public information requests. The Executive Secretary may ask for additional information needed to facilitate the Board's response to the request.
- (c) If the registrant's data is flagged, coded, or indicated as confidential in any manner, the caller shall immediately be referred to the Executive Secretary. If the Executive Secretary is not available, information shall be obtained so that a return call may be made as soon as possible to the individual or entity requesting the information.

(2) Written Requests

- (a) Upon written request, the Executive Secretary may release any information, except for transcripts, Social Security Numbers, or data flagged, coded, or indicated as confidential in any manner included in the following records:
 - (i) Original registration approval application;
 - (ii) Master card;

- (iii) Computerized records; and/or
 - (iv) Registration renewal application.
 - (b) All written requests should include adequate identifiers of the registrant and clearly specify the information needed. If the identifiers are not adequate, the Board shall timely notify the individual or entity making the request and attempt to obtain the necessary clarification before filling the request.
 - (c) If a registrant's data is flagged, coded, or indicated as confidential in any manner, the request shall be referred immediately to the Executive Secretary for response.
 - (d) If a person requests extensive information and/or information about a large number of registrants, the person may be asked to make an appointment to visit the Board office for the purpose of obtaining the information if such a visit is feasible. The information shall be provided in accordance with Paragraph (D) of this policy.
 - (e) All requests for transcripts shall be referred to the Executive Secretary or designee. In accordance with the Family Educational Right to Privacy Act, 20 USC 1232g, transcripts shall not be released by the Board without the individual's (registrant's) written consent.
 - (f) All requests for Social Security Numbers shall be referred to the Executive Secretary or designee and shall not be released by the Board without the registrant's written consent.
- (3) Exceptions to all the above procedures may be made at the discretion of the Executive Secretary or designee.
- (C) Other information
- Any other requests for public information shall be given to the Executive Secretary or designee.
- (D) Process for Responding to a Public Records Request for Extensive Information in Accordance with Paragraph (B)(2)(d) of this Policy
- (1) Assemble all originals;
 - (2) Make a copy;
 - (3) In consultation with the AAG, conduct a privilege review and either extract or redact privileged or confidential information;
 - (4) Number or date stamp the response; and
 - (5) Make a copy of the response, attach it to the record request, and file for future reference.
- (E) Photocopies
- Requests for photocopies of any records shall be submitted to the Executive Secretary or designee who will collect the appropriate cost for photocopying the materials in compliance with the public records law as set forth in the Revised Code.
- (F) Waiver of Privilege

When a record request includes documents that could be privileged, the Executive Secretary or designee shall confer with the AAG as necessary to determine the advisability of waiving the privilege. Examples of privileged documents include, but may not be limited to, materials falling within the attorney-client privilege, documents reflecting the deliberative processes of the Board, trial preparation documents, and documents reflecting an attorney work product. Only the Executive Secretary or designee may waive privilege.

(G) Confidential Information

When a response to a records request would include the release of confidential information, only the Executive Secretary or designee shall respond to the request. Confidential information includes, but is not limited to, the following:

- (1) Social security numbers;
- (2) Student educational records;
- (3) Child abuse reports;
- (4) Peace officers' home addresses;
- (5) Criminal background information;
- (6) Certain law enforcement records;
- (7) Mental retardation/developmental disabilities records;
- (8) Medical records;
- (9) Substance abuse treatment records;
- (10) Probation and parole reports;
- (11) Abortion/adoption records;
- (12) Putative father registry records;
- (13) DRC/DYS records; and
- (14) Records sealed pursuant to a court order.

(A) **General prohibition.**

- (1) All information received by the Board pursuant to an investigation is confidential and shall not be shared in any way with any individual or entity outside the Board unless the Executive Secretary or designee directs otherwise pursuant to a court order. Likewise, all investigatory reports and summaries, witness statements, and records are confidential and shall not be shown to, copied for, or released to any individual or entity outside the Board unless the Executive Secretary or designee directs otherwise pursuant to a court order.
- (2) For purposes of this policy, the phrase “individual or entity outside the “Board” includes, but is not limited to:
 - (a) Board staff members, except in accordance with Paragraph (C) of this policy;
 - (b) Board members, except in accordance with Paragraph (D) of this policy;
 - (c) Any member of the public, including, but not limited to, professional association representatives, reporters, opposing counsel, family members, or friends; or any state, federal, or local agency that is not investigating a person registered by the Board.
- (3) If for any reason confidential information may need to be disclosed to an individual or entity outside the Board, or if a request is received for such information, the employee receiving the request shall notify the Executive Secretary or designee who shall be responsible for dealing with disclosure of the information in accordance with applicable state and federal laws.

(B) **Subpoenas.**

Subpoenas demanding investigatory information shall be referred directly to the Executive Secretary or designee or the Board’s legal counsel. If a Board employee is subpoenaed concerning a past or present case, the employee must immediately inform the Executive Secretary or designee. If a Board employee is asked or subpoenaed to testify in any hearing, trial, deposition, or grand jury proceeding, the employee must immediately inform the Executive Secretary.

(C) **Consultation with the Board member designate.**

The Executive Secretary or designee may review investigative information and materials with the Board member(s) serving as the investigative designate.

(D) **Communication with law enforcement officials and staff of other state agency’s enforcement units.**

The Executive Secretary or designee shall at all times cooperate with law enforcement officials. The Executive Secretary or designee may orally communicate investigatory information to law enforcement officials and staff of other state agency’s enforcement units, if necessary to satisfy the reporting requirements of section 2921.22 ORC or to provide investigatory information to a law enforcement officer or government entity investigating a person licensed by the Board if directed to do so by the Executive

Secretary or designee. The Executive Secretary or designee may complete law enforcement complaint forms, other state agency's complaint forms, or similar forms, if a law enforcement official or staff of a state agency's enforcement unit require such process as part of the reporting requirements of section 2921.22 ORC as part of the process for making a complaint with the state agency or as part of the state agency's investigation of an individual registered by the Board. If a law enforcement official requests any investigatory information or materials which do not fall under the above-referenced duty to report, such request shall be referred to the Executive Secretary or designee or the Board's legal counsel.

(F) **Ethics law violation.**

Section 102.03 ORC prohibits any present or former public official or employee from disclosing, without appropriate authorization, information that is required by statute to be kept confidential, and which was acquired in the course of her/his official duties. A violation of section 102.03 ORC is a first degree misdemeanor under section 102.99 ORC. If the Board learns of a possible violation, it will refer the matter to the Ohio Ethics Commission for investigation and prosecution.

(G) **Executive Secretary.**

The Executive Secretary, as the Chief Administrative Officer of the Board, is responsible for carrying out the Board's functions, shall have timely access to all information pertinent to investigative matters.

Policy 4736-15: Use of Personal Automobiles for State Purposes

Policy:

Pursuant to Section 4509.51 of the Revised Code, any state employee who will be involved in regular travel for business purposes, using their personal automobile or state automobile shall provide verification of sufficient liability insurance upon hire.

Procedure:

- (A) Sufficient automobile liability insurance coverage is defined as:
- (1) A minimum of \$12,500 for bodily injury to or death of one person in any one accident;
 - (2) A minimum of \$25,000 for bodily injury to or death of two or more persons in any one accident
 - (3) A minimum of \$7,500 for injury to property of others in any one accident.

Policy 4736-16: Workplace Violence

(A) Preamble

- (1) It is the policy of the Sanitarian Registration Board to promote a safe environment for its employees. The Board is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.
- (2) The purpose of this policy is to heighten the safety of every employee and to recognize that all employees share the responsibility to prevent and respond appropriately to threats of violence or actual workplace violence. Therefore, cooperation, adherence to, and support of this policy are essential for each Board employee.
- (3) The Board will not tolerate workplace violence either by an employee or toward an employee. All reports of such incidents will be taken seriously and dealt with appropriately. Threats of or actual workplace violence by an employee shall lead to disciplinary action up to and including termination in accordance with policy 4736-5, Disciplinary Guidelines, and to the involvement of law enforcement authorities.
- (4) This policy applies, but is not limited to, employees, visitors, contract and temporary workers, vendors, and other individuals who are either on state property or otherwise involved with Board operations in any other way.

(B) Definitions

- (1) "Threat or act of violence" means conduct against a person or property that is sufficiently severe, offensive, or intimidating to alter the conditions of state employment or to create a hostile, abusive, or intimidating work environment for one or more Board employees.
- (2) "Workplace violence" includes, but is not limited to, the following:
 - (a) All threats or acts of violence occurring on state property, regardless of the relationship between the state and the individual involved in the incident;
 - (b) All threats or acts of violence not occurring on state property, but involving someone who is acting in the capacity of a representative of the Board;
 - (c) All threats or acts of violence not occurring on state property but involving an employee of the Board if the threats or acts of violence affect the legitimate interests of the state; and
 - (d) Any threat or act of violence resulting in the conviction of an employee or agent of the Board under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests of the state.
- (3) Specific examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:
 - (a) Hitting or shoving an individual;
 - (b) Threatening to harm an individual or his/her family;

- (c) The intentional destruction or threat of destruction of property owned, operated, or controlled by the state;
 - (d) Making harassing or threatening telephone calls or sending harassing or threatening letters or other forms of written or electronic communications;
 - (e) Intimidating or attempting to coerce an employee to do wrongful acts as defined by applicable law, administrative rule, policy, or work rule, that would affect the business interest of the state;
 - (f) The willful malicious and repeated following of another person, also known as "stalking," and making of a credible threat with intent to place the other person in reasonable fear for his/her safety; or
 - (g) Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on state property.
- (C) Procedures for dealing with workplace violence occurring in the Board office -- After taking immediate steps necessary to preserve life and safety, an employee shall:
- (1) When violence is in progress, the first employee who becomes aware of the situation shall immediately contact law enforcement by telephone as follows:
 - (a) Call 9-911;
 - (b) Call the Ohio State Highway Patrol at 6-0506;
 - (c) Call Building Security at 4-5390.
 - (2) When an employee becomes aware of a situation involving possible workplace violence, that employee shall immediately contact the Executive Secretary. The Executive Secretary will contact law enforcement as needed. If the threat is imminent, the Executive Secretary or designee shall contact the following:
 - (a) Columbus Police at 9-645-4545;
 - (b) Ohio State Highway Patrol at 6-0506;
 - (c) Building security at 4-5390.
 - (d) If the threat is life threatening, contact 9-911 in lieu of contacting the Columbus Police and before contacting the Highway Patrol and Building Security.
 - (3) When a threat of violence is made through the mail or through some form of telecommunications, notify the Executive Secretary or designee immediately. The Executive Secretary shall then notify the threatened individual regarding the nature and severity of the threat and the identity of the party making the threat, when known. Documentation of the threat shall be provided in accordance with Paragraph (D) of this policy.
- (D) When a threat is made using some form of telecommunications, the staff member who receives the threat shall document in writing the name of the individual who is the subject of the threat, the date and time of the communication, the identity of the person making the threat, if known, and any other substantive information related to the communication. The documentation shall be given to the Executive Secretary or designee. When the communication is related to an investigative matter, the document shall also be filed in the registrant's investigative file.

- (E) When the Executive Secretary or designee learns of a threat of violence, the Executive Secretary or designee shall determine all individuals who might be in danger and shall immediately notify them of the threat. These individuals include, but are not limited to, Board staff, the assistant attorney general, a hearing officer, or any other individuals who may have been involved with the individual or circumstances that motivated the threat.
- (F) When a threat has been made by a registrant, the Executive Secretary or designee should attempt to find a picture of the individual and provide copies of the picture to staff and to other security personnel, as appropriate.
- (G) The Board specifically prohibits the possession of weapons by any employee while on Board property or while engaging in business on behalf of the Board. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Weapons include, but are not limited to, guns, knives, explosives, and other items with the potential to inflict harm.

Policy 4736-17: Weapons

- (A) No Board employee while conducting state business, during working hours, on state time, or while on or in state-owned or leased property shall possess, or have under his/her control any offensive or defensive weapons, including but not limited to, a firearm (including unloaded, inoperable or sawed off firearms, starter pistols, zip guns, etc.), knife, club, brass knuckles, martial arts weapon, or stun gun. For purposes of this work rule, state-owned or leased property includes, but is not limited to, state-owned and/or leased vehicles, state-owned and/or controlled parking facilities or surface lots. Specifically, prohibited items shall not be stored in personal vehicles parked on state-owned and/or leased property.
- (B) Dangerous ordnance, incendiary or explosive devices or chemicals, fireworks, or similar items are considered weapons and/or dangerous devices for purposes of this work rule and are prohibited.
- (C) An employee who violates this work rule or uses or threatens to use any object as a weapon against any person shall be subject to disciplinary action, up to and including removal on the first offense.
- (D) Small folding pocketknives are permitted.

Policy 4736-18: Work at Home

- (A) An employee of the Board may request authorization to work at his/her home during what would be the employee's standard work hours. All requests to work at home must be approved by the employee's immediate supervisor and the Executive Secretary or designee before working at home may be considered authorized. If an employee of the Board works at home without receiving prior authorization from the employee's immediate supervisor and the Executive Secretary or designee, the employee shall be subject to disciplinary action in accordance with Policy 4736-5, Disciplinary Guidelines.
- (B) An employee who is authorized to work at home may be asked by his/her immediate supervisor or the Executive Secretary to provide satisfactory documentation of the hours worked or other evidence demonstrating that productive work was actually performed. Failure to provide such documentation may result in the hours worked at home being classified as leave without pay.
- (C) When weather conditions that do not rise to the level of an officially declared weather emergency prevent an employee from working at the Board office, the employee may request authorization from the Executive Secretary or designee to work at home, provided the employee's duties are such that working at home is feasible. If the Executive Secretary or designee approves the request and the employee complies with paragraph (B) of this policy, the time spent working at home shall not constitute leave as set for in Policy 4736-1, Leave Policy for Board Staff.
- (D) An employee of the board shall not accrue compensatory time for work performed at home.

(A) Work Hours

- (1) The standard work week for all full-time permanent employees of the Board shall be forty (40) hours. The Board's official hours are from 7:30 a.m. to 4:30 p.m. and employees are expected to work those hours unless an alternative schedule is approved.
- (2) All Board employees may be permitted to participate in the Board's flextime schedule. Employees not participating in the flextime policy will work a fixed schedule of 7:30 AM to 4:30 PM with a sixty minute lunch period.
- (3) Management shall have the sole right to approve and/or limit the maximum number of employees who may be scheduled to any scheduling option. Such determinations are not grievable under union contracts or other administrative proceedings.

(B) Standard Work Hours

An employee is expected to be at his/her work station at their designated starting time, and is expected to work an eight (8) hour day, Monday through Friday, unless overtime has been authorized by the immediate supervisor or a flexible work option is authorized by the Executive Secretary or designee. Absent approval for a flexible work option, employees will be required to work a schedule starting at 7:30 AM and ending at 4:30 PM.

- (1) Lunch hours must be at least 30 minutes in length and taken midway through the day for each eight (8) hour day worked. In extenuating circumstances, supervisors may approve a lunch hour be shortened or extended for up to 30 minutes. Time for extended lunches must be made up in the same work week.
- (2) No employee shall work overtime without prior approval of his/her immediate supervisor. In accordance with the Fair Labor Standards Act, no employee shall be eligible to accrue paid overtime/compensatory time until they have been in an active pay status for 40 hours in any calendar week. Active pay status includes, but is not limited to, time worked, vacation, personal, and comp time used.

(C) Flexible Work Options

(1) Core Business Hours

An employee may deviate from the fixed scheduled described in paragraph (B) of this policy provided:

- (a) The employee is working during the core business hours of 9:00 am and 3:00 pm. Any employee must receive prior authorization from the Executive Secretary or designee if they wish to arrive after 9:00 am or leave prior to 3:00 pm without using leave time.
- (b) No employee will be permitted to start work earlier than 7:00 am or end work later than 6:00 pm unless it is pre-approved by the Executive Secretary or designee.
- (c) An employee will only be permitted to work at home (in accordance with

Policy 4736-18) or work on weekends if it is pre-approved by the Executive Secretary or designee.

- (d) Immediate supervisors must schedule adequate and appropriate staff coverage at all times during the core business hours of the Board. In addition, managers must have a plan in place for coverage during periods of unscheduled absences.
 - (e) Management shall have the sole right to approve and/or limit the maximum number of employees who may be scheduled to any scheduling option. Such determinations are not grievable under union contracts or other administrative proceedings.
- (2) The Executive Secretary, at his/her discretion, may require an employee on a flexible work schedule to work a standard work week during any time period. A standard work week shall consist of five (5) eight (8) hour days during the official hours of the Board, Monday through Friday, with a one (1) hour lunch period. If an employee on a flexible work schedule is required to work a standard week, the employee's work week shall not exceed forty (40) hours unless the additional hours are counted as overtime

(D) Tardiness.

- (1) Repeated or excessive tardiness including returning late from breaks and/or lunch, shall result in progressive discipline in accordance with Policy 4736-5, Disciplinary Guidelines.
- (2) An employee shall be considered tardy if he/she is not at his/her work station ready to work by the designated time if the employee is on a fixed schedule. Employees on flex time are considered tardy if they are not at their work stations ready to work by 9:00 am.
- (3) If an employee contacts the Board prior to 9:00 am to report that they will arrive after 9:00 am due to extenuating circumstances, the Executive Secretary or designee has the discretion to allow the employee make up the time missed within the same calendar week in which the circumstances occurred by shortening lunch breaks, starting work early, and/or working late. Such arrangements must be pre-approved by the Executive Secretary or designee.
 - (a) If an employee does not wish to flex to make up the time missed, or if flexing is not authorized by the Executive Secretary or designee, the employee must use leave time or take leave without pay for the time missed.
 - (b) Paragraph (D)(3) of this Policy also applies in the situation where an employee leaves before 3:00 pm.

(D) Break Periods and Lunch Periods.

- (1) Lunch period shall be taken during the midpoint of the day and shall be at least thirty (30) minutes in length.
- (2) An employee is entitled to two (2) twenty (20) minute breaks; one in the morning and the other in the afternoon at times to be established by the employee's immediate supervisor.

- (3) During breaks or lunch periods, an employee shall not loiter at the work stations of other employees who are not on break or lunch.
- (4) No employee shall sleep at his/her desk at any time, including, but not limited to, breaks or lunch.

(E) Signing-in

All employees shall maintain an accurate, valid record of the time they work using the sign-in or other recording mechanism adopted by the Executive Secretary.

(F) Dress Code.

- (1) At all times, employees shall be neat, clean, and appropriately dressed in a tasteful and business-like manner which shall include the wearing of appropriate footwear. Employees shall use good judgment in their choice of clothing and shoes. Business or business casual, which means attire that is suitable for an office setting but less formal than business suits, shall be the appropriate attire Monday through Thursday. On Friday, unless meetings involving the public are scheduled, employees may choose to "dress down" which means that attire more casual than business casual may be worn. Dress down attire includes, but is not limited to, items such as jeans and sweat shirts but shall never include the items listed in paragraph (F)(2) of this policy. Good judgment is expected when choosing attire for dress down days.
- (2) The following are never acceptable:
 - (a) Spaghetti strap or backless tops or dresses unless worn with a jacket at all times;
 - (b) Sheer tops or tops that show the midriff;
 - (c) Shorts;
 - (d) Clothing that is faded, stained, or in need of repair;
 - (e) Exposed body piercing, other than the ears or nose;
 - (f) Shirts or other attire with a slogan which may be offensive to other employees or the public; and
 - (g) Bare or sock feet during the official hours of the Board.
- (3) If at any time an employee's clothing, footwear, or appearance is not in accordance with this policy, the employee's supervisor or the Executive Secretary or designee shall inform the employee of the inappropriate attire or appearance and ask the employee to correct the problem. If this correction requires the employee to leave the office, such leave shall be considered leave without pay.

(G) Employee Absence From Work Area.

- (1) An employee shall notify his/her immediate supervisor before leaving his/her respective work area for a period of greater than 15 minutes.
- (2) An employee shall request permission from his/her immediate supervisor before leaving the work area to conduct union business, as well as when conducting union business within the employee's immediate work area. An employee shall also advise his/her immediate supervisor as to the approximate time needed to conduct union business.

(H) Use of State Property and Equipment.

- (1) The misuse of state-owned property and/or equipment is a serious matter. In accordance with Ohio law, an employee who physically removes state-owned equipment or property or intangible items such as computer software without Board authorization, is guilty of theft and may face criminal prosecution.
- (2) In accordance with Ohio law, an employee shall not knowingly cause physical harm to state-owned equipment or property or intangible property. This includes intentional introduction of a "worm" or "virus" or other destructive computer program into a computer network.
- (3) All state-owned property, equipment, and intangible items shall be used only for work-related purposes. In addition, state-owned equipment, property, or intangible items shall only be used in accordance with state laws and in the manner directed by the employee's immediate supervisor. This includes, but is not limited to, telephones, fax machines, photocopiers, computers, computer systems, computer networks, computer services, and computer software.
- (4) If an employee must use state-owned property, equipment, or intangible items for a non-work related purpose, the employee shall do so only after obtaining the approval of his/her immediate supervisor, and shall use the equipment only in the manner agreed to by the immediate supervisor. The employee shall immediately reimburse the Board for all costs associated with the non-work-related usage of the property, equipment, or intangible items.

(I) Falsification of Records.

- (1) An employee is required to complete all official documents accurately and honestly. This includes, but is not limited to, forms used in the employee's day - to - day activities, travel vouchers, and payroll documents.
- (2) In accordance with Ohio law, an employee shall not falsify, destroy, remove, conceal, alter, deface, or mutilate any writing, data, or record, including, but not limited to, computer system records, with intent to commit fraud.

The Board reserves the right to revise the work rules, or to establish new rules. The appropriate unions shall be informed of any revisions before the revisions take effect.

(A) **Purpose.**

This policy is for the purpose of complying with the Federal Copyright Act in Title 17 of the United States Code, which states that it is illegal to make or distribute copies of copyrighted material without authorization (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

According to the Federal Copyright Act, persons involved in illegal reproduction of software can be subject to civil damages of as much as \$50,000, and criminal penalties, including fines and imprisonment, of up to five years.

(B) **General.**

The Federal Copyright Act makes no distinction between duplicating copyrighted material, including, but not limited to computer software, for sale or for free distribution. The law protects the exclusive rights of the copyright holders and, as applied to computer software, does not give users the right to copy proprietary software unless a backup copy is not provided by the manufacturer. It is illegal to make copies of proprietary software for any other purpose unless the software license agreement stipulates otherwise.

Public domain software, freeware, and shareware do not fall under the same requirements as there is no copyright involved. The Executive Secretary will inform staff when software is public domain software, freeware, or shareware that is not copyrighted or protected by the Federal Copyright Act.

It is the policy of the state and the Board to comply with all federal copyright laws. Duplicating, selling or otherwise copying for purposes of distributing copyrighted material, including, but not limited to computer software products (other than under the terms of the software license agreement) is a violation of the law. Unless a special arrangement has been made between the state or the Board and the publisher, all employees of the Board shall follow the "one software package/one computer" rule which means that a software packages is purchased for each computer upon which the software is to be run.

Policy Statement

It is the policy of the Sanitarian Registration Board to carry out its mission in accordance with the strictest ethical guidelines and to ensure that the Board members and employees conduct themselves in a manner that fosters public confidence in the integrity of the Sanitarian Registration Board, its processes, and its accomplishments.

General Standards of Ethical Conduct

Sanitarian Registration Board members and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code (R.C.), and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the Sanitarian Registration Board, and receipt acknowledged, as required in R.C. 102.09 (D).) Members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all members and employees includes, but is not limited to, those listed below. No member or employee shall:

- Solicit or accept anything of value from anyone doing business with the Sanitarian Registration Board;
- Solicit or accept employment from anyone doing business with the Sanitarian Registration Board, unless the member or employee completely withdraws from Board activity regarding the party offering employment, and the Board approves the withdrawal;
- Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell goods or services to, the Sanitarian Registration Board;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, *any* state agency other than the Sanitarian Registration Board, unless the member or employee first discloses the services or sales *and* withdraws from matters before the Board that directly affect officials and employees of the other state agency, as directed in R.C. 102.04;
- Hold or benefit from a contract with, authorized by, or approved by, the Sanitarian Registration Board (the Ethics Law does except limited stockholdings, and some contracts objectively shown as the lowest cost services, where *all* criteria under R.C. 2921.42 are met);
- Vote, authorize, recommend, or in any other way use his or her position to secure approval of a Sanitarian Registration Board contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- Solicit or accept honoraria (see R.C. 120.01 (H) and 102.03 (H));

- During public service, and for one year after leaving public service, represent any person, in any fashion, before *any* public agency, with respect to a matter in which the official or employee personally participated while serving with the Sanitarian Registration Board;
- Use or disclose confidential information protected by law, unless appropriately authorized; or

For purposes of this policy:

- "*Anything of value*" includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. "Value" means worth greater than de minimus or nominal.
- "*Anyone doing business with the Sanitarian Registration Board*" includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the Board.

Financial Disclosure

Every Sanitarian Registration Board member or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ohio Ethics Commission by April 15 of each year. Any member or employee appointed or employed after February 15 and required to file a financial disclosure statement must file a statement within ninety (90) days of appointment or employment.

Assistance

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Laws and related statutes. The Commission can be contact at 614-466-7090. The Commission's website address is: www.ethics.ohio.gov. The Sanitarian Registration Board counsel and counsel for the Governor's Office are available to answer questions involving this policy.

Penalties

Failure of any Sanitarian Registration Board official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

Changes

This policy may be changed only by majority vote of the Sanitarian Registration Board.

Policy 4736-22: Grievances and Complaint Handling

Bargaining unit personnel shall refer to the Union Manual for grievance procedure policy. Non-bargaining unit personnel shall make every effort to resolve all issues either through their supervisor or the Executive Secretary along the steps listed below.

It is the policy of this agency to allow employees, who feel that they have received unjust or inequitable treatment, to follow a formal complaint procedure so that problems may be eliminated as quickly as possible. The procedure may be used without fear of recrimination.

All parties involved shall adhere to time limits specified throughout the procedure. Failure of the employee lodging the complaint to comply with any of the time limits may result in forfeiture of the complaint. Should management violate the time limits, the complaint shall automatically proceed to the next step of the procedure.

A sincere effort shall be made to resolve the complaint, in the following manner:

Step One

The employee shall orally present the complaint to the immediate supervisor within five working days of the incident creating the complaint, explaining the nature of the problem and a suggested solution, if the employee has one.

The supervisor may give the employee an oral reply immediately, or may wish to study the situation or obtain more information, but the employee shall receive an oral reply within three working days of the presentation of the complaint by the employee.

If the answer the employee receives does not resolve the situation to the satisfaction of the employee, or if the supervisor fails to respond within three working days, the employee may proceed to Step Two.

NOTE: If the complaint concerns a matter beyond the scope of the immediate supervisor's authority, the supervisor may direct the employee to bypass this step and proceed to Step Two.

Step Two

Within five working days of receiving the immediate supervisor's Step One reply, the employee may present the complaint to the Executive Secretary. The complaint shall be written out by the employee and shall be signed by both the employee and the immediate supervisor, which shall serve to verify that the complaint, as described, was discussed as required in Step One.

Employees following Step Two initially (see NOTE in Step One) need not present the complaint in writing.

The Executive Secretary shall schedule a meeting with the employee within five working days of receipt of the written complaint.

The employee shall have an opportunity at the meeting to explain the complaint and possible solutions. The employee may have a representative at the meeting, if he or she so wishes.

The Executive Secretary shall provide a written reply within five working days of the meeting.

As in Step One, if the reply does not satisfactorily resolve the situation for the employee, or if the supervisor fails to respond within five working days, the employee may proceed to the next step.

Step Three

A copy of the written complaint shall be sent to the Board Chairperson within five working days of the receipt of the Step Two reply.

Within fifteen working days of receipt of the appeal, the Chairperson, or his or her designee, shall render judgment on the appeal and inform the employee in writing of the final decision.

ADA Grievance Policy

POLICY:

The Board has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination on the basis of disability in the admission or access to, or treatment or employment in, its program or activities.

Complaints should be addressed to the Board designated coordinator:

INSERT NAME HERE
Sanitarian Registration Board
77 South High Street, 16th Floor
Columbus, OH 43215-6108

If the designated coordinator is the subject of a complaint, complaints should be addressed to:
The Board Chairperson
(same address as above)

PROCEDURE:

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and a brief description of the alleged violation of the regulations.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of the complaint. This procedure will provide informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and a copy forwarded to the complainant no later than 120 days after its filing.

5. The ADA coordinator shall maintain the files and records of the Board relating to the complaints filed.

6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. This procedure shall be considered to protect the substantive rights of interests of persons to meet appropriate due process standards, and to ensure that the Board complies with the ADA and implementing regulations.

8. A formal complaint may be filed with organizations outside the state's internal process:

OHIO CIVIL RIGHTS COMMISSION

AKRON	(216) 379-3100	COLUMBUS	(614) 466-2785
CINCINNATI	(513) 852-3344	DAYTON	(513) 285-6500
CLEVELAND	(216) 787-3150	TOLEDO	(419) 245-2900

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

CINCINNATI	(513) 684-2851	CLEVELAND	(216) 522-2001
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OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS

Discrimination complaints based on veteran status (excluding Desert Storm) may also be filed with this agency within 180 days.

COLUMBUS	(614) 469-5831	CLEVELAND	(216) 522-7472
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Complaints must be filed with the Ohio Civil Rights Commission within six months of the occurrence of the alleged discrimination and filed with the Equal Opportunity Commission within 300 days. The Ohio Civil Rights Commission and the Equal Employment Opportunity do not handle complaints involving sexual orientation or veteran's status.

Policy 4736-23: Use of Internet, E-Mail & Other IT Resources

The Sanitarian Registration Board endorses and establishes the State of Ohio IT Policy No. ITP-E.8: Internet, Electronic Mail, and Online Services Use and Abuse as the required policy of the Board.

The staff of the Board have read the policy and understand and agree to comply with all aspects of this policy. The policy has been added to the policy manual, Board member manuals, and copies have been made available to all staff.

Policy 4736-24: Weather Emergency Procedures

The Sanitarian Registration Board endorses and establishes DAS Directive HR-D-11 Public Safety Emergency Procedures as the required policy of the Board.

The staff of the Board have read the policy and understand and agree to comply with all aspects of this policy. The policy has been added to the policy manual, Board member manuals, and copies have been made available to all staff.

Policy 4736-25: Password and Personal Identification Number Security

The Sanitarian Registration Board endorses and establishes the State of Ohio IT Policy ITS-SEC-02 as the required policy of the Board.

The staff of the Board have read the policy and understand and agree to comply with all aspects of this policy. The policy has been added to the policy manual, Board member manuals, and copies have been made available to all staff.

Policy 4736-26: Portable Computing Security

The Sanitarian Registration Board endorses and establishes the State of Ohio IT Policy ITS-SEC-02 as the required policy of the Board.

The staff of the Board have read the policy and understand and agree to comply with all aspects of this policy. The policy has been added to the policy manual, Board member manuals, and copies have been made available to all staff.

Policy 4736-27: Access to Confidential Personal Information

(A) Authority

In late 2008, in response to the “Joe the Plumber” case, the 127th General Assembly, through HB 648, enacted section 1347.15 of the Revised Code. R.C. 1347.15 requires all state agencies to adopt rules, policies, and procedures that regulate employees’ access to confidential personal information kept by the agency.

(B) Purpose

This policy is designed to regulate access to the confidential personal information that is kept by the State Board of Sanitarian Registration (hereinafter “Board”).

(C) Application and Scope

This policy applies to all records kept by the Board, whether in electronic or paper form. Likewise, this policy applies to all employees of the Board and to all persons who are granted access, for valid reasons, to the records of the Board that may contain personal confidential information.

(D) Definitions

As used in Revised Code 1347.15 and in this policy, the following definitions apply:

- (1) “Confidential personal information” means personal information that is not a public record for purposes of section 149.43 of the Revised Code. This includes information such as a social security number or a disciplinary file. Simply put, if you have to redact information prior to releasing it in response to a public records request, it probably is confidential personal information;
- (2) “Personal” refers to information about a natural person or individual as used in section 1347.12(A)(2)(b)(5) of the Revised Code;
- (3) “State agency” does not include the courts or any judicial agency, any state-assisted institution of higher education, or any local agency; and
- (4) “Records” has the same meaning as set forth in section 149.011(G) of the Revised Code.

(E) Criteria for Access to Confidential Personal Information

R.C. 1347.15(B)(1) requires that every state agency, including the Board, develop criteria for determining which of its employees may have access to confidential personal information, and which supervisors may authorize those employees to have access. For the Board, the following criteria apply:

- (1) The Executive Secretary may have unlimited access to any/all confidential personal information in the possession of the Board.
- (2) The clerk may have unlimited access to any/all confidential personal information contained in the Ohio e-License system and paper files related to individuals registered by the Board and individuals applying for registration with the Board.
- (3) All Board members may have unlimited access to any/all confidential personal information contained in the Ohio e-License System and paper files related to individuals registered by the Board.

- (4) Board members serving on an investigative committee may have unlimited access to any/all confidential personal information contained in disciplinary files related to alleged violations of the laws.
- (5) All Board employees are entitled to access their own OAKS information and all other confidential personal information kept on file for payroll and other time and hour functions.
- (F) Rational Access to Confidential Personal Information
Board employees are only permitted to access confidential personal information that is acquired by or in the possession of the agency for valid business reasons. Specifically, “valid business reasons” are those reasons that reflect the employee’s execution of the duties of the Board as set forth in Chapter 4736. of the Revised Code and Chapters 4736-1 to 4736-15 of the Administrative Code. Employees are also permitted to access their own individual employment records, which contain confidential personal information, for time and hour and other payroll reasons.
- (G) Statutory and Other Legal Authority for Confidentiality
The term “confidential personal information” is defined by Revised Code sections 1347.15 and 149.43. Other state and federal statutes, and even case law, may add to the collection of information that is classified as “confidential personal information” (e.g.: *State ex rel. Office of Montgomery Cty. Public Defender vs. Siroki (2006), 108 Ohio St. 3d 207, 2006-Ohio-662, concerning social security numbers*). An exhaustive list cannot be attached. Consequently, Board employees should contact the Executive Secretary before accessing a record if they are unsure if it contains confidential personal information.
- (H) Existing Computer Systems and Computer Upgrades
In the event that the Board intends to upgrade its existing computer system or purchase a new computer system that stores, manages, or contains confidential personal information, the new system and/or upgrades shall contain a mechanism for recording specific access by employees of the Board to the confidential personal information.
- (I) Request for Information from Individuals
From time to time, the Board may receive requests from individuals who want to know what confidential personal information is kept by this agency. Only written requests will receive response. However, the Board employees receiving such a request should consult with the Executive Secretary before any response is provided. Under no circumstances will the subject of an investigation be provided with information about the confidential personal information the Board has pertaining to that individual.
- (J) Access for Invalid Reasons
Even though appropriate safeguards are in place for protecting the confidentiality of personal information, it is possible that an employee of the Board might gain access to such information for invalid reasons. Should an incident of invalid access occur, the Executive Secretary or designee will advise the individual whose information was invalidly accessed of the breach of confidentiality as soon as is reasonably possible. However, if such notice would compromise the outcome of an investigation, notice may be provided upon completion of the investigation.

(K) Data Privacy Point of Contact

By law, the Board's must appoint a data privacy point of contact. That individual will work with the State's Chief Privacy Office to ensure that confidential personal information is properly protected and that the requirements of R.C. 1347.15 are satisfied. The data privacy point of contact will be responsible for completing a privacy impact assessment form(s) for the Board. The Executive Secretary shall serve as the Board's data privacy point of contact.

(L) Use of Authentication Measure

Every Board employee is required to have a personal and secure password for his/her computer. Through that computer, the employee may be able to access confidential personal information. Board employees are to keep passwords confidential and are prohibited from using their own passwords to log onto systems for non-employees or other persons.

(M) Training and Publication of Policy

The Board will develop a training program for all its employees so that those employees are made aware of all the rules, laws, and policies governing their access to confidential personal information. In addition, this policy will be copied and distributed to each Board employee for inclusion in the employee's Policy and Procedure Manual. Employees will acknowledge receipt of the copy in writing. Amendments to this policy will be distributed and acknowledged in the same way. Further, a copy of this policy will be prominently posted in a conspicuous place in the Board office and posted on the Board website.

Policy 4736-28: Public Records

This policy is intended to comply with the current public records law in Ohio. The public may inspect the board's public records at anytime during the normal working hours of the board. All requests for copies of the board's public record information shall be filled within a reasonable time. The board shall charge for requested copies of public records in accordance with Ohio's public records law.

Under Ohio's public records law, individuals making public information requests are NOT required to submit the request in writing or provide their name and/or reason requesting the information.

(A) Licensee Information

(1) Telephone, electronic, and in-person requests.

- (a) Any staff member may give the following information either by telephone, facsimile, email, or in-person to anyone:
 - (i) Verification of current licensure status;
 - (ii) Verification of limited permit, if applicable; and
 - (iii) Any information contained on the Computer screen except for a Social Security Number or data flagged, coded, or indicated as confidential in any manner.
- (b) If other information is requested, the request shall be referred to the board staff member identified by the Executive Secretary as responsible for processing public information requests. This staff member may ask for additional information needed to facilitate the board's response to the request.
- (c) If the licensee's data is flagged, coded, or indicated as confidential in any manner, the caller shall immediately be referred to the Executive Secretary. If the Executive Secretary is not available, information shall be obtained so that a return call may be made as soon as possible to the individual or entity requesting the information.

(2) Written Requests

- (a) Upon written request, the board staff member identified by the Executive Secretary as responsible for processing public information requests may release any information, except for transcripts, Social Security Numbers, or data flagged, coded, or indicated as confidential in any manner included in the following records:
 - (i) Original licensure approval application;
 - (ii) Master card;
 - (iii) Official record book;
 - (iv) Computerized records; and/or

- (v) Licensure renewal application.
 - (b) All written requests should include adequate identifiers and clearly specify the information needed. If the identifiers are not adequate, the board shall timely notify the individual or entity making the request and attempt to obtain the necessary clarification before filling the request.
 - (c) If a licensee's data is flagged, coded, or indicated as confidential in any manner, the request shall be referred immediately to the Executive Secretary for response.
 - (d) If a person requests extensive information and/or information about a large number of licensees, the person may be asked to make an appointment to visit the board office for the purpose of obtaining the information if such a visit is feasible. The information shall be provided in accordance with Paragraph (D) of this policy.
 - (e) All requests for transcripts shall be referred to the Executive Secretary or designee. In accordance with the Family Educational Right to Privacy Act, 20 USC 1232g, transcripts shall not be released by the board without the individual's (licensee's) written consent.
 - (f) All requests for Social Security Numbers shall be referred to the Executive Secretary or designee and shall not be released by the Board without the licensee's written consent.
- (3) Exceptions to all the above procedures may be made at the discretion of the Executive Secretary or designee.
- (B) Other information
Any other requests for public information shall be given to the Executive Secretary or designee.
- (C) Process for Responding to a Public Records Request for Extensive Information in Accordance with Paragraph (B)(2)(d) of this Policy.
- (1) Assemble all originals;
 - (2) Make a copy;
 - (3) In consultation with the AAG, conduct a privilege review and either extract or redact privileged or confidential information;
 - (4) Number or date stamp the response; and
 - (5) Make a copy of the response, attach it to the record request, and file for future reference.
- (D) Photocopies
Requests for photocopies of any records shall be submitted to the Executive Secretary or designee who will collect the appropriate cost for photocopying the materials in compliance with the public records law as set forth in the Revised Code.
- (E) Waiver of privilege
When a record request includes documents that could be privileged, the Executive Secretary or designee shall confer with the AAG as necessary to determine the

advisability of waiving the privilege. Examples of privileged documents include, but may not be limited to, materials falling within the attorney-client privilege, documents reflecting the deliberative processes of the board, trial preparation documents, and documents reflecting an attorney work product. Only the Executive Secretary or designee may waive privilege.

(F) Confidential Information

When a response to a records request would include the release of confidential information, only the Executive Secretary or designee shall respond to the request. Confidential information includes, but is not limited to, the following:

- (1) Social security numbers;
- (2) Student educational records;
- (3) Child abuse reports;
- (4) Peace officers' home addresses;
- (5) Criminal background information;
- (6) Certain law enforcement records;
- (7) Mental retardation/developmental disabilities records;
- (8) Medical records;
- (9) Substance abuse treatment records;
- (10) Probation and parole reports;
- (11) Abortion/adoption records;
- (12) Putative father registry records;
- (13) DRC/DYS records; and
- (14) Records sealed pursuant to a court order.
- (15) Records otherwise prohibited from disclosure by state or federal law.

Policy 4736-29: Sanitarian in Training Experience/Practice Timeline

Section 4736.15 of the Revised Code provides that a sanitarian-in-training may engage in the practice of environmental health for a period not to exceed five years, provided he/she is supervised by a registered sanitarian.

While employed as an SIT engaging in the practice of environmental health, all time will be counted as practice toward the five-year maximum of practice. The Board may, for due cause and upon receipt of appropriate documentation, take into consideration part-time practice in determining practice toward the five-year maximum.

Section 4736.10 of the Revised Code requires sanitarians in training who do not apply for advancement within three years of registration as an SIT to apply to the Board for an extension within that three-year period. Section 4736.10 also requires an SIT seeking an extension to furnish in writing, sufficient cause for not applying for registration as a sanitarian. It is within the purview of the Board to determine if sufficient cause exists. Examples of sufficient cause may be inability to secure two years of experience, or inability to pass the examination after repeated attempts. The Board may allow an SIT to hold SIT status indefinitely as long as the SIT does not engage in the practice of environmental health for more than five years and is approved for an extension(s) by the Board.

The Ohio Revised Code authorizes the Board to grant SIT status, establish renewals, and renewal criteria. Section 4736.15 limits the length of time an SIT may practice, but does not limit the length of time a person may be registered as an SIT if he/she is not engaging in the practice of environmental health. Therefore, it is feasible for an SIT to be gaining experience in the field of environmental health, but not practicing environmental health.

In order to engage in the practice of environmental health as an SIT, the SIT must be supervised by a registered sanitarian. An SIT gaining experience, but not practicing, does not need to be supervised by a registered sanitarian. Further, an SIT gaining experience, but not practicing, does not need to satisfy the requirements set forth in Section 4736-15-02 of the Administrative Code regarding submission of monthly evaluation forms.

The Board is without authority to renew, extend, or approve an application or reapplication for an SIT who has engaged in the practice of environmental health for five years.

Policy 4736-30: Environmental Health Experience

The following interpretation is provided as a guideline. Section 4736.01(B) provides that a sanitarian is a person who performs for compensation educational, investigational, technical, or administrative duties requiring specialized knowledge and skills in the field of environmental health science.

(A) Timing of Experience

Only experience earned after the attainment of the college degree is permitted.

If an applicant for advancement to registered sanitarian claims duties that are defined in the *practice of environmental health* (reference Section 4736.01 of the Ohio Revised Code), and he/she was not registered as a sanitarian-in-training while performing these duties, this experience will not be awarded, because engaging in the *practice of environmental health* without the proper registration is a violation of Section 4736.15 of the Ohio Revised Code.

(B) Types of Experience

- | | | |
|----|---|---|
| 1. | Laboratory | Collection of samples and/or laboratory analysis of samples is not acceptable as experience unless the following are also included in the duties: Judgment is utilized how and when; interpretation formed of field condition; individual has authority to address the media. |
| 2. | Health Care and Institutional Facility Employment | Unacceptable experience unless primary purpose is infection control related to environmental health factors. |
| 3. | Health Facility Standard Representative | Acceptable. Employed to conduct environmental health evaluation as part of the survey of nursing homes. |
| 4. | Litter Control | Acceptable only if the application of specialized knowledge and skills in the field of environmental health. |
| 5. | University Professor | Acceptable if full-time, and if as part of environmental health science. |
| 6. | High School Science Teacher | Unacceptable experience. |
| 7. | Formalized Education Presentations | Acceptable if in the field of environmental health science. |
| 8. | Development of Educational Aids/Publications | Unacceptable experience. |

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|-----|--------------------------------|--|
| 9. | Community Educator | Acceptable, provided individual has specialized knowledge in the field of environmental health science. |
| 10. | Semi-Public Sewage Operator | Acceptable if primary purpose is environmental health science. |
| 11. | Preparation of Surveys | Unacceptable if individual gathers facts (makes observations.) Acceptable if surveyor performs analysis of data and can cause corrective action. |
| 12. | Pest Control | Sales and application of pesticides is unacceptable. Acceptable if individual conducts analysis or evaluation of data and designs a control measure and/or plan for corrective action. |
| 13. | Monitoring Equipment Operators | Acceptable if as part of an environmental health program and the individual makes an analysis, and can cause corrective action. |
| 14. | Administrative | Acceptable if applicant demonstrates that more than 50% of duties include supervision direction, enforcement, planning, monitoring or evaluation in a program(s) defined under environmental health science. |
| 15. | Consultant | Acceptable if individual conducts analysis or evaluation of data and designs a control measure and/or plan for corrective action. |
| 16. | Bioterrorism Coordinator | Acceptable if the application of specialized knowledge and skills in the field of environmental health is utilized. |

Policy 4736-31: Environmental Interns/Aides/Technicians

Environmental health interns are students enrolled in an environmental health curriculum. The internship is typically a credit course taken by the student to fulfill, in most cases, degree requirements at a college or university. Internships are training/educational experiences designed to familiarize students with selected aspects of environmental health science. Since the student has not fulfilled the requirements of Section 4736.08 of the Ohio Revised Code, the individual may not engage in the practice of environmental health as specified by division (E) of section 4736.01 of the Revised Code.

Environmental Health Aide/Technician - Health departments may utilize sanitarian aides and technicians to perform vector control and other duties that do not require specialized knowledge and skills in the field of environmental health.

Section 4736.01(E) does provide some exclusions from the practice of environmental health including sampling, testing, controlling vectors, reporting of observations, or other duties that do not require the application of specialized knowledge and skills in environmental health science under the supervision of a registered sanitarian.

Interns/aides/technicians duties may include, but are not limited to the following. The Board recommends that the duties be performed under the supervision of a registered sanitarian:

1. Collect/deliver samples for which specialized knowledge and skills in the field of environmental health science are not required.
2. Perform environmental tests such as chlorine residual, ph, temperature, linear and volumetric measurements.
3. Report what was seen and what was written in a particular situation e.g., presence/absence of solid wastes, animal feces, etc.
4. Conduct field surveys and personal interviews with home owners, e.g., sewage surveys designed only for the collection of information, where individual orders will not be issued.
5. Assist in the completion of inspection and investigation reports done by registered sanitarians, e.g., measuring between manufactured homes, lifting of dry well lids, cistern lids, septic tank lids, using a punch bar, etc.
6. Place dye in septic water fixtures. Can look for and report the presence/absence of dye at a specific location(s).
7. Interview and collect information from animal owners/bite victims regarding circumstances/facts of a biting incident. Can contact animal owners to inform them of applicable rules and to determine health/vaccination status of a biting animal.
8. Decapitation of animal heads, if rabies vaccinated.
9. Any vector control work as permitted by Ohio Department of Agriculture (ODA) rules.

Interns/aides/technicians shall not, for purposes specified in 4736.01(E),:

1. Collect samples for which specialized knowledge and skills in the field of environmental health science are required.
2. Interpret or analyze the results of samples or tests performed.
3. Develop conclusions or recommendations based on observations and sampling results.
4. Complete and sign an official agency inspection report of violations of Ohio Revised Code or Ohio Administrative Code chapters specified in 4736.01(E).
5. Conduct investigations or inspections of the adequacy of compliance.
6. Evaluate equipment, policies, procedures, methods, or techniques that have the primary purpose of improving a facility's compliance with the provisions specified in Section 4736.01(E) of the Ohio Revised Code.
7. Conduct education programs or instruct operators of facilities regulated by ORC and OAC section specified in 4736.01.
8. Initiate action or act as an expert witness in an enforcement action emanating from activities specified in section 4736.01(E).

Policy 4736-32: Supervision of a Sanitarian in Training

The purpose of this policy statement is to provide guidelines for those registered sanitarians-in-training who wish to engage in the practice of environmental health, and for those employers who wish to employ sanitarians-in-training. Pursuant to Section 4736.15 of the Ohio Revised Code, a sanitarian-in-training may engage in the practice of environmental health for a period not to exceed 5 years, provided he/she is supervised by a registered sanitarian.

Before a sanitarian-in-training begins to engage in the practice of environmental health he/she must advise the State Board of Sanitarian Registration (Board) of the name of his/her supervisory registered sanitarian. If this designation changes, the Board must be notified. No more than one registered sanitarian shall be designated as the supervisory registered sanitarian at a time

In the context of this rule, supervision of a sanitarian-in-training is not limited to the administrative supervisory structure of the sanitarian-in-training's employer.

Supervisory arrangements of a sanitarian-in-training by a registered sanitarian need not be within the same organization.

The supervisory registered sanitarian is a mentor and shall fulfill the minimum supervisory activities (reference §4736-15-02 O.A.C.), which include, but are not limited to:

1. Being available for consultation on a daily basis (can be via phone);
2. Provide training and technical advice;
3. Review and advise on enforcement proceedings;
4. Evaluate the practice of environmental health performed by the sanitarian in training at least once a month.

The registered sanitarian who accepts the responsibility of supervising a sanitarian-in-training accepts the responsibility of assuring that the sanitarian-in-training is properly engaging in the practice of environmental health. The supervisory registered sanitarian also has the responsibility of evaluating the work of the sanitarian-in-training and documenting such evaluation on a monthly basis. Along with the documentation, a verification statement from the supervising sanitarian must accompany the annual renewal application of the sanitarian-in-training.

Policy 4736-33: Sanitarian in Training Extension Request

Section 4736.10 Ohio Revised Code states in part, "...A sanitarian-in-training shall apply for registration as a sanitarian within three years of his registration as a sanitarian-in-training. The Board may extend the registration of any sanitarian-in-training who furnishes, in writing, sufficient cause for not applying for registration as a sanitarian within the three year period."

Section 4736.15 Ohio Revised Code states in part, "...A sanitarian-in-training may engage in the practice of environmental health for a period not to exceed five years, provided he is supervised by a registered sanitarian."

Therefore, a sanitarian-in-training must be granted an extension of his/her sanitarian-in-training certification prior to the issuance of the third annual registration renewal. Certificates of registration expire annually and become invalid on that date unless renewed pursuant to Section 4736.11 of the Ohio Revised Code.

To ensure the request is considered prior to the third certificate expiration date, SIT's should make every effort to submit the request 60 days prior to the third annual certificate expiration date as per above mentioned statute 4736.10, Ohio Revised Code.

The request must be written and may include the following information:

1. An explanation of why the requestor has not applied for registered sanitarian.
2. A listing of full-time experience from the date the SIT registration was granted.
3. The number of times the registrant has sat for the registration examination.

Extensions will be limited to two additional years as provided in Section 4736.15 of the Ohio Revised Code. Action on extension requests will be determined by the Board on a case by case basis. Examples of sufficient progress for extensions may include:

1. The SIT has sat for the registration examination at least once, or;
2. The SIT has competently performed, for compensation, educational, investigational, technical or administrative duties in the field of environmental health science on or before the date of the extension request.

Policy 4736-34: Continuing Education

Section 4736.11 of the Ohio Revised Code and rule 4736-11-03 of the Ohio Administrative Code requires all registered sanitarians annually complete 18 hours of continuing education approved by the Board to be eligible to apply for renewal of their registration.

During a registrant's first year as an RS or SIT, continuing education credit may be claimed from the initial issue date of the registration until the expiration date, which will either be January 31 or July 31 of the year immediately following the issuance. After the first annual registration renewal, each registrant must earn 18 hours of Board approved continuing education in the 12 months immediately preceding the expiration date of the registration.

For those registrants whose expiration date is January 31, continuing education must be earned between the dates of February 1 and January 31. For those registrants whose expiration date is July 31, continuing education must be earned between the dates of August 1 and July 31.

There are two methods registered sanitarians or sanitarians in training may use to obtain continuing education credit. Registered sanitarians and sanitarians in training may attend approved courses offered by an approved training agency. Training agencies may submit an application for course approval to the Board at least thirty (30) days prior to the date the program is being presented on forms prescribed by the board, which are available on the website at <http://sanitarian.ohio.gov>. Training agencies are required to monitor the attendance at all Board approved programs and are responsible for providing a list of attendees to the Board within forty five (45) days of course completion.

Registered sanitarians and sanitarians-in-training may also apply for clock hours for a course not sponsored by an approved training agency. The registrant must submit a CE-2 form upon completion of the course/program. The applicant must submit two (2) copies of the following items:

1. Completed CE 2 form, which is available on the Board website at <http://sanitarian.ohio.gov>; and
2. The course program, agenda, or itinerary; and
3. Proof of course completion.

Registrants who earn continuing education out of state may apply for course approval through the submission of a CE-2 form to have that credit applied to their Ohio registration.

The areas of acceptable subject matter for **Registered Sanitarians** are as follows:

- a. Diseases and injuries caused by environmental factors and the applicable prevention techniques.
- b. Administrative law and process.
- c. Utilization of resources in the collection, arrangement, and interpretation of data.
- d. Environmental health administration.
- e. New or substantially revised environmental health laws, rules, and processes.

- f. Functional fields of environmental health including, but not limited to, air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreational facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation, rabies control, land use, and occupational health and safety.
- g. Environmental health planning.
- h. Communication skills.
- i. Organization or program management courses.
- j. Computer skills development and functional utilization.

Areas of unacceptable subject matter for **Registered Sanitarians** are as follows:

- a. Courses and meetings that have as their exclusive or primary purpose the review of existing legislation and rules are not acceptable for CE credit.
- b. Elementary and entry level training normally expected to be completed by registered sanitarians prior to registration is not acceptable for continuing education credit.
- c. Basic sanitation principles and training introducing environmental health practices will not be considered to be continuing education.

The areas of acceptable subject matter for **Sanitarians in Training** are as follows:

- a. All subject matters listed above a-j.
- b. Review of existing legislation and rules.
- c. Elementary, entry level, and introductory sanitarian, and environmental health training.
- d. Preparation courses and meetings including:
 - Ohio Environmental Health Programs Course (Principles).
 - Ohio Environmental Health Association Examination Preparation Course.

Areas of unacceptable subject matter for both **Registered Sanitarians** and **Sanitarians in Training** are as follows:

- a. Functions that have as their **exclusive** or **primary** purpose the review of internal administrative issues or policies and procedures that relate to the routine operation of an agency, association, business, or organization. This would include meetings that are generally considered to be staff, department, or business meetings.
- b. Review or drafting of proposed legislation or rules.

Acceptable formats include the following:

- a. Workshops.
- b. Seminars.
- c. Symposiums.
- d. Lectures.
- e. Teleconferences, Satellite Downlinks and Audio-Visual Tapes
- f. Home Study or Online Courses.
- g. Field training combined with a lecture.

Unacceptable formats are as follows:

- a. Community activities.
- b. Reading of journals or books.

- c. Telephone and computer conferencing.
- d. Poster sessions.
- e. Work group meetings.
- f. First aid.
- g. Driver safety.
- h. Test or examination taken separately or as part of a course.

Continuing Education clock hours will be given in quarter hour increments with the session time to be determined to the nearest quarter hour.

Post-graduate continuing education credit will be awarded as follows:

- a. One quarter hour credit is the equivalent of ten (10) hours of continuing education.
- b. One trimester hour credit is the equivalent of twelve and one-half (12.5) hours of continuing education.
- c. One semester hour credit is the equivalent of fifteen (15) hours of continuing education.

All non-credit courses, programs, conferences, workshops, etc. will have continuing education credit awarded as follows:

- a. One continuing education unit (CEU) is the equivalent of ten (10) hours of continuing education.
- b. Clock hours of continuing education credit are based on the actual time spent on acceptable subject matter, excluding all breaks and lunches. The applicant must submit documentation (agenda, brochure, itinerary) to this fact which is satisfactory to the Board.
- c. In the case of a course of study which overlaps two consecutive registration years, the credit will be given for the registration year in which the course is officially completed.

If a registrant serves as a lecturer, speaker, or discussion leader, continuing education credit can be obtained only once for the same lecture, as long as it is given as part of a Board approved course. No more than one-third of the total required continuing education hours can be earned in this manner.

Responsibility for documenting the required clock hours of continuing education credit rests with the individual registered sanitarian. Evidence to support the clock hours shall be retained by the registered sanitarian and submitted to the Board, if requested, at the time of annual certificate of registration renewal.

The following items constitute evidence to support the hours of continuing education claimed.

- a. Credit courses: Transcripts or grade card showing a passing grade.
- b. Home study courses: Certificate of completion or similar evidence.
- c. Other Continuing Education courses: Certificate of attendance.
- d. Verification of attendance by applicant's supervisor or educational coordinator.
- e. A "receipt of payment" for the training course or meeting.

- f. Verification of attendance by the speaker, or sponsor of the training course or meeting.
- g. Attendance roster.

Policy 4736-35: Continuing Education Waiver

Section 4736.11 of the Ohio Revised Code provides that the State Board of Sanitarian Registration (Board) may waive the continuing education requirement in cases of certified illness or disability which prevents the attendance at any qualified educational seminars during the twelve months immediately preceding the annual certificate of registration renewal date.

Section 4736-11-03 of the Ohio Administrative Code provides that continuing education waivers will be determined on a case by case basis.

Waivers shall not be granted in excess of three consecutive renewal periods.

The following guideline will be followed:

1. All requests must be accompanied by a statement of inability to work, certified by a physician within sixty (60) days of the onset of the illness or disability for a period of 60 days that prevents attendance at or participation in any continuing education functions.
2. The Board may issue partial waivers. When determining a partial waiver, the Board will use the method for computing the waiver as no more than 1.5 continuing education clock hours for each month of certified illness or disability that a person requests such a waiver.
3. The application for waiver must include a demonstration of the applicant's attempt to obtain continuing education clock hours.
4. The Board will take the following into consideration:
 - a. The extent to which the illness or disability prevents attendance at or participation in continuing education courses or functions.
 - b. The applicant's attempt to gain continuing education.
 - c. The length of the illness or disability.
 - d. The relation of the occurrence of the period of incapacitation to the date of renewal.
5. Any action relative to the registration of the person applying for a waiver shall be held in abeyance until the Board has acted upon the request

Policy 4736-36: Examination

Applicants for examination must either be registered as sanitarians-in-training or approved to take the examination by the Board through the submission and approval of an application for registered sanitarian. Applications for examination registration must be received by the deadline established by the Board. All deadlines are variable and at the discretion of the Executive Secretary.

The Board must receive the completed application form for examination and the appropriate fee by the registration deadline. There are no exceptions for admittance to the examination after the registration deadline.

Examination fees are non-refundable and non-transferable.

The American with Disabilities Act (ADA) provides that all public entities must make "reasonable accommodation" to the known physical or mental limitations of otherwise qualified applicants or employees with disabilities, unless the public entity can show that the accommodation would impose an "undue hardship" on the operation of its program.

The State Board of Sanitarian Registration provides reasonable and appropriate accommodations in accordance with the ADA for individuals with disabilities who demonstrate a need for special testing accommodations.

The requested accommodations must be supported by documentation from a professional who is licensed to diagnose the disability and include:

- Statement of the diagnosed disability.
- An explanation of the special accommodations recommended, including an explanation of why these accommodations or devices are needed and how they will reduce the impact of the identified disability.
- Information regarding the license or certification and area of specialization of the licensed professional.

Requests for special testing accommodations and supporting documentation must be submitted to the Board at least 60 days prior to the date of the examination so the Board has adequate time to act upon the request.

Operations Procedures

Procedure 1: Mail and Mail Distribution

Procedure Statement

This purpose is to establish the administrative procedures for defining when mail will be picked up from the mail room and how to log and distribute the office mail.

Procedure:

1. Incoming mail will be picked up from the mailroom daily.
2. Incoming mail will be opened and date stamped.
3. Envelopes will be discarded unless otherwise directed. Envelopes of returned renewal notices will be maintained.
4. Any staff may sign for incoming certified and/or express mail.
5. Outgoing mail will be bundled according to procedures of the Department of Administrative Services.
6. Outgoing mail will be brought to the mailroom daily.

Procedure 2: Processing of Initial/Reinstatement Applications (from mail to registration issuance)

Procedure Statement

This purpose is to establish the administrative procedures for in-take process for incoming applications.

Procedure:

2.1 *Receipt of Application*

1. The staff will date stamp each application and attach all supporting documentation.
2. The staff will check the fee for accuracy and sufficiency based on the type of registration sought.
3. If the fee is the wrong amount, the payment shall be returned to the applicant.
4. If the correct fee was received the batch number, application type, and applicant name (if necessary) are to be recorded on the payment.
5. All payments will be stamped "For Deposit Only State Board of Sanitarian Registration."
6. All payments, after they are entered into the computer system, will be secured until prepared for deposit at the Treasurer's office. Refer to revenue processing for more detail.

2.2 *Data Entry*

2.2.1 *Contact Information*

1. Perform a system search to determine if a prior contact record exists by going to **Licensing | Contacts | Search**. When searching, make sure the "Other" box is checked to search for other names. You may also want to search by SSN. If the contact already exists, proceed to add a new credential type for the existing contact.
2. If no prior contact exists, add a new contact in the E-Licensing system by going to **Licensing | Contacts | New**.
3. Add the contact name and social security number by going to **Contacts**.
4. Enter Gender on the next page. Click the "Update" button when all information is entered.
5. On the Credential View screen choose "Update" and add the contact name, mailing address, county (choose Out of State if not Ohio), country (leave blank if USA), phone number, and email and then click the "Add Contact" button. If a similar contact already exists, the bottom of this page will ask if you really want to add a new contact after clicking the button. View the potential contacts and determine if a new contact is really needed. If yes, proceed to Step 4.
6. Next, add a Credential Mail Address by clicking on "Copy Address" under the Main Address. On the new window that opens, choose "CREDENTIAL MAIL ADDRESS" from the "Address Type" dropdown list and click the "Update" button.
7. Next, assign a credential type to the contact.

2.2.2 *Assign Credential Type*

1. After establishing a contact record, the credential type may be assigned based upon the applicant's request, fee amount, and preliminary review of the applicant's qualifications.
2. On the Contact view screen, scroll to the "Credentials" section at the bottom of the

Contact View page and click on [new] next to Credentials. Choose the credential type sought and click on "create" button.

3. To link the credential mail address to the newly assigned credential, select the "Change Mail Address" from the credential screen. On the Credential Change Mail Address Screen, click on "Use This" next to the Credential Mail Address to link the new credential to the contact.
4. Then, record the fee received in the E-Licensing System.

2.2.3 Record Revenue Fees

1. Revenue will be recorded on the revenue journal from the Credential view screen by clicking on "fee". On the Fee Transaction Journal record, click the application (or other type of fee) button next to "Add Fees". The fee amount and GL Account will automatically be filling in after you click the button. Make sure to change the Transaction Date to be the date the check was received in the Board office (date stamped on the application).
2. In Receipts, type the Batch number, amount of the payment, fee type (e.g.: money order), and fee reference number (i.e.: money order number) in appropriate fields. Make sure to change the Transaction Date to be the date the check was received in the Board office (date stamped on the application).
3. Then, click on "Post Entries."

2.3 Registration Issuance

1. No registration may be issued without the approval of the Board.
2. Once a registration is authorized for issuance, a registration number may be assigned and data may be added to the E-Licensing system.
3. The Executive Secretary will obtain the registration number from the next available number designated by credential type.
4. Under the Form Letters in e-Licensing, the Executive Secretary will generate and print the authorization to practice letter. A wall certificate will be ordered and signed by the appropriate Board members at the next regularly scheduled Board meeting.
5. Under the Print Docs in e-Licensing, the Executive Secretary will request a certificate to order the pocket identification card for the registrant.
6. The Executive Secretary will then sign and copy the Authorization to Practice Letter and place a copy of the letter in the registrant's file.
7. Mail the Authorization to Practice Letter and pocket identification card to the registrant.

Procedure 3: Processing of Renewal Application

Procedure Statement

This purpose is to establish the administrative procedures for processing incoming renewal applications.

Procedure:

Review the paper renewal

1. The staff shall review the paper renewal to see if all areas on the application are complete. If the paper renewal is complete then proceed to Record Renewal Application Fee.
2. If the application is incomplete, then follow the steps for generating an incomplete renewal letter.

Incomplete Letter

1. Select Form Letters from the Credential View Screen and generate the Incomplete renewal letter for any of the following :
 - a) Incomplete/missing application
 - b) Incomplete/missing continuing education coursework
 - c) Incorrect fee
 - d) Omitted fee
 - e) No signature
 - f) Failure to request an extension (SIT Only)

Record Renewal Application Fee

1. Search E-Licensing for the name and/or license number listed in the paper renewal.
2. Revenue will be recorded on the revenue journal from the Credential view screen by clicking on "fee". On the Fee Transaction Journal record the click the application or document sought under "Add Fees". Type the Batch number, amount, fee type, and fee reference number in appropriate fields.
3. Then, click on "Post Entries." Then go to the Contact Screen.

Update the Contact Screen

1. From the Contact Screen, review renewal application information to see if there are any changes to the credential mail address, main address, email address, or phone numbers.
2. If the data on the paper renewal does not match, update the information in the E-Licensing database. If there are no changes, then proceed to reviewing the Registrant Status and Expiration Date.

Update Registrant Status and Expiration Date

1. From the Credential Screen, update the credential
2. Change the Credential Status from "Active in Renewal" to "Active"
3. Change the Effective Date to the First day after the current expiration date. (i.e. If the expiration date is 7/31/2005, the Effective date will be 8/1/2006.)

4. Change the Expiration date the new expiration date. (*i.e. if the current expiration date is 7/31/2005, the new Expiration date will be 7/31/2006.*)
5. Then click the Update Credential button.

Order Pocket Identification Card

1. From the Credential Screen, Select Print Docs
2. Click on Print Certificate.
3. Then, close the window.
4. All processed renewal will be filed.

Procedure 4: Printing Pocket Identification Cards

Procedure Statement

This purpose is to establish the administrative procedures for printing pocket identification cards.

Procedure:

4.1 *Generate the Pocket identification card list*

1. Go to **Reports | Credentials | Print Certificates**
2. Deselect the check mark in the file titled "By User". This will group list by registrant type
3. Select a group (RS/SIT) then select "print"
4. Enter the Stock control starting number. To obtain the next stock starting number go to the license identification card roster and go to the last page printed roster for the selected profession then review the last stock control number listed on the report, then enter the next available number.
5. Then select "submit."
6. Next, select "Preview Batch contents", print the Batch contents. Review the listing to verify if there are valid statuses listed on the report. Valid statuses are active, active in renewal paid. Invalid statuses are probation, suspension, expired, and active-conditional license should not be printed. If an invalid status is listed on the Batch report, then research the license to see if a card is approved to be released. If not then the licensing staff would need to remove the license from the list. Follow the Steps to Fail a batch.
7. If all the statuses are valid then hold punch the batch listing and place it in the license binder in order by the stock control number. Then close the window for the batch listing.
8. Select the radio button for "Send to central printing."
9. Then select the "View/Print Batch" button. When the task is completed the screen will display that the batch has been sent to central printing.

4.2 *Failed Batches*

1. Under Reports credential menu, select Batch posting.
2. Select the batch number that needs to be failed. Then select the "batch failure" button and confirm the action.
3. Then, repeat the steps for printing pocket identification cards after all the corrections are made pertaining to the batch.

4.4 *Posting the Batch Complete*

1. Under Reports credential menu, select Batch posting.
2. Then select the batches received.
3. Next, select the "post complete" button and confirm the action.

Procedure 5: End of Renewal Steps

Procedure Statement

This purpose is to establish the administrative procedures for steps to take at the end of the renewal period.

Procedure:

Print Expiration Notices

1. Go to **Reports | Credentials | Select Renewals**
2. Enter the expiration date (MMDDYY) for the just ended renewal for both the Expiration Begin and the Expiration End Date boxes (e.g.: enter 07312005 for the renewal that ended on July 31, 2005).
3. On the “Renewal Notice Type” choose “Expiration Notice” option
4. Click “Generate Requests” button
5. Go to **Reports | Credentials | Print Renewals**
 - a. Select the correct group to print and click “Print” button. Please note that the correct group may be split amount 3 or 4 batches
6. Make sure “Select Template to Print” is changed to the appropriate template if it is not already selected.
7. Select “View in browser” and then click “View/Print Batch” button
8. Print the PDF document (note: keep this file open {or save to your desktop} until you are sure that all renewals properly printed
9. Go to **Reports | Credentials | Batch Posting**
10. Post the expiration notices you just printed (“Post Complete” button)
11. Make a copy of the expiration notice for our files.
12. Fold and mail.

Procedure 6: Voucher Processing

Procedure Statement

This purpose is to establish the administrative procedures for processing vouchers.

Procedure:

1. The Executive Secretary will review and approved the invoice/ISTV and will prepare a voucher request for payment form.
2. The payment is then recorded in the expenditure tracking spreadsheet.
3. Forward the original invoice and the voucher request for payment form to CSA for processing. Keep one copy of the invoice and voucher request for processing form on file with the Board office.
4. In OAKS, once the voucher has been entered by CSA, the Executive Secretary will review and approve the entry for payment. This is typically done 24-48 hours after an invoice/ISTV is submitted to CSA for processing.
5. Payments are made directly from their point of origin or deposited into the vendor's account.

Procedure 7: Revenue Deposits

Procedure Statement

This purpose is to establish the administrative procedures for depositing revenue receipts.

Procedure:

1. The staff will stamp the date on all paperwork received and batch number and applicant name on the fee collected.
2. The Executive Secretary will prepare a bi-weekly revenue report for deposit into the State Treasury. The Executive Secretary will prepare the deposit by Batch Number.
3. After the revenue deposit document is tallied, the Executive Secretary will run a register receipt to verify the total amount of fees collected and will provide a summary report of the dollar amounts collected.
4. If no discrepancies exist, the Executive Secretary will verify and prepare an itemized breakdown of each fee type received. Then the Executive Secretary will copy the money orders and keep a copy with the Board deposit record.
5. The Executive Secretary will enter the deposit record into OAKS by following the OAKS procedure for creating a regular deposit.
6. The Executive Secretary will then create the direct journal entry for each line item.
7. Next, the Executive Secretary will run the payment detail report and print 4 copies and attach them to the deposit. A copy of the detail report will be saved electronically for the Board's records.
8. Then the Executive Secretary will sign three copies of the detail report.
9. The Executive Secretary will prepare a Night Deposit Bag and insert the original money orders, including the register receipt, and two copies of the payment detail record.
10. The Executive Secretary will seal the deposit bag, after the amount of checks and total deposit amount have been verified by DAS/CSA.
11. The Executive Secretary will attach the deposit bag receipt to the corresponding Daily Deposit Record.
12. DAS/CSA will deliver the deposit bag to the Ohio Treasurer's (TOS) office for deposit.
13. After the Treasurer's Office has processed the deposit, TOS will send a receipt of the deposit to DAS/CSA to return to the Board.
14. The Executive Secretary will match the revenue receipt with the appropriate payment detail report.
15. At the end of the month, Executive Secretary will prepare a monthly reconciliation of all deposits and revenue accounts and verify it against the OAKS Monthly report. If discrepancies are found, they will be researched and corrected. The Executive Secretary will sign the monthly report to verify that the reconciliation was completed successfully.

Procedure 8: Payroll Reporting

Procedure Statement

This purpose is to establish the administrative staff procedure for reporting and reconciling payroll in OAKS. The Executive Secretary and Clerk maintain a daily sign in/sign out sheet. The Executive Secretary's requests for leave are submitted and approved by the Board member who serves as Secretary or Chairman. The clerk's position is classified as intermittent, so no leave is earned therefore, no approval is required. The Executive Secretary approved her bi-weekly timesheet. The Executive Secretary forwards her bi-weekly timesheet for the pay period and her work schedule to the Board member who serves as Secretary or Chairperson. The Executive Secretary is overtime exempt.

Procedure:

1. The Board staff is responsible for tracking hours worked. At the end of the pay period staff is required to turn in an individual time report. The designated staff will review time and verify totals of hours worked and leave request hours used.
2. Next, the designated staff will enter the staff time earned into OAKS.
3. After all time is reported, the Executive Secretary will review all time reported for staff.
4. After the time reporting is verified and there are no discrepancies, the Executive Secretary will approve all time and sign each individual employee time report.
5. The Executive Secretary will sign the Agency Payroll Certification.
6. The designated staff will copy the Agency Payroll Certification and all leave requests and turn in the original to DAS/CSA for processing and approval.
7. The Executive Secretary will forward a copy of the individual time report to the appropriate Board member for review and approval.
8. DAS/CSA will be notified that the Executive Secretary payroll has been approved and DAS/CSA will approve the Executive Secretary's time in OAKS.

Procedure 9: Insufficient funds

Procedure Statement

This purpose is to establish the administrative staff procedure for when any individual writes a check/money order to the Sanitarian Registration Board which is not honored upon presentation to the respective bank or other depository institution for any reason.

Procedure:

1. The designated staff will create a flag on the credential by going to the credential view screen and select "Flags"
2. Then the staff will select the flag for "BAD CHECK".
3. After the Bad Check is flagged on the credential screen, go to the contact screen and change the Public Record Field to "No". This will prevent the licensees' record from being available to the public via the online verification system. Verification of licensure will not be granted until the Bad Check is replaced with a valid money order/cashiers check or business check.
4. Then, change the Credential status to "Active in Renewal-Incomplete" if the Bad check was a renewal application fee. If the Bad check was for an application fee other than a renewal fee, then go to the application checklist and change the Application fee status to "Failed/Rejected".
5. The final step is to generate a form letter for insufficient fund notice to the applicant/licensee. The applicant/licensee will be given 30 days from the date of NSF notice to replace the bad check.
6. Steps to Flag the Bad Check in E-Licensing (note: must be done by Executive Secretary)

When an applicant pays a fee for a new license, renewal, etc. and the check is returned for insufficient funds, the following process should be followed in order to flag the journal entry page and show a negative balance on the Credential View Screen.

Prior to processing the back check you will need the initial transaction date and credential number and/or credential owner's name.

Choose **Revenue** | **Edit Deposit** | The Credential – Deposit/ Fee Edit Search screen opens. Insert Transaction Date and Credential Owner's Name of the check that is returned for insufficient funds.

Credential - Deposit / Fee Edit Search

Transaction Date

Contact ID

Credential Number

Credential Owner's Name

Credential's DBA Name

Credential Owner SSN / FEIN #

Credential Owner Phone

Select the Credential.

The Credential – Update Fee Information screen shows. Now click in the **NSF Check** field to insert a check mark next to the transaction you want to flag.

Select the GL account under Fees and enter the appropriate fee amount (returned for insufficient funds) and select Bad Check from the drop down menu. Add bad check fees if applicable.

Click Post Entries.

Credential - Update Fee Information for PE.65057

Fee Transaction Journal

Transaction Date	Deposit Date	Type	Amount	GL #	Use / Reference	BY	Entry Date
07/13/2007		Fee	\$20.00	0892-2161	Renewal	Jones, L	07/13/2007
07/13/2007		Fee	\$10.00	0892-5019	Late Fee	Jones, L	07/13/2007
07/13/2007	07/16/2007	CR Summary	(\$30.00)		Check Receipt, 3225,	Jones, L	07/13/2007
07/13/2007		Fee	\$30.00	0892-2161	Bad Check	Jones, L	07/13/2007
Balance Due			\$30.00				

Fees

Transaction Date:

Entry Date	Amount	GL Account
07/13/2007	20	0892-2161, Renewal
07/13/2007	10	0892-5019, Late Fee
07/13/2007	30	0892-2161, Bad Check

Receipts Walk In

Entry Date	Batch	Amount	Type	Reference	Control Number	NSF Check	NSF Resolved	All Ad
07/13/2007	12	30	Check Receipt	3225		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Credits

Entry Date	Batch	Amount	From GL Account	Reference/Comment
07/13/2007				

Now go to **License | Credential | Search** to pull up your applicant with the bad check to view a red negative balance in the amount due field. Select “Fees” to view the flagged transaction as a “**NSF Check**” with a red asterisk.

Bad Check Replacement Procedure

When you receive the replacement payment and post it to the fee transaction journal, you can resolve the NSF check through the following procedure:

Choose **Revenue | Edit Deposit | The Credential – Deposit/ Fee Edit Search** screen opens. Insert Transaction Date and Credential Owner’s Name of the check that is returned for insufficient funds.

Select the correct credential for resolution.

Click in the NSF “Check Resolved” field to insert a check mark next to the transaction to be resolved.

Click Post Entries.

Now go to **License | Credential | Search** to pull up your applicant with the resolved check to view the black asterisk to signify that this transaction was an NSF at one time.

7. After the NSF item is brought current by a new money order, then remove the flags and update the applicant/licensee application status, checklist, and record the fee in licensure database.

Procedure 10: Report for Expired License Listing on Website

Procedure Statement

This purpose is to establish the administrative procedures for generating the expired listing report.

Procedure:

1. Go to **Reports | Query Reports | List**
2. Under “Credential,” choose the “SAN – Cred Info by Status, Prefix and Expire Date” query
3. Enter the expiration date (MMDDYY) for the recently ended renewal (e.g.: 073105 for the renewal that ended on July 31, 2005) for the start and end dates
4. Choose the appropriate credential prefixes (e.g.: RS and SIT)
5. Select the “Excel” button on Output Type
6. Delete all columns EXCEPT license number, name, city, state, description.
7. Insert a column to the left of Column A
8. Apply Auto Filter (located under the Data menu)
9. See previous Expired License listings for the description information to put on the report for the website.

Procedure 11: Agendas

Procedure Statement

This purpose is to establish the administrative procedures for development and publication of Board meeting agendas. Meeting agendas will be set by the Executive Secretary with the advice and consent of the Board Chairperson. Agendas will be available within five (5) business days prior to the meeting, unless a special or emergency meeting is called.

Procedure:

1. The meeting agenda will be finalized within five (5) business days of the meeting and will be emailed to all Board members and any other parties who request the agenda.
2. If there are any changes made to the agenda after it is emailed to the Board members, an updated paper copy of the agenda with a revision date will be placed in the members' meeting binders.

Procedure 12: Minutes

Procedure Statement

This purpose is to establish the administrative procedures for the minutes of all official meetings of the Board. The meeting minutes shall contain a description of the subject matter of the meeting and fully describe all official actions of the Board. The minutes shall be available for inspection by anyone requesting a copy, in a self-addressed stamped envelope. The minutes will be placed on the Internet as soon as possible following the meeting in which they are approved. However, prior to official adoption of the minutes, the minutes will be titled as “draft” or “unofficial.” The minutes will not be recognized as a true and accurate account of the meeting until such time as the Board membership reviewed and approved the minutes in a public meeting.

Procedure:

- 1 Immediately following a meeting of the Board/Section, the minutes of the proceedings shall be typed.
- 2 This copy shall be clearly marked as “draft” or “unofficial” until approved by the Board at the next scheduled meeting.
- 3 Once approved by the Board, the minutes shall be signed by the Chairperson and the Executive Secretary.
- 4 Copies of unofficial/draft minutes shall be mailed to those who have requested them and have supplied the Board office with a self-addressed stamped envelope.
- 5 Copies of the official minutes shall be placed on the Board’s website.
- 6 The signed, official minutes shall be placed in the Meeting Minutes binder according to the date of the meeting.

Procedure 13: Ordering a Replacement Renewal Application

Procedure Statement

This purpose is to establish the administrative procedures for ordering a replacement renewal application.

Procedure:

1. On the Credential View Screen, click on “Print Docs”
2. Select the appropriate renewal template on the “Renewal Template:” drop down list and then click on the “Request Renewal Notice” button.
3. Go to **Reports | Credentials | Print Renewals**
4. Select the radio button for the document(s) you need to print and click the “Print” button.
5. Make sure the “Select Template to Print:” shows the correct template and click the “Submit” button.
6. Make sure the “View in browser” radio button is selected and click the “View/Print Batch” button.
7. Print the PDF document that opens in a new window and close this window when the print job is complete.
8. Go to **Reports | Credentials | Batch Posting**
9. Click the box for the renewal you just printed and click the “Post Complete” button.

Procedure 14: Address Change Procedures

Procedure Statement

This purpose is to establish the administrative procedures for updating a licensee's address in the E-Licensing system.

Procedure:

For Address Change Requests Made via Mail, Fax, or Email

1. Go to the Contact View Screen (Note: all address updates must be made in the contact view screen, not the credential view screen)
2. Click [Update] on the appropriate address(es).
3. Make any changes as needed. For out of state addresses, make sure to select "Out of State" for the County field.
4. When making changes do not use any abbreviations for city name or street addresses. Spell out the full word(s).
5. If you update a Credential Mail Address, you must make the same change to the Main Address.
6. Click the "Update" button when the changes are made.

NOTE 1: if you are in a record and the contact name is in all caps, click [Update] at the top of the page next to the Contact View Screen and reenter the name information in Title Case.

Procedure 15: Expired Registration Listing

Procedure Statement

This purpose is to establish the administrative procedures for posting the expired registration listing from the e-Licensing system.

Procedure:

Posting the Expired Registration Listing on the Board Website

1. The lists of expired registrants will be generated from the e-Licensing system on the first work day of February and the first work day of August of every year.
2. These lists of expired registrations will be posted, alphabetically, on the Board website under the “Expired License” link.
3. These lists will be updated, monthly at minimum, until after the first Board meeting date following the last expiration period.
4. These lists will be posted on the Board website for a period of one year, in accordance with the records retention schedule for the destruction of renewal materials for the Sanitarian Registration Board.

Note: After the first Board meeting after the expiration date, the list will not be updated to remove any registrant since a registrant’s status can be verified under the “License Verification” link on the Board website.