



New Commissioners Training

County Human Resources

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Personnel Policies/Personnel Files

- ❖ **Overtime**
- ❖ **Family Medical Leave Act**
- ❖ **Social Media**
- ❖ **Unlawful Harassment**
- ❖ **Drug and Alcohol Policy**



POLICIES AND PROCEDURES

Civil Service Law

Classified/Unclassified

Employees are presumed to be classified unless they fall within a statutory exception.

- (O.R.C. § 124.11(A)(1))
- (O.R.C. § 124.11 (A)(3))
- (O.R.C. §§ 124.11(A)(8))
- (O.R.C. §§ 124.11(A)(9))

Civil Service Law

❖ **Fiduciary Employees**

- This section depends on an employee's actual job duties and not solely how they are designated.
- Job duties that create a higher level of trust than the average public employee.

Civil Service Law

❖ Examples of duties include:

- Spending authority.
- Recommending hiring and/or discipline.
- Directing employees and approving leave.
- Establishing a budget.
- Signature for appointing authority.
- Representing the appointed authority.

Civil Service Law



❖ Discipline of Non-Probationary Classified Employees

- O.R.C. § 124.34
- Investigation
 - Piper warnings
 - Garrity warnings

Civil Service Law

❖ Pre-disciplinary Conference

➤ **Loudermill v. Cleveland Board of Education**

- Notice of charges
- Summary of employer's evidence
- Opportunity to respond
- Not intended to be a full hearing.
 - No right to call or cross-examine witnesses.
 - Written decision should not recommend discipline

Civil Service Law

❖ Procedural Requirements

- Approving the disciplinary order.
- Serving the discipline.
 - Must be served on the employee on or before the effective date of the discipline.

Civil Service Law

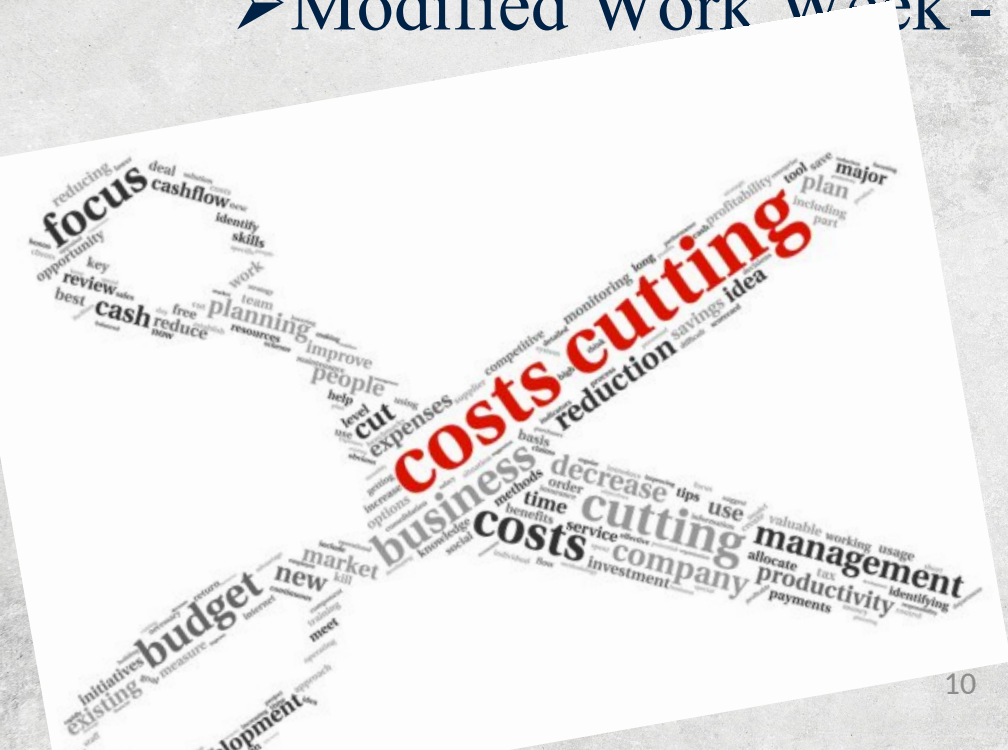
Layoffs

- Governed by O.R.C. §§ 124.321-328
- Based on lack of funds, lack of work or job abolishment
- Job abolishment may be for reasons of economy, lack of work or as a result of reorganization for the efficient operations of the employer.

Civil Service

Layoffs

- Cost Savings Program - O.R.C. § 124.393
- Modified Work Week - O.R.C. § 124.394



Civil Service

- ❖ **Donation of Paid Leave - O.R.C. § 124.391**
- ❖ **Political Activity - O.R.C. § 124.57**
- ❖ **Involuntary Disability Separation**

Collective Bargaining – Chapter 4117

- What Collective Bargaining Agreements does the county have and When do they Expire?
- Role of Commissioners as Employer
- Role of Commissioners as Legislative Body - O.R.C. § 4117.10(B)
- Collective Bargaining Process
- Management Rights
- Direct Dealing



Thank You!

IF YOU HAVE ANY QUESTIONS, PLEASE ASK!

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