

102.12 Probationary Period

A probationary period is established so that the Board of Health can adequately determine an employee's suitability for the position to which he or she has been appointed, transferred, or promoted. Every person entering into employment with the Board of Health under these policy provisions shall be required to successfully complete a probationary period of at least one hundred eighty (180) calendar days. **AT THE DISCRETION OF THE HEALTH COMMISSIONER A PROBATIONARY PERIOD MAY BE EXTENDED BEYOND ONE HUNDRED EIGHTY (180) CALENDAR DAYS.** If, following an original appointment, an employee's performance is found unsatisfactory he or she may be summarily removed from employment with the Health District anytime during the probationary period after completion of ninety (90) calendar days but before the 180th calendar day of employment. The employee has no right to appeal the removal and the employer has no obligation to ensure due process under civil service laws.

Similarly, every employee who accepts a promotion or transfer to another position of employment within the agency shall be required to successfully complete a probationary period of at least one hundred eighty (180) calendar days in such new position. If, following such promotion or transfer, an employee's performance is found unsatisfactory, he or she may be summarily returned anytime within the probationary period to his or her immediately prior position at the agency at the current rate of pay established for that employee in the position returned to. An employee shall have no right to appeal any reduction or reassignment to a prior position within such probationary period.

Supervisors shall use the probationary period to closely observe and evaluate the work and fitness of new employees or of newly promoted or transferred employees. A performance evaluation shall be conducted by the Supervisor on or near the date a new employee completes his or her first ninety (90) days of employment with the Board of Health or on or near the date a newly promoted or transferred employee completes his or her first ninety (90) days in the new position. A written report of such evaluation shall be provided to the employee and placed in the employee's file.

102.21 Virtual Workplace Policy

The Health District recognizes the potential benefits to the District and to employees when there can be a virtual workplace agreement put in place. This opportunity is a privilege and not a right and the Health District reserves the right to terminate any such agreement at any time. Whether this opportunity will be extended to an employee is at the discretion of the employee's Department Director. **~~In the event an employee is approved for virtual work, the employee will execute and sign a virtual work agreement that incorporates the planned arrangement and this agreement will then be signed by the~~**

~~employee's immediate manager and the Health Commissioner, or designee. The signed agreement will be placed in the employee's file.~~

The employee agrees to allow retrieval of organization-owned equipment or supplies at the request of the organization. The Health District reserves the right to inspect the virtual work location and to monitor the employee's work and the use of any employer provided electronic devices or materials.

Employees' participation in the Mobile and Virtual Workplace must adhere to all policies, rules and standards applicable to Lorain County Public Health employees. Nothing in the Virtual Workplace agreement reduces the employee's job responsibilities or performance expectations, or excuses performance deficiencies or provides a guarantee that work assignments for their role will be conducive to Virtual Work.

203.4.1 Health District Agency Credit Card Policy – Non Travel Purchases

Purpose

House Bill 312 enacts Ohio Revised Code section 9.21. Please reference personnel policy section 203.4 as a guidance for controls and procedures.

Authorized Use

Any employee with a need to use the Health District's credit card for purchasing tangible items must have prior authorization of the Director of Administrative Services. This authorization will include projected expenses and the nature of the expenses and be documented on an approval form prior to any purchases.

Authorized purchases may include:

- a) Item(s) being purchased from a vendor that isn't on the county vendor listing;
- b) Purchase not to exceed \$500; **ITEMS OVER \$500 MUST BE APPROVED BY THE DIRECTOR OF ADMINISTRATIVE SERVICES PRIOR TO PURCHASE**
- c) Online purchases such as training materials, incentive gift cards, conference/meeting registrations;
- d) Building or program supplies
- e) Purchases needed on an emergency basis

301.1 Vacation Accrual

The accrual of vacation credit will be computed on the basis of hours on the active payroll, excluding overtime hours. Also, length of creditable public service may be considered when hired. The rate of accrual is generally based on the following schedule but in some instances may be subject to review and the discretion of the Health Commissioner:

Year 1-10: During the first ten years of service with the Health District, an employee will earn vacation at the rate of fifteen (15) working days per year. (120 hours per year or 2.31 hours per week)

Year 11 – 19: Upon the employee's 10 year anniversary with the Health District, an employee will begin accruing vacation at the rate of eighteen (~~18~~ **20**) working days per year. (~~144~~ **160** hours per year or ~~2.77~~ **3.08** hours per week)

Year 20 +: Upon the employee's 20 year anniversary with the Health District, an employee will begin accruing vacation at the rate of twenty (~~20~~ **25**) working days per year. (~~160~~ **200** hours per year or ~~3.08~~ **3.85** hours per week)

Vacation leave shall be taken as accrued or within the twelve (12) months immediately following the year in which the vacation was earned.

Vacation time and sick leave are not interchangeable. An employee who becomes ill while on vacation may not charge that illness during vacation as sick leave.

401.4.4 Application and Leave

An employee requesting Family Medical Leave must complete the **attached** "Application for Family Medical Leave" (FORM A) and return it to the Employer. **SEE HUMAN RESOURCE SPECIALIST FOR APPROPRIATE FORMS AND INSTRUCTIONS.** The completed application must provide sufficient information for the Health District to determine if the leave may qualify for FMLA protection, anticipated duration of the leave including starting and ending dates of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. While on leave, the employee must adhere to the agency's call off requirements.

401.4.12 Return from Leave An employee must complete a "Notice of Intention to Return from Leave" (FORM D) before he or she can be returned to active status. **SEE HUMAN RESOURCE SPECIALIST FOR APPROPRIATE FORMS.** If an employee wishes to return to work prior to the expiration of a Family or Medical Leave of absence, notification must be given to the employee's supervisor at least five (5) working days prior to the employee's planned return. The Health District may require that before returning to work from FMLA leave, the employee submits a fitness-for-duty certification from their physician certifying that the employee is able to resume work and is able to perform the essential functions of the employee's job.

401.5.3 Application and Notice

Employees requesting Military Family Leave are subject to the same application requirements for the Health District's Family and Medical Leave Policy.

Employees must submit an application advising why Military Family Leave is needed and should provide notice as soon as reasonable and practicable. **SEE HUMAN RESOURCE SPECIALIST FOR APPROPRIATE FORMS.**

If a request is for Military Caregiver Leave (MC) and the leave is foreseeable, such as for a planned medical treatment, the employee must submit the application for leave not less than 30 days before the date the leave is to begin. The employee should attempt to schedule leave so as not to disrupt business operations. When the need for leave is not foreseeable, the employee must submit the application as far in advance of the date the leave is to begin as is practicable.

A leave pursuant to the military family leave provisions may be taken on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary because of the health condition of the service member who is the employee's spouse, child, parent or next of kin. Jointly employed spouses are limited to a combined total of 26 work weeks of leave.