**NEW AND ALTERNATIVE POLICIES**

**PERSONAL APPEARANCE SECTION X.XX**

A. The Employer requires that an employee’s clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the employer due to the specialized nature of the employee’s position. Clothing shall be conducive to the safe and effective performance of required job duties. Employees are required to keep clothing or uniforms neat, clean, and in good repair.

* 1. Tattoos and body piercings (except earrings) of all employees who have contact with members of the public shall not be visible during work hours.
	2. Certain employees may be required to wear uniforms or badges while on duty.
	3. No flip-flops or thongs may be worn by any employees during work time. Sandals are acceptable so long as they do not pose a safety hazard or violate any applicable regulation. Employees should direct any questions to their supervisor as to what constitutes a sandal.
	4. No hats or tank tops may be worn by employees during work time.
	5. Blue jeans/dress shorts (must be near knee length) may **ONLY** be worn by sanitarians, unless they have scheduled meetings outside the office.
	6. Any clothing that has words, terms, or pictures that may be offensive, obscene, or harassing to other employees in unacceptable attire.
	7. The nature of the work, safety considerations, the nature of their public contact, and the expectations of outside parties with whom they will work should be considered in determining appropriate professional attire.

**COMMUNICABLE DISEASE POLICY SECTION X.XX**

The employer recognizes that contagious diseases such as Acquired Immune Deficiency Syndrome (AIDS), tuberculosis, and hepatitis pose significant medical, social, and legal problems. The following regulations will be followed regarding contagious diseases:

A. The determination of whether an employee diagnosed as having a contagious disease is to be permitted to remain employed in a capacity that involves contact with the public or other employees shall be made by the health commissioner on a case-by-case basis in consultation with the employee's treating physician, the employee and/or his or her representative and possibly an additional designated health official.

B. In making such a determination, the health commissioner shall consider:

1. The recommendation of the individuals identified in Section A.

2. The physical condition of the employee.

3. The expected type of interaction with others in the work setting.

4. The impact on both the infected employee and others in that setting.

Pending such determination, the employee will be permitted to continue working in his or her current position unless it is determined the employee poses an immediate threat of danger to others.

C. Any of the following actions may be taken, consistent with the health commissioner's determination:

1. Assign the employee to return to his or her regular place of employment.

2. Assign the employee to a work assignment under restrictive conditions.

3. Place the employee on a leave of absence or sick leave with pay, if requested by the employee, or recommend disability leave.

D. The employee will receive written notice of the health commissioner's determination. The employee may, at any time, request a reconsideration of the health commissioner's determination, provided such a request is accompanied by medical evidence of a change in the employee's physical condition.

E. All employees shall be required to work with infected employee(s) and/or client(s), where a determination has been made to require a home visitation or to be present or to permit the infected individual to remain in the workplace.

F. The medical records of all employees shall remain confidential, except where disclosure is mandated by law.

G. The identity of the infected employee shall not be revealed to the general public.

**EMPLOYEE** — **NO EXPECTATION OF PRIVACY SECTION X.XX**

A. The purpose of this policy is to ensure all employees understand they should have no expectation of privacy regarding the use of desks, lockers, computers, vehicles, and other such health department property.

B. The employer, or their designee(s), reserve the right to open/access and examine any contents contained in health department-owned equipment or locations.

**WHISTLEBLOWER PROTECTION SECTION X.XX**

A. If an employee in the classified or unclassified civil service position becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee’s supervisor or the district has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or district. In addition to or instead of filing a written report with the supervisor or district, the employee may file a written report with the office of internal auditing created under Section 126.45 of the Revised Code or file a complaint with the auditor of state’s fraud-reporting system under Section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complaint with the supervisor, the district, the office of internal auditing, or the auditor of state’s fraud-reporting system, may report it to the prosecuting attorney, or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with Section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102, Section 2921.42, or Section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

B. Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:

1. Removing or suspending the employee from employment.

2. Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled.

3. Transferring or reassigning the employee.

4. Denying the employee promotion that otherwise would have been received.

5. Reducing the employee in pay or position.

C. An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the district, for purposely, knowingly, or recklessly reporting false information under division (A) of this section.

D. If the district takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee’s having filed a report or complaint under division (A) of this section, the employee’s sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the State Personnel Board of Review (SPBR) within 30 days after receiving actual notice of the district’s action. If the employee files such an appeal, the SPBR shall immediately notify the employee’s district and shall hear the appeal. The SPBR may affirm or disaffirm the action of the district or may issue any other order as is appropriate. The order of the SPBR is appealable in accordance with Chapter 119 of the Revised Code.

E. As used in this section:

1. “Purposely,” “knowingly,” and “recklessly” have the same meanings as in Section 2901.22 of the Revised Code.

2. “Appropriate ethics commission” has the same meaning as in Section 102.01 of the Revised Code.

3. “Inspector general” means the inspector general appointed under Section 121.48 of the Revised Code.

**FRAUD REPORTING SECTION X.XX**

The Ohio Auditor of State’s office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the auditor of state’s website, or through the United States mail. The Auditor of State’s fraud contact information is:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

U.S. mail: Ohio Auditor of State’s Office

 Special Investigations Unit

 88 East Broad Street

 P.O. Box 1140

 Columbus, OH 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

**SOCIAL MEDIA SECTION X.XX**

A. **Purpose:** The purpose behind this policy is to make an employee aware of his or her privacy rights and prohibited conduct with respect to an employee’s actions and its impact on the employer when using social networking sites on and off duty. The employer has an overriding interest and expectation in deciding what is "spoken" on behalf of the employer on social media sites. Moreover, this policy is intended to ensure efficient use of employee time and to minimize any distraction from an employee’s assigned tasks and duties. It will also allow the employer to ensure that employer rules are followed and all employees are treated fair and consistent.

By no means is this policy meant to infringe on one’s right to free speech or any protected activity under Ohio Revised Code 4117.

B. **Scope:** All employees will be subject to and held accountable for any conduct outlined in Social Networking Policy. This policy works in conjunction with other related personnel policies and procedures (e.g., Discriminatory Harassment).

C. **Consent:** An employee’s use of such technology constitutes consent to being monitored by the Employer. An employee has no expectation of privacy in his or her use of such technology covered under this policy as it relates to his or her employment.

D. **Social Networking:** Refers to the use of websites such as, but not limited to, Facebook, Google+, Myspace, Twitter, and LinkedIn. For purposes of this policy, Blogs and other internet forums of communication shall be deemed covered and regulated under this policy. Nothing in this policy is meant to prohibit access to any website or Blog which may be work-related.

E. **Policy:**

1. On-duty conduct: While at work, an employee may only access social networking websites, Blogs and/or other internet forums of communication during their lunch or breaks. This includes access from a personal cellular device (e.g., Blackberry device, smartphone, iPhone, etc.) during an employee’s hours of work. Employees found to have violated this policy may be subject to discipline up to and including termination.

2. On / Off-duty conduct: An employee enjoys no expectation of privacy to information posted into cyberspace even while off-duty. This includes anything posted to a social networking website, Blog, or other similar internet forum of communication. Although information may be posted to a “private” webpage, the employee should be aware this information can still be accessed by the public and other sources in a number of ways. Because of this, an employee needs to use “common sense” when posting comments, photos, opinions, or any other information related to his or her employment. Employees shall take caution and ensure that such use of technology does not negatively reflect on the employer or its mission. Violation of this policy may be grounds for discipline up to and including termination. Examples of prohibited conduct (but not limited to) are as follows:

a. Posting one’s photograph while wearing the employer’s uniform (or other similar attire, which could be misidentified as the official uniform).

b. Posting pictures, videos, or comments that are insubordinate with respect to the employee’s employment.

c. Posting pictures, videos, or comments that constitute or could be construed as unlawful behavior.

d. Knowingly or recklessly posting false information about the employer, supervisors, coworkers, public officials, or those who have a relationship with the employer. This also includes disparagement of a fictitious character or computer-generated likeness that resembles the above.

e. Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of a supervisor.

f. Posting pictures, videos, or comments that are sexual, violent, offensive, harassing, or pornographic in nature along with any reference to a fellow employee, the employer, or the individual’s employment.

g. Posted protected health information about any client.

F. Employees shall not imply they are speaking on behalf of the employer and shall include a disclaimer when speaking on certain matters affecting the employer or the employee’s employment.

G. **Confidential information:** An employee shall not disclose any work-related confidential or proprietary information on any social networking website, Blog, or other internet forum of communication. This can include information that may eventually be obtained through a valid public record’s request. Employees found to have violated this policy may be subject to discipline up to and including termination.

H. Employees shall address work-related complaints through the in-house complaint procedure and shall not voice complaints on the internet.

I. Any deviation from the above policy shall be approved by the employer or designee.

J. Supervisors shall use caution when “friending” or communicating with subordinates via social networking.

**CONCEALED CARRY SECTION X.XX**

**POLICY**

A. The safety and security of employees, visitors, contractors, and the general public are of vital importance to the employer. Further, carrying a concealed weapon is not part of anyone's job responsibility (except law enforcement officers), and such activity does not "arise in the course or scope of employment."

B. Employees and officials of Gallia County Health Department, other than law enforcement officers specifically authorized to carry a firearm, are prohibited from carrying firearms into any health department building, in any health department vehicle, or at any time while they are acting within the course and scope of their employment.

C. More specifically, the employer specifically prohibits employees from engaging in the following activities:

 1. Carrying a firearm or other weapon while on duty, whether or not licensed to do so. (For those employees who leave the employer's facility and travel to perform duties, these employees shall not carry a firearm on their person or in their vehicle.).

 A health department employee or official with a valid license to carry a concealed handgun may bring a handgun onto a health department-owned parking lot, but must leave the handgun in their own locked vehicle, either in the glove compartment (or other locked compartment), in the trunk, or locked inside a gun case, when they report for work. An employee or official with a valid license to carry a concealed handgun who is reporting for work may remove the handgun from their own vehicle parked on health department property only for the purpose of transporting it to and from the trunk of that vehicle for storage.

 2. Displaying a weapon or firearm while on duty, or making comments about firearms in such a way that intimidates, harasses, coerces, or threatens another, whether in the facility or on the parking lot. Such action will be considered a threat and will be prosecuted.

 3. Carrying or displaying a weapon or firearm, on- or off-duty, while on strike or picketing.

 4. Displaying an empty handgun holster on their person while on duty.

 Any health department employee or official who violates this policy is acting outside the course and scope of their duties. Gallia County Health Department will not defend or indemnify such actions by any health department employee or official. Any health department employee found to be in violation of this policy will be subject to disciplinary action, up to and including discharge.

**PROCEDURE**

Any employee who witnesses any prohibited activities as defined in this policy shall immediately report such activity to their immediate supervisor.