

## INTRODUCTION/~~DISCLAIMER~~

The Galion City Health Department Board of Health is the appointing authority for the Galion City Health Department. The Board appoints the Health Commissioner and all other employees, through delegation to the Health Commissioner, as are necessary to carry out the statutory duties of the Health Department. The Health Commissioner oversees the day-to-day operations of the Health Department and manages the programs, staff and services.

The Board of Health has adopted this Manual to assist employees in knowing their rights, responsibilities, and benefits as employees of the Health Department. It describes many of the Health Department's policies, procedures and practices. Employees should familiarize themselves with the content of this Manual as it will answer many common questions about employment with the Health Department.

This Manual does not constitute a contract of employment between the Board of Health and employees. The Board of Health retains the right to modify these policies, procedures and benefits and reserves the right to adopt new policies, procedures and benefits. This Manual may also be amended as a result of changes to state and/or federal laws, rules and regulations. Nothing in this Manual is intended to expand or diminish legal rights or responsibilities otherwise provided by law.

All employees shall be given a copy of this Manual. An electronic copy will be provided to all employees who have access to a health department computer. A paper copy shall be provided to employees who do not have access to a health department computer. This Manual may also be made available on the Health Department's website. Additionally, employees shall be notified of and/or provided copies of any revisions, updates or alterations to this Manual.

### A. POLICY

1. Policies are the basic rules which guide administrative action for accomplishing an organization's objectives. Comprehensive and clearly written policies, consistently and fairly administered, are essential to the success of any organization.
2. Written procedures provide members of the organization with administrative interpretation of the application of the organization's policies and explain the specific manner in which such policies are implemented.
3. This manual contains the policies and procedures of the City of Galion Health Department (hereinafter referred to as "Employer").
4. These policies are intended to establish and guide employees' expectations for job performance and procedures for exercising their rights, responsibilities, and benefits of employment with the Galion City Health Department.
- 3.5. This policy manual is not a contract of employment or a guarantee of any continued

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employment rights or benefits.

- ~~4. THIS MANUAL IS PRESENTED FOR INFORMATIONAL PURPOSES ONLY, AND MAY BE CHANGED AT ANY TIME BY THE EMPLOYER WITH OR WITHOUT NOTICE (THOUGH THE NORMAL PROCEDURE FOR AMENDMENT IS EXPLAINED LATER). THIS MANUAL IS NOT AN EMPLOYMENT CONTRACT, EXPRESSED OR IMPLIED. NO REPRESENTATIVE OF THE EMPLOYER HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT WITH AN EMPLOYEE THAT IS CONTRARY TO THE FOREGOING.~~
6. The policies in this manual supersede all previous written and unwritten personnel policies or operational guidelines that directly conflict with this Manual. This Manual is also intended to be construed in such a manner as to comply with all applicable state and/or federal laws, rules and regulations. If any section is held to be invalid by operation of law, the remainder of these policies shall remain in effect
7. Except where specifically noted otherwise, these policies apply, in their entirety, to ALL employees of the Galion City Health Department.

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## OBJECTIVES

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### A. POLICY

1. The Employer recognizes that a personnel system which recruits and retains competent, dependable personnel is indispensable to effective government. The policies and procedures set forth in this manual are designed to:
  - a. promote high morale and foster good working relationships among employees by providing uniform personnel policies, equal opportunities for advancement and consideration of employee needs;
  - b. maintain recruitment and internal promotional practices which will enhance the attractiveness of public employment and encourage employees to give their best efforts to the organization and the public;
  - c. encourage courteous and dependable service to the public;
  - d. provide equal opportunity for qualified persons to enter and progress in their employment based on merit and fitness;
  - e. ensure that operations are conducted in an ethical and legal manner to promote the Employer's reputation as an efficient, progressive body in the community and the state; and
  - f. establish acceptable minimum standards of performance.
- ~~2.~~ The primary obligation of the Employer is to provide the residents of the City of Galion with superior services. ~~This is a continuing obligation to which all other obligations are secondary.~~

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## DEFINITIONS/ ABBREVIATIONS

### A. POLICY

1. Unless otherwise indicated, the following definitions and abbreviations apply to the below listed terms as used in this manual.

~~Active Pay Status—Except where otherwise defined in this manual, active pay status is a period when an employee is eligible to receive pay directly from the Employer and includes hours worked, vacation leave, sick leave, compensatory time, paid military leave and paid court leave.~~

~~ADA—Americans with Disabilities Act.~~

~~Appointing Authority—The Galion City Board of Health or the designees of such officials who are authorized by law with the power to appoint or remove positions in any office, department, commission, board or institution. The Appointing Authority for the employee's covered by this manual is the Health Commissioner.~~

~~BWC—Abbreviation for Ohio Bureau of Workers' Compensation.~~

~~City—The City of Galion, State of Ohio.~~

~~Classification (Class)—A group of positions that involve similar duties and responsibilities, require similar qualifications, and that are properly designated by a common descriptive title indicating the general nature of the work. A classification may include only one (1) position in some circumstances.~~

~~Classification Plan (Class Plan)—The alphabetically arranged compilation of the classification specifications for employees of the Employer.~~

~~Classification Series—Those classifications which are closely related, and grouped to form a career progression.~~

~~Classification Title—The descriptive name of a group of positions similar enough to be included under a single classification.~~

~~Classified Employee—An employee who, after serving a probationary period, may only be demoted, suspended or removed from public service for cause, in accordance with the State Civil Service statute ORC 124.34.~~

~~Compensatory Time (Comp Time)—Time off work granted to non-exempt employees in lieu of paying actual cash for overtime hours worked, and granted off at the rate of one and one half (1½) hours for each hour of overtime.~~

**Commented [TF1]:** Delete Section and Add in as an Appendix with new definitions once other sections are complete.

~~Day(s) — Unless otherwise specified, means calendar day(s).~~

~~Demotion — A change in position that reduces the employee's scope of responsibility and compensation.~~

~~Department — A City organizational unit directed and controlled by the Employer and charged with a specific public service function and mission.~~

~~Department Head — A supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the Employer. Also called Director or Executive Director in some departments.~~

~~Designee — Any person authorized by the Employer or management official to perform a function with or on behalf of the Employer or management official.~~

~~Discourteous Treatment of the Public — Failure by an employee to treat any member of the general public with respect, in a polite and courteous manner.~~

~~Dishonesty — Disposition to lie, cheat or defraud; untrustworthiness; lack of integrity.~~

~~Distribution — An act of distributing goods, materials and/or written materials or literature.~~

~~Employee — Any person holding a position subject to appointment, removal, promotion or demotion by the Appointing Authority.~~

~~Employer — The Appointing Authority, or the designee of the Appointing Authority, authorized by law to make appointments to positions. As context requires, Employer may also mean any designee who is authorized to carry out certain duties on behalf of the Appointing Authority.~~

~~Excused Absence — Absence from work with the approval of the Employer (e.g., sick leave, vacation, holiday, unpaid leave of absence, etc.).~~

~~Exempt Employee — A salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated, at premium rates, for additional hours worked in the workweek.~~

~~Fines — A form of disciplinary action whereby the Appointing Authority imposes a monetary penalty as a disciplinary measure aimed at improving the employee's conduct. Such fine shall not exceed five (5) days' pay and shall not reduce the employee's pay below the minimum wage established by the FLSA. Fines may also be assessed against accrued leave time when appropriate.~~

~~Failure of Good Behavior—Failure by an employee to accept, adhere to or maintain the expected levels of performance and/or conduct required by the Employer, or reasonably expected by the Employer even in the absence of a written work rule.~~

~~Flex Time—Adjustment of an employee's work hours to avoid the employee working in excess of forty (40) hours in one (1) workweek or any other standard work period established in accordance with the FLSA.~~

~~FLSA—Abbreviation for the Fair Labor Standards Act.~~

~~FML—Abbreviation for Family and Medical Leave.~~

~~FMLA—Abbreviation for the Family and Medical Leave Act.~~

~~Immoral—Contrary to good morals; inconsistent with the rules and principles of morality; harmful or adverse to public welfare according to the standards of a given community, as expressed in law or otherwise.~~

~~Immoral Conduct—Conduct which is willful, flagrant or shameless, and which shows a moral indifference to the opinions of the good and respectable members of the community.~~

~~Incompetency—Lack of ability, legal qualifications or fitness to perform duties required of an employee.~~

~~Inefficiency—Quality of being incapable or indisposed to perform duties required of an employee within reasonable standards.~~

~~Insubordination—Intentional failure to perform duties required of an employee; refusal to obey an order issued by the employee's supervisor.~~

~~Malfeasance—The commission of some act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful; the doing of an act which a person ought not to perform.~~

~~Misfeasance—The improper performance or commission of some act which a person may lawfully do.~~

~~Neglect of Duty—Omission or failure to do a thing that can be done, or that is required to be done; an absence of care or attention in the doing; an omission of a given act. A designed failure, refusal or unwillingness to perform one's duty.~~

~~Non-Exempt Employee—An employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1½) times the employee's regular rate of pay for all hours worked in excess of forty (40) in an established workweek or other standard work period established in accordance with the FLSA.~~

~~Nonfeasance—Nonperformance of some act which ought to be performed; the total omission to perform a required duty; or the total neglect of duty.~~

~~Non-Work Area—Those areas of the Employer's property such as the parking lot or other areas where no official Employer business is transacted nor operations conducted.~~

~~Non-Work Time—Any time during an employee's workday where the employee is totally relieved of work duties. Whether an employee is in active pay or no pay status during these times is immaterial to the designation of non-work time.~~

~~O.A.C.—Abbreviation for the Ohio Administrative Code.~~

~~O.R.C.—Abbreviation for the Ohio Revised Code. Also abbreviated as R.C. when followed by a chapter or section number.~~

~~OSHA—Abbreviation for Ohio's Occupational Safety and Health Act.~~

~~PERS—Abbreviation for the Public Employees Retirement System.~~

~~PFDPF—Abbreviation for the Police and Firefighters Disability and Pension Fund.~~

~~Personnel Actions—A specific act by the Employer to implement a personnel decision (e.g. hiring, promotion, demotion, suspension, removal, layoff, wage increases).~~

~~Personnel Decisions—Such decisions include, but are not limited to: (1) recruitment; (2) selection; (3) placement; (4) testing; (5) training; (6) promotions and transfers; (7) layoff and recall; (8) removal; (9) disciplinary action; (10) social and recreational programs; (11) employee benefits and compensation; and (12) tangible program services and benefits.~~

~~Position—A group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person. All of the positions listed in the organizational chart constitute positions within the Galion City Health Department. Positions and the duties of a position may be revised, but the employee's classification remains the same unless the position is reclassified.~~

~~Promotion—Any change in position which results in an increase in an employee's compensation and responsibility.~~

~~R.C.—Abbreviation for Ohio Revised Code when followed by a chapter or section number.~~

~~Reduction—A change in the classification held by an employee to one having a lower base pay range, a change to a lower step within a salary range or any decrease in compensation of an employee.~~

~~Solicitation—An act of requesting an individual to purchase goods, materials or services, or a plea for financial contribution.~~

~~Supervisor — An individual who has been authorized by the Employer to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding or disciplining employees under the direction of the Employer; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions.~~

~~Suspension — Relief of an employee from duty without pay, usually for a short period of time (i.e., one [1] to fifteen [15] days), as a disciplinary measure aimed at improving the employee's conduct.~~

~~Transfer — The movement of an employee from one (1) position to another where there is no change in level of responsibility, classification or salary.~~

~~Unclassified Service — The Civil Service status of employees appointed without competitive examination to positions that are not subject to the discipline or removal provisions contained in R.C. Section 124.34. This includes employees who receive external interim, intermittent or temporary appointments pursuant to R.C. Section 124.30 (B), those employees appointed to administrative staff positions for which an appointing authority is given specific statutory authority to set compensation, and the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals, clerical and administrative support employees and other positions specified in the City of Galion's Civil Service Rules and Regulations. Such employees serve at the pleasure of the Appointing Authority.~~

~~Vendor — Any individual or group engaged in or desiring to engage in the supply of goods, materials or services, (which are utilized in the conduct of public business) to the Employer and/or its employees.~~

~~Verbal Warning — Written documentation of a verbal counseling and instruction which is provided to the employee and placed in the employee's personnel file to correct any misconduct and improve the employee's conduct and performance.~~

~~Work Area — Any office, room or physical location where official Employer business is transacted and/or operations of the Employer are conducted.~~

~~Working Suspension — A form of discipline, whereby the Appointing Authority may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. Such disciplinary action shall be recorded in the employee's personnel file in the same manner as other disciplinary actions and will have the same effect as a suspension without pay for the purpose of recording disciplinary action.~~



~~Work Time—All the time when an employee's duties require that the employee be engaged in work tasks, not including scheduled breaks or time before or after work.~~

~~Work Unit—A division under the Employer's control usually directed by a supervisor and charged with a specific work function which contributes to the accomplishment of the Employer's public service function.~~

~~Written Reprimand—The written record of disciplinary action, usually issued after a verbal warning has failed to improve an employee's conduct or when the employee has committed a more serious violation, which is provided to the employee and placed in the employee's personnel file in an attempt to improve the employee's conduct and performance.~~

## ~~SCOPE OF COVERAGE~~

### ~~A. POLICY~~

- ~~1. The policies and procedures in this manual generally apply to classified, unclassified and bargaining unit employees. These policies do not establish tenure or contractual rights for employees not required by law. Although the Employer subscribes to these policies, the Employer may waive irregularities in policies and procedures to the Employer's benefit.~~
- ~~2. To the extent not prohibited from doing so by law, the Employer retains the right to hire, fire, set compensation and manage unclassified and probationary employees without restriction.~~
- ~~3. These policies and procedures supersede all previous written and unwritten personnel policies and past personnel practices of the Employer, and any current department policy or procedures, unless the department policy or procedure is more restrictive due to operational needs of the department.~~
- ~~4. In the event of a conflict between this manual and any applicable law, the law shall prevail, unless the conflict is with a state employment law which the City has superseded by charter or ordinance under its "Home Rule" authority as granted by the Ohio Constitution.~~

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## MANAGEMENT AUTHORITY

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**A. POLICY**

1. The Employer retains the full right and responsibility to direct the operations, promulgate policies, rules and regulations and otherwise exercise the prerogatives of management, which more particularly include but are not limited to the following:
  - a. To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, or to reprimand, suspend, discharge or otherwise discipline according to law or agreement.
  - b. promulgate and enforce work rules and regulations;
  - c. To manage and determine the location, type and number of physical facilities, equipment, programs and the work to be performed;
  - d. To determine goals, objectives, programs, services and budget and to utilize personnel and technology in a manner designed to effectively meet these purposes;
  - e. To determine work methods, the size, composition and duties of the work force, and the organizational structure;
  - f. To determine the hours of work, the number of shifts required and work schedules;
  - g. To relieve employees from duty due to lack of work, lack of funds, reorganization or job abolishment;
  - h. To determine when a job vacancy exists, the duties to be included in all classifications, and the standards of quality and performance to be maintained;
  - i. To determine staffing patterns, including but not limited to assignment of employees, qualifications required and areas worked;
  - j. To determine the necessity to schedule overtime and the amount required thereof;
  - k. To maintain the security of personnel and financial records and other important data or information;
  - l. To maintain and improve the efficiency and effectiveness of the operations; and
  - m. To determine and implement necessary actions in emergency situations.
2. The exercise of any such right, power, authority, duty or responsibility by the Employer and the adoption of such rules, regulations or policies as may be deemed necessary, shall be limited only by the specific express terms of applicable law.

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## IMPLEMENTATION AND DISSEMINATION

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### A. POLICY

1. The Employer has the exclusive right and authority to create and issue policies and procedures.
- ~~1-2.~~ All employees shall be given a copy of this manual.
- ~~2-3.~~ All employees shall be required to read this manual, or have it read and explained to them.
- ~~3-4.~~ All supervisory personnel responsible for administering policy shall receive and be thoroughly familiar with this manual, administer each policy contained herein and ensure that subordinate personnel do likewise.
- ~~4.~~ This manual shall remain the exclusive property of the Employer and shall be surrendered upon request. Unauthorized reproduction is prohibited.

### B. PROCEDURE

1. This manual shall be adopted as the Employer's official policies and procedures ~~by signature of the Employer.~~ Upon adoption, the Employer shall provide sufficient copies of this manual to each ~~supervisor~~ employee. ~~Thereafter, on the effective date of the manual, the Employer shall sign the cover page and each section of the three (3) ring, master volume of the manual.~~
- ~~2.~~ The City Manager shall thereafter make and distribute a copy of the manual to each of the Employer's department heads and maintain a list of each department head receiving a copy and the date issued.
- ~~2.~~ Each employee shall be provided with electronic access to a copy of the manual to read. A paper copy shall be provided to employees who do not have access to a health department computer. After reading or having it read to them, the employee shall sign an Acknowledgment Form, ~~located in Section 9,~~ which shall be placed in the employee's personnel file. Employees shall not read this manual during work time unless authorized to do so by their supervisor.
- ~~3.~~ Employees shall be notified of and/or provided copies of any revisions, updates or alterations to this Manual.
- ~~3-4.~~ A copy of this Manual shall be provided to the City of Galion Auditors Office in order to ensure that proper compensation, benefits, and/or reimbursements are made to employees.

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## AMENDMENTS

### A. POLICY

1. Changes within the organization will necessitate changes in this manual. Policies and procedures may only be amended, revised, updated or deleted by the Employer.
2. The Board of Health retains the right to modify these policies, procedures and benefits and reserves the right to adopt new policies, procedures and benefits.
3. This Manual may also be amended as a result of changes to state and/or federal laws, rules and regulations. Nothing in this Manual is intended to expand or diminish legal rights or responsibilities otherwise provided by law.
- ~~1-4.~~ The Health Commissioner and/or Board of Health has the right to add, delete, or revise these policies as conditions of business requires.

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### B. PROCEDURE

1. The Employer will endeavor to give employees advance notice of any Manual revisions, updates or alterations. However, the Employer may revise these policies with or without advanced notice.
2. Notice of revisions shall be provided to all employees.
  - a. An electronic copy of revisions will be provided to all employees who have access to a health department computer. A paper copy shall be provided to employees who do not have access to a health department computer.
  - b. This Manual may also be made available on the Health Department's website.
3. Employees are encouraged to make suggestions for improvements in personnel policies and procedures to the Health Commissioner. When an ordinance amends, adds or deletes a section or sections of this manual, the Employer shall entirely rewrite the effected manual section(s). At the bottom of the new section(s), the original adoption date and revision number and date shall be filled in, and the section shall be signed by the Employer.
- ~~1-4.~~ If any article or section of this Manual is held to be invalid by operation of law, the remainder of this Manual and amendments thereto shall remain in force and effect. Should a conflict arise between the Ohio Revised Code (ORC), Ohio Administrative Code (OAC), or applicable federal laws and this Manual, law shall prevail.
- ~~2.~~ The original of the new section shall be placed in the Employer's master volume of the manual.
- ~~3.~~ A copy of the new section shall be given by the Employer to each supervisor with a copy of the manual.
- ~~4.~~ The Employer shall determine by what means the new or amended policy is to be communicated to employees (i.e., group meetings, posting on bulletin boards, etc.).
5. All new sections of the manual shall be posted by the Employer on department bulletin boards pursuant to the prior notice and posting requirements of each collective bargaining agreement. A copy of Manual revisions, updates or alterations shall be provided to the City of Galion Auditors Office in order to ensure that proper

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PERSONNEL ADMINISTRATION

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**A. POLICY**

1. The Employer is charged ~~by the City Charter~~ with the responsibility to administer the Employer's personnel system. The Employer, in the exercise of this function, shall:
  - a. recruit qualified personnel;
  - ~~b. prepare, schedule and hold examinations other than civil service examinations;~~
  - b. establish classification specifications;
  - c. verify credentials and/or licensure of designated staff;
  - d. conduct background investigations of prospective employees (per City of Galion procedures); and
  - e. perform other related personnel duties.

**SEVERABILITY****Commented [TF1]:** No changes necessary**A. POLICY**

1. If any section or part of this manual or any amendment is invalidated by operation of law or by order of a court of competent jurisdiction, or compliance with or enforcement of any article or section of this manual is restrained by a court, the remainder of this manual and any amendments shall not be affected and shall remain in full force and effect, unless the context of the manual as a whole indicates that another section should be invalidated as well to conform with the Employer's intent.

**B. PROCEDURE**

1. Whenever any section of this manual is amended by operation of law or by court order, the section shall be amended by the Employer pursuant to the Amendment Section of this manual.



CITY ADMINISTRATIVE STAFF

A. CITY ADMINISTRATIVE STAFF

Phil Honsey	Rick Kent
City Manager	Dir. Of Water/Sewer Operations
468-1857	468-5010

Rick Shifley	Bill Bauer
Police Chief	Finance Director
468-5255	468-1823

Duane Brandt	Les Spring
Acting Fire Chief	Supt. of Streets, Parks & Airport
468-6763	468-2818

Jeff Price	Bill Nedolast
Electric Line Supt.	Building Inspector
468-5520	468-2642

William C. Manthey, M.D.  
Health Commissioner  
468-1075

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