

REQUIREMENTS FOR EMPLOYMENT/~~RESIDENCY REQUIREMENT~~

A. POLICY

1. The Employer appoints, employs, fixes compensation for, disciplines and establishes policies and procedures and other conditions of employment for its employees. Employment with the Employer is employment in a public agency, subject to federal, state and local laws and the requirement that employees recognize and agree to abide by all applicable laws and all applicable policies and procedures as a condition of employment.
- ~~2. All employees must be residents of the State of Ohio. The Health Commissioner and all supervisors must be residents of the City of Galion.~~
2. The Employer will not hire immediate family members of employees or elected or appointed City officials in order to avoid the appearance of impropriety and violations of Ohio's ethics laws. "Immediate family" for purposes of this section is defined as an employee's or ~~officials'~~official's grandparents, parents, spouse, children, grandchildren, brother, sister, or any person related by blood or marriage and residing in the employee's or official's household.
3. Certain GCHD positions require that applicants and/or incumbents have and maintain a motor vehicle operator's and/or professional license; i.e. Registered Nurse (RN), Registered Sanitarian (RS), etc. Applicants without the required license will be ineligible for appointment. Incumbents who lose the license required for their position will be deemed to be incompetent to perform the duties of their position and may be terminated.

B. PROCEDURE

- ~~3-1.~~ Any employee violating this policy shall be subject to removal from employment with the Employer.

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## PROBATIONARY PERIODS

### A. POLICY

1. Each newly hired or promoted employee shall serve a probationary period. For full-time employees the probationary period begins on the first day of employment and extends for ~~120 calendar days~~ 6 months. For part-time employees, the probationary period begins on the first working day and ends at the end of the ~~85<sup>th</sup>~~ 90<sup>th</sup> day worked. ~~For intermittent employees the period begins on the first working day and ends at the end of the 85<sup>th</sup> day worked.~~
  - a. The purpose of the probationary period is to determine the employee's suitability for the appointed position. If a probationary employee's performance does not merit continued employment, the employee may be removed at any time during the probationary period.
2. The Employer shall use the probationary period to closely observe and evaluate the employee's performance and aptitude for the job. Likewise, the employee is encouraged to bring questions or concerns to the Employer, to enhance the employee's performance. The Employer has a responsibility to ~~recommend to the Board the retention of~~ retain those employees who meet acceptable work standards during the probationary period and to ~~recommend removal of~~ remove those employees who fail to meet such work requirements.
3. Promoted Employees - Promoted employees shall also serve a probationary period of ~~120 calendar days~~ 3 months. If a promoted employee's performance does not merit continued employment, they may be returned to their former position, or a similar position, any time during their probationary period. If the same or similar position is not vacant, the employee shall be treated as if the position to which the employee is being demoted had been abolished. In such case, the employee will be offered the appropriate displacement rights. No new probationary period is required following such a demotion. Such reduction is not disciplinary action and shall not preclude advancement to other vacant positions.
4. Probationary Period - The probationary period for Galion City Health Department employees is generally ~~one hundred twenty (120) days~~ 6 months for full-time employees and 90 days worked for part-time employees. Only time during which an employee is in active pay status and performing the duties of the ~~classification position~~ into which the employee was originally appointed shall be counted as part of the probationary period.

## B. PROCEDURE

Dismissal or reduction of ~~aan~~ employee may be made anytime during the probationary period, at the discretion of the Employer.

1. If a newly hired employee's performance during probation is found to be unsatisfactory, the employee shall be removed.
2. Removal of a newly hired or return of a promoted classified employee during the employee's probationary period is accomplished as follows:
  - a. The Employer shall notify the employee in writing of the respects in which their performance was unsatisfactory. A predisciplinary conference ~~as described in this manual~~ is not required, although a meeting should be held to give the employee an opportunity to respond. A copy of the written notice of removal or reduction shall be filed with the Civil Service Commission.
3. Removal of a newly hired or return of a promoted unclassified employee during the employee's probationary period is accomplished as follows:
  - a. The Employer shall notify the employee in writing of the respects in which their performance was unsatisfactory. A predisciplinary conference is not required, although a meeting should be held to give the employee an opportunity to respond. A copy of the written notice of removal or reduction shall be filed with the employees personnel file.
  - ~~a.b.~~ The Employer does not intend to waive any right to remove an unclassified employee, at the Employer's pleasure, by adopting this policy.
- 3-4. Any employee failing a promotional probationary period may appeal through the complaint procedure outlined in this manual within five (5) days following notice of failure of probation.
- 4-5. Time on unpaid leaves of absence shall not be counted toward the completion of the probationary period.

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DEMOTION

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**A. POLICY**

1. A demotion is the transfer of an employee to a position which has a lower level of responsibility, classification and compensation. Demotions generally result from an employee's failure to perform the duties of their position at an acceptable level or as a result of discipline. Demotions may also be voluntarily requested by an employee or result from an accommodation of a qualified employee with a disability who is no longer able to perform the essential functions of the employee's position with or without a reasonable accommodation, but can perform the essential functions of a lower classification with or without a reasonable accommodation. ~~Demoted employees shall be placed in the top step of the pay range for the classification to which they have been demoted.~~ Demoted employees shall always be assigned to the appropriate pay range assigned to their new classification. The exact pay rate shall be determined by the Employer, but such rate shall never exceed the amount the employee was receiving in the classification from which they were demoted.

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**B. PROCEDURE**

2. Employees who desire to be considered for a posted vacancy in a lower classification shall complete the required application form and submit it to the Employer or designee within the posting period.

## LAYOFF/RECALL PROCEDURES

ORC 124.321

### A. POLICY

1. When a ~~change in~~ lack of work, abolishment of positions, or lack of funds or other factors will result in reduction of the force, the ~~Board~~ Employer will:
  - a. Notify the employees that a layoff is anticipated. The ~~Board~~ Employer and the employees will meet to discuss the possible alternatives. All affected employees will be advised of their rights should layoff become necessary.
  - b. The Board will determine in what ~~classes of employees~~ positions the layoff will occur.
  - ~~b-c.~~ The Employer will take into account such factors as type appointment, status, years of service, and retention points.

### B. PROCEDURE

1. Layoffs will be according to Civil Service regulations.
2. Employees who will be laid off will receive twenty-one (21) days' notice from the Board.
- 4.3. Recall will be according to Civil Service regulations. Bumping into lower classifications for which the employee is qualified will be according to Civil Service regulations.

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## RESIGNATION/SEPARATION AND RETIREMENT

ORC 124.06, 124.32, 145.381, 2113.04

### A. POLICY

1. Employees may voluntarily resign by submitting a written letter of resignation to their immediate supervisor. ~~Department heads~~Directors and licensed professional staff shall give such notice at least four (4) weeks in advance and all other employees at least two (2) weeks in advance of the effective date of separation; unless the Board of Health agrees to a reduced time period.
2. Employees are required to notify the Employer of their anticipated retirement in writing at least ninety (90) days prior to the effective date of their retirement.
3. Failure to give proper, timely notification shall render the employee ineligible for future re-employment with the Galion City Health Department.
4. Upon the Health Commissioner and/or Board of Health's written acceptance of an employee's resignation, the employee is not able to rescind his/her resignation.
- 4.5. Employees must return all Health Department issued property. Failure to return Health Department property may result in prosecution for unauthorized use and/or theft of Health Department property.

### B. PROCEDURE

1. Letters of resignation or retirement shall be submitted to the immediate supervisor and contain the following information:
  - a. a statement indicating the employee's intention to resign/retire;
  - b. the date of the letter;
  - c. the effective date of resignation/retirement;
  - d. the reason for resignation (optional);
  - e. the employee's signature.
2. The ~~Department Head or supervisors~~supervisor shall immediately upon receipt, notify the ~~City Manager's and Finance Director's offices~~Health Commissioner. The Health Commissioner shall notify the Board Health and the City of Galion Auditor's Office.
3. The ~~department head may~~supervisor shall provide the resigning/retiring employee with an Exit Interview Form (~~located in Section 9~~) as soon as possible and request that the employee complete the form and discuss its contents with the ~~department head~~supervisor and/or the Health Commissioner at an exit interview, which shall be scheduled and held prior to the employee receiving their last paycheck. The exit interview is for the purpose of:
  - a. discovering any unknown grievances or problems relating to the resigning employee's employment;
  - b. determine all compensation and benefits owed;

**Commented [TF1]:** Combined information from Resignation and Retirement into a single "Separation and Retirement" Policy, included applicable ORC Sections

- c. determine the resigning/retiring employee's availability for future employment (if applicable); and
  - d. obtaining the resigning/retiring employee's correct mailing address.
4. The Employer shall sign, date and place the Exit Interview Form in the employee's personnel file.
5. Employees retiring from GCHD service are encouraged to discuss their retirement plans with their supervisor and/or Health Commissioner at least six (6) months prior to their retirement. Employees are required to notify the Employer of their anticipated retirement in writing at least ninety (90) days prior to the effective date of their retirement.
- a. OPERS recommends that employees file an application for retirement no more than six (6) months, but no less than thirty (30) days, prior to the effective date of retirement. For more information on retirement planning, contact OPERS.
  - b. Questions regarding OPERS should be directed to:  
Public Employees' Retirement System  
277 E. Town Street  
Columbus, OH 43215  
(614) 466-2085
6. Employees who separate from the Health District are eligible to receive a refund of their OPERS contributions three months after termination. The OPERS member handbook clarifies the advantages and disadvantages of withdrawal of contributions. To obtain a refund, secure an application for refund from the OPERS website at [www.opers.org](http://www.opers.org).
7. Employees retiring under a public service retirement who seek reemployment in the same position shall provide their Appointing Authority written notification of their intent 90 days prior to their retirement. If a retired employee's Appointing Authority is a board, commission, or legislative authority, that entity must give public notice and hold a public hearing for the rehiring of the retiree into the same position. For more information, contact OPERS.
- 4.8. Upon the death of an employee, all wages and personal earnings due to the deceased employee shall be paid to the employee's heirs or estate in accordance with ORC 2113.04. Wages and personal earnings include unpaid wages, unused vacation, unused compensatory time for non-exempt employees and a portion of the deceased employee's unused sick leave if the employee was eligible for retirement. See Sick Leave Conversion.

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