

# CPH Administrative Policies and Procedures Manual

## Section 1: Human Resources

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*PRIMARY AUTHOR(S): Kevin G. Williams, Department Human Resources Officer*

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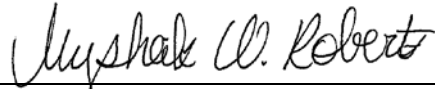
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**SIGNATURE PAGE**

**Endorsement: Human Resources (AM\_HR) Section of the CPH Administrative Policies and Procedures Manual**

We hereby endorse the Human Resources Section of the CPH Administrative Policies and Procedures Manual.

**Health Commissioner**



Mysheika W. Roberts, M.D., M.P.H.

12 / 10 / 18

Date

**Chief Operations Officer - Assistant Health Commissioner**

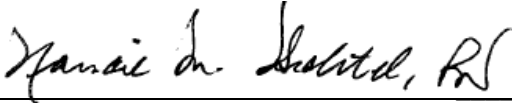


Roger Cloern

12 / 6 / 18

Date

**Chief Nursing Officer - Assistant Health Commissioner**

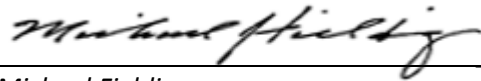


Nancie Bechtel, MPH, BSN, RN

12 / 6 / 18

Date

**Chief External Affairs Officer - Assistant Health Commissioner**



Michael Fielding

12 / 6 / 18

Date

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## **PURPOSE**

The intent of this document is to provide guidance for Columbus Public Health (CPH) supervisors regarding policies, procedures, and practices to manage the human resources and supervisor functions within their respective programs.

### **Quick Tips**

Additionally, in certain categories, CPH Human Resources has developed [Quick Tips](#). These [Quick Tips](#) break down specific areas of policies and procedures for quick reference and practical use. The availability of a [Quick Tip](#) will be demonstrated in this document when you see the symbol to the right.



## **POLICY**

All CPH staff shall perform their duties consistent with procedures in this document and in accordance with policies established by Columbus Public Health, Columbus City Charter, Columbus City Code, State and Federal Laws, and/or other Citywide policies.

## **BACKGROUND**

These are links to all the sections:

1. [Section 1 - Human Resources](#)
2. [Section 2 - Building Services](#)
3. [Section 3 - Fiscal](#)
4. [Section 4 - Technology](#)
5. [Section 5 - Miscellaneous](#)

## **GLOSSARY OF TERMS**

**Appointing Authority** – The Board of Health, or as designated by the Board of Health, the Health Commissioner, having the power of appointment to, or removal from, a position with the City as outlined under the City Charter, Columbus City Codes, or Board of Health Resolution.

**City** – the City of Columbus, Ohio and its authorized representatives.

**Class or Classification** – a group of positions with the same descriptive title having similar duties and responsibilities and requiring similar qualifications and which can be distinguished from other groups of positions. There may be only one position in some job classes or classifications.

**Classified/Unclassified Service** – Per Section 148 of the City of Columbus Charter, the Civil Service of the City is divided into the unclassified and the classified service.

1. The **unclassified service** shall include: all officers elected by the people, executive assistants and administrative assistants to the mayor, all directors, deputy directors, and assistant directors of the departments, the legislative assistants to the city council members, the treasurer and the deputy treasurer, the city clerk and one secretary, the deputy auditor and assistant auditors, the legal assistants to the city attorney, the public defender, two secretaries to each elected officer and to each department director, one secretary and one assistant or clerk for each board or commission appointed by the mayor, and all officers and members of boards and commissions whose appointment is subject to concurrence by council.
2. The **classified service** shall comprise all positions not specifically included by the charter in the unclassified service. The classified service is comprised of two classes: competitive and non-competitive.
  - a. The **competitive class** shall include all positions and employment for which it is practicable to determine the merit and fitness of applicants by competitive examinations.
  - b. The **noncompetitive class** shall consist of all positions requiring peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character and unskilled positions for which it is impracticable to give competitive examinations, as may be determined by the rules of the Civil Service Commission.

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**Collective Bargaining Contract (CBC)** – refers to the [Collective Bargaining Contract](#) between Columbus Public Health and AFSCME Local 2191 and Ohio Council 8 which applies to employees in classifications covered by that agreement.

**Compensatory Time** – time off with pay for authorized overtime worked in lieu of hourly wages. Compensatory time is calculated a certain way.

**Continuous Service** – an employee’s length of service as a full-time employee of the City uninterrupted by a separation from City employment; provided, however, time in unpaid status and/or part-time status shall be deducted from length of service.

**Columbus Public Health** – The City of Columbus Department of Health, d.b.a. Columbus Public Health. Occasionally referred herein as “the Department” or “CPH.”

**Exempt Employee** – also referred to as “overtime exempt employee,” an employee who is not eligible to earn overtime pay or compensatory time under the Fair Labor Standards Act (FLSA).

**Extended Illness** – more than three (3) consecutive workdays, including the day on which a holiday is celebrated, of injury leave, sick leave and /or disability leave.

**Full-time Employee** – an employee who is hired to perform duties for the City according to an established work schedule which includes not less than forty (40) hours per work week and contemplates fifty-two (52) work weeks per year. “Full-Time Employee” includes employees on full-time limit appointments of one year and employees who have been employed for more than one year of consecutive full-time limited appointments.

**Health Administrative Compensation Plan (HACP)** – refers to the compensation and benefits plan for non-bargaining Columbus Public Health employees.

**Human Resources Associate** – a designated representative within the CPH Human Resources Office who is responsible for performing human resources work for the Department. Also referred to as “CPH HR Associate” within this document.

**Limited Employment** – limited employment may be made when it is necessary to fill a vacancy created as a result of granting a leave of absence to a regular employee; or per Civil Service Rule IV(D)(3), when creating an alternate position as a result of granting sick leave, injury leave or disability leave to an employee, or in connection with work or a project of limited duration (including the loss of grant funding). In accordance with Civil Service Rules, limited employment will be on the condition that it will not exceed the duration of such leave, work (including the loss of grant funding for the work), or project. Upon such time as the limited condition is met, a person employed in a limited position will be terminated from the position. This will not be regarded as a layoff or disciplinary action and the person in the limited position will not have the associated appeal rights under Civil Service Commission Rules.

**Non-exempt Employee** – also referred to as “overtime eligible employee” an employee who is eligible to earn overtime pay or compensatory time either by the terms of a [Collective Bargaining Contract \(CBC\)](#) or under the Fair Labor Standards Act (FLSA).

**Overtime** – time during which an employee is on duty, working for the city in excess of regularly scheduled hours of work.

**Overtime Pay** – premium pay due to Non-exempt (overtime eligible) employees for working overtime. The terms of the [Collective Bargaining Contract \(CBC\)](#) or [Health Administrative Compensation Plan \(HACP\)](#) provide when and how much premium pay is due to eligible employees.

**Paid Status** – employment by the City in active service or authorized leave with pay; paid status means time worked plus all paid leaves except for sick leave, injury leave and/or disability leave.

**Part-time Employee** – means employees regularly working a schedule less than forty (40) hours per seven (7) consecutive calendar days, for fifty-two (52) consecutive seven (7) day periods per annum.

**Pay Period** – a two (2) calendar week period beginning on a Sunday and ending on the second Saturday thereafter.

**Probationary Period** – all City employees appointed to classified positions serve a probationary period that is established by the Civil Service Commission. Probationary periods are 180, 270, or 365 calendar days in length depending on the job classification of the position. In the event that a probationary employee does not perform the regular duties of the position for an extended period (30 calendar days or longer) as a result of sick leave, injury leave, light duty, disability leave, or any other reason, the probationary period may be extended for a period equal to the length of the extended absence from the job by submitting an extension form with the Civil Service Commission no later than ten calendar days prior to the original probationary period termination date.

**Resignation/Retirement** – the voluntary termination of employment of an employee, or unauthorized leave for five (5) consecutive workdays.

**Seniority** – an employee’s uninterrupted length of continuous service within the City, department, division, work unit or job classification, depending upon the issue involved.

**Separation from City Employment** – a termination of the employer-employee relationship and includes resignation, retirement, discharge for cause, probationary termination, termination through involuntary separations due to incapacity, layoff and certification termination resulting from the establishment of an eligible list. A layoff or certification termination of thirty-five (35) days or less, or resignation to immediately accept another position in the employ of the City, shall not be considered a separation from City employment.

**Total City Service** – an employee’s length of service in the full-time employment of the City in active service or paid status. Non-consecutive periods of City service are included. Time spent in unpaid status does not count toward “total city service.”

**Unpaid Status** – time an employee is on paid or unpaid suspension, on leave without pay or is absent without leave. Leave without pay status resulting from either injury received in the line of duty, approved disability coverage (after serving the requisite waiting period), or approved paid leave activities related to City-employee relations shall not be considered to be unpaid status.

## **PROCEDURES & STANDARD OPERATING GUIDELINES**

### **I. CHAPTER 1: Employment**

#### **A. Hiring and Classification Plan**

##### **1. Application of Civil Service Rules**

###### **a. Hiring**

The hiring process is governed by the Civil Service Rules of the City of Columbus. These Rules are promulgated and managed by the City of Columbus Civil Service Commission (CSC). There are three basic steps to hiring a new employee.

Step 1: Obtain approval to fill a vacancy.

Step 2: Recruit candidates and conduct interviews.

Step 3: Hire the selected applicant.



As part of our hiring procedures, we have included a fourth step, “onboarding,” but technically, onboarding is occurs post hire.

See Appendix [AM HR A.1 Hiring and Onboarding Procedure](#) for the policy and procedure on how to complete these steps.

See [AM HR A.1a Pay Determination Procedures](#) for the procedure to follow to receive a pay rate determination for all situations.

b. Classification Plan

The [City classification plan](#) is established and maintained by the CSC which shall provide for the classification and standardization of all positions within the classified service. All positions in the service of the City, except those specifically designated by the City Charter as unclassified, shall be in the classified service and subject to the rules of the CSC. At the time a classification is created, the CSC shall determine whether the class is to be designated as competitive (tested) or noncompetitive in accordance with the City Charter and based upon the facts and information available at the time.

Search [specific job classification descriptions here](#).

c. Minimum Qualifications and Maintenance of Licenses and Credentials

At all times, employees are required to maintain the minimum qualifications to perform the essential functions of the positions that they are employed. Minimum Qualifications (MQs) for each classification are established by the CSC working with the City departments and programs using said classifications.

An employee is **required to report** to his/her supervisor or CPH HR Associate that he/she **no longer meets the minimum qualifications** of his/her classification and position **no later than the beginning of the next business day** following when the employee gains knowledge that he/she no longer meets the minimum qualifications. An employee who fails to meet the minimum qualifications of his/her position, continues to perform the work of his/her classification when not meeting the minimum qualifications, and/or fails to timely report that he/she no longer meets the minimum qualifications of his/her classification is subject to the governing disciplinary procedures.

Employees are responsible for maintaining licenses and other credentials required either as a minimum qualification of the classification or as a requirement to perform the essential duties of the position. Employees are primarily required to provide verification of the maintenance of these licenses and credentials whenever the employee renews them. Because some required licenses and other credentials are specific to the assigned duties of a position and fall outside the minimum qualifications of a job classification, supervisors must track and ensure all licenses and other credentials are maintained by employees at all times.

The [CPH Licenses and Credentials Verification Policy](#) establishes the procedures supervisors are to utilize for verifying that their directly reporting employees maintain professional licensure/credentials in valid, current, good standing. Within this policy, employees are to provide evidence that required licenses and other credentials are appropriately maintained, or supervisors may select to retrieve this evidence from appropriate online verification services, if available. A supervisor is to immediately report to his/her respective division administrator or assistant health commissioner any issues that an employee is or will not be qualified to perform



the essential functions of his/her position. For any nurse who fails to renew his/her license, the Chief Nursing Officer for CPH must be immediately notified by the supervisor.

For more information regarding the maintenance and verification of maintenance of licenses and credentials, please see [Appendix A.16 Columbus Public Health Licenses and Credentials Verification Policy](#).

## 2. City Nepotism Policy

The City of Columbus established a Nepotism Policy in August of 1995. The policy was established to avoid possible conflicts, whether real or perceived by providing neither an advantage nor a deterrent to appointment to a City position by family relationship or marriage provided the individual meets and fulfills any and all appointment requirements. Any City appointing authority or supervisor related by blood, marriage, or adoption to an applicant should not participate either formally or informally in decisions to hire, evaluate, discipline, retain, promote, transfer, suspend, and determine salary, lay-off, or terminate such an individual. Therefore:

- a. All candidates for employment must indicate on their application if they currently have relatives working for the City of Columbus.
- b. For purposes of the policy, “relative” shall be defined as any person related by blood, marriage or adoption.
- c. The Policy does not prohibit the hiring of relatives of current City employees; however, City departments are responsible for ensuring compliance with the Ohio Ethics Law and the City’s Nepotism Policy.

The City Nepotism Policy can be found on the City of Columbus Policies and Procedures Intranet page: [Nepotism Policy](#).

Employees can also access the Ohio Ethics Commission website at [www.ethics.ohio.gov](http://www.ethics.ohio.gov) for more information.

## 3. Discrimination Is Prohibited

In accordance with [Columbus City Code, Section 2331.03 – Unlawful employment practices](#), discrimination, discriminatory policies or practices, and/or retaliatory acts related to complaints of discrimination with respect to hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment that are taken against any employee or applicant for employment because of race, sex, sexual orientation, gender identity or expression, color, religion, national origin, ancestry, age, disability, familial status or military status are unlawful and prohibited.

All management personnel shall familiarize themselves with [Columbus City Code, Section 2331.03 – Unlawful employment practices](#) and act so as not to violate [Columbus City Code, Section 2331.03 – Unlawful employment practices](#).

### a. Equal Employment Opportunity

The City of Columbus has adopted a policy to provide equal employment opportunity in City government in recognition of the essential rights of all qualified applicants and employees to prohibit discrimination in employment with regard to race, color, religion, sex (including sexual harassment), national origin, disability, ancestry, age, sexual orientation or military status; to identify and eliminate barriers to the employment of qualified persons and promote equal opportunity with respect to hiring, promotion, terms, conditions or privileges of employment in each department and division of City government.

CPH employees with questions or concerns about any type of discrimination in the workplace may bring these issues to the attention of their immediate supervisor, the CPH Human Resources Officer, or to the attention of the City of Columbus [Department of Human Resources Equal Employment Resources Manager](#). Employees can raise concerns and make reports without fear of reprisal and anyone found engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

For more information, employees are urged to refer to City of Columbus Policies and Procedures Intranet page at: [Equal Employment Opportunity Policy and Resources](#).

## **B. Employee Records and Contact Information**

### **1. Personnel Files**

CPH maintains a personnel file regarding each employee which is considered a public record and subject to the disclosure requirements of Ohio's Open Records Laws. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Employees may review their own personnel file upon request to do so. While each employee's personnel file is considered a public record, some information within the file may be exempted by Ohio public records laws from disclosure if CPH receives a normal public records request. In fulfilling public records requests information exempted from disclosure is redacted per the requirements of the law.

### **2. Medical Files**

In necessary situations where employee medical information is kept by CPH, such information is maintained in a separate file and separate filing cabinet from the employee's personnel file. Under Ohio public records laws, employee medical information is generally exempted from disclosure in a public records request and will only be disclosed when required or permitted by law.

### **3. Employee Contact Information and Registration with the Central Ohio Health Alert Network**

Employees are required to promptly notify the CPH HR Associate of any changes in personal data relative to employment, including but not limited to personal mailing address, telephone numbers, individuals to be contacted in the event of an emergency, status of required professional licenses, registrations, and certifications. All information and documents operationally required must be accurate and current at all times.

For communication purposes, employees will also automatically be registered with the Central Ohio Health Alert Network (COHAN) which will be used to contact and direct employees during emergency situations. Initial registration will use employees' City email addresses as the contact, but employees are strongly encouraged to update their information and communication preferences, e.g., contact via preferred text, telephone, email, etc. by visiting <https://member.everbridge.net/index/892807736722989#/login>. Employees with additional questions regarding COHAN or everbridge.net should contact [CPH Office of Emergency Preparedness](#).

## **C. Performance Management**

Performance management is one of the most essential aspects of the employee-supervisor relationship. The main objective of performance management is to achieve the mission, vision, and goals established in the CPH Strategic Plan and inform the employee of their personal objectives and performance towards the main objective. Each employee plays a vital role to achieve the mission, vision, and goals of CPH. Individual goals and objectives therefore must align with achieving the objectives of the respective program, section, division, and the CPH Mission.



The Performance Management Model sometimes referred to as the Performance Appraisal Cycle is made up of three essential parts:

- 1) Planning Performance,
- 2) Coaching and Reinforcing Performance, and
- 3) Reviewing and Recognition of Performance.

Poor employee performance is usually attributed to one of four reasons: 1) poor planning (goal-setting and measuring flaws), 2) poor or failed supervision (lack of or poor communication, coaching, counseling, corrective action, performance management), 3) employee limitations, i.e., an employee is ill-suited for a position for one or more of a variety of reasons, or 4) employee discontent or lack of engagement, i.e., the employee just decides not to perform well.

### 1. HACP Performance Appraisals – The Individual Performance Excellence Program (PEP)

The [Individual Performance Excellence Program \(PEP\)](#) applies to non-bargaining employees. The City of Columbus utilizes electronic system software for HACP evaluations. Within this system (e.g., Halogen), supervisors are able to establish goals and objectives, document ongoing observations, assessments, and feedback regarding the employee's performance, and provide a final, overall review that recognizes the goal and objective achievement and other aspects of performance. Annually, each supervisor will develop with employee participation: objectives and standards for expected successful performance for all subordinate employees within the appropriate timeframes of the hire date of new employee (See the [New Employee Orientation Checklist](#)); or the transfer/reassignment date of transferred/reassigned employee; or by the designated deadline for current employees, i.e., through annual notice from CPH HR. In addition, supervisors are to provide ongoing coaching and feedback to the employee throughout the year.

- a. **Probationary Review:** Once the employee has successfully completed the probationary period, the evaluation cycle should be adjusted to an annual cycle as outlined in the [Performance Excellence Program \(PEP\)](#). This realignment may result in the first annual evaluation cycle being for a period of less than 12 months. After that, the employee will be on a regular 12-month evaluation cycle. **By Civil Service Rule XI, Probationary Terminations must be completed no later than 10 days prior to the end of probation.** If probationary termination is recommended, the supervisor will make such notice by e-mail to the [Human Resources Officer or other CPH HR Associate](#) in a timely manner to meet the Civil Service deadline.
- b. **Continuous Performance Management:** Whether an employee is in probation or post probation, for proper performance management, supervisors should provide continuous performance management with employees using regular meetings, status updates, coaching, and corrective actions. A mid-year review is also recommended for all non-union employees during the probationary period. For probationary periods of less than one year, the mid-year review should be conducted halfway through the evaluation period. Additional discussions should be conducted as necessary to address performance issues that may arise.
- c. **Annual Review:** The annual review is a two-way discussion and written documentation focusing on an employee's performance including areas of excellence, goals for improvement and development needs. Every employee is to receive, at minimum, an annual (12-month) review that will be discussed, documented and filed. The CPH Human Resources Office provides a "due date" in which all evaluations for non-probationary employees, who are compensated under the [HACP](#), are to be completed utilizing the PEP system unless a valid exception exists that would prevent a fair evaluation of an employee.

Additional information on the PEP Program and PEP Probationary Evaluation Process can be obtained by referring to the following links: [Halogen FAQs 1-19-2018](#) and [Halogen Probationary Employee Process User Guide](#).

## 2. AFSCME Performance Appraisals

The [Performance Appraisal System](#) utilized for AFSCME employees is a formal review system designed to benefit the City, bargaining unit employees, and citizens by making improved job performance a top priority.

Each supervisor will develop with employee participation, [objectives and standards](#) for expected successful performance. The [objectives and standards](#) for expected successful performance are to be developed within: 1) an appropriate timeframe of the hire date of the new employee (as outlined in the [New Employee Orientation Checklist](#)), 2) transfer/reassignment date of transferred/reassigned employee, or 3) at the time of annual evaluation for current employees.

Further, CPH will administer the performance management of all AFSCME employees utilizing the guidelines of the [Performance Appraisal System](#).

Probationary reviews are to be completed through the manager's approval **no later than 10 days prior to the end of the employee's probation** unless the employee's probation is being extended or other reasonable exceptions are documented. **By [Civil Service Rule XI](#), Probationary Terminations must be completed no later than 10 days prior to the end of probation.** If probationary termination is recommended, the supervisor will make such notice by e-mail to the [Human Resources Officer or other CPH HR Associate](#) in a timely manner to meet the Civil Service deadline.

Non-probationary employees' annual reviews are based on the calendar year (i.e. January 1 – December 31). Managers should evaluate the employee throughout the year, but should begin the formal forms completion around December 1 of each year. Final evaluations for non-probationary AFSCME employees are to be completed through the manager's approval no later than 10 days prior to the deadline for AFSCME reviews (typically close to the end of January) unless reasonable exceptions are documented. The deadline for such reviews will be provided annually by CPH HR.

Supervisors who are delinquent in evaluating subordinate employees may be subject to disciplinary action and/or notation and score effect within the supervisor's evaluation and any subsequent consideration for pay increases.

Access the AFSCME Performance Standards Development Form at this link: [AFSCME Performance Standards Development Form](#), and the AFSCME Performance Appraisal Form using the following link: [AFSCME Performance Appraisal Form](#).

## D. Employment Separation

### 1. Types of Separations

- a. Resignations and Retirement: In accordance with [Civil Service Rule XII](#), unless the Appointing Authority consents to a shorter notice, an employee in the classified service who wishes to leave the service in good standing shall file with the Appointing Authority (submittal to the employee's supervisor or administrator is sufficient) a written resignation giving **at least two (2) weeks'** notice prior to the departure date. Once the Appointing Authority or designee receives and accepts a resignation, it must be forwarded to CPH HR for processing. An exit interview will be conducted by a CPH HR Associate with the employee to provide information about the final paycheck, insurance plans, the retirement system, and other pertinent information. No resignation that has been accepted by the Appointing Authority or

designee may be withdrawn without approval of the Appointing Authority. No resignation may be withdrawn after its effective date.

- b. Layoffs: Layoffs, when necessary, will be accomplished through the terms of the appropriate [Collective Bargaining Contract](#) and/or [Civil Service Rule XII](#), whichever governs the terms and conditions of employment of the affected employee.
- c. Probationary Terminations: In accordance with [Civil Service Rule XI](#), Section E, the service of any employee may be terminated by the Appointing Authority, at any time during the probationary period by submitting a written report at least ten (10) days prior to the end of the probationary period to the CSC and the employee specifying the reason the employee is found unsatisfactory and that such removal shall be final. There shall be no appeal of any kind from the action of the Appointing Authority removing an employee during or at the end of the probationary period.
- d. Limited Employee Terminations: In accordance with [Civil Service Rule X\(F\)](#) employees hired under a limited condition will be terminated from the limited position upon the exhaustion of the limited condition, except that when such a condition occurs a limited employee may be appointed to a vacant position that the limited employee qualifies within the terms of an applicable [Collective Bargaining Contract](#) or other rule.
- e. Involuntary Discharges, and Separations: Employees may be involuntarily discharged for just cause or involuntarily separated for incapacity under the terms of the applicable [Collective Bargaining Contract](#) and/or [Civil Service Rule XIII](#).



For more detailed information regarding employee separation, supervisors and employees should access the City of Columbus Intranet for more information on Civil Service Rules at [Civil Service Rules](#).

## **2. Return of Property and Closing Electronic Account Upon Employment Separation**

Employees are responsible and accountable for CPH property issued to them by CPH. Likewise, an employee who has been issued any property owned by CPH is responsible to return all property to his/her supervisor on or before the employee's last day of work.

Supervisors are responsible for managing the return of all property issued to an employee at the time the employee separates from his/her employment. Additionally, supervisors are responsible for closing all electronic accounts assigned to the employee. The [Appendix A4 Assignment and Return of CPH Property Procedure](#) provides direction for supervisors to account for and collect all CPH property and close all electronic accounts upon employee separation or extended leave of absence.

In addition, supervisors are to complete the City's exit interview (page 2 at minimum) and submit the completed document to CPH Human Resources for all employment terminations, voluntary or involuntary. See the link at: [CPH Exit Interview Procedures](#).

See also for deleting City electronic accounts: Department of Technology, [Delete User Account Form](#).

## **E. References/Employment Verifications**

All requests for information regarding present or former employees are to be directed to the [CPH HR Office](#). Additionally, any public records requests, including those requests involving current or former employees, must be complied with utilizing [CPH Processing Public Records Requests Procedures](#).

For more information on how to handle a request for information or employment verification please refer to: [Appendix A5 Employment Verification Policy and Procedure](#).

## II. **CHAPTER 2: EMPLOYEE CONDUCT**

### A. **Employee Conduct**

Employee conduct is simply how we conduct ourselves in the workplace. It is the treatment and customer service that we provide to our co-workers, supervisors, managers, customers, clients, and anyone else who comes to provide or seek services at CPH. Managers, supervisors, and employees are to be disciplined in thought and action and conduct themselves at work demonstrating honesty and integrity, courteousness, equity, conscientiousness, respect, and helpfulness. When in doubt, before acting, everyone should consider the answers to the following questions:

- 1) Would I be proud or embarrassed if my family or friends learned about my conduct?
- 2) Would I be proud or embarrassed if my conduct was featured on the evening news?
- 3) Would I want someone treating my spouse, partner, son, daughter, mother or father, sister/brother, or me like I'm treating my customers, clients, coworkers, and others in the workplace?
- 4) Does my conduct, if discovered, likely lead to a positive evaluation or a notice of disciplinary charges?

If an employee does not like the answer to any of these questions, then the employee should probably rethink the conduct and act in a more constructive manner.



### B. **City of Columbus Central Work Rules**

The City of Columbus established work rules that apply to all City of Columbus employees, including those within CPH, to ensure that its employees conduct themselves in a mature, responsible and professional manner during work hours, while on City premises, or otherwise in connection to their employment; that employees work in an efficient, conscientious and diligent manner; that all employees work in a safe environment, without risk to their health or safety, or the health and safety of others; and that the rights of all employees are protected and honored. These rules also serve as notice to all employees as to what conduct is and is not acceptable in the workplace. In addition to following these rules, employees will also be required to follow the Rules of the CSC, if relevant to their circumstances, as well as any policies and procedures established by CPH. Any employee who violates any of these rules may be subject to disciplinary action, including suspension or termination, depending on the seriousness of the rules violation, the employee's disciplinary history, and any other relevant factors.

Except for serious infractions of the rules, the City will follow a policy of progressive and commensurate disciplinary action, imposing increasingly severe penalties on those employees who repeatedly violate these rules. A copy of the City Work Rules can be found on the intranet at: [Central Work Rules](#).

### C. **Ethical Conduct**

Employees with Columbus Public Health have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. All CPH employees' conduct is covered under the Ohio Ethics Laws (that includes Ohio Revised Code Chapters [102](#) and [2921](#)); the [City of Columbus Mayor's Executive Order #2016-01, Ethics and Conduct: Accountability and Integrity for Effective Governance](#); and the [City of Columbus Ethics Policy](#). Under these laws, orders, and policies, all public officials and employees must perform their duties in conformity with Ohio ethics laws, and as interpreted by the [Ohio Ethics Commission](#), and shall not engage in prohibited conduct. Additionally, all CPH employees are to submit a signed [Pledge of Ethical Conduct](#) that is to be kept in each employee's personnel file within the CPH Human Resources Office and attend ethics training during orientation and as specifically directed by the



Health Commissioner and or the Mayor of Columbus. Further certain employees are required to complete and submit disclosure forms as directed in the policies.

The following conduct is strictly prohibited under [Ohio Ethics Laws](#), [Mayor's Executive Order](#), and/or the [City of Columbus Ethics Policy](#).

### **1. Misuse of Official Position**

Employees may not use, or authorize the use of, his/her public position to benefit himself or others in circumstances that create a conflict of interest where the employee's objectivity could be impaired. Examples of Misuse of Official Position:

- a. An employee who has a side business and hands out flyers advertising his/her business to clients, especially if the employee provides the flyers during provision of public duties or the employee is in a position of enforcement over the client or has discretion of benefits of the client.
- b. An employee uses his/her position to benefit business associates or family members.
- c. An employee who seeks or accepts anything of value from anyone doing business with the City of Columbus that creates a substantial and improper influence upon the employee in performance of his/her public duties. In short, employees are prohibited from asking for or receiving any gifts, services, or items from a party that is interested in, regulated by, or doing business with CPH when that gift, service or item is presented in a manner that could influence the objectivity of the employee in the performance of his/her duties. Although some items may normally be considered of little value, if the employee is in a position of influencing the selection of, benefits for, services to, or enforcement over the other party, any value of the item or service offered is considered substantial.

### **2. The "Revolving Door" Restriction**

A present or former employee is prohibited from representing anyone before any public agency, including his/her former employer, on any matter in which he/she personally participates or participated in his/her official capacity. This prohibition is in effect during the public service and generally remains in effect for one year following departure from public service. Basically, this provision is to prevent a former employee from using insider influence or information to provide an improper advantage to his/her new employer or any other external party.

### **3. Sale of Goods/Services and Representation of Clients before Public Agencies**

This provision prohibits an employee from receiving compensation, other than from CPH, for services rendered before CPH or the City of Columbus. It is also generally unacceptable for employees to sell goods and services to a public entity, except through competitive bidding. Certain exemptions do apply as detailed in [Revised Code 102.04\(D\)](#).

### **4. Confidential Information**

Present and former employees are prohibited from disclosing or using any information appropriately designated by law as confidential. This provision remains in effect as long as the information remains confidential.

### **5. License or Rate-Making Proceedings**

An employee is restricted from participating in licensing or rate-making proceedings that would affect the licenses or rates of any business that he/she or members of his/her family own more than five percent (5%) of an affected business, or any business that he/she or his/her family members has sold more than \$1,000 of good and services. For example, an environmental health employee is restricted from participating in licensing and or fee rate determinations if he/she or his/her family owned a restaurant or at least 5% interest in that restaurant.

## 6. Public Contracts and Public Investments

An employee is prohibited from having a financial or fiduciary interest in a public contract. An employee is prohibited from authorizing or otherwise using the authority or influence of his/her position to secure the approval of a public contract that he/she, his/her family, or a business associate has an interest in the investment. An example of a violation of this provision might be an employee who influences the decision to select a company to provide goods or services to CPH and the employee holds ownership in that company. Certain limited exceptions, detailed in Revised Code 2921.42, may apply to stockholdings and contracts objectively shown as the lowest cost services.

## 7. Soliciting or Receiving Improper Compensation

An employee is prohibited from receiving compensation, in addition to that paid by CPH, for performing his/her official duties. For example, an employee who receives payment from another employer in addition to his/her CPH wages for hours he/she is paid in the performance of his/her CPH duties or receives payment from anyone except the City of Columbus/CPH for the performance of his/her CPH duties has violated this provision. Additionally, an employee is prohibited from soliciting or accepting anything of value, or coercing a campaign contribution, in exchange for an appointment to a public position, or any other kind of personnel action, such as a promotion or transfer. An example of this might be a tip or gratuity offered by someone when the employee has provided a service. Two other areas that fall into this area of the ethics laws is receiving payment for travel expenses and honoraria.

### a. Travel Expenses and Honoraria (Revised Code 102.03):

- 1) Public officials and employees who are required file financial disclosure statements with the Ethics Commission may accept actual travel expenses for travel: (1) to a meeting at which the official or employee is participating in a panel or making a speech; or (2) to a meeting of a national or state organization to which any public agency pays membership dues.
- 2) Public officials and employees who are not required to file financial disclosure statements with the Ethics Commission may accept an honorarium or travel expenses for an event not related to the public employee's public duties, as long as the private entity paying for the honorarium or travel expenses is not doing or seeking to do business with, regulated by, or interested in matters before that public employee's agency.

See [Overview of Ohio Ethics Laws](#) by the Ohio Ethics Commission for more information.

## D. Limits of Liability When Working

As an agency of the City of Columbus, Columbus Public Health is immune from liability in the performance of certain functions. We have been advised that, generally, pursuant to Ohio Revised Code Chapter 2744, the Political Subdivision Tort Liability Act, a City employee, performing City business, will enjoy the benefits of this immunity unless one of the following applies:

1. The employee's acts or omissions are manifestly outside the scope of his or her employment or official responsibilities; or
2. The employee's acts or omissions are committed with malicious purpose, in bad faith, or in a wanton and reckless manner; or
3. Liability is expressly imposed upon the employee by a section of the Ohio Revised Code.

Revised Code Chapter 2744 defines an employee as:

"Employee" means an officer, agent, employee, or servant, whether or not compensated or fulltime or part-time, who is authorized to act and is acting within the scope of his or her employment for a political subdivision. "Employee" does not include an independent contractor. [R.C. 2744.01(B)]



## **E. Limits of Liability Involving Motor Vehicle Operation**

In circumstances where an employee is engaged in duties within the scope of his/her employment and authority while driving a motor vehicle, the City will pay for damage caused to another driver and the other driver's vehicle if the damage was caused by the employee's negligent operation of a motor vehicle.

The City will not cover or pay for:

1. Damages caused to an employee's personal vehicle or property caused by the intentional or negligent actions of the employee or a third party;
2. Injuries to a non-employee passenger within the employee's personal vehicle and/or damages to the non-employee passenger's property when the injuries or damages are caused by the intentional or negligent actions of the employee in the operation of a motor vehicle or the intentional or negligent actions of a third party; nor
3. A fine or any other court costs or fees from a traffic violation received by the employee due to the employee's operation of a motor vehicle.

Because the City pays a mileage stipend to employees who use their personal vehicles on City business, employees are responsible to report the use of personal vehicles for business use to the employee's personal insurance carrier or agent. The employee is also responsible for any costs of any riders or additional coverage required by his/her personal insurance carrier for potential damages to the employee's personal vehicle and personal property, injuries to any passengers, and/or damages to the personal property of any passenger, when such damages and injuries occurred while the employee's personal vehicle is being used on City business.

In the event an employee is named in a lawsuit related to actions that occurred in the workplace, the Columbus City Attorney will review the circumstances of the claim, the actions of the employee, and the above written exceptions to immunity before making a determination regarding defense for the employee. If the City determines to defend the employee, the employee is required to cooperate fully with the City Attorney's Office in this defense.

## **F. Reporting Off-Duty Misconduct and Loss of Credentials, and Required Criminal Background Checks**

### **1. Criminal Activity**

An employee who is arrested for any criminal offense that involves any felony, a crime involving gross immorality or moral turpitude, a misdemeanor drug law violation, a misdemeanor that involves and potentially affects the employee's professional credentials, or a traffic violation that restricts the employee from performing the essential functions of the employee's position **must report** or if unable to report himself/herself **must have a designee report** that arrest immediately (same day or by next business day) to his/her supervisor. CPH will carefully consider the impact, if any, that the arrest or any subsequent conviction makes on its operations. CPH will consider any applicable employment decisions based on the impact on operations and credibility of CPH. CPH will file any notifications of any arrests or convictions with licensing and other credentialing agencies as required by law. Columbus Public Health does not approve vacation requests for employee incarceration.

### **2. Loss of Credentials**

An employee required to maintain credentials required by his/her classification description or the duties of his/her position, including but not limited to motor vehicle driver's license, professional registration, certification, or license, etc., is required to report to his/her supervisor or CPH HR Associate any suspensions, revocations, lapses, etc. of these credentials at the beginning of the next business day following the employee's gaining knowledge of the suspension, revocation, lapse, etc.

### **3. Required Criminal Background Checks**

State or Federal rules or laws may require criminal background checks or review of exclusionary lists of employees in classifications performing specific functions, e.g., Medicaid providers, etc. These criminal background checks and/or exclusionary lists reviews may occur prior to employment or anytime during the employment relationship as dictated by the laws or rules involved. Upon learning of any required criminal background check or exclusionary lists review, CPH will notify any affected employee of the requirement and that he/she is required to provide or submit to a criminal background check as a condition of continued employment.

Employees are subject to the governing disciplinary procedures when: a) the employee fails or refuses to provide or submit to a criminal background check when directed to do so under Ohio or federal laws or rules; or b) the outcome of the required criminal background check or exclusionary lists review results in the employee's disqualification from performing the duties assigned to his/her position under Ohio or federal law or rules. Such disqualification under Ohio or federal law or rules may be grounds for dismissal from employment.

## **G. Discrimination Is Prohibited**

As previously written under [Section I\(A\)\(3\)](#) of this document, discrimination, discriminatory policies or practices, and/or retaliatory acts related to complaints of discrimination with respect to hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment that are taken against any employee or applicant for employment because of race, sex, sexual orientation, gender identity or expression, color, religion, national origin, ancestry, age, disability, familial status or military status are unlawful and prohibited.

### **1. Reasonable Accommodation and Policy Against Discrimination against People with Disabilities**

#### **a. Reasonable Accommodations**

When a request for accommodation is made, the employee's supervisor in consultation with the CPH Human Resources Officer will consider what type of reasonable accommodation can be made, if any. This policy governs all aspects of employment, including job selection, job assignment, compensation, discipline, termination and access to benefits and training.

The flowchart for determining if a Reasonable Accommodation is appropriate and related forms can be accessed at: [Reasonable Accommodation Request Flow Chart](#) and [Reasonable Accommodation Request Packet](#).

#### **b. City of Columbus Policy Against Discrimination of People with Disabilities**

The City of Columbus is strongly committed to the principles of fair and equitable treatment for all persons with disabilities and has adopted a policy prohibiting any conduct that acts to discriminate against persons with disabilities and/or persons because of their association with persons with disabilities.

For more information, employees are urged to refer to City of Columbus [Policy Against Discrimination of People with Disabilities](#).

### **2. Sexual Harassment Policy**

It is the policy of the City of Columbus to maintain and promote a working environment free from discrimination. Sexual Harassment, a form of sexual discrimination, is unacceptable conduct that will not be tolerated in the workplace.

For more information, employees are urged to refer to the City of Columbus [Sexual Harassment Policy](#).

## **H. Occupational Health and Safety**

The Occupational Safety and Health Program for the City of Columbus is part of the City of Columbus Department of Human Resources. It was established to ensure the City's compliance with written Ohio safety and health standards, rules and orders that have been adopted or issued. The purpose of this program is to reduce the incidence of occupational injuries and diseases; to protect employees against hazards and risks of hazards; and to control identified hazards.

Due to the everyday close contact with the public, in order to prevent personal illness and the spread of illness to others, all employees are strongly encouraged to be vaccinated annually for seasonal flu and to additionally receive vaccinations for any pandemic influenza when offered. CPH reserves the right to require employees to wear personal protective equipment (PPE), including respiratory masks, or change normal work duties and functions to protect employees, including those not immunized, and the public. See [CPH Seasonal Influenza Vaccination Verification Policy](#).

Further, OSHA-mandated medical surveillance or other medical services considered best management practices by the City of Columbus and/or CPH that are necessary due to job hazards may be available through the Occupational Safety and Health Clinic (OSHC), located at CPH facilities. To obtain these services, a Medical Surveillance Form must be completed by a City safety professional, supervisor, manager, or designee and submitted to the Clinic prior to scheduling the employee for medical surveillance. One form is needed per employee per visit to OSHC. If scheduling large groups of employees, managers are to contact OSHC at 614-645-3278 prior to submission to make arrangements.

The City of Columbus Medical Surveillance Form may be obtained at: [Medical Surveillance Form](#).

## **I. Substance Abuse**

Employees are the most valuable resource at CPH. In the best interest of the employee, the employee's family and the community, the City created a policy against the misuse and abuse of drugs and alcohol in connection with the Drug-Free Workplace Act of 1988. The policy prohibits:

1. Reporting to work or working under the influence of alcohol or drugs, including medical marijuana;
2. Purchasing alcohol or drugs, including medical marijuana, for himself/herself or others when on duty;
3. Consuming or possessing alcohol or medical marijuana at any time while on duty or anywhere on any City premises or in any City vehicles;
4. Possessing, using, selling, purchasing, manufacturing, dispensing or delivering any illegal drug at any time and at any place;
5. Abusing, illegally distributing or selling any prescription drug;
6. Failing to report immediately to their supervisor any duty-related restrictions imposed as a result of prescription or over-the-counter medications;
7. Using any adulterants or otherwise tampering with the urine specimen used for testing; and/or
8. Refusing to take a properly ordered drug and/or alcohol test.

As an extension of the Drug Free Workplace Program, employees who may drive as part of their job shall receive post-accident drug and alcohol testing in accordance with the City policy. When the City has reason to believe an employee is: 1) under the influence of alcohol, or consuming or possessing alcohol in violation of this policy; or 2) is possessing, using or under the influence of illegal drugs; or 3) is abusing prescription drugs, the City shall require the employee to submit to drug and alcohol testing.

Supervisors or managers who suspect that an employee is: 1) under the influence of alcohol, or consuming or possessing alcohol; or 2) is possessing, using or under the influence of illegal drugs; or 3) is abusing prescription drugs in violation of City Policy are to observe the behaviors of the employee closely and complete the [Reasonable Suspicion Checklist](#). With an exception that the employee is placing himself/herself or others in immediate harm's way, prior to

approaching the employee, the supervisor/manager is to contact another supervisor to observe the employee and complete a separate [Reasonable Suspicion Checklist](#). The [Reasonable Suspicion Checklist](#) is to be brought to CPH Human Resources Office and sent to the City of Columbus, Alcohol and Drug Abuse Manager (aka Drug and Alcohol Coordinator, DAC).

If the determination is made that a reasonable suspicion exists, the employee's program manager or a management designee of the program manager is to immediately drive the employee to the appropriate testing facility, stay at the facility until the employee is tested, and then either drive the employee home or find another appropriate means for the employee to be transported home. **The employee is not permitted to drive.** The employee's supervisor or program manager is responsible to keep his/her division administrator and/or assistant health commissioner aware of the current status of the situation.

Employees who abuse substances are encouraged to seek confidential help through the Employee Assistance Program.

For more information, including management after the administration of a drug/alcohol test, managing the situation after a negative/positive result, employee return to work, etc., please refer to City of Columbus [Drug and Alcohol Testing Policy](#).

#### **J. Workplace Violence Prevention**

The City of Columbus and CPH are committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, CPH has adopted the following guidelines to deal with intimidation, harassment and/or other threats of (or actual) violence that may occur during business hours or on CPH premises.

CPH encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before a situation escalates into potential violence. The department will assist in the resolution of employee disputes and does not discipline employees for raising such concerns.

1. Employees of CPH are required to attend training sessions that deal with violence in the workplace.
2. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.
3. Firearms, weapons, and other dangerous or hazardous devices (including tasers) or substances (prepared to be used as a weapon) are prohibited from the premises of the CPH, without proper authorization.
4. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public, at any time, including off duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age or any characteristic protected by federal, state or local law.
5. All suspicious activities or individuals, whether employees, customers, vendors, solicitors, or other members of the public shall be reported as soon as possible to your immediate supervisor or any other member of management and security.
6. All threats of (or actual) violence, whether the threats are direct or indirect, shall be reported as soon as possible to your immediate supervisor or any other member of management.

When reporting a threat of violence, employees should be as specific and detailed as possible, using the Incident/Occurrence of [Workplace Violence Form](#) to document details. This form should be filed as soon as possible but at least within two working days of the incident.

The Department will investigate each incident and report back to the employee of the status of the investigation. In order to maintain workplace safety and the integrity of its investigation, the Department may relieve employees of duty pending the outcome of the investigation. A copy of the report will be sent to the Occupational Safety and Health Officer. If warranted, the Employee Assistance Program (EAP) may be contacted to coordinate all crisis response activities.

Any employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to, and including, termination of employment.

Employees are urged not to put themselves in peril. If you see or hear a disturbance, do not intercede in a manner that puts you at probable risk.

Please refer to the City of Columbus [Workplace Violence Policy](#).

#### **K. Weapons in the Workplace**

No CPH employee while conducting City business during working hours, on City time, or while on or in City-owned or leased property shall possess, or have under his/her control any offensive or defensive weapon including, but not limited to, a firearm (including unloaded, inoperable or sawed off firearms, starter pistols, zip guns, etc.) knife, club, brass knuckles, martial arts weapon, or stun gun. Additionally, unless otherwise permitted by Ohio law, weapons shall not be stored in or on City-owned property.

Dangerous ordinance, incendiary or explosive devices or chemicals, fireworks, or similar items are considered weapons and/or dangerous devices for purposes of this department and are prohibited.

#### **L. Political Activity**

As provided in the [Charter for the City of Columbus, Section 161.05](#), employees who are in the classified service, (at CPH this is all employees except the City Health Commissioner), shall not directly or indirectly solicit or receive or act as an agent for someone else to solicit or receive any assessment, subscription or contribution for or against any political party, any candidacy or nomination for candidacy for elected office, any other issue at any election, or for any other political purpose. Additionally, no person may knowingly solicit a classified employee for any assessment, subscription or contribution for the above reasons.

Classified employees are prohibited from being an officer in any political organization, a candidate or nominee for an elective office, or taking part in partisan politics other than to vote as he/she pleases and expressing freely his/her political opinion.

City employees in the classified or unclassified service may circulate nominating petitions for an elective office on their own time when the candidate's name for that office appears on the ballot without the name of a political party, or an elective office which is nonpartisan.

Classified City employees are not prohibited from being a candidate for or holding the position of a member of a local school board of education, village council outside the City of Columbus, or a board of township trustees as long as:

1. The City employee does not solicit, directly or indirectly, campaign funding for their campaign for elective office.
2. The City employee does not seek or use the endorsement of a political party.
3. The City employee abstains from participation in matters under consideration by the local school board, village council or board of township trustees whenever a conflict of interest appears.
4. The City employee performs no work for the local school board, village council or board of township trustees during assigned working hours of the employee's position with the City of Columbus.

Please refer to the City of Columbus Charter, [Columbus Municipal Code](#).

#### **M. Vaping and Tobacco-Free Workplace**

CPH is a vaping and tobacco-free workplace. Vaping and the use of tobacco products is prohibited on all Department property including, but not limited to, within all enclosed structures and vehicles, and on all grounds, sidewalks, and parking lots that are owned, leased and/or operated by CPH.

For more information please see the [CPH Tobacco and Smoke-Free Campus Policy](#) and Mayor's [Executive Order 2005-01](#) regarding smoking on City property.

#### **N. Professional Appearance**

The dress code policy is applicable to all employees employed by CPH. Employees' appearance reflects directly on the image of the City and CPH. Consequently, this dress code policy establishes reasonable guidelines to promote a professional and business-like appearance for employees.

For more information on proper work attire please see: [Appendix A7 Dress Code Policy and Procedure](#).

#### **O. Employee Identification Badges**

Per the [City-Wide Policy on Employee Identification Badges](#), in an effort to assist the public in identifying City employees carrying out their City work duties and responsibilities, and to promote workplace security:

1. All City employees will be issued a City of Columbus Identification Badge upon hire.
2. All City employees shall wear their identification badges during working hours.

Employees may select the manner in which to wear the badge and the location; however, the badge must be worn in a location which is clearly visible. In the event it is unsafe to wear a badge in a visible location, due to the nature of the work being performed, employees may conceal the badges during those times.

See [Section 2: Building Services, ID/Personal Access Control Card](#) to obtain ID badges.

#### **P. Comprehensive Electronic Communications Policy**

##### **1. Electronic Mail (E-mail) and Voice Mail Policy**

In 1997 the City of Columbus established rules regarding the use of the City's electronic mail (e-mail) and voice mail systems including access and disclosure of electronic and voicemail messages, created, sent or received by City employees using the systems.

The city maintains electronic and voice mail systems to assist employees in conducting business within the scope of city operations. Utilization of the City's electronic communications services for purposes other than official City business is permitted on a limited basis. Limited reasonable personal use may include local



telephone calls, e-mail communications, text messages, and web site visits not otherwise prohibited within the Comprehensive Electronic Communications Policy.

E-mail and voice mail equipment, both hardware and software, are the property of the City of Columbus. All messages composed, sent, or received on these systems remain the property of the City and are not the private property of any employee, and may be monitored by the City or CPH.

E-mail, voice mail, and text messages should not contain any harassing, defamatory, abusive, obscene, profane, threatening, sexually oriented or racist statements, and may not be used for non-job related purposes.

All violations of the policy will be addressed under the [Comprehensive Electronic Communications Policy](#) and the City Work Rules, and in accordance with any [Collective Bargaining Contract](#) or Civil Service Rules. Any employee violating the policy, or any related policy or rule, may be subject to disciplinary action, including suspension or termination.

Below is the link for the complete text of the [Comprehensive Electronics Communications Policy](#).

#### **Q. Use Of City Property - Telephones, Cell Phones, Vehicles**

For the policy on the use of city vehicles, telephones, and cell phones please refer to [Section 2: Building Services](#).

**ADDITIONAL NOTE REGARDING RESPONSE TO COMMUNICATION:** An employee who is either provided with one or more City-owned electronic communication device (e.g., cellular telephones, “Smart” phones, tablet computers, etc.) or selects and informs his/her supervisor of the employee’s choice to utilize a personal similar device for work purposes when working offsite and on duty, is expected to respond to a supervisor or manager who attempts to contact him/her within a reasonable timeframe and may be required to justify any failure to respond entirely or in a timely manner. With limited exceptions, all employees are required to respond in a timely manner to public health emergencies when directed to do so, whether on duty or off duty at the time of being directed.

### **III. CHAPTER 3: TIME AND ATTENDANCE**

#### **A. Timekeeping**

It is the policy of CPH that each employee is responsible for submitting timely and accurate leave forms to their immediate supervisor who will review, sign and forward to the program’s timekeeper.



To view the procedure for how to submit leave forms please see [Appendix A8 Timekeeping Policy and Procedure](#).

#### **B. Business Hours and Setting Employee Schedules**

The efficient and effective delivery of customer service is one of the Administration’s goals. CPH regards an employee’s reliable attendance and punctuality as essential to satisfactory job performance and as an aid in being better able to achieve the customer service goal. To this end, our standard operating hours are established by each program to meet the needs of that program.

To view the procedure on attendance please refer to: [Appendix A9 Business Hours Policy and Procedure](#).

#### **C. Responding to Public Health Emergencies**

As a public health agency, Columbus Public Health is required to respond to public health emergencies in our community. When such events occur, employees of Columbus Public Health are expected to respond when directed to do so. In these events, employees may be required to work special assignments that may expand

beyond normal business hours and may require reporting to alternate locations and performing duties other than what an employee normally does.

Employees are required through the [Collective Bargaining Contract](#) and/or CPH policies to maintain current contact information with CPH so that they may be notified in times of public health emergencies and other events. Employees shall keep their contact information updated with the CPH HR Office and within the Central Ohio Health Alert Network (COHAN) at all times.

During public health emergencies, employees, whether on duty or off-duty, are expected and are held accountable to respond within a reasonable timeframe to COHAN alerts and attempts of contact from supervisors and managers; and may be required to justify for any failure to respond entirely or in a timely manner.

**D. Department Call-Off and Notification of Tardiness Procedures**

Unscheduled/unexpected absences shall be reported to the employee's immediate supervisors or his/her designee. Employees who are unable to report to work and who have not received prior approval for leave, shall be responsible for notifying their immediate supervisor, or if the supervisor is unavailable, the next available supervisor within each employee's chain-of-command of their absence. In addition, employees who are unable to report to their work location ready to commence their duties at their starting times, shall notify their direct supervisor, or if the supervisor is unavailable, the next available supervisor within each employee's chain-of-command of their delay. Absent extenuating circumstances, the notification shall be made at least thirty (30) minutes before the scheduled start of their workday and the leave request form shall be submitted to the supervisor the day that the employee returns to work.

To view department call-off and notification of tardiness policies and procedures please see [Appendix A10 Call Off Notification of Tardiness Policy and Procedure](#).

**E. Travel Time and Mileage Reimbursement**

Travel on City business is subject to the limitations of federal law and the policies of the City Auditor's Office. See [Auditor's Policy](#) regarding travel on City business.

**F. Inclement Weather/Closing of Operations**

During incidents of inclement weather or the closing of operations by directive of the Health Commissioner, the CPH emergency communications systems will give employees specific directions. The Central Ohio Health Alert Network (COHAN), CPH emergency phone trees, CPH employee voice mail, and 614-645-4444 line (CPH information line) are CPH emergency communications tools and may all be utilized to further inform employees.

To view the procedures when the closing of operations is put into effect please see: [Appendix A11 Inclement Weather Closing of Operations Policy and Procedure](#).

**G. Early Release**

On occasion, the Health Commissioner may provide for the early release of employees with pay. Such release is totally at the discretion of the Health Commissioner in consultation with the Board of Health and Mayor of Columbus.

To view the policy on how to comply with an early release situation please see: [Appendix A12 Early Release Policy and Procedure](#).



## **H. Moonlighting**

CPH recognizes that some employees may hold positions of employment outside of their CPH employment. In these situations, CPH considers itself the primary employer. Any negative effects (e.g. absenteeism, loss of productivity, refusal of mandatory overtime, etc.) that CPH concludes has resulted from the outside employment will be investigated and may be subject to discipline if the investigation concludes a violation of City or CPH policy. Additionally, employees should review the [Ethical Conduct](#) section of this Manual and any related laws, policies, and rules when taking external employment to ensure a conflict of interest does not exist.

To view the policy and procedure on moonlighting please see: [Appendix A13 Moonlighting Policy and Procedure](#).

## **I. Bringing Children To The Workplace**

CPH understands that on occasion, an employee may find it necessary to bring his/her child to the workplace. However, absent any special programs, i.e., “Take Your Child to Work Day, or “shadowing programs,” employees shall not bring their children to the workplace without the express approval of the Health Commissioner or appropriate designee.

To view the procedures for bringing children to the workplace please see:  
[Appendix A14 Bringing Children to the Workplace Policy and Procedure](#).

## **IV. CHAPTER 4: EMPLOYEE BENEFITS**

### **A. Vacation**

Full-time, non-seasonal employees, except as otherwise provided in this section, shall earn and use vacation time. The amount of paid vacation accrual that employees receive is based on years of service for full-time employees and the number of hours worked for part-time employees. Details of the accrual amounts may be located in the [Collective Bargaining Contract](#), whichever is applicable.

Employees are responsible for submitting completed leave request forms to their supervisors and must receive supervisory approval of the vacation request in advance of the vacation leave being taken. Unscheduled/unexpected absences shall be reported to the supervisor within one half hour of the employee’s regularly scheduled start time. Every effort must be made to contact the supervisor directly. In the event the supervisor is unavailable, a message may be left. (Please refer to the “[Department Call-Off Procedures](#)” segment of this manual or the [Collective Bargaining Contract](#), whichever applies.)

The supervisor will review vacation requests and approve or disapprove them based on a number of factors including workload, seasonal deadlines, operational needs, staffing needs, etc. Absent extenuating circumstances, supervisors will make every effort to promptly notify employees of the disposition of vacation leave requests prior to the date for which the request is needed. If circumstances require that the employee confirm travel or other vacation accommodations, the supervisor will make every effort to notify the employee of the disposition of the leave request within five (5) days of the date the request is presented. Employees must confirm that the request for leave has been submitted and approved prior to using the leave. Vacation time is paid at the employee’s base pay rate at the time vacation leave is taken.

Individual employees are responsible for making certain that he/she has sufficient vacation time accrued to cover the amount of time they are requesting. Failure to adhere to these procedures may result in the employee being charged absent without leave (AWOL), a violation of the City Central Work Rules. Employees taking vacation leave without sufficient accrued vacation time will be unpaid for the absence and subject to governing disciplinary procedures..

In the event that available vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year in accordance with the guidelines of the [HACP](#) or the terms of the applicable [Collective Bargaining Contract](#). Any unused vacation balances in excess of the amounts listed within the [HACP](#) or applicable [Collective Bargaining Contract](#) will become void as of the close of business on the **last day of the first pay period that begins in January of the following year (the end of the benefit/vacation year)**. In plain language, an employee will lose any vacation time that is in excess of the amounts listed within the [HACP](#) or [Collective Bargaining Contract](#), whichever applies.

Additional information on Vacation Leave can be obtained by referring to the [Health Administrative Compensation Plan \(HACP\)](#) or applicable [Collective Bargaining Contract](#).

## **B. Sick Leave Benefits**

CPH provides paid sick leave benefits to all full time employees for absence due to illness or injury.

### **1. Sick Leave Use**

Absences for planned medical, dental, vision, etc. visits, are to be made so to reduce the impact on operations of the employee's program. To request leave for such absences, the employee is to complete a leave request form and present it to his/her supervisor at the earliest time that the employee has knowledge of the need for leave. The supervisor will review the request and approve the request if it meets all the requirements of the [HACP](#) or applicable [Collective Bargaining Contract](#). The supervisor may consult with the employee and request the employee consider inquiring into rescheduling the leave if the leave significantly impacts the employee's programs operations, but the supervisor cannot mandate that the employee reschedule the leave. Sick leave may not be used for vacation or personal business day purposes.

Absent extenuating circumstances, employees who are unable to report to work due to illness or injury are to notify their direct supervisor using the appropriate Call Off/Reporting off Work Procedure within the [HACP](#) or [Collective Bargaining Contract](#), whichever is applicable. For planned uses of sick leave (e.g., medical, dental, vision exams, etc.), employees are to submit an appropriate leave form in advance at the earliest point the employee has knowledge he/she needs to use the leave. For unplanned uses of sick leave, absent extenuating circumstances, employees will submit the appropriate leave request form to the supervisor the day the employee returns to work. The direct supervisor must also be notified on each additional day of absence unless the employee has communicated to the supervisor that his/her absence will be for an extended period of time.

In cases of extended illness or suspected abuse of sick leave, proof shall be required as to the adequacy of the sick leave request. Any leave that is granted as Sick Leave for reasons permissible under the Family and Medical Leave Act (FMLA) shall be charged as an FMLA leave.

Sick leave is intended solely to provide income protection in the event of illness or injury as defined within the [HACP](#) or [Collective Bargaining Contract](#), whichever is applicable, and may not be used for any other absence. Any unused sick leave will be allowed to accumulate or paid out in accordance with the [HACP](#) or [Collective Bargaining Contract](#), whichever is applicable.

### **2. Sick Leave Documentation and Suspected Sick Leave Abuse**

In cases of extended illness more than three consecutive work days for AFSCME employees and three or more days for [HACP](#) employees) or suspected case of sick leave abuse, the Appointing Authority (or designee) may require evidence as to the adequacy of the reason(s) for an employee's absence during the time for which sick leave is requested.

NOTE: Any sick leave use protected by the FLMA shall not be considered as sick leave abuse.

If sick leave abuse is suspected, the Appointing Authority shall require the employee to provide documentation from a physician or other licensed health care provider for each use of sick leave until further notice. Failure to correct sick leave abuse or provide medical documentation when required to do so may result in disciplinary action.

**NOTE:** If the employee provides any documentation that states the nature of the illness or includes medical information directly to a supervisor, the supervisor should immediately hand the documentation back to the employee and direct him/her to deliver it to CPH HR.

Please refer to your [HACP](#) or applicable [Collective Bargaining Contract](#) for more information regarding sick leave benefits and abuse.



### C. **The Family and Medical Leave Act (FMLA)**

The purpose of the FMLA is to help balance the demands of the workplace with the needs of families by allowing eligible employees to take up to 12 weeks of unpaid, job protected leave for specific family emergencies such as a serious illness or the birth of a child.

#### 1. **Eligibility Requirements for FMLA Benefits**

To be eligible to receive up to a total of 12 workweeks of unpaid leave during any 12-month period an employee must:

- a. Be a full-time or part-time employee; and
- b. Have worked for the city for at least 12 months and have worked for at least 1,250 hours over the 12 month period preceding the leave.

#### 2. **Use of FMLA**

The City of Columbus uses a rolling year beginning at the start of a leave and ending 12 months thereafter. Eligible employees are entitled to leave for the following reasons:

- a. For the birth and care of a newborn child of the employee (leave for birth or placement of a child must be taken within one year of birth or placement).
- b. For the placement of a son or daughter with the employee for adoption or foster care (leave for birth or placement of a child must be taken within one year of birth or placement).
- c. To care for a spouse, parent, or child with a serious health condition.
- d. When the employee is unable to work because of a serious health condition.
- e. For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

**NOTE:** If both spouses work for the City of Columbus, they are jointly entitled to a combined total of 12 weeks when leave is taken for reasons other than his or her own serious health condition; i.e. the birth of a child or the care for a sick parent.

#### 3. **Pay and Benefits While On FMLA Leave**

Employees are required to use their own accrued sick and vacation leave balances when taking FMLA Leave. Once the accruals are exhausted, any remaining FMLA qualified time will be in unpaid status. Using comp time is optional and is not charged to the 12 weeks of FMLA Leave.

During unpaid FMLA leave status, an employee will not continue to accrue classification seniority and will not accrue any employment benefits for the period of leave, except for continuation of all lines of insurance benefits.

The City will maintain health insurance benefits for the duration of FMLA leave at the level and under the same condition (including employee premium contributions) and coverage that would have been provided if the employee had continued in active work status for the duration of the leave.

#### **4. Intermittent Leave**

Intermittent leave means taking leave in blocks of time rather than a continuous leave. Employees may take intermittent leave or be on a reduced leave schedule only when medically necessary because of the employee's own serious health condition or the serious health condition of the employee's spouse, child or parent.

For more information please review [Appendix A.15 CPH Family and Medical Leave Act Administration Policy](#).

#### **D. Injury Leave**

The injury leave program is a benefit intended to cover employees injured on the job. Injury leave will be approved according to the provisions of the [Collective Bargaining Contract](#) or the [Health Administrative Compensation Plan \(HACP\)](#), whichever is applicable, along with the rules and regulations of the City of Columbus Human Resources Director or designee and the Board of Industrial Relations. Workers' Compensation laws, rules, and court decisions do not apply to the injury leave program.



##### **1. Deadline for Reporting the Injury**

Injuries, both original and recurrent, must be reported on the required forms to the employee's immediate supervisor within the timeframe required by the applicable [HACP](#) or [Collective Bargaining Contract](#) after the injury occurs using the appropriate Injury Leave forms.

When an employee is required to stop working because of an injury or other service-connected disability, he/she shall be paid for the remaining hours of that day or shift at his/her regular rate, and the time shall not be charged to leave of any kind.

##### **2. Deadline for Submitting Medical Documentation for Original and Recurrent Injuries**

All medical documentation, supporting documentation, and a report of the cause of all injuries, whether original or recurrent, must be submitted by the employee to his/her immediate supervisor within fourteen days from the date the injury occurred.

Supervisors must immediately submit documentation to the CPH HR Associate upon receipt.

Refer to your [Collective Bargaining Contract](#) for additional information.

#### **E. Disability Leave**

The City of Columbus provides, at no cost to employees, a disability program covering full-time employees for non-work related illnesses and injuries. Employees are eligible for this benefit on the first of the month following one year of continuous City service. This program will provide for payment to the employee following a short waiting period (please refer to the applicable [HACP](#) or [Collective Bargaining Contract](#) for timeframe of waiting period) from the date of the accident or illness for a maximum of twenty-six weeks per disability per rolling 12-month period. An employee on disability can use sick time, vacation and compensatory time to cover the waiting period as outlined in the applicable [Collective Bargaining Contract](#).



##### **1. Continuation of Benefits While On Disability**

While any employee is on paid disability, accrual of vacation leave shall cease.

All medical, dental, drug, vision and life insurance shall continue uninterrupted until the employee is no longer on the disability program.

## **2. Disability Procedures and Deadlines**

Disability forms can be obtained by contacting the CPH HR Associate. The forms must be submitted within the timeframes from the commencement of the disability as required by the applicable plan and described within the applicable [HACP](#) or [Collective Bargaining Contract](#). The insurance carrier will make no disability payments until all paperwork has been submitted.

**NOTE:** Disabilities covered by Workers' Compensation are not covered under short-term disability.

## **3. Disability Payments**

Disability payments are mailed directly to employee's residence from the insurance provider and will be based on a percentage of the employee's standard /straight time, bi-weekly gross wages (in no event more than eighty hours of pay). All applicable federal, state and local flat tax rates will be deducted.

An employee may elect to use all, or part of his/her accumulated, unused sick leave in order to make up any difference between one hundred percent (100%) of his/her gross wages and the amount, which he/she receives under the disability program. Note: All new sick leave (current) accruals must be exhausted before an employee may use the available balance in his/her old sick leave bank.

If an employee exhausts all sick leave benefits, the Appointing Authority may grant approval to use other leave. Please refer to your applicable [Collective Bargaining Contract](#), or applicable medical benefits book for more information on Disability Benefits.

## **F. Special Leaves**

### **1. Military Leave**

Full-time employees who are members of the National Guard, U.S. Air Force Reserve, U. S. Army Reserve, U. S. Marine Corps Reserve, U. S. Naval Reserve or the U. S. Coast Guard Reserve shall be granted military leave of absence with pay when ordered to temporary active duty.

When an employee receives notice for military duty, he/she will present the notice to his/her immediate supervisor and forward a copy of the notice to the CPH HR Associate for payroll processing.

The City will comply with all applicable Local, State and Federal laws relating to the granting of military leave, military leave pay, and reinstating employees upon the conclusion of said leave.

### **2. Jury Duty and Court Leave**

From time to time an employee may be asked to serve on jury duty. A full-time employee serving jury duty in any court of record in Franklin County, Ohio or adjoining counties shall be paid his/her regular salary for the period of time served. Jury duty service will be deemed active service with the City for all purposes.

#### **a. Jury Duty**

When an employee receives notice for jury duty, he/she will present the notice to his/her immediate supervisor and forward a copy of the notice to the CPH HR Associate for payroll processing.

In order to receive regular work hours pay, the employee must request a time report to be completed and signed by the Assignment Commissioner or appropriate court official for each day during jury service indicating the time the

employee arrived and departed the court. The employee shall present the time record to his/her immediate supervisor upon return to work. An employee shall be required to report to work within a reasonable time after release from jury duty service as provided within the applicable the [HACP](#) or [Collective Bargaining Contract](#).

Since employees receive their regular city pay when serving jury duty, any monetary compensation must be endorsed by the employee and submitted to the department fiscal representative for submission to the City Treasurer's Office.

b. Court Leave

Employees will be granted time off with pay if they are subpoenaed to attend any legal proceedings as a witness on behalf of the City Of Columbus. Vacation or leave without pay shall be granted to employees who are subpoenaed for other purposes.

If an employee is required to appear as a witness in a legal proceeding on behalf of another governmental body, the Health Commissioner or designee shall consider and may grant leave with pay, if appropriate.

If an employee is required, as a term of their employment, to appear in Court to testify as a witness, they shall not be required to furnish their home addresses or telephone numbers, unless directed to do so by the Court.

**3. Examination Leave**

Notwithstanding any operational needs requiring the employee to remain in his/her duties, an employee shall be permitted time off with pay to participate in City Civil Service tests and any resulting interviews within CPH. Any employee taking a required examination pertinent to his/her current City position before a state or federal licensing board shall be permitted time off with pay as provided by the terms of the applicable [Collective Bargaining Contract](#), provided the Appointing Authority receives prior notice. Provisional employees shall be permitted time off with pay to participate in Columbus CSC tests for their current position.

**4. Unpaid Educational Leave**

The Appointing Authority may grant unpaid Educational Leave to an employee for educational purposes. Such leave shall initially be limited to sixty (60) calendar days with possible extensions up to one (1) year provided the further education pursuits are related to the operations of the City.

**5. Disaster Leave**

Time off with pay may be permitted with prior approval to a fully qualified employee for service in specialized disaster relief service for the American Red Cross (ARC). The leave shall be granted only after the ARC requests that the individual serving in the specialized capacity be permitted to serve. Eligibility of any employee for such service shall be established prior to the granting of the leave and is subject to the approval of the Appointing Authority.

**6. Personal Leave**

a. Long-Term Personal Leave

For good cause, the Appointing Authority may grant an employee who has completed his/her probationary period personal leave of absence **without pay**; however employment other than with the City will not be considered grounds for such leave. Such leave may not exceed sixty-(60) days, but extensions may be granted under Civil Service Rules as the need arises.

b. Intermittent and/or Reduced Schedule Personal Leave for Employees covered under the [HACP](#)



For good cause, the Appointing Authority may grant a non-bargaining contract covered ([HACP](#)) employee who has completed his/her probationary period intermittent or reduced schedule leave **without pay**; however employment other than with the City will not be considered grounds for such leave. Such leave may not exceed a six-month period and may be reviewed periodically and at intervals at the discretion of the Appointing Authority.

To obtain personal leave without pay, either for Long-Term or for Intermittent or Reduced Schedule leave, the employee must submit to his/her immediate supervisor such request in writing utilizing a Leave Request Form with appropriate documentation and information to justify the leave request. The immediate supervisor and managing Administrator/Assistant Health Commissioner upon receipt will provide a recommendation and forward the leave request form and all documentation to the Appointing Authority for consideration. For short-term, defined as eight (8) or less hours unpaid leave that is not part of an ongoing nature of leave, Administrators or their designee may approve or deny such requests as long as such request is made in advance and does not otherwise qualify as Away Without Leave (AWOL) per any policy or [Collective Bargaining Contract](#).



c. School Leave

Employees are permitted up to three hours of leave each school year for use to attend official school sponsored functions and teacher meetings. Requests for such leave must be made in advance and approved prior to taking such leave. Approval of school leave is at the sole discretion of the appointing authority or designated representatives and may not be approved when it interferes with operational needs. Upon return to work, the employee must provide documentation demonstrating that the leave was used for an appropriate school leave purpose. Failure to provide such documentation will result in the leave being considered AWOL.

Additional information regarding Special Leaves can be obtained by referring to the applicable [Collective Bargaining Contract](#).

**G. Employee Assistance Program**

The Employee Assistance Program (EAP) promotes healthy behaviors, healthy lifestyles and optimum job performance of City of Columbus employees by providing **confidential** services to City employees, and their family members. The following services are available:

1. Counseling sessions in-house;
2. Consultation and coaching on ways to develop a healthier lifestyle;
3. Education/Information on stress management, effective listening skills, anger management, healthy relationships and others;
4. Referral with professionals and services best matched to the person; and
5. Team Building activities designed to promote highly effective teamwork.

**Confidentiality:** No information regarding a client's involvement with EAP is divulged unless prior written consent is obtained from the client.

Supervisors are strongly encouraged to partner with and refer an employee to EAP for certain performance issues that may include disciplinary actions, or an employee may take advantage of the EAP service for reasons of his/her own. Either way, employees are encouraged to seek assistance from EAP when needed at 614-645-6894.

## **H. Training Opportunities**

A primary focus of the City of Columbus and CPH is peak performance. Employee training improves work quality and assures excellent product delivery to our customers. We believe that enhanced employee development imparts a higher threshold of organizational/employee performance and improves employee morale and motivation. Departmental training is designed to align itself with the goals and objectives of CPH by working closely with the Citywide Training and Development (CTD) to assure maximum training opportunities for all employees.

New employees are required to attend the New Employee Citywide Orientation and other mandatory training sessions such as Violence in the Workplace, Sexual Harassment Awareness and Drug Free Workplace. In addition, during employment with CPH, employees may be required to attend other training sessions that are mandated by the Department.

CPH recognizes that many positions require continuing education in order to maintain licensure or registration. Where resources allow, CPH will make efforts to provide continuing education. Ultimately, the costs and time involved in obtaining continuing education and maintaining a required credential (e.g., license, registration, etc.) is the responsibility of the employee.

The CTD offers a wide variety of training courses. Associates can register for CTD course on the online Training Gateway learning management system called Cornerstone. Supervisors will receive notification via Cornerstone that an employee has requested to attend a CTD training and the supervisors can approve or deny the request. Supervisors are encouraged to give approval for employees to attend CTD courses that will improve the employee's skills and improve customer service levels. The following are just a few of the training areas covered at the citywide training facility:

1. Communication
2. Computer Skills
3. Customer Service Delivery
4. Frontline Supervisor Skill Development
5. Leadership/Management
6. OPERS Seminars
7. Cultural/Diversity Awareness
8. Basic Grammar

Information on Citywide training can be found at: [Citywide Training](#).

## **I. Technical and Specialized Training Programs**

CPH provides financial support to regular, full-time eligible employees for technical and specialized training sessions, seminars, and programs that are required or are essential to an employee's job function as the budget permits.

Employees are to use the City of Columbus Request for Leave Form to make a request to attend specialized training sessions, seminars, and programs. In completing the City of Columbus Request for Leave Form, the employee should strike the "Other" category box and write, "Administrative Leave," the title of the training session, seminar, and/or program, and the organization that is providing the training. Certain factors such as whether the training is closely related to the employee's job duties, or the business needs of the department can accommodate the absence of the employee, will be taken into consideration when making a determination of employee attendance. Each request to attend training sessions, seminars, and programs other than those offered by the CTD are to be submitted at least four (4) weeks prior to the start of the training or as soon as possible if the training announcement is received by the employee inside of four (4) weeks of the training date. For those trainings requiring travel outside the City of



Columbus involving a hotel stay, please refer to the Part IX of the Fiscal Section of this manual for approval requirements. All reimbursements will be made in accordance with the Auditor's Guidelines on Travel.

**Important Points:**

1. Employees must start and complete all training sessions, seminars, and programs while employed by the department or reimbursement may be requested.
2. Approval of each training session, seminar, or program will be based upon business needs of the department, budgetary constraints and specific department requests. Employees must secure the approval to attend at least four weeks prior to the start of the training or as soon as possible if the training announcement is received by the employee inside of four (4) weeks of the training date. A copy of the seminar information and registration form must be attached to the request. Payment for a session, seminar, or program will not be made without approval of the Health Commissioner and Auditor, nor if the employee fails to attend the session, seminar, or program.
3. Employees are expected to attend training sessions, seminars, or programs in which they enroll and be prepared, if directed to do so, to present and explain the information from training sessions, seminars, or programs and how that information may be useful to the employee's individual program or CPH in general.

**J. Tuition Reimbursement Program**

In order to give employees an opportunity to seek higher education, the City of Columbus established the Tuition Reimbursement Program. All full-time employees with one (1) or more years of continuous active service are eligible to take part in the program.

**1. Stipulations for Use of Tuition Reimbursement Program**

- a. No employee on unpaid leave of absence, unauthorized leave of absence, disability leave or injury leave may apply for tuition reimbursement.
- b. All courses must be scheduled during non-working hours.
- c. For Non-Union employees (covered under the [HACP](#)), there must be a correlation between the employee's duties and responsibilities and the courses taken or the degree program pursued. For Union employees (Covered by a [Collective Bargaining Contract](#)), courses must lead to career advancement within the City of Columbus, and/or be taken as part of a degree program being pursued.
- d. Course work must be taken at accredited colleges, universities, technical and business institutes or their extension centers located or courses of instruction given within Franklin County or adjoining counties. Courses and degree programs taken via the Internet may be approved by City of Columbus Department of Human Resources on a case-by-case basis.
- e. Any employee participating in the tuition reimbursement program who resigns or retires or is discharged for cause, must repay the tuition reimbursement paid by the City for courses taken less than two (2) years or three (3) years depending on degree, prior to the date of termination or discharge. If necessary, this amount will be deducted from the employee's final paycheck.

**CITATIONS**

N/A

**CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Kevin G. Williams, Department Human Resources Officer, Primary Author
2. Tracy Poling, Human Resources Analyst
3. Roger Cloern, Assistant Health Commissioner

## **APPENDICES**

[AM HR A.1 Hiring and Onboarding Procedure](#)  
[AM HR A.1.a Pay Determination and Review Procedure HACP Classifications](#)  
[AM HR A.2 Access to Personnel Files Policy](#)  
[AM HR A.3 Employee Contact Information and HR Database Policy - Repealed](#)  
[AM HR A.4 Assignment and Return of Equipment and Property Policy](#)  
[AM HR A.5 References and Employment Verification Policy](#)  
[AM HR A.6 and B.11 Tobacco Free Policy](#)  
[AM HR A.7 Dress Code Policy](#)  
[AM HR A.8 Timekeeping Policy](#)  
[AM HR A.9 Business Hours Policy](#)  
[AM HR A.10 Department CallOff and Notification of Tardiness Policy](#)  
[AM HR A.11 Inclement Weather Closing of Operations Policy](#)  
[AM HR A.12 Early Release Policy](#)  
[AM HR A.13 Moonlighting Policy](#)  
[AM HR A.14 Bringing Children to the Workplace Policy](#)  
[AM HR A.15 CPH Family and Medical Leave Act Administration Policy](#)  
[AM HR A.16 Columbus Public Health License and Credentials Verification Policy](#)

[CPH Seasonal Influenza Vaccination Verification Policy](#)  
[Collective Bargaining Contract, AFSCME, Ohio Council 8, Local 2191](#)  
[Health Administrative Compensation Plan \(HACP\)](#)  
[City of Columbus, Civil Service Commission \(CSC\) Rules](#)  
[City of Columbus, Civil Service Commission \(CSC\), Classification Plan](#)  
[City of Columbus Policies and Procedures](#)  
[City of Columbus, Charter and Codes](#)  
[City of Columbus, Performance Appraisal System \(AFSCME\)](#)  
[Ohio Ethics Commission, Ohio Ethics Laws and Related Statutes](#)  
[CPH HR Quick Tips](#)

## **REFERENCE FORMS**

Please use the following forms when needed:

[AFSCME Performance Standards Development Form](#)  
[AFSCME Performance Appraisal Form](#)  
[City of Columbus Auditor's Travel Policy](#)  
[City of Columbus Exit Interview Form](#)  
[City of Columbus Family and Medical Leave Act \(FMLA\) Packet Forms](#)  
[City of Columbus Medical Surveillance Form](#)  
[City of Columbus Occurrence/Incident of Workplace Violence Form](#)  
[City of Columbus Reasonable Suspicion Checklist](#)  
[City of Columbus Tuition Reimbursement Form](#)  
[Department of Technology, Delete User Account Form](#)