



Ottawa County Commissioners

Human Resources Office - Room 102
315 Madison St. Port Clinton, OH 43452
Phone 419.734.6798

Michelle M. Ish, SPHR CWCP

Human Resources Director

mish@co.ottawa.oh.us

Fax 419.734.6885

MEMORANDUM

TO: Department Heads & Elected Officials
FROM: Michelle Ish, HR
DATE: December 6, 2022
RE: Policy Manual Revisions

Below is a list of significant changes to the **Commissioners' Personnel Policies Manual** within the **2023 Revision**, effective **01/01/2023**. This list is not all-inclusive and employees are encouraged to review the handbook in its entirety. Only those sections where significant changes occurred are listed below – not the entire policy or section. Language added to the policy is listed in **RED**. There may be language that has been removed as well. That is not listed here.

NOTE: If your department is subject to a collective bargaining agreement, please reach out to me for MOU language.

1.6 Probationary Periods: Added “**Employees promoted into a new position, like transferred employees described in 1.5 above, are subject to a sixty (60) day probationary period, or any period defined by the new department head in the offer of promotion.**”

2.1 Hours of Work, Overtime and Compensatory Time, Overtime Exempt Employees/Earned Time Off: Added (in red) “**Earned time off will be given as an hour-for-hour trade for hours worked under the following conditions: 1) unused earned time off shall not accumulate in excess of forty (40) hours; and 2) earned time off has no cash value and shall not be paid out and shall either be used or lost, unless the Board of County Commissioners approves a special exemption.**”

3.1 Holidays: Added “**Juneteenth**”

3.3 Vacation: We’ve changed the requirement for using accrued vacation leave from “completion of 52 weeks of qualifying service” to “**completing 60 days of service.**” This means new employees will no longer have to wait a full year of employment to use their vacation. Once they’ve reached their 60th day of employment, they will be permitted to use their accrued time. However, they will still need to complete one full year of service in order to cash-out their accrued vacation leave upon separation. If someone separates from employment prior to completing their first year, they will forfeit any accrued but unused vacation.

3.4 Personal Days (New Policy): Added “**Employees may elect to trade or convert sick leave into personal days as follows:**

- **Two (2) sick days may be converted into one (1) personal day (based on the hours an employee is scheduled to work for that day. I.E. Sixteen (16) hours of sick leave for eight (8) hours of personal time)**
- **Employees may exchange up to six (6) sick days for up to three (3) personal days per year. These days can be converted all at once or as needed.**
- **Unused personal days may not be carried over into the next year and will be forfeited at the end of the year.**
- **Scheduling of personal days as well as any notice requirements will be administered at the discretion of the department head or elected official.**

- The process of converting sick days into personal days shall occur during the pay period in which it will be USED to avoid tracking and maintaining of Personal Days.
- The supervisor is responsible for monitoring employees' use of personal days to insure they do not exceed the maximum allowed in a calendar year.

3.6 Life Insurance: As was announced last month, the Commissioners increased the County-sponsored life insurance benefit from \$30,000 to \$50,000 for full time employees. That has been added to the policy.

3.7 Ohio Public Employees Retirement System (OPERS): In 2019, OPERS announced that the "Combined Plan" would go away for anyone hired in 2022 and beyond. So that option has been removed from the policy.

4.2 Civic Duty Leave: Added "**Poll Worker Pay** - Employees who wish to participate as a Poll Worker for the Board of Elections during elections will be permitted to do so as follows:

- Hours will be paid as "Paid Administrative Leave" and will not be counted as "hours worked" for the purposes of calculating overtime.
- Hours paid will be limited to those which would have been regularly scheduled up to eight (8).
- How many employees and which employees permitted to be out for Poll Worker duty will be at the discretion of the department head or elected official.
- Employees who act as poll workers will be permitted to retain their Poll Worker Pay from the Board of Elections.
- Employees will NOT be paid for hours spent in Poll Worker training.
- Employee must be selected and actually serve as a poll worker.
- Employee must provide evidence of service prior to receiving Poll Worker Pay."

5.9 Public Records and First Amendment Audits: This policy from CORSA was adopted and distributed earlier this year.

5.14 Computer, Email and Internet Usage Policy: This policy was updated and distributed earlier this year.

6.5 Firearms: Added "*Ohio's permitless carry (commonly referred to as "Constitutional Carry") went into effect June 13, 2022. Under SB 215, adults not otherwise disqualified from carrying a firearm may lawfully carry without a license anywhere that someone with a conceal carry permit (CCW) may carry. Non-disqualified adults now possess the same rights and responsibilities of a CCW firearm carrier. From an employment perspective such individuals carrying a concealed firearm will be treated as though they have a valid CCW permit.*"

Ottawa County will continue to follow the current policy, prohibiting weapons, concealed or otherwise, except as permitted for law enforcement, from being brought into any County building or vehicle. This applies to visitors AND employees. If you have questions, please contact the Human Resources Director."