

Summary of updates to Board Personnel Policy: April 2026

Background: Clemons and Nelson is a legal consulting firm in Columbus, Ohio specializing in public sector personnel work. They created the Board's Personnel Manual, with the last comprehensive update done in 2021. Clemons and Nelson was engaged to address needed changes.

The following substantive changes are proposed:

1. Employee Status, Section 3.03: Adding language related to temporary, seasonal and intermittent employees.
2. Voluntary Separation, Section 3.16: Increasing notice for Exempt employees and clarifying process related to closing out employment.
3. Nepotism, Section 3.17: Recommended updates to language made by consultant.
4. Flexible Work Arrangements, Section 4.08: Clarification of procedure.
5. Vacation, Section 5.02 p. 57: Edits to simplify.
6. Sick Leave, Section 5.03: Clarified that sick leave is not allowed for bonding with a healthy newborn. Removed extra language about "making every effort" to schedule outside of work of hours.
7. Leave of Absence Without Pay, Section 5.10: Clarified when Board pays for health coverage and when the employee is responsible. Added a requirement to provide periodic reports of any changes that may alter the employee's plans for returning to work after unpaid leave.
8. Ethics in Employment, Section 7.01: Added requirement for employees to report any related parties relationships in writing.
9. Use of Telephones, Section 7.11: Removed language related to toll calls which no longer exist; moved cell phone section to 7.12.
10. Supplies, Instruments, and Other Equipment, Section 7.12: Added language about use of personal cellular devices for work and need for compliance with confidentiality, public records, cybersecurity.
11. Computer/Internet/Electronic Mail Policy, Section 7.14: Updated this section to comply with new Cybersecurity law and policy.
12. Two new sections were added:
 - a. Generative Artificial Intelligence (AI) Chatbot Usage
 - b. Carrying a Weapon

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EMPLOYEE STATUS

**SECTION 3.03
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A. The following are definitions of full-time and part-time employees:

1. Full-time employee: an employee who works forty (40) hours per week or more on a regularly scheduled basis or a standard full-time workweek as designated by the Executive Director.
2. Part-time employee: an employee who works less than forty (40) hours per week, or less than full-time as designated by the Executive Director, but on a regularly scheduled basis (see (B) below).

2.3.

Temporary employee: an employee who works in a position which is of a nonpermanent nature (full-time or part-time), for a limited period of time not to exceed six (6) months (see (B) below).

4. Seasonal employee: an employee who works a certain regular season or period of the year performing a type of work or activity limited to that season or period of the year.

5. Intermittent employee: an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable.

3.4. Student (Intern) employee: denotes a person employed to work in a nonprofessional position requiring little or no skill. The person must be a student at an educational institution; however, their assigned position need not be directly related to the content or level of the person's education.

B. These categories apply for civil service purposes, such as order of retention in the event of layoff for full-time, part-time, and seasonal employees. However, these categories may not apply to certain benefit programs, such as eligibility for health care coverage, especially where eligibility and categories of employee status are established by those benefit programs.

C. Generally, full-time permanent employees shall be entitled to all benefits as provided by the Board. Part-time employees who work over twenty (20) hours or more per week may be entitled to certain benefits as specified in this manual and approved by the Board. Temporary, seasonal, intermittent, and student employees shall not be entitled to any fringe benefits unless otherwise specified in this manual and approved by the Board. Student employees shall not be entitled to any fringe benefits unless otherwise specified in this manual and approved by the Board.

D. Contract service providers and/or vendors are not considered to be employees and are not eligible for benefits provided by the Board.

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VOLUNTARY SEPARATION

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- A. All employees are required to notify the Executive Director, in writing, of their intent to leave their position. Nonexempt employees must give notice at least 2 weeks (10 working days), and Exempt employees must give notice at least 4 weeks (20 working days), prior to the effective date of their resignation. ~~—~~The notice will include the expected last day of work and the reason(s) for the resignation. The employee shall surrender all office keys and board property no later than their final day of employment.
- B. The Executive Director reserves the right to accept a resignation immediately upon receiving it from the employee. In such instances, the employee’s position with the Board is terminated effective immediately and all compensation and benefits will end on this date. ~~and~~ the employee will receive severance pay equal to two weeks’ compensation, ~~plus any vacation payments due.~~ Accrued, but unused vacation will be paid in accordance with 5.02. In this circumstance, the employee shall immediately surrender all office keys and board property.
- ~~C. —~~ All employees voluntarily leaving their position will be asked to complete an Exit Questionnaire and participate in an exit interview. The employee is required to participate in an exit interview upon submittal of the notice of separation. Exit interviews will be conducted by the Executive Director. ~~In addition, all employees voluntarily leaving their position will be asked to complete an Exit Questionnaire. At the exit interview, the employee shall surrender all office keys, another Board property.~~

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NEPOTISM

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- A. Except as provided in subsection C below, all public officials and employees are prohibited from authorizing or using the authority or influence of his/her position to secure authorization of employment or benefit for a person closely related by blood, marriage or significant relationship including business association.
- ~~B.~~ For purposes of this policy, a member of the immediate family shall include the following: parent, sibling, child, spouse, domestic partner, grandparent, grandchild, aunt, uncle, in-law, steps, nieces, nephews, and other persons related by blood or marriage who reside in the same household.
- ~~C.~~ This policy prohibits “related” employees from occupying positions within the same hierarchy of supervision. Furthermore, an employee is prohibited from soliciting or using his authority or influence, formally or informally, to secure the employment of a “related” employee, or to otherwise act with respect to that related individual’s employment. These matters include, but are not limited to, any of the following:
1. Changes in compensation or benefits (vacation, sick leave, holidays, etc.) that are determined by individual working conditions.
 2. The assignment of duties that will change the terms of employment, evaluations, and actions involving promotions, discipline layoffs, and termination.
- ~~B.D.~~ D. This policy does, however, permit the hiring of “related” employees, provided that paragraph (C) is not violated.
- ~~C.E.~~ Section A above shall not apply in circumstances in which a marital or other significant relationship develops subsequent to both the public officials’ and/or employees’ employment with the Board. In this instance, the Executive Director and/or Board should make reasonable attempts to avoid supervisory conflicts.
- ~~F.~~ Any employees who violate this policy will be disciplined accordingly, up to and including termination.

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FLEXIBLE WORK ARRANGEMENTS

**SECTION 4.08
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- A. The Board is committed to ensuring that all employees have flexibility in their work arrangements to the maximum extent possible, within the context of their job duties and the operations of their department/unit. This includes, and is not limited to, remote work arrangements, alternative scheduling, and other adjustments to the work environment.
- B. The Executive Director is responsible for determining the appropriateness of alternate schedules and must consider the impact on the effectiveness of Board operations. Alternative work schedules are special arrangements; approval is granted only when the Executive Director believes that the change in working hours will not interfere with the efficient operation of the Board. Alternative work schedules are to be considered on a case-by-case basis. It is not required that alternative work schedules be uniformly available to all positions at the Board. The decision is the sole discretion of the Executive Director and is not subject to the grievance procedure.
- C. Flexible Work Arrangements: alternate arrangements or schedules from the traditional working day and week.
- D. Flex Time: Flexible hours worked to accommodate fluctuating workload and personal schedule at the discretion of the Department Head or designee. A reasonable amount of flex time will be granted to employees. Flex time hours may include variable time of day, weekends, and evening/early morning hours.
- E. Compressed Work Week: allows an employee to work a traditional 40-hour work week in less than five workdays.
- F. Telecommuting: an employment arrangement in which the employee works outside of the employer's office.
- G. Additionally, the Board may authorize or require employees to work a flexible schedule in a work week. For overtime eligible employees, flextime must occur within a single forty (40) hour work week.
- H. In general, Board employees will not work more than forty (40) hours in a single workweek. Flextime will be used to cover services within regularly scheduled hours. When overtime work cannot be avoided, employees will be compensated in the form of compensatory time. The Appointing Authority may, at his/her discretion, compensate an employee in the form of overtime pay.
- I. The Executive Director may approve a flexible work arrangement to meet a specific need. (e.g., working a short day on Thursday to accommodate a job requirement on Friday). Flexing of time for work schedule adjustments must occur within the same work week for hourly employees and should be within the same pay period for exempt staff.

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PROCEDURE

- A.. An employee requesting to utilize a flexible work arrangement during a pay period can request that via email. Request that are longer than a pay period shall notify the Executive Director of the request and be submitted on the complete a Request for Flexible Arrangement Form.

- B. Any employee who has accrued flex time may make a request for the use of the time. Use of such time will be at the discretion of the Executive Director or designee.

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VACATION

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- A. All full-time (including probationary) employees shall begin accrual of vacation with pay after two full weeks of continuous service with the Board. Upon accrual, the employee shall be eligible to use the accrued vacation balance. The amount of vacation leave an employee shall accrue is based upon length of service as follows:

Paid vacation is earned by all employees hired after January 1, 1996, according to the following schedule:

During the first 5 years of service	2 weeks
After 5 years of service	3 weeks
After 15 years of service	4 weeks
After 20 years of service	5 weeks

Accrual is cumulative but may not accrue over 45 days (360 hours). Any accrual above the 45-day limit is lost.

- B. Requests for vacation of 1-3 days are to be submitted no less than two days in advance of the planned leave. Exceptions of any of the above may be waived by the Executive Director.
- C. Part-time employees are eligible for vacation benefits at a prorated rate, based on the number of hours worked divided by 80 hours, multiplied by the appropriate hours earned per pay period.
- D. Employees hired by the Board who have previous employment covered by the Public Employees Retirement System of Ohio or its equivalent are entitled to credit for length of service. The extent of the service credit shall be limited by the Board's accrued vacation schedule. The Fiscal Designee will verify all prior benefits with the employee and his/her previous employer(s).

Notwithstanding any of the above, if any person removed for conviction of a felony within the meaning of R.C. 124.34 is "subsequently reemployed" by the Board, such person is only qualified to accrue vacation as if he/she were a new employee receiving no prior service credit.

- E. Vacation leave is accumulated based on pay periods, and additional vacation leave is not accrued through the accumulation of paid overtime. No vacation is accrued while an employee is not in active pay status.

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- F. Upon separation from the Board's payroll an employee shall be entitled to compensation at his/her current rate of pay for all lawfully accrued but unused vacation leave, not to exceed a maximum of ~~3-years' accumulation or~~ 360 hours, ~~whichever is less.~~
- G. In the case of death of an employee such unused vacation leave shall be paid in accordance with Section 2113.04 of the Ohio Revised Code to the employee's survivors or his/her estate.
- H. Independent contract employees are not eligible for vacation benefits.

* ~~Lawfully accrued vacation shall mean vacation accumulated with the written permission of the appointing authority within the preceding 3 years.~~

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SICK LEAVE

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In order that employees understand their rights and responsibilities regarding the use of sick leave, the following rules have been established:

- A. Crediting of Sick Leave: Sick leave credit shall be earned at the rate of 4.6 hours for each 80 hours of service in active pay status, up to a maximum accrual of 15 days each year. Part-time employees shall be credited with sick leave on a prorated basis as a percentage of a full-time equivalent position. There is no provision to advance paid sick leave.
- B. Retention of Sick Leave: An employee who transfers from another public agency to the Board, or who has prior service with a public agency, as defined in R.C. 124.38, shall retain credit for any sick leave earned in accordance with that section, so long as he/she is employed by the Board except that deduction shall be made for any payment or credit given by the previous agency in lieu of taking sick leave. The employee shall provide documentation of prior used sick leave to the Board as soon as is practicable. The previously accumulated sick leave of an employee who has been separated from the public service shall be placed to his/her credit upon reemployment with the Board provided that such reemployment takes place within 10 years of the date on which the employee was last terminated from public service. Notwithstanding the above or Section 5.04, Sick Leave Conversion, if any person removed for conviction of a felony within the meaning of R.C. 124.34 is subsequently reemployed by the Board, such person is only qualified to accrue sick leave as if he/she were a new employee receiving no credit for prior service.
- C. Expiration of Sick Leave: If illness or disability continues beyond the time covered by earned sick leave, the employee may utilize other accumulated and authorized paid leave or may be granted unpaid leave in accordance with the appropriate policy covering such leaves. It is the employee's responsibility to request a leave of absence in writing. The employee must submit a written request since leaves of absence are not granted automatically when the employee's sick leave expires.
- D. Charging of Sick Leave: Sick leave will be granted to an employee only upon approval by the Executive Director or designee for those reasons outlined in Paragraph E below. An employee shall be charged for sick leave only for days upon which he/she would otherwise have been scheduled to work. Sick leave payment shall not exceed the normal scheduled workday or workweek earnings, or a maximum of 80 hours per pay period.
- E. Uses of Sick Leave: Sick leave may be granted for the following reasons subject to the approval of the Executive Director:

1. Illness, injury, or a pregnancy-related condition of the employee or of a member of the employee's immediate family where the employee's presence is reasonably necessary. Sick leave may not be used for bonding with a healthy newborn. Employees should refer to the Board's "Leave of Absence Without Pay" policy, Section 5.10.

1. _____

2. _____ Medical, dental, or optical examination or treatment of employee or a member of

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the immediate family where the presence of the employee is reasonably necessary, and which cannot be scheduled during nonworking hours. ~~Employees should~~
~~make~~

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2. ~~every effort to schedule medical appointments during nonworking hours. If this is not possible,~~ the employee shall notify his/her immediate supervisor twenty-four (24) hours in advance of the appointment when possible.
3. When the employee's presence on the job would jeopardize his/her health or the health of others.
4. Donation of leave to co-worker in accordance with leave donation programs established pursuant to O.R.C. 124.391.
5. Death of a member of the employee's immediate family.

For purposes of this policy, the definition of "immediate family" shall be: domestic partners, spouse, child, mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, step-parents, step-children, step-siblings, a legal guardian or other person who stands in place of a parent (in loco parentis).

- F. Evidence Required for Sick Leave Usage: The employee shall be required to complete a Request for Leave Form generally explaining justification for use of the sick leave. This form shall contain sufficient facts to satisfy the Executive Director that the use of sick leave is justified and shall be completed as soon as possible. If medical attention is required, the Executive Director may require a certificate stating the nature of the illness signed by an appropriate medical provider to justify the use of sick leave and to determine if the employee is medically capable to return to work.

Application for sick leave should be filed in advance for scheduled appointments or immediately upon the employee's return to work. Employees shall not be entitled to sick leave payment unless and until they have submitted the above form and it is approved by the Executive Director. Falsification of either a written, signed statement or a medical provider's certificate shall be grounds for disciplinary action including dismissal.

- G. Notification by Employee (Call-In Procedure): When an employee is unable to report to work, he/she shall notify his/her immediate supervisor or other designated person prior to the time he/she is scheduled to report to work on each day of absence, unless emergency conditions make it impossible or other arrangements are made with the employee's immediate supervisor.

Employees failing to follow the above notification procedures will be considered absent without leave (A.W.O.L.), will be subject to disciplinary action, and will not be paid for such absence. Employees who have exhausted paid sick leave benefits must notify their supervisor of absences in accordance with this provision.

- H. Abuse of Sick Leave: The Executive Director may initiate investigations of any employee's absence. The employee may be required to submit to a medical examination, visit, or other inquiry which the Executive Director deems necessary to justify the use of

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sick leave. Employees intentionally failing to comply with sick leave policy shall be subject to discipline, including denial of sick leave payment or termination. Application for sick leave with intent to defraud may result in termination and refund of salary or wage paid.

- I. Medical Statement: Employees with an illness or disability exceeding 3 days may be required to furnish a statement from his/her medical provider notifying the Executive Director that the employee was unable to perform his/her duties. Where sick leave is requested to care for a member of the immediate family, the Executive Director may require a medical provider's certificate to the effect that the presence of the employee is necessary to care for the family member.

- J. Physical Examination: The Executive Director may require an employee to take an examination conducted by a medical provider to determine the employee's capability to perform the duties of the employee's position. If found not qualified, the employee may be placed on sick leave, disability leave, or other appropriate leave, or make application for disability retirement. This provision will be applied in compliance with the ADA, Section 504 of the Rehabilitation Act of 1973, and Ohio Civil Rights Act.

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A. The Board is not required to provide Family and Medical Leave because the Board has less than 50 employees in a 75-mile radius. However, at the discretion of the Executive Director, the Board may provide eligible employees with up to 12 weeks of unpaid, job-protected leave per year for the same reasons establishing eligibility under FMLA listed below.

1. Employee must care for employee's child after birth, adoption, or foster care.

~~2.~~ Employee must care for a spouse, son, daughter, or parent who has a serious health condition.

~~2,3.~~ Employee has a serious health condition that makes the employee unable to perform his/her job.

B. Employees who desire to take unpaid leave for reasons outside the eligibility of the FMLA may contact the Executive Director and the Executive Director may grant such at the Director's discretion.

C. Eligibility of Unpaid Leave

1. Employees may request up to twelve (12) weeks of unpaid leave per year if they have worked for at least one (1) year and for 1,250 hours in actual time worked over the previous twelve (12) months.

2. The twelve (12) month period is measured forward from the employee's first approved leave of absence.

3. The Executive Director shall require that the employee utilize and exhaust his/her allowable sick, vacation or personal leave for all or part of the twelve (12) week period.

D. Requesting Leave

Upon the written request of a permanent employee, the Executive Director may grant the employee a leave of absence without pay. The written request shall state the reasons for requesting the leave of absence and the dates for which such leave is being requested. All approved leaves of absence shall be confirmed in writing to employee by the Executive Director with a copy to the employee's file.

1. Authorization for Leave. The authorization of a leave of absence without pay is solely a matter of administrative discretion and each request will be decided by the Executive Director based upon its own merits. No leave of absence shall be granted for the purpose of working another job.

2. Duration of Leave. The maximum duration of a leave of absence without pay for personal reasons of the employee shall not exceed twelve (12) weeks every

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365 days. This policy will be applied in compliance with the ADA and Ohio Civil Rights Act.

3. Advance Leave Notice and Medical Certification. When the leave is "foreseeable," the employee must provide thirty (30) days advance leave notice and medical certification to the Executive Director. Medical Certification is required to support a request for leave because of a serious health condition. A second or third opinion at the Board's expense may be required at the option of the Executive Director. A "fitness for duty" report to return to work may also be required at the option of the Executive Director. The Executive Director may designate that an employee's leave qualifies for and will be counted as unpaid leave. The Executive Director must make such designation prior to the starting of the leave unless sufficient information as to the reason for the leave is not available until after the leave began.

E. Job Benefits and Protection

1. For the duration of the unpaid leave granted under 5.10.A, the Board will maintain the employee's health coverage under its group health plan. If an employee fails to return to work at the end of the unpaid leave, the Board may sue to recover the cost of the premium, unless failure to return is due to a serious health condition or circumstance beyond the employee's control.
- ~~2.~~ The employee is responsible for the health care premium for all other types of unpaid leave. The employee is responsible for the health care premium for leaves under 5.10.B.
- ~~3-2.~~ Employees shall accrue seniority while on leave. An employee on leave of absence without pay does not earn sick leave or vacation credit. However, the time spent on authorized leave of absence is to be counted in determining length of service for purposes of extended vacation eligibility or other purposes where tenure is a factor.
- ~~4-3.~~ Reinstatement from Leave. Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists.
- ~~5-4.~~ If the employee is laid off or bumped during leave and the Executive Director shows just cause, the employee is therefore not entitled to reinstatement from leave.
- ~~6-5.~~ The Executive Director does not need to reinstate an employee who fails to provide a fitness for duty certificate.
- ~~7.~~ The employee is Executive Director may required to submit periodic status reports during the leave no more often than thirty at least every (30) days to alert the Board to any changes that may alter the employee's plans for return to work.

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~~8.6.~~ If an employee fails to return to work within one working day of completion or valid cancellation of leave without pay, without prior explanation to the Executive Director or his/her designee, and does not submit a resignation, the employee will be considered “absent without leave” and may be subject to termination. This may be done in accordance with the disciplinary policies outline in Section 8 herein and with Section 124.34 of the Ohio Revised Code.

~~9.7.~~ Abuse of Leave. If it is determined that an employee is abusing the leave of absence and not using the leave for the purpose specified, the Executive Director may cancel the leave and provide the employee with a written notice directing the employee to return to work. Employee who engage in abuse of unpaid leave may be subject to discipline up to and including dismissal.

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ETHICS IN EMPLOYMENT

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A. All employees are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio and other rules and regulations as may be set forth by the Board.

B. Each employee assumes the responsibility to serve the public honestly, effectively, and in a friendly manner.

~~B.~~ C. In accordance with ORC 102.04(D), Ohio Ethics law prohibits public officials or employees from participating in anyway in actions or decisions that directly involve their own financial interests, or those of their families or business associates. Each employee is responsible to report all "related parties" in writing to the Executive Director. The Executive Director is required to report all "related parties" in writing to the governing board.

~~C.~~ D. Conduct that is illegal or may bring discredit to the Board will not be tolerated. In recognition of this responsibility and in accordance with ORC 102 and 2921.42, no Board member or employee of the Board shall:

1. Authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a member of his/her family, or any of his/her business associates has an interest;
2. Authorize or employ the authority or influence of his/her office to secure the investment of public funds in any share, bond, mortgage, or other security, with respect to which he/she, a member of his/her family, or any of his/her business associates either has an interest, is an underwriter, or receives any brokerage, origination, or servicing fees;
3. During his/her term of office or within one year thereafter, occupy any position of profit in the prosecution of a public contract authorized by him/her or by the Board at the time of authorization, unless the contract was let by competitive bidding to the lowest and best bidder;
4. Have an interest in the profits or benefits of a public contract entered into by or for the use of the Board;
5. Have an interest in the profits or benefits of a public contract that is not let by competitive bidding, if required by law and that involves more than one hundred fifty dollars (\$150).

~~D.~~ E. In the absence of bribery or a purpose to defraud, a Board member or employee of the Board, member of his/her family, or any of his/her business associates shall not be considered as having an interest in a public contract or the investment of public funds, if all the following apply:

- ~~+6.~~ The interest of that person is limited to owning or controlling shares of the corporation, or being a creditor of the corporation or other organization, that is the contractor on the public contract involved, or that is the issuer of the security in which public funds are invested;

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7. The shares owned or controlled by that person do not exceed five percent of the outstanding shares of the corporation, and the amount due that person as creditor does not exceed five percent of the total indebtedness of the corporation or other organization;

2.

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USE OF TELEPHONES

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- A. Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. Foul or abusive language shall not be used by any employee over the telephone or in any dealings with anyone at any time.
- B. When a citizen calls, he/she shall be directed to the proper authority to handle the citizen's complaint or answer his/her question. If the employee is unavailable, a clear and precisely written message shall be taken indicating the person's name, telephone number, and reason for the call or forwarded to voice mail as appropriate.
- C. Employees are permitted limited personal use of Board telephones. Such calls should be kept to a minimum.
- ~~D. Employees who make long distance or toll calls for personal reasons on Board telephones shall reimburse the Board for the tolls/charges.~~
- ~~E. If out of the office and on Agency business, employees may use personal cell phones for Agency business, but first must provide the cell phone number to the employer. The employee may be eligible for reimbursement by the 317 Board if their phone is essential for their position and if their current service plan is limited. Use of all phones for personal business in the office shall be on breaks or lunch time. Reasonable use of personal cell phones is permitted.~~
- ~~F.D.~~ Employees are discouraged from utilizing cell phones while driving while on agency business. Employees should always attempt to pull over and stop the vehicle before utilizing a cell phone. However, when safe and necessary, employees are permitted to engage in hands-free phone calls while operating a vehicle. Any actions besides hands-free phone calls are prohibited.

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SUPPLIES, INSTRUMENTS, AND OTHER EQUIPMENT

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The Board provides supplies, instruments, equipment, and technology resources necessary for employees duties. Employees are responsible for the proper use, care, and security of all Board-owned property.

The use of any equipment—whether Board-owned or employee-owned and used for Board business—Board’s Cybersecurity Policy, public records laws, and all applicable confidentiality requirements.

A. Board-Owned Equipment

~~A.1.~~ When supplies, instruments, and equipment needed to perform job duties are provided by the Board, it is the responsibility of ~~supervisors~~the Executive Director or designee to see that employees properly use and maintain such items.

~~B.2.~~ Misuse, neglect, theft, and abuse of supplies, instruments, and equipment is prohibited. Violation of this policy may be cause for disciplinary action. Loss of supplies and equipment on more than one occasion may require payment by the employee for those items lost.

~~C.3.~~ All supplies, instruments, and/or equipment utilized by the employee in the performance of his/her job are subject to the proper approval of the Executive Director.

~~D.4.~~ Board employees have an obligation to use public property for public purposes and to avoid wasting public resources. All equipment and property will be disposed of in accordance with Board policy.

~~E.5.~~ ~~The supervise~~Employees shall report damaged or stolen equipment to the Executive Director.

B. Employee -Owned Devices (Bring Your Own Device)

1. Employees may use personal cellular devices for Board business only with prior approval from the Executive Director or designee. Such use is a privilege and may be revoked at any time.

2. Use of personal devices must be limited to legitimate Board business purposes. Employees are expected to minimize such use due to the increased risk of exposure of sensitive, confidential, and public record information.

3. Employees must protect all confidential, sensitive, and protected information accessed or stored on personal devices in accordance with Board policies and applicable law.

Employees using personal cellular devices for Board business are responsible for:

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- Ensuring that all Board-related communications are retained in accordance with the Board's approved records retention schedule;
- Timely transferring or copying such records to Board-controlled systems (e.g., e-mail, document management systems, or other designated repositories) to ensure proper retention, indexing, and retrieval;
- Not deleting, altering, or disposing of Board-related communications except in accordance with the applicable retention schedule;
- Producing records stored on personal devices in response to public records requests, audits, litigation holds, or other lawful requests.
- Ensuring device access is secured by use of locked screens that require passwords, biometrics or two-factor authentication for access.

Failure to retain or produce public records in accordance with applicable law and Board policy may result in disciplinary action and potential legal consequences.

4. As a public employer, any Board-related communication conducted on a personal device may constitute a public record and must be retained and produced in accordance with Ohio law and the Board's records retention policies. Employees are responsible for ensuring such records are preserved and accessible.
5. The Board reserves the right to require that personal cellular devices be silenced, secured, or not in active use during work hours, except when needed for approved Board business.
6. To the extent permitted by law, the Board may require access to Board-related information on personal devices to ensure compliance with legal obligations, including cybersecurity and public records requirements.
7. Authorization to use a personal device for Board business may be revoked at any time due to noncompliance, security concerns, or operational needs.

C. Employees must immediately report the loss, theft, or compromise of any Board-owned equipment or personal device used for Board business to their supervisor and the Executive Director.

D. Any suspected unauthorized access, data breach, malware infection, or other security concern shall be reported promptly and handled in accordance with the Board's Cybersecurity Policy.

E. Failure to comply with this policy may result in disciplinary action, up to and including termination.

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The use of computer technology and assignment of an E-mail/Internet account through the Board is a benefit to the employee and should be treated as such. All use of Board technology resources is subject to the Board's cybersecurity governance framework and applicable laws, including Ohio Revised Code § 9.64. The following constitute proper use of these privileges. ~~Computer, internet, and electronic mail usage may be monitored by system or other personnel at any time.~~

The use of any electronic technology resources of the Board implies acceptance of all current operational policies, including the Board's Cybersecurity Policy. ~~Computer, internet, and electronic mail usage may be monitored by system or other personnel at any time to ensure compliance, detect cybersecurity incidents, and protect Board systems.~~

A. General Standards of Conduct for Internet Use:

1. Any use of Board computers or on-line computer services to facilitate illegal activity is prohibited and may constitute a Cybersecurity Incident as defined in the Board's Cybersecurity Policy.
2. Use of the Board's electronic services to access obscene or pornographic materials is prohibited.
3. Use of the Board's electronic services for personal political, commercial, or for-profit purposes is prohibited. This includes buying, selling, and bartering, including but not limited to, the use of credit cards.
4. Disruption of electronic services, supporting equipment, or information available on it is prohibited, including but not limited to, tampering with hardware or software, vandalizing, or destroying data, introducing, or using computer viruses, attempting to gain access to restricted information or networks, violating copyright laws, or installing non-Board-owned software of any kind. Such actions may trigger incident response procedures under the Board's Cybersecurity Policy.
5. The use of electronic services to harass other users or to transmit materials likely to be offensive or objectionable is prohibited.
6. Users of electronic services are to protect themselves and others by not issuing or releasing confidential information, addresses, passwords, or telephone numbers, remembering that on-line computer services are not private.
7. Employees shall not use a code, password, access a file, or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's data without the latter's permission. All computer pass codes, or passwords used on the Board's equipment must be provided to supervisors. No pass code or password used on data files and/or programs may be used that is unknown to the Executive Director.
- ~~8.~~ Any employee who violates this policy or uses electronic services for improper purposes shall be subject to discipline, up to and including termination. Violations

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may also result in investigation under the Board's cybersecurity incident response procedures.

B. E-mail:

1. Any message sent or received via the Board's e-mail system may be monitored by the Board at any time, with or without prior notification. If the Executive Director discovers any misconduct or criminal activity, the information contained in such e-

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mail messages may be used to document such conduct and may be revealed to the appropriate authorities.

2. E-mail relevant to the course of business at the Board must be retained in accordance with applicable [Ohio Sunshine laws and the Board's record retention policy](#). [Certain cybersecurity-related records may be exempt from public disclosure as provided by law.](#)
 3. E-mail accounts are to be used only by the authorized owner of the account or another person with the owner's specific authorization.
 4. Subscriptions to unrelated services are not allowed as they create unnecessary traffic on the e-mail system.
 - ~~4.5.~~ [Emails that contain HIPAA protected information must be sent encrypted in accordance with Board's HIPAA Policy and Procedures H4.6 Technical Safeguards for the Protection and Security of PHI -as well as cybersecurity safeguards established under the Board's Cybersecurity Policy.](#)
 - ~~5.6.~~ It is permissible to transmit documents via e-mail as attachments. However, transmitting copyrighted material including software, research data, and manuscripts without the consent of the copyright holder is strictly prohibited.
 - ~~6.7.~~ The use of personal e-mail to conduct Board business is forbidden, [as it creates cybersecurity and public records compliance risks.](#)
 8. The downloading of files/programs for personal use from the Internet without advance permission is prohibited. Permission is obtained from the Executive Director.
 - ~~7.9.~~ [Employees must immediately report any suspicious e-mails, phishing attempts, or potential security threats in accordance with the Board's cybersecurity incident reporting procedures.](#)
- C. Standards of Conduct for E-mail on the Board Electronic System:
1. Do not overuse e-mail by sending courtesy copies of messages to people who do not need them. Similarly, it is not generally necessary to reply to an e-mail just to inform the sender that you have received it.
 2. Be careful when forwarding e-mail messages. Use common sense: if you would not forward a copy of a paper memo with the same information, do not forward the e-mail.
 3. Be careful what you write. E-mail is not the same as conversation. It is a written record and can be duplicated at will.
 4. Use normal capitalization and punctuation. Typing a message in all caps is bad "netiquette."

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5. When replying to e-mail, it is often useful to include a portion of the original sender's message to put your reply into context. It is appropriate to delete unimportant portions of the original message in order to prevent the message from getting too long.

- ~~6.~~ If a user discovers defamatory, disparaging, or otherwise damaging statements about the Board on the Internet, the user should inform the Executive Director to follow-up on that discovery.
If such activity involves system compromise or unauthorized access, it shall be handled as a potential cybersecurity incident under the Board's Cybersecurity Policy.

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D. Use of the World Wide Web:

The Internet is a powerful and useful tool for research and other functions. Employees are encouraged to develop computer and internet skills to improve their job knowledge and to promote the interests of the Board. Employees should treat the Internet as a formal communications tool similar to the telephone, radio, video, and written communications. All employees are responsible for their actions and communications using computers and the Internet.

**GENERATIVE ARTIFICIAL INTELLIGENCE (AI) CHATBOT
USAGE POLICY****SECTION****A. Purpose.**

This policy applies to all employees of Athens/Hocking/Vinton 317 Board, hereinafter referred to as “the Employer”, and to all work associated with the Employer that those employees perform, whether on or off premises.

With the increasing popularity of generative AI it has become necessary to outline the proper use of such tools. As with any new technology, there are risks and limitations and the purpose of this policy is to ensure responsible use and protect employees, clients, and the public from harm.

B. Overview.

While AI chatbots can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or “prompt” the chatbot in a conversational manner to find answers to questions or to create or edit written content.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting sensitive or confidential information about an employee, client, member of the public, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading, or—in some cases—fabricated.

C. Policy.

Use of generative AI chatbots will be allowed while performing work for the Employer. No employer-related Protected Health Information (PHI) or other protected data of any kind may be submitted (copied, typed, etc.) into these platforms.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. The employee is responsible for proper verification and citation of all material created with AI support.

1. Acceptable uses include:

- For general-knowledge questions meant to enhance an employee’s understanding on a work-related topic.
- To brainstorm ideas related to projects an employee is working on.
- To create formulas for Excel spreadsheets or similar programs.
- To draft, edit or summarize documents.
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic. Only content written by employees may be included in a final product.

2. Unacceptable uses include but are not limited to:

- Use of a personal AI account for work.
- Failing to properly cite an AI chatbot when used as a resource.
- Uploading Protected Health Information or other protected information into AI.

Any violation of this policy will result in disciplinary action, up to and including termination.

D. Training.

Employees may be trained on the proper use of generative AI chatbots in the workplace.

E. Ethical Use.

Employees must use generative AI chatbots in accordance with the Employer's policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the Employer. Such use will result in disciplinary action, up to and including termination.

F. Monitoring.

The Employer's Computer Use Policy and relevant monitoring policies still apply when using generative AI chatbots with employer equipment.

CARRYING A WEAPON**SECTION**

The Employer, through the promulgation of this policy, hereby notifies its employees that carrying a weapon is not part of any employee's job responsibility and that such activity does not arise "in the scope of employment." Any employee who uses, brandishes, or displays a firearm while on duty will not be defended or indemnified.

This policy is not intended to restrict individuals who are considered a qualifying adult under State of Ohio law and who carry a firearm in accordance with Ohio's constitutional carry laws from transporting or storing a firearm or ammunition inside the person's privately owned vehicle in accordance with Ohio Revised Code 2923.126 and 2923.1210. However, the Employer shall be immune from liability for any injury, death, or loss to person or property that was caused by or related to a licensee bringing a handgun onto the premises or property of the Employer.

Accordingly, the Athens/Hocking/Vinton 317 Board specifically prohibits the following activities:

- A. Carrying a weapon or firearm while on duty, whether or not licensed or qualified to do so.
- B. Possessing a weapon or firearm in any area owned, leased, or controlled by the agency.
- C. Displaying a weapon or firearm while on duty. Should an employee display a weapon or firearm, whether in a facility or in a parking lot, such action will be considered a threat and prosecuted to the fullest extent of the law. Additionally, the employee will be subject to discipline for violation of this policy.
- D. Displaying an empty handgun holster while on duty.

Any violation of this policy shall be considered a serious offense and may result in discipline, up to and including the employee's termination of employment.