Ohio SILC

Ohio Statewide Independent Living Council

Council Business Meeting Agenda

Embassy Suites at the Columbus Airport

2886 Airport Drive, Columbus, Ohio 43219

August 25, 2022

1:00-4:00

Meeting Link

1:00 **Welcome and Introductions**
Approval of Agenda and May Meeting Minutes

1:05 **Director's Report**

1:15 **SILC Projects Review** – Christy Carpenter, Ohio SILC

1:25 **Committee Reports**
Education and Outreach Committee
Community Advancement and Advocacy Committee
State Plan Committee
Executive Committee

2:00 **Old Business**
- Employee Handbook

2:10 **New Business**
- 2023 Operating Budget
- Upcoming Elections (Vice Chair)

2:20 **NCIL Conference Recap & HCBS Conference Recap**

2:45 **SPIL Forums**

3:00 **Announcements and Public Comment**

3:30 **Adjournment**

In the event of a change in the meeting, all updates will be posted at www.ohiosilc.org

Promoting Independence, Empowerment, and Inclusion in Ohio.

670 Morrison Road, Suite 200, Gahanna, Ohio 43230
614.892.0390 • 800.566.7788 *(Toll-Free)* • 614.861.0392 *(Fax)* • ohiosilc.org

Ohio SILC
Ohio Statewide Independent Living Council

MEETING MINUTES
OHIO SILC BUSINESS MEETING
Thursday, May 26, 2022
Embassy Suites at the Columbus Airport
2866 Airport Drive
Columbus, Ohio 43219

VOTING MEMBERS PRESENT **Kevin Flynn, Chair** **Kara Ayers, Vice-Chair*** **Mirta Reyes-Chapman, Treasurer** **Melanie Hogan, CIL Rep *** **Davey McNelly*** **Renee Wood**	**Tom Webb*** **James Russell** **Katie Shelley** **Rajai Saleh*** **Gina Wilt** **Davin Marcum *** ***denotes member participated remotely**
VOTING MEMBERS ABSENT: **Nichole Davis** **David Bertsch**	**OHIO SILC STAFF PRESENT** **Jeremy Morris** **Chris Gerbetz** **Christy Carpenter**
CIL DIRECTORS PRESENT **Shannon Monyak, SIL** **Jordy Stringer, SOCIL** **John Ballard, TCILC** **Rob Festenstein, CILO** **Pam Davies, WRILC** **Sue Hetrick, CDE**	**EX-OFFICIOS** **Paul Jarvis, ODDC*** **Kari Akins, ODJFS*** **Berna King, OOD** **Kierra Branch, ODOT**
OTHER GUESTS PRESENT	**Eric Rathburn, Nate Turner, Alexia Kemerling, Vera Mendoza, Loraine Wyatt, Hillary Weir**

TOPIC	**Welcomes and Introductions**

Meeting Called to Order	Kevin Flynn, SILC Chair
Welcome	Chair Flynn welcomed everyone to the meeting.
Agenda **Motion: To approve the agenda for the May 26, 2022 Ohio SILC Meeting and the minutes for February 22, 2022**	Chair Flynn asked for a motion to approve the agenda for the May 26, 2022 Meeting and the Minutes from the February 24, 2022 meeting. MOTION: Mirta Reyes-Chapman SECOND: Gina Wilt DISCUSSION: None OPPOSED: None MOTION: Carries
Director's Report	Jeremy Morris presented the Directors Report - Jeremy provided an update on additions to the SILC meeting to make the meetings more accessible. - SILC Staff worked in the office on preparing for returning to full functioning order. - Conference room will be next to get ready. - SILC office has a new phone system that has been updated that has live captioning for staff. - Chris has been continuing in the new role of Operations Coordinator. - A new training website will be developed to provide training for SILC members. - Youth Leadership Forums will begin in June from the CILs in partnership with SILC. This is the grant funded by OOD. - World Institute on Disability contracted with SILC on a vaccine project, we had to seek out people across Ohio to complete a survey about vaccine thoughts. - SILC is working on a partnership with DRO to engage their new Community Engagement Coordinator to work more closely with the IL Network.
	COMMITTEE REPORTS`
Education and Outreach Committee	Katie Shelley gave the report - The committee discussed the recent community perception survey and the results. There are individuals that were interested in being contacted later to discuss more about their opinions. - Katie highlighted that the IL Network brochure that was made before and that the committee will work on developing more materials like it. - The Committee also discussed the Colorado mentorship program. The committee would like to develop a program. Kevin brought up that recruiting past members and members that are leaving could be helpful. Kara shared that she has seen it work best when time is established that people have to connect.
Community Advancement and Advocacy Committee	Kara Ayers gave the report

	- The committee discussed hosting a retreat in September to bring members of the IL Network together to discuss strengthening advocacy in Ohio. This would be based on building strategies, planning short-term and long-term goals, and how the network can come together more. - The committee discussed some current legislation. SB 202 (Parental Rights) passed in the senate. This bill was changed in the process because of input from the disability community. Kara shared her personal experience in working with the sponsor and educating her on the issues impacting parents with disabilities. Gina mentioned that this bill was also great to give the Legislature the opportunity to see everyone as a resource in the future. - Kara shared that there was a bill introduced that would prevent individuals from being able to be tracked with devices without their knowledge, but there is an exception for people with disabilities. Meaning doctors can allow someone to be tracked.
State Plan Committee	Melanie Hogan and Davey McNelly, Committee Co-Chairs gave the report: - The Committee reviewed data collection in the current SPIL. - The Committee reviewed questions from the upcoming Statewide Needs Assessment Survey and made recommendations to simplify and cut out some open ended questions. - The survey will be two parts, one set for individuals with disabilities and one for individuals without. - There will be topical forums that take place at the end of the summer. The forums will be subject based instead of general SPIL, and will be held virtually. - There will also be the opportunity for video testimonials. This will be a new process developed. - There will be a CIL needs assessment to go out to talk about the CIL infrastructure and needs to assist in building Section 3.2 Expansion and Adjustment of the Network. - The committee discussed the Rehabilitation Act and limitations to adjusting current service areas.
Executive Committee	Mirta Reyes-Chapman, Treasurer gave the report: - Mirta reviewed that the Executive Committee has reviewed and approved a revision to the current operating year. - Mirta reviewed the current financial statements presented to the SILC.
	Old Business
Council Member Policy Manual	In the previous meeting, the SILC discussed the current SILC Member Policies. The policies have been drafted and reviewed by the Executive Committee and distributed to all members for Review.

Motion: To approve the revised Council Member Policy Manual.	Changes included clarification of language to better align with federal requirements, adding members must take a year off of the SILC before applying again, changes to simplify for attending conferences, and changes to the member stipend policies. Renee Wood brought up the current policy that limits the time someone can utilize a PCA only for 16 hours a day. When someone is traveling out of town, the PCA can be on the clock for 24 hours a day. MOTION: Jimmy Russell SECOND: Kara Ayers DISCUSSION: None FOR: Kevin, Kara Mirta, Melanie, Katie, Jimmy, Davin, Renee, Rajai, Tom, Davey, Gina, OPPOSED: None MOTION: Carries
	New Business
CIL Technical Assistance Requests **Motion: To approve all submitted TA Requests from CILs.**	MOBILE, the Access Center, SOCIL, LEAP, and Tri-County all submitted requests for technical assistance MOTION: Katie Shelley SECOND: Davey McNelly DISCUSSION: None OPPOSED: None MOTION: Carries
Change reimbursement policies of the SILC regarding PCA Services **Motion: To amend SILC procedures to allow for PCA services to be reimbursed up to 24 hours per day.**	As discussed in Old Business by Renee, the current process limited 16 hours per day for PCA services. MOTION: Renee Wood SECOND: Gina Wilt DISCUSSION: None OPPOSED: None MOTION: Carries
Motion: To approve the revised SILC budget as presented.	The Executive Committee reviewed and approved the changed to the current operating budget. MOTION: Mirta Reyes-Chapman SECOND: Gina Wilt DISCUSSION: None OPPOSED: None MOTION: Carries

ADA Symposium Recap	Kevin and Tom attended on behalf of SILC. - Tom shared that the symposium had a major focus on accommodations related to COVID and return to work. There were also many sessions around the basics of the ADA. Tom shared that there is a shift in being more creative around accommodations. - Kevin shared that it was very high quality information and resources that was provided with great speakers. The trainings could be very beneficial to individuals that are interested in advocacy around public accommodations.
SILC Congress Recap	Davey, Nichole and Katie attended the training on behalf of SILC. - Katie shared that as a new SILC member that it was really beneficial to be part of this conference. The mentorship program was a big aspect that she got a lot from. - Davey shared that the conference gave the opportunity to hear some best practices from other states. He also learned from other states about different activities that SILCs were involved in.
Upcoming Training Opportunities	SILC Members that want to attend the NCIL or HCBS Conference in July and August. Members interested contact the SILC staff.
	Announcements & Public Comment
Announcements	Gina and Renee discussed the advocacy day conducted by OOTF about the dire care workforce crisis. Katie shared her experiences in discussing the issues with the legislative staff. Kevin shared that he will be working on the City of Cincinnati in terms of compliance of public rights of way. He specifically mentioned the rental scooters, the outdoor dining, and the rec centers that aren't accessible. Kevin also shared an update on his complaint filed against the University of Cincinnati for the football stadium and lack of accessible seating options. 67 Paul Jarvis shared three funding opportunities available from DD Council. The first is around inclusive sports for students with disabilities, a research grant based on one of three topics (county board composition, how providers are using funding increases, and about the transitory nature of people seeking services in the DD Community), and the continuation of the Federal Legislative Advocacy Partnership.
Public Comment	Jordy Stringer shared a thank you to the SILC for considering SOCIL's request and for allowing him to participate in the committees and SILC meetings.
	Adjournment
Adjournment	Chair Flynn, called the meeting to close.
Minutes Submitted by	Jeremy Morris, Executive Director

	TOTAL		
Ohio SILC Budget Report FFY 2022	Oct 2021 - June 2022	Budget	% of Budget
Ordinary Income/Expense			
Income			
4020 · State Grants GRF	84,282.05	99,000.00	85.13%
4027 · I&E Expansion Grant	209,324.59	317,661.00	65.9%
4030 · Other Income	4,843.64	4,800.00	100.91%
Advocacy Taskforce	11,913.43	35,000.00	34.04%
Youth Leadership Forum	28,000.00	245,500.00	11.41%
4200 · Grant Income	43,301.85	30,000.00	144.34%
Total Income	381,665.56	731,961.00	52.14%
Expense			
5000 · Member Expense	13,998.16	12,000.00	116.65%
5100 · Staff Expenses	4,985.66	5,000.00	99.71%
5400 · Technical Assistance	43,200.00	60,000.00	72.0%
5600 · Reasonable Accommodations	8,434.51	6,000.00	140.58%
5700 · Program Expense	56,853.01	244,000.00	23.3%
5800 · SPIL	7,500.00	30,000.00	25.0%
6000 · Wages & Benefits	181,002.50	274,181.00	66.02%
6100 · Outreach	6,350.00	10,000.00	63.5%
6200 · Office Administration	52,728.44	62,780.00	83.99%
6300 · Other Expenses	653.91	20,000.00	3.27%
6500 · Professional Services	7,646.13	8,000.00	95.58%
Total Expense	383,352.32	731,961.00	52.37%
Net Ordinary Income	-1,686.76	0.00	100.0%
Net Income	**-1,686.76**	**0.00**	**100.0%**

* GRF = General Revenue Funds; I&E = Innovation and Expansion

*

	GRF 2021 (SILC Operations)	I&E 2021 (SILC Operations)	Total SILC Operations
Ordinary Income/Expense			
Income			
4020 · State Grants GRF	73,700.74		73,700.74
4027 · I&E Expansion Grant		209,324.59	209,324.59
4030 · Other Income			0.00
4200 · Grant Income			0.00
Total Income	73,700.74	209,324.59	283,025.33
Gross Profit	73,700.74	209,324.59	283,025.33
Expense			
5000 · Member Expense	1,251.17	12,746.99	13,998.16
5100 · Staff Expenses	828.13	3,863.21	4,691.34
5400 · Technical Assistance	0.00	43,200.00	43,200.00
5600 · Reasonable Accommodations	1,248.99	6,795.52	8,044.51
5700 · Program Expense	0.00	0.00	0.00
5800 · SPIL	5,000.00	2,500.00	7,500.00
6000 · Wages & Benefits	34,639.99	103,519.19	138,159.18
6100 · Outreach	3,200.00	3,150.00	6,350.00
6200 · Office Administration	21,574.68	31,153.76	52,728.44
6300 · Other Expenses	707.57	0.00	707.57
6500 · Professional Services	5,250.21	2,395.92	7,646.13
Total Expense	73,700.74	209,324.59	283,025.33
Net Ordinary Income	0.00	0.00	0.00
Net Income	**0.00**	**0.00**	**0.00**

	Total YLF (SILC Programs)	ACL PRC (SILC Programs)	Total Advocacy Taskforce (SILC Programs)	Total SILC Programs
Ordinary Income/Expense				
Income				
4020 · State Grants GRF		5,794.05	4,787.26	
4200 · Grant Income	28,000.00	41,801.85	11,913.43	81,715.28
Total Income	28,000.00	47,595.90	16,700.69	81,715.28
Gross Profit	28,000.00	47,595.90	16,700.69	64,296.59
Expense				
5000 · Member Expense	0.00	0.00	0.00	0.00
5100 · Staff Expenses	83.60	0.00	30.80	114.40
5111 · Development & Training	0.00	0.00	0.00	0.00
5400 · Technical Assistance	0.00	0.00	0.00	0.00
5600 · Reasonable Accommodations	0.00	0.00	0.00	0.00
5700 · Program Expense	24,000.00	29,806.92	3,046.09	56,853.01
5800 · SPIL	0.00	0.00	0.00	0.00
6000 · Wages & Benefits	12,587.55	12,353.98	13,623.80	38,565.33
6100 · Outreach	0.00	0.00	0.00	0.00
6200 · Office Administration	0.00	0.00	0.00	0.00
6300 · Other Expenses	0.00	0.00	0.00	0.00
6500 · Professional Services	0.00	0.00	0.00	0.00
Total Expense	36,671.15	42,160.90	16,700.69	95,532.74
Net Ordinary Income	-8,671.15	5,435.00	0.00	-3,236.15
Net Income	-8,671.15	5,435.00	0.00	-3,236.15

	OOTF (Other Income)	Other Income - Other (Other Income)	Total Other Income	TOTAL
Ordinary Income/Expense				
Income				
4030 · Other Income	0.00	1,500.00	1,500.00	1,500.00
OOTF	3,600.00		3,600.00	3,600.00
Unrestricted	0.00	1,243.64	1,243.64	1,243.64
Total Income	3,600.00	2,743.64	6,343.64	6,343.64
Gross Profit	3,600.00	2,743.64	6,343.64	6,343.64
Expense				
5000 · Member Expense	0.00	0.00	0.00	0.00
5100 · Staff Expenses	0.00	179.92	179.92	179.92
5111 · Development & Training	0.00	0.00	0.00	0.00
5400 · Technical Assistance	0.00	0.00	0.00	0.00
5600 · Reasonable Accommodations	390.00	0.00	390.00	390.00
5700 · Program Expense	0.00	0.00	0.00	0.00
5800 · SPIL	0.00	0.00	0.00	0.00
6000 · Wages & Benefits	1,012.46	3,265.53	4,277.99	4,277.99
6100 · Outreach	0.00	0.00	0.00	0.00
6200 · Office Administration	0.00	0.00	0.00	0.00
6300 · Other Expenses	117.00	87.34	204.34	204.34
6500 · Professional Services	0.00	0.00	0.00	0.00
Total Expense	1,519.46	3,532.79	5,052.25	5,052.25
Net Ordinary Income	2,080.54	-789.15	1,291.39	1,291.39
Net Income	**2,080.54**	**-789.15**	**1,291.39**	**1,291.39**

Ohio Statewide Independent Living Council

FFY 2023 Budget

October 2022 - September 2023

	TOTAL
Income	
4020 State Grants GRF	114,070.00
4027 I&E Expansion Grant	317,660.00
4030 Other Income	**4,950.00**
4200 Grant Income	224,420.00
Total Income	**$661,100.00**
GROSS PROFIT	**$661,100.00**
Expenses	
5000 Member Expense	
5001 Travel	5,000.00
5002 Lodging	5,000.00
5003 Mileage	3,000.00
5010 Meetings & Conferences	8,000.00
5011 Board Member Stipend	1,200.00
Total 5000 Member Expense	**22,200.00**
5100 Staff Expenses	
5101 Travel	2,000.00
5102 Lodging	3,000.00
5103 Mileage	2,500.00
5110 Trainings & Conferences	3,000.00
Total 5100 Staff Expenses	**10,500.00**
5400 Technical Assistance	
5407 Technical Assistance to CIL's	10,000.00
5408 IL Network Assistance	43,200.00
Total 5400 Technical Assistance	**53,200.00**
5600 Reasonable Accommodations	
5620 Reasonable Accommodation	14,000.00
Total 5600 Reasonable Accommodations	**14,000.00**
5700 Program Expense	
5710 Youth Leadership Forum	204,420.00
Total 5700 Program Expense	**204,420.00**
5800 SPIL	20,000.00
6000 Wages & Benefits	**251,009.50**
6100 Outreach	7,500.00
6130 Membership/Association Dues	2,500.00
Total 6100 Outreach	**10,000.00**
6200 Office Administration	
6210 Rent	49,000.00
6211 Rent Insurance	710.00
6220 Telephone/Online Services	6,200.00
6250 Office Supplies	1,610.50
6260 Furniture & Equipment	1,000.00

Ohio Statewide Independent Living Council

FFY 2023 Budget

October 2022 - September 2023

	TOTAL
6310 Printing	2,600.00
6320 Postage & Shipping	300.00
6400 Library Expenses	
6410 Subscriptions	2,500.00
Total 6400 Library Expenses	**2,500.00**
Total 6200 Office Administration	**63,920.50**
6300 Other Expenses	700.00
6500 Professional Services	
6505 Offsite Records Retention	1,200.00
6525 Accounting	1,400.00
6535 IT Contractor	5,500.00
6550 Payroll Service	2,800.00
6570 Bank Service Charges	250.00
Total 6500 Professional Services	**11,150.00**
Total Expenses	**$661,100.00**
NET OPERATING INCOME	**$0.00**
NET INCOME	**$0.00**

Ohio SILC Employee Handbook

The Ohio Statewide Independent Living Council

Revised July 2017

Ohio SILC

Ohio Statewide Independent Living Council

Ohio SILC Employee Handbook

Revised:

8/2022

Welcome,

On behalf of the Board of the Ohio Statewide Independent Living Council, we want to welcome you.

The Ohio Statewide Independent Living Council (OSILC) is committed to promoting independent living, which means maximizing the empowerment, independence, and productivity of individuals with significant disabilities. This is accomplished through tools such as consumer control, peer support, self-help, self-determination, equal access, and individual and systems advocacy.

To accomplish our core mission, OSILC strives to hire qualified staff possessing the necessary skills to perform their job responsibilities as well as possessing a sincere commitment to independent living.

OSILC issues this Handbook to encourage consistent administrative and personnel practices. However, nothing in this Handbook creates contractual rights or any privileges. Employees of OSILC are at will employees.

This Employee Handbook is a reference guide for you as it relates to OSILC's policies and procedures and expectations. It is important that you read it carefully and keep it available for future reference.

Sincerely,

The Board of the Ohio Statewide Independent Living Council

Table of Contents

Employment Relationship 6
Purpose of This Handbook 6
Employment at Will 6
Equal Employment Opportunity 7
Equal Employment Opportunity 7
Disability Accommodation 9
Unlawful Harassment 10
General Employment Policies 10
Criminal Background Checks 10
Drug Free Workplace 11
No Violence in the Workplace 13
No Smoking on Premise 13
Immigration Law Compliance 13
Hiring of Relatives 13
Outside Employment 14
Personal Appearance 15
Fragrance Free Environment 15
Separating From OSILC 16
Emergency Closings 16
Compensation and Wages 17
Compensation 17
Salaried & Hourly Status 18
Expense Reimbursement 18
Employee Benefits 19
Classifications of Employment 19
Introductory Probationary Period 20
Insurance Benefits 20
Paid Time Off 22
Personal Days 23
Sick Time 23
Bereavement Leave 25
Jury Duty 25

Parental Leave 26
Unpaid Leaves of Absence 27
Military Leave 28
Conflicts of Interest and Other Ethical Issues 29
Conflicts of Interest 29
Confidentiality 30
Computer & Email Guidelines 30
OSILC Property 31
Whistleblower Protection 32
Employment Practices 32
Job Descriptions 32
Performance Reviews 33
Access to Personnel Files 33
Personal Information Changes 34
Disciplinary Actions and Terminations 34
Progressive Discipline 34
Problem Resolution 35
Handbook Acknowledgment 36

Section 1

Employment Relationship

Purpose of This Handbook

This Handbook is designed to acquaint you with the Ohio Statewide Independent Living Council (OSILC) and provide you with information about working conditions, employee benefits, and personnel policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by OSILC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As time passes, the need may arise to change portions of this Handbook. OSILC reserves the right to revise, supplement, or rescind any policies or portion of the Handbook as it deems appropriate. Employees will be notified of such changes to the Handbook as they occur. The only exception to any changes is our employment-at-will policy permitting you or OSILC to end our relationship for any reason at any time.

As the sole policy-making body of the organization, the voting Members of OSILC have the ultimate approval authority for all personnel policies. The Executive Director has the responsibility for implementing the personnel policies. All organizational personnel practices shall be consistent with the policies. OSILC expects all employees to be guided by the spirit as well as the letter of these policies.

Employment at Will

Employment with OSILC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause (employment-at-will). Similarly, OSILC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between OSILC and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time at OSILC's sole discretion.

Section 2

Equal Employment Opportunity

Equal Employment Opportunity

OSILC firmly believes in nondiscriminatory treatment in all aspects of the employment experience including hiring, promotions, transfers, compensation, benefits, and all other terms, conditions or privileges related to employment, in accordance with local, state and federal laws.

OSILC will adhere to a policy of equal opportunity and nondiscrimination regardless of age, sex (including pregnancy), color, race, ethnic origin, national origin, religion, sexual orientation and gender identification, height, weight, disability, familial status, genetic information, or veteran status. OSILC will act affirmatively as mandated by federal and/or state law.

If an employee feels that ~~s/he has~~they have either been subjected to or has witnessed any discrimination, ~~s/he~~they should discuss this with either:

- Executive Director
- Board ~~member~~Chairperson
- Executive Committee Members

Any complaint of alleged discrimination will be investigated immediately. Should there be any violation of this policy appropriate actions will be taken as described in the Disciplinary Actions and Appeals section of this handbook.

It is the policy of the OSILC to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

Race

Color

Age

Sex

Sexual orientation

Gender

Gender identity

Religion

National origin

Pregnancy

Physical or mental disability

Military or veteran status

Citizenship and/or immigration status

Genetic information, including family medical history

Child or spousal support withholding

Wage garnishment for consumer debt if two or fewer per year

Exercise of civil rights

Familial status

Arrest or sealed records

Any other protected class, in accordance with applicable federal, state, and local laws

Affirmative Action Program

OSILC has adopted the affirmative action program of the State of Ohio to promote employment opportunities for individuals.

Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the OSILC to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines.

Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

OSILC managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed

on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe OSILC has discriminated against them may file a discrimination complaint with the Executive Director or Board Chairperson. The EEO Representative has full authority to manage issues involving employment discrimination

Disability Accommodation

OSILC is committed to complying fully with the Americans with Disabilities Act (ADA) and Ohio's laws on disability discrimination, as well as ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted in a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees as defined in the ADA, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. OSILC will make reasonable accommodation unless doing so would result in an undue hardship for OSILC.

OSILC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. OSILC will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Any employee or applicant seeking a reasonable accommodation may do so at any time, verbally or in writing, to the Executive Director, or Board Chairperson as applicable. There is no limit to when or how often an individual may request a reasonable accommodation.

Individuals requesting a reasonable accommodation will receive a response as soon as possible, but no later than 30 days from the date of the request including information on approval or denial.

~~OSILC has established an affirmative action program to promote employment opportunities for individuals.~~

Unlawful Harassment

OSILC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Executive Director. If the Executive Director is unavailable or if the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Chairperson of OSILC. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director or the Chair of OSILC who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Section 3

General Employment Policies

Criminal Background Checks

OSILC reserves the right to conduct criminal background checks on all applicants and/or new employees. Said criminal background checks may also include a check of the driving records of applicants and/or new employees.

Applicants and new employees acknowledge and understand that any offer of employment ~~is~~ may be conditioned on the results of the criminal background check and/or the driving record check.

Drug Free Workplace

It is the policy of OSILC~~, Inc~~. to comply with the provisions of the Drug Free Workplace Act. We recognize the harmful effects of drugs and alcohol and have adopted this policy to achieve our goal of maintaining a drug free environment for the benefit of our employees, the people we serve, and the people who support us.

OSILC has adopted the following policies in compliance with the Drug Free Workplace Act:

~~Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.~~

- While on OSILC premises, and while conducting business related to OSILC even if outside OSILC premises, no employee may use, possess, distribute, sell, or be under the influence of ~~alcohol or illegal drugs~~a controlled substance.
- Any OSILC employee convicted of a criminal drug statute violation occurring in the workplace must notify their supervisor of the conviction within 5 days. OSILC may be required to contact granting agencies of such conviction upon receiving notification.
- No employee of OSILC will report for work impaired by any substance legal or illegal.

~~The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If an employee believes that he cannot perform the essential functions of the position or that fellow employees or consumers are at risk, the employee must report this situation to his/her immediate supervisor.~~

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a

substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Executive Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the ~~problem~~ controlled substance; abides by all ~~OHIO SILC~~OSILC policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause ~~OHIO SILC~~OSILC any undue hardship.

Under the Drug Free Workplace Act, an employee who performs work for a government contract or grant must notify OSILC of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Further, if an employee has a criminal conviction for drug-related activity, the employee must notify OSILC of the conviction at the time of hire.

Alcohol and drug screening may be required of any employee following any work related accident or injury. In addition, any employee may be required to submit to alcohol and/or drug screen test to detect the presence of drugs and/or alcohol if ~~he or she is~~they are acting in a manner that leads to a reasonable suspicion that the employee possesses, controls, or is under the influence of drugs and/or alcohol based upon the employee's appearance, behavior, or speech, of if the employee is found to be in possession of physical evidence of drugs or alcohol. Refusal to submit to an alcohol or drug screen, or failure of an alcohol or drug screen test, constitutes the basis for immediate discipline up to and including termination of employment.

No Violence in the Workplace

OSILC has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation or harassment which involves or affects the OSILC, or which occur on OSILC's property, will not be tolerated. Violations of this policy by any individual on OSILC's premises will lead to appropriate disciplinary action up to and including termination and/or legal action as appropriate.

No Smoking on Premise

Pursuant to O.R.C. §3794, no smoking will be allowed within OSILC premises. This will apply to all persons working in or occupying the facility.

Immigration Law Compliance

OSILC is committed to employing only United States citizens and ~~aliens~~ individuals who are authorized to work in the United States, while also not unlawfully discriminating on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee and independent contractor, as a condition of employment, must complete the Employment Eligibility Verification Form I-9, and present appropriate documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with OSILC within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Hiring of Relatives

The employment of relatives in a small organization such as OSILC may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Finally, hiring relatives of Board members may violate certain Ethics Rules applicable to Board Members. Therefore, it is OSILC's policy not to hire or employ persons who are relatives of employees or who are relatives of OSILC Board Members.

If the relative relationship is established after hire, presumably through marriage or living arrangement, the Executive Director, upon consultation with the Executive Committee of the OSILC Board, shall decide the remedial action.

For the purposes of this policy, a relative is the employee's or Board Member's spouse, parent, child, sibling; the employee's or Board Member's spouse's parent, child, or sibling; the employee's or Board Member's child's spouse; grandparents or grandchildren; and any other person whose association with the employee or Board Member was similar to any of the above relationships or who resides in the employee's household.

Outside Employment

Employees may hold outside jobs, including self-employment, as long as they meet the performance standards of their job with OSILC. All employees will be judged by the same performance standards and will be subject to OSILC's scheduling demands, regardless of any existing outside work requirements. Employees may not work for themselves or outside organizations at the same time or hour that they are considered or documented as performing work for OSILC.

Employees must submit in writing information pertaining to any outside employment or self-employment for review as to potential conflict of interest or incompatibility with OSILC employment expectations. If OSILC determines that an employee's outside work interferes with performance or the ability to meet the requirements of OSILC as they are modified from time to time, the employee may be asked to terminate the outside employment if ~~he or she~~they wish~~es~~ to remain with OSILC. Full-time employees with outside employment must acknowledge in writing that employment with OSILC is the primary employment and that the employee will remain responsible for duties at OSILC beyond the regular office hours, as necessary. Failure to adhere to this policy is grounds for termination.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside OSILC for materials produced or services rendered while performing their jobs.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all staff members and affect the business image OSILC presents to outside agencies and visitors.

During business hours, staff members are expected to present a clean and neat appearance. Dress code at OSILC is considered "business casual". Staff is permitted to dress down at the discretion of the Executive Director. Staff members are to consult the Executive Director if you have questions as to what constitutes appropriate attire.

Appropriate attire of office staff is a part of the respect and professionalism which we owe those people we do business with. The Executive Director is responsible for working with the staff to ensure that dress and appearance are appropriate to the duties assigned to staff both in and out of the building. For example, if a staff member is making a presentation to an outside group on a Friday, they would be expected to dress professionally for that event even though Friday may be regarded as casual day at the office. Exceptions may be made for individuals as an accommodation to disability, if required. The Executive Director reserves the right to deem inappropriate attire. Employee will receive a written warning upon the first violation and will be sent home on their own time to change clothes if the dress code is not followed.

Fragrance Free Environment

As an accommodation to staff, consumers and community stakeholders, OSILC maintains a ~~fragrance free~~fragrance-free work environment. This means that staff will refrain from wearing colognes or perfumes while on agency-time. Staff will work to ensure community programs are fragrance free by informing participants of this policy.

Remote Work

Remote and hybrid work arrangements may be used to allow staff to fulfill some or all of their duties from an outside location. Determinations of availability for remote or hybrid work will be based on the position duties and responsibilities, employee's ability to perform tasks remotely, and the needs of the organization.

Specific arrangements will be made for each employee and included with their job descriptions. Reimbursement may be available for work related and necessary supplies while working remote.

Separating From OSILC

Termination of employment, whether voluntary or involuntary, is an inevitable part of personal activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - is a voluntary act initiated by the staff member to terminate employment with OSILC. At least ten (10) working days written notice or resignation should be provided by clerical staff and twenty (20) working days' notice by administrative staff.

The staff member's services will be available to OSILC during the notice period in order for work to be completed and OSILC be given time to secure a replacement. Vacation and personal time cannot be taken once a written notice has been issued.

Prior to a staff member's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. The staff member will also need to turn in ~~his/her~~their final time sheet, monthly expenses, and all OSILC property, including office and building keys at that time. The final paycheck will be processed with the next regular scheduled payroll.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of ~~a work~~ OSILC. The Executive Director will make the decision as to whether the office should close.

When operations are officially closed due to emergency conditions, either for the entire work day or part of a work day, the time off from scheduled work will be paid. Staff members will be contacted at home prior to the office opening whenever possible.

In the event that the office is not closed and any staff member feels that the weather or other conditions would be detrimental to their health and/or safety,

they may be permitted to use a vacation or personal day as an excused absence after notifying the Executive Director. The appropriate documentation must be submitted to the immediate supervisor on the first day of returning to work.

Compensation for emergency closings will be as follows:

When a "snow" day or "emergency closing" day has been officially declared, staff will receive their regular pay for the hours they would have normally worked that day.

If an early closing is declared during a work day, all staff members who arrived at work will be compensated their normal work day regardless of the hours actually worked. Staff members who have not arrived at work on that particular day will be compensated only for the hours officially declared as time off due to inclement weather

Section 4

Compensation and Wages

Compensation

The Board of OSILC shall establish the Executive Director's salary and benefits.

The Executive Director shall be primarily responsible for setting the salaries of OSILC staff, ~~but only with the knowledge and agreement of such salaries by the OSILC Board and~~ only in a manner consistent with the procedures outlined in this Handbook.

Deductions from each employee's paycheck are made for taxes, as required by law. Other deductions from employees' paychecks will be made as required by law, or in accordance with established policy. All paychecks will list the amounts of all deductions from the paycheck.

OSILC employees shall receive payment for services twice per month. Generally, employees shall be paid on the 15th and the last day of each month.

An employee may not be paid in advance of time worked.

Salaried & Hourly Status

SALARIED: Salaried Employees are employees who are not required to be paid overtime under the Fair Labor Standards Act (FLSA), due to their being exempt from overtime regulations because they serve as "bona fide executive, administrative, professional and outside sales employees". Salaried Employees shall be paid a set salary.

HOURLY: Hourly Employees are not exempt from the FLSA's overtime provisions. Hourly Employees must be paid overtime at a rate of 1.5 times their regular rate for all work lasting beyond 40 hours in a given week. To qualify for such pay, the overtime work must be authorized in advance by the Executive Director or another appropriate supervisor.

TIMEKEEPING: Accurately recording time worked is the responsibility of every employee. Federal and state laws require OSILC to keep an accurate record of time worked in order to calculate employee pay, including overtime, if eligible, plus certain benefits~~,~~. Time worked is all the time actually spent on the job performing assigned duties. Do not work time that you do not record. Do not work overtime without pre-approval from Executive Director or your Supervisor.

Expense Reimbursement

All employees required to travel for the business of OSILC will be reimbursed for authorized expenses incurred by an employee in carrying out regularly assigned job responsibilities or while serving as an official representative of OSILC. You may submit only the expenses which were incurred directly by the business-related activity and which would not have otherwise been incurred during your normal work days/ hours.

The payment procedure for reimbursement of business travel and entertainment expenses is the same as for other payment authorizations. All employee requests for expense reimbursement shall be submitted within 30 days of the expense being incurred. All employee requests for expense reimbursement shall be made

in the method and manner set out in any specific Expense Reimbursement ~~policy~~ procedure of OSILC.

Employees will carry proper insurance on the vehicles they use for official business.

Section 5

Employee Benefits

Eligible employees at OSILC are provided a wide range of benefits, such as medical benefits, disability insurance, paid time off benefits, paid holidays, and other benefits described below. Eligibility for most benefits is dependent upon a variety of factors, including employee classification. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Details about most of these programs can be found below in this Section. Additional information about benefits can be obtained from the Executive Director as well as from the insurance providers.

Classifications of Employment

FULL-TIME REGULAR EMPLOYEE: Individuals hired to work a scheduled 30 hour or more workweek on a regular basis. These employees may be exempt or non-exempt. They are entitled to full participation in the benefits described in this section.

PART-TIME REGULAR EMPLOYEE: Those individuals hired to work fewer than 30 hours a week on a regular basis. These employees may be exempt or non-exempt. They are entitled to some benefits as is more fully described in this section.

CONTRACTUAL EMPLOYEES: Those individuals hired on a contractual or fee-for-service basis. Contractual employees are not entitled to participate in the benefits program other than as outlined in their individual contract.

TEMPORARY EMPLOYEES: Individuals hired on a temporary basis, generally to fulfill a particular project or to temporarily replace a regular employee. Employment assignments in this category are of a limited duration. Temporary employees are not eligible to participate in the benefits program described in this handbook

Introductory Probationary Period

All new and rehired staff work on an introductory basis for the first 90 calendar days after their date of hire.

The introductory period is intended to give new staff members the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. OSILC uses this period to evaluate staff capabilities, work habits, and overall performance. Either the staff member or OSILC may end the employment relationship at will at any time during the introductory period, with or without cause or advance notice.

During the introductory period, new staff members are eligible for those benefits that are required by law, such as worker's compensation and social security. Other benefits may be available to new employees during the introductory period, including health insurance and some paid time off. After becoming regular employees, they may also be eligible for other OSILC provided benefits, subject to terms and conditions of each benefits program. Staff members should read the information for each specific benefits program for the details and eligibility requirements.

~~Insurance~~ Employee Benefits

The OSILC makes group health insurance available to eligible employees. Eligible employees are those full-time employees that have been on a regular full time

schedule for at least one month. Part-time employees are not eligible for insurance benefits provided by the OSILC.

The Insurance Benefits provided by the OSILC are partially paid by the company. The remainder of the cost is the responsibility of the employee, as applicable.

Details of available insurance plans and benefits as well as contribution rates will be made available to the employees annually for review. The employees can obtain plan information from the Executive Director or the insurance provider at any time throughout the year.

~~Some of the potential benefits that employees will have access to, depending on current plans and restrictions, are: Medical Insurance, Health Savings Accounts, Long and Short Term Disability, and Vision. Benefit options and company contributions may change periodically.~~

Eligible employees that have completed their introductory period may enroll in OSILC's benefit programs including:

- Major Medical Insurance
- Life Insurance
- Health Savings Account
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Paid Time Off
- Retirement Program

Medical Insurance being a major factor in recruiting and hiring of qualified individuals with disabilities, individuals in introductory periods will be offered coverage upon completion of 30 days of employment. Insurance benefits are negotiated annually. The OSILC will make all attempts possible to fully cover medical insurance premiums for the employee.

Dependents may be added to the employee's policy at any time. Employees will be responsible for premium of dependents added to the plan.

Other employee health and wellness benefits may be added as available. Any benefits provided are subject to the financial constraints of the organization.

Paid Time Off

The purpose of Paid Time Off (PTO) is to provide staff with sick days, vacation time and personal days away from work. When an employee desires time off from work for any of the above-mentioned purposes, the following procedures must be followed.

All staff are eligible for PTO benefits and the amount of PTO is earned by each employee based on employment status and length of service. PTO may be taken at any point throughout the year after probation period is complete, provided staffing needs are met, the PTO will not adversely affect OSILC, and staff have available time.

A request for time away from work for scheduled paid time off will be given consideration preference based on the following considerations:

- Length of service
- Timeliness of request
- OSILC's needs

In some instances, OSILC may have to change scheduled paid time off to meet business needs.

Any request for PTO (except for unscheduled sick and/or emergency situations) must be submitted to the immediate supervisor ~~no less than two (2) weeks prior to the first date being requested~~with as much notice as possible. Additionally, an employee is expected to put this request in ~~writing~~time keeping system.

If PTO is used for unscheduled sick and/or emergency situations, the employee's supervisor must be contacted as soon as possible during normal business hours. Additionally, the employee is expected to complete the documentation requesting paid time off from work immediately upon his/her return to work.

An employee who has been placed on suspension as a disciplinary step is not permitted to utilize his/her PTO during the suspension period.

Paid Time Off

Years of Service	Annual Vacation Days
Up to 3 Years	10 Days
3 to 5 Years	15 Days
5 to 7 Years	20 Days
7 to 10 Years	25 Days
Over 10 Years	30 Days

Unless otherwise approved, all vacation leave must be used before the end of the year. No accrued paid time off will carry over to the next year. In the situation of employee separation from OSILC, any remaining PTO will not be paid out to the employee.

Personal Days

Each OSILC employee will be granted use of 3 paid personal days. Personal days may be used to conduct personal business, for R&R, or a mental health day. The employee's supervisor must approve the day at the time it is requested.

Sick Time

OSILC will allow for the accumulation of one day to be earned as a sick day for each month worked. Sick time can be used for days when staff is prevented from work by illness or injury.

A doctor's statement is required for more than three consecutive days' absence due to illness, at the discretion of the Executive Director. OSILC may request and obtain verification of the circumstances surrounding any use of sick leave if there is potential that the illness or injury may cause harm or endanger others.

At their own discretion staff members may use sick leave to care for ill family members.

Sick time may accumulate, but may not exceed a total of 360 hours or 45 working days.

Holidays

OSILC will grant paid time off for the holidays listed below. If a holiday falls on a Saturday, it will be observed on the preceding Friday; if a holiday falls on a Sunday, it will be observed on the following Monday.

New Year's Day (January 1)

Martin Luther King, Jr. Day (third Monday in January)

Presidents' Day (third Monday in February)

Memorial Day (last Monday in May)

Juneteenth (June19)

Independence Day (July 4)

Labor Day (first Monday in September)

Veteran's Day (November 11)

Thanksgiving (fourth Thursday in November)

Day after Thanksgiving

Christmas Eve (December 24)

Christmas (December 25)

New Year’s Eve (December 31)

Additionally the OSILC office will be closed between December 25 and January 1.

OSILC will grant paid holiday time off to all full-time, part-time, and temporary workers. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's PTO absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If eligible nonexempt employees work on a recognized holiday, they

will receive wages at their straight-time rate for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Bereavement Leave

Employees may take time off due to the death of an immediate family member. For purposes of bereavement leave, an immediate family member is defined as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Up to five days of paid bereavement leave will be provided to full-time and part-time employees.

Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships or reside in the employee's household with 2 days approval at discretion of the Executive Director.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation. Employees may, with the Executive Directors' approval, use any available paid leave for additional time off as necessary.

Jury Duty

OSILC encourages employees to fulfill their civic responsibilities by serving jury duty when required. OSILC Employees will be compensated for their time as Jury Duty Leave for the entirety of the required Jury Duty. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The employee must surrender to OSILC ~~his/her~~their salary, or court provided jury fee, whichever is lesser.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. In order to be compensated as Jury Duty Leave, OSILC

Staff must present verification of attendance to support the days missed from work for Jury Duty.

OSILC may request that the employee ask to be excused from jury duty if, in OSILC's judgment, the employee's absence would create serious operational difficulties.

OSILC will continue to provide health insurance benefits for the full term of the jury duty absence. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during unpaid jury duty leave and will resume upon return to active employment.

If Jury Duty extends beyond 30 days, the Executive Director or Board will have discretion of the needs for temporary labor to complete required work.

Parental Leave

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care.

Maternity/paternity/adoption leave ~~is~~ will be a 6 week period. Any PTO or Personal Days will be required to be used first, then based upon the years of service, a partial amount of the employee's wages will be paid to them for the remainder of the 6 weeks.

The paid leave is compensated at the following levels:

Less than one full year of service—40 percent of salary.

After one full year of service—50 percent of salary

After five full years of service—75 percent of salary.

Temporary or contract employees are not eligible for paid maternity/paternity/adoption leave under this policy.

Unpaid Leaves of Absence

Employees are eligible to request a leave of absence for a period not to exceed ninety (90) days. Leaves may be granted for medical or other extenuating reasons. OSILC provides leave of absence without pay to eligible employees. Each request will be considered on a case-by-case basis. OSILC reserves the right to approve or disapprove any or all requests entirely at the discretion of OSILC Board of Directors or Executive Director.

Eligible employees may request leave only after having completed one year of service

Eligible employees must make a leave request to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical related leave and its beginning and expected ending dates. Any changes in this information must be promptly reported to The Board or Executive Director. Employees returning from medical leave must submit to the supervisor a health care provider's verification of their fitness to return to work.

If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension for up to fourteen days. Extensions can only be granted by the Board of Directors or the Executive Director.

Employees will be required to first use any accrued paid leave time before taking unpaid leave.

Employees who sustain work-related injuries are eligible for a leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the availability, terms, conditions, and limitations of the applicable plans, OSILC will continue to provide their portion of health insurance benefits for the full period of the approved medical leave. The employee will need to continue to pay their portion of the premium to maintain coverage.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

OSILC will continue to pay fringe benefit premiums for the first ninety (90) calendar days of approved unpaid medical, disability, or parental leave. The employee will be responsible to pay these premiums beginning with the 91st day of absence. Employees will be responsible for remitting their portion of any premium to OSILC by the 1st of each month during the leave. Failure to submit employee's portion will result in the suspension of said benefits. Payment of premiums under other approved unpaid leaves shall be the immediate responsibility of the employee.

So that an employee's return to work can be properly scheduled, an employee on leave must provide OSILC with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, OSILC will assume that the employee has resigned.

Military Leave

An employee shall inform OSILC as soon as the employee is notified of acceptance/induction into military service or of required training periods and in any event not less than two weeks prior to the employee's scheduled departure.

INDUCTION/ACCEPTANCE. Full-time and part-time employees entering active service of the Armed Forces of the United States, National Guard or Reserve, shall receive a leave of absence without pay for the period of such duty. An employee returning from military service shall be reemployed in accordance with the applicable federal and state statutes and shall be entitled to any other benefits set forth in this Handbook, provided the employee satisfies the eligibility requirements established in this Handbook.

RESERVE TRAINING. Full-time employees required to participate in training sessions of the National Guard or Reserve shall receive a leave of absence without pay for the period of such training session. The employee shall

retain and receive all benefits provided in this Handbook, provided the employee satisfies the eligibility requirements established in this Handbook. Eligible employees will be entitled to use PTO for the period of such leave.

Section 6

Conflicts of Interest and Other Ethical Issues

Conflicts of Interest

OSILC requires employees to refrain from engaging in any activity which can be considered a conflict of interest, such as receiving gifts of substantial value – gifts with a value in excess of $25.00 - while acting in a professional capacity or holding an interest in a firm with which OSILC does business.

No employee shall participate in the selection, award, or administration of, or seek to influence a decision regarding any contract, sub-contract, or purchase of services for OSILC. where the employee, or the employee's relative, would personally gain from that decision. For the purposes of this policy, a relative is the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren; and any other person whose association with the employee was similar to any of the above relationships or who resides in the employee's household.

No employee shall divulge confidential OSILC information acquired in the course of official duties in advance of the time prescribed for its authorized release to the public, violations of this provision are grounds for disciplinary action.

No employee shall solicit, receive, or accept anything of value under circumstances in which it could be reasonably inferred that the gift was intended to influence the employee in the official performance of duties.

Where any question exists about a possible conflict of interest, even though it may not exist in actuality, the situation should be presented in writing to the Executive Director or the Chair of OSILC.

The OSILC Executive Director and Members of the OSILC Board are required ~~by law~~ to complete annual Conflict of Interest forms.

Confidentiality

On a day-to-day basis during the performance of your job, you may be exposed to a variety of confidential and proprietary information~~'s~~ regarding OSILC, its business, employees, policies, and practices. You must not disclose this information to anyone unless it is required as part of your job. Failure to adhere to these policies will result in disciplinary action.

Computer & Email Guidelines

Any disruptive or illegal use of OSILC's computer and internet resources is strictly prohibited. Such acts include, but are not limited to: violation of copyrights held on software or programs; tampering with computer equipment or hardware, or with the operation of any computer system or function/execution; plagiarism; any act which is unduly disruptive to other users; and any invasion of personal or institutional privacy with the use or aid of any computer equipment

OSILC's computer, internet, and email system is to be used for agency purposes. Computer, internet, and email usage not related to the transaction of agency business at OSILC should be kept to a minimum. This includes both inbound and outbound email messages. The following examples of inappropriate internal email messages are:

a) notices of items for sale;

b) ~~——~~notices of events not sponsored by or related to OSILC;

c) postings of stories, jokes, etc.

OSILC employees may not use social media sites wile on work time or on OSILC equipment unless the use is specifically job related.

No use of OSILC's computer, internet, or email systems which may constitute intimidating, hostile, or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation, or disability will be tolerated. OSILC's policy

against sexual or other harassment applies fully to its computer, internet, and email systems, and any violation is grounds for discipline up to and including discharge.

As a privilege to employees, OSILC will allow personnel use of OSILC's internet, computer, and email system during an employee's non-business hours (lunchtime, before, or after work). It is assumed that employees who utilize this privilege will do so in compliance with this policy and in a reasonable manner.

OSILC reserves the right to view, copy, disclose, delete, and request modification to any electronic mail or messages or posts that exist on the computer system. The ability to use the computer, internet, and email systems is a privilege and, if improperly used, may be revoked, suspended, or changed at any time for cause.

OSILC Property

Throughout employment tenure, employees will be provided with equipment to conduct business. Examples include but are not limited to: building keys, office keys, work space, office phone, computer, and purchasing cards. These items are to be returned at the time of separation. It is understood that OSILC will provide regular maintenance on equipment. The Executive Director retains the right to search computers, work areas etc. at any time.

Due to the safety issues involved with keys, staff is responsible for keys throughout their employment and should report the loss of either one or both immediately to the Executive Director. If either or both are lost, staff will be responsible for the cost of replacement key(s) including new locks and keys for entire staff if the Executive Director deems it necessary.

In addition to material agency possessions, it must be understood that intellectual property developed or maintained in the course of business or on behalf of the agency is property of OSILC. Examples include but are not limited to: forms, manuals, presentations, program design etc.

Whistleblower Protection

OSILC's internal controls and operating procedures are intended to detect, prevent, or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. If any employee reasonably believes that some policy, practice, or activity of OSILC violates this intent that employee must file a written complaint with the Executive Director, or the Chair of the Board of Directors as appropriate.

An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of OSILC in good faith and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity.

It is the responsibility of all employees and board members to assist OSILC in adhering to all laws and regulations that apply to the organization to support OSILC's goal of legal compliance.

Section 7

Employment Practices

Job Descriptions

OSILC will maintain a written job description for all staff positions. When new paid positions are created through expansion or reorganization, a written job description will be written and approved prior to filling the position. A job description must contain the following elements:

- Position Title
- Summary of Job Duties
- Performance Requirements
- Definition of essential and non-essential functions of the position
- Qualifications (education, experience, other)
- Attributes
- Immediate Supervisor

Job descriptions will be as detailed and explicit as possible. However, employees may be required to perform related duties not specified in the job description. Should the major responsibilities or other significant changes occur, the job description will be rewritten to reflect these changes.

Written job descriptions assure compliance with the ADA and other Federal and State employment laws.

Performance Reviews

OSILC believes each employee needs and appreciates feedback on their overall job performance. Each employee will be encouraged to share their thoughts about ~~his/her~~their job and performance and about OSILC in general. This type of exchange of information should occur on a regular basis.

All new employees will receive a performance appraisal after 90 days. All employees shall receive a performance appraisal on an annual basis.

The Executive Director or designee shall meet with evaluated employee. All employees will be given the opportunity to self review and make copies of their performance reviews. Employees who disagree with their appraisal are encouraged to discuss their appraisal with the Executive Director and provide written comments to be included in their personnel file.

The Executive Director's performance will be evaluated at least annually by the Executive Committee of the OSILC Board.

Access to Personnel Files

OSILC shall maintain a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Health related records are maintained separately from general personnel files and access is more limited.

Personnel files are the property of OSILC, and access to the information they contain is restricted. Generally, only the Executive Director or ~~his/her~~their

designee, and voting Council members of OSILC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in OSILC's offices and in the presence of an individual appointed by OSILC to maintain the files.

Personal Information Changes

It is each employee's responsibility to keep OSILC notified of any changes in personal information that might affect your employment, benefits, and tax withholding. The following information must be kept current at all times.

- Name
- Address, telephone number, and emergency contact
- Marital Status
- Withholding Status

Changes in dependents and or beneficiaries should be reported to OSILC. This information must be kept up-to-date for purposes of benefits and tax withholding.

Section 8

Disciplinary Actions and Terminations

Progressive Discipline

OSILC seeks to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced but comes from good leadership and fair supervision at all employment levels.

OSILC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The

major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with OSILC is based on mutual consent and both the employee and OSILC have the right to terminate employment at will, with or without cause or advance notice, OSILC will generally seek to use progressive discipline.

Disciplinary action may call for any of four steps, depending on the severity of the problem and the number of occurrences. These include:

- verbal warning,
- written warning,
- suspension with or without pay, or
- termination of employment.

There may be circumstances when one or more of these steps are bypassed. OSILC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Problem Resolution

OSILC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the OSILC Executive Director.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with OSILC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to the Executive Director after incident occurs. If the Executive Director is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the OSILC ~~Chairman~~Chairperson.

2. The Executive Director responds to problem during discussion or after consulting with appropriate management, when necessary. The Executive Director documents discussion.

3. Employee presents problem to OSILC ~~Chairman~~ Chairperson if problem is unresolved.

Section 9

Handbook Acknowledgment

I _____, hereby certify I have received and read a copy of the Ohio Statewide Independent Living Council's Employee Handbook, and that I

understand it presents the OSILC's policies regarding my employment, compensation, benefits, and its expectations of me as its employee.

I certify the Employee Handbook is not intended to establish, nor is it to be construed to be, a contract of employment. I further certify that the Ohio Statewide Independent Living Council has the right to make such changes that are job-related and consistent with business necessity as it sees fit in its policies and procedures, many of which are presented in the Employee Handbook, at its sole discretion and at any time it may choose.

I further agree to follow the procedures and policies set forth in this Employee Handbook.

_____

Employee Signature

_____

Date

_____

Witness' Signature