Administration
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Dr. Kevin Davis, Superintendent
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Updated Policies for Review
Batch 11
First Read

Administrative Policies

- Policy 1 – Accessibility – Reviewed for updates; nothing substantial identified. Minor edits throughout.
- Policy 26 – Surveillance Equipment Use – Updated to include the Individuals with Disabilities Education Act (IDEA) and the Health Insurance Portability and Accountability Act (HIPAA) as law that must be abided when records are deemed confidential, and shorted name of policy.
- Policy 77 – Public Records – Reviewed for updates; none were needed other than minor edits throughout.

Personnel Policies

- Policy 10-1 – Personnel Records – Updated throughout to better reflect current practice.
- Policy 11-2 – Notice of Board Policies – Updated to apply to Personnel, Administrative, and HIPPA Policies; other minor updates throughout.

1. ACCESSIBILITY

Adopted	4/22/03
Status	Draft – pending approval
Historical Versions	11/18/97; 6/21/05; 7/22/14
Initiated by	Arian Smedley, Assistant Superintendent
Approved by	pending

The ACBDD is committed to removing attitudinal, architectural, employment, transportation, communication, and any other barriers to people with disabilities within the agency and the Athens County community.

The Accessibility Plan, which addresses barriers to the ACBDD's services and supports, is is reviewed at least annually by the Health & Safety Committee, Department Directors, and the Superintendent; and is utilized in the development of the annual operating budget.

The ACBDD's commitment to accessibility is evidenced through the following activities (but not limited to these):

1. The ACBDD provides opportunities for persons with disabilities and their families to serve on various committees and participate in evaluating the agency's overall effectiveness as well as helping to establish the vision for the future. Chapter 5126.02 of the Ohio Revised Code dictates that no less than three members of the County Board of DD are family members of a person eligible for services.

   It is the intent of the ACBDD to comply with the Americans with Disabilities Act. The ACBDD hires qualified persons with disabilities as staff members and supports them, when appropriate, through reasonable accommodation. Annually, the Superintendent disseminates for all staff members the ACBDD policy on Equal Employment Opportunity. The ACBDD's Affirmative Action Plan is updated annually.

2. The ACBDD is committed to using the media to portray Athens County citizens with disabilities in a manner that reflects their value and contributions to the community. Agency brochures and newsletters utilize "people first" language (person comes before disability). The agency places a priority on collaborating with other human service organizations and the business community in our efforts to support the integration of persons with disabilities into their respective communities.

   The ACBDD staff support and promote the involvement of individuals served in the utilization and enjoyment of community resources. This includes support for individuals who wish to contribute in some way to their respective communities.

3. The ACBDD intends that eligibility determination and orientation to the agency's services and supports be conducted within established timeframes so as to expedite the receipt of services by eligible individuals. The Service and Support Administration staff members are responsible for implementing the ACBDD's policies on eligibility determination (reference ORC 5126.042). Persons determined to not be eligible for services will, if they so desire, be referred for other services.

   The ACBDD's facilities utilize available technology whenever possible to promote the use of buildings, services, and supports by persons with disabilities. This technology includes, but is not limited to, TDD telephones, automatic door openers, buses and vans with wheelchair lifts, etc. Community activities, events, and meetings sponsored by the ACBDD will be held in wheelchair accessible buildings. All hallways, entrances, ramps, and corridors shall be kept clear and unobstructed at all times. In addition to technology, the ACBDD staff will assess the feasibility of,

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and provide a variety of, informal and formal accommodations based on the individual needs of agency individuals.

The ACBDD provides consultation and rehabilitation engineering support to contract agencies, providers of residential services, families, public schools, community employers, and others interested in providing architecturally accessible environments for persons with disabilities.

4. The ACBDD's Health & Safety Committee is responsible for assessing the physical accessibility of all the ACBDD's facilities at least annually. The results of these assessments are documented and incorporated by the Superintendent or his designee into the Accessibility Plan. The section of the Plan which addresses physical accessibility identifies by location any area needing modification, the steps to be taken to achieve accessibility, the projected timelines for completing any modifications, and the rationale for not modifying any area that is determined to be inaccessible.

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Manual: Admin.; Safety
Adopted: 11/18/97
Revised: 6/21/05, 7/22/14
Effective: 11/18/97; 6/21/05, 7/22/14

1. ACCESSIBILITY

The Board is committed to removing attitudinal, architectural, employment, transportation, communication, and any other barriers to people with disabilities within the agency and the Athens County community.

The Accessibility Plan, which addressed these barriers to Board services and supports, is developed by staff and adopted by the Board. It is reviewed at least annually by the Health & Safety Committee, Department Directors, Superintendent, and Board; and is utilized in the development of the annual operating budget.

The Board's commitment to accessibility is evidenced through the following activities:

1. The Board provides opportunities for persons with disabilities and their families to serve on various committees and participate in evaluating the agency's overall effectiveness as well as helping to establish the vision for the future. Chapter 5126.02 of the Ohio Revised Code dictates that no less than three members of the County Board of DD are family members of a person eligible for services.

   It is the intent of the Board to comply with the Americans with Disabilities Act. The Board hires qualified persons with disabilities as staff members and supports them, when appropriate, through reasonable accommodation. Annually, the Superintendent disseminates for all staff members the Board policy on Equal Employment Opportunity. The Board's Affirmative Action Plan is updated annually.

2. The Board is committed to using the media to portray Athens County citizens with disabilities in a manner that reflects their value and contributions to the community. Agency brochures and newsletters utilize "people first" language (person comes before disability). The agency places a priority on collaborating with other human service organizations and the business community in our efforts to support the integration of persons with disabilities into their respective communities.

   Board staff support and promote the involvement of agency individuals in the utilization and enjoyment of generic community resources. This includes support for individuals who wish to contribute in some way to their respective communities.

3. The Board intends that eligibility determination and orientation to the agency's services and supports be conducted within established timeframes so as to expedite the receipt of services by eligible individuals. The Service and Support Administration staff members are responsible for implementing the Board's policies on eligibility determination (reference OAC 5123:2-1-02 (C))and waiting lists (reference OAC 5123:2-1-08). Persons determined to not be eligible for services will, if they so desire, be referred for other services.

   Board facilities utilize available technology whenever possible to promote the use of buildings, services, and supports by persons with disabilities. This technology includes, but is not limited to, TDD telephones, automatic door openers, buses and vans with wheelchair lifts, etc. Community activities, events, and meetings sponsored by the Board will be held in wheelchair accessible buildings. All hallways, entrances, ramps, and corridors shall be kept clear and unobstructed at all times. In addition to technology, Board staff will assess the feasibility of, and provide a variety of, informal and formal accommodations based on the individual needs of agency individuals.

   The Board provides consultation and rehabilitation engineering support to contract agencies, providers of residential services, families, public schools, community employers, and others interested in providing architecturally accessible environments for persons with disabilities.

4. The Board Health & Safety Committee is responsible for assessing the physical accessibility of all Board facilities at least annually. The results of these assessments are documented and incorporated by the Superintendent or his designee into the Accessibility Plan. The section of the Plan which addresses physical accessibility identifies by location any area needing modification, the steps to be taken to achieve accessibility, the projected timelines for completing any modifications, and the rationale for not modifying any area that is determined to be inaccessible.

26. Surveillance Equipment Use

Adopted	5/24/2011
Status	Pending
Historical Versions	6/25/2013, 4/23/2019
Initiated by	Arian Smedley, Assistant Superintendent
Approved by	Pending

Purpose

The purpose of this policy is to outline the operation of video and audio surveillance equipment and use of surveillance data recorded on ACBDD owned, rented, or leased property.

Policy

It is the policy of the ACBDD to utilize video and audio surveillance equipment on ACBDD owned, rented, and leased property and vehicles in order to help assure the safety and security of individuals served, employees, property and equipment.

The primary usage of the surveillance system will be to verify events if/when issues arise or as incidents occur. There is no requirement for routine monitoring of the recorded data. The surveillance system is not intended to take the place of adequate and responsible supervisory and administrative oversight.

The surveillance equipment will record digital data, which will be stored on the equipment's internal hard drive. If the digital data are not needed to verify events that occur, the digital data will be automatically deleted by being "recorded-over" once the hard drive is full. If the digital data are needed to be kept as a record for use by the ACBDD administration, these data will be stored for three (3) years on the Beacon School central server with password protection and/or copied to DVD, which will be stored securely. Access to the recorded/stored video/audio data will be limited to only those persons authorized by the Superintendent. A written log will be maintained and made available, documenting each time the digital data is reviewed and by whom.

Digital surveillance records will be treated as confidential to the extent provided by law. Digital surveillance records may not be released if recordings fall under the Ohio Student Records Statute, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Health Insurance Portability and Accountability Act (HIPAA), or the Ohio Public Records Act. If the records are deemed confidential under any federal or state law, a digital surveillance record will only be released through subpoena or court order.

No employee, parent, guardian, or agency will be permitted to view the digital surveillance record unless approved by the Superintendent and only if an appropriate ACBDD administrator

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(designated by the Superintendent) is present and is supervising the viewing. Only ACBDD administrators and authorized maintenance personnel will be permitted to maintain the surveillance equipment.

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26. Surveillance equipment use on or within the ACBDD owned or leased property and in ACBDD vehicles

Adopted	5/24/2011
Status	Approved 4/23/2019
Historical Versions	6/25/2013
Initiated by	Arian Smedley, Assistant Superintendent
Approved by	Board of the ACBDD

Purpose
The purpose of this policy is to outline the operation of video and audio surveillance equipment and use of surveillance data recorded on ACBDD owned, rented, or leased property.

Policy
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No employee, parent, guardian, or agency will be permitted to view the digital surveillance record unless approved by the Superintendent and only if an appropriate ACBDD administrator (designated by the Superintendent) is present and is supervising the viewing. Only ACBDD administrators and authorized maintenance personnel will be permitted to maintain the surveillance equipment.

77. PUBLIC RECORDS

Adopted	10/16/07
Status	Draft – pending approval
Historical Versions	10/16/07, 7/22/14, 2/24/15
Initiated by	Arian Smedley, Assistant Superintendent
Approved by	pending

Pursuant to Section 149.43 of the Ohio Revised Code, the ACBDD hereby adopts this public records policy. It is the policy of the ACBDD that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of the ACBDD to adhere to the state's Public Records Act.

1. Public records – In accordance with the Ohio Revised Code, the ACBDD defines records as: Any document, device, or item – paper, electronic, which includes but is not limited to, e-mail, voicemail, or other format – that is created or received by ACBDD employees, or comes under the jurisdiction of the ACBDD, which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the ACBDD. This includes cell phone texts transmitted regarding students or individuals served of the ACBDD. Records regarding individuals with developmental disability who are eligible for services from or who are served by the ACBDD are not public record and will be disclosed only in accordance with state and federal law.
    a. It is the policy of the ACBDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See also Section 4 for the e-mail record policy). Record retention schedules will be updated regularly and posted prominently at the ACBDD's administration office.
2. Public Record Requests
    a. A requester must at least identify the records requested with sufficient clarity to allow the ACBDD to identify, retrieve, and review the records. If it is not clear what records are being sought, the ACBDD may deny a request but will provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained by the ACBDD and accessed in the ordinary course of the ACBDD's business.
    b. The ACBDD may ask a requester to make the request in writing, may ask for the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory, that the requester may decline to reveal the requester's identity or the intended use, and when a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the ACBDD to identify, locate, or deliver the public records sought by the requester.
    c. Public records will be available for inspection during regular business hours, with the exception of published holidays. The ACBDD's regular business hours are 8:00 a.m. to 4:00 p.m., although these hours may change from time to time. Public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. "Prompt" and "reasonable" take into account, among other things, the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
    d. The Ohio Revised Code contains certain exemptions from disclosure. With respect to each request, the ACBDD will determine whether an exemption applies to prohibit disclosure or permit non-disclosure of the requested records. If a record contains information that does not constitute a public record in accordance with federal or state law, such information will be redacted. The ACBDD will make the redaction plainly visible or notify the requester of the redaction. When a redaction is required or authorized by state or federal law, it is not considered a denial of a request. A denial of public records in response to a valid request will be

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accompanied by an explanation, including legal authority, as required by the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

3. Public Records Release for Court Order/Subpoena/Search Warrant – The ACBDD and/or its employees may periodically be served with legal process in the form of subpoenas for the production of witnesses and/or documents regarding the normal course of business of the ACBDD, court orders, and garnishments. All legal process must be received in the ACBDD Administrative Office. Due to the often immediate need for response to subpoenas, the Superintendent or designee will review for legal sufficiency legal processes received by its employees during the normal course of business. If the documents are determined to be legally sufficient, the document will be promptly delivered to the appropriate office for compliance. ACBDD managers and other officials are responsible for prompt compliance with requirements to produce staff or documents and for informing the Superintendent of the actions taken to comply. -- If an office other than the Administrative Office receives legal process, it shall be immediately delivered to the Administrative Office. Any staff member who is contacted by a process server shall promptly refer the person to the Administrative Office. No employee shall produce documents or disclose any information or produce material as part of the employee's official status without prior authorization of the Superintendent or designee.
    a. Court Order/Subpoena
        i. Only information specifically requested in the court order or subpoena shall be released to properly credentialed authorities.
        ii. The ACBDD may consult counsel to determine validity of court orders and subpoenas.
        iii. The law holds that confidential medical records, including mental health records, shall not be disclosed except for certain circumstances. One of these circumstances is court order or subpoena, unless the information is privileged and the individual, guardian or court appointed guardian, representative or executor of the estate waives privilege. Counsel will determine if the information is privileged.
        iv. All records may be released when the court order or subpoena has been determined to be proper and where authorization has been obtained for release of any privileged material.
    b. Search Warrants
        i. Obtain a copy of the warrant and the supporting affidavit for the warrant prior to inspection.
        ii. Contact counsel immediately.
        iii. Do not interfere with the execution of the search warrant.
        iv. Send any staff home that is nonessential for individual care.
        v. Maintain a record of what is seized or taken.
        vi. Designate one staff as contact for the law enforcement officers.
        vii. All documents (including photographs, audio or video tapes) or computer records that are privileged should be identified as such to the law enforcement officers when seized. If possible place such material in a box or envelope and label it in large letters as “Privileged Medical Information”.
        viii. Peer review documents should always be labeled as such and marked “Privileged”.
4. Costs for Public Records
    a. Those seeking public records will be charged only the actual cost of making copies.
    b. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
5. E-mail
    a. Documents in electronic format are records as defined by the Ohio Revised Code when their content relates to the business of the ACBDD. E-mail is to be treated in the same fashion as records in other formats and will follow the same retention schedules.
    b. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the ACBDD are instructed to retain their e-mails that relate

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to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the ACBDD's records custodian.

c. The records custodian will treat the e-mails from private accounts as records of the public office, will file them in the appropriate way, will retain them pursuant to established schedules, and will make them available for inspection and copying in accordance with the Public Records Act.

6. Text messages
    a. Documents in electronic format are records as defined by the Ohio Revised Code when their content relates to the business of the ACBDD, are to be treated in the same fashion as records in other formats, and will be subject to public records requests.
    b. Records in personal cell phone text message systems used to conduct public business are subject to disclosure, and all employees or representatives of the ACBDD may be instructed to retain their texts that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the ACBDD's records custodian.
    c. The records custodian will treat the texts from private accounts as records of the public office, and will, if needed, file them in the appropriate way, will retain them pursuant to established schedules, making them available for inspection and copying in accordance with the Public Records Act.
7. DISCLAIMER
    a. Notwithstanding the existence of this policy, the ACBDD hereby informs the public that it shall comply with the requirements of the Ohio Public Records Act, including, but not limited to, Section 149.43 of the Ohio Revised Code, and that the provisions of the Ohio Public Records Act, and any amendments thereto, supersede and take precedence over this policy. The ACBDD retains the right to amend this policy at any time in accordance with the Ohio Public Records Act.

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10-1 PERSONNEL RECORDS

Adopted	11/19/1996
Status	pending review
Historical Versions	11/19/1996; 2/17/1998; 9/19/2006;
Initiated by:	Gwen Brooks, Director of Human Resources
Approved by:	pending

A. General

Personnel files will be maintained for all employees, and for each general volunteer and contractor who come in direct contact with individuals served. Access, duplication, dissemination and destruction of personnel records will comply with Retention of ACBDD Records policy, Ohio Administrative Code (OAC) 123:1-1-02, Ohio Revised Code (ORC) 149.43, and the Ohio Department of Developmental Disabilities Rule 5123-17-02(O).

Procedures that address access, duplication, dissemination and destruction of personnel records will be maintained by the Director of Human Resources or representative. All staff having any responsibility for maintaining personnel information will be informed of these procedures.

B. Content of Personnel Records

Personnel records shall include the following when applicable, but not limited to:

1. Name, current address, working telephone number or other contact information, and the name and contact information of a person to notify in case of an emergency. Addresses, phone numbers and Social Security Numbers are confidential and will not be released as part of any public records request.

2. Position title as established by the ACBDD and position description. A written copy of this will be given to each employee upon hire and whenever a modification is made.
3. Record of permanent or temporary professional credentials. Each employee is responsible for updating his/her credential documentation maintained in the personnel file.
4. Initial employment application and all references related to same, including successful and unsuccessful attempts at requests for references and reference information received.
5. Leave usage records. Sick leave statements or other medical documentation signed by a medical practitioner are confidential information and not subject to review under ORC 149.43 and shall be maintained separate from leave requests.
6. Bus driver annual physical examination form, as applicable.
7. Records of all initial and annual training received.
8. Evidence of required pre-employment education, credential, experience and background checks.
9. Performance evaluations signed by the immediate supervisor, Superintendent, and the employee indicating the employee's awareness of the evaluation.
10. Disciplinary actions. Records relating to disciplinary actions will be retained in accordance with OAC 123:1-46-07, and as amended.
11. Letters of commendation or other accolades.
12. Payroll information, payroll status documentation, records of additions or deductions paid, work time schedules, tax withholding records, insurance enrollment records and retirement system enrollment records. Related banking, beneficiary, and family members' information will be kept confidential.

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13. Form I-9 Eligibility for Employment form.
14. Records of Workers Compensation claims incurred during tenure of employment. These and any physician's or medical statements are confidential and not subject to review under Section 149.43 of the ORC and shall be maintained separately.
15. Any other appropriate materials as determined by the Board, Superintendent, rule or law.

C. An employee shall have a right of reasonable inspection of his or her official personnel file by arranging a time with the human resources representative during regular business hours. All materials placed in the employee's personnel file shall be available for his/her review. An employee may not remove the personnel file from the office or remove items from the file, but may request a copy of any items within the file.

D. The employee shall have the right to add written rebuttal on any material in his or her file that he/she deems incorrect, incomplete or derogatory.

E. Anonymous letters or material shall not be placed in an employee's file nor shall they be made a matter of record.

F. Employees must advise the Administrative Office of any change in name, address and phone number.

G. Employees shall have the opportunity to read any material that concerns job performance, conduct, service, character, or personality before being dated and placed in the employee's personnel file. The employee shall acknowledge that he/she read the material by signing the copy to be filed; a copy shall be given to the employee. The signature shall not indicate agreement with the content of the material. If an employee refuses to sign, a dated note to that effect will be attached to the material and witnessed by a third party.

H. Medical Records
   1. Employee medical records are maintained in a separate file separate from his/her personnel file.
   2. Medical records are confidential and may be released only in the following circumstances:
      a. Supervisors may be informed of restrictions and accommodations that are a part of an agreed upon plan of reasonable accommodation.
      b. First aid and safety personnel may be informed if an employee may require emergency treatment.
      c. Government officials investigating in compliance with the law may be provided with relevant information.

I. Personnel records will be retained in accordance with Administrative Policy 54 Retention of ACBDD Records. The records may be stored electronically.

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Section: 10.1
Adopted: 11/19/96
Revised: 2/17/98; 9/19/06
Effective: 2/17/98; 9/19/06

10.1 PERSONNEL RECORDS

Access, duplication, dissemination and destruction of personnel records procedures will comply with the Ohio Department of Mental Retardation and Developmental Disabilities Rule 5123:2-1-2 and the Public Records Act, O.R.C. 149.43.

Procedures that address access, duplication, dissemination and destruction of personnel records will be maintained by the Business Manager. All staff having any responsibility for maintaining personnel information will be informed of these procedures.

Personnel records shall include, but not limited to:

1. Name, permanent and current address, phone number.
2. Emergency notification information including name, address, home and work phone number.
3. Job description, civil service classification (if applicable).
4. Record of permanent or temporary certification, registration or license, as applicable.
5. Records of sick**,** vacation, personal, professional, and bereavement leaves.
6. Record of physical examination current within one year of initial employment**.**
7. Bus driver annual physical examination form, as applicable.
8. Records of required in-service training.
9. Personnel action forms.
10. Annual performance evaluations signed by the immediate supervisor, Superintendent, and the employee indicating the employee's awareness of the evaluation. For classified employees the performance evaluation forms used shall be those provided by or approved by the Department of Administrative Services. Other evaluation methods may be used in addition to the required form. Performance evaluations on unclassified employees shall be based on the requirements of the position.
11. Payroll information.
12. Retention record requirements.
13. Application forms.

An employee shall have a right of reasonable inspection of his or her official personnel file provided sufficient time, 24 hours, has been given to notify the Business Manager or designee when mutually agreed upon. All materials placed in the employee's personnel file are open to his/her review. The employee will be notified within three (3) days of any other official records being added to his record. Inspections shall not take place on one's work time. The file may not be removed from the office. If the employee disputes the accuracy, relevance, timeliness or completeness of official information kept in his official personnel file, he may request that the

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Superintendent review the information in light of the employee's objection and render his interpretation of the information. The employee shall have the right to add rebuttal on any material in his file that he deems incorrect of incomplete. No anonymous material shall be kept in an employee's file. All personnel files will be retained per the established retention schedule. An employee who wishes to review his or her personnel file may do so by contacting the Business Manager for an appointment.

Employees must advise the Administrative Office of any change in: name, address and phone number. Staff members shall have the opportunity to read any material which concerns job performance, conduct, service, character, or personality before it is dated and placed in the member's personnel file. The member shall acknowledge that he/she read the material by affixing his/her signature to the copy to be filed and a copy shall be given to the member. The signature shall not indicate agreement with the content of the material that has been inspected by the member. It is further recommended that where a staff member disagrees with the contents that the following be used:

"I have read but do not agree with the content."

Signature

If a staff member refuses to sign, a dated note to that effect will be attached to the material and witnessed by a third party.

Employees shall have the opportunity to reply to such derogatory material in written statement to be attached to the filed copy. Anonymous letters or materials shall not be placed in a member's file nor shall they be made a matter of record.

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11-2 NOTICE OF ACBDD POLICIES – ACKNOWLEDGEMENT & DISCLAIMER

Adopted	9/19/2006
Status	pending review
Historical Versions	9/19/2006; 11/16/2011
Initiated by:	Gwen Brooks, Director of Human Resources
Approved by:	Board of the Athens County Board of Developmental Disabilities (ACBDD)

By signing for the receipt of this Personnel Policies and Procedures Manual, Administrative and HIPAA Policies, the employee hereby acknowledges that he/she is placed on notice that the Athens County Board of Developmental Disabilities (ACBDD) has promulgated policies which, in addition to setting the goals and objective of the manner in which the program is to be operated, sets forth the ACBDD's position on certain matters pertaining directly to employment, administrative policy, and the protection of health information. The employee further acknowledges that he/she assumes the responsibility for familiarizing him/herself with the policies of the ACBDD, as they presently exist, and as they may be supplemented or amended from time to time.

I have received the ACBDD Personnel Policies and Procedures Manual, Administrative and HIPAA Policies or information about how to access it electronically, and my privileges and responsibilities have been explained to me. It is my responsibility to be familiar with these policies and the rules of the ACBDD.

I further acknowledge that the policies, benefits, rules and regulations set forth herein do not create terms and/or conditions of an employment contract, either expressed or implied. These policies are subject to unilateral changes by the ACBDD without notice.

I also understand that this Personnel Policies and Procedures Manual, Administrative and HIPAA Policies is the property of the ACBDD and that a copy of this manual is available in each supervisor's and department head's office, and I can review the manual during non-work time. It is my responsibility to ask my supervisor for clarification of any policy that is unclear.

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Signature of Employee Date

This original page to be placed in the employee's Policies Manual and a copy to his/her personnel file.)

Section: 11.2
Adopted: 9/19/06
Revised: 11/16/11
Effective: 9/19/06, 11/16/11

11.2 NOTICE OF BOARD POLICIES – ACKNOWLEDGEMENT & DISCLAIMER

By signing for the receipt of this Personnel Policies and Procedures Manual, the staff member hereby acknowledges that he/she is placed on notice that the Athens County Board of Developmental Disabilities has promulgated policies which, in addition to setting the goals and objective of the manner in which the program is to be operated, sets forth the Board's position on certain matters pertaining directly to employment. The staff member further acknowledges that he/she assumes the responsibility for familiarizing him/herself with the policies of the Board, as they presently exist, and as they may be supplemented from time to time.

I have received the Athens County Board of Developmental Disabilities Personnel Policies and Procedures Manual and had it explained to me regarding my privileges and responsibilities. It is my responsibility to be familiar with these policies and the rules of the Board. I understand that I will be directed by them.

I further acknowledge that the policies, benefits, rules and regulations set forth herein are not to be considered as creating terms and/or conditions of an employment contract, either expressed or implied. These policies are subject to unilateral changes by the Board without notice.

I also understand that this Personnel Policies and Procedures Manual is the property of the Athens County Board of Developmental Disabilities and that a copy of this Manual is available in each supervisor's and department head's office and I can review the Manual during non-work time. It is my responsibility to ask my supervisor for clarification of any policy that is unclear. Upon my separation from employment, this Manual must be returned prior to my receipt of my final pay.

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Signature of Staff Member Date

(This original page to be placed in the staff member's Policies Manual.)