



NORWOOD CITY COUNCIL

COUNCIL CHAMBERS
4645 MONTGOMERY RD.
NORWOOD, OH 45212

August 25, 2026

7:00 PM

- A) CALL TO ORDER
- B) MOMENT OF REFLECTION
- C) PLEDGE OF ALLEGIANCE
- D) ROLL CALL
- E) AMENDMENT OF AGENDA
- F) MINUTES OF PREVIOUS MEETING
- G) REQUEST TO ADDRESS COUNCIL
- H) PUBLIC HEARINGS
- I) SPECIAL PRESENTATIONS
- J) REPORTS OF STANDING COMMITTEES OF COUNCIL
 - 1) Streets, Housing & Health - August 18, 2026
 - 2) Finance, Budget, Audit & Claims — August 19, 2026
- K) ADMINISTRATION REPORTS
- L) THIRD READING OF ORDINANCES/RESOLUTIONS
 - 1) AN ORDINANCE AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE RECREATION PASSENGER LIFT PROJECT AND DECLARING AN EMERGENCY
- M) SECOND READING OF ORDINANCES/RESOLUTIONS
 - 1) ORDINANCE AMENDING THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE CITY OF NORWOOD, OHIO
- N) INTRODUCTORY READING OF ORDINANCES/RESOLUTIONS
 - 1) ORDINANCE TERMINATING THE COMMUNITY REINVESTMENT AREA AGREEMENT WITH DKRJ HOLDINGS, LLC AND NORTHWOOD CIDER, LLC, AND DECLARING AN EMERGENCY
 - 2) AN ORDINANCE AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE REPLACEMENT OF BASEBALL FIELD LIGHTING, POLES, AND EQUIPMENT AT WATERWORKS PARK FIELDS #1, #3, AND #4, AND DECLARING AN EMERGENCY
- O) UNFINISHED BUSINESS
- P) NEW BUSINESS
- Q) COMMUNICATIONS
 - 1) Norwood Council — Minutes from July 27, 2026, Council Workshop meeting
 - 2) Norwood Council — Minutes from August 3, 2026, Council Workshop meeting
 - 3) Norwood Council — Minutes from August 17, 2026, Council Workshop meeting
 - 4) Ohio Department of Commerce, Division of Liquor Control — Re: The Pickle Lodge Factory 52, LLC
 - 5) Ohio Department of Commerce, Division of Liquor Control — Re: Café Lola LLC
 - 6) Mayor Victor Schneider — Mayor's Court Fines, July 2026
 - 7) Norwood Planning Commission — Request for Public Hearing
 - 8) James Bonsall, Treasurer - Monthly Treasurer's Reports

"Gem of the Highlands"

- R) EXCUSE ABSENT MEMBERS
- S) ADJOURNMENT

"Gem of the Highlands"

AN ORDINANCE AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE RECREATION PASSENGER LIFT PROJECT AND DECLARING AN EMERGENCY

WHEREAS, the City of Norwood Recreation Center requires upgrades to improve accessibility and move closer to full compliance with the Americans with Disabilities Act (ADA); and

WHEREAS, the proposed Recreation Passenger Lift project will install a passenger lift to provide necessary ADA-compliant access within the facility; and

WHEREAS, to comply with Ohio public contract law, the City of Norwood must advertise for bids and enter into a contract with the lowest responsive bidder for the work at the City of Norwood Recreation Center; now, therefore,

BE IT ORDAINED by the Council of the City of Norwood, State of Ohio, that:

SECTION 1: The Safety-Service Director is hereby authorized and directed to advertise for bids for the installation of an ADA-compliant passenger lift and to enter into a contract with the lowest responsive and responsible bidder, in accordance with specifications on file in the office of the Safety-Service Director, and not to exceed \$600,000.00.

SECTION 2: The City Auditor is hereby authorized to draw, and the City Treasurer is authorized to pay, warrants in the amounts stated in the contract out of the **RECREATION CAPITAL FUND (1001-1050-57600)**.

SECTION 3: This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare, and shall go into effect forthwith. The reason for said emergency is the necessity to proceed forthwith to comply with the Americans with Disabilities Act (ADA).

PASSED _____
Date

Joseph S. Geers
President of Council

ATTEST:

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was passed at a regular/special meeting of Norwood City Council on the _____ day of _____, 2026, in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing ordinance was submitted to the Mayor of the City of Norwood, Ohio for his signature on the _____ day of _____, 2026.

Kelsi Goins
Clerk of Council

APPROVED _____
Date

Victor Schneider
Mayor

CERTIFICATION OF PUBLICATION:

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was published on the City of Norwood's website-news page at <https://norwoodohio.gov/news> and the City of Norwood's Facebook page at <https://www.facebook.com/NorwoodOhio.gov> on _____ and _____.

Kelsi Goins
Clerk of Council

1st Reading _____
Date

2nd Reading _____
Date

3rd Reading _____
Date

All 3 Readings _____
Date

Tabled _____
Date

Vetoed _____
Date



City of Norwood Request for Ordinance, Resolution, Amendment, or Repeal

Date of Request: 7/10/2026	Date Needed: 7/28/2026
Request(s) should be submitted by the Wednesday, at noon, before date needed for Council, earlier if possible.	
Requested By:	Darren Hackworth
Contact:	dhackworth@norwoodohio.gov
Document Requested:	Ordinance
Executive Summary of document needed:	
If an amendment or repeal request, list existing Ordinance Number(s)/Section(s) of Ordinance to be amended or repealed, etc. (or attach documents and/or copies as appropriate)	
Requesting an ordinance authorizing the Safety-Service Director to advertise for bids, and to enter into a contract with the lowest responsive and responsible bidder for project known as "Recreation Passenger Lift". Budgeted funded amount for this project is \$600,000.00. This project will get the Recreation Center one more step closer to being ADA compliant.	
Action Requested:	Emergency - Three Readings at One Meeting with Immediate Effectivity
If Emergency clause or suspension of rules for all three readings is needed, explain:	
Emergency action is requested to allow this project to move forward as expeditiously as possible.	
Special Notes/Instructions	
Fund Key 1001-1050-57600	

**ORDINANCE AMENDING THE PERSONNEL POLICY AND PROCEDURE MANUAL
OF THE CITY OF NORWOOD, OHIO**

WHEREAS, by Ordinance 52-2020, the City adopted a Personnel Policy and Procedure Manual to guide both the City administration and City employees toward an understandable and fairly administered human resources function within the City of Norwood; and

WHEREAS, in the years which have intervened, it has become clear that to accomplish the objectives of standardized, intelligent and efficient city governance, portions of the Policy and Procedure Manual should be revised to align the policies with current practices and to modernize the language and application of these provisions; now, therefore,

BE IT ORDAINED by the Council of the City of Norwood, State of Ohio, as follows:

SECTION 1. That the revised Personnel Policy and Procedure Manual (attached “Manual”) is attached hereto as Exhibit “A” is approved and adopted. The Manual shall set forth the policies and procedures of the City of Norwood regarding employees and their employment with the City.

SECTION 2. That the revised sections of the Personnel Policy and Procedure Manual are outlined in the Memo dated July 28, 2026; the Memo is attached hereto as Exhibit “B.”

SECTION 3. All other ordinances, policies, or portions of ordinances and policies, to the extent that they conflict with this Ordinance and the revised Personnel Policy and Procedures Manual, are hereby repealed.

SECTION 4. The City intends to comply with Federal and State labor laws, and should any portion of this Ordinance be or come in conflict with these laws, then the City will follow the Federal and State laws.

PASSED _____
Date

Joseph S. Geers
President of Council

ATTEST:

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was passed at a regular/special meeting of Norwood City Council on the _____ day of _____, 2026, in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing ordinance was submitted to the Mayor of the City of Norwood, Ohio for his signature on the _____ day of _____, 2026.

Kelsi Goins
Clerk of Council

APPROVED _____
Date

Victor Schneider
Mayor

CERTIFICATION OF PUBLICATION:

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was published on the City of Norwood's website-news page at <https://norwoodohio.gov/news> and the City of Norwood's Facebook page at <https://www.facebook.com/NorwoodOhio.gov> on _____ and _____.

Kelsi Goins
Clerk of Council

1st Reading _____
Date

2nd Reading _____
Date

3rd Reading _____
Date

All 3 Readings _____
Date

Tabled _____
Date

Vetoed _____
Date

**THE
CITY OF NORWOOD
PERSONNEL POLICY
AND PROCEDURE MANUAL**



THIS DOCUMENT IS NOT A CONTRACT

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FORMS

All forms referenced in this document will be made available by Human Resources or the department responsible for the form, either electronically or in paper format, depending on the form and usage.

INTRODUCTION / DISCLAIMER**SECTION 1.01****A. POLICY**

1. This Personnel Policy and Procedure Manual (the “Manual” or “Handbook”) provides general guidance on the City of Norwood’s management practices and employee expectations. These policies serve as guidelines and may be revised, amended, or discontinued by the City at any time, with or without notice.
2. The Manual is not a contract of employment and should not be interpreted as creating any express or implied contractual obligations. No representative of the City is authorized to make any binding employment agreement contrary to the terms of this Manual.
3. The policies herein establish the rules that guide administrative action to help the City achieve its organizational objectives. Consistent and fair administration of well-written policies is essential to effective public service.
4. Procedures included in this Manual provide administrative direction on how policies are to be implemented and applied in practice. *Procedures are established by the City and may be revised as necessary to reflect changes in laws, audit findings, or organizational needs without additional approvals.*
5. Upon adoption by ordinance of Norwood City Council, the provisions of this Manual shall supersede any prior ordinances in conflict with it.
6. This manual is provided for informational purposes only. The employer reserves the right to change, modify, or eliminate any policy or practice at its discretion, though the standard procedure for amendments is set forth elsewhere in this manual.
7. This manual will be reviewed at a minimum every calendar year. If policy changes needed, the manual will be brought to Council for approval.

OBJECTIVES**SECTION 1.02****A. POLICY**

1. Employment decisions within the City’s departments shall be based on merit, ability, and fairness, and, where applicable, shall comply with the rules and regulations of the City’s Civil Service Commission.
2. The City of Norwood recognizes that a competent and dedicated workforce is essential to effective government operations. This Manual supports that goal by establishing policies and procedures intended to promote employee morale and foster productive working relationships through uniform policies, equitable advancement opportunities, and responsiveness to employee needs.

DEFINITION / ABBREVIATIONS

SECTION 1.03

A. POLICY

Unless otherwise indicated, the following definitions and abbreviations apply to the below listed terms as used in this manual.

Active Pay Status: Except where otherwise defined in this manual, active pay status is a period when an employee is eligible to receive pay directly from the Employer and includes hours worked, vacation leave, sick leave, compensatory time, paid military leave and paid court leave, etc.

ADA: Americans with Disabilities Act.

Appointing Authority: Refers to the officer, commission, board or body having the power of appointment or removal from positions, officials, or the designees of such officials who are authorized by law with the power to appoint or remove positions in any office, department, commission, board or institution. The Appointing Authority for the employees covered by this manual include, but are not limited to the following: Auditor, Civil Service Commission, City Council, Mayor, Director of Public Service, Safety Services Director, Treasurer and the City Law Director.

Auxiliary Police: Auxiliary officers serving with or without compensation.

BWC: Abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Norwood, State of Ohio.

Classification (Class): A group of positions that involve similar duties and responsibilities, require similar qualifications, and that are properly designated by a common descriptive title indicating the general nature of the work. A classification may include only one (1) position in some circumstances.

Classification Plan (Class Plan): The alphabetically arranged compilation of the classification specifications for employees of the Employer.

Classification Series: Those classifications which are closely related, and grouped to form a career progression.

Classification Title: The descriptive name of a group of positions similar enough to be included under a single classification.

Classified Employee: An employee who, after serving a probationary period, may only be demoted, suspended or removed from public service for cause, in accordance with the State Civil Service statute O.R.C. 124.34.

Classified Service: Comprises all persons in the employ of the City not specifically included in the unclassified service. The classified service shall be divided into the

"competitive class" and the "unskilled labor class" as provided for in paragraph (B) of O.R.C. 124.11.

Collective Bargaining Agreement: The written agreement(s) entered into between the Employer and an exclusive representative of employees of the Employer pursuant to O.R.C. Section 4117.

Compensatory Time (Comp Time): Time off work granted to nonexempt employees in lieu of overtime payment for overtime hours worked, and granted off at the rate of one-and-one half (1½) hours for each hour of overtime.

Day(s): Unless otherwise specified, means calendar day(s).

Demotion: A change in position that reduces the employee's scope of responsibility and compensation.

Department: A City organizational unit directed and controlled by the Employer and charged with a specific public service function and mission.

Department Head: A supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the Employer.

Designee: Any person authorized by the Employer or management official to perform a function with or on behalf of the Employer or management official.

Discourteous Treatment of the Public: Failure by an employee to treat any member of the general public with respect, in a polite and courteous manner.

Dishonesty: Conduct involving but not limited to bad faith, a lack of integrity, or moral turpitude.

Distribution: An act of distributing goods, materials and/or written materials or literature.

Employee: Any person holding a position subject to appointment, removal, promotion or demotion by the Appointing Authority.

Employer: The Appointing Authority, or the designee of the Appointing Authority, authorized by law to make appointments to positions. As context requires, Employer may also mean any designee who is authorized to carry out certain duties on behalf of the Appointing Authority.

Excused Absence: Absence from work with the approval of the Employer (e.g., sick leave, vacation, holiday, unpaid leave of absence, etc.).

Exempt Employee (FLSA): A salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated, at premium rates, for additional hours worked in the workweek.

Failure of Good Behavior: Failure by an employee to accept, adhere to or maintain the expected levels of performance and/or conduct required by the Employer, or reasonably expected by the Employer even in the absence of a written work rule.

Flex-time (Non-exempt Employees): Adjustment of an employee's work hours to avoid the employee working in excess of 40 hours in one (1) workweek, pay period, or any other standard work period established in accordance with the FLSA.

Flex-time (Exempt Employees): Rearrangement of hours in a pay period up to eight (8) hours.

FLSA: Abbreviation for the Fair Labor Standards Act.

FML: Abbreviation for Family and Medical Leave.

FMLA: Abbreviation for the Family and Medical Leave Act.

Immoral: Contrary to good morals; inconsistent with the rules and principles of morality; harmful or adverse to public welfare according to the standards of a given community, as expressed in law or otherwise.

Immoral Conduct: Conduct which is willful, flagrant, or shameless, and which shows a moral indifference to the opinions of the good and respectable members of the community.

Incompetency: Lack of ability, legal qualifications or fitness to perform duties required of an employee.

Inefficiency: Quality of being incapable or indisposed to perform duties required of an employee within reasonable standards.

Insubordination: Intentional failure to perform duties required of an employee; refusal to obey an order issued by the employee's supervisor.

Malfeasance: The commission of some act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful; the doing of an act which a person ought not to perform.

Misfeasance: The improper performance or commission of some act which a person may lawfully do.

Neglect of Duty: Omission or failure to do a thing that can be done, or that is required to be done; an absence of care or attention in the doing; an omission of a given act. A designed failure, refusal or unwillingness to perform one's duty.

Nonexempt Employee (FLSA): An employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1½) times the employee's regular rate of pay for all hours worked in excess of 40 in an established workweek or other standard work period established in accordance with the FLSA.

Nonfeasance: Nonperformance of some act which ought to be performed; the total omission to perform a required duty; or the total neglect of duty.

Non-work Area: Those areas of the Employer's property such as the parking lot or other areas where no official Employer business is transacted nor operations conducted.

Non-work Time: Any time during an employee's workday where the employee is totally relieved of work duties. Whether an employee is in active pay or no-pay status during these times is immaterial to the designation of non-work time.

O.A.C.: Abbreviation for the Ohio Administrative Code.

OPERS: Abbreviation for the Ohio Public Employees Retirement System.

OP&F: Abbreviation for the Ohio Police and Fire Pension Fund.

O.R.C.: Abbreviation for the Ohio Revised Code. Also abbreviated as R.C. when followed by a chapter or section number.

OSHA: Abbreviation for Ohio's Occupational Safety and Health Act.

Overtime: Compensation for such time over forty (40) hours in a given work week at one and one-half times the regular rate for non-contractual employees, excluding sick leave.

Part-time Employee: Employees assigned a work schedule of less than forty (40) hours each week by their Appointing Authority.

Personnel Actions: A specific act by the Employer to implement a personnel decision (e.g., hiring, promotion, demotion, suspension, removal, layoff, wage increases).

Personnel Decisions: Such decisions include, but are not limited to: (1) recruitment; (2) selection; (3) placement; (4) testing; (5) training; (6) promotions and transfers; (7) layoff and recall; (8) removal; (9) disciplinary action; (10) social and recreational programs; (11) employee benefits and compensation; and (12) tangible program services and benefits.

Position: A group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person. Positions and the duties of a position may be revised, but the employee's classification remains the same unless the position is reclassified.

Promotion: Any change in position which results in an increase in an employee's compensation and responsibility.

Reduction: A change in the classification held by an employee to one having a lower base pay range, a change to a lower step within a salary range, or any decrease in compensation of an employee.

Seasonal: Appointed to work a specific season(s) – not more than six (6) months.

Solicitation: An act of requesting an individual to purchase goods, materials or services, or a plea for financial contribution.

Supervisor: An individual who has been authorized by the Employer to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding or disciplining employees under the direction of the Employer; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions.

Suspension: Relief of an employee from duty without pay, usually for a short period of time (i.e., one (1) to fifteen (15) days), as a disciplinary measure aimed at improving the employee's conduct.

Transfer: The movement of an employee from one (1) position to another where there is no change in level of responsibility, classification or salary.

Unclassified Service: Comprises those positions set forth in paragraph (A) of O.R.C. 124.11 as applied to the Civil Service of the City. Positions in the unclassified service shall be exempt from all examinations required by O.R.C. 124.11 to 124.99. The Civil Service status of employees appointed without competitive examination to positions that are not subject to the discipline or removal provisions contained in R.C. Section 124.34. This includes employees who receive intermittent or temporary appointments pursuant to R.C. Section 124.30 (B), those employees appointed to administrative staff positions for which an Appointing Authority is given specific statutory authority to set compensation, and the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals, clerical and administrative support employees and other positions specified by the City of Norwood's Civil Service Commission Rules and Regulations. Such employees serve at the pleasure of the Appointing Authority.

Vendor: Any individual or group engaged in or desiring to engage in the supply of goods, materials or services, (which are utilized in the conduct of public business) to the Employer and/or its employees.

Verbal Reprimand: Written documentation of an oral counseling and instruction which is provided to the employee and placed in the employee's personnel file to correct any misconduct and improve the employee's conduct and performance.

Work Area: Any office, room, or physical location where official Employer business is transacted and/or operations of the Employer are conducted.

Working Suspension- "Suspension with Pay": A form of discipline, whereby the Appointing Authority may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. Such disciplinary action shall be recorded in the employee's personnel file in the same manner as other disciplinary actions and will have the same effect as a suspension without pay for the purpose of progressive disciplinary action.

Work Time: All the time when an employee's duties require that the employee be engaged in work tasks, not including scheduled breaks or time before or after work.

Work Unit: A division under the Employer's control usually directed by a supervisor and charged with a specific work function which contributes to the accomplishment of the Employer's public service function.

Written Reprimand: The written record of disciplinary action, usually issued after an verbal reprimand has failed to improve an employee's conduct or when the employee has committed a more serious violation, which is provided to the employee and placed in the employee's personnel file in an attempt to improve the employee's conduct and performance.

SCOPE OF COVERAGE**SECTION 1.04****A. POLICY**

1. These policies apply generally to all classified, unclassified, and bargaining unit employees unless otherwise limited by law or a collective bargaining agreement. They do not establish tenure or contractual rights where not required by law.
2. The City retains full discretion to manage, hire, terminate, and set compensation for unclassified and probationary employees, unless otherwise restricted by law.
3. This manual supersedes all previous personnel policies and practices, written or unwritten, including departmental policies, unless a departmental policy is more restrictive due to operational needs.
4. For employees covered by a collective bargaining agreement under R.C. 4117, the agreement prevails over conflicting provisions in this manual. Where the agreement does not address employment related issues, this manual applies. Any additional benefits in this manual do not apply to bargaining unit employees unless incorporated by agreement.
5. In cases of conflict between this manual and applicable law, the law shall prevail. However, if the City has lawfully superseded a state employment law under its Home Rule authority, the ordinance shall control.

SECTION 1.05 – MANAGEMENT AUTHORITY**A. POLICY**

1. The City retains the full right and responsibility to direct the operations, promulgate policies, rules and regulations and otherwise exercise the prerogatives of management.

This includes the authority to:

- a. Hire, assign, promote, evaluate, discipline, or discharge employees;
 - b. Establish and enforce work rules and policies;
 - c. Define organizational structure, job duties, and performance standards;
 - d. Determine staffing levels, schedules, shifts, and overtime;
 - e. Allocate resources, set budgets, and implement technology;
 - f. Lay off or reassign employees due to lack of work, funding, or reorganization;
 - g. Maintain security of facilities, records, and operations; and
 - h. Act as necessary in emergency situations.
2. These management rights are limited only by applicable laws and express provisions of collective bargaining agreements.

SECTION 1.06 – IMPLEMENTATION AND DISSEMINATION

A. POLICY

1. The City has sole authority to issue and modify policies and procedures.
2. All employees will be notified of this manual's availability and are encouraged to ask supervisors about unclear provisions.
3. Supervisors are responsible for understanding and consistently applying the manual's policies and ensuring subordinate compliance.
4. This manual remains the City's property and must be returned upon request.

B. PROCEDURE

1. The manual shall be adopted by ordinance and distributed to each department by the Appointing Authority or designee.
2. Department heads will receive and track distribution of manuals to their supervisors.
3. Employees will be granted access to review the manual. Upon review, they must sign an acknowledgment form for their personnel file.

SECTION 1.07 – AMENDMENT**A. POLICY**

1. Only an Appointing Authority may propose amendments to this manual, subject to approval by City Council.

B. PROCEDURE

1. The Appointing Authority will review all Council ordinances to determine if updates to the manual are required.
2. Any amended sections will be rewritten, dated with original adoption and revision dates, and added to the master manual.
3. Updated sections will be distributed to department heads and supervisors.
4. The City will determine how to communicate amendments to employees, including bulletin board postings as required by union agreements.

SECTION 1.08 – PERSONNEL ADMINISTRATION**A. POLICY**

1. The Appointing Authority is responsible for administering the City's personnel system, including:
 - a. Recruiting qualified applicants;
 - b. Administering non-civil service exams;
 - c. Developing job classifications;
 - d. Recommending personnel rules for Council approval;
 - e. Conducting background checks; and
 - f. Performing other personnel functions as needed.

SECTION 1.09 – SEVERABILITY**A. POLICY**

If any provision of this manual is held invalid or unenforceable by law or court order, the remainder shall remain in effect unless the invalid provision is integral to the overall intent of the manual.

B. PROCEDURE

Any amendment required due to a legal ruling shall be made by the Appointing Authority in accordance with the amendment procedures in Section 1.07.

SECTION 1.10 - IMPORTANT PHONE NUMBERS AND ADDRESSES

Administrative Office
4645 Montgomery Road
(513) 458 - 4500

Mayor's Office
4645 Montgomery Road
(513) 458 - 4501

Safety/Service Office
4645 Montgomery Road
(513) 458 - 4503

Police Department
4701 Montgomery Road
(513) 458 - 4520

Fire Department
4725 Montgomery Road
(513) 458 - 4550

Public Works Department
4645 Montgomery Road
(513) 458 - 4615

Recreation Department
1810 Courtland Avenue
(513) 531 - 9798

Building & Zoning Department
4645 Montgomery Road
(513) 458 - 4510

Tax Department
4645 Montgomery Road
(513) 458 - 4590

Auditor
4645 Montgomery Road
(513) 458 - 4570

Law Department
4645 Montgomery Road
(513) 458 - 4585

Treasury Department
4645 Montgomery Road
(513) 458 - 4580

Health Department
2059 Sherman Avenue
(513) 458 - 4600

Community Center
1810 Courtland Avenue
(513) 458 - 4635

Human Resources Department
4645 Montgomery Road
(513) 458-5349

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SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

SECTION 2.01

A. POLICY

1. The City of Norwood is an Equal Opportunity Employer. The City of Norwood or its agents shall not discriminate against any employee or application for employment because of race, religion, color, sex, gender, sexual orientation, national origin, disability, age, veteran status, military status, ancestry, genetic information, or any other protected criteria. Such action shall include, but not be limited to, the following: Employment, Upgrading, Demotion or Transfer; Recruitment or Recruitment Selection for Training including Apprenticeship.
2. The Human Resources Director or Mayor's designee is the Employer's EEO/ADA Coordinator. The EEO/ADA Coordinator is responsible for providing information regarding anti-discrimination employment laws to employees and others, and for reviewing and resolving complaints involving alleged discrimination not resolved by the department head.
3. The EEO/ADA Coordinator shall be responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. Department heads and supervisors shall maintain responsibility for their actions in regard to offering equal opportunity to each department employee or job applicant and for attempting to resolve discrimination complaints within their respective departments not personally involving the department head.
4. No inquiry shall be made prior to employment regarding the applicant's race, color, religion, gender, military status, national origin, ancestry, age (unless required by law for position), sexual orientation, or disability, except as necessary to gather equal employment opportunity or other statistics that, when compiled, will not identify any specific individual. Disclosure of this information by the employee is a voluntary action on the applicant's part.
5. It is the policy of the City to comply fully with all federal, state, and local nondiscrimination laws.
6. City employees shall not discriminate against any other employee or anyone requiring services from the City because of that individual's race, color, gender, age, religion, familial status, disability, military status, national origin, ancestry, sexual orientation, or marital status.
7. Posters shall be displayed in locations throughout the City offices in such a manner as to be easily readable from a wheelchair.
8. It is the policy of the City of Norwood to provide courteous and efficient service. In that regard, the City shall make every reasonable effort to accommodate persons with disabilities, as well as those persons with language and literacy barriers.

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

B. PROCEDURE

Complaints, comments, or questions regarding the City's compliance with nondiscrimination laws should be filed in accordance with the Discrimination Complaint Procedure contained in Section 2.04 of this manual.

AMERICANS WITH DISABILITIES ACT

SECTION 2.02

A. POLICY

1. It is the policy of the City of Norwood to provide qualified individuals with disabilities equal access to employment. A "qualified" individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation. This policy prohibits discrimination against individuals with disabilities in all hiring, firing, advancement, compensation, training, and the terms, conditions and privileges of employment.
2. Employment: The Employer supports the intent and purposes of the Americans with Disabilities Act (ADA) and will not discriminate against qualified individuals with disabilities because of the disability of such individual in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions and privileges of employment.
3. Accessible Features: The Employer shall maintain in operable working order all features of facilities and equipment which are for the use, benefit, aid, or service of the public, in a manner which is readily accessible to and usable by persons with disabilities.
4. Accessible Facilities: Each service, program, and activity shall be operated in a manner that, when viewed in its entirety, shall be readily accessible to and usable by individuals with disabilities.
5. Accessible Communications: The Employer will make reasonable accommodation to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others.
6. Information: The Employer shall ensure that all interested persons (including those with impaired vision or hearing) can obtain information on the existence and location of accessible services, activities, and facilities.
7. Action to achieve accessibility may not be taken when it would result in a fundamental alteration in the nature of a service, program or activity, or cause undue financial and administrative burdens.
8. EEO Coordinator - The Equal Employment Coordinator (see Section 2.01) shall be responsible for:

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

- a. Providing information about the ADA to employees and others;
- b. Receiving and resolving complaints involving non-accessibility of services, programs, or facilities and alleged discrimination against disabled individuals.

B. PROCEDURE

1. The Employer will conduct an interactive dialogue with an individual who has claimed a disability or has requested an accommodation. The interactive dialogue may also be triggered by the Employer's perception of a potential problem with an employee's performance.
2. The interactive dialogue is an informal interactive discussion between the Employer and the individual aimed at finding a means by which the disabled individual can perform the essential functions of the job. The purpose of the meeting is to identify the precise limitations resulting from the disability and to discuss the potential reasonable accommodations that could overcome those limitations.
3. Upon being notified by an individual of a disability or a need for accommodation, or upon the Employer's perception of a potential problem, the following process will be followed:
 - a. The Employer will analyze the particular job involved and determine its purpose and essential functions;
 - b. The Employer will consult with the potentially disabled individual to ascertain the precise job-related limitations imposed by the claimed disability and how those limitations could be overcome with a reasonable accommodation;
 - c. Provided the individual's condition meets the definition of a disability (see paragraph 4), the Employer will consult with the disabled individual to identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position; and
 - d. The Employer will consider the preference of the disabled individual and select and implement the accommodation that is most appropriate for both the employee and the Employer, provided the accommodation does not impose an undue hardship on the operation of the Employer's business.
4. Definitions:
 - a. Disability: The term disability means, with respect to an individual:
 - (1) a physical or mental impairment that substantially limits one or more major life activities of such individual;
 - (2) a record of such an impairment; or
 - (3) being regarded as having such an impairment.

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

- b. Essential Functions: Fundamental or core duties of the position.
- c. Major Life Activities:
 - (1) Major life activities include, but are not limited to, functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, sitting, standing, lifting, learning, eating, sleeping, bending, reading, concentrating, thinking, and communicating, and working.
 - (2) A major life activity also includes the operation of a major bodily function including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
- d. Regarded as Having Such an Impairment:
 - (1) An individual meets the requirement of “being regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action prohibited under the Americans with Disabilities Act Amendments Act because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
 - (2) Paragraph 4. a. (3) shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of six (6) months or less.

DISCRIMINATORY HARASSMENT

SECTION 2.03

A. POLICY

It is the policy of the City of Norwood to maintain an environment free from all forms of unlawful discriminatory harassment for all employees, including gender-based discrimination due to sexual harassment. Sexual harassment is an issue that can affect employees at all levels. Sexual harassment is inappropriate and interferes with the well-being and productivity of the employee and the efficiency of our organization, negatively affecting morale, motivation, and job performance. The City of Norwood, in the commitment to eliminate this inappropriate behavior, has established the following policy. For purposes of this policy conduct of a sexual nature will not be tolerated. To maintain this environment, discriminatory harassment, whether committed by supervisors, co-workers, or members of the public, of opposite or same gender is strictly prohibited.

This policy applies equally to men and women; to same and opposite sex relationships; to supervisor-subordinate relationships; and to peer relationships. It may also apply to customer/client and other relationships with non-staff members with whom we do business.

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

1. Definition: Discriminatory harassment is any type of harassing conduct that is based upon an employee's race, color, gender, military status, national origin, ancestry, age, religion, sexual orientation, or disability. Sexual harassment includes, but is not limited to the following:
 - a. Repeated unwanted and/or offensive sexual flirtations, advances, or propositions;
 - b. Repeated verbal abuse of a sexual nature;
 - c. Graphic or degrading verbal or written comments about an individual, the individual's appearance, or the individual's sexual orientation;
 - d. The display of sexually suggestive objects, pictures, or the display of same through other media in a location where others can see it;
 - e. The implication or threat that an employee's or applicant's employment, assignment, compensation, advancement, career development, or other condition of employment will depend on the employee's or applicant's submission to sexual harassment in any form; and,
 - f. Any offensive, abusive, or unwanted physical contact.
2. Responsibility:
 - a. It is the responsibility of all employees to aid the Employer in maintaining a work environment free from discrimination, including sexual harassment. Therefore, it is the responsibility of each employee, including supervision and management, to immediately report any instances of discriminatory harassment to the proper authority (see Complaint Procedure, Section 2.04). Any employee who observes any conduct that may constitute discriminatory harassment of any City employee, but fails to report same, may be subject to disciplinary action. Those employee responsibilities include:
 - (1) Adhering to this policy
 - (2) Discouraging sexual harassment
 - (3) Reporting any incident to appropriate persons
 - (4) Cooperating in any investigation which might result
 - (5) Directing any questions to their supervisor or department head
 - b. It is further the responsibility of each supervisor to ensure that all employees who report to the supervisor are aware of the policy against discriminatory harassment, that they are aware of the complaint and reporting procedures, and that they are aware of the consequences of engaging in discriminatory harassment.

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

- c. It is the responsibility of management to maintain an environment free from discriminatory harassment. Management shall ensure that its supervisors are sufficiently trained in recognizing discriminatory harassment, the complaint and reporting procedures, the proper methods of investigating complaints of discriminatory harassment, and the disciplinary procedure regarding discriminatory harassment.
- d. Management shall also ensure that all employees are aware of this maintain an environment free from discriminatory harassment. Additionally, each newly-hired employee will receive training in this policy as a part of their employee orientation. An employee who has questions or concerns regarding this should contact their Supervisor or Appointing Authority.

3. Procedure:

- a. Once a complaint of discriminatory harassment has been received, or an instance of such harassment has been reported (see Complaint Procedure, 2.04), the proper member of management will immediately investigate the matter in accordance with the investigation procedure. The complaining employee and/or the reporting employee will be informed of the results of the investigation.
- b. If, after a thorough and prompt investigation, it is determined discriminatory harassment has occurred, the employee who has been found to have committed such harassment will immediately be disciplined in accordance with the disciplinary procedure for discriminatory harassment. The complaining and/or reporting employee(s) will be informed of the results of the disciplinary procedure.
- c. If, after the investigation, it is determined that no discriminatory harassment occurred, or that there is insufficient evidence to determine whether or not such harassment has occurred, the complaining employee and/or reporting employee will be informed of same.

DISCRIMINATION COMPLAINT PROCEDURE

SECTION 2.04

A. POLICY

Any employee who believes that he/she has been the subject of discrimination, discriminatory harassment, or sexual harassment, and/or any employee who has witnessed an incident, or incidents of such discrimination or harassment, or wish to raise questions or concerns, should immediately report the matter(s) to the proper authority, as described in Section 2.04.B.1.

B. PROCEDURE

- 1. Any employee who believes that he/she has been the subject of or witness to discrimination, including sexual harassment, should immediately report the alleged act(s) to his/her immediate supervisor, department head, or the EEO/ADA Coordinator.

SECTION 2 **EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION**

If the immediate supervisor, department head, or EEO/ADA Coordinator is the subject of the complaint, the employee should report to the next higher-ranking person in the facility's table of organization.

The employee should report the complaint to the Appointing Authority if all lower positions in the chain of command are implicated in the complaint. Should the Appointing Authority be the subject of the complaint, the employee should report the matter to the City Law Director.

2. The employee alleging discrimination or discriminatory harassment shall complete the EEO/Anti-Discrimination Complaint Form provided for that purpose. The employee should provide:
 - a. The employee's name;
 - b. The name of the subject of the complaint;
 - c. The act(s) complained of;
 - d. The date(s) of the act(s);
 - e. Any witnesses to the alleged acts; and
 - f. The remedy the employee is seeking.

This form should be completed by the employee as soon as possible following the alleged act giving rise to the discrimination or harassment complaint.

3. If the employee alleging the discrimination or discriminatory harassment is unwilling to complete the complaint form, the matter should be addressed under the "duty to report" section and the form completed by the person to whom the verbal complaint was made. This form should be completed as soon as possible and no later than two (2) days after the date the alleged act of discrimination or harassment was reported.
4. After the EEO/Anti-Discrimination Complaint Form has been completed, the complaint will promptly be investigated by the Appointing Authority or designee.
5. If the investigation reveals that the complaint is valid, prompt action will be taken to end the discrimination or harassment immediately.
6. The investigation will begin with private interviews of the employee allegedly committing the harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality cannot be guaranteed. Determinations shall be made on a case-by-case basis.
7. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken. Complainants will be protected from retaliation.

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

8. The City encourages employees to come forward to discuss situations which might make them uncomfortable and discuss their options.

DISCRIMINATION DISCIPLINARY PROCEDURE

SECTION 2.05

A. POLICY

1. All allegations of discrimination and/or discriminatory harassment shall be promptly investigated.
2. Although legitimate complaints made in good faith are strongly encouraged, false complaints or complaints made in bad faith will not be tolerated. Any employee that makes a false statement and/or false accusations during the investigation will be subject to appropriate discipline in accordance with the Employer's policy. Failure to prove sexual harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered a violation of this policy and an employee who makes a false complaint may be subject to discipline.
3. Disciplinary action will result and be reflective of the seriousness of the violation. If the investigation establishes that the accused employee engaged in sexual harassment, discipline will be administered which may include removal. Offenders will be disciplined without regard to their position or job performance. Any individual exhibiting discriminatory or harassing behavior towards an employee who had knowledge of sexually harassing conduct that allows the conduct to go unaddressed will be subject to discipline.

B. PROCEDURE

When it is determined that there is cause for believing that an act of discrimination or discriminatory harassment has occurred, the following steps will be followed:

1. All complaints alleging illegal discrimination or discriminatory harassment shall be filed on the EEO/Anti-Discrimination Complaint Form. This form shall be filed as soon as possible after the date the alleged discrimination occurred.
2. The department head, Appointing Authority, City Law Director, or other designated individual shall investigate all complaints and respond to the complainant as soon as possible following completion of the investigation. If the complainant is not satisfied with the initial response, he/she may file the complaint with the EEO/ADA Coordinator or the Appointing Authority.
3. The charged party may immediately be suspended with pay or temporarily transferred pending the final resolution of the complaint.
4. If the charged party requests it, a meeting will be held during which the charge will be explained to the charged party, and the charged party will be given the opportunity to respond to the charge. The Employer may require that the response be in writing and submitted to the person conducting the investigation.

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

5. Following the meeting and/or completion of the investigation, a final determination will be made. If it is determined that a prima facie case of discrimination or discriminatory harassment has been established, the charged employee will be notified and disciplinary action will be implemented.
6. Any employee that makes a false statement and/or false accusations during the investigation will be subject to appropriate discipline in accordance with the Employer's policy.
7. Nonemployees found to have committed an act of illegal discrimination against an employee will be dealt with appropriately as allowed by law.
8. When reviewing complaints alleging a violation of the ADA, the department head, Appointing Authority, City Law Director, or other designated investigator will determine whether the complainant is a "qualified person with a disability," whether the Employer may have discriminated against the complainant, and, if so, whether the Employer can "reasonably accommodate" the complainant or otherwise resolve his/her complaint.

REQUIREMENTS FOR EMPLOYMENT**SECTION 3.01****A. POLICY**

1. The appointing authorities for the City of Norwood have the ability to hire employees based on their experience for the job in which they are applying and can determine which step in that grade the prospective employee will be placed.
2. The Employer appoints, employs, fixes compensation for, disciplines, and establishes policies and procedures and other conditions of employment for its employees. Employment with the City is employment in a public agency, subject to federal, state and local laws and the requirement that employees recognize and agree to abide by all applicable laws and all applicable policies and procedures as a condition of employment.
3. Licensing/Certification: Any employee required to have a license or certification in order to perform the duties of his/her position, shall obtain said license or certification prior to employment with the City or within a reasonable period thereafter as determined by the Appointing Authority. The employee shall be required to maintain any required license or certification as a condition for continued employment by the City. Incumbents who lose the license required for their classification will be deemed to be incompetent to perform the duties of their classification and shall be terminated following the procedures set forth in this manual or applicable collective bargaining agreement.
4. Training Academy/Program for Fire or Police Certification: As a condition of employment, firefighters shall complete and pass state required firefighting schools, and be certified by the State of Ohio as firefighters and/or Emergency Medical Technicians and police officers shall be certified by the Peace Officer Training Council upon successful completion of required academy, coursework and training, or equivalent.

Upon appointment, each new fire and police employee who does not have the necessary certification will be enrolled in an applicable training academy/program. The City will pay all expenses for the training academy/program.

5. Operator's/CDL Licenses: Certain classifications require that the occupants of that classification have and maintain a motor vehicle operator's or commercial driver's license, whichever is applicable to that position. Applicants without the required license may be considered less qualified for a vacancy requiring such license than an applicant who already possesses a license. However, the Employer may allow an applicant to obtain the required license, per a pre-employment agreement that indicates a period of time in which the required license must be obtained. Employees who fail to obtain a required license or who have their license suspended, revoked or fail to renew their CDL license, will be deemed incompetent to perform the duties of their classification and will be terminated from employment.

6. Bonding: State law or the Employer may require that certain employees be bonded. The Employer will pay the cost for bonding. Should an employee fail to remain bonded, the employee will be considered incompetent and may be terminated from employment with the City.
7. Insurability: An employee must be insurable under all applicable City insurance plans designed to protect the City from liability and remain eligible for such coverage during the term of his/her employment. The City may conduct a review of the employee's driving record to ensure the employee possesses a valid license, remains insurable, and remains eligible to operate City vehicles and equipment.

CLASSIFIED AND UNCLASSIFIED EMPLOYMENT**SECTION 3.02****A. POLICY**

1. Employment with the Employer is governed by the State of Ohio Civil Service laws. All positions in the civil service fall into one of two general categories: "Classified" or "Unclassified."
2. All employees of the City are presumed to be classified civil servants unless the position an employee occupies has been exempted from the classified service by a lawful request of the Employer, or by operation of law or by resolution/ordinance. All positions in the service of the City shall be filled pursuant to open competitive examinations, except for those exempted positions. Most classified employees may only be disciplined for cause and by following the procedures set forth in O.R.C. Chapter 124. Exceptions include probationary employees, who may be removed or reduced for unsatisfactory service during the probationary period without a showing of cause (see Probationary Periods Policy) and certain employees covered by a collective bargaining agreement who have waived their rights under Chapter 124. Classified status does restrict an employee's ability to participate in partisan politics (see Political Activity Policy).
3. Some City employees serve in the unclassified civil service, or occupy positions which have been exempted from the classified service. The following positions are exempt from open competitive examinations:
 - a. Members of Council;
 - b. Clerk of Council;
 - c. President of Council;
 - d. Mayor;
 - e. Elected Officials (Treasurer, Auditor, Law Director);
 - f. Safety Services Director

- g. Assistants to the appointing authorities – such as assistant law director, secretary to the law director, deputy treasurer, earnings tax commissioner, deputy auditor, assistant deputy auditor, building commissioner, human resources director, community development director, recreation director mayor’s executive assistant, secretary to safety and service directors, clerk of courts, superintendent of public works, secretary to clerk of council and any other positions created by Ordinance.
- h. Members of Boards and Commissions;
- i. Seasonal employees; part-time recreation employees
- j. Such other positions in the City that are determined by the Civil Service Commission to be exempt under the provisions of R.C. 124.11(A) including those positions which have fiduciary and administrative duties as described by that section;
- k. Pursuant to R.C. 124.11(A)(8), also deputy clerk of courts, one clerk in the Auditor’s office, and one clerk in the Treasurer’s office;

Such employees serve at the pleasure of the Employer (or the electorate). Unclassified employees are not prohibited by law from engaging in partisan political activity on their own time and away from areas in public buildings where official business is transacted or conducted (see Political Activity Policy).

- 4. Employees appointed to positions on a temporary or intermittent basis are unclassified and serve at the pleasure of the Appointing Authority and, therefore, have no right to appeal any suspension or removal to the Civil Service Commission.

B. PROCEDURE

- 1. Appointment: Employees in the classified service may be appointed to their positions (hired or promoted) by “certified” appointment or “non-competitive” appointment.
 - a. Certified Appointment: A certified appointment occurs when an appointment is made from a list of certified eligible applicants who have passed a civil service examination. Employees hired by certified appointment are not subject to displacement, except in cases of layoff or job abolishment.
 - b. Non-competitive Appointment: A non-competitive appointment is made when a qualified person has been hired in the absence of a list of certified applicants, or when a list is provided by the Civil Service Commission that contains less than ten (10) names and a selection is not made from that list. Non-competitive appointees may obtain permanent status in one (1) of the following ways:

- (1) demonstrate merit and fitness for the position by successfully completing the probationary period (Section 3.12) for the position, or
 - (2) remain in the position for a period of six (6) months of continuous service, whichever period is longer.
2. Unclassified Service: “Unclassified” employees serve at the pleasure of the Appointing Authority. They need not take a civil service examination for initial appointment to, or retention of, their position. All of the terms and conditions of employment contained herein apply to unclassified employees unless specifically stated otherwise.

The Employer must notify newly appointed unclassified employees of the nature of unclassified employment. The Employer must provide a position description to newly hired, unclassified employees.

EMPLOYEE STATUS	SECTION 3.03
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A. POLICY

1. In addition to being categorized as classified or unclassified, all employees shall be categorized in one (1) of the following employee status types:
 - a. Hours Assigned:
 - (1) Full-time: An employee who works at least 40 hours per week on a regularly scheduled basis or the standard full-time workweek as designated by the Employer.
 - (2) Part-time: An employee who works less than 40 hours per week but at least 20 hours per week on a regularly scheduled basis, or less than the standard full-time workweek designated by the Employer, but on a regularly scheduled basis.
 - (3) Intermittent: An employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable. An intermittent employee generally works less than 1,000 hours in any 12 month period. Intermittent employees serve in the unclassified service at the pleasure of the Appointing Authority by operation of law.
 - b. Duration of Appointment:
 - (1) Temporary: An employee appointed to a non-permanent position, on a full-time, part-time or intermittent basis, for a specified period of time, not to exceed six (6) months. Successive temporary appointments to the same position may be made with the approval of the Appointing Authority. Temporary employees serve in the

unclassified service at the pleasure of the Appointing Authority by operation of law.

- (2) Seasonal: An employee who works on the academic program year or who works on a recurring but temporary basis annually (e.g., life guards, summer, mowing season, tax collection period, etc.). A seasonal employee may be appointed on a full-time, part-time or intermittent basis.
 - (3) Student: An employee who is a student at an educational institution and employed by the Employer in cooperation with such educational institution to provide training to the student employee. (Student appointments are in the unclassified service by operation of law).
2. Contract service providers and/or vendors are not considered to be employees and are not eligible for benefits provided by the City.
3. The categories outlined above apply for civil service purposes, such as order of retention in the event of layoff. However, these categories may not apply to certain benefit programs, such as eligibility for health care coverage, especially where eligibility and categories of employee status are established by those benefit programs.
4. If an employee works the number of hours per week on a regular basis for six (6) consecutive months which might justify a change in employment status, the employee may request to have their employment status changed.

B. PROCEDURE

1. Employees shall be informed upon appointment of their employment status. Temporary, seasonal, intermittent, and student appointments should be communicated in writing to employees, and that a condition of their appointment is one of a temporary or seasonal nature. Such notification shall also include the approximate dates of employment and cessation of employment.
2. Employees may submit a request to their department head for a change in employment status if they believe they are working more time on a regular basis than their employment status indicates.

CLASSIFICATION PLAN

SECTION 3.04

A. POLICY

1. The City of Norwood Civil Service Commission shall maintain and administer a plan of classification specifications (or class specs), known as a "Classification Plan" (or "Class Plan"). A classification includes one (1) or more positions that are so similar they can be described by a common job classification title. Each position within a job classification may have its own "working" title and its own description. Classifications are used to determine order of layoff and certified status. The

Commission will create or amend the class plan and class specs based upon an analysis of the duties, responsibilities, essential functions and qualifications of the positions affected.

B. PROCEDURE

1. As positions are changed or added, the class plan must be revised. Factors which may necessitate a revision to the plan are:
 - a. The addition of a new duty or responsibility to a position.
 - b. The abolishment of a current duty or responsibility from a position.
 - c. The reassignment of current duties or responsibilities between or among positions.
 - d. A new or revised licensure or certification requirement as dictated by law for a position.
2. When any of these factors occurs, the HR Department shall submit the change or addition to the Commission, who shall review the change or addition and make any appropriate changes or additions to the class spec or class plan.
3. The Employer shall also make all changes to applicable payroll, personnel, and operational records necessitated by changes or additions to the class plan.

ORIGINAL APPOINTMENT/PROMOTION— CLASSIFIED SERVICE SECTION 3.05**A. POLICY AND PROCEDURE**

Original appointments and promotions to a position in the classified service shall be made following the Rules and Regulations of the Norwood Civil Service Commission.

PROMOTION PAY INCREASE SECTION 3.06**A. PROMOTION PAY RATE POLICY**

1. When an employee is promoted to a higher classification within the City, the employee's new rate of pay will be determined based on a combination of objective criteria and administrative discretion. The employee will be placed at either:
 - a) the lowest hourly rate within the new classification's approved pay range or
 - b) a higher rate within that range based on qualifying factors, subject to approval by the Appointing Authority.

The following factors will be considered in determining the appropriate rate of pay upon promotion:

- Years of Service
 - Length of continuous employment with the City, especially in a related field or department.
- Education and Credentials
 - Relevant degrees, diplomas, or academic achievements.
 - Professional certifications or licenses that exceed the minimum requirements for the new role.
- Prior and Current Compensation
 - Current base hourly rate and also total earnings over the previous 12 months,
- Internal Pay Equity
 - Comparison with similarly situated employees within the same classification to ensure fairness and avoid compression.
- Available Budget and Funding Source
 - Budgetary capacity of the hiring department and compliance with any applicable restrictions (e.g., grants, bargaining agreements).

The final rate of pay within the new classification's range will be determined at the discretion of the Appointing Authority, in consultation with the Human Resources Department, and must be supported by documentation of the factors considered.

VACANCIES IN THE CLASSIFIED SERVICE**SECTION 3.07****A. POLICY**

1. When a list of certified applicants is not available from the Civil Service Commission or the list supplied contains less than ten (10) names, appointment from a certified list is not mandatory and vacancies in classified positions shall be filled at the discretion of the Appointing Authority as provided herein.
2. The Employer shall announce all vacancies in the classified service by appropriate means and maintain a list of announced vacancies for public inspection.
3. Each announcement, insofar as practical, shall specify the job title, compensation range, nature of the job, the required qualifications and the deadline, method and place of application. The announcement shall also include the essential functions of the job or contain a reference to a contact person or posting location that will advise applicants of the essential functions of the position.
4. The Employer shall post on employee bulletin boards internal vacancies in the classified service which occur or are imminent. The Employer will attempt to fill vacancies from among interested, current employees of the Employer who meet the necessary qualifications and are able to perform the essential functions of the position provided such internal promotion is in the best interest of the City.
5. An Employment Application must be properly completed and submitted before an applicant will be considered for employment. Current employees wishing to be

considered for the position must apply based on rules of collective bargaining agreement or through internal application as directed by HR department

6. The Employer will make reasonable accommodations to assist qualified persons with disabilities to apply for vacancies.
7. Nothing in this section shall be construed to prevent the Employer from advertising for external applicants concurrently with the internal advertising of vacancies.
8. Normally, employment applications will be accepted only when a vacancy exists or is imminent and has been announced

EVALUATION OF APPLICANTS FOR CLASSIFIED POSITIONS**SECTION 3.08****A. POLICY**

1. When a valid list (containing at least ten (10) names) of certified applicants is not available from the Civil Service Commission, applicants will be evaluated and selected in accordance with the policy and procedures herein.
2. Appointments by the Appointing Authority to vacant positions in the classified service either by internal promotion or external selection will be based solely on the applicant meeting the job-related qualifications and possessing the knowledge, skills, and ability to perform the essential functions of the position as ascertained through job-related selection methods.

B. PROCEDURE

1. The Appointing Authority or designee will first review all applications to determine those applicants who possess the minimum, job-related qualifications as stated on the position description
2. Once the applicants who meet the minimum job-related qualifications have been determined, consideration of the following for each applicant will be reviewed:
 - a. knowledge, skill, and ability to perform the essential functions of the position;
 - b. work experience in positions comparable to the vacant position;
 - c. work history (i.e., length of past employment, reasons for leaving, etc.);
 - d. work record if applicable (i.e., attendance, performance, disciplinary actions, etc.).
3. Applicants may be required to submit to any or all of the following: reference checks, background checks, drug tests, job-related performance tests, interviews, criminal history checks, and other job-related selection procedures.

4. Otherwise, qualified applicants may be eliminated from consideration for a position if the applicant:
 - a. makes a false statement of material fact in the application/other hiring documents or examination;
 - b. has committed or attempted to commit a fraudulent act at any stage of the selection process;
 - c. is an alien not legally permitted to work;
 - d. has previously been terminated for just cause, except in unusual circumstances to be determined by the Employer;
 - e. has been convicted of a felony or a crime involving moral turpitude;
 - f. is addicted to drugs or alcohol;
 - g. has a pattern of poor work habits and performance with the current or previous Employer.

If an applicant is hired and it is subsequently discovered that one of the above disqualifying criteria apply, the employee may be removed from employment. The above list is not exclusive.

5. If the department head performs the initial interviews, the department head shall determine the most qualified applicant for the position and submit a recommendation to the Appointing Authority, who shall approve or disapprove the department head's recommendation. The Appointing Authority or a designee may decide to be involved in the initial interviews or may elect to interview only a selected number of candidates following the department head's preliminary screening of qualified candidates.
6. Once the preferred candidate is selected, the Appointing Authority or department head may inquire whether the candidate requires an accommodation to perform the job. The Employer will not classify a candidate who requires a reasonable accommodation as unqualified solely because that candidate requires such accommodation. However, if the accommodation is unreasonable, or would cause undue hardship to the Employer, the candidate may be considered unqualified.
7. The applicant shall not be required to submit to a medical examination, until the Employer has made a conditional offer of employment to the applicant (see Medical Examination policy).
8. The Employer is responsible for maintaining a record keeping system reflecting the disposition of all job applicants. Such records shall be kept on file for at least two (3) years and shall include a completed job application, medical examination data, test results, and/or other job-related information.

PERFORMANCE EVALUATIONS**SECTION 3.09****A. POLICY**

The City performs evaluations as applicable each year near the anniversary date of the employee's date of hire and annually thereafter. No employee, part-time and full-time, receiving a less than satisfactory performance rating shall be eligible to receive a wage increase until receiving one (1) satisfactory performance rating in either an annual or special evaluation. Maximums for Merit may be set by City Administration based on budget, merit policy or other factors.

MEDICAL EXAMINATION**SECTION 3.10****A. POLICY**

1. A medical examination by a licensed practitioner may be required by the Employer prior to appointment to evaluate selected job applicants' physiological and/or psychological condition as it relates to the applicants' ability to perform the essential duties of the positions for which they are applying. Examinations may include any job-related examination determined to be a pre-employment requirement.
2. For purposes of this policy, a "licensed practitioner" is a physician, psychiatrist, psychologist, or other appropriately licensed mental health professional such as a licensed professional clinical counselor or licensed independent social worker who is licensed to perform the appropriate examination.
3. All employees are required to maintain their physical fitness at a level which will permit them to efficiently perform the essential duties of their position and avoid endangering themselves or those they serve.
4. All applicants for original appointment in the police and fire departments, within 120 days prior to appointment, must pass a physical examination, given by a licensed physician, certifying that the applicant is free of cardiovascular and pulmonary diseases, and show that he or she meets the physical requirements necessary to perform the duties of a police officer or fireman, as established by the Civil Service Commission.

The Appointing Authority or designee shall, prior to making any such appointment, file with the Ohio Police and Fire Pension Fund, a copy of the report or findings of the licensed physician (see O.R.C. 124.41 and 124.42).

B. PROCEDURE

1. When a medical examination is required, such requirement shall be included in the vacancy announcement.
2. No medical examination will be conducted until after the Employer has made the applicant a conditional offer of employment.

3. The Appointing Authority shall select the licensed practitioner to administer the examination and shall pay the cost. Applicants may obtain, with approval of the Appointing Authority, a waiver of the medical examination requirement for the following reasons:
 - a. verified religious opinion or affiliation, or
 - b. reinstatement within one (1) year of separation.

Any applicant requesting to waive the examination requirement for one of the above reasons shall submit a written affidavit describing the applicant's state of health at the time of employment.

4. After hire, employees may be legally required to submit to medical examinations for certain purposes during their period of employment with the City. Such an examination is intended to ensure that the incumbents continue to be physically and mentally able to perform the duties of their position. Examples include examination to certify eligibility for Family and Medical Leave or other leaves of absence, examination to assess eligibility for Workers' Compensation, Fitness for Duty examination, examination required by Occupational Safety and Health programs, etc. A medical examination may also be required to determine an employee's ability to return to work following a medically related leave of absence.

IMMIGRATION REFORM AND CONTROL ACT**SECTION 3.11**

A. In accordance with the Immigration Reform and Control Act of 1986 and as a condition of employment, the Employer shall verify both the identity and the employment eligibility of all employees.

1. All employees shall be required to complete the Employee Information and Attestation information requested on Form I-9 no later than the first day of employment but not before accepting a job offer.
2. Within three (3) business days of the date employment begins, each newly hired employee shall furnish an original of one (1) of the documents listed on List A of Form I-9 to substantiate both the employee's identity and employment authorization or an original of one (1) of the documents on List B of Form I-9 to establish identity and an original of one (1) of the documents on List C of Form I-9 to establish employment authorization.
3. If the newly hired employee cannot produce the documents, the employee must produce a receipt for an application for replacement documents within three (3) days of the first day of employment. The employee must then present the replacement document within 90 days of the first day of employment.
4. Within three (3) business days after the date employment begins, the Employer must physically examine the documentation presented by the new employee and

complete the remaining portions of Form I-9. The Human Resources or designee shall ensure that each newly hired employee has properly completed the I-9 form and provided proof of identification and employment eligibility as required by this policy.

5. The Employer shall retain Form I-9 and photocopies of the supporting documentation for three (3) years after the effective date of hire or for one (1) year from the date of the employee's separation from service, whichever is later.
6. Form I-9 and copies of supporting documentation shall not be used for any purpose or provided to any department or person other than for the purpose of complying with the requirements of the Immigration Reform and Control Act.
7. If an employee's authorization to work expires, the Employer must immediately re-verify that the employee is still authorized to work, based on the employee's documentation of continuing eligibility or new authority to work. The Employer must review the document, and verify on the I-9 Form, noting the document's ID number and expiration date.
8. If an employee is rehired within three (3) years from the date their Form I-9 was previously completed, the Employer may either rely on the employee's previously executed Form I-9 or complete a new one. If the Employer chooses to rely on a previously completed Form I-9, follow these guidelines:
 - a. If the employee remains employment authorized as indicated on the previous Form I-9, the employee does not need to provide any additional documentation. In the Reverification and Rehires Section of Form I-9, provide the employee's rehire date, any name changes, and sign and date the form.
 - b. If the previous Form I-9 indicates that the employee's employment authorization has expired, employment authorization must be re-verified in Reverification and Rehires Section of Form I-9 in addition to providing the rehire date. If the previously executed Form I-9 is not the current version of the form, the Reverification and Rehires Section of Form I-9 must be completed on the current version of the form.
 - c. If the Reverification and Rehires Section of the employee's previously completed Form I-9 was already used, but the employee is being rehired within three (3) years of the original execution of Form I-9, complete the Reverification and Rehires Section on a new Form I-9 and attach it to the previously completed form.

- B. The Employer will terminate the employment of an employee who is unable or refuses to complete a Form I-9 and provide the mandated documentation establishing employment eligibility within the established timeframes.
- C. The Employer will terminate the employment of an employee who becomes an unauthorized alien ineligible to work in the United States.
- D. Anti-discrimination Policy: It is the intention of the Employer not to discriminate in hiring on the basis of national origin and citizenship status except as specifically provided by law. The Employer will not discriminate against any citizen or person intending to become a citizen in so far as that person has completed a declaration stating that such person intends to declare U.S. citizenship within six (6) months of eligibility for naturalization.

PROBATIONARY PERIODS**SECTION 3.12****A. POLICY**

1. Each employee newly hired or promoted into a classified position shall serve a probationary period. The purpose of the probationary period is to determine the employee's suitability for the appointed position. If a probationary employee's performance does not merit continued employment, the employee may be removed at any time during the probationary period.
2. The department head and/or Appointing Authority shall use the probationary period to closely observe and evaluate the employee's performance and aptitude for the job. Likewise, the employee is encouraged to bring questions or concerns to the department head or supervisor, to enhance the employee's performance. The department head has a responsibility to recommend to the Appointing Authority the retention of those employees who meet acceptable work standards during the probationary period and to recommend removal of those employees who fail to meet such work requirements.
3. Promoted Classified Employees: Promoted classified employees shall also serve a probationary period. If a promoted employee's performance does not merit continued employment, they may be returned to their former position, or a similar position, any time during their probationary period. If the same or similar position is not vacant, the employee shall be treated as if the position to which the employee is being demoted had been abolished. In such case, the employee will be offered the appropriate displacement rights. No new probationary period is required following such a demotion. Such reduction is not disciplinary action and shall not preclude advancement to other vacant positions.
4. Probationary Period: The probationary period for non-safety forces employees is one hundred eighty (180) days. Only time during which an employee is in active pay status and performing the duties of the classification into which the employee was originally appointed shall be counted as part of the probationary period. The probationary period for police officers and firefighters is one (1) year.

5. Employees appointed to unclassified positions do not serve a formal probationary period, since they continuously serve at the pleasure of the Employer for the duration of their employment.

B. PROCEDURE

1. Dismissal or reduction of a classified employee may be made anytime during the probationary period, at the discretion of the Employer.
2. If a newly hired classified employee's performance during probation is found to be unsatisfactory, the employee shall be removed.
3. Removal of a newly hired or return of a promoted classified employee during the employee's probationary period is accomplished as follows:

The department head or supervisor shall notify the employee in writing of the respects in which their performance was unsatisfactory. A predisciplinary conference as described in this manual is not required, although a meeting should be held to give the employee an opportunity to respond. A copy of the written notice of removal or reduction shall be filed with the Civil Service Commission.

4. Any classified employee failing a promotional probationary period may appeal through the grievance procedure outlined in this manual within five (5) days following notice of failure of probation.
5. Time on unpaid leaves of absence shall not be counted toward the completion of the probationary period.
6. The Appointing Authority does not intend to waive any right to remove an unclassified employee, at the Appointing Authority's pleasure, by adopting this policy.

DEMOTION**SECTION 3.13****A. POLICY**

A demotion is the transfer of an employee to a position which has a lower level of responsibility, classification, and compensation. Demotions generally result from an employee's failure to perform the duties of their position at an acceptable level or as a result of discipline. Demotions may also be voluntarily requested by an employee or result from an accommodation of a qualified employee with a disability who is no longer able to perform the essential functions of the employee's position with or without a reasonable accommodation, but can perform the essential functions of a lower classification with or without a reasonable accommodation. Demoted employees shall always be assigned to the appropriate pay range assigned to their new classification. The exact pay rate shall be determined by the Appointing Authority or designee, but such rate shall never exceed the amount the employee was receiving in the classification from which they were demoted.

B. PROCEDURE

Employees who desire to be considered for a posted vacancy in a lower classification shall follow the established application process submit it to the Appointing Authority or designee within the posting period.

LAYOFF**SECTION 3.14****A. POLICY**

1. General Policy: Layoffs or job abolishment of classified employees shall comply with O.R.C. Sections 124.321 - 124.328 and 124.37. If it becomes necessary to reduce staffing levels of classified employees, the Appointing Authority shall lay off employees in compliance with O.R.C. Section 124.321 – 123.328 and 124.37. The O.R.C. explains the rules for layoffs; however, the City's Civil Service Commission Rules and Regulations may provide additional detailed information regarding the process. Layoffs shall only occur when one of the following reasons can be demonstrated:
 - a. lack of work;
 - b. lack of funds;
 - c. reasons of economy.
2. Definitions: The following definitions shall be applied to the procedures set forth in this policy:
 - a. Lack of Funds: means that there is a current or projected deficiency in funding to maintain current, or to sustain projected, levels of staffing and operations.
 - b. Lack of Work: means that there is a current or projected temporary decrease in the workload, expected to last less than one (1) year which requires a reduction of current or projected staffing levels.
 - c. Job Abolishment: means the deletion of a position or positions from the organization or structure of an Appointing Authority for reasons of reorganization for efficiency, reasons of economy, and/or lack of work.
 - d. Layoff: means a suspension of employment, expected to last less than twelve months, due to either a lack of work or a lack of funds or reasons of economy.

RESIGNATION / REFERENCES**SECTION 3.15****A. POLICY**

1. Employees may voluntarily resign by submitting a written letter of resignation to their immediate supervisor. The resignation notice should be forwarded to the HR Director for processing exit. Department heads shall give such notice at least four (4) weeks in advance and all other employees at least two (2) weeks in advance of the effective date of separation. Failure to give proper, timely notification shall render the employee ineligible for future re-employment with the City of Norwood.
2. Only the Appointing Authority or designee may respond to requests for employment references regarding former or current employees. In addition, it is the City's policy to provide only the following information:
 - a. employment dates;
 - b. employee's classification;
 - c. beginning and ending pay rates;
3. Upon termination of City employment, the employee is responsible to return all City property to their supervisor.

B. PROCEDURE

1. Letters of resignation shall be submitted to the immediate supervisor and contain the following information:
 - a. a statement indicating the employee's intention to resign;
 - b. the date of the letter;
 - c. the effective date of resignation;
 - d. the reason for resignation (optional);
 - e. the employee's signature.
2. The supervisor shall forward the letter of resignation to the department head immediately upon receipt, who shall, in turn, notify the Appointing Authority and HR office.
3. The Human Resources Director shall offer the resigning employee exit interview with the options of written or verbal exit interview. The exit interview is for the purpose of:
 - a. Discovering any unknown grievances or problems relating to the resigning employee's employment;

- b. Determine all compensation and benefits owed;
 - c. Determine the resigning employee's availability for future employment (if applicable); and
 - d. Review benefits, questions and other related information.
4. Upon termination of employment, employees receive compensation at the current rate of pay for all accrued vacation leave and unused compensatory time or based on union contracts.

NEW HIRE REPORTING**SECTION 3.16****A. POLICY**

1. Generally: In accordance with O.R.C. 3121.89-3121.8911, the Employer shall report certain information about employees who are newly hired, rehired, or who return to work after a separation of employment. This information will be used by the Ohio Department of Jobs and Family Services (ODJFS) to help locate parents who owe child support, to make adjustments in public assistance benefits, and to identify persons who are fraudulently receiving benefits. In addition, new hire reporting information is available to other state agencies to help detect and prevent erroneous unemployment or workers' compensation payments.
2. Employee Definition: The statute defines employee as any individual who is employed to provide services to an Employer for compensation and includes an individual who provides services to an Employer under a contract as an independent contractor and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company.
3. Deadline: Information regarding newly hired, rehired, or returning employees shall be submitted within 20 days of the hire or rehire date.

B. PROCEDURE

1. There are a variety of ways to report new hires, including online reporting, electronic reporting, and by mail or fax. These options for reporting are discussed in detail on the Ohio New Hire Reporting Center's website.
2. If the Employer prefers to submit the Ohio New Hire Reporting Form by mail or fax the Employer shall complete and forward the form to the address or fax number contained in the top left-hand corner of the form. A copy of this form is included in this manual or can be obtained from the above listed website.
3. For questions or technical assistance regarding the new hire reporting process Employers can contact the Ohio New Hire Reporting Center.

NEPOTISM**SECTION 3.17**

In order to prevent the appearance of impropriety and any conflicts of interest from developing, the City of Norwood will employ, or consider for employment, related individuals subject to the following limitations:

1. Related individuals are not permitted to have supervisory and/or disciplinary authority over one another.
2. Related individuals shall not audit or review the work of one another as part of their job duties.

An employee is not permitted to work in a position where his supervisor, or any person above him in the established chain of command, is a relative. Should a promotion, transfer, or marriage create such a relationship, one of the affected employees will be transferred, if possible, be asked to resign, or separated from employment. Every effort will be made to seek an accommodation through transfer prior to requesting an employee's resignation or separating an employee from employment.

No person in the employ of the City, prior to the adoption of this policy, will be retroactively affected. If, however, two (2) employees of the City marry subsequent to the adoption of this policy, all of its requirements shall be applicable to them.

For the purposes of this policy, the terms "related individuals" and "relatives" include: spouse, child/step-child, son-in-law, daughter-in-law, parent, sibling/step-sibling, uncle, aunt, nephew, niece, grandparent, grandchild, or any other person related by blood or marriage and residing in the employee's household.

Further, this policy's application is intended for the administrative operations of the City. Persons are not barred or precluded from employment with the City based on a relationship with a member of the City's legislative body.

COMPENSATION**SECTION 4.01****A. POLICY**

1. Generally: The compensation practices of the Employer shall comply with sound personnel management principles and practices and be in accordance with applicable laws and regulations.
2. Bargaining Unit Employees: Bargaining unit employees shall be compensated according to the provisions in the applicable collective bargaining agreement.
3. Non-bargaining Unit Employees: Non-bargaining unit employees shall be compensated according to the set salary ranges established by City Council ordinance and provided for within the approved annual budget. The Appointing Authority has the right and ability to give raises, up to a maximum of a 10% increase in a 12-month time period, within the Council-approved salary ranges if the new salary is accounted for within the current annual budget.

B. PROCEDURE

.All changes in pay will be submitted according to appropriate procedures established by HR and Auditors office.

PAY PERIODS / PAYCHECKS**SECTION 4.02****A. POLICY**

1. The City payroll is based on a two (2) week work period which begins on a Sunday and ends on a Saturday. There are normally twenty-six (26) pay periods per year, each consisting of two (2) weeks. The biweekly pay period begins at 12:01 a.m. Sunday and ends at 12:00 p.m. the second succeeding Saturday.
2. Payday shall be the first (1st) Friday following the end of each two (2) week pay period. If a payday occurs on a holiday, pay will be issued on the preceding day, except under extenuating circumstances, in which case pay will be issued on the next following workday.
3. Employees are expected to participate in direct deposit to a financial institution.
4. For those employees who still receive a paycheck or paystub, paychecks are distributed by the Auditor's office through HRIS system every payday. Only an employee may obtain the employee's paycheck or information related to the paycheck.

WORK SCHEDULING**SECTION 4.03****A. POLICY**

1. The Appointing Authority shall establish the standard workday, workweek, and starting and quitting times for each department under the Appointing Authority's authority in consideration of current and anticipated workload, public service needs and other factors. No established schedule shall be construed as a guarantee of work hours or as a restriction on the Appointing Authority's right to restructure the workday or workweek.
2. The regular work week for all full-time employees shall be forty (40) hours. Part-time employees shall work as determined by the department head.
3. The Employer may utilize "time off" or flexible hours in order to avoid employees working in excess of the standard workday or workweek or when dictated by the department's work load.
4. Employees may request variations to their regular schedule through their department head, who will evaluate the feasibility of the request based on departmental needs. Any permanent schedule change must receive final approval from the Appointing authority.⁵ This section is subject to the terms of any applicable collective bargaining agreement. Subject to the discretion of the department head and the provisions of applicable collective bargaining agreements, employees may be authorized to take break periods each full working day. Such breaks shall never interfere with the proper performance of the employee's work responsibilities.

TIME RECORDS**SECTION 4.04****A. POLICY**

All employees are required to record all hours worked for the Employer, including all times the employee starts work and stops work each workday. Each employee is responsible to complete his/her own time sheet and approve where indicated. The employee's supervisor must also approve and sign where indicated. Once submitted, the employee's immediate supervisor must review and approve the time entry in the HRIS system.

Time cards must be submitted to by Monday at 10:00 a.m. following the end of the work period. Each department head may establish his/her due date for completed time cards so that each department head can review and submit timely .

If an employee has used sick leave, used vacation, used a personal day, used compensatory time, earned overtime, earned compensatory time, or any other special uses or earnings or time, the proper documentation needs to also be submitted. Failure to adhere to the reporting procedures adopted by the department head may result in delay of payment for the hours of work in question and disciplinary action.

B. PROCEDURE

1. Nonexempt employees are responsible to sign/ clock in each time they start work and sign out each time they stop work. Employees shall also sign out and in for their lunch break unless approved otherwise.
2. Employees shall only sign/ approve their own time card. An employee who completes another employee's time sheet shall be subject to discipline.
3. Misrepresentation of time worked, the altering of any time record or allowing a time record to be altered by others shall result in discipline.
4. Non- exempt employees must document all time spent working.

C. EXEMPT EMPLOYEES

1. Salaried employees determined to be exempt from the overtime requirements of the FLSA shall not be eligible for overtime pay as defined in the FLSA. Such employees shall not receive a reduction in pay for absences of less than one (1) day. Such employees are, however, required to follow the procedures for requesting paid leave hereunder, and all pre-scheduled vacation and sick leave of one (1) day or more shall be deducted from the employee's accumulated sick leave or vacation leave balances.
2. Public Accountability: For purposes of public accountability, exempt employees may be required to maintain a record of the hours they work and any paid leave utilized.

STARTING / LUNCH / QUITTING TIMES**SECTION 4.05****A. POLICY**

1. Nonexempt employees are not permitted to begin work or clock in before their scheduled start time, or to continue working or clock out after their scheduled end time, without prior approval from their supervisor—except in emergency situations where advance approval is not possible. Time entries will be rounded in accordance with the City's time clock policy: clock-ins up to 10 minutes before the scheduled start time and clock-outs up to 8 minutes after the scheduled end time will be rounded to the scheduled start and end times, respectively, in compliance with applicable wage and hour laws.
2. Nonexempt employees shall be provided a lunch period each workday as determined by the department head. The lunch period is to be a non-work period of time during which employees are free to pursue their own personal activities. Employees who choose or are required to remain at their work location are not to perform work assignments during this period, and will not be compensated for such period, unless approved in advance by the department head.

The Appointing Authority has the discretion to authorize paid lunch to nonexempt employees.

OVERTIME**SECTION 4.06****A. POLICY**

1. Any employee may be required to work in excess of the normal workday or workweek schedule to fulfill the operational demands of the department. When FLSA non-exempt employees are required to work more than forty (40) hours in any workweek, they shall receive compensation of one and one half (1½) times their regular hourly rate for each hour worked in excess of forty (40) hours per week. Overtime work shall be avoided so far as possible, but may be required by the department head in the interest of the efficient operation of such department. If overtime work is required, a nonexempt employee, as defined by the Federal Fair Labor Standards Act (FLSA), shall be paid at the rate of one and one-half (1½) times the employee's regular hourly rate or shall receive compensatory time off at a rate of one and one-half (1½) hours for each hour of overtime worked.
2. The standard workweek for employees will be seven (7) consecutive days, beginning Sunday 12:00 a.m. (midnight) and continuing through Saturday 11:59:59 p.m. Eligibility for overtime shall be based upon all hours worked in the normal workweek. For purposes of overtime, hours worked shall not include prescheduled vacation, prescheduled personal days, compensatory time, bereavement leave, and sick leave.
3. When a FLSA non-exempt employee incurs an overnight stay on City business, time spent traveling and time spent overnight on official City business shall not be considered time worked for purposes of calculating overtime, except to the extent such time coincides with the employee's normal working hours or to the extent the employee is doing actual work (i.e., driving a vehicle, attending meetings).
4. Hours spent by FLSA non-exempt employees at lectures, meetings, training programs and similar activities designed to assist the employee in performing the employee's current job more effectively, are counted as working time for purposes of determining eligibility for overtime if such training is required or authorized by the Employer.

However, attendance outside of regular working hours at specialized or follow-up training which is required by law for required certification does not constitute compensable hours of work even if all or part of the cost of the training is paid by the Employer. Likewise, any training courses designed to prepare an employee for advancement to another position shall not be considered compensable hours of work provided the following criteria are met:

- a. Attendance is outside the employee's regular working hours;
- b. Attendance is voluntary;

- c. The employee does not perform any productive work while attending the training program.
- 5. Normally, overtime must be authorized by the department head or designee in advance of the overtime being worked. However, unusual or emergency circumstances (i.e., emergency call-outs) may require employees to work overtime without having prior authorization of the department head. Whenever such circumstances occur the department head shall be notified by the next scheduled workday. Compensation for overtime worked in unusual or emergency instances shall be determined by the department head.
- 6. Scheduled overtime which is subsequently cancelled for any reason shall not entitle the employee to overtime compensation.
- 7. Overtime pay shall normally be paid to the employee on the same date the employee is paid for the regular hours worked in the same pay period. If the calculation of the overtime hours cannot reasonably be calculated within this time frame, such overtime shall be paid with the next regular pay.

COMPENSATORY TIME**SECTION 4.07****A. POLICY**

- 1. The decision of whether the employee is given compensatory time off or actual compensation shall be by agreement between the Employer and employee prior to the overtime hours. Nonexempt, employees may request to accrue compensatory time in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1½) hours off for each hour of overtime worked. The maximum compensatory time which may be accrued by any affected employee shall be 40 hours banked.
- 2. An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation for any additional overtime hours of work. An employee shall utilize the compensatory time allowed by the end of each calendar year. If it is impossible for the compensatory time to be used during that period of time, the individual shall be paid at their regular scheduled rate for the compensatory time that is not utilized.
- 3. The department head may schedule an employee to compensatory time off at the department head's discretion.
- 4. Compensatory time off shall be taken in minimum increments of one (1) hours unless otherwise approved for employees by Department Heads.
- 5. An employee shall be permitted to use accrued compensatory time within a reasonable period, provided that the time off would be mutually agreeable between the Appointing Authority or designee and the employee

SECTION 4**COMPENSATION AND HOURS OF WORK**

6. Payment for accrued compensatory time, upon termination of employment, shall be calculated at the final hourly rate received by the employee.

B. PROCEDURE

1. Employees may request to accrue compensatory time in lieu of receiving cash payment by proper notation on the employee's time sheet or time card, and will be considered as submitted for approval by the department head.
2. Employees shall request compensatory time in the HRIS system.

INCLEMENT WEATHER**SECTION 4.08**

On certain days it may be difficult or impossible for a scheduled employee to come into work due to excessive snow, ice, or other inclement weather. If Employer offices remain open, employees are to make every effort to report to work. If the Appointing Authority determines that inclement weather conditions exist, the following policy will be applied.

- A. Scheduled employees, able to come to work, shall be paid their regular wage for actual time worked. Employees, unable to come to work, may use accrued vacation leave or personal days, if available, or, if unavailable, may receive an excused day off without pay, if the employee follows the notification of absence policy applicable to the employee's department.
- B. Certain employees are to come to work regardless of weather conditions (i.e., safety, maintenance, snow removal personnel, etc.). When weather conditions are extremely severe, such employees should contact their supervisor and, where possible, arrangements may be made to pick them up at their homes.

LONGEVITY**SECTION 4.09**

All full-time personnel completing five years of service shall be eligible for additional pay in form of longevity. Employees completing the following years of service will receive:

- 5 years: \$450.00
- 6-13 years: \$450.00 plus additional \$30.00 per year of service over 5
- 14-24 years: \$450.00 plus additional \$40.00 per year of service over 13
- 25 +: \$450.00 plus additional \$50.00 per year of service over 24

All Longevity payment will be made on or around December 1st each year.

This policy will take effect on January 1, 2027 and first payments under this policy will be made in December of 2027.

SICK LEAVE**SECTION 5.01****A. POLICY****1. Accrual: 1. Accrual of Sick Leave**

Full-time employees are eligible and accrue sick leave at a rate of 4.6 hours for every 80 hours in active pay status. Salaried employees accrue sick leave based on a standard 40-hour workweek. Employees working fewer than 80 hours in a pay period will earn a proportional amount. Sick leave may be accumulated without limit. Part-time and seasonal employees are not eligible for accruals of PTO

2. Crediting Prior Public Service

Employees joining the City from another public agency or transferring between City departments may have previously accrued sick leave reinstated, provided:

- The break in service does not exceed 10 years.
- The sick leave was not paid out at separation per ORC 124.39.

"Public agency" refers only to entities required by ordinance 57-2022 to offer sick leave. Sick leave from private or exempt organizations is not eligible for transfer. Any previously granted sick leave credit remains valid. Transferred leave will be used on a "first in, first out" basis and is not eligible for cash-out.

If a former employee removed due to a felony conviction is rehired, they will begin sick leave accrual as if they are a new hire, with no credit for prior service.

3. Usage: Eligible Uses

Sick leave may be used with approval by Department head or designee for the following:

- Personal illness, injury, pregnancy-related conditions, or exposure to contagious disease;
- Care for an immediate family member with illness, injury, or pregnancy-related condition when the employee's presence is reasonably required;
- Medical, dental, vision, or mental health appointments for the employee or their immediate family, when the appointment cannot reasonably be scheduled outside work hours.

4. Immediate Family: Immediate family includes: spouse, child, parent, sibling, grandparent, grandchild, in-laws (parent, sibling, grandparent), step-relatives (parent, sibling, grandparent, child, grand child), legal guardians, or any person standing in the place of a parent.**5. Sick Leave Charging and Pay:**

Sick leave is paid at the employee's regular rate and may not exceed their normal scheduled hours. Leave must be used in one-hour minimum increments.

Overpayment for denied sick leave will be deducted from the employee's next paycheck.

6. Documentation and ApprovalVerification Requirements:

Employees may be required to provide documentation to Human Resources for any sick leave exceeding three consecutive workdays. A healthcare provider's certification if medical care was involved may be required. All required documentation must be submitted in a timely manner but no later than the Monday following close of the pay period week.

Sick leave requests may be denied if:

- The employee fails to follow appropriate request procedures;
- Required documentation is not submitted on time;
- There is evidence of misuse (e.g., inconsistent behavior, falsification, repeated use before/after weekends or holidays);
- The employee engages in outside employment or activities inconsistent with their stated illness/injury.

These issues may also result in disciplinary action, up to and including termination.

7. Sick Leave Misuse

Using sick leave under false pretenses or through dishonest means and patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off, and/or weekends or the excessive use of sick leave will result in denial of the leave and potential disciplinary action. Employees are generally expected to remain at home or in a medical facility while on sick leave, unless attending medical appointments or approved related activities.

8. Sick Time Conversion- Eligible Employees may convert accrued sick leave to vacation time subject to the terms and provisions set forth below:

- a) The time conversion factor is three (3) to one (1). A maximum of one hundred and forty-four (144) hours of sick time may be converted to forty-eight (48) hours of vacation time in any given calendar year for full time employees.
- b) The minimum number of hours that may be converted is twenty-four (24) hours of sick time to eight (8) hours of vacation time in any given calendar year for full time employees.
- c) The converted sick time is not eligible for vacation payout and is forfeited if not used at end of each calendar year if the converted time is in excess of the of carry over allowance.
- d) Employees must have a minimum number of sick hours available after conversion. Full-time employees are required to maintain two hundred and forty (240) hours.
- e) Employee must have less than two hundred (200) hours of vacation time available to be eligible for sick leave conversion.
- f) Conversion request can occur from January 1st to October 31st.
- g) All conversion requests should be approved by Department Head and HR with use of the established processes.

Requests are to be made a minimum of two weeks before use of the converted

time. Exceptions resulting from extenuating circumstances may be approved by the Appointing Authority, upon recommendation of the Department Head

B. PROCEDURE

1. Sick Leave Procedure

1. Notification Requirements

Employees must notify their immediate supervisor as soon as possible when requesting sick leave for a *scheduled* medical appointment. For *unscheduled* absences, the employee must notify the department head or designee of the absence and the reason no later than one hour before the scheduled start time.

Certain departments may require earlier notice to ensure adequate coverage. This notification must be repeated *each day* the employee is absent, unless otherwise directed by the department head.

2. Submitting a Sick Leave Request

After notifying the supervisor, the employee must submit a sick leave request through the City's HRIS system for manager review and approval unless directed otherwise.

3. Medical Documentation Requirements

A Medical Practitioner's Statement is required:

- When the absence exceeds three (3) consecutive workdays if requested by department head, or
- When there is a pattern of frequent, excessive or questionable sick leave use. The statement must include the nature and date of the illness or injury, and the expected return-to-work date. All FMLA-related absences will be managed in compliance with FMLA regulations.
- Requested medical statements should be turned into the HR Department to ensure confidentiality of medical information.

4. Extended Medical Leave

If the employee cannot return to work by the date specified in the original medical statement, an updated Medical Practitioner's Statement must be submitted indicating the new anticipated return date and continued inability to perform job duties to the HR department and next appropriate related steps will be initiated as needed.

5. Department Review and Approval

The department head will review typical sick leave request (via HRIS or using other request requirements). They will recommend approval or denial, document the decision.

6. Denial and Disciplinary Action

If a sick leave request is denied, the department head must notify the employee of the reason. If the absence is not excused, the employee may be subject to disciplinary action for being absent without approved leave.

RETIREMENT SICK LEAVE CONVERSION

SECTION 5.02

A. POLICY

1. Each employee of the City with ten (10) or more years of service shall, at the time of his or her retirement, receive a payment for twenty-five percent (25) of unused

sick leave based on the employee's accrued but unused sick leave at retirement, up to a maximum of 120 days, which is equal to 960 hours. Payments authorized by this subsection shall be made from the appropriate fund. Prior to the employee's date of retirement, the employee shall not use accrued sick leave for purposes other than stated in Section 5.01 nor be permitted to run down his/her sick leave balance if not for a purpose as stated in Section 5.01.

2. As used in this policy, "retirement" shall mean disability or service retirement under any state retirement system applicable to the employee. Payment shall be based on the employee's base rate of pay at the time of retirement.
3. Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.
4. Payment of accrued but unused sick leave will be made to the beneficiaries of a deceased employee who would have qualified for the sick leave conversion benefits as described herein, in compliance with O.R.C. Section 2113.04.
5. Payment in Lieu of Leave: No cash payments to employees shall be made in lieu of unused sick leave, except when an employee is permanently separated from employment and in special circumstances when the Employer and/or the Council determines that it would be in the best interest of the City. No such payment shall be made to an employee dismissed for cause.

B. PROCEDURE

1. Employees eligible to receive the retirement conversion payment hereunder shall, upon retirement from active service under OPERS or OPFPF, see their department head to complete the required request form.
2. Payment to eligible employees shall be made based on the employee's hourly rate of pay at the time of retirement and the documented hours of unused sick leave reflected in the records maintained by the City. Salaried employees shall be compensated based upon an eight (8) hour workday and a work year of 2,080 hours.

VACATION

SECTION 5.03

A. POLICY

1. Full-time employees, after completion of ~~one (1) full year~~ six months of service as a full-time employee, shall have earned ~~eighty (80)~~ forty (40) hours of vacation with full pay, which will be credited to the employee on that date. Thereafter, full-time employees shall earn and accrue vacation leave pro rata over twenty-six (26) biweekly pays at the following annual rates:

Completed Years of Service	Credit Earned per 80 Hours Worked	Vacation Credit Earned for Yearly Hours
at 6 months	3.1	40

1 Year thru less than 5Years	3.1	80
5 Years thru less than 10 Years	4.6	120
10 years to 15years	5.5	144
15 Years thru less than 20 Years	6.2	160
20+ Years	7.7	200

A full-time employee has earned and is entitled to be credited with forty (40) hours of vacation leave upon the completion of eight (8), fifteen (15), or twenty-five (25) years of service, in addition to the amount of vacation leave already accrued on a biweekly basis during each of those years.

An employee that is not in active pay status for a portion of a biweekly pay period shall earn a prorated amount of vacation leave for that period. Vacation credits are not earned while an employee is in a non-paid status (i.e., disability leave, absence without leave, disciplinary suspension, etc.) unless required by law.

Part-time employees and other non-fulltime employee statuses are not eligible for vacation.

Employees may use time as accrued with appropriate request and approval

The City may grant additional paid time off (PTO) or enhanced accrual rates beyond the standard schedule to attract and retain qualified personnel. The following factors may be considered when determining eligibility for additional adjusted accrual rates:

- a. Relevant prior public sector or private sector experience
- b. Length of service in a similar role or classification
- c. Specialized certifications, licenses, or training
- d. Recruitment challenges or market competitiveness
- e. Internal equity among similarly situated employees
- f. Other job-related factors deemed appropriate by the appointing authority

Approval by the appointing authority is required.

2. Eligibility:

- a. Full-time employees shall be entitled to utilize vacation leave as it is accrued consistent with the policies and procedures outlined herein
- b. In accordance with Ohio R.C. 9.44, full-time employees hired before July 5, 1987, shall have years of service including prior public service with other political entities. Full-time employees hired after July 5, 1987, shall have years of service including only the employee's prior service with the City.

Notwithstanding the above, any person removed for conviction of a felony "within the meaning of R.C. 124.34" who is subsequently re-employed by the City is only qualified to accrue vacation as if the individual was a new employee receiving no prior service credit.

3. Scheduling and Approval:

- a. Vacation scheduling is subject to the approval of the department head and the operational needs of the City. The department head shall determine the number of employees that may be on vacation leave at the same time.
- b. Vacation leave will be taken in a minimum of one- hour increments unless the department head/Appointing Authority approves a lesser number of time in advance. Employees earning two (2) weeks or more of vacation annually are recommended, but not required, to take vacation in a forty (40) hour increment at least once each calendar year.
- c. Employees who resign or retire are entitled to compensation, at their current rate of pay, for any earned but unused vacation leave at time of separation. To be eligible, the employee must have given two (2) weeks' notice.
- d. Request for vacation should be made in advance in normal circumstances a minimum of 14 days prior. Department policy and procedures related to request and approvals apply as each department has varying needs and shifts. Department heads will notify employees of applicable policies and procedures. Vacations will be granted typically on a first come first serve basis and will take into consideration such items as employee's seniority, operation and department needs.

4. Carryover and Payment for Unused Vacation Leave:

- a. Upon separation from the City an employee shall be entitled to compensation at his current rate of pay for all lawfully accrued and unused vacation leave to his credit at the time of separation up to the accrual for three years. In the event of the death of an employee, the unused vacation balance shall be paid to the employee's estate.
- b. Employees are expected to use accrued vacation leave each year prior to the employee's next anniversary date. In special and meritorious cases, the Employer may permit an employee to carry over earned vacation leave for a period not to exceed three (3) years from the employee's anniversary date. An employee's vacation time will stop accruing once they have accumulated three (3) years' worth of credit.
- c. Employees shall forfeit their right to take or to be paid for any vacation leave to their credit which is in excess of the accrual for three (3) years. Such excess leave shall be eliminated from the employee's leave balance.
- d. New employees with less than-One-year-of service with the City will not be entitled to payment for any earned but unused vacation credit at the time of separation from City service. New hires may accrue and be approved to use time at higher accrual rates based on years of previous experience elsewhere but payout not permitted unless Service with Norwood is a year of service or more.

B. PROCEDURE

1. Employees shall request vacation leave following the guidelines outlined in subsection 4 above.
2. The request for vacation shall be submitted to the department head in the HRIS system who shall approve or disapprove the request based on its timeliness and the operational requirements of the department

HOLIDAYS**SECTION 5.04****A. POLICY**

1. Full-time employees shall be paid for the holiday hereinafter set forth, but shall not be required to work on such holidays, unless, in the opinion of the employee's responsible administrative superior, failure to work on such holidays would impair the public service. All employees who are required to work by their Supervisors shall receive regular pay in addition to the holiday pay for the services rendered.
2. Holidays: All eligible employees are entitled to the following holidays:
 - a. New Year's Day (January 1)
 - b. Martin Luther King Day
 - c. President's Day
 - d. Memorial Day (on day observed)
 - e. Independence Day (July 4)
 - f. Labor Day (first Monday in September)
 - g. Veterans' Day (November 11)
 - h. Thanksgiving Day (fourth Thursday in November)
 - i. Day after Thanksgiving
 - j. Christmas Eve (December 24)
 - k. Christmas Day (December 25)
 - l. New Year's Eve (December 31)

The Mayor may declare, on occasion, additional holidays. If any of such holidays fall on a Saturday, the Friday immediately preceding shall be observed as the holiday. If any of such holidays fall on a Sunday, the Monday immediately succeeding shall be observed as the holiday

3. Holiday Pay: Holiday pay shall be an employee's regular hourly rate of pay times the employee's normal daily work hours up to eight (8) hours.
4. Work on Holiday: Any eligible employee required to work on a day of holiday observance shall be paid for all hours actually worked at one and one-half (1½) times the employee's applicable rate, plus holiday pay.
5. Employees on Paid Leave: If a holiday occurs while an employee is on sick leave or vacation leave, the holiday will not be charged against the employee's sick, injury or vacation leave balance.

6. Part-time Employees: Whether or not a part-time, temporary, or seasonal employee receives Holiday pay shall be determined on a position-by-position basis. Part-time employees not receiving Holiday pay may flex their schedule around Holidays.

PERSONAL LEAVE**SECTION 5.05****A. POLICY**

Full-time non-bargaining employees of the City of Norwood are entitled to receive two (2) days of personal leave each year. Personal leave days are to be taken in the year that they are earned and are lost if not used.

An employee who joins the City of Norwood during any given year will be credited with a prorated amount of personal leave during the initial year of employment in the following manner:

<u>Month of Beginning Employment</u>	<u>Amount of Personal Leave</u>
January 1 – April 30	Two (2) Days
May 1 – August 31	One (1) Day
September 1 – December 31	None

BEREAVEMENT LEAVE**SECTION 5.06****A. POLICY**

1. The City of Norwood employees may have up to three (3) days paid leave to attend the funeral of the employee's immediate family or accomplish matters related to funeral and/ or bereavement. Additional days may be granted by the Appointing Authority if deemed necessary. Days used for bereavement leave shall not be charged against accrued sick leave.
2. Immediate family, for purposes of bereavement leave, is defined as grandparents, brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, father, mother, father-in-law, mother-in-law, spouse, grandchild, and legal guardian.

In special circumstances, additions may be approved within the relative definition by the Appointing Authority. This does not guarantee approval but consideration. Additional documentation may be required.

B. PROCEDURE

1. Usage: Bereavement leave may be used to attend the funeral, make arrangements, or attend to other matters directly related to the bereavement. Bereavement leave shall not be charged against accrued sick leave. Bereavement leave shall not be granted for any days following the funeral unless approved by the Appointing Authority.

2. An employee requesting bereavement/ funeral leave must submit in writing or HRIS (if available) to their department head. which will then be approved or denied by the Department Head as appropriate.

CIVIL LEAVE**SECTION 5.07****A. POLICY**

1. Eligibility: All City employees shall be entitled to paid leave when subpoenaed for a court appearance or jury duty by the United States, the State of Ohio or any political subdivision during regular working hours, unless such court appearance is in connection with the employee's personal business (e.g., traffic court, divorce proceedings, etc.). This section shall not apply to employees who appear in court as part of their employment, with such appearances compensated as hours worked.
2. Return to Work: An employee released from court or jury duty prior to the end of one-half (½) of the employee's scheduled workday shall report for the remaining hours of work.

B. PROCEDURE

Employees shall request the leave time as needed, and attach thereto a copy of the subpoena or other evidence of appearance and submit to their supervisor as soon as possible after receipt of the subpoena. Failure to comply with this notice requirement may result in non-payment of civil leave pay.

MILITARY LEAVE**SECTION 5.08****A. POLICY**

1. Military leave is a complex issue governed by both federal (The Uniformed Services Employment and Reemployment Rights Act, or USERRA) and state law. Employees should contact the Appointing Authority or designee regarding military leave and reinstatement.

Permanent public employees receive paid leave in accordance with R.C. 5923.05, as amended.

2. Request for Leave: Employees are required to submit to the Employer a copy of the published orders authorizing the military duty or a written statement from the appropriate military commander authorizing such duty.

B. PROCEDURE

Employees are required to submit to their department head a copy of their military orders and a completed Request for Leave of Absence in writing the anticipated duration of the military leave. These should be placed in the employee's personnel file in the HR department.

FAMILY AND MEDICAL LEAVE

SECTION 5.09

A. POLICY

1. It is the policy of the City of Norwood that employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993 (FMLA). All processes and procedures related to FML will be managed by the Human Resource Department.
2. Definition: Family and Medical Leave (FML) is a leave of absence, taken for specified medical reasons, during which the Employer shall maintain the employee's health insurance in the same manner as if the employee remained in active pay status. During the leave, however, employees must continue to pay their share of the premium.
3. Eligible Employees: Employees who have been employed for a total of at least 12 months and who have completed at least 1,250 hours of actual service with the City during the previous 12-month period will be eligible for FML.
4. Employees Not Covered: The following employees are not entitled to FML: elected officials; personal staff of elected officials; unclassified, policy-making appointees; immediate legal advisors to elected officials; unclassified employees of City Council; independent contractors; etc.
5. Entitlement to Leave: Eligible employees will be entitled to a total of 12 workweeks of FML during a rolling 12-month period measured backward from the date on which an employee uses Family and Medical Leave. Employees may take the leave for any of the following reasons:
 - a. Birth of a child of the employee and to care for a newborn child;
 - b. Placement of a child with the employee by way of adoption or foster care;
 - c. To care for the spouse, child, parent or one who stood in place of a parent of the employee, if that person has a serious health condition; or
 - d. Because of serious health conditions that make the employee unable to perform any of the essential functions of the employee's job, including a workers' compensation qualifying injury; or
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
6. An eligible employee may be permitted a total of 26 workweeks of unpaid leave during the 12-month period measured forward from the first date the employee

uses Family and Medical Leave in order to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. However, when Family and Medical Leave is used for this reason and one (1) or more of the reasons listed in “3” above, the eligible employee will be entitled to a maximum combined total of 26 workweeks of leave.

7. Use of Paid Leave: Employees are required to use all paid leave (i.e., accrued vacation, holidays, compensatory time, personal leave, sick leave, etc.), prior to entering non-paid status while on FML. PTO runs concurrently with FML. The combined period of leave, including paid and unpaid leave, shall not exceed the total of 12 or 26 workweeks during the leave year defined herein.
8. Further Unpaid Leave of Absence: In the event of the continuation, reoccurrence or onset of a serious health condition after the employee has exhausted the 12 workweeks of leave, the employee may request an unpaid leave of absence in accordance with this manual.
9. The Employer will require the employee to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness.
10. Husband and Wife: In a case in which a husband and wife, both employed by the City, request leave due to the birth or placement of a child (see A.4.), the total number of workweeks of FML to which both employees are entitled shall be limited to a combined total of 12 workweeks during any 12- month period.
11. Intermittent/Reduced Leave Schedule: Leave due to the serious health condition of the employee or the employee’s spouse, child, or parent, or to care for a covered servicemember with a serious illness or injury, can be taken intermittently or on a reduced leave schedule when medically necessary. In all other cases, it may only be taken with permission of the Appointing Authority. The Appointing Authority may require an employee taking leave in this manner for planned medical treatments to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave. Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.

FML due to the birth or placement with the employee of a child shall not be taken on an intermittent or reduced leave schedule which would reduce the usual number of hours per workweek or per workday.
12. Seniority: An employee granted FML will continue to accrue seniority during FML.
13. Reinstatement: When an employee returns from FML, he/she will be restored to the position held by the employee when the leave began or a similar position of equivalent pay and benefits. Where the employee is returning from unpaid leave, the Employer may require that the employee’s physician certify that the employee

is able to resume work as a condition of return to employment, when the leave is due to the employee's own serious health condition.

14. Failure to Return:

a. If the employee fails to return from the leave, the employee shall reimburse the City for the total insurance premium paid by the City during any time the employee was on an unpaid leave of absence, unless the failure to return is due to:

- (1) Continuation, recurrence or onset of a serious health condition; or
- (2) Other circumstances beyond the employee's control.

In such a case, the Employer may require medical certification. If an employee fails to provide certification or an adequate excuse, the employee shall be liable for the total insurance premium paid by the City.

b. If an employee does not report to work or request and receive further approved leave after the applicable FML expires, the employee will be absent without leave and may be subject to disciplinary action.

15. Records: The Employer or FML vendor shall maintain the following records for three (3) years:

- Employee wage records;
- Dates of FML taken (including paid leave taken);
- Hours of FML if intermittent or reduced leave is taken;
- Copies of all notices given to employees;
- Copies of all documents describing benefits, policies and practices affecting FML;
- Copies of employee requests for FML;
- Records of the Employer's and employee's health insurance payments;
- Records of any disputes between the Employer and employee over designation of FML.

Records of medical certification of employees or their family members shall be kept confidential as they are "confidential medical records" under the law.

16. Family and Medical Leave Definitions:

a. Spouse: Refers to an individual to whom the employee is legally married under the laws of any state, U.S. territory, or foreign jurisdiction that recognizes the marriage. The term does not include individuals in domestic partnerships, civil unions, or other relationships not recognized as legal marriages under applicable law, unless otherwise specified by City policy or applicable law . b. Parent: The biological parent or person standing in

place of a parent to the employee when the employee was a child. “In-laws” are not included.

- c. Child: A biological, adopted, foster, or step child; a legal ward; or a child of an employee who is standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.
- d. Serious Health Condition: An illness, injury, impairment, or physical or mental condition which involves a period of incapacity or treatment that requires absence from employment for more than three (3) calendar days and involves care by a health care provider. “Serious health condition” also includes continuing treatment of chronic or long-term incurable conditions and prenatal care.
- e. Continuing Treatment: Continuing treatment by a health care provider which includes at least one of the following:
 - (1) a period of incapacity for more than three (3) consecutive days which requires subsequent treatment relating to that condition on two (2) or more occasions or on one (1) occasion which results in a regimen of continuing treatment;
 - (2) incapacity due to pregnancy;
 - (3) a period of incapacity or treatment due to a chronic serious health condition, which may be episodic but includes periodic visits to health care provider and continues over an extended period of time;
 - (4) any period of incapacity which is permanent or long term, due to a condition for which treatment may not be effective;
 - (5) any period of absence due to receiving multiple treatments, e.g., after surgery, accident or for a condition which, if left untreated, would result in absence of three (3) consecutive days.
- f. Health Care Provider: Either: 1) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or 2) any other person determined by the Secretary of State to be capable of providing health care services.
- g. Intermittent Leave: Leave taken in separate blocks of time due to a single qualifying reason.
- h. Reduced Leave Schedule: Leave that reduces an employee’s usual number of working hours per workweek or workday.
- i. Qualifying Exigency: A non-medical activity that is directly related to the covered military member’s active duty or call to active-duty status. For an activity to qualify as an exigency, it must fall within one (1) of seven (7)

categories of activities or be mutually agreed to by the Employer and employee. The seven (7) categories of qualifying exigencies are short-notice deployment (leave permitted up to seven (7) days if the military member receives seven (7) or less days' notice of a call to active duty), military events and related activities, certain temporary childcare arrangements and school activities (but not ongoing childcare), financial and legal arrangements, counseling by a non-medical counselor (such as a member of the clergy), rest and recuperation (leave permitted up to five (5) days when the military member is on temporary rest and recuperation leave), and post-deployment military activities.

- j. Next of Kin: Nearest blood relative.
- k. Covered Servicemember: A current member of the Regular Armed Forces, National Guard, or Reserve, including those on the temporary disability retired list (TDRL), but not including former members or members on the permanent disability retired list. The servicemember must be receiving medical treatment or oversight by a Department of Defense or Veterans Affairs health care provider or by a Department of Defense TRICARE network or non-network authorized private health care provider.
- l. Serious Injury or Illness: A condition that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.

B. PROCEDURE

- 1. General Notice: The Employer shall post written notice of employees' rights and ability to file for FML. The Employer shall also distribute the general notice to employees through the Employee Handbook 2. Eligibility Notice: The Employer or vendor designee will provide an eligibility notice to any employee who applies for FMLA leave informing the employee of whether the employee is eligible for FMLA leave. If the employee is not eligible, the notice must state at least one (1) reason why the employee is not eligible. The eligibility notice must be provided within five (5) business days after the first time in each of the Employer's FMLA leave year that an employee requests FMLA leave for a particular qualifying reason. During that same FMLA leave year, a new notice is required only if the employee's eligibility status changes.
- 3. Rights and Responsibilities Notice: The Employer will provide a rights and responsibilities notice each time an eligibility notice is required. This notice includes numerous pieces of information, including the Employer's designated 12-month FMLA leave year, whether a certification and other documentation will be required, whether the Employer will require the use of paid time off benefits while the employee is on leave, and a number of other rights and responsibilities of the employee.
- 4. Designation Notice: Once the Employer has determined that a leave is FMLA-qualifying, the Employer will provide written notice to an employee who has

requested FMLA leave either designating the leave as FMLA-qualifying or notifying the employee that the leave does not qualify as FMLA leave. The notice must be provided within five (5) business days after the Employer determines whether the leave is FMLA-qualifying. If the leave qualifies, the notice must specify the amount of leave that will be counted as FMLA leave if known, and if not known at that time, a designation notice must be provided upon the employee's request but no more often than every 30 days (if leave was taken during the prior 30 days). The notice must also state whether a fitness-for-duty certification will be required.

5. Employee's Notice Responsibility: Eligible employees requiring FML shall notify the Employer not less than 30 days prior to the date such leave is to begin by completing the written application for FML.

However, where the need for leave is not foreseeable 30 days in advance, the employee shall complete the Request for Family and Medical Leave Form and provide as much advance notice as practicable. Leave forms shall be submitted to the employee's immediate supervisor who shall forward them to the Appointing Authority.

Absent unusual circumstances, employees must comply with the Employer's usual and customary notice and procedural requirements for requesting leave. If an employee fails to comply with the Employer's usual notice and procedures, absent unusual circumstances, the Employer may delay or deny FMLA-protected leave. The 30 day advanced notice requirement for foreseeable leave does not apply to qualifying exigency leave when a covered family member is called to active duty in the Armed Forces.

6. Initial Certification:

- a. Employees who request Family and Medical Leave must provide the Employer with certification of the condition from the health care provider in cases involving serious health conditions and attach the certification to the application for leave.
- b. Upon receipt of the certification, the Employer may, at its expense, require the employee to obtain a second opinion from a health care provider selected by the City.
- c. If the second opinion differs from the first, the Employer may, at its expense, require the employee to submit to a third examination by a health care provider jointly selected by the City and the employee. This third opinion shall be final and binding.
- d. If an employee submits a complete and sufficient certification signed by the health care provider, the Employer may not request additional information from the health care provider. However, the Employer may contact the health care provider for purposes of clarification and authentication of the medical certification after the Employer has given the employee an

opportunity to cure any deficiencies. To make such contact, the Employer must use a health care provider, a human resources professional, a leave administrator, or a management official. Under no circumstances, however, may the employee's direct supervisor contact the employee's health care provider. The Employer may not ask health care providers for additional information beyond that required by the certification form.

- e. Failure or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

7. Subsequent Certification:

- a. The Employer may request recertification no more often than every 30 days and only in connection with an absence by the employee, unless paragraph b or c below apply.
- b. If the minimum duration of the incapacity specified on a certification is more than 30 days, the Employer may not request recertification before the minimum duration of the specified leave expires unless one of the conditions of paragraph c is met. In all cases, the Employer may request a recertification of a medical condition every six (6) months in connection with an absence by the employee.
- c. The Employer may request recertification in less than 30 days if:
 - (1) the employee requests an extension of leave;
 - (2) circumstances described by the previous certification have changed significantly (i.e., duration or nature of the illness, complications, etc.); or
 - (3) the Employer receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.
- d. If one (1) of the conditions of paragraph c occurs, the Employer may immediately request recertification.

8. Certification Deadline: The employee shall provide the requested recertification at the employee's expense within 15 calendar days unless this time limit is not practicable. Certifications not provided within this time limit without adequate excuse may invalidate the FMLA leave.

9. Employee's Failure to Pay Insurance Premium: Upon commencement of FML, the Employer shall continue the employee's health insurance as if the employee was not on leave. However, the Employer's obligation shall cease if the employee is more than 30 days late in tendering his/her share of the premium, unless COBRA

has been elected. In such a case, the Employer shall provide the employee written notice 15 days prior to ceasing the premium payment by mail.

10. The employer may use a third-party administrator to assist in the FML process and paperwork.

LEAVE OF ABSENCE WITHOUT PAY**SECTION 5.10****A. POLICY**

1. Eligibility: All employees who have completed their probationary period may request a leave of absence from employment without pay. Approval of such request is solely at the discretion of the Appointing Authority and each request will be determined on its own merits. A leave of absence without pay shall not exceed one (1) year [three hundred sixty-five (365) consecutive days].

Absence without proper authorization or approval shall be considered sufficient cause for suspension or dismissal.

2. Return from Leave: Upon returning from an approved leave of absence, the employee shall be placed in the employee's original position, or another position in the same classification should the employee's original position be unavailable. Should no similar position be available, the employee will be laid off.
3. Failure to Return or Properly Use Leave: Failure to return to work within three (3) working days after the scheduled end of an authorized leave of absence without acceptable justification will be deemed a voluntary resignation effective as of the scheduled expiration of the authorized leave. Failure to use a leave of absence for the reasons stated in the request for leave may result in cancellation of the leave.
4. Effect on Employment: Sick leave, vacation leave, holiday pay and seniority credit are not earned by employees while on an authorized leave of absence without pay, except that a leave of absence without pay related to military service shall not be considered a break in service for seniority purposes.

B. PROCEDURE

1. All requests for leaves of absence without pay shall be submitted to the Appointing Authority in HRIS, indicating the specific reason for the requested leave and with all requested or supporting documentation attached.
2. All leaves of absence of classified employees must be reported to the Civil Service Commission.

ADMINISTRATIVE LEAVE**SECTION 5.11****A. POLICY**

The Appointing Authority may place an employee on administrative leave with pay in circumstances where the health or safety of an employee or of any person or property entrusted to the employee's care could be adversely affected. The Appointing Authority may place an employee on unpaid administrative leave pursuant to ORC 124.388.

B. PROCEDURE

The Employer will provide the employee with notification when they are being placed on administrative leave. Compensation for administrative leave with pay shall be equal to the employee's base rate of pay.

DISABILITY LEAVE / SEPARATION**SECTION 5.12**

- A. This section outlines the conditions under which a disability leave or disability separation may be granted to classified employees, and procedures for administering their use. It is intended to outline the procedures to be followed after determining that no reasonable accommodation can be made which would allow the employee to perform the essential functions of the employee's position or other available vacant position for which the employee is qualified.
1. Voluntary Reduction: When an employee becomes physically unable to perform the essential functions of the employee's position even with a reasonable accommodation, but is still able to perform the duties of a vacant lower level position, the employee may voluntarily request reduction to the lower level position. Such request shall be in writing, addressed to the department head, EEO Coordinator, or Appointing Authority, shall state the reason for the request and, if approved by the Appointing Authority, will be attached to the implementing personnel action.
 2. Disability Leave: A physically incapacitated employee, who has exhausted Family and Medical Leave, and for whom voluntary reduction or reasonable accommodation is not practicable, may request up to one (1) year of disability leave without pay in increments of 30 days, only if the employee can present evidence as to the probable date on which the employee will be able to return to the same or similar position within the one (1) year period. Such request shall be submitted in writing to the department head with a copy of a physician's statement attached. The Appointing Authority shall approve or disapprove the request in his or her discretion. An employee requesting or receiving approval for a disability leave of absence due to a disabling illness, injury or condition is subject to the provisions of the Leave of Absence without Pay Section of this manual.

3. Involuntary Disability Separation or Termination for Failure to Report for Work:
Involuntary disability separation is effective in the following cases:
- a. If an employee becomes unable to perform the essential job duties of the employee's position, subject to the Americans with Disabilities Act, and if the employee has exhausted Family and Medical Leave the Appointing Authority may involuntarily disability separate the employee.
 - b. If an employee on disability leave is unable to return to work when the employee's disability leave is exhausted, then the Appointing Authority shall involuntarily disability separate the employee if the employee cooperates under this procedure, or remove the employee for being absent-without-leave if the employee does not cooperate. (Please note that disability leave is only granted after Family Medical Leave is exhausted. See 2 above.) The Appointing Authority shall do so by completing an order of removal indicating the reasons as "incompetency, neglect of duty and nonfeasance" with an adequate explanation to make clear the underlying reasons are the employee's failure to report for work able to perform the essential functions of the employee's position. However, if the employee refuses to submit to an examination or to provide proof of disability, grounds for terminating employment shall be neglect of duty, nonfeasance, and failure of good behavior for failure to report for work without approved leave.
4. Medical Examination: Medical examinations are either required or permitted in relation to involuntary disability separation as follows:

When required:

- a. When requested by an Appointing Authority, a medical or psychological examination conducted by a licensed practitioner selected by the Appointing Authority, substantiating the disabling illness, injury, or condition, shall be required prior to involuntarily separating the employee unless the employee is hospitalized at the time the employee is involuntarily separated. The Appointing Authority shall bear the cost of the examination. Both the Appointing Authority and the employee shall receive the results of that examination and related documents, subject to division (C)(1) of R.C. 1347.08.

When permitted:

- b. An Appointing Authority may require an employee to submit to a medical or psychological examination in order to determine the employee's capability to perform the essential job duties of the employee's position with or without a reasonable accommodation. Such examination shall be conducted by a licensed practitioner as determined by the Appointing Authority. Prior to examination, the Appointing Authority must supply the examining practitioner with facts relating to the perceived disabling illness, injury, or condition and must supply additional information including

physical and mental requirements of the employee's position, duty statements and position description. The cost of the examination shall be paid by the City. Both the Appointing Authority and the employee shall receive the results of the examination and related documents subject to division (C)(1) of R.C. 1347.08.

Failure to Appear for Examination or Refusal to Submit:

- c. The refusal to submit to the examination, the unexcused failure to appear for an examination or the refusal to release the results of an examination will subject the employee to removal, as explained in subsection (3)(b) above.

5. Right to Pre-separation Conference Rights of Appeal:

- a. The Appointing Authority shall institute pre-separation proceedings when the results of a medical or psychological examination conducted as provided by subsection 4 have been received and the Appointing Authority initially determines an employee is incapable of performing the essential job duties of the employee's assigned position with or without a reasonable accommodation, and initially determines the employee is not eligible to receive benefits under a program provided by the Appointing Authority. Under such proceedings, a conference shall be scheduled and advanced written notice shall be provided to the employee. If the employee does not waive the right to the conference, then at the conference the employee has a right to examine the Appointing Authority's evidence of disability, to rebut such evidence and to present testimony and evidence on the employee's own behalf.
- b. If the Appointing Authority determines, after weighing the testimony presented and evidence admitted at the pre-separation conference, that the employee is capable of performing the essential job duties, then the pre-separation conference shall cease and the employee shall be considered to be fit to perform the essential job duties of the employee's position. If the Appointing Authority determines, after weighing the testimony presented and the evidence admitted at the pre-separation conference, that the employee is unable to perform the essential job duties, then the Appointing Authority shall issue to the employee an order of involuntary disability separation, as described in subsection (3)(b) above.
- c. A classified employee so separated shall have the right to appeal in writing to the Civil Service Commission within ten (10) days following the Appointing Authority's service upon the employee of the order of involuntarily disability separation.
- d. The Appointing Authority shall notify the employee, at the time of the involuntary disability separation, of the required procedures to apply for reinstatement.

6. Right to Reinstatement Rights of Appeal:
- a. An employee may make a written request to the Appointing Authority for reinstatement from an involuntary disability separation. The request shall be accompanied by substantial, credible medical evidence that the employee is once again capable of performing the essential functions of the employee's job. Such requests shall be made not more than once every three (3) months and not later than two (2) years following the beginning of the disability separation, or a leave of absence followed by a disability separation.
 - b. When an involuntarily separated employee presents to the Appointing Authority substantial, credible medical evidence as provided by (6)(a) above, showing the employee is once again capable of performing the essential job duties of the employee's assigned position with or without a reasonable accommodation, the Appointing Authority shall either reinstate the employee or require the employee to submit to a medical or psychological examination conducted as provided by subsection (4) (b) above.
 - c. The Appointing Authority shall reinstate the employee after receiving the results of the examination if the Appointing Authority determines the employee is once again capable of performing the essential duties of the employee's assigned position with or without a reasonable accommodation.
 - d. The Appointing Authority shall institute pre-reinstatement proceedings if the Appointing Authority has received the results of the examination and initially determines the employee remains incapable of performing the essential job duties of the employee's assigned position with or without a reasonable accommodation. Under these proceedings, a hearing shall be scheduled and adequate advanced written notice shall be provided to the employee. If the employee does not waive the right to the hearing, then at the hearing the employee has a right to examine the Appointing Authority's evidence of continuing disability, to rebut such evidence and to present testimony and evidence on the employee's own behalf.
 - e. If the Appointing Authority determines, after weighing the testimony presented and evidence admitted at the pre-reinstatement hearing, that the employee is once again able to perform the essential job duties of the employee's assigned position with or without a reasonable accommodation, then the Appointing Authority shall reinstate the employee. If the Appointing Authority determines, after weighing the testimony presented and evidence admitted at the pre-reinstatement hearing, that the employee is not able to perform the essential duties of the employee's assigned position with or without a reasonable accommodation, then the Appointing Authority shall not reinstate the employee.
 - f. If the Appointing Authority determines an employee, who has been involuntarily separated, has committed an act which is inconsistent with the

employee's disability, illness or injury, then that act may be considered by the Appointing Authority when determining an employee's eligibility for reinstatement.

- g. Once an Appointing Authority properly determines an employee is to be reinstated, the employee has a right to be assigned to a position in the classification the employee held at the time of involuntary disability separation. If the classification the employee held at the time of involuntary disability separation no longer exists or no longer is utilized by the Appointing Authority, then the employee shall be placed in a similar classification. If no similar classification exists, the employee may be laid off in accordance with the layoff procedures outlined elsewhere within this manual and may exercise any displacement rights which may exist under such procedures.
- h. If the employee has been granted disability benefits by a state retirement system, the requirements for reinstatement shall apply for up to five (5) years, except a licensed practitioner shall be appointed by the Public Employees Retirement Board and application for reinstatement shall not be filed after the date of service eligibility retirement.
- i. An employee refused reinstatement as provided in subsection (6)(e) shall be notified in writing of the refusal to reinstate and of the right to appeal in writing to the Civil Service Commission within ten (10) days of receiving notice of the refusal to reinstate.
- j. An employee who fails to apply for reinstatement within two (2) years following an involuntary disability separation, or a leave of absence followed by an involuntary disability separation, shall be deemed permanently separated from service except as otherwise provided in subsection (6)(h) above.

GROUP HEALTH INSURANCE**SECTION 5.13****A. POLICY**

1. Eligibility: All full-time employees in active pay status may be eligible to participate in the Employer's health insurance program. Said medical and hospitalization insurance premium shall be paid for by both the City and the employee at rates to be determined by the City.
2. Election: Employees may elect coverage under the insurance plan at initial appointment, or apply for coverage at a later date by showing evidence of a qualifying event as defined by the insurance plan.
3. Coverage: Eligible employees approved for coverage by the insurance carrier at initial appointment shall become covered on the first day of employment

4. Paid Leave: The Employer will continue to pay its share of the health insurance premium for employees on all paid leaves of absence for so long as the employee is in active pay status as defined in the Definitions Section of this manual.
5. Unpaid Leave of Absence: For employees who apply for and are granted an unpaid leave of absence, the Employer will continue to pay the Employer's health insurance premium for the term of the unpaid leave of absence, up to ninety (90) days. After ninety (90) days, the employee becomes and remains responsible for all premiums while on approved unpaid leave of absence. After the approved leave of absence concludes and if the employee does not return to active pay status, the employee shall no longer be eligible for coverage hereunder, but shall become eligible for continued group health insurance coverage at the employee's sole expense as provided in this manual (Section 5.14). FML may alter this ability for coverage when in unpaid FML status.

B. PROCEDURE

1. Employees desiring insurance coverage shall complete an application at commencement of employment within thirty days of his/her appointment. The effective date of coverage is the first day of employment. Employees declining coverage shall sign a waiver of coverage at commencement of employment.
2. The department head or designee shall immediately inform the HR Department as required by appropriate / requested processes when an employee is:
 - a. separated from service;
 - b. off work on workers' compensation; or
 - c. on any other unpaid leave of absence.

CONTINUED GROUP HEALTH INSURANCE COVERAGE**SECTION 5.14****A. POLICY**

1. Employees who separate from service and/or their spouses and children may be eligible for continuation of health insurance coverage (COBRA) for 18 or 36 months upon the happening of certain events, at their own expense, as described herein. The same health insurance coverage shall continue for eligible employees/individuals under this policy as is provided to other employees who maintain employment with the Employer.
2. Employees, spouses, and dependent children who are covered under the Employer's health insurance plan shall be offered the opportunity to continue health insurance coverage according to the following schedule:
 - a. An employee who is terminated or discharged for misconduct (other than by discharge for gross misconduct) shall be eligible to purchase health insurance coverage for up to 18 months following the termination.

- b. An employee whose total hours worked are reduced, which reduction causes the employee to be ineligible for continued health insurance coverage, shall be eligible to purchase health insurance coverage for up to 18 months following such reduction.
- c. If a second qualifying event, as defined by the insurance plan, occurs during this 18-month period, coverage may be extended for an additional 18 months.
- d. If any beneficiary becomes disabled under the Social Security Act and provides timely notice of that status to the Employer, coverage may be extended for up to 29 months.
- e. The spouse and dependent children of an employee shall be eligible to purchase health insurance coverage for up to 36 months when the employee:
 - (1) Dies;
 - (2) Would otherwise lose coverage due to termination and/or reduction as described in the above paragraphs; or
 - (3) Becomes entitled to Medicare coverage.
- f. The spouse and/or dependent children shall be eligible to purchase health insurance coverage for up to 36 months when:
 - (1) The spouse and dependent children would lose eligibility for continued coverage due to a divorce or legal separation; or
 - (2) The dependent child would otherwise lose coverage by ceasing to satisfy the plan's coverage requirements applicable to dependent children.

B. PROCEDURE

- 1. Full-time employees, spouses, and dependent children shall be notified of the provisions of any health insurance policy as follows:
 - a. Employees shall be notified of this policy at the time they begin coverage under the Employer's health insurance plan or in the event they are either terminated or reduced.
 - b. Spouses shall be notified of this policy at the time family or spouse coverage begins under the Employer's health insurance plan or in the event the employee is either terminated or reduced.
 - c. Service of Notification on the employee's spouse shall be deemed notice to dependent children.

2. Each employee shall be responsible for notifying the Employer of any action which might trigger a spouse's or dependent child's eligibility for continuation of insurance coverage under this policy. Such notice shall be given by the employee to the Employer immediately upon gaining knowledge of the event and shall include divorce, legal separation, or loss of dependent eligibility under the Employer's health plan.
3. The Employer or designee shall notify the individual(s) who are eligible for continued health insurance plan coverage of their rights and obligations under this policy, within 14 days after the occurrence of a triggering event. The notice shall contain a final date by which the employee, spouse or dependent child must respond to the notice.
4. The eligible employee/individual shall notify the Employer of their decision to continue or not continue coverage within 60 days of the triggering event.
5. As used in this policy, termination shall include any separation from employment, except those instances where an employee has been separated for acts of gross misconduct, but including layoff, resignation, voluntary/involuntary leave without pay, discharge, and any other termination which results in the employee's ineligibility for continued health insurance benefits. Employees who are separated in accordance with civil service law for gross misconduct are not eligible for continuation of health insurance plan coverage.
6. An employee, spouse or dependent child who elects continued health insurance coverage shall only be eligible until the earliest date that any of the following occur:
 - a. Coverage expires either 18 or 36 months after the triggering event;
 - b. The group health care plan is terminated by the Employer;
 - c. The individual fails to timely pay the required premium;
 - d. The employee becomes covered under another group health care plan; or
 - e. The individual becomes eligible for Medicare benefits.

OTHER INSURANCES**SECTION 5.15****A. POLICY**

The Employer may provide vision care, dental care, life insurance, and liability insurance at the Employer's and/or employee's expense and may offer other insurance benefit programs at the Employer's and/or employee's expense. Employees should see Human Resources Department for an explanation of currently available insurance benefits and programs.

The City may offer payroll deductions for several optional insurance coverages. Employees should see Human Resources Department ~~their department head~~ for an explanation of currently available insurance benefits and programs.

B. PROCEDURE

1. A full-time employee must enroll with group health insurance within thirty (30) days of his/her appointment. The effective date of coverage is day one of their starting date, once enrollment is processed.
2. If an employee is interested in any optional insurance policy, he/she may contact Human Resources for additional enrollment information or the appropriate insurance company/agent as applicable and not managed through HR.

INJURY ON DUTY**SECTION 5.16****A. POLICY**

1. State law provides that all employees are covered by Workers' Compensation for injuries that arise out of or in the course of employment. The Employer contributes to the Workers' Compensation Insurance Fund an amount determined by the Fund, based on the Employer's experience rate.
2. All injuries which arise out of or in the course of employment shall be reported and compensated for under this Workers' Compensation section and not under the Employer's health insurance plan.

B. PROCEDURE

1. Injury Reports: When an employee is injured during the course of employment, the employee's supervisor shall provide the employee with an Injury/Accident Report Form. The form shall be completed regardless of the apparent seriousness of the injury and whether or not medical attention is required. The form shall be completed by the employee and forwarded to the employee's supervisor within 24 hours of the injury. For fire department personnel, the form shall be completed by employee and forwarded to the employee's supervisor within 72 hours of the injury. The supervisor or department head shall investigate the accident, review and complete the form and forward same to Human Resources
2. Application for Payment of Medical Benefits Only: When an employee's injury requires any type of medical attention, the supervisor shall, in addition to the Injury/Accident Report described above, provide the injured employee with a First Report of an Injury, Occupational Disease, or Death (from BWC) and other paperwork needed for completion from the BWC folder. These forms shall be prepared and signed by the employee and given to the employee's supervisor, who shall forward same to Human Resources.
3. Application for Payment of Compensation and Medical Benefits: When, in addition to medical attention, an employee's injury results in an employee's absence from work for seven (7) days or more, the employee may complete a First Report of an Injury, Occupational Disease, or Death, if such employee desires compensation for lost wages. This form shall be given to the employee's supervisor, who shall

forward same to the department's payroll officer for completion. This form shall then be forwarded to the Auditor for completion.

4. Serious Injury: In the event of a serious injury, the injured employee's supervisor shall notify the department head immediately so that an investigation can be initiated.
5. Return to Work: The Employer must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing to their Employer their expected date of return (if known). The department head is responsible for immediately notifying, in writing, to Human Resources when an employee is able to return to work. Dependent on position and injury, a return to work physical may be required. In these cases, the HR department will work with employee and supervisor to arrange.
6. Documentation: Any documents received from the injured employee, the employee's physician, the hospital or the State regarding Workers' Compensation claims must be immediately forwarded to Human Resources.
7. Wages on Injury Date: Employees who are injured during the course of employment and who must leave work before completing their work period shall be paid at their regular rate for the balance of time left in their scheduled workday.
8. Simultaneous Payments: Employees are prohibited from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.
9. Accommodation of Disabled Employee: When confronted with an employee claiming a disability under the Workers' Compensation system, who is disabled as defined in the ADA, the Employer will consider making a reasonable accommodation that would allow the employee to continue performing the essential functions of the employee's position. When submitting information to the Bureau of Workers' Compensation or the Industrial Commission, the Employer will include:
 - a. copies of the employee's classification specification and essential functions list;
 - b. related medical records; and
 - c. any offer of reasonable accommodation.

The Employer will provide the same information to any examining physician or other appropriate, licensed practitioner.

10. Post-accident Testing: The results of a post-accident drug/alcohol test, or the employee's refusal to submit to such test, could affect an employee's eligibility to receive Workers' Compensation benefits. An employee who refuses to submit to a drug/alcohol test is "rebuttably presumed" to have been intoxicated or under the influence of a controlled substance not prescribed by the employee's physician.

Once such a presumption is established, the employee must then prove that the presence of such drugs or alcohol was not the proximate cause of the workplace injury.

In order for the results of a post-accident drug/alcohol test to be considered by the Bureau of Workers' Compensation, the test that is employed must be a "qualifying test." A test is "qualifying" if it is administered under one of three (3) circumstances:

- a. Where the Employer had "reasonable cause" to suspect that the employee may be intoxicated or under the influence of a controlled substance not prescribed by the employee's physician; or
- b. Where the examination is conducted at the request of a police officer following an arrest, traffic stop, or auto accident; or
- c. Where the examination is ordered by a licensed physician, healthcare provider or clinician who is not employed by the Employer and is not at the Employer's request.

The determination of reasonable cause, as addressed in paragraph a. above, and the procedure for having an employee tested upon reasonable suspicion are addressed in Section 7.06 of this Manual, Alcohol and Drug Abuse.

WAGE CONTINUATION POLICY**SECTION 5.17**

- A. Any employee who suffers a compensable industrial injury or illness can, subject to this section, receive regular wages instead of Workers' Compensation lost-time benefits. Payment for related medical benefits is the responsibility of the Employer's Managed Care Organization (MCO).
- B. Qualifications.
 1. The injury or illness must be determined to be compensable by the Employer, or in the case of dispute, the Ohio Industrial Commission. In no event will compensation commence before all initial paperwork is completed and filed with the appropriate agency(ies).
 2. Competent medical proof of disability must be provided via Form C-84 or Physician's Update and Physical Capabilities form. The attending physician must complete the form in its entirety and affix his or her original signature to the form. Copies are unacceptable.
 3. The employee must complete a FROI-1 First Report Injury application and sign a wage agreement, medical release, and an election form.
 4. The Employer reserves the right to have the employee examined by a physician of its choice at the Employer's cost to confirm the medical diagnosis and/or the period

of disability. Failure to submit to examination will result in termination of wage continuation benefits.

5. Wage continuation benefits will be paid only for those periods of lost time that otherwise would qualify the employee for receipt of workers' compensation lost time benefits, subject to the following limitations.

C. Termination Conditions. Wage continuation payments will cease upon any of the following conditions:

1. Attending physician releases employee to return to work.
2. Employee returns to work for another Employer.
3. Employee fails to return to a transitional "limited duty" assignment consistent with his or her medical restrictions as approved by the injured workers' treating physician.
4. Employee fails to appear for Employer-sponsored medical examination.
5. Employee has reached maximum medical recovery and/or the condition has become permanent.
6. The claim is found to be fraudulent after payment has been commenced.
7. The injured worker attempts to collect both wage continuation and temporary total compensation.
8. Employment termination.
9. Violation of any Employer policy or guideline.
10. Regardless of the above conditions of termination, the Employer may, at its sole discretion, terminate wage continuation benefits at any time if disability exceeds ninety days.
11. The wage continuation plan and all benefits can be terminated at the Employer's discretion at any time.

TRANSITIONAL WORK/MODIFIED DUTY
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SECTION 5.18

A. **POLICY**

1. This policy is limited in its application to injuries and/or illnesses suffered during the course of employment. The purpose of transitional work is to provide such injured employees, who cannot effectively perform the essential functions of his/her position due to a work related illness/injury, the opportunity to continue

working for a limited duration, with transitional work, (i.e., modified duty) during such period of temporary partial disability.

2. The temporary assignment to transitional work is made at the discretion of the Employer. The Employer may require the employee to provide medical certification from a licensed practitioner, as to the nature and extent of the employee's injury/illness and the probable length of time the employee needs to be assigned to transitional work.
3. During the transitional work period the employee shall continue to be paid his/her regular rate of compensation and accrue all benefits, in the same manner as before. Placement into transitional work does not constitute a break in continuous service, nor does it affect the employee's status, as defined in Section 3.03 of this manual. The employee's job duties are temporarily modified as a result of the employee returning to work with medical restrictions.
4. The period of transitional work shall not exceed 30 days without advance approval by the Appointing Authority. An employee may be granted one (1) additional period of transitional work, upon special and meritorious circumstances.

B. PROCEDURE

1. When an employee has been injured during the course of employment, rendering the employee unable to perform the essential functions of the position, that employee will be evaluated for a transitional work assignment. This should, if possible, be done within 24 hours of the worker's injury or physician's visit. Only after authorization from the employee's department head has been received, may the employee begin to perform transitional work (i.e., modified duty). A transitional work period is a temporary assignment of limited duration, not to exceed 30 days. The employee shall be offered an appropriate transitional work assignment within his/her department first. If no such modified job within the department exists, then within the City if such modified assignment exists.
2. The cognizant physician or medical provider makes the ultimate decision to determine an employee's capability to return to work after any work-related accident, injury, or illness. The physician makes the decision as to whether the employee's capability to return to work fits within the scope of transitional work as defined in this policy.

The physician or medical provider will evaluate the modified job duties to ensure that the employee will not be required to perform duties that would further aggravate their condition.

3. The result must be the performance of meaningful work that includes productive output during the time of strengthening and healing.
4. If after 30 days of performing transitional work, the employee is still unable to perform the essential functions of his/her assigned position, and special and meritorious circumstances are shown to exist, the employee may request only one

(1) additional 30-day period of transitional work. This should be done in accordance with the same procedure as discussed in paragraph B1 above.

5. A Transitional Work Evaluation Form is for use by physicians and medical providers and establishes the employee's eligibility for a transitional work assignment. The HR office will supply this form as needed.

RETIREMENT**SECTION 5.19****A. POLICY**

1. Non-uniformed Personnel: All employees (except uniformed personnel, elected officials and certain seasonal employees) are required by law to participate in the Ohio Public Employees Retirement System (OPERS). Both the employee and the Employer are required to contribute to OPERS, in amounts set by state law. The employee's contribution is paid by payroll deduction. The Employer elects to "pick-up" the employee's share per City Ordinance 26-1986.
2. Uniformed Personnel: All full-time police officers and firefighters are required by law to participate in the Ohio Police and Fire Pension Fund. The employee's contribution is paid by payroll deduction per City Ordinance 29-1986.
3. Notice: All employees are required to notify their department head and copy the HR Department of their anticipated retirement in writing at least 30 days prior to the effective date of their retirement, or earlier according to their respective retirement plans as amended.

4. Questions regarding these plans should be directed to:

Ohio Public Employees Retirement System
277 E. Town Street
Columbus, Ohio 43215
1-800-222-PERS (7377)

www.opers.org

Ohio Police and Fire Pension Fund
140 E. Town Street
Columbus, Ohio 43215
(614) 228-2973

www.op-f.org

5. Deferred Compensation: The City Auditor is hereby empowered to take all necessary steps to establish and adopt a deferred compensation program for all eligible City employees.

B. PROCEDURE

Employees shall submit a signed, dated letter to their department head stating their intention to retire and the effective date of their retirement at least 30 days in advance. The

department head shall forward a copy of this letter immediately to the Safety Service Director and Auditor to allow benefits and separation payments to be determined.

LEAVE DONATION PROGRAM**SECTION 5.20**

The City of Norwood has established an employee leave donation program. The intent of the employee leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to the serious illness of the employee. Critical need will be determined by the SSD, the employee's supervisor/Department Head, and a representative from human resources on a case-by-case basis. The employee leave donation program shall not be used for the care of a new born or adopted children. This policy does not discriminate against women whose disability is based upon pregnancy or childbirth.

A. An employee may receive donated leave, either vacation or sick leave, up to the number of hours the employee is scheduled to work each pay period, for example full-time employees may receive up to forty hours per week. An employee may receive donated leave if the employee:

1. Has a serious illness or injury;
2. Has no accrued leave;
3. Has applied for any paid leave, workers compensation, or benefits programs for which the employee is eligible. An employee who has applied for programs may use donated leave to satisfy the waiting period for such benefits, when applicable;
4. Has provided documentation from an attending physician. In the event the employee is incapacitated, another employee and/or member of immediate family may initiate action for the employee to receive donated leave;
5. Has approval of critical need from review committee every ninety days. The committee will review the critical need for continued donation approval and estimate the total number of donated hours needed.

B. Employees may donate leave if the donating employee:

1. Voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned;
2. Donates a minimum of eight hours;
3. Retains vacation leave balance of 40 hours and and/ sick leave of at least eighty hours.

All donated leave will convert to sick leave.

C. The leave donation program shall be administered on a pay period by pay period basis. Employees using donated leave shall be considered in active pay status and shall accrue leave, and be entitled to any benefits to which they would otherwise be entitled. Leave accrued by an

employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received. Donated leave shall not count toward the probationary period of an employee who receives donated leave during his or her probationary period. Donated leave shall be considered sick leave, but shall never be converted into a cash benefit.

The Employee needing leave donation will request through the HR department in writing. The HR department will send out the request to the City departments and convene appropriate people for review and approval as needed.

D. Employees who wish to donate leave shall certify:

1. The name of the employee for whom the donated leave is intended;
2. The type of leave and number of hours to be donated;
3. They will have a minimum eighty-hour balance of both sick and vacation leave after donating;
4. The leave is donated voluntarily and will not be returned;
5. The maximum amount donated does not exceed fifteen days within a fiscal year.

Employees wanting to donate will submit required information the HR department.

E. The privacy of any employee in need of donated leave shall be respected; however, with permission of the employee or a member of the employee's immediate family, the City may be informed of the need for donated leave to include the name of the individual in need of leave and the nature of the precipitating situation.

F. Appointing authorities shall ensure that no employees are forced to donate leave. Appointing authorities shall respect an employee's right to privacy; however, appointing authorities may, with permission, inform employees of their co-worker's critical need for leave. Appointing authorities shall not directly solicit leave donations from employees. The donation of leave shall occur on a strictly voluntary basis.

TUITION REIMBURSEMENT	SECTION 5.21
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A. PURPOSE

The City supports and encourages employees to increase skills by continuing education through tuition reimbursement.

B. POLICY

A full-time employee is eligible for 100% tuition reimbursement not to exceed \$600 for achieving a grade of "A" in an approved course, 80% tuition reimbursement for achieving a grade "B" in an

approved course, 60% for achieving a grade “C” in an approved course. In courses that are graded on a pass/fail basis, 80% tuition reimbursement will be granted for a passing grade, 0% reimbursement for a failing grade. Reimbursement for up to three (3) credit hours is available per quarter or semester dependent on school structure. under the following conditions:

1. The employee has completed one year of service, before the course begins.
2. The education is obtained from an accredited school during non-working hours. The Appointing Authority may allow courses to be taken during work time, provided vacation and/or compensatory time is used.
3. The course is job-related to the employee’s current position or to his/her future City development and promotion.
4. Request for reimbursement is filed before the course registration using the designated form. The form should be submitted and approved by the Appointing Authority and submitted to HR who will process and submit to Auditor. The reimbursement is only for tuition expenses. Lab fees, etc. are not reimbursable.
5. A receipt of tuition payment and a passing grade report must be submitted within thirty (30) days after the academic session ends. A grade of at least “C” or equivalent must be achieved in each course.
6. The Appointing Authority will monitor for consistency and fairness and will meet with the employee when requested. Final determination regarding course relatedness and/or creditability shall be made by Human Resources.
7. The rate of reimbursement shall not exceed the cost of credit hour cost of local state university. The HR department will determine this rate locally the beginning of each year.
8. Employees will be required to remain employees with the City for a minimum of one (1) year after receipt of the last reimbursement payment. If an employee leaves City employment prior to the expiration of that one (1) year period, he/she will be required to refund the City a pro rata amount. The Appointing Authority, upon a case-by-case basis, will review exceptional cases.

BUSINESS EXPENSE PAYMENT / REIMBURSEMENT**SECTION 6.01****A. PURPOSE**

To outline the City of Norwood's policy and procedures for the authorization, payment and reimbursement of expenses incurred in the performance of official City business.

B. POLICY

1. Application of Policy: The following policy applies to all departments of the City, all divisions of each department, and all employees of the department and division. This policy also applies to elected officials and their employees.
2. Authority and Definitions:
 - a. Incurring business related expenses on behalf of the City of Norwood requires the prior, written approval of the employee's department head and appointing authority. An approved purchase order by the Auditor is required as well.
 - b. The City will reimburse employees for the necessary and reasonable expenses (as defined herein) incurred to attend authorized meetings, conferences, and conventions.
 - c. Travel which involves the use of a City vehicle and does not involve any expense requires the prior, written approval of the employee's department head and Appointing Authority.
 - d. Travel which involves business related expenses to be paid by the City requires the prior, written approval of the department head and Appointing Authority.
 - e. If an employee travels and incurs expenses without the required approvals, the determination of whether or not to reimburse the employee is at the discretion of the Appointing Authority, and may be denied.
 - f. The Appointing Authority retains the right to approve additional travel-related reimbursements that fall outside of this standard policy. These may include but are not limited to:
 - Higher-than-standard lodging rates due to conference location or availability.
 - Extended stay for business purposes.
 - Additional transportation needs.
 - Meal or per diem exceptions.
 - Schedule related or safety concerns.

Such reimbursements require:

- A formal written request submitted by the Department Head on behalf of the employee.
- Justification for the exception, including supporting documentation (e.g., conference rate sheets, location-specific costs.)
- Pre-approval by the Appointing Authority prior to the expense being incurred.

Requests will be evaluated on a case-by-case basis, and approvals will be documented and retained with the reimbursement records.

3. Business Expenses — Transportation.

- a. Generally: The City of Norwood will pay the cost of City business travel, and certain expenses related to such travel. These costs may be paid by travel expense advance to the employee (partial payment as addressed in paragraph 7 B below), paid directly to a vendor by the Auditor or paid as a reimbursement to the employee, as provided herein.

Costs resulting from parking and traffic violations or accidents while operating a city, personal or rental vehicle on City business are not reimbursable, if the employee is at fault.

- b. Transportation — Common Carrier: Transportation by air, rail, or bus must be approved in advance by the department head, and Appointing Authority and be at the lowest available rate.

c. Transportation — City Vehicle;

1. City employees must possess a valid operator's license to drive a City vehicle or personal vehicle on City business.
2. Employees approved to use City vehicles for City business related travel shall operate such vehicle in full compliance with Section 6.02, Use of Vehicles on City Business.
3. Employees conducting official City business by automobile are required to utilize a City-owned vehicle when one is available and its use is deemed appropriate. The availability and mandatory use of City vehicles shall be determined by the respective department head, based on the employee's position and departmental guidelines. Employees will be notified regarding their eligibility and any obligations related to the use of City vehicles.

d. Transportation — Personal Vehicle:

- (1) If transportation in a personal vehicle for City business is authorized per Section 3 (c) above, the employee must carry liability insurance in the minimum amounts and provide proof of same.

- (2) Expenses for the use of a personal vehicle shall be reimbursed at the current IRS reimbursement rate for all business-related miles traveled. Directional map with mileage indicated will be required for reimbursement.
- (3) Reimbursement will be paid only once and only to the approved operator when two (2) or more employees are traveling together in the same vehicle.

e. Transportation — Rental Vehicles:

- (1) Use of a rental vehicle while on City business must be approved in advance by the department head and Appointing Authority, and must be at the lowest available rate for the most economical vehicle available based on the number of occupants and the intended use of the vehicle.
- (2) Rental of a vehicle may only be approved if no other transportation is available at a lesser cost.
- (3) Rental vehicle insurance coverage — prior to travel, employee must get proof of insurance and coverage requirements from the City's current insurance carrier.

f. Transportation - Air Fare

1) Authorization

- a) All air travel must be pre-approved by the Appointing Authority (or designee).
- b) A Travel Authorization Form must be submitted and approved prior to booking airfare.

2) Booking Requirements

- a) Employees are expected to book airfare at the lowest available fare that reasonably accommodates the business schedule.
- b) Coach or economy class must be used unless pre-approved due to medical necessity or business justification. Employee can choose to pay for the upgrade personally but no reimbursement beyond economy will be made.
- c) Airfare should be purchased in advance, when possible, to secure the best rates.

3) Baggage

- a) Standard baggage fees (one checked bag) are reimbursable.

- b) Additional baggage or overweight fees are reimbursable only with justification and approval.

4) Non- Reimbursable

- a) In-flight entertainment, meals, or upgrades.
- b) Tickets purchased with airline miles or reward points.

5) Documentation Required

- a) Original itemized receipt or invoice from the airline or booking service
- b) At the time of booking, employees must compare at least two airfare options for the intended route and dates.

For non-reimbursable add-ons, include a comparison of the cost with/without the personal add-on.

- c) Acceptable methods for comparison include:
 - Screenshots from travel booking sites (e.g., Expedia, Google Flights, airline websites)
 - Fare quotes from a travel agent

6) Exceptions

Exceptions to the lowest fare requirement must be explained and approved in writing. Acceptable reasons include:

- Scheduling conflicts requiring specific departure or arrival times
- Medical or accessibility needs
- Excessive layovers or unreasonable travel duration
- Airline bundling with conference rates or lodging

7) Frequent Flier Miles/ Credit Card Points

- a) In accordance with the State of Ohio Ethics Commission rulings, employees may not accrue frequent flyer miles from City travel.

4. Business Expenses — Lodging

- a. Generally: The City of Norwood will pay the costs of lodging while an employee is away from home on City business. These costs may be paid directly to a vendor, or paid as a reimbursement to the employee, as provided herein.

- b. Lodging Expenses:

Lodging expenses may be reimbursed when an employee is required to

travel for authorized City business and an overnight stay is determined to be reasonable and necessary. Approval must be obtained in advance from both the Department Head and the Appointing Authority.

Reimbursement will be considered based on factors such as:

- The distance from Norwood to the event location
- The event's start and end times
- The overall duration and schedule of the event
- The safety and practicality of same-day travel

Lodging for the night before or after an event may be approved if justified by the factors above, travel demands or the event schedule. All lodging arrangements must be made with cost efficiency in mind, and employees are expected to request a government or discounted rate when available.

- (2) A single room rate is the standard for payment. If not staying at the event hotel, employees should choose a moderately priced facility convenient to the location of the City business. Airbnb/ VRBO or like lodging is permitted only if comparable to hotel costs. Refundable options in this category should be used as well as insurance in case of need for cancellation.
- (3) The City of Norwood is exempt from paying sales tax in Ohio for lodging, if payment is made directly to the vendor. If time permits, arrangements for direct payment should be considered.
- (4) If two (2) or more City employees are approved to share a room, double or triple bed room rates may be approved. In such case, reimbursement will be made to only one (1) employee. The names of the other employees sharing the room must be provided.
- (5) Only reasonable, business-related expenses associated with lodging will be paid by the City. Itemized receipts for these items are required. Reimbursable expenses include:
 - Business-related telephone calls
 - Internet access required for work
 - Copies and other meeting related items
 - Parking
 - Personal call only covered for safe arrival check in if needed
 - Other expenses related to business that are approved

No reimbursable are items such a but not limited to:

- Personal (excluding above)
- Movies and other hotel entertainment
- Laundry/ dry cleaning

5. Business Expenses — Mealsa. Generally:

The City of Norwood will pay the costs of meals eaten by employees while away from home on City business as provided herein. These costs are paid by travel expense advance, directly to the vendor, or as a reimbursement to the employee, as provided herein.

b. Meal Reimbursement Standards:

The City will reimburse meals lesser of actual or per diem U.S. General Services Administration (GSA) per diem meal rates applicable to the travel location. The reimbursement amount will reflect the standard GSA breakdown for breakfast, lunch, and dinner. Reimbursement is based on travel times, official duties, and whether meals are provided as part of the event or lodging package. The Auditor's office will determine correct GSA usage for meals.

c. Receipts and Restrictions:

Detail receipts are required to receive payment or reimbursement. Itemized grocery store receipts are acceptable.

Gratuities of up to 20 percent of the meal cost may be included. Alcoholic beverages are not reimbursable.

d. Meal Inclusion in Event Cost:

When a seminar, meeting, or event paid for by the City includes meals, employees will not receive reimbursement or alternate meal payment for that meal. The only exception is for medical or religious related issue due to food served. This will be considered an accommodation and the HR Director should be contacted for approval of these reimbursements. This exception does not consider personal preference on food or self-imposed diet restrictions.

e. Local Meals:

City employees and elected officials may be eligible for meal reimbursement when attending authorized local meetings, trainings, or events within a 50-mile radius of their primary work location, provided meal expenses are incurred as part of their official duties. Reimbursement will only be considered when all of the following conditions are met:

1. The meal is not provided by the meeting host or included in a registration fee.
2. The meeting is directly related to official City business and the position the employee holds, such as strategy meetings, inter-agency collaboration, employee relations, professional networking, committee participation.
3. Reimbursement is not permitted for meals consumed alone, for reasons of personal convenience or preference, or general employees choose to lunch together with no official purpose.

4. An itemized receipt is required, showing the date, location, and total cost of the meal.
5. A brief meeting summary or agenda is provided, including the purpose, attendees, and relevance to City business.
6. Pre-approval from the department head is required for employees (not elected officials); Yearly approvals may be granted for recurring or similar meetings.
7. All required forms (e.g., requisition and approval and reimbursement request) must be properly completed and submitted.

f. Additional Reimbursement:

Upon the written request of a department head, the Appointing Authority may approve additional reimbursement above the GSA standard when justified by unusual circumstances or increased costs in the travel area. Documentation supporting such a request must be submitted with the Travel Expense Report.

6. Business Expenses — Miscellaneous/Incidentals:

- a. City business related expenses, in addition to transportation, lodging, meal, and training expenses, may be reimbursed such as:
 - Parking, road tolls or bus fares, reasonable tips/ gratuities, telephone charges for business-related calls, rental charges for equipment and facilities.
 - Receipt is required for reimbursement. In case of cash gratuities, memo stating what tip was for and amount and will be approved by appointing authority if allowable.
- b. Examples of expenditures not reimbursable are any expense not deemed by the Appointing Authority to be City business related, and any expense which requires a receipt, and for which no receipt is provided.
- c. Entertainment: Expenditures for entertainment at night clubs, golf courses, ball games, etc. are payable only if the expenses are directly associated with the active conduct of City business. Such expenses may be incurred only with the advance approval of the Appointing Authority, and after review by the Auditor.
- d. Spouses may be permitted to accompany employees traveling on City business, with the approval of the Appointing Authority. In such case, all expenses incurred as a result of the spouses' presence are the employee's responsibility.

7. Business Expenses — Payment Methods:

- a. Direct Payment by Auditor: Substantial invoices for the costs of air travel, hotel, conference rooms, etc., may be paid directly to the vendor by the City on approval by the Appointing Authority. All requests (vouchers) for direct payments must be submitted to the Auditor at least five (5) working days before the date the payment is desired.

- b. Reimbursement: The second method of paying City business related expenses is reimbursement to employees who have used their own funds to pay such expenses and who request reimbursement pursuant to the procedures contained herein.
- 8. Disabled Employees: When considering any employee's request for job-related travel, the Employer will consider the special needs of an employee with a permanent disability that substantially affects the employee's ability to drive, see, hear, etc. The Employer will not deny job-related travel opportunities to employees with a disability due to such disability.

C. PROCEDURE

- 1. Any employee desiring to attend a meeting, conference, convention, or otherwise incurring expenses on official City business shall:
 - Make advance written application by use of Travel Reimbursement Approval/Request form with any required documentation as noted in policy to their department head and the Appointing Authority for approval.
 - This should be submitted at least 14 days in advance when possible.
 - A copy of the approval will be sent to the Auditor's Office with requisition for purchase order creation prior to travel/ purchase.
- 2. After returning from any meeting, conference, convention, or other official City function wherein reimbursable expenses have been incurred, an employee shall:
 - Submit a Travel Reimbursement Approval/Request along with a copy of the previously approved purchase order and all original receipts and other documentation to the department head or Appointing Authority for forwarding to the Auditor's Office for processing.
 - The report shall be reviewed by the Auditor's Office and either approved for reimbursement or returned to the employee for adjustment or further documentation.
 - Once the report has been approved by the Auditor's Office, the Auditor will process the report for payment.
 - If requested reimbursement is more than 10% of estimated, additional review and approvals are required and will managed by the Auditor's Office.

USE OF EMPLOYER-OWNED VEHICLES OR PERSONAL VEHICLE ON EMPLOYER BUSINESS
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SECTION 6.02

A. POLICY

The City of Norwood maintains a fleet of vehicles to meet City work requirements for the benefit of operations. The City issues some vehicles in a take home status for persons requiring this convenience. This policy details the usage, care, and accident notification process for all City of Norwood vehicles and sets general guidelines for all drivers.

- 1. Employers — Generally:

- a. Vehicles purchased or leased by the Employer shall be subject to regulation by the Employer.
- b. All vehicles owned or leased by the Employer shall be plainly marked as the property of the City, except law enforcement undercover vehicles.
- c. Vehicles may be provided for those officials, department heads and employees who require transportation in the course of their duties. Employer-owned vehicles are not to be used for employee travel to and from work unless authorized by the Employer in writing.
 - Public Safety Exception - Due to the unique operational demands of the Police , Fire and Public Works Departments, an exception is recognized for designated public safety response vehicles to drive to and from home as assigned. This provision ensures that emergency response times are minimized and public safety leadership remains available in critical situations.
 - The department head may also assign a City vehicle to employees attending training, seminars, conferences, or similar programs approved in advance by the Employer.
- d. Employer-owned vehicles shall be used by employees whenever possible on approved City business.

2. Assignment of City Vehicles:

- a. Permanent vehicle assignments or assignment of a vehicle to attend a conference, meeting, etc. will be made based on written request which provides documented justification. Approval will be based on transportation needs, emergency requirements, call-out availability, after hours meetings, cost effectiveness, or as otherwise determined by the Employer.
- b. Permanent vehicle assignments shall be reviewed annually by the Employer during the budget appropriations process. All permanent vehicle assignments shall be reported to the Auditor for income tax purposes. Employees assigned vehicles shall comply with the Auditor's Office in meeting the IRS rules. All employees who have permanently assigned vehicles shall keep a daily record of any personal use of the vehicle. This shall include, but not be limited to, commuting to and from work. All costs associated with personal use must be added as income to the employee's W-2 statement. The records shall also include maintenance, insurance, fuel, etc. Failure to maintain and provide such information may result in loss of use of the vehicle.
- c. Daily vehicle assignment will be at the discretion of the department head based on the operational needs of the respective department.

3. Qualifications for Using Employer Vehicles or Personal Vehicles on Employer Business:

- a. All operators of Employer owned or leased vehicles or employees using their own vehicles for Employer business shall be at least 18 years of age.
- b. All drivers must have a current, valid driver's license that covers the type of vehicle to be operated. A copy of the license must be placed in the driver's file.

In those classifications which require a certain motor vehicle license, newly hired employees must generally possess such license as a condition of employment, and all current employees must maintain said license for the duration of their employment in said classification. Loss of license and driving privileges by such employees may result in termination of employment for incompetency.

- c. Employees operating a vehicle on behalf of the Employer are expected to operate the vehicle in a responsible manner. An individual's driving record as maintained by the State of Ohio Bureau of Motor Vehicles (BMV), or record from any other state or country in which the driver or applicant has resided or operated a motor vehicle during the previous 36 months, or any other legal source, will be used as an indication of the individual's ability to responsibly operate a vehicle. The Employer will review the applicable driving record of each City employee who operates a vehicle on behalf of the Employer annually. The following is a listing of motor vehicle related occurrences (violations, convictions and accidents), the appearance of which on the driving record of a City employee during the previous 36 month period will normally result in the suspension of the employee's driving privileges for the City.

A conviction for:

- Driving while under the influence of alcohol or drugs;
- Vehicular homicide or manslaughter;
- Leaving the scene of an accident;
- Attempting to elude or flee a police officer after a traffic violation;
- Drag racing; or
- Other intentional and dangerous or reckless use of a motor vehicle.

The City may suspend an employee's authorization to operate City vehicles based on the presence of motor vehicle-related incidents—such as moving violations, convictions, or at-fault accidents—on the employee's driving record within a 36-month period. The decision will be based on a review of the nature, frequency, and severity of such incidents. Combinations of violations and accidents may also be considered grounds

for suspension, particularly where they suggest a pattern of unsafe driving or increased liability risk.

- d. In a case where the Employer or the issuing Driver's Licensing Authority has suspended the employee's driving privileges, or the employee becomes uninsurable under the Employer's policy, and driving is an essential function of the employee's position, the Employer may take appropriate disciplinary action up to and including termination of employment by the City.
The Employer may also require employees to participate in remedial or defensive driving courses when employees evidence poor driving records.
 - e. An applicant may be denied employment on the basis of an unsatisfactory driving record. At the discretion of the Employer, denial may be made without regard to the number of points or violations or whether they occurred within the State of Ohio. The Employer will review the BMV driving record of any applicant who, if employed, will be operating a vehicle on behalf of the Employer, prior to making an offer of employment.
 - f. Drivers shall report to their department head any moving violations or accidents which occur while they are on or off duty. On-duty accidents or moving violations shall be immediately reported to the department head. Off-duty accidents or moving violations shall be reported as soon as possible, not to exceed within five (5) calendar days of the occurrence.
 - g. Employees who use their personal vehicle for official Employer business will be reimbursed on a mileage basis at the authorized rate. Insurance coverage for personal vehicles used on Employer business shall be the responsibility of the owner of the vehicle.
4. Use of Vehicles:
- a. Employer-owned or leased vehicles shall not be used for any purpose other than official City business.
 - b. Employees must continuously recognize that use of an Employer-owned vehicle is a privilege and that they are constantly visible as an official representative of the City. Employees should show every courtesy while operating a City vehicle or their personal vehicle on City business in order to enhance the good reputation of the City.
 - c. Employees shall exercise caution and responsibility and adhere to all safety regulations when operating Employer-owned vehicles. Operators and passengers shall wear safety belts at all times while driving or riding in an Employer-owned vehicle or their personal vehicle on Employer business. Negligent, reckless, or improper operation of vehicles while on Employer business is grounds for disciplinary action.

- d. Except as otherwise provided herein, passengers not on official Employer business and hitchhikers are not permitted in Employer-owned vehicles. A family member or friend may be permitted as a passenger, but never as a driver, in Employer-owned automobiles on authorized trips to meetings, conferences, and conventions only if approved in advance by the Employer.
 - e. Employees who must operate a City vehicle as part of their job or their personal vehicle on City business, either on a regular or occasional basis, are required to report any suspension or revocation of their driver's license to the department head immediately.
 - f. Use of alcoholic beverages or controlled substances immediately prior to or during operation of a City vehicle is prohibited. Alcoholic beverages or controlled substances shall not be transported in a City vehicle except as required in the performance of the employee's duties (e.g., law enforcement). Any employee convicted of operating a City vehicle while under the influence of alcohol or drugs will be subject to immediate dismissal.
 - g. Turn signals and warning signals shall be utilized by all vehicle operators. Vehicle headlights shall be used during periods of limited visibility or any time the vehicle windshield wipers are in use.
 - h. Employees are responsible for ensuring any City vehicle which they are permitted to take home is properly maintained, kept locked, and parked in a safe and secure location.
 - i. Employees shall ensure any City vehicle which they use is cleaned, fully fueled, and readied for service upon completion of its use.
 - j. The operator of a vehicle shall be responsible for seeing that any service, safety, or maintenance items are corrected on the vehicle or reported to the proper authority.
 - k. Use of Tobacco and E-Cigarettes in City vehicles is prohibited. Violation may be grounds for disciplinary action.
5. Accidents/Traffic Citations Involving City Vehicles or Personal Vehicles While on Employer Business:
- a. Accident reports shall be completed and submitted to the Employer within 24 hours of an accident (Driver's Report Form, BWC form, and/or Injury/Accident Report).
 - b. Parking, moving violations, and other fines received while operating a City vehicle or a personally owned vehicle while on City business are the responsibility of the operator.

- c. Operators involved in accidents while operating a City vehicle in a non-approved manner, will be subject to appropriate disciplinary action and may be liable for the cost to repair the vehicle.

B. PROCEDURE

1. Mileage Reimbursement Requests: Employees should use an Employer-owned vehicle whenever possible to conduct Employer business. However, any employee who uses a privately owned automobile on approved City business shall be reimbursed at the current IRS reimbursement rate. The employee must obtain approval from the department head and obtain an approved purchase order prior to incurring the expense. To receive reimbursement, the employee must submit the odometer readings of the vehicle showing starting and ending mileage. When air flight is less expensive than paying mileage, the cost of air flight may be approved at the discretion of the Employer.
2. Reporting Accidents: Employees shall immediately report all accidents involving Employer-owned vehicles or personally owned vehicles being used for Employer business. A Driver's Report/Accident Report Form shall be completed, signed and submitted by the employee to the department head. The department head shall review and submit the Driver's Report Form to the Appointing Authority or designee. The driver will also report the accident to the appropriate law enforcement agency, obtain a copy of that agency's accident report and forward such report to the Appointing Authority or designee. If the driver is in a safety-sensitive position, is a CDL holder, or if there is reasonable suspicion that the driver is under the influence of alcohol or drugs, the driver may be required to take a drug or alcohol test in accordance with the Employer's policy for CDL holders.
3. The vehicle inspection form should be done monthly by employees and turned in to assigned fleet manager. The form will be placed in each vehicle and also available on the shared drive as needed.

SECONDARY EMPLOYMENT

SECTION 6.03

A. POLICY

1. Time Conflicts: Full-time employment by the City of Norwood shall be considered an employee's primary occupation and take precedence over all other occupations. Full-time employees shall not have other employment which presents a "time conflict." A time conflict for purposes of this section exists when the working hours of a secondary job directly conflict with an employee's scheduled working hours or mandatory overtime obligations, if any, or when the demands of a secondary job prohibit adequate rest or otherwise affect the employee's job performance.
2. Interest Conflicts: No employee, regardless of employment status, shall have other employment which presents an "interest conflict" with their position. An interest conflict exists when an employee engages in any secondary employment which tends or may appear to compromise the employee's judgment, actions, or job

performance or conflict with the policies, objectives, and operations of the Employer.

3. Police Department: An interest conflict also exists for police department personnel if they engage in any employment or business involving the sale or distribution of alcoholic beverages or marijuana, work for bail bond agencies, perform investigative work for insurance agencies or private security services, or perform collection services for attorneys.
4. Uniforms and Equipment: No employee shall use Employer-owned uniforms or equipment in performing secondary job duties unless approved by the department head for special duty assignments.

B. PROCEDURE

1. Employees shall notify their department head in writing of any secondary employment (preferably prior to accepting such employment). The department head will thereafter notify the Appointing Authority of such secondary employment. This will be forwarded to Human Resources to place in file.
2. If the Appointing Authority feels an employee's secondary employment presents a conflict, the Appointing Authority may demand that the employee terminate the secondary employment relationship. Failure to follow such demand shall be cause for discipline.
3. Police officers shall notify the Police Chief in writing and receive permission from the Chief prior to accepting secondary employment.

TOOLS, SUPPLIES, EQUIPMENT, AND UNIFORMS**SECTION 6.04****A. TOOLS, SUPPLIES, and EQUIPMENT**

1. Tools, supplies, and equipment which are needed to perform job duties shall be properly used and maintained. An employee shall be held strictly responsible and accountable for equipment personally issued to the employee, in addition to any generally issued departmental equipment, tools, or supplies which are used by the employee.
2. Misuse, neglect, theft, and/or abuse of tools, supplies, or equipment is prohibited and shall subject an employee to appropriate disciplinary action. Accidents involving misuse or abuse of tools may also be cause for disciplinary action.
3. Employees may be required to pay for tools, equipment, and supplies lost or damaged, at the discretion of the appointing authority.

B. UNIFORMS

1. Some employees may be required to wear a uniform. Such uniforms may be supplied by the Employer or the employee may be given an annual allowance as determined by Council.
2. Employer provided uniforms will be replaced as needed, and remain property of the City of Norwood. When an employee terminates employment, he/she will be required to return all Employer provided uniforms.
3. Employees will be responsible for laundering their uniforms.
4. The clothing items purchased with the uniform allowance funds become personal property of the employee. Equipment and other items purchased with the uniform allowance funds remain the property of the City.
5. All items that are deemed to be safety related, and are mandatorily required to be provided by the City shall not be included in the uniform allowance. These items shall be provided to each and every employee, separate and apart from the uniform allowance system.
6. All employees shall understand all clothing purchased through the uniform allowance shall be used for work purposes and not for personal use. In the event the clothes purchased become used for personal use, they may be subject to added income according to the IRS regulations.

BULLETIN BOARDS**SECTION 6.05****A. POLICY**

1. Bulletin boards are a means for the Employer and the bargaining unit(s) to provide information to employees. The following information may be posted by employees on Employer bulletin boards:
 - a. employee recreational and social affairs;
 - b. notices of employee meetings;
 - c. non-political publications.
2. No information may be posted on Employer-owned bulletin boards which contains:
 - a. personal, scandalous, or derogatory attacks upon any employee, public official, governmental agency, organization, or group;
 - b. unfavorable attacks or comments regarding a candidate for public office; or
 - c. any material promoting or advocating any particular religion in the workplace.

PERSONAL INFORMATION RECORDS**SECTION 6.06****A. POLICY**

1. The Employer maintains and is responsible for personal information maintained concerning employees. "Personal information" includes all information about an employee as defined in O.R.C. 1347.01(E), and may include such information as:
 - a. personal data;
 - b. employment application documents;
 - c. references;
 - d. medical reports;
 - e. documentation pertaining to an employee's change of status;
 - f. performance evaluations;
 - g. communications or disciplinary actions;
 - h. paid and unpaid leave records.
2. The Employer shall only use the personal information in the personal information system in a manner consistent with the system and in accordance with O.R.C. Section 1347.01 et seq., O.R.C. Section 149.43 et seq., or as otherwise required by Ohio law.

B. PROCEDURE

1. Each employee shall be allowed to review the contents of the file(s) pertaining to them; maintained by the City at any reasonable time. Employees may also request that the Appointing Authority conduct an investigation to determine if the information in their file is accurate, relevant, timely, and complete. This investigation must occur within 90 days of written request by the employee. All information determined by the Employer to be inaccurate as a result of such investigation shall be noted as such and removed from the employee's file and placed in a separate inactive file. If the Employer determines the record to be correct, the employee may append a brief statement to the file. Personnel files are public records and subject to provisions in the Ohio Public Records Law.
2. Individuals requesting to obtain or review information about themselves must provide proof of identification.
3. The Employer will not initiate or contribute to any disciplinary action against an employee who brings to the attention of appropriate authorities, the media or any member of the public, evidence of unauthorized use of information contained in the personal information system.

4. The Employer shall monitor the accuracy, relevance, timeliness and completeness of its personal information systems, take reasonable precautions to protect personal information in the system from unauthorized and unlawful modification, destruction, use or disclosure, and shall collect, maintain and use only that personal information necessary and relevant to the Employer's functions.
5. Self Help to Records Prohibited:
 - a. Employees may not copy or remove any record or writing, even those regarded as "public records," without first obtaining advanced written permission from the Mayor or designee, or without going through the process for obtaining public records outlined in the City's public records policy.
 - b. No employee may copy, or use any agency writing, document, or record in any grievance, appeal, or legal action without having first obtained the written permission of the Mayor or designee. This particular policy does not apply to matters obtained through formal "discovery" under the Rules of Civil Procedure.
 - c. No employee shall use a mechanical or electronic device to record any conversations, including, but not limited to, any meeting, hearing, or appeal involving the Employer or a representative of the Employer without the advance written permission of the Mayor or designee. Unauthorized recording shall result in disciplinary action.
 - d. Except for official agency business, employees may not have any agency writing or document in their possession, unless obtained in accordance with this policy.
6. Violations: Misuse, removal, or destruction of Employer records without prior authorization shall result in termination of employment. Any former employee who is discovered to have obtained an unauthorized document or produced any unauthorized tape recording will be barred from reemployment by the City and may be subject to civil or criminal penalties.

REPORTING CHANGES IN PERSONAL INFORMATION**SECTION 6.07****A. POLICY**

1. Failure to report changes in personal information may prevent employees from obtaining or maintaining valuable employee benefits or services. It is each employee's responsibility to report any change of personal information within three (3) calendar days of the occurrence of the change. Notification shall be made to Human Resources, and changed in the HRIS system being utilized. Employees are able to make changes in the HRIS system being utilized by logging in.
2. For the purposes of this section, a change in personal information shall include the following:
 - a. Name change;

- b. Address change;
- c. Phone number change;
- d. Marital status change;
- e. Changes which may affect employee benefits (i.e., insurance and pension(s) such as changes in dependents or beneficiaries);
- f. Number of exemptions for tax purposes;
- g. Citizenship;
- h. Email change ;
- i. HSA deduction change;
- j. Other changes may apply.

B. PROCEDURE

1. Human Resources will make certain that notification of any change is forwarded to the department head, Appointing Authority's office, and Auditors office if applicable and needed information.

COMPUTER / INTERNET / ELECTRONIC MAIL POLICY**SECTION 6.08**

Employees may make limited personal use of the City's electronic systems (including email, internet, and other network resources), provided it does not interfere with work responsibilities or violate any City policies. Employees are expected to exercise good judgment and professionalism at all times.

All activity on City networks may be monitored and recorded. Misuse of electronic resources may result in disciplinary action, up to and including termination.

A. General Standards of Conduct for Internet Use:

1. Any use of City computers or on-line computer services to facilitate illegal activity is prohibited.
2. Use of the City's electronic services to access obscene or pornographic materials is prohibited, unless such use is authorized as part of a police investigation.
3. Use of the City's electronic services for political, commercial or for-profit purposes is prohibited. This includes buying, selling and bartering, including, but not limited to, the use of credit cards.

4. Disruption of electronic services, supporting equipment, or information available on it is prohibited, including, but not limited to, tampering with hardware or software, vandalizing or destroying data, introducing or using computer viruses, attempting to gain access to restricted information or networks, violating copyright laws, or installing non-City-owned software of any kind.
5. The use of electronic services to harass other users or to transmit materials likely to be offensive or objectionable is prohibited.
6. Users of electronic services are to protect themselves and others by not issuing or releasing confidential information, addresses, passwords or telephone numbers, remembering that on-line computer services are not private.
7. Employees shall not use a code or password, access a file or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. Any employee who violates this policy or uses electronic services for improper purposes shall be subject to discipline, up to and including discharge.

B. E-mail:

1. Any message sent or received via a City of Norwood e-mail system may be monitored by the Appointing Authority at any time, with or without prior notification. If the Appointing Authority discovers any misconduct or criminal activity, the information contained in such e-mail messages may be used to document such conduct and may be revealed to the appropriate authorities. All e-mail usage shall comply with the Appointing Authority's policy and all state and federal laws including those barring discrimination because of age, race, sex, religion, disability, sexual orientation, etc. Employees will not have access to e-mail after termination.
2. E-mail relevant to a specific topic should be printed and filed, if appropriate.
3. E-mail accounts are to be used only by the authorized owner of the account or another person with the owner's specific authorization.
4. Subscriptions to unrelated services or news groups is not allowed as they create unnecessary traffic on the e-mail system.
5. It is permissible to transmit documents via e-mail as attachments. However, transmitting copyrighted material including software, research data and manuscripts without the consent of the copyright holder is strictly prohibited.
6. Caution should be exercised before opening any attachment to any incoming e-mail. If the e-mail is of unknown origin, or is not business-related, the attachment should not be opened.
7. The use of personal e-mail is not forbidden, but should be used with common sense and restraint as is the telephone for personal business.

8. The downloading of files/programs for personal use from the Internet without advance permission is prohibited. Permission is obtained from the department head, Appointing Authority, or designee.
- C. Standards of Conduct for E-mail on a City of Norwood Electronic System:
1. Do not overuse e-mail by sending courtesy copies of messages to people who do not need them. Similarly, it is not generally necessary to reply to an e-mail just to inform the sender that you have received it.
 2. Be careful when forwarding e-mail messages. Use common sense: if you would not forward a copy of a paper memo with the same information, do not forward the e-mail.
 3. Global transmission of e-mail is prohibited without the advance written permission of the Appointing Authority.
 4. Be careful what you write. E-mail is not the same as conversation. It is a written record, can be duplicated at will, and may constitute a “public record.”
 5. Use normal capitalization and punctuation. Typing a message in all caps is bad “netiquette.”
 6. When replying to e-mail, it is often useful to include a portion of the original sender’s message to put your reply into context. It is appropriate to delete unimportant portions of the original message in order to prevent the message from getting too long.
 7. If a user discovers defamatory, disparaging, or otherwise damaging statements about the City of Norwood on the Internet, the user should inform the appropriate department head to follow-up on that discovery.
- D. Use of the World Wide Web: The Internet is a powerful and useful tool for research and other functions. Employees are encouraged to develop computer and Internet skills to improve their job knowledge and to promote the interests of the City of Norwood. Employees should treat the Internet as a formal communications tool similar to the telephone, radio, video and written communications. All employees are responsible for their actions and communications using computers and the Internet.

USE OF TELEPHONES / CELL PHONE POLICY (INCLUDES PAGERS AND LAPTOPS)
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SECTION 6.09

- A. Scope: This policy applies to all employees under the Appointing Authority of the City who possess and use a cellular telephone, pager, or laptop computer purchased and/or provided by the City.
- B. Purpose: This policy defines the conditions for which the City will provide a cellular telephone, pager, or laptop computer to an employee as well as the expectations for proper use of such City-issued equipment, and identify how personal use of such City equipment

will be reimbursed by the employee using the fair market value on a per minute basis. This policy shall apply to all cellular telephones, combination radio/cellular telephones, related necessary accessories when provided by the City, and all applicable service agreements.

- C. Policy: The City recognizes that cellular telephones, pagers, and/or laptop computers have become valuable tools for City officials and employees to enhance their productivity while working on behalf of City. This communications tool can provide an effective and efficient means to coordinate work activities, provide and/or receive needed information, deliver public services with minimal delay and assure personal and public safety; therefore, the cellular telephones, pagers, and/or laptop computers may be provided for use regarding official City business to those officials and/or employees whose jobs require the ability to have constant contact, in accordance with this policy. The City expects all officials and/or employees to have appropriate and reasonable use of all City-owned telephones, pagers, and/or laptop computers.
- D. Procedure: It is the responsibility of each Appointing Authority to determine who, in their respective offices, shall be assigned a City-owned cellular telephone, pager, and/or laptop computer for official use. No official and/or employee shall be automatically eligible to receive a City-owned cellular telephone, pager, and/or laptop computer based solely upon position, title, or classification. In order to be eligible for a City-owned cellular telephone, pager, and/or laptop computer, the official and/or employee must meet at least one (1) of the following:
1. Public Safety: The City official and/or employee requires immediate and direct communication with local emergency responders in order to provide for the safety of the public.
 2. Accessibility: The City official and/or employee, while working outside of the office, must initiate immediate and direct communication with their office and/or other public or private entities or persons to access information in order to conduct official City business in a timely fashion where there is a likelihood that conventional telephones will not be readily accessible.
 3. Responsiveness: It is routinely necessary for other City officials and/or employees or members of the general public to reach this individual immediately and directly to discuss official City business when they are out of the office.
- E. Acquisition and Return of City Cellular Telephones: Once a cellular telephone has been provided, the issuance will be tracked by the assigned City department and documentation will be made part of personnel file. (HRIS may be used to track) If a City cellular telephone, pager and/or laptop is damaged, lost, or stolen, it must be reported by the employee to their immediate supervisor as soon as possible; the immediate supervisor shall notify the Appointing Authority, who will make the necessary arrangements for termination of service and/or arrange a replacement.

When an employee no longer needs a cellular telephone, pager, and/or laptop, or terminates employment or otherwise loses the authorization to possess or use a City cellular telephone, pager and/or laptop, the employee shall return all City-provided cellular telephone, pager, and laptop equipment and/or accessories immediately.

- F. City employees, with a cell phone that has been provided by the City to conduct business, may also use the cell phone for personal calls.
- G. Even though personal calls are permitted, the employee is required to stay under the plan's free minutes. If an employee exceeds those minutes, the cost above the base bill must be reimbursed to the City. Personal calls shall not affect the employee's work performance and shall be kept to a minimum. Excessive personal use of cell phones during an employee's assigned work hours is prohibited and will be cause for disciplinary action as determined by the Appointing Authority or designee.
- H. Officials and/or employees are advised that all communications including, but not limited to, voice mails, text messages, pages, and/or email communications, are not confidential and are subject to review for the purpose of enforcing the policies stated herein.
- I. Employees will not be permitted to add a second line to a City-owned cell phone account for the employee's personal use.
- J. Employees are expected to use discretion when bringing personal cell phones to work. Personal use should not interfere with work duties, disrupt others even when on authorized breaks. Use of cell phone while driving a City vehicle should comply with the rules of the state of Ohio.

SOCIAL MEDIA POLICY**SECTION 6.10**

- A. Purpose: The purpose behind this policy is to make an employee aware of his or her privacy rights and prohibited conduct with respect to an employee's actions and its impact on the City. The policy also establishes guidelines to disseminate information about the City to its residents, corporate citizens, guests and fans. Moreover, this policy is intended to ensure efficient use of employee time and to minimize any distraction from an employee's assigned tasks and duties. It will also allow the City to ensure that the City's rules are followed and all employees are treated fairly.
- B. Scope: All employees will be subject to and held accountable for any conduct outlined in this Social Media Policy. This policy works in conjunction with other related personnel policies and procedures.
- C. Consent: An employee's use of such technology constitutes consent to being monitored by the City.
- D. Social media refers to the use of websites such as but not limited to Facebook, YouTube, TikTok, X (formerly Twitter), LinkedIn, Pinterest, Whatsapp, Snapchat, WeChat, and Instagram. For purposes of this policy, Blogs and other internet forums of communication will be covered. Nothing in this policy is meant to prohibit access of a work-related website.
 - 1. On Duty Conduct (Personal Social Media): Employees may access personal social networking sites, blogs, or other online platforms using personal devices only during approved breaks or other non-work time, so long as such use does not

interfere with job duties or disrupt the workplace. Discretion should be used at all times.

Access for work-related purposes or during other approved periods of downtime is permitted with supervisory approval. Inappropriate use or any activity that interferes with job performance may result in disciplinary action, up to and including termination.

2. Off Duty Conduct (Personal Social Media): An employee enjoys no expectation of privacy to information posted into cyberspace even while off duty. This includes anything posted to a social networking website, blog, or other similar internet forum of communication. Although information may be posted to a “private” webpage, the employee should be aware this information can still be accessed by the public and other sources in a number of ways. Because of this, an employee needs to use “common-sense” when posting comments, photos, opinions, or any other information related to his or her employment. By no means is this policy meant to infringe upon an individual’s First Amendment rights. However, anything that reflects negatively on the City or its mission may be used as grounds for discipline up to and including termination. It should be recognized that the City shall not interfere with an employee’s rights under R.C. 4117. The following are forbidden:
 - a. Posting one’s photograph while wearing the City’s uniform (or other similar attire, which could be misidentified as the official uniform) and being engaged in situations which reflect negatively on the City;
 - b. Posting pictures, videos, or comments that are insubordinate with respect to the employee’s employment;
 - c. Posting pictures, videos, or comments that constitute or could be construed as unlawful behavior;
 - d. Knowingly or recklessly posting false information about the City, supervisors, coworkers, public officials, or those who have a relationship with the City. This also includes disparagement of a fictitious character or computer-generated likeness that resembles the above.
 - e. Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of a supervisor.
 - f. Posting pictures, videos, or comments that are sexual, violent, offensive, harassing, or pornographic in nature along with any reference to the City or an individual’s employment.
3. City Administered Social Media: The establishment and use of Social Media for City business is subject to approval by the Safety/Service Director or designee. Employees administering Social Media sites on behalf of the City (ex. City website, City or Department Facebook page, etc.) must have permission of the Safety

Service Director or designee or Department Head and shall follow this Social Media Policy and all applicable federal and state laws and regulations.

- a. City Social Media sites shall be clearly identified as maintained by the City;
- b. Wherever possible, links shall be provided referring users to the City of Norwood website for forms, documents, online services and other information to conduct business with the City;
- c. The Safety/Service Director shall appoint a designee to monitor content on the City's Social Media to ensure adherence to this Policy and the interest and goals of the City;
- d. Violations of this policy and following comment guidelines should be reported to the Safety/Service Director or designee as soon as possible;
- e. The City of Norwood's website shall be the primary and predominant internet presence for official information;
- f. City Administered Social Media sites and comments by on behalf of the City are subject to the Ohio Public Records Act and may be a public record subject to public disclosure and the City's records retention schedule;
- g. Employees representing the City must always conduct themselves as a representative of the City in accordance with all City policies, and may not comment on topics or issues not within the jurisdictional purview of the City;
- h. The following comment guidelines shall be displayed on City Administered Social Media sites for access to any user:

COMMENT POLICY

- i. As a public entity, the City of Norwood must abide by certain standards to serve all its constituents in a civil and unbiased manner.
- ii. The intended purpose behind establishing City of Norwood social media sites is to disseminate information from the City, about the City, to its residents, corporate citizens, guests and fans.
- iii. Comments containing any of the following inappropriate forms of content shall not be permitted on the City of Norwood social media sites and are subject to removal and/or restriction:
 1. Comments not related to the original topic, including random or unintelligible comments;
 2. Profane, obscene, violent, or pornographic content and/or language;
 3. Defamatory or personal attacks;

4. Threats to any person or organization;
 5. Comments in support of, or in opposition to, any political campaigns or ballot measures;
 6. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 7. Conduct in violation of any federal, state or local law;
 8. Encouragement of illegal activity;
 9. Information that may tend to compromise the safety or security of the public or public systems, or content that violates a legal ownership interest, such as a copyright, of any party;
 10. Repetitive or duplicative posts by single or multiple users.
- iv. A comment posted by a member of the public on any City of Norwood social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Norwood, nor do such comments necessarily reflect the opinions or policies of the City of Norwood.
 - v. The City of Norwood reserves the right to deny access to City of Norwood social media sites for any individual, who violates the City of Norwood's Social Media Policy, at any time and without prior notice.
 - vi. The City shall monitor their social media sites for comments requesting responses and for comments in violation of this policy.
 - vii. When a City of Norwood employee responds to a comment, in their capacity as a City of Norwood employee, the employee's name and title should be made available, and the employee shall not share personal information about themselves, or other City employees.
 - viii. All comments posted to any City of Norwood Facebook sites are bound by Facebook's Statement of Rights and Responsibilities and the City of Norwood reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.
- F. Employees on their personal social media shall not imply they are speaking on behalf of the City and shall include a disclaimer when speaking on certain matters affecting the City or the employee's employment.
- G. Confidential Information: An employee shall not disclose any work-related confidential or proprietary information on any social networking website, blog, or other internet forum of communication. This can include information that may eventually be obtained through a valid public record's request.

- H. Employees found to have violated any part of this policy may be subject to discipline up to and including termination.
- I. Any deviation from the above policy shall be approved by the City.
- J. Any questions regarding the policy should be directed to the employee's immediate supervisor.

CREDIT AND PROCUREMENT CARD USE**SECTION 6.11****A. PURPOSE**

The purpose of this policy is to establish the procedure and protocol for the use of the City procurement card, and other vendor supplied lines of credit (where applicable), to ensure that a City-issued purchasing card is closely monitored to provide for maximum security, and to guard against misuse and/or losses of public funds for which the City may be held liable. This policy is meant to comply with the mandates of 2018 H.B. 312, Section 1, enacted by the 132nd General Assembly and made applicable to the City as codified by Ohio Revised Code Section 717.31. All lines of City credit are to be used solely for the purpose of conducting City business and is not to be used at any time for personal expenses.

B. ELIGIBILITY

The Appointing Authority or designee shall identify those employees whose day-to-day responsibilities require access to credit in the above mentioned forms. In addition, the Appointing Authority or designee shall determine the appropriate credit limit for those individuals.

Personal use of City Credit and Procurement Card

1. Any use of the City procurement card or vendor supplied lines of credit for personal purchases is strictly prohibited and unauthorized. Such misuse may result in suspension or revocation of the employee's authorization to use the City procurement card and vendor supplied lines of credit, reimbursement to the City for unauthorized expenses, disciplinary action and/or referral for criminal prosecution.
2. All acts of omission by an employee resulting in a failure to comply with any provision of this Policy, including failing to immediately report a lost or stolen card, shall qualify as misuse of a City credit or purchasing card account and will be subject to appropriate action.

C. POLICY

1. The policy and procedures related to the usage of City credit or procurement cards are determined by the Auditor's office. Application of the policy and procedures has been set forth and will be applied to all employees when using City credit or procurement cards.

PWFA AND PUMP ACTS**SECTION 6.12****PREGNANT WORKERS FAIRNESS ACT**

A. The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023 requires covered employers to provide “reasonable accommodations” to a qualified worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer “undue hardship”. An undue hardship is defined as causing significant difficulty or expense.

B. “Reasonable accommodations” are changes to the work environment or the way things are usually done at work.

C. Possible accommodations include:

1. Being able to sit or drink water
2. Receiving closer parking
3. Having flexible hours
4. Receiving appropriately sized uniforms and safety apparel
5. Receiving additional break time to use the bathroom, eat, and rest
6. Taking leave or time off to recover from childbirth
7. Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy

PUMP ACT

A. The 2022 Pump Act requires employers to provide a reasonable break time for an employee to express breast milk for her nursing child in a space for one (1) year after the child’s birth each time the employee has the need to express milk. Employers must provide a functional place, available whenever needed, other than a bathroom, that is shielded from view and free from intrusion of coworkers and the public to be used by an employee to express the breast milk. An appropriate lactation space would include a chair, table, electric outlet, adequate ventilation, and ideally a sink or sanitizing wipes. The City of Norwood intends to comply with this requirement so long as it does not impose an undue hardship. Employees requiring such time shall contact their department head.

B. Employees shall be allowed access to a nearby clean and safe water source and a sink for washing hands and rinsing out any breast-pump equipment.

C. Employees shall have access to hygienic/refrigerated storage alternatives for the mother to store her breast milk.

IDENTITY THEFT PROTECTION**SECTION 6.13**

A. Purpose: The risk to the City, its employees, and customers from data loss and identity theft is of significant concern to the City and can be reduced only through the combined efforts of every employee and contractor. The City adopts this sensitive information policy

to help protect employees, customers, contractors, and the municipality from damages related to the loss or misuse of sensitive information.

- B. Scope: This policy applies to employees, contractors, consultants, temporary workers, and other workers at the municipality, including all personnel affiliated with third parties.
- C. Definition of Sensitive Information: Sensitive information includes the following items whether stored in electronic or printed format:
1. Credit card information, including any of the following:
 - Credit card number (in part or whole)
 - Credit card expiration date
 - Cardholder name
 - Cardholder address
 2. Tax identification numbers, including:
 - Social security number
 - Business identification number
 - Employer identification numbers
 3. Payroll information, including, among other information:
 - Paychecks
 - Pay stubs
 4. Cafeteria plan check requests and associated paperwork
 5. Medical information for any employee or customer, including but not limited to:
 - Doctor names and claims
 - Insurance claims
 - Prescriptions
 - Any related personal medical information
 6. Other personal information belonging to any customer, employee, or contractor, examples of which include:
 - Date of birth
 - Address
 - Phone numbers
 - Maiden name
 - Names
 - Customer or account number

7. Municipal personnel are encouraged to use common sense judgment in securing confidential information to the proper extent. Furthermore, this section should be read in conjunction with the Ohio Public Records Act and the municipality's open records policy. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor.
- D. Hard Copy Distribution: Each employee and contractor performing work for the municipality will comply with the following policies:
1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use or in locked room with limited authorized access only.
 2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised.
 3. Desks, workstations, work areas, printers, and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
 4. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed when not in use if containing sensitive information.
 5. When documents containing sensitive information are discarded, they will be immediately shredded. City records, however, may only be destroyed in accordance with the City's records retention policy.
- E. Electronic Distribution: Each employee and contractor performing work for the municipality will comply with the following policies:
1. Internally, sensitive information may be transmitted using approved municipal e-mail. All sensitive information must be encrypted when stored in an electronic format.
 2. Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the e-mail:

"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."
- F. Duty to Report Suspicious Fraudulent Activity. All employees have a duty to identify and report any suspected fraudulent activity by another employee, customer, contractor, or vendor. Once potentially fraudulent activity is detected, an employee shall:
1. Gather all related documentation and write a description of the situation. Present this information to the department head or other designated authority.

2. The department head or other designated authority will determine whether the attempted transaction was fraudulent or authentic.
3. If a transaction is determined to be fraudulent one or more of the following actions will be taken:
 - (a) the transaction will be canceled;
 - (b) the appropriate law enforcement agency will be notified;
 - (c) the City's law director will be contacted and the extent of the City's liability be assessed; and
 - (d) the actual customer who's identify may have been compromised will be notified that a fraud has been attempted.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	SECTION 6.14
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PURPOSE

To identify the responsibilities of the City of Norwood under the privacy regulations issued by the US Department of Health and Human Services through the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

A. POLICY

1. Protected Health Information: The City must ensure the privacy of "protected health information." This term is defined as information that:
 - a. Is created or received by an Employer;
 - b. Relates to an individual's health, provision of care or payment for care; and
 - c. Identifies or could reasonably be used to identify the individual.

Protected health information (PHI) includes such information maintained or transmitted in any form. Thus, electronic information, paper records and oral communications are all subject to the privacy rules.

B. PROCEDURE

1. Disclosing Health Information: Subject to certain exceptions, the City may not use or disclose protected health information (PHI) for purposes other than for treatment, payment or health care operations without the employee's consent. When it is necessary to release PHI, the City will comply with the standards and procedures set forth in the HIPAA regulations.

When using or disclosing protected health information, the City will make every reasonable effort to limit protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure or request.

2. A breach of patient confidentiality of protected health information (PHI) by an employee may result in disciplinary action, up to and including termination of employment.

NO EMPLOYEE EXPECTATION OF PRIVACY**SECTION 6.15**

- A. Employees working for the City of Norwood should have no expectation of privacy from the Employer or a representative of the Employer in regards to anything maintained or stored in any desks, lockers, vehicles, equipment, or other items owned, rented, leased or operated by the City. Such furniture, vehicles, equipment, etc. shall be subject to search by the Employer or a designee at any time for any reason.
- B. Employees should also have no expectation of privacy from the Employer or a representative of the Employer in regards to any information stored on or recoverable from any computer, cell phone, I-pad, or other electronic device owned, rented, leased or operated by the City or used by the employee in the conduct of his/her duties as a City employee.

REMOTE WORK POLICY FOR CITY EMPLOYEES**SECTION 6.16****PURPOSE**

The purpose of this Remote Work Policy is to establish guidelines and procedures for city employees who may be eligible to work remotely when deemed appropriate and approved. *Remote work is not considered typical for the City but allowed when approved within reason.* Remote work offers flexibility for certain circumstances while maintaining the quality of service to the community. This policy outlines the expectations, responsibilities, and procedures related to remote work arrangements for city employees.

A. POLICY

1. Eligibility
 - a. Remote work eligibility is determined by the employee's Appointing Authority and approved through memo to employee and copied to HR for personnel file that includes approved remote schedule.
 - b. Eligibility criteria may include job function, performance, accessibility, and operational requirements.

- c. Not all positions may be suitable for remote work due to the nature of the work or operational needs
 - d. Random one day remote requests do not qualify for remote work. Appointing Authorities may approve occasional remote days based on need of department and employee without official memo.
- 2. Remote Work Arraignment
 - a. Remote work may be either of a consecutive or multi-day nature, temporary or permanent, depending on departmental and operational requirements.
 - b. Employees approved for remote work must adhere to their regular work schedule unless otherwise agreed upon with their Appointing Authority.
 - c. Employees must ensure that they have access to necessary equipment, technology, and resources to fulfill their job responsibilities remotely. This may be employer provided.
 - d. At times the employee may be required on a remote day to come into the worksite for such things as in person meetings and other projects. The expectation of on site work is still in place and can be required at any time.
- 3. Work Environment and Safety
 - a. Employees are responsible for ensuring a safe and suitable work environment at their remote location.
 - b. Employees must comply with all health and safety regulations applicable to their remote work environment.
 - c. Any injuries sustained during remote work must be reported promptly in accordance with city policies.
- 4. Communication and Collaboration
 - a. Employees are expected to maintain regular communication with their supervisors and colleagues while working remotely.
 - b. Meetings, both internal and external, may be conducted virtually using approved communication and collaboration tools.
 - c. Employees should respond promptly to emails, calls, and messages during their designated work hours.
- 5. Data Security and Confidentiality
 - a. Employees must adhere to all city policies and procedures related to data security and confidentiality.
 - b. Confidential information must be handled securely and not disclosed to unauthorized individuals.

- c. Employees should use encrypted and secure channels when accessing city data and systems remotely.
- 6. Performance and Accountability
 - a. Remote work arrangements are subject to ongoing performance evaluation and may be adjusted or terminated at any time for any legal reason or for no reason.
 - b. Employees must meet the same performance standards and expectations as when working on-site.
- 7. Termination of Remote Arrangement
 - a. Remote work arrangements may be terminated by either the employee or the city at any time, for any legal reason or for no reason.

8. Policy Acknowledgement

All employees approved for remote work must acknowledge receipt and understanding of this Remote Work Policy. Failure to comply with the provisions outlined in this policy may result in disciplinary action, up to and including termination of employment.

**ETHICS IN PUBLIC EMPLOYMENT AND
PUBLIC ACCOUNTABILITY****SECTION 7.01****A. POLICY**

1. All employees are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio and other rules and regulations as may be set forth by the Employer. It is important to remember that the compensation of all employees is paid through taxes and user fees. Therefore, each employee assumes the responsibility to serve the public in an honest, effective and friendly manner.
2. In recognition of same, no employee shall:
 - a. Use their position for personal gain or engage in any transaction which is in conflict with the proper discharge of the employee's official duties.
 - b. Use or disclose confidential or proprietary information concerning the property, government or affairs of the City without proper legal authorization.
 - c. Solicit or accept anything of value, whether in the form of service, loan, item, or promise from any person, firm, or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the City.
 - d. Accept from any person, firm, or corporation doing business with the City, any material or service for the private use or benefit of the employee.
 - e. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper performance of the employee's official duties or would tend to impair independent judgment or action in the performance of official duties.
 - f. While an employee, or for one (1) year thereafter, represent another person before a public agency on any matter in which the employee personally participated as an employee.
 - g. Receive or agree to receive outside compensation for services rendered in a matter before any office or department of the City unless excepted as provided in O.R.C. Section 102.04.
 - h. Have a personal interest in a contract with the City or use their position or authority to secure approval of a public contract in which the employee, a member of the employee's family or business associate has an interest.

B. PROCEDURE

1. Any employee in doubt as to the application of this Section or other ethics laws or regulations may seek the advice of the Ohio Ethics Commission.
2. Employees shall be provided with a copy of Ohio's Ethics Laws, O.R.C. Section 102, at commencement of employment.
3. For purposes of public accountability, all employees, including overtime exempt employees, are expected to work a regularly scheduled work week. Public employees are expected to expend funds solely for authorized expenditures, whether in the scope of employment or otherwise.

TARDINESS**SECTION 7.02****A. POLICY**

1. Habitual tardiness is inexcusable and shall not be tolerated. Tardiness is defined as any situation where an employee reports to work after the employee's scheduled starting time, and such tardiness is not excused. Employees who are tardy shall not be paid for the period of time the employee is tardy.
2. The discipline policy and procedures will be applied as required and outlined in Chapter 8 for habitual tardiness.

ABSENTEEISM AND NOTIFICATION OF ABSENCE**SECTION 7.03****A. POLICY**

1. Each employee is expected to report to work each workday and maintain a good attendance record. Employees who are unable to report to work must notify their supervisor by phone as soon as possible, providing the reason for the absence and an estimated date of return.
2. Absenteeism increases the workload of other employees and affects the quality of public services. An employee is absent for purposes of this section if they fail to report to work for an entire workday or leave work prior to the scheduled quitting time, and such absence has not been excused (as defined below) or for which the payment of sick leave as defined in this manual has been denied. In addition to not being paid for the time absent (to the next quarter ($\frac{1}{4}$) hour), employees shall be subject to discipline as outlined in Chapter 8.

Any employee who fails to report to work as scheduled without having such absence approved in advance by the Employer (i.e., vacation, court leave, military leave, etc.) or without proper notice shall be considered absent without approved leave. Any employee absent without approved leave shall be subject to disciplinary action.

3. Employees may be excused for absences for legitimate reasons if the notification procedures contained herein and otherwise in this manual are met. The Employer reserves the right to deny approval of otherwise legitimate excuses for employees who demonstrate a pattern of such absences.
4. Voluntary Resignation: If an employee fails to report to work at their regularly scheduled time and remains absent for three (3) or more consecutive workdays without reporting such absence, the Employer may deem such absence a voluntary resignation.

B. PROCEDURE

1. Notification: Absent employees must report to the employee's supervisor or designee by one (1) hour before the employee's scheduled starting time on each day of absence, and explain the reason for the absence. Upon return to work, the employee shall report to the employee's department head to further explain the reason for the absence and to provide all documentation required to substantiate the absence. If medical in nature, collection of medical slips should be done by the HR office to protect confidentiality and related policy and regulations
2. Application of Discipline: This is applied as outlined in Chapter 8.
3. Voluntary Resignation Procedure: If an employee fails to report to work at their regularly scheduled time and remains absent for three (3) or more consecutive workdays without reporting such absence, the Employer will attempt to contact the employee at their last known address and notify them that failure to immediately return to work will be deemed a voluntary resignation of their position. If the Employer cannot locate the employee, or if the employee, after notification, fails to return to work, the Employer will deem such action a voluntary resignation and will remove the employee from the payroll. Any such employee may be reinstated with acceptable explanation to the Appointing Authority and Civil Service Commission within thirty (30) days.

SOLICITATION AND DISTRIBUTION

SECTION 7.04

Non-solicitation/Distribution: Solicitation is the act of requesting an individual to purchase goods, materials or services, or a plea for financial contribution. Distribution is an act of distributing goods, materials and/or written literature. There shall be no solicitation or distribution by non-employees at any time on any Employer property or in any work area. This section shall not apply to vendors.

PERSONAL APPEARANCE/DRESS CODE

SECTION 7.05

- A. The Employer reserves the right to prescribe appropriate dress and grooming and to set standards which are deemed to be in the Employer's best interest. Appropriate dress codes will be established by the Appointing Authorities and Supervisors of each department. Departmental dress codes will be disseminated by the Appointing Authority or designee to staff so employees are aware of expectations.

- B. The Employer requires that an employee's clothing, grooming and overall appearance be appropriate, in good taste, present a favorable public image and be in conformity with regulations established by the Employer due to the specialized nature of service provided or the employment position maintained. Each Appointing Authority may prescribe appropriate dress and grooming standards which may differ from what has been prescribed City-wide.
- C. Clothing shall be conducive to the safe and effective performance of required job duties.

DRUG AND ALCOHOL-FREE WORKPLACE**SECTION 7.06****A. POLICY**

1. The City of Norwood, Ohio is committed to upholding legal, ethical, and moral responsibilities in its governance and ensuring a safe and healthy workplace for its employees. This includes addressing the risks of substance abuse and its potential harm to employees, the City, and its citizens. Compliance with this policy is required for all City employees, and the City is dedicated to protecting the safety, health, and well-being of its employees and the community.
2. Likewise, it is the City's additional purpose(s) and intent to accomplish the following with the establishment of this policy:
 - a. To comply with Federal Department of Transportation regulations regarding employees holding a Commercial Drivers Licenses (CDL).
 - b. To comply with all applicable federal and state laws and regulations.
 - c. To reduce the number of accidents and injuries to employees, other persons and property.
 - d. To reduce absenteeism and tardiness, and to increase the productivity of all employees of the City
 - e. To help ensure the reputation of the City as a whole and of the City's employees throughout the community.
 - f. It is with these stated goals in mind that the City issues this policy, declaring itself a *Drug and Alcohol-Free Workplace* and hereby issues these accompanying rules regarding drug and alcohol use in the workplace for the City.
3. Additionally, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled or illicit substance is prohibited in the workplace.

B. Definitions

1. Accident-- an unexpected and undesirable event resulting in damage or harm. For the

purposes of this policy, the resulting damage or harm may constitute an injury which requires off-site medical attention be given to a person or damage to one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be towed away from the scene; or other property damage beyond minimal repairs.

2. Alcohol-- means any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol. This includes over-the-counter and prescribed medications which contain more than one-half (1/2) of one percent (1%) of alcohol by volume.
3. Alcohol Testing-- the testing for alcohol content by Breath-Testing Device or other Department of Transportation (DOT) approved device. DOT approved devices and procedures will also be used for non-DOT alcohol tests
4. Drug-- means a controlled substance as defined as a drug, compound, mixture, preparation or substance including but not all inclusive in the following and also defined by law:
 - Amphetamines
 - Cannabanoids (THC)
 - Cocaine
 - Opiates
 - Phencyclidine (PCP)
 - Benzodiazepines
 - Propoxyphene
 - Methaqualone
 - Methadone
 - Barbiturates
 - Synthetic Narcotics
 - Illicit and volatile Substances as defined in law and statue.
5. Drug or Alcohol Rehabilitation Program-- means a service provider that provides confidential, timely, and expert identification, assessment, treatment and resolution of employee drug or alcohol abuse.
6. Drug Test-- means a chemical, biological, or physical instrumental analysis administered by a qualified laboratory, for the purpose of determining the presence or absence of a drug or its metabolites or alcohol.
7. Employee Assistance Program (EAP)-- means an established program providing:
 - a. Professional assessment of employee personal concerns.
 - b. Confidential and timely services to identify employee alcohol or drug abuse.
 - c. Referrals of employees with alcohol or drug abuse issues for appropriate diagnosis, treatment, and assistance.

- d. Follow-up services for employees who participate in a drug or alcohol rehabilitation program and are recommended for monitoring after returning to work.
8. Illicit Substance-- means those prescription drugs used illegally or in excess of therapeutic levels as well as illegal drugs.
9. Medical Review Officer (MRO)-- means a licensed physician with knowledge of substance abuse disorders, laboratory testing, and chain of custody collection procedures, and who has the ability to verify positive, confirmed test results. The MRO shall possess the necessary medical training to interpret and evaluate a positive test result in relation to the person's medical history or any other relevant biomedical information.
10. Qualified Laboratory—Outside vendor must meet quality assurance and chain-of-custody requirements, including completing Chain of Custody forms for specimen collection and testing. Such vendor must comply with all confidentiality requirements.
11. Reasonable Suspicion-- as used in this policy, the term reasonable suspicion means, a belief that an employee is using or has used drugs or alcohol in violation of this policy, drawn from specific, objective and articulable facts and reasonable inferences drawn from those facts in light of experience, training, or education.
12. Refusal to Submit-- means the failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing; or, the failure to provide adequate urine for controlled substances testing without a valid medical explanation after the employee receives notice of the requirement of urine testing; and/or engaging in conduct that clearly obstructs the testing process.
13. Safety Sensitive Position(s) -- Those jobs, position, work-related function, or job task designated as such by the employer, which through the nature of the activity could be dangerous to the physical well-being of or jeopardize the security of the employee, co-workers, customers or the general public.
14. Substance Abuse Professional-- A licensed or certified psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.
15. Volatile Substance-- means any glue, cement, paint or other substance of similar nature.

C. Applicability

1. This policy applies during all working hours, while on call or paid standby and while performing work on behalf of the City while on or off City property.

D. Policy Requirements

1. The City shall conduct substance abuse awareness training for all employees. This substance abuse awareness training shall consist of the following minimum requirements:

- a. New Hire orientation will include review of the policy and if supervisor position the roles and responsibilities of the position as related to the drug work place policy. Training on awareness of substance abuse problems, reporting and resources will be included in this orientation.

Public Employees Assistance Program (PEAP), alcohol and substance abuse awareness training will be established and administered by the HR department for all new hires and employees as needed or required by BWC guidelines.

- b. Supervisory personnel shall receive training at least one hour of training related to drug and alcohol awareness and abuse recognition and skill building to teach a supervisor how to observe and document employee behavior and intervene when reasonable suspicion exists of substance use as needed and following BWC guidelines. Refresher training will be offered as needed. The City will determine vendor or best options for this training.

Note: The City's Drug & Alcohol-Free Workplace Program shall include controlled-access maintenance in the Human Resources Department, of business records including the names and position titles of all employees and supervisory personnel trained under the program as described above, and the names of all persons who presented alcohol and substance abuse awareness training.

Note: Should any portion of this policy dealing with the actual administration of this policy be amended, employees shall be provided with copies of any administrative change or modification and given an opportunity to ask questions and obtain answers regarding any administrative change(s) in this policy.

E. Drug and Alcohol Testing

1. The City currently will determine a laboratory of choice for the collection of urine samples in the case of testing for controlled substances, and for the administration of breathalyzer tests for alcohol concentration. *The same applies to* the City's third-party administrator of choice for the random selection category of testing. The vendor will be known to employees and notification made if need for a change. The vendor is responsible for management of specimen and related items.
2. ODAC Onsite Drug and Alcohol Collection Service is considered preferred Qualified Laboratory outside regular business hours vendor.
3. Alternate Qualified Laboratories are permissible in emergency situations where preferred vendors are not reasonable available.
4. Preferred Drug Testing Vendor may be changed as needed but changes will be communicated with all employees.
5. Any Employee being required to test or remain available for a test shall be considered on-duty and compensated at the appropriate rate of pay.
6. The City shall administer alcohol and drug tests in circumstances which include:

a) Pre-Employment Testing

Breath alcohol and urine drug testing shall be required of all applicants after their receipt of a conditional offer of employment.

After receiving the conditional offer of employment, applicants will have 48-hours to submit to testing at the current City testing facility. Each offer of employment by the City shall be conditional upon the passing of controlled substance and alcohol tests.

Refusal by any applicant for employment with the City to take the controlled substance test will result in the conditional offer of employment being withdrawn. All testing under this policy will be in accordance with Testing Protocols described elsewhere in this policy.

1. An applicant with a confirmed positive test for controlled substances and/or alcohol in a concentration of 0.04 or greater, (.02 if CDL is required as a condition of the position) which is not legitimately explained to and accepted by a Medical Review Officer of the City's choosing, shall not be considered for employment.
2. Any applicant who fails a controlled substance test shall not be considered for future employment with the City.
3. Any applicant who refuses to take a controlled substance test shall be disqualified from future consideration for employment.
4. Any applicant who tampers with, or attempts to tamper with, a urine specimen in any manner shall be disqualified from current and future consideration of employment with the City.
5. An applicant whose positive test is confirmed and upheld by the Medical Review Officer (MRO) may request that the same sample be retested at the employee's expense at a City approved laboratory.
6. Individuals undergoing pre-employment testing shall not begin official employment with the City until after all test results are received and shown to be negative. Upon receipt of the test result, positive or negative, the City designee shall inform the appropriate Department Head of the results.

b) Reasonable Suspicion Testing

A reasonable suspicion test shall be based on a belief that an employee is using or has used drugs or alcohol in violation of this policy, drawn from specific objective facts and reasonable inferences drawn from those facts in light of experience, training or education. The reasonable suspicion testing shall be based upon:

1. Observable behavior, such as direct observation of drug or alcohol use, possession or distribution, or the physical symptoms of being under the

- influence of drugs or alcohol, such as, but not limited to, slurred speech, dilated pupils, odor, dynamic mood swings,
2. A pattern of abnormal conduct or erratic behavior which appears to be related to substance use or misuse and does not appear to be attributable to other factors;
 3. The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use or trafficking;
 4. A report of alcohol or other drug use provided by a reliable and credible source;

Determination and Process for Reasonable Suspicion Testing:

1. The observing Supervisor/ Managements shall obtain the assistance of the Safety Service Director, the Department Head, HR Director or another supervisor to determine and confirm reasonable suspicion and the need for testing.
2. If it is determined that there is in fact, reasonable suspicion that the employee is under the influence of drugs and/or alcohol, the observing Supervisor or his/her designee will notify the employee and remove them from duty immediately and accompany him/her to the testing site. If not on duty and reasonable suspicion concern, the supervisor with HR assistance will make determination of timing.
3. The Appointing Authority or his/her designee and the Human Resource Director shall be notified immediately of any indication of reasonable suspicion by the Department Head or his/her designee.
4. Both the observing Department Supervisor and the Appointing Authority or his/her representative will review the policies and procedures herein and if necessary, make arrangements with the testing facility to conduct reasonable suspicion drug and/or alcohol testing.
5. The observing Supervisor and/or designee shall accompany him/her to the testing site and remain at the testing site with the employee being tested, until the collection process is completed. Any employee who is tested for reasonable suspicion shall be placed on leave with pay until the results of the test are known. After submitting to the drug/alcohol test, the employee may not return to work until the results of the test are known and only then if the results are negative. Only the Appointing Authority, or his/her authorized designee may order a reasonable suspicion test.

3. Post- Accident Testing

- a) Drug and alcohol testing will be conducted following an employee's involvement in an accident on or off the City's premises while on duty, or in the course of employment for the City, of which one or more of the following:
 - The accident involves the loss of human life or bodily injury to any person who, because of the injury, receives emergency medical treatment requiring off-site medical attention; or
 - The employee receives a citation under state or local law for a moving traffic violation arising from the accident or;
 - One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be towed away from the scene; or other property damage beyond minimal repairs.
- b) Some accidents may not require post-accident drug testing as follows:
 - 1. The Injury was not serious even though off-site medical attention was required; (example: minor cut requiring a tetanus shot)
 - 2. The nature of the injury is common to the employee's job function;
 - 3. There was no violation of work rules;
 - 4. There was no reasonable suspicion indicated by the accident investigation.
 - 5. No-fault accidents such as animal strikes while driving, windshield strikes/ breaks and, slip and trip on wet floor or uneven surfaces and a similar would not require drug screening if determined by appointing authority or designee as not needed.
- c) An employee involved in an accident while on an out-of-town assignment, shall notify his/her Supervisor or designee as soon as possible but no later than two (2) hours after the accident occurred. The Supervisor shall notify the Appointing Authority and HR or his/her designee to discuss possible drug/alcohol testing requirements.

4. Return-To Duty Testing

- a) The employee may resume regular duties only after the employee tests negative in an alcohol and/or controlled substance test administered by the approved testing site and/or can provide a release to return to work from an appropriate substance abuse treatment facility or confirmation of continued and on-going participation in a recognized substance abuse assistance program if applicable. An employee must test negative within

a reasonable period of time from receipt of the initial test results not to exceed forty-five (45) days.

5. Testing Protocol-

The collection of samples and administration of drug and alcohol tests shall follow all current federal Department of Health and Human Services or mutually agreed upon standards, procedures and protocols set forth by this policy. Test results will be obtained by a qualified laboratory as defined elsewhere in this policy and results shall undergo a medical review as follows:

- a) All test results shall be submitted for medical review by a Medical Review Officer (MRO) of the Qualified Laboratory, who shall consider the medical history of the employee or applicant, as well as relevant biomedical information and workplace exposure.
- b) If there is a positive test result, the employee or applicant shall be given an opportunity to report to the MRO the use of any prescription or over-the-counter medication and documented workplace exposure.
- c) If the MRO determines that there is a legitimate medical explanation for a positive test result, the MRO may certify that the test results do not indicate the unauthorized use of alcohol or a controlled substance. The employer receives a negative result.
- d) If the MRO determines, after appropriate review, that there is not a medical explanation for the positive test result other than the unauthorized use of alcohol or a prohibited drug, the MRO shall refer the individual tested to the HR Director or his/her authorized representative for further proceedings in accordance with this Drug Free Workplace Policy.

6. The testing process is as follows:

- a) Any employee who has been ordered to undergo testing for drugs and/or alcohol shall receive a notice from Supervisor if reasonable suspicion. Accident/ Injury should follow policies set forth in this document.
- b) Employees shall report to the collection site within 60 minutes after being provided the notification to test. In the case of reasonable suspicion testing, a supervisor or designee shall escort the employee to the collection site. Drug testing shall be conducted by urine sample while alcohol testing shall be performed using a breath alcohol testing/screening device. Drug and alcohol analysis shall be performed by a trained technician. All testing shall follow the prescribed standards, procedures and protocols set forth by testing site.
- c) To ensure that the test specimen is actually that of the donor, collection site staff shall require positive identification of the test subject.

d) Alcohol

The City shall require all tests for alcohol to be performed by a certified Breath Alcohol Technician (BAT). A confirmatory evidential breath test (EBT) result of no more than 0.04 breath alcohol concentration is considered a positive result.

e) Drugs

An eleven-panel urine test shall be conducted and shall include analysis for the following substances with non- DOT cut off levels:

1. Amphetamines; 500 ng/ml (nanograms per milliliter)
2. Cannabinoids/THC; 50 ng/ml
3. Cocaine; 300 ng/ml
4. Opiates; 2000 ng/ml
5. Phencyclidine (PCP); 25 ng/ml
6. Benzodiazepines; 300 ng/ml
7. Propoxyphene; 300 ng/ml
8. Methaqualone; 200 ng/ml
9. Methadone; 300 ng/ml
10. Barbiturates; 300 ng/ml
11. MDMA/ MDA (; 50ng/ml

* DOT cut off levels may vary then above and testing site will use those for CDL/ DOT

- f) If an employee receives a positive result on a drug or alcohol screening, the employee may request an immediate additional blood test, provided the employee has not left the custody of the testing contractor.
 1. All testing will be conducted in accordance with the City's established testing protocols, which shall govern the administration of the initial screening and any subsequent or confirmatory testing. The City may take appropriate action based on the initial test results in accordance with this policy, and such action will remain in effect pending the outcome of any additional or confirmatory testing.
 2. Following completion of the screening process, including any additional or confirmatory testing, the City may consider the results of any additional testing when determining appropriate employment action; however, such results do not supersede or invalidate the City's testing protocols or the

initial test results, and should not be interpreted as overriding the City's authority under this policy.

3. Any additional testing requested by the employee beyond the initial screening will be at the employee's expense.

1. Prohibited activities involving the use of alcohol or controlled substances are listed in the following paragraphs.

1. Alcohol

Prohibited conduct involving the use of alcohol includes the following:

- a) The performance of or being immediately available to perform work duties while having an alcohol concentration greater than 0.04.
- b) The consumption of alcohol or products containing alcohol during the performance of or being immediately available to perform work responsibilities.
- c) The performance of those responsibilities designated as Safety Sensitive, within four hours after using alcohol.
- d) The transportation of alcoholic beverages within City owned vehicles or equipment is strictly prohibited.
- e) The use of alcohol for eight hours immediately following an accident requiring a post-accident alcohol test or until a post-accident test is administered, whichever occurs first.
- f) Refusal (which is defined elsewhere in this policy), to submit or cooperate with any of the required testing types.
- g) The operation of a City-owned vehicle following consumption of alcoholic beverages may be considered a violation of this policy and may result in disciplinary action which may include termination of employment.
- h) Alcoholic beverages in open or closed containers are strictly prohibited in City owned vehicles and equipment. Exceptions may apply if in vehicle due to in course of responsibilities such as evidence for police.

Note: Alcohol includes any intoxicating agent in beverage alcohol, methyl, and isopropyl alcohol whether used for medicinal purposes or not. Many over-the-counter and prescription medications contain high percentages of alcohol their use and effects relating to a positive test should be discussed with MRO in the event of a positive test.

2. Drugs or Controlled Substances

Prohibited conduct involving the use of drugs or controlled substances includes, but may not be limited to the following:

- a) The illegal or unauthorized use of prescription drugs is strictly prohibited. It is a violation of the City's Drug Free Workplace Policy to intentionally misuse and/or abuse prescription medications.

All doctors' statements and related medical information shall be confidential and maintained in a separate medical file in the Human Resources Department.

- b) Testing positive for any of the prohibited substances at levels outlined in Policy during the performance work responsibilities.
- c) Refusal (as defined elsewhere in this policy) to cooperate with any of the requested testing types.
- d) Tampering with or attempting to alter, or actual altering of a test specimen is strictly prohibited and is grounds for immediate termination from employment with the City if found guilty after required disciplinary procedures

3. Volatile Substances

- a) The intentional misuse, manufacture, sale, distribution, dispensation, or possession of a volatile substance as defined by law which includes any glue, cement, paint or other substance containing a solvent or chemical having the property of releasing toxic vapors or fumes which when intentionally inhaled may cause a condition of intoxication, inebriation, stupefaction, dulling of the brain or nervous system, or distortion or disturbance of auditory, visual, or mental processes while at work, while on City property, or while conducting City business while off City property, is strictly prohibited.
- b) Such misuse shall also be reported to law enforcement officials.

G. Consequence of Engaging in Prohibited Conduct

Violating this policy may result in disciplinary action, up to and including termination. When an employee engages in prohibited behavior involving drugs, controlled substances, or volatile substances — and a reasonable suspicion, post-accident, or follow-up test is confirmed positive by the Medical Review Officer (MRO) for a non-medical or non-biomedical cause the City will review the circumstances and determine appropriate discipline. All provisions of this manual shall be applied in conjunction with all relevant Civil Service rules and the terms of any applicable Collective Bargaining Agreements.

In determining discipline for a first offense, the City will consider:

- The seriousness of the violation
- Whether the conduct created a safety risk including whether the employee's impairment or prohibited substance use placed themselves, coworkers, or members of the public at risk of harm. Any conduct that compromises the safety of the public, interferes with emergency response, or jeopardizes the safe operation of City equipment will be treated as a serious factor in determining discipline.
- The employee's work history and prior performance
- Whether the employee is willing to participate in evaluation, counseling, or treatment recommended by a Substance Abuse Professional (SAP) as deemed appropriate.
- Whether the employee self-reported concerns prior to the incident
- Any known, documented exposure due to job duties

When appropriate and consistent with maintaining a safe workplace, the City may allow an employee a last-chance opportunity that includes mandatory participation in treatment, compliance with SAP recommendations, and follow-up testing. This option is not guaranteed and will depend on the totality of the circumstances.

Employees with known exposure due to job duties will receive special consideration; however, this does not limit the City's right to impose discipline, including termination, for serious misconduct associated with drug or alcohol use.

- **Secondary / Additional Offenses**

After review, secondary or subsequent offenses are generally grounds for more serious disciplinary action, up to and including termination. While the City will still consider the circumstances of each case, repeated violations demonstrate a pattern of unsafe or unacceptable behavior and will be treated accordingly.

Employees with known, reported exposure due to job duties will receive special consideration; however, this does not limit the City's right to impose additional discipline for severe or repeated misconduct associated with drug or alcohol use.

H. Consequences of Refusal to Submit to an Alcohol or Controlled Substance Test

1. An employee is considered to have refused to submit to testing when he or she:
 - a) Fails to appear for any test within 60 minutes: or
 - b) Engages in conduct that clearly obstructs the testing process; or
 - c) Fails to provide enough urine for drug testing or an adequate amount of breath for alcohol testing and there is no medical explanation for the failure to produce; or
 - d) In the case of directly observed or monitored drug test collection, the employee submitting the specimen fails to permit the observation or monitoring of his or her provision of the specimen; or

- e) Fails to or declines to take a second drug test when directed by an employer or collector allowable by this policy; or
 - f) Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process; or
 - g) Fails to cooperate with any part of the testing process.
2. Failure to submit to an alcohol or controlled substance test as described above will result in immediate termination.
 3. A judgment of “refusal to submit” will not apply to pre-employment testing, unless the applicant has begun the testing process and leaves or engages in conduct that clearly obstructs the testing process.

I. Employee Assistance Program

1. Alcoholism and controlled substance addiction are recognized as diseases responsive to proper treatment. The City provides a level of care through its Public Employee Assistance Program (PEAP). All employees shall be given information about PEAP including phone numbers at the time of his/her orientation.
 1. All employees are strongly encouraged to voluntarily contact the Employee Assistance Program if they believe they might have a problem with drug or alcohol abuse.
 2. Other resources for information:
800 356-9996 Al – Aanon
800 527-5344 American Council on Alcoholism
800 662-4347 Center for Substance Abuse Treatment
 3. If an employee covered by this policy has been identified by a Substance Abuse Professional (SAP) as needing assistance in resolving problems associated with alcohol or controlled substances, the employee shall be subject to follow-up testing as prescribed elsewhere in this policy. The SAP shall be either a licensed physician, certified psychologist, social worker, employee assistance professional or addiction counselor.
 4. Employees who voluntarily report a substance abuse problem prior to being required to take a controlled substance or alcohol test as defined in this policy, may not be subject to discipline if they have voluntarily and conscientiously sought substance abuse assistance and have agreed to a treatment plan.
 5. Once an employee falls into any one of the above categories, any attempts to self-identify and enroll in appropriate substance abuse program will not preclude disciplinary action proportional to the offense.

J. Records Retention, Release and Confidentiality

1. The City shall maintain records of activities related to these Drug Free Workplace policies and procedures. All employee records regarding drug or alcohol testing are considered confidential and will be kept under controlled access, separate and apart from the employee's standard personnel file. Employee records may not be released except upon written request of release by the employee, the release is ordered by a court or tribunal of competent jurisdiction or the release is to be used in a proceeding related to a benefit sought by the employee, such as worker's compensation or unemployment insurance.
2. The City shall maintain records and documents of all alcohol and drug test results, schedules for follow-up tests and records relating to evaluation and referrals as required.

K. City Financial Assistance

- A. The City and/or Department dependent on how budget established will pay for all conducted tests as described in this policy unless the employee seeks testing on their own after two positives for same event. Employees may utilize all service benefits available through the approved Employee Assistance Program (EAP) as described elsewhere in this policy. However, any other services that may be required by a Substance Abuse Professional which are not covered through the EAP will require the use of the employee's Health Insurance is required for treatment relate to use/ abusive of any substance or if not covered by insurance at the cost of the employee

L. Drug Free Workplace Policy Administration and Enforcement

- A. It shall be the responsibility of the City or its authorized designee to administer and enforce this policy.
- B. This drug and alcohol-testing program was initiated at the request of the City. The City assumes sole responsibility for the administration of this policy and shall be solely liable for any legal obligations and costs arising out of the provisions and/or application of this Contract relating to drug and alcohol testing.
- C. The Union shall be held harmless for the violation or alleged violation of any employee rights arising from the City's administration of the drug and alcohol-testing program.

M. Responsibility

- A. All employees have an obligation to report violations of this policy to their immediate Supervisors, Department Supervisors or to the HR department or his/her authorized designee in order to maintain a safe and healthful work environment for themselves, for their fellow employees and for the Public-at-Large.
- B. Employees, upon conviction of criminal charges related to the use of drugs and alcohol must report by the next scheduled workday.

- C. Additionally, all employees must immediately notify their Supervisor of a suspension or termination of their motor vehicle operations license.
- D. All Supervisors and Department Supervisors are responsible for the drug and alcohol-free operation of their respective departments.

N. Amendments and Clarifiers

- A. This Policy is in no way intended to supersede or waive any constitutional rights that the employee may be entitled to under the Federal or State constitutions.
- B. This Policy does not supersede requirements of employees falling under CDL/ DOT regulations. Those that exceed this policy will be required of those employees.
- C. The cost of drug and alcohol screens will not be the responsibility of the employee. Use of an employee's Health Insurance is required for treatment relate to use/ abusive of any substance.
- D. An employee's refusal or failure, when ordered, to promptly submit to a test permitted by and properly ordered under the provisions of this Policy shall subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that they may possess. The principle of "obey and then grieve" shall apply in the event of a dispute over whether a test is permitted and properly ordered under this Policy.
- E. Employees have the right for a Union representative to be present during any pre-collection interviews of employees intended to determine whether reasonable suspicion or post-accident testing exists. Employees have the right to have a Union representative accompany them to the testing location. The exercise of such right shall not unreasonably delay the collection of the sample tests, "unreasonable delay" means thirty (30) minutes or more.

GARNISHMENTS**SECTION 7.07****A. POLICY**

- 1. A court ordered legal claim against the wages of an employee by a creditor for nonpayment of a debt and served by the constituted legal authority is a garnishment and must be recognized and executed by Human Resources.

POLITICAL ACTIVITY**SECTION 7.08****A. POLICY**

- 1. General: All classified employees, including classified employees on authorized leaves of absence from their positions, are prohibited by law from engaging in certain political activity as identified herein. However, employees are encouraged to exercise their constitutional right to vote.

2. Prohibited Activities:

- a. Candidacy for public office in a partisan election;
- b. Candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party;
- c. Filing of petitions meeting statutory requirements for partisan candidacy to elective office;
- d. Circulation of official nominating petitions for any candidate participating in a partisan election;
- e. Service in an elected or appointed position in any partisan political organization;
- f. Acceptance of a party-sponsored appointment to any office normally filled by partisan election;
- g. Campaigning by writing for publications, by distributing political material or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success;
- h. Solicitation, either directly or indirectly, of any assessment, contribution, or subscription, either monetary or in-kind, for any political party or political candidate;
- i. Solicitation of the sale, or actual sale, of political party tickets;
- j. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues;
- k. Service as witness or challenger for any party or partisan committee;
- l. Participation in political caucuses of a partisan nature; and
- m. Participation in a political action committee which supports partisan activity.

Any employee in the classified service who engages in any of the activities listed in paragraphs 2(a) to 2(m) of this rule is subject to removal from his or her position in the classified service.

3. Permissible Activities:

- a. Registration and voting;
- b. Expression of opinions, either oral or written;

- c. Voluntary financial contributions to political candidates or organizations;
- d. Circulation of nonpartisan petitions or petitions stating views on legislation;
- e. Attendance at political rallies;
- f. Signing nominating petitions in support of individuals;
- g. Display of political materials in the employee's home or on the employee's property;
- h. Wearing political badges or buttons, or the display of political stickers on private vehicles; and
- i. Serving as a precinct election official under Section 3501.22 of the Revised Code.

B. PROCEDURE

1. Any employee who desires to campaign for or accept appointment to political offices which may not be considered partisan, and where no declaration of political party affiliation is made (i.e., village councils, school boards, etc.) should notify the Appointing Authority. A request for an opinion from the City Law Director as to the legality of the employee campaigning for or holding any such offices, prior to declaring candidacy, circulating petitions, or accepting the position may be made. The decision of the City Law Director shall be final and binding on the employee.
2. All employees must notify the Appointing Authority of any intent to declare and campaign for a political office. If, in the opinion of the Appointing Authority, the employee's candidacy is in conflict with the employee's current position, or is not in the best interest of the City, the employee must take a leave of absence or resign. The decision of the Appointing Authority shall be final.

WORKPLACE VIOLENCE**SECTION 7.09****A. POLICY**

1. The safety and security of employees, clients, contractors and the general public are of vital importance to the City of Norwood. Therefore, threats, threatening behavior or acts of violence made by an employee or anyone else against another person's life, health, well-being, family or property will not be tolerated. Employees found guilty of violence will be subject to disciplinary action up to and including termination of employment.
2. The purpose of this policy is to provide guidance to employees of the City of Norwood, should they encounter a situation that they believe is or could result in an act of violence. This policy does not apply to public safety employees
3. The word "violence" in this policy shall mean an act or behavior that:

- a. is physically assaultive;
 - b. a reasonable person would perceive as obsessive (e.g., intensely focused on a grudge, grievance or romantic interest in another person and likely to result in harm or threats of harm to persons or property);
 - c. consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of another;
 - d. would be interpreted by a reasonable person as carrying a potential for physical harm to the person;
 - e. a reasonable person would perceive as intimidating or menacing;
 - f. involves carrying or displaying weapons, destroying property or throwing objects in a manner reasonably perceived to be threatening; or
 - g. consists of a communicated or reasonably perceived threat to destroy property.
4. The Employer prohibits the following [except as required in the line of duty (i.e., law enforcement)]:
- a. Any act or threat of violence by an employee against another person's life, health, well-being or property.
 - b. Any act or threat of violence, including, but not limited to, intimidation, harassment or coercion.
 - c. Any act or threat of violence which endangers the safety of employees, clients, contractors or the general public.
 - d. Any act or threat of violence made directly or indirectly by words, gestures or symbols.
 - e. Use or possession of a weapon on the Employer's premises, on a City controlled site or an area that is associated with employment.
5. The most common situations where workplace violence is likely to occur are as follows:
- a. Dealing with the Public: Violent situations could occur in employee contact with the public. While the Employer has a strong commitment to public service, we do not intend for employees to be subjected to verbal or physical abuse by members of the public.
 - b. On-the-Job: Situations could occur where relationships between employees, or between an employee and a supervisor, result in strong negative feelings by the individuals involved.

- c. Off-the-Job: An employee could become involved in a personal non-criminal dispute with a co-worker, family member, or neighbor during the employee's non-working hours. The Employer prohibits any act of violence by an employee towards any other person while off duty. If the situation escalates, individuals sometimes secure restraining orders from the courts. If an employee requests such a restraining order, the employee should include the work location as well as the employee's place of residence in the order.
- 6. The possession or use of dangerous weapons is prohibited on Employer property, in Employer vehicles, or in any personal vehicle which is used for Employer business or is parked on Employer property, except as hereinafter provided.
 - a. A dangerous weapon is defined as:
 - (1) A loaded or unloaded firearm; or
 - (2) A weapon, device, electronic stun weapon, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. Exceptions: Individuals may possess a firearm on Employer property if the individual is employed in the capacity of a law enforcement officer and is engaged in law enforcement activities. Employees who possess a valid permit to carry a firearm, if a firearm is brought on Employer property, must keep the firearm unloaded and, in the employee's, personal vehicle, which shall be locked.

B. PROCEDURE

- 1. Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on the Employer's property shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation. The Employer will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person(s) involved.
- 2. It is a requirement that all employees report, in accordance with this policy, any behavior that compromises the Employer's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a City controlled site, or is associated with City employment.
- 3. All incidences of suspected or potential violence should be reported to the employee's immediate supervisor or the department head. Do not take the position

that the incident is too minor to report or that it does not appear to be a “real problem.” Do not wait until it is too late to be proactive.

4. Supervisor Responsibilities: Supervisors and department heads are responsible for assessing situations, making decisions on the appropriate response, and responding to reports of or knowledge of violent activities that have occurred in the workplace or that involve an employee of the Employer.
5. When any actual, potential or suspected incident of violence is brought to the attention of a supervisor or the department head, the department head or designee shall evaluate the severity of the situation immediately and have the individual reporting the incident fill out a Workplace Violence Incident Report Form. If it is concluded that an actual act of violence has occurred or if there is a likelihood that violence could result, the department head or designee shall:
 - a. Discuss the situation with the employee(s) and attempt to find out what caused the situation.
 - b. Determine what action is to be taken to prevent the situation from occurring again. Such actions may include but not be limited to:
 - (1) Assigning a different employee to the area or job.
 - (2) Talking with the disgruntled client or employee(s).
 - (3) Discussing the incident and offering suggestions for appropriate actions.
 - (4) Referring the affected employee(s) to professional help or counseling.
 - (5) Disciplining the employee(s), up to and including termination of employment.
 - (6) Contact law enforcement.
6. All employees who apply for, obtain or are the subject of a restraining order which lists department locations as being protected areas, must provide to their department head a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent.

SMOKING / TOBACCO USE AND ELECTRONIC CIGARETTES (E-CIGARETTES)

SECTION 7.10

A. POLICY

1. Smoking of any tobacco, the use of any tobacco products or any illegal elicit substance, and the use of e-cigarettes is hereby prohibited in all public places and

places of employment including areas immediately adjacent to building entrances and exits.

- a. Public Place: A public place is any enclosed area to which the public is invited or permitted.
 - b. Place of Employment: A place of employment is an enclosed area under the control of the Employer that employees use for work or any other purpose including but not limited to, offices, meeting rooms, sales, production and storage areas, restrooms, stairways, hallways, warehouses, garages, and vehicles.
 - c. Enclosed Area: An area with a roof or other overhead covering of any kind and walls or side coverings of any kind, regardless of the presence of openings for ingress and egress, on all sides or on all sides but one.
 - d. Employee: An employee is defined as an individual who provides services to an Employer for compensation or for no compensation.
 - e. Smoking: Inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant.
2. While not regulated by Section 3794 of the Ohio Revised Code, the use of e-cigarettes is also prohibited in all places of employment, enclosed areas, and public places including areas immediately adjacent to building entrances and exits.
 3. Smoking, the use of tobacco, and the use of e-cigarettes is permitted in designated areas provided by the Employer. Such areas will be provided in compliance with applicable law and shall ensure that smoke or the vapor from e-cigarettes does not enter the place of employment.
 4. Smoking, the use of tobacco, and use e-cigarettes is prohibited in all Employer vehicles.
 5. Rights and Responsibilities of Employees:
 - a. Employees are expected to comply with this policy and the applicable law.
 - b. In the resolution of any dispute arising under this policy, the compliance with the law and the protection of the health of the non-smoking parties shall be given preference over the smoker's desire to smoke.
 - c. In the event that an individual is found in violation of this policy and the Employer is fined or penalized, the employee will be subject to appropriate discipline.
 - d. No employee or applicant for employment shall be discharged, refused employment or in any manner discriminated against because such employee or applicant exercises the rights afforded him/her under this policy.

6. Responsibilities of the Employer:
 - a. Signs will be conspicuously posted where smoking is prohibited including each entrance to the place of employment. Each sign will contain a telephone number to report smoking violations and be of sufficient size to be clearly legible to a person of normal vision.
 - b. The Employer disciplinary procedure will be exercised when an employee refuses to comply with this policy.

FRAUD POLICY/REPORTING**SECTION 7.11****A. PURPOSE**

Financial accountability is a top priority for the City of Norwood. The City's fraud policy formalizes the expectations of personal honesty and integrity required of City officials and employees.

The City of Norwood is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees, to gain by deceit financial or other benefits.

This policy prohibits fraud or misuse of the City of Norwood's assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

B. ORGANIZATIONS AFFECTED

All departments and divisions of the City of Norwood.

C. DEFINITIONS

As used in this policy, the terms listed below shall have the following definitions:

1. Embezzlement is any loss resulting from the misappropriation of City of Norwood assets.
2. Misappropriate is to take or make use of any item without authority or right.
3. Loss is defined as the City of Norwood losing possession or control of any type of asset through fraudulent activities.
4. Fraud is the intentional misrepresentation or omission of facts for personal gain.
5. Employee(s) refer to all City of Norwood employees, independent contractors, consultants, and temporary, part-time and/or seasonal workers.

6. Assets refer to the entire property of the City. Assets include, but are not limited to, all City vehicles and building properties, computers and software, cash receivables, wages and benefits.
7. Equipment is defined as a fixed asset that is not consumable or expandable; it is movable, even though sometimes attached to other objects or buildings; and its removal does not create a readily observable physical impairment or deterioration.

Examples include, but are not limited to: office equipment including computers, desk cabinets, printers and scanners, any electronic data processing equipment, training/educational equipment, medical supplies, and furnishings, audio-visual, cameras and recording devices. Equipment also includes, but is not limited to, all construction and maintenance equipment, air conditioners, fire-fighting equipment, and tools, rescue equipment and tools.

D. POLICY

The City of Norwood has adopted a zero tolerance policy regarding fraud. No employee of the City shall remove any City of Norwood assets from the property, misuse any City assets for personal gain, or willfully misappropriate any City of Norwood asset. Any evidence supporting fraud, theft or embezzlement of City of Norwood assets and equipment may be subject to the following actions including but not limited to: suspension, termination, restitution, and criminal charges. Any City of Norwood employee who is aware of fraud being committed against the City by anyone shall report such activity to the Police Department or other official as detailed in Section F.

E. PROHIBITED ACTS

Fraud and misuse of the City of Norwood assets are prohibited. Examples of fraud and misuse of City assets include but are not limited to:

1. embezzlement;
2. misappropriation, misapplication, destruction, removal, or concealment of City of Norwood property;
3. alteration or falsification of documents;
4. theft of any asset (money, tangible property, etc.);
5. authorizing or receiving compensation for goods not received or services not performed;
6. authorizing or receiving compensation for hours not worked;
7. misrepresentation of fact.

F. COMPLAINT PROCEDURE

1. Employees shall read and understand this policy. Additionally, suspected or known fraudulent acts by employees shall be reported to their respective department head. If an employee has reason to believe that his department head may be involved, the employee shall notify the Police Department directly.
2. If the employee is a member of the Police Department and has concern that an irregularity exists within the department, he/she should notify the Law Director. If a department head believes there is an issue of potential fraud within the Police Department, he/she shall notify the Mayor of the details of his/her concerns.
3. Supervisors shall (1) communicate the provisions of this policy to all staff, (2) take no action without consulting the department head, (3) recommend appropriate disciplinary action when there is evidence of wrong-doing, and (4) if suspension or termination is recommended, consult with the Law Director.
4. Department heads shall communicate any suspected or known fraudulent act to the Police Department. The Police Department shall notify the Mayor of each reported incident and keep the Mayor abreast of the investigation.
5. All participants in a fraud investigation shall keep the details and results of the investigation confidential.
6. Any employee reporting an act of fraud; or assisting, testifying, or participating in a fraud investigation, acting in accordance with the requirements of this policy, shall not be subject to any adverse employment action unless it is determined the employee is culpable for such action and/or made an allegation knowing it was false. Examples of adverse employment action include, but are not limited to, discipline, suspension, threatening to discipline or suspend, coercion, acts of intimidation, and firing.

G. PREVENTION

Each department will maintain an internal control environment to protect the department and the City from loss or other damages as a result of a fraudulent act.

H. FALSE ALLEGATIONS

False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

I. CORRECTIVE ACTIONS AND DISCIPLINE

Appropriate and timely action will be taken against those proven to have committed a fraudulent act. These remedial actions may include, but are not limited to:

1. Disciplinary action (up to and including immediate termination of employment).

2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Forwarding information to the appropriate authorities for criminal prosecution.
4. Institution of civil action to recover losses.
5. Where the City of Norwood elects to take corrective or disciplinary action, it will proceed under the procedures in place under this policy for the respective employment classification.
6. The City of Norwood may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

J. CONFIDENTIALITY

All investigations shall be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.

K. COUNCIL NOTIFICATION

At the conclusion of any investigation, the Law Director shall inform Council of the nature of any suspected, alleged or purported fraud that was presented to an appropriate City official in accordance with the provisions of this policy. The Law Director shall discuss and/or report to the Council on the results of the investigation and any civil or criminal proceedings that may arise from such investigation.

In the event an instance of fraud is reported in accordance with the terms of this policy and the nature of such information may impact the legislative operations of the City, the Law Director shall inform the Council of the existence of an allegation or report without disclosing details or information that would impact the investigation of any such claim. The Law Director may wish to request an Executive Session of Council to discuss such matters if public discussion of such information may jeopardize the investigative process or is not in the best interests of the financial or legal position of the City.

- L.** In addition to the process outlined above, complaints or any matter regarding fraud, including any matter that alleges mismanagement of Employer resources or misuse of public money, can be made to the Auditor of the State of Ohio through the Ohio fraud-reporting system.

Complaints made to the Auditor of the State of Ohio through the Ohio fraud-reporting system are anonymous. Complaints may be made in three (3) ways:

1. File a written complaint at:

Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street

P.O. Box 1140
Columbus, OH 43215

2. Call the Fraud Hotline:

1-866-FRAUD OH (1-866-372-8364)

3. Online:

<http://www.ohioauditor.gov>

INTRODUCTION**SECTION 8.01****A. POLICY**

1. All employees of the City of Norwood are members of a team working together for the purpose of serving our community. Employees who fail to follow the necessary rules and regulations governing their conduct are not only penalizing themselves but are doing a disservice to other employees and the citizens of Norwood.
2. These disciplinary provisions are designed to ensure that the rights and safety of all employees are protected and to provide working guidelines to encourage acceptable businesslike behavior and conduct.
3. It is the policy of the Employer that discipline should be characterized as corrective rather than punitive and that employees should be made aware of the conduct expected of them. The following disciplinary provisions are designed to meet both of these objectives.
4. The following disciplinary provisions shall be applicable to all employees of the City, however, the progressive disciplinary procedures contained herein shall not be applicable to those employees serving at the pleasure of an Appointing Authority in the unclassified Civil Service.

DISCIPLINARY PRINCIPLES**SECTION 8.02****A. POLICY**

1. The Employer believes that a clearly written discipline policy will serve to promote fairness and equality in the workplace, and will minimize potential misunderstandings among employees in disciplinary matters. Furthermore, the City believes that certain basic principles, set forth below, must consistently be applied in order to effectively and fairly correct unsatisfactory job behavior.
 - a. Employees shall be advised of expected job behavior, the types of conduct that the Employer has determined to be unacceptable, and the penalties for such unacceptable behavior.
 - b. Immediate attention shall be given to policy infractions by those responsible for administering discipline.
 - c. Discipline shall be applied uniformly and consistently, within the group or groups of employees to whom such rules are directed, and any deviations from standard procedure must be well justified and documented.
 - d. Each offense shall be dealt with as objectively as possible.
 - e. Discipline shall usually be progressive, but depending on the severity of the offense, may proceed immediately to suspension or termination of employment.

- f. An employee's immediate supervisor, department head, and/or the Appointing Authority shall be responsible for administering discipline with assistance from the HR department as needed.

PROGRESSIVE DISCIPLINE**SECTION 8.03****A. POLICY**

1. The Employer has adopted this discipline policy as a guide for the uniform administration of discipline. It is not, however, to be construed as a delegation of, or a limitation upon, the Employer's right to impose a different level of discipline when the circumstances warrant or when the infraction involves an at will employee.
2. This discipline policy provides general guidelines for specific offenses, however, the examples of specific offenses given in any grouping are not all inclusive, and serve merely as a non-binding guide.
3. The guidelines for discipline provided in this manual do not preclude the application of a more or less severe penalty for a given infraction by any employee. This is particularly true for temporary, intermittent, and other unclassified employees whose service may be terminated at the will of the Appointing Authority.
4. All active records of discipline shall be maintained in the employee's personnel file. Working suspensions (suspension with pay) have the same effect as suspensions from work without pay for purposes of recording disciplinary actions and demonstrating progressive discipline.
5. The purpose of disciplinary action is to correct misconduct and encourage improved performance or behavior, except where the employee is removed. To that end, an employee may request, and the Employer may agree, to remove a disciplinary action from an employee's general personnel file after two (2) years when the employee has shown marked improvement. The Employer is required by the Ohio Civil Rights Commission to maintain such records.

B. PROCEDURE

1. Supervisors may recommend and/or the department head may issue verbal and written reprimands. A memo, in each case of discipline, should be completed and signed by the department head, delivered to the employee, and signed by the employee. The completed memo shall be placed in the employee's personnel file.
2. Only the Appointing Authority has the authority to reduce in classification or pay, fine, suspend, or terminate an employee. Prior to such discipline, a predisciplinary conference must be held if it involves a classified employee.

3. Suspensions or fines of more than three (3) days' pay, reductions or removals of classified employees must be filed in accordance with Civil Service Commission Rules and Regulations.
4. Reduction in classification or pay, suspension, fine or removal of an unclassified employee may be executed at the discretion of the Appointing Authority. A written notice shall be provided to the employee.

While a predisciplinary conference is not legally required for unclassified employees, it is recommended that the Appointing Authority meet with the employee to provide the employee with an opportunity to respond regarding the alleged infraction, prior to reducing, suspending, fining or removing the employee from public service.

PREDISCIPLINARY CONFERENCE — CLASSIFIED EMPLOYEES	SECTION 8.04
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A. POLICY

1. Generally: Whenever the Employer or designee determines a classified employee may have committed an offense which could result in a suspension, fine, reduction or removal, the employee will be notified of the allegations and a predisciplinary conference will be scheduled to give the employee an opportunity to offer an explanation of the alleged misconduct. A predisciplinary conference is primarily an informal fact-finding session, not a legal proceeding. The objective of the conference is to obtain information through testimony, documentation and/or questioning of the employee and witnesses and the employee's response to determine whether the alleged misconduct occurred.
2. Hearing Officer: Predisciplinary conferences will be conducted by a hearing officer. The hearing officer may be the Appointing Authority or any person the Appointing Authority selects to serve in such capacity.
3. Notice: Not less than 24 hours prior to the scheduled starting time of the conference, the Appointing Authority or designee will provide the employee with a written outline of the charges which may be the basis for disciplinary action (Notice of Predisciplinary Conference Form). In response, the employee must:
 - a. appear at the conference to present an oral or written statement in the employee's defense and answer questions regarding the alleged misconduct; or
 - b. elect in writing to waive the predisciplinary conference (Waiver of Predisciplinary Conference).
4. Testimony: An employee who elects to attend the conference and present evidence, or who is called to testify, must answer all questions truthfully. If it is later proven that the employee's answers were not truthful, such dishonesty may result in disciplinary action.

5. Witnesses: At the conference the employee may present any testimony, witnesses or documents which explain whether or not the alleged misconduct occurred. The employee shall provide a list of witnesses to the hearing officer as far in advance as possible, but not later than four (4) hours prior to the predisciplinary conference. It is the employee's responsibility to notify witnesses their attendance is desired.
6. Delay of Predisciplinary Conference: Upon a reasonable request and adequate advance notice from the employee, the Appointing Authority may temporarily delay the predisciplinary conference. Generally, the Employer should permit only one (1) such delay.
7. Recording of Proceedings: At the discretion of the hearing officer, the predisciplinary conference may be recorded. The responding employee may also record the proceedings in a similar manner, if the hearing officer authorizes recording of the proceedings.
8. Hearing Officer Report: If the hearing officer is someone other than the Appointing Authority, the following shall apply:

The hearing officer shall objectively hear the case and shall prepare a written report setting forth findings of fact and concluding whether or not the alleged misconduct occurred. The hearing officer shall not recommend discipline. A copy of the hearing officer's report will be provided to the employee and the Appointing Authority and/or department head within five (5) working days following its preparation. The Appointing Authority and/or department head will decide what discipline, if any, is appropriate, and may agree or disagree with the hearing officer's conclusions.
9. Administrative Leave: When the Appointing Authority determines it is necessary to temporarily remove an employee from the workplace to protect the health or safety of the employee, other employees or of any person or property entrusted to the employee's care, the Appointing Authority may immediately authorize an administrative leave of absence with pay. Such leave shall normally last only until the investigation, predisciplinary hearing and/or other corrective action is completed.

B. PROCEDURE

1. Whenever the department head has cause to believe an employee should receive a suspension, fine, disciplinary reduction in pay or position or removal from public service, the department head must reduce such allegations to writing.
2. The department head may request that the Appointing Authority place the employee on administrative leave while the charges are being investigated and until the predisciplinary conference procedures are completed.
3. The written allegations should indicate in sufficient detail the behavior or conduct which is the basis for the department head's belief that discipline is necessary.

4. The written allegations should next be processed through the chain of command to the Appointing Authority or designee for review and delivery to the responding employee in the form of a Notice of Predisciplinary Conference.

If the allegations involve potential criminal charges as well as employment misconduct, the Employer should confer with the City Law Director and/or a management/human resources consultant prior to questioning the employee or scheduling a predisciplinary conference.

5. The employee will be notified by the Appointing Authority or designee of the time, location and person who will conduct the predisciplinary conference. The hearing officer conducting the conference will recite the allegations and ask the Employer's representative to summarize the evidence that is the basis of the allegations.
6. The hearing officer will ask the employee to respond to the allegations of misconduct which were outlined to the employee. Failure to respond or respond truthfully may result in further disciplinary action.
7. At the discretion of the hearing officer, the predisciplinary conference may be recorded. The responding employee may also record the proceedings in a similar manner, if the hearing officer authorizes recording of the proceedings.
8. The hearing officer shall determine when the conference is concluded and will adjourn the meeting. The hearing officer may also independently investigate facts alleged by the responding employee or the employee's witnesses, may limit the number of witnesses and may reconvene the conference if necessary to get additional information or to allow the employee an opportunity to respond further or to respond to new matters. For example, if the employee provides an explanation that involves facts previously unknown to the Employer, the hearing officer may continue the hearing to allow the Employer time to investigate. As another example, if the employee or a witness provides information which indicates the employee may have committed additional infractions, the hearing officer may continue the conference to allow the Employer time to investigate or to allow the Employer to issue a revised notice before concluding the predisciplinary conference. This is proper procedure provided no discipline is issued prior to reconvening the predisciplinary conference and the employee has not already been disciplined for the same offense.
9. If someone other than the Appointing Authority is serving as hearing officer, that person shall prepare a report of findings and submit it to the Appointing Authority. The report shall be in writing, and need not be overly detailed. The report should state whether the person conducting the conference believes the allegations were supported by the evidence and explanations presented. The hearing officer may state whether one person's explanation or evidence was more convincing and for what reason, especially when stories or evidence conflict. However, the hearing officer should not recommend whether the Appointing Authority should issue discipline, nor what level of discipline is appropriate.

10. Within a reasonable time following receipt of the report, the Appointing Authority shall determine what discipline, if any, is warranted based upon the facts presented.
11. If discipline is warranted, the Appointing Authority shall determine the severity of the discipline using the policies herein as a guideline.

GROUND FOR DISCIPLINARY ACTION AND PENALTIES**SECTION 8.05****A. POLICY**

1. R.C. Section 124.34 sets out the forms of misconduct which are the legal basis for reduction, suspension, fine or removal of a classified employee. Those forms of misconduct are:
 - a. Neglect of duty;
 - b. Incompetency;
 - c. Inefficiency;
 - d. Dishonesty;
 - e. Drunkenness;
 - f. Immoral conduct;
 - g. Insubordination;
 - h. Discourteous treatment of the public;
 - i. Any other failure of good behavior;
 - j. Any other acts of misfeasance, malfeasance, or nonfeasance; or
 - k. Any violation of Civil Service rules.
2. The offenses set forth in Groups I, II, and III below are non-inclusive examples of the above forms of misconduct and guidelines for determining the appropriate level of discipline for classified employees.
3. In general, Group I Offenses may be defined as those infractions which are of a relatively minor nature and which cause only a minimal disruption to productivity, efficiency and/or morale. Group I Offenses, if left undisciplined by proper authority, will usually cause only a temporary impact against the organization unless such acts are compounded over time.
4. Group II Offenses may be defined as those infractions which are of a more serious nature than the Group I Offenses and which, in turn, cause a more serious and longer lasting disruption to the organization in terms of decreased organizational productivity, efficiency and/or morale. Group II Offenses, if left undisciplined by

proper authority, can cause a more serious and longer lasting impact against the organization than the Group I Offenses.

5. Group III Offenses may be defined as those infractions which are of a very serious or possibly a criminal nature and/or which cause a critical disruption to the organization in terms of decreased productivity, efficiency and/or morale. Group III Offenses, if left undisciplined by proper authority, may have a long lasting and serious adverse impact on the organization.
6. THIS DISCIPLINE POLICY IS A GENERAL GUIDELINE ONLY. THE FOLLOWING EXAMPLES OF SPECIFIC OFFENSES ARE NOT ALL INCLUSIVE, AND ARE NOT INTENDED TO BE BINDING ON THE EMPLOYER.
7. “Working days” for purposes of disciplinary suspension in the Fire Department normally means eight (8) hour, ten (10) or (24) hour workdays depending on the regular schedule of the employee subject to discipline or the collective bargaining agreement.

GROUP I OFFENSES

FIRST OFFENSEDocumented Verbal Warning

SECOND OFFENSEWritten reprimand

THIRD OFFENSEA working suspension of one (1) to three (3) days; a fine not to exceed three (3) days pay; or a one (1) to three (3) day suspension without pay; (*five [5] days for administrative, supervisory, or professional employees exempt from overtime)

FOURTH OFFENSEFive (5) to 15 day working suspension or suspension without pay; or a fine up to five (5) days' pay;

FIFTH OFFENSEUp to and including termination of employment

* Under the Fair Labor Standards Act, salaried employees exempt from overtime cannot be given disciplinary time off in less than one (1) week increments. Unpaid disciplinary suspensions of one or more full days for violations of workplace conduct rules, such as sexual harassment or workplace violence. These must be imposed in good faith under a written policy applicable to all employees.

Following are examples of Group I Offenses. Following each offense in parentheses are examples of the various charges of misconduct which may be applicable under Civil Service Rules and Regulations.

1. Failure to properly and completely sign in or out (inefficiency, neglect of duty, or failure of good behavior).

2. Failure to properly “report off” work for any absence or failure to timely notify the proper party of absence (neglect of duty, failure of good behavior, or nonfeasance).
3. Leaving a post of continuous operations prior to being relieved by employee of incoming shift (neglect of duty or failure of good behavior).
4. Creating or contributing to unsanitary or unsafe conditions or poor housekeeping (inefficiency, neglect of duty, or failure of good behavior).
5. Failure to observe official safety rules or common safety practices (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
6. Failure to report accidents, injuries or equipment damage (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
7. Discourteous treatment of the public (discourteous treatment of public or failure of good behavior).
8. Inattention to the needs of the public (discourteous treatment of public or failure of good behavior).
9. Distracting the attention of others, unnecessary shouting, use of profane or other inappropriate language, misuse of two-way radios or otherwise causing disruptions on the job (inefficiency, neglect of duty, or failure of good behavior).
10. Malicious mischief, horseplay, wrestling or other undesirable or potentially harmful conduct (inefficiency, immoral conduct, discourteous treatment of public, or failure of good behavior).
11. Interfering with the work performance of subordinates/other employees or causing other disruptions of the workplace (inefficiency, neglect of duty, or failure of good behavior).
12. Failure to cooperate with other employees (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
13. Neglect of or careless failure to observe Employer rules, regulations, policies and procedures (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
14. Excessive garnishments (failure of good behavior or nonfeasance).
15. Use or possession of another employee’s working equipment or property without approval (dishonesty or failure of good behavior).
16. Unauthorized use of the Employer’s telephone for other than business purposes (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
17. Obliging the Employer for any minor expense, service or performance without prior authorization (dishonesty, neglect of duty, failure of good behavior, or misfeasance).

18. Neglect of or careless failure to care for Employer property or equipment (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
19. Inefficiency (e.g., lack of application or effort on the job, unsatisfactory performance, failure to maintain required performance standards, etc.) (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
20. Neglect of or careless failure to prepare required reports or documents (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
21. Failure of a supervisor to administer discipline as provided herein or to otherwise enforce the rules, regulations, policies and procedures of the Employer (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
22. Failure to commence duties at the beginning of the work shift, or leaving work prior to the end of the work shift (inefficiency, neglect of duty, or failure of good behavior).
23. Leaving the job or work area during the regular working hours without authorization (neglect of duty, failure of good behavior, or nonfeasance).
24. Making preparations to leave work without specific prior authorization before the lunch period, any official break period or specified quitting time (neglect of duty, failure of good behavior, or nonfeasance).
25. Establishing a pattern use of sick leave or other misuse or abuse of sick leave (neglect of duty, malfeasance, or failure of good behavior).
26. Violation of any Employer work rule or policy (neglect of duty, immoral conduct, discourteous treatment of public, misfeasance, malfeasance, nonfeasance, or failure of good behavior).

GROUP II OFFENSES

FIRST OFFENSEA working suspension of one (1) to three (3) days; a fine not to exceed three (3) days' pay; or a one (1) to three (3) days suspension without pay; (*five (5) days for administrative, supervisory, or professional employees)

SECOND OFFENSEFive (5) to 15 day working suspension or suspension without pay; or a fine up to five (5) days' pay

THIRD OFFENSEUp to and including termination of employment

* Under the Fair Labor Standards Act, salaried employees exempt from overtime cannot be given disciplinary time off in less than one (1) week increments.

Following are examples of Group II Offenses. Following each offense in parentheses are examples of the various charges of misconduct which may be applicable under Civil Service Rules and Regulations.

1. Disregarding job duties and neglecting work by sleeping, reading for pleasure, playing cards, viewing T.V., etc. when there are work duties to be completed (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
2. Reporting to work or working while unfit for duty (incompetence or failure of good behavior). This may be a Group III Offense for CDL holders and public safety employees.
3. Failure to report for overtime work, without proper excuse, after being scheduled to work (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
4. Willful refusal to sign in or out when required (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
5. Performing private work on Employer time (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
6. Neglect or careless failure to observe official safety rules or common safety practices (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
7. Threatening, intimidating or coercing subordinates, other employees or general public (inefficiency, neglect of duty, or failure of good behavior).
8. Use of abusive or offensive language or gestures toward subordinates, other employees, residents or the general public (immoral conduct, insubordination, failure of good behavior, or malfeasance).
9. The making or publishing of false, vicious or malicious statements concerning other employees, residents, the Employer or its operations (dishonesty, failure of good behavior, or malfeasance).
10. Solicitation or distribution on Employer property in violation of the solicitation and distribution policy (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
11. Willful disregard of the Employer's rules, regulations, policies and procedures (inefficiency, neglect of duty, failure of good behavior, misfeasance, malfeasance, or nonfeasance).
12. Negligent failure to obey a reasonable order of a supervisor or failure to carry out work assignments, including verbal instructions (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
13. Neglect or carelessness in the use of Employer property or equipment (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).

14. Obligating the Employer for a major expense, service or performance without prior authorization (dishonesty, neglect of duty, failure of good behavior, or misfeasance).
15. Unauthorized use of Employer property or equipment, including the unauthorized reproduction of this manual or the Employee Handbook (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
16. Negligent failure to report accidents, injuries or equipment damage (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
17. A traffic violation or accident while driving an Employer vehicle which evidences recklessness by the employee (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
18. Refusing to provide testimony in court during a public hearing (SPBR, SERB, etc.) or any other official hearing, investigation or proceeding involving the Employer (insubordination, failure of good behavior, or nonfeasance).
19. Refusing to provide testimony or information concerning any investigation (insubordination, failure of good behavior, or nonfeasance).
20. Possession or storage of alcoholic beverages on the Employer's premises (neglect of duty, drunkenness, failure of good behavior, or malfeasance).
21. Unauthorized presence on the Employer's property (failure of good behavior or misfeasance).
22. Habitual neglect of timely completion of required reports or documents (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
23. Willful failure to timely complete required reports and documents (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
24. Unauthorized posting or removal of notices or documents on or from bulletin boards (failure of good behavior or misfeasance).
25. Willful or reckless violation of any Employer work rule or policy (neglect of duty, immoral conduct, discourteous treatment of public, misfeasance, malfeasance, nonfeasance, or failure of good behavior).

GROUP III OFFENSES

FIRST OFFENSEUp to and including termination of employment

Following are examples of Group III Offenses. Following each offense in parentheses are examples of the various charges of misconduct which may be applicable under Civil Service Rules and Regulations.

1. Wanton or willful neglect in the performance of assigned duties (inefficiency, neglect of duty, failure of good behavior, misfeasance, or malfeasance).
2. Instigating, leading or participating in any walkout, strike, sit-down, stand-in, sympathy strike, call-in, slow-down, refusal to return to work at the scheduled time for a scheduled shift or other concerted curtailment, restriction or interference with work in or about the Employer's premises in violation of R.C. Chapter 4117 (neglect of duty, failure of good behavior, or misfeasance).
3. Refusal, without legitimate reason, to work during emergency situations or conditions (insubordination, neglect of duty, failure of good behavior, or nonfeasance).
4. Signing or altering other employees' time cards or records; altering one's own time card or record or having one's time card or record signed or altered by another, without authorization (dishonesty, failure of good behavior, or malfeasance).
5. Knowingly concealing a communicable disease (i.e., T.B., etc.) which may endanger others (neglect of duty, failure of good behavior, misfeasance, or malfeasance).
6. Carrying or possessing firearms, explosives or weapons in the work area without authorization (failure of good behavior or malfeasance).
7. Willfully withholding information which threatens the safety and security of the Employer, its operations or employees (dishonesty, failure of good behavior, misfeasance, or malfeasance).
8. Willfully demeaning, verbally abusing and/or humiliating a resident, employee or other person (discourteous treatment of the public, neglect of duty, failure of good behavior, or malfeasance).
9. Threatening, intimidating or physically abusing a resident, employee or other person (malfeasance or failure of good behavior).
10. Committing an act of discrimination, sexual harassment or engaging in conduct giving insult or offense on the basis of race, color, sex, age, religion, national origin, or disability (immoral conduct, neglect of duty, failure of good behavior, or malfeasance).
11. Fighting with or attempting to injure a resident, employee, or other person (discourteous treatment of the public, neglect of duty, failure of good behavior, or malfeasance).
12. Insubordination by refusing to perform assigned work or to comply with the written or verbal instructions of a supervisor (insubordination, neglect of duty, failure of good behavior, or nonfeasance).

13. Providing false testimony, statements or information in any official Employer, court, or administrative investigation, hearing, or proceeding (dishonesty, failure of good behavior, malfeasance, or neglect of duty).
14. Providing false information, making a false statement, committing a fraudulent act, or withholding pertinent information in the employment application process (dishonesty, failure of good behavior, misfeasance, or malfeasance).
15. Gambling during work hours (inefficiency, neglect of duty, failure of good behavior, misfeasance, or malfeasance).
16. Stealing or similar conduct, including destroying, damaging, concealing or converting any property of the Employer or of other employees (dishonesty, failure of good behavior, or malfeasance).
17. Dishonesty or dishonest action. Examples of “dishonesty” or “dishonest actions” are: theft, pilfering, making false statements to secure an excused absence or justify an absence or tardiness. These are examples only and do not limit the terms dishonesty and dishonest action (dishonesty or malfeasance).
18. Engaging in unauthorized political activity as provided in the Political Activity Section of this manual (failure of good behavior or malfeasance).
19. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance which takes place in whole or in part in the workplace (drunkenness, immoral conduct, neglect of duty, failure of good behavior, or malfeasance).
20. Driving a motor vehicle on duty or Employer business without a valid, applicable operator’s license (dishonesty, failure of good behavior, malfeasance, or neglect of duty).
21. Failure to obtain, maintain and/or report the loss of required licenses, certifications or other qualifications of an employee’s position (dishonesty, failure of good behavior, malfeasance, or neglect of duty).
22. Conviction of any violation of law which may adversely affect the public’s trust in the employee’s ability to perform the duties of the employee’s position (dishonesty, failure of good behavior, or malfeasance).
23. Intentional misuse of Employer or other public funds (dishonesty, neglect of duty, failure of good behavior, or malfeasance).
24. Willful neglect or intentional misuse, abuse or destruction of the property, equipment or tools of the Employer or another employee (inefficiency, neglect of duty, failure of good behavior, misfeasance, or malfeasance).
25. Soliciting or accepting a gift, gratuity, bribe or reward for the private use of the employee, or otherwise using one’s position, identification, name, photograph or title for personal gain, or otherwise violating the Employer’s Code of Conduct or

Ohio's ethics laws for public employees (inefficiency, neglect of duty, failure of good behavior, misfeasance, or malfeasance).

26. Engaging in off-duty employment activities which the Employer has determined to be an interest or time conflict (inefficiency, neglect of duty, failure of good behavior, or misfeasance).
27. Making false claims or misrepresentations in an attempt to obtain any benefit (dishonesty, failure of good behavior, neglect of duty, or malfeasance).
28. Misusing, removing or revealing documents or information of a confidential nature or revealing such information without prior and appropriate authorization (dishonesty, neglect of duty, failure of good behavior, or malfeasance).
29. Misuse, removal or destruction of Employer records without prior authorization (dishonesty, neglect of duty, failure of good behavior, or malfeasance).
30. Committing violations of official safety rules or common safety practices (inefficiency, neglect of duty, failure of good behavior, or nonfeasance).
31. Sexual harassment.
32. Conviction of certain felonies.
33. Intentional violation of any Employer work rule or policy (neglect of duty, immoral conduct, discourteous treatment of public, misfeasance, malfeasance, nonfeasance, or failure of good behavior).
34. Absent without leave (neglect of duty or failure of good behavior).

B. PROCEDURE

Multiple minor policy infractions should be dealt with by following the progressive discipline procedure set forth below:

1. Multiple offenses which are unrelated are progressively disciplined in the groups in which the offenses are outlined in these guidelines; and
2. Multiple offenses which are related are progressively disciplined regardless of the groups in which the offenses are listed and regardless of the order in which the offenses occurred.
3. Multiple offenses which are closely related in time, even if unrelated or in different groups hereunder, may be combined to result in discipline which exceeds the severity of the total sum of the separate offenses.

CONVICTION OF A FELONY**SECTION 8.06****A. POLICY**

1. Conviction of a felony is a separate basis for reducing in pay or position, suspending or removing an employee, even if the employee has already been reduced in pay or position, suspended or removed for the same conduct that is the basis of the felony. An employee may not appeal to the Civil Service Commission any disciplinary action taken by an Appointing Authority as a result of the employee's conviction of a felony. If an employee removed under this section is reinstated as a result of an appeal of the removal, any conviction of a felony that occurs during the pendency of the appeal is a basis for further disciplinary action under this section upon the employee's reinstatement.
2. Any employee convicted of a felony immediately forfeits the person's status as a classified employee in any public employment on and after the date of conviction for the felony. If an employee is removed under this section as a result of being convicted of a felony or is subsequently convicted of a felony that involves the same conduct that was the basis for the removal, the employee is barred from receiving any compensation after the removal notwithstanding any modification or disaffirmance of the removal, unless the conviction for the felony is subsequently reversed or annulled.
3. As used in this policy, "felony" means any of the following:
 - a. A felony that is an offense of violence as defined in Section 2901.01 of the Revised Code;
 - b. A felony that is a felony drug abuse offense as defined in Section 2925.01 of the Revised Code;
 - c. A felony under the laws of this or any other state or the United States that is a crime of moral turpitude;
 - d. A felony involving dishonesty, fraud, or theft;
 - e. A felony that is a violation of Section 2921.05, 2921.32, or 2921.42 of the Revised Code.

B. PROCEDURE

Any person removed for conviction of a felony is entitled to a cash payment for any accrued but unused vacation leave as authorized by City policy. If subsequently re-employed in the public sector, such person shall qualify for and accrue sick and vacation leave in the manner specified by City policy for a newly appointed employee and shall not be credited with prior public service for the purpose of receiving these forms of leave.

APPEALS OF PERSONNEL ACTIONS**SECTION 8.07****A. POLICY**

1. Classified Employees: Classified employees may appeal suspensions or fines of more than 24 hours, reductions in pay or classification, layoffs, job abolishment, or terminations either through the internal grievance procedure contained in this manual or to the Civil Service Commission.

Suspensions of 24 hours or less and fines of 24 hours pay or less may be appealed to the Appointing Authority through the in-house grievance procedure only.

Temporary, intermittent, and other employees serving in the unclassified service have no appeal rights to the Civil Service Commission. Probationary employees likewise may not appeal to the Civil Service Commission. Unclassified employees may appeal all personnel actions through the internal grievance procedure contained in this manual.

Disciplinary action based on conviction of a “felony” within the meaning of R.C. 124.34 may not be appealed to the Civil Service Commission.

B. PROCEDURE

1. Appeals to the Civil Service Commission by classified employees must be filed within ten (10) days of the date the employee is served with the disciplinary order. An appeal from a layoff or a displacement must be filed no later than ten (10) days after receipt of the notice of layoff or displacement.
2. Appeals through the internal grievance procedure shall be submitted within five (5) working days of the occurrence of the incident giving rise to the grievance.
3. The Civil Service Commission maintains authority to decide whether an appeal warrants a hearing. When an appeal is heard, the Civil Service Commission may affirm, disaffirm, or modify personnel actions implemented by the Appointing Authority.

GRIEVANCE PROCEDURE**SECTION 8.08****A. POLICY**

1. Classified employees may appeal suspensions, fines, reductions in pay or classification, layoffs, job abolishment or removals for other than conviction of a felony hereunder. Any employee may appeal an alleged violation of the City’s policies or procedures hereunder.
2. Employees have the right to file such grievances without prejudice. No employee shall be disciplined, harassed, or dealt with unfairly as a result of filing a grievance or testifying in a grievance hearing.

3. If a grievance by a classified employee is of a nature to qualify for appeal to the Civil Service Commission, the employee may elect which appeal process to use. If the employee later appeals the matter to the Civil Service Commission or a court of law, the internal grievance procedure shall be discontinued.
4. Complaints regarding illegal discrimination are to be filed and resolved pursuant to the complaint procedure contained in the Equal Employment Opportunity/Anti-Discrimination Section of this manual and not this grievance procedure.

B. PROCEDURE

1. Step One: Immediate Supervisor
 - a. Any employee with a grievance shall first discuss the matter with the employee's immediate supervisor, if applicable, within five (5) working days of the action giving rise to the grievance. The supervisor shall make every reasonable effort to resolve the grievance but may not issue any decision which conflicts with the policies herein. The supervisor shall record the date the grievance was presented and the date the supervisor responded. The supervisor shall also notify the department head of the grievance and response.
 - b. If the employee is not satisfied with the response, the employee may elect to proceed to Step Two.
2. Step Two: Department Head
 - a. The employee shall reduce the grievance to writing using the Grievance Form and deliver same to the department head, within five (5) working days of receipt of the response in Step One or within five (5) working days of the occurrence of the incident giving rise to the grievance if Step One was not applicable. The department head shall meet with the employee within five (5) working days following receipt of the grievance and attempt to resolve the matter. The department head shall issue a decision within five (5) working days following the meeting.
 - b. If the employee is not satisfied with the response, the employee may elect to proceed to Step Three.
3. Step Three: Safety Service Director
 - a. The employee shall submit the written grievance, copies of all previous written responses and a written explanation why such responses are not acceptable, to the Safety Service Director /designee within five (5) working days of receipt of the response in Step Two. The Safety Service Director shall schedule a meeting within five (5) days of receipt. The Safety Service Director shall meet with the employee within five (5) working days following receipt of the grievance and attempt to resolve the matter. The

Safety Service Director shall issue a decision within five (5) working days following the meeting.

- b. If the employee is not satisfied with the response, the employee may elect to proceed to Step Four.

4. Step Four: Mayor

- a. The employee shall submit the written grievance, copies of all previous written responses and a written explanation why such responses are not acceptable, to the Mayor within five (5) working days of receipt of the response in Step Three. The Mayor shall schedule a hearing within fifteen (15) days of receipt. The Mayor shall issue a decision within a reasonable time following the hearing. The decision of the Mayor shall be final and binding on all parties except as otherwise provided by law.

5. General Procedures for Hearings:

- a. Grievances citing issues of law may be forwarded by the department head or Appointing Authority to the City Law Director's Office for an opinion before proceeding, and all time limits shall be held in abeyance until such opinion is received.
- b. The parties may extend time limits by mutual written agreement.
- c. A grievant may have an employee representative or witnesses present at any hearing. Employees, employee representatives and employee witnesses shall not lose pay or benefits for time spent in hearings if held during the employee's normal working hours. Prior notice of any employee participating in any grievance hearing shall be provided to the Employer representative to allow the employee to be released from duty.
- d. Hearings shall be informal and the rules of evidence customarily applicable in court shall not apply.

A. Public Records:

1. The City of Norwood, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail and text messages), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the City. All records of the City are public unless they are specifically exempt from disclosure under the Ohio Revised Code.
2. It is the policy of the City that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.

B. Records Requests: Each request for public records should be evaluated for a response using the following guidelines:

1. Although no specific language is required to make a request, the requestor must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve and review the records. If it is not clear what records are being sought, the records custodian must contact the requestor for clarification and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.
2. The requestor does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is the City of Norwood's general policy that this information is not to be requested.
3. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account 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.
4. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (in both draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than twenty (20) pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

All requests for public records must either be satisfied or be acknowledged in

APPENDIX A **PUBLIC RECORDS INSPECTION, RELEASE, AND RETENTION**

writing by the City within seven (7) business days following the office's receipt of the request. If a request is deemed significantly beyond "routine", such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- a. An estimated number of business days it will take to satisfy the request.
 - b. An estimated cost if copies are requested.
 - c. Any items within the request that may be exempt from disclosure.
5. Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

C. Costs for Public Records:

1. Those seeking public records will be charged only the actual cost of making copies.
 - a. The charge for paper copies is twenty cents (\$.20) per page. Prepayment is required.
 - b. There is no charge for documents emailed.
2. Requestors may ask that documents be mailed to them. Prepayment required for the actual cost of the postage and mailing supplies.

D. E-MAIL: Documents in electronic mail format (including text messages) are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

1. Records in private e-mail accounts and text messages used to conduct public business are subject to disclosure, and all employees or representatives of the City are instructed to retain their e-mails that relate to public business and to copy them to their business e-mail accounts and/or to the City of Norwood's records custodian.
2. The records custodian is to treat the e-mails from private accounts as records of the City, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

E. Failure to Respond to Public Records Request: The City recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition

APPENDIX A **PUBLIC RECORDS INSPECTION, RELEASE, AND**
RETENTION

to the distrust in government that failure to comply may cause, City of Norwood's failure to comply with a request may result in a court ordering the City to comply with the law and to pay the requestor



Office of Human Resources

Memo

Date: 07/28/2026

To: Norwood City Council

From: Lori Zombek, HR Director

Subject: Personnel Policy and Procedure Manual Updates

A comprehensive review of the Personnel Policy and Procedure Manual was conducted by Noah Powers, Safety Services Director and Lori Zombek, HR Director. This effort was undertaken to ensure the manual remains current and represents both actual and best practices of policy and procedure.

- A significant portion of the updates consists of language edits that do not change the application of policy, but instead modernize terminology or align the manual with current operational practices. Examples include the addition of required PWFA and PUMP Act provisions (Section 6.13), updates reflecting the use of the HRIS system in place of paper forms throughout the manual, correction of benefits eligibility to reflect the first day of employment, and the use of the term *bereavement* in place of *funeral*. Additionally, sections 1.01 through 1.09 were streamlined to delete duplicative language and modernize section. Section 6.08 was moved to addendum and updated based on most recent ordinance.

Sections that include changes to policy are:

- Forms will be part of administrative development and use and kept separate from manual (1.0)
- Vacation use after first 6 months instead of after a year and vacation accrual step changes (5.03).
- FMLA details added for process purposes (5.09).
- Leave Donation Program (5.20)- updated approval language and minimum balances.
- Use of Airbnb/ VRBO and per diem rates (6.01 B, 4).
- Vehicles (6.02 2,b) – noted out of state license and not only Ohio.
- Social media clarification (6.10, D.) – overall update of current language and platforms.
- Credit/ Procurement Card updated (6.11) -Added Procurement Card Language



- Deletion of discipline in tardy and absenteeism section. (7.02 and 7.03) The processes spelled out are not used in practice. These sections now pointed to Chapter 8, Discipline Procedures.
- Punishment language removed around Garnishments. (7.07)
- Drug Free workplace policy (7.06). Rewrite of policy to use best and current practice.

New policy added are as follows:

- Longevity Pay (4.09) for non- union full time positions (Beginning in 2027 with budget approval)
- Tuition Reimbursement (5.21).
- Remote Work Policy (6.16).
- Sick Leave Conversion (5.01).

Frost Brown Todd reviewed the manual, and their recommended edits were incorporated where appropriate.

Please let us know of questions or clarifications we can provide.

Sincerely,

Lori Zombek

HR Director, MPA, SHRM-CP, PHR

CC: Victor Schneider, Mayor

Noah Powers, Safety Service Director



City of Norwood Request for Ordinance, Resolution, Amendment, or Repeal

Date of Request: 7/29/2026		Date Needed: 8/11/2026	
Request(s) should be submitted by the Wednesday, at noon, before date needed for Council, earlier if possible.			
Requested By:	Lori Zombek		
Contact:	513-458-5349		
Document Requested:	Ordinance		
Executive Summary of document needed:			
If an amendment or repeal request, list existing Ordinance Number(s)/Section(s) of Ordinance to be amended or repealed, etc. (or attach documents and/or copies as appropriate)			
A comprehensive review of the Personnel Policy and Procedure Manual was conducted. This effort was undertaken to ensure the manual remains current and represents both actual and best practices of policy and procedure. Further details of change are in attached memo and manual.			
Action Requested:	Non-Emergency - Three Readings with 30 Day Effectivity		
If Emergency clause or suspension of rules for all three readings is needed, explain:			
Special Notes/Instructions			

**ORDINANCE TERMINATING THE COMMUNITY REINVESTMENT AREA
AGREEMENT WITH DKRJ HOLDINGS, LLC AND NORTHWOOD CIDER, LLC,
AND DECLARING AN EMERGENCY**

WHEREAS, Council has approved by Ordinance No. 18-2009 a program known as the City of Norwood Community Reinvestment Area Program, for the promotion of economic development, and by Ordinance No. 14-2015, Council has extended that program until repealed by Council; and

WHEREAS, DKRJ Holdings, LLC and Northwood Cider, LLC proposed to participate in the Norwood CRA Program and renovate a building of approximately 5,000 square feet located at 2075 Mills Avenue to be occupied by Northwood Cidery; and

WHEREAS, by Ordinance No. 07-2022, Council authorized the Mayor to sign a Community Reinvestment Area Agreement between the City of Norwood and DKRJ Holdings, LLC and Northwood Cider, LLC to provide for tax incentives to facilitate that project; and

WHEREAS, said Agreement was entered into, and work completed and the building occupied and utilized by Northwood Cidery; and

WHEREAS, Northwood Cidery closed in December 2025, and the building is vacant; and

WHEREAS, on July 28 2026, Norwood City Council approved the recommendations of the Norwood Tax Incentive Review Council for CRAs active through December 31, 2025; and

WHEREAS, the Tax Incentive Review Council has recommended that the CRA Agreement with DKRJ Holdings, LLC and Northwood Cider, LLC be rescinded or terminated; and

WHEREAS, Council desires that the Agreement with DKRJ Holdings, LLC and Northwood Cider, LLC be terminated; now therefore,

BE IT ORDAINED by the Council of the City of Norwood, State of Ohio, that:

SECTION 1. The Community Reinvestment Area Agreement between the City of Norwood and DKRJ Holdings, LLC and Northwood Cider, LLC approved by Council in Ordinance 07-2022, and any amendments thereto, are hereby terminated.

SECTION 2. This ordinance is hereby declared an emergency measure necessary to protect the health, safety, and welfare of the community. It shall take effect immediately to ensure that the Hamilton County tax rolls are properly updated.

PASSED _____
Date

Joseph S. Geers
President of Council

ATTEST:

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was passed at a regular/special meeting of Norwood City Council on the _____ day of _____, 2026, in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing ordinance was submitted to the Mayor of the City of Norwood, Ohio for his signature on the ____ day of _____, 2026.

Kelsi Goins
Clerk of Council

APPROVED _____
Date

Victor Schneider
Mayor

CERTIFICATION OF PUBLICATION:

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was published on the City of Norwood's website-news page at <https://norwoodohio.gov/news> and the City of Norwood's Facebook page at <https://www.facebook.com/NorwoodOhio.gov> on _____ and _____.

Kelsi Goins
Clerk of Council

ORDINANCE READINGS

1st Reading _____
Date

2nd Reading _____
Date

3rd Reading _____
Date

All 3 Readings _____
Date

Tabled _____
Date

Vetoed _____
Date

CRA AGREEMENT

2025 Status Report

Company:	DKRJ Holdings, LLC (Northwood Cider Co., LLC - tenant)
DBA:	
Company Description:	Retail
Address:	2075 Mills Ave. Norwood, OH 45212
Parcel(s):	651-0026-0092-00
Community:	City of Norwood
School District:	Norwood City School District

Agreement Details

Agreement Date:	3/1/2022
Amendment Date:	None
Project Completion Date:	9/30/2022
Expiration Date per Agreement:	5/31/2036
First Year of Abatement per Auditor:	2023
Last Year of Abatement per Auditor:	2034
*If the abatement per auditor has N/A, then it generally indicates tax abatement not active or not filed for. The TIRC reviews agreements through the last year a company receives abatement as determined by the auditor.	

Exemptions Granted per Agreement

Real Property:	49%	12 years
Tangible Personal Property:	N/A	N/A

Goals & Achieved Progress per Agreement

	Goals	Achieved Progress
Real Property Investment	\$300,000	\$560,000
Personal Property Investment	N/A	\$165,000
New Jobs:	12 FTP, 18 PTP	6 FT, 6 PT
Retained Jobs:	0	0
Total Jobs:	12 FTP, 18 PTP	6 FT, 6 PT
Estimated New Payroll:	\$400,000	\$95,624
Total Payroll:	\$400,000	\$95,624

Current Recommendation, Past Actions & Notes

2026 Recommendation:	Rescind agreement
2025 Action:	Continue agreement - Council would like to remind the company of its commitment to creating 12 FTPs and 18 PTPs by the end of 2026.
2024 Action:	Continue agreement
2026 Notes:	Company has closed operations.

AN ORDINANCE AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE REPLACEMENT OF BASEBALL FIELD LIGHTING, POLES, AND EQUIPMENT AT WATERWORKS PARK FIELDS #1, #3, AND #4, AND DECLARING AN EMERGENCY

WHEREAS, the City of Norwood has received a generous donation from the Lindner Generations Foundation to replace the baseball field lighting, poles, and equipment needed for Waterworks Park Fields #1, #3, and #4; and

WHEREAS, the Lindner Generations Foundation actively supports local Greater Cincinnati civic projects, human services, and faith-based initiatives; and

WHEREAS, to comply with Ohio public contract law, the City of Norwood must advertise for bids and enter into a contract with the lowest responsive bidder for the work at Waterworks Park; now, therefore,

BE IT ORDAINED by the Council of the City of Norwood, State of Ohio, that:

SECTION 1: The Safety-Service Director is hereby authorized and directed to advertise for bids and to enter into a contract with the lowest responsive and responsible bidder for the replacement of baseball field lighting, poles, and equipment at Waterworks Park Fields #1, #3, and #4, in accordance with specifications on file in the office of the Safety-Service Director, and not to exceed \$700,000.00.

SECTION 2: The City Auditor is hereby authorized to encumber the necessary funds from the **PARKS AND PLAYGROUND CAPITAL FUND (1001-0912-57600)** as if contracting the work directly, noting that project invoices will be satisfied through direct payment to the contractor by the Linder Generations Foundation on behalf of the City.

SECTION 3: This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare, and shall take effect immediately. This emergency action is required to expedite the project and ensure the donor can witness the impact of their substantial investment in the Norwood community and youth safety.

PASSED _____
Date

Joseph S. Geers
President of Council

ATTEST:

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was passed at a regular/special meeting of Norwood City Council on the _____ day of _____, 2026, in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing ordinance was submitted to the Mayor of the City of Norwood, Ohio for his signature on the _____ day of _____, 2026.

Kelsi Goins
Clerk of Council

APPROVED _____
Date

Victor Schneider
Mayor

CERTIFICATION OF PUBLICATION:

Kelsi Goins, the duly appointed Clerk of Council, attests that this ordinance was published on the City of Norwood's website-news page at <https://norwoodohio.gov/news> and the City of Norwood's Facebook page at <https://www.facebook.com/NorwoodOhio.gov> on _____ and _____.

Kelsi Goins
Clerk of Council

1st Reading _____
Date

2nd Reading _____
Date

3rd Reading _____
Date

All 3 Readings _____
Date

Tabled _____
Date

Vetoed _____
Date



City of Norwood Request for Ordinance, Resolution, Amendment, or Repeal

Date of Request: 8/19/2026	Date Needed: 8/25/2026
Request(s) should be submitted by the Wednesday, at noon, before date needed for Council, earlier if possible.	
Requested By:	Noah Powers
Contact:	Ssd@norwoodohio.gov
Document Requested:	Ordinance
Executive Summary of document needed:	
If an amendment or repeal request, list existing Ordinance Number(s)/Section(s) of Ordinance to be amended or repealed, etc. (or attach documents and/or copies as appropriate)	
Ordinance authorizing the Safety Service Director to advertise for, and enter into an agreement with, the lowest and best bidder for the replacement of baseball field lighting, poles, and equipment needed for the baseball field lights at Waterworks fields #1, #3, and #4, and declaring an emergency. Not to exceed \$700,000.00	
Action Requested:	Emergency - Three Readings at One Meeting with Immediate Effectivity
If Emergency clause or suspension of rules for all three readings is needed, explain:	
Requesting emergency action to allow this project to move forward expeditiously, and for the purpose of allowing our donor to see the results of their donation at the earliest possible time.	
Special Notes/Instructions	
This is a project that we are working with the Lindner Generations Fund to complete. The City will encumber the funds from the Parks and Playground Capital (1001-0912-57600) as if we are contracting ourselves to have the work done, but the invoices will be paid directly to the contractor by the Lindner Generations Fund on behalf of the City of Norwood.	

Norwood City Council — Council Workshop

Minutes | Monday, July 27, 2026 | 5:00 p.m.

Meeting Type	Council Workshop (non-legislative)
Location	Conference Room B
Minutes Recorded By	Jason Provins, Council Member At-Large
Members Present	Emily Franzen; Susan Hoover; Jon Moore; Jason Provins (4 of 7 — quorum present)
Members Absent	Sam Bowling; Joe Geers; Jeff Girtton
Call to Order / Adjournment	Called to order at 5:00 p.m.; adjourned at 6:00 p.m.

Note: No legislation was considered and no votes were taken. This session constituted a meeting of a public body under R.C. 121.22; these minutes are maintained as the official record.

1. Purpose and Format of the Workshop

Members discussed the intended scope and structure of Council workshops and confirmed the following by consensus:

- Workshops are non-legislative. No ordinances or resolutions will be considered and no votes taken.
- Time is to be divided roughly evenly between (a) member project updates and (b) preview of items appearing on the regular Council agenda.
- Members will review upcoming agenda items, raise questions, and identify matters warranting further discussion.
- **Schedule:** workshops will be held the first and third Monday of each month at 6:00 p.m.

2. Member Report-Outs

Ms. Franzen

- Reported on the Streets event held in the Recreation Center Club Room; approximately eight attendees.
- Next Streets meeting scheduled for Thursday, August 27, 2026.
- Raised concerns regarding the current situation with Norwood Community Television and recommended that alternative options be evaluated.

Mr. Moore

- Working to establish appropriate capital standards for the budget.
- Expressed interest in the sidewalk program.
- Montgomery Road zoning.
- Burwood Park — has met with vendors; matter currently with the Administration.
- Civic Garden, in coordination with Candace.
- Eco Committee continuing to advance initiatives; fall newsletter in development.
- Amanda Sinclair matter (residential cat population / Trent [reference to confirm]) to be referred to the Law, Ordinance, Environment & Public Safety Committee; Canton, Ohio's legislation discussed as a potential model.

Ms. Hoover

- Chronic nuisance — potential ordinance addressing dumpsters placed in driveways.
- Ordinance concerning bus stops.
- Street takeover legislation, to be aligned with the City of Cincinnati's approach.
- Van for the Senior Center — identifying and recommending funding sources.
- Weed citations to be issued by the Board of Health rather than the Building Department.
- Millcrest skate park; level of community interest uncertain. Mock-up to be circulated.
- OKI pedestrian and bicycle counter at Montgomery Road and Lafayette Avenue.
- Recycling plan for commercial buildings.
- Expressed interest in undertaking a City master plan.
- Police vacation checks.
- Dorl Field improvements in progress; HUD administering.
- Expansion of composting to Factor 52 and Birdie's using grant funding.
- Ongoing work on recycling at apartment properties.

3. Items Referred and Upcoming

- **Cannabis funds** — to be taken up at the next Committee of the Whole.
- **Amanda Sinclair matter** — referred to the Law, Ordinance, Environment & Public Safety Committee.
- **Next workshop agenda:** immersion briefs covering the function of City boards, commissions, and committees.

4. Action Items

#	Action	Owner	Target
1	Communicate confirmed workshop schedule (1st & 3rd Monday, 6:00 p.m.) to members and the public	Clerk of Council	TBD
2	Evaluate alternatives to current Norwood Community Television arrangement	Franzen	TBD
3	Convene next Streets meeting	Franzen	Thu, Aug 27, 2026
4	Advance capital standards for budget development	Moore	TBD
5	Circulate Burwood Park vendor status following Administration review	Moore / Administration	TBD
6	Schedule Amanda Sinclair / animal-population matter before LOEPS; review Canton, OH model legislation	Provins (LOEPS Chair)	Next LOEPS meeting
7	Circulate skate park mock-up and gauge community interest	Hoover	TBD
8	Identify funding sources for Senior Center van	Hoover	TBD
9	Clarify weed-citation jurisdiction between Board of Health and Building Department	Hoover / Administration	TBD
10	Place cannabis funds on Committee of the Whole agenda	Clerk of Council	Next COW
11	Prepare immersion briefs on boards, commissions, and committees	Administration / Clerk	Next workshop

5. Adjournment

There being no further business, the workshop adjourned at 6:00 p.m. The next workshop is scheduled for the first Monday of August at 6:00 p.m.

Jason Provins, Council Member At-Large (Recorder)

Date Approved by Council Workshop

Items shown in [brackets] require confirmation prior to approval. These minutes remain in draft status until approved at a subsequent Council workshop.



NORWOOD CITY COUNCIL
ATTN CLERK
4645 MONTGOMERY RD
NORWOOD OH 45212

NOTICE TO LEGISLATIVE AUTHORITY

10017675-1			TRFO	TO
PERMIT NUMBER			TYPE	
ISSUE DATE:				THE PICKLE LODGE FACTORY 52, LLC
FILING DATE: 6/15/2026				Pickle 52
PERMIT CLASSES: D-5J				2730 Maverick Dr
31319			JUN	Norwood OH 45212
TAX DISTRICT		RECEIPT NO		Muni/Village/Twp: Norwood

00039700-1				FROM 6/16/2026
PERMIT NUMBER			TYPE	
ISSUE DATE:				ACES AT FACTORY 52 LLC
FILING DATE:				ACES PICKLEBALL & KITCHEN
PERMIT CLASSES:				2730 MAVERICK DR
31319			JUN	NORWOOD OH 45212
TAX DISTRICT		RECEIPT NO		Muni/Village/Twp: Norwood

MAILED 08/13/2026

RESPONSES MUST BE POSTMARKED NO LATER THAN 09/13/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT
THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN TRFO 10017675-1
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING
BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of City Council
☐ Township Fiscal Officer

(Date)

(Printed Name)

(Email Address)

(Telephone No.)



NORWOOD CITY COUNCIL
ATTN CLERK
4645 MONTGOMERY RD
NORWOOD OH 45212

NOTICE TO LEGISLATIVE AUTHORITY

TO

10019395-1 PERMIT NUMBER	NEW TYPE	CAFÉ LOLA LLC Café Alma 2075 Mills Ave Norwood OH 45212 Muni/Village/Twp: Norwood
ISSUE DATE:		
FILING DATE: 8/7/2026		
PERMIT CLASSES: D-3 D-2 D-1		
31319 TAX DISTRICT	JUN	

FROM 8/10/2026

PERMIT NUMBER	TYPE	
ISSUE DATE:		
FILING DATE:		
PERMIT CLASSES:		
TAX DISTRICT		

MAILED 8/12/2026

RESPONSES MUST BE POSTMARKED NO LATER THAN 09/12/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT
THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN NEW 10019395-1
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING
BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of City Council
☐ Township Fiscal Officer

(Date)

(Printed Name)

(Email Address)

(Telephone No.)



August 17, 2026

Mr. Joseph S. Geers, President
Members of Norwood City Council

RE: Mayor's Court Fines

Dear Mr. President and Council Members:

Enclosed please find the report for Norwood Mayor's Court for the month of July, 2026.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Victor Schneider, Mayor
City of Norwood

VS/rc

Enclosure: City Council



MELISSA R BISHOP
Norwood Clerk of Courts

Norwood Clerk of
Courts Office
4701 Montgomery Rd.
Norwood, Ohio 45212

August 11, 2026

Mayor Schneider,

Below are the ticket totals heard in Norwood Mayor's Court for the month of July, 2026 and the total tickets processed by the Norwood Police Department and all other city departments that issue citations through mayor's court.

CASES HEARD IN MAYOR'S COURT:

TRAFFIC—20
MISDEMEANORS—0
STAYS—5
EXPUNGEMENTS—1
TRIALS—0
OVI--0
OTHERS--1
PARKERS—16
PLEA--1

TICKETS PROCESSED:

TRAFFIC—107
MISDEMEANORS-0
OTHERS--2
PARKERS--236
OVI--0

Included in this report are all accounting of total receipts, funds collected from fines, court costs, copy fees and the Ohio BMV, with disbursements to various agencies, such as, the State of Ohio, Hamilton County, Capital Recovery Collections and the City of Norwood, for the month of July, 2026.

Respectfully Submitted,

Melissa R. Bishop
Clerk of Court
City of Norwood, Ohio

August 11, 2026

Dear Mayor Schneider:

The Clerk's office turned over \$40.00 dollars in copy fees for the month of July, 2026 to the Treasurer's Office.

AA-----\$40.00

Sincerely,

A handwritten signature in blue ink that reads "Melissa R. Bishop". The signature is written in a cursive, flowing style.

Melissa R. Bishop

Clerk of Courts

Daily Cash Control Report

Page : 1
Report Date : 08/11/2026
Report Time : 11:35:17

NORWOOD MAYOR'S COURT
For Payments Dated From 07/01/2026 To 07/31/2026 (Deposit Date)

Court Deposit Slip Activity		Bond Deposit Slip Activity	
Cash:	\$3,388.00	Cash:	\$0.00
Checks:	\$775.00	Checks:	\$0.00
Money Orders:	\$70.00	Money Orders:	\$0.00
***Bond Assignments & Admin Fees:	\$0.00		
Court Deposit Slip Total:	\$4,233.00	Bond Deposit Slip Total:	\$0.00
Court Non-Deposit Slip Activity		Bond Non-Deposit Slip Activity	
Charges:	\$5,149.00	Charges:	\$0.00
ACH Deposits:	\$5,996.00		
On Line Payments:	\$4,630.00		
Non-Deposit Slip Total:	\$15,775.00	Non-Deposit Slip Total:	\$0.00
Total Mayor's Court Deposits	\$20,008.00	Total Bond Deposits	\$0.00
Other Court Activity		Other Bond Activity	
Refunds:	\$0.00	Bonds Cleared As Cash:	\$0.00
NSF Checks:	\$0.00	Bonds Cleared As Check:	\$0.00
Adjustments:	\$0.00	Bonds Cleared As Charge:	\$0.00
** Other Misc. Receipts Activity:	\$0.00	Total Bonds Returned:	\$0.00
Other Court Activity Total:	\$0.00	Bonds Forfeited:	\$0.00
		* Other Bond Clearings:	\$0.00
		Bond Assignments to COURT:	\$0.00
		Bond Admin Fees to COURT:	\$0.00
		***Total Bonds to COURT:	\$0.00
Net Total:	\$20,008.00	Total Bond Amount Cleared:	\$0.00

Payments Made By
Collection Agency: \$0.00

* Includes Bond Transfers, Recog, and Surety** Includes bank interest, bank charges, and all other activity using 'memo' as the payment type.
***Money to be transferred from the bond account to the court account if they are separate accounts

END OF REPORT

Parking Ticket Tracking System

END OF MONTH PAYMENT SUMMARY REPORT FOR MONTH ENDING 07/31/2026

Assessment Type	Amount Paid
STANDARD FINES	\$6,880.00
LATE FINES	\$865.00
DETER PROCESSING FEE	\$20.00
NSF FEE	\$0.00
OVERPAYMENTS	\$0.00
Net Payments :	\$7,765.00

Monthly Mayor's Court Disbursal Summary

Page : 1
Report Date : 08/11/2026
Report Time : 14:55:05

NORWOOD MAYOR'S COURT
Disbursal of funds for July 2026

Distribution Category	Account #	Acct Type	Govt Type	Total for Month
COMPUTER FUND	06	Costs	City	\$704.00
NORWOOD COURT COSTS - Waive	8512	Costs	City	\$536.00
NORWOOD COURT COSTS - Appear	8512	Costs	City	\$844.00
JAIL FUND	8512	Costs	City	\$699.00
Additional Costs	8512	Costs	City	\$100.00
VICTIMS OF CRIME	State	Costs	State	\$616.00
DRUG LAW ENFORCEMENT FUND	State	Costs	State	\$239.00
INDIGENT DEFENSE SUPPORT FUND (Cost)	State	Costs	State	\$1,805.00
INDIG DRIVER ALC TREATMENT FUND (Cost)	County	Costs	Other	\$102.00
ENFORCEMENT & EDUCATION FUND	79	Fines	City	\$25.00
City Revenue From Fines	8613	Fines	City	\$6,318.00
SEAT BELT VIOL	State	Fines	State	\$55.00
INDIGENT DEFENSE SUPPORT FUND (Fine)	State	Fines	State	\$75.00
Statewide Treatment and Prevention Fund		Fines	State	\$115.00
Indig Driver Interlock & Alcohol Monitor		Fines	State	\$125.00
INDIG DRIVER ALC TREATMENT FUND (Fine)	County	Area Fines - Outgoing	Other	\$25.00
DUI	79	Misc Receipts	City	\$80.00
PARKING TICKET	8613	Misc Receipts	City	\$7,545.00
No Account Specified				\$240.00
Summary for 06	06			\$704.00
Summary for 79	79			\$105.00
Summary for 8512	8512			\$2,179.00
Summary for 8613	8613			\$13,863.00
Summary for County	County			\$127.00
Summary for State	State			\$2,790.00
Total to Disburse:				\$20,008.00

Monthly Distribution Journal

NORWOOD MAYOR'S COURT
Disbursal of fines and court costs for July 2026

Page : 1
Report Date : 08/11/2026
Report Time : 14:55:02

Disbursal Category	Amount
COSTS	
COMPUTER FUND	\$704.00
NORWOOD COURT COSTS - Waive	\$536.00
NORWOOD COURT COSTS - Appear	\$844.00
JAIL FUND	\$699.00
Additional Costs	\$100.00
Total to City:	\$2,883.00
VICTIMS OF CRIME	\$616.00
DRUG LAW ENFORCEMENT FUND	\$239.00
INDIGENT DEFENSE SUPPORT FUND (Cost)	\$1,805.00
Total to State:	\$2,660.00
INDIG DRIVER ALC TREATMENT FUND (Cost)	\$102.00
Total to Other:	\$102.00
Total Costs:	\$5,645.00
FINES	
ENFORCEMENT & EDUCATION FUND	\$25.00
City Revenue From Fines	\$6,318.00
Total to City:	\$6,343.00
SEAT BELT VIOL	\$55.00
INDIGENT DEFENSE SUPPORT FUND (Fine)	\$75.00
Statewide Treatment and Prevention Fund	\$115.00
Indig Driver Interlock & Alcohol Monitor	\$125.00
Total to State:	\$370.00
Total Fines:	\$6,713.00
AREA FINES - OUTGOING	
INDIG DRIVER ALC TREATMENT FUND (Fine)	\$25.00
Total to Other:	\$25.00
Total Area Fines - Outgoing:	\$25.00
MISC RECEIPTS	
DUI	\$80.00
PARKING TICKET	\$7,545.00
Total to City:	\$7,625.00
Total Misc Receipts:	\$7,625.00

Monthly Distribution Journal

NORWOOD MAYOR'S COURT
Disbursal of fines and court costs for July 2026

Page : 2
Report Date : 08/11/2026
Report Time : 14:55:02

Disbursal Category	Amount
TOTALS	
Total to State:	\$3,030.00
Total Fines to Other External Agencies:	\$25.00
Total to Other Entities, including Restitution:	\$102.00
Total Bonds Forfeited to City:	\$0.00
Total to City including Misc. Receipts, Adjustments, & BA Fee:	\$16,851.00
TOTAL TO BE DISBURSED:	\$20,008.00

END OF REPORT

To:

City of Norwood, City Council
Mayor's Court report for:

July-26

Receipts:	Account #		
Computer Fund	06	CITY	704.00
City Court Costs	8512	CITY	1480.00
State Costs	8512	STATE	2660.00
Dui Fund	79	CITY	105.00
Fines	8613	CITY	6318.00
Seat Belt Fines	8613	STATE	55.00
Car Seat Fines	8613	STATE	
City Expungement Fee	8512	CITY	
State Expungement Fee	8512	STATE	
H.C. Outgoing fines	8512	COUNTY	25.00
H.C.Court Fines	8613	CITY	
Immobilization Fees	8619	CITY	
Parking Tickets	8613	CITY	7545.00
Misc. Receipt Bond Forf	8624		
State Fines		STATE	315.00
Collection Fees	8793	COLLECTION	
IDAT/Area Fines	8512	COUNTY	102.00
Jail Fund	8626	CITY	699.00
Gross Receipts:			20008.00
Bonds Forfeited	8624		
Bad Check Debits	8793		
Overpayment of Fines			
Total Money To Disburse:			20008.00
Disbursements:			
State Costs		STATE	(2,660.00)
Seat Belt Fines		STATE	(55.00)
State Fines		STATE	(315.00)
Car seat fines			
State Expungement Fees		STATE	
Ham Co Outgoing Fines		COUNTY	(25.00)
IDAT		COUNTY	(102.00)
Collection Fees			
Credit Card Fees			
Bank Interest			
Total To State:	Check #		3030.00
ALCH TREAT FUND	Check #	From Mayor's Court Acct	
hamilton city auditor	Check #		102.00
Total To Capital Recovery:	Check #	From Mayor's Court Acct	
Ham Co Outgoing Fines	Check #	From Mayor's Court Acct	25.00
Total Disbursements To City:	Check #	From Mayor's Court Acct	16851.00

Respectfully Submitted,

Victor Schneider

FUND

General Fund

Enforcement & Education

Mayor's Court Computer Fund

TOTAL**AMOUNT**

Treasurer: _____

Auditor: _____

Pay in Order No. _____ Amount: _____

Date: _____

REPARATIONS ROTARY REPORTING FOR COURTS

NORWOOD MAYOR'S COURT

Reporting Period: July 2026

Page : 1

Report Date : 08/11/2026

Report Time : 14:55:07

1	Filing Fees (RC 1901.26(C), 1907.24(C), 2303.201(C))	\$0.00
1a	# Small Claims Cases	
1b	# Civil Cases	
1c	# From Small Claims to Civil	
1d	# Domestic Cases	
1e	# Probate Cases	
1f	# No Fee Cases	
1g	# Custody, Visitation, & Parentage Cases	
2	Victims of Crime - Reparations Fund (RC 2743.70)	\$616.00
3	Additional Costs and Fines	\$0.00
3a	Indigent Defense Support (RC 2937.22, 2949.091, 2949.094, 4511.19)	\$1,880.00
3b	Additional Court Costs for Moving Violations (RC 2949.094) (ORC 5502.68)	\$239.00
4	Public Safety - Highway Purposes Fund (RC 4510.13(A)(10))	\$0.00
5	Seat Belt Fines (RC 4513.263(E))	\$55.00
6	Child Highway Safety (RC 4511.81(L)(2))	\$0.00
7	State Highway Patrol Bail Forfeitures (RC 5503.04)	\$0.00
8	Liquor Control Fines - State GRF (RC 4301.57)	\$0.00
9	Expungements - State GRF (RC 2953.35(C)(3), 2953.36(G))	\$0.00
10	Seal Conviction or Bail Forfeiture Records (RC 2953.32(D)(3))	\$0.00
11	Fees for Divorces and Dissolutions	\$0.00
11a	Children's Trust Fund (RC 3109.14(B)(2))	\$0.00
11b	Family Violence Prevention Fund (RC 3705.242(A)(2))	\$0.00
12	Address Confidentiality (RC 2929.18(B)(11), 2929.28(D))	\$0.00
13	Certificate of Qualification for Employment - State GRF (RC 2953.25)	\$0.00
14	Driving Privileges - Public Safety- Highway Purposes Fund (RC 4510.022)	\$0.00
15	Court Ordered Fines and Reimbursements	\$0.00
15a	Department Of Agriculture Penalties - Dairy Industry Fund (RC 917.99)	\$0.00
15b	Unlicensed Auctioneers - Auction Education Fund (RC 4707.99)	\$0.00
15c	Organized Crime Commission Fund (RC 177.011)	\$0.00
15d	Corrupt Activity Investigation Fund (RC 2923.32(8)(2)(a), 2923.34(H))	\$0.00
15e	Certain Offenses - Crime Victims Recovery Fund (RC 2929.32(D), 2969.13)	\$0.00
15e	Unlicensed Vehicle Salvage Dealer - Highway Purposes Fund (RC 4738.13)	\$0.00
16	Statewide Treatment and Prevention Fund	\$115.00
17	Indigent Drivers Interlock & Alcohol Monitoring Fund	\$125.00

END OF REPORT

TOTAL AMOUNT REMITTED

\$3,030.00

**Reparations Rotary**

REPARATIONS ROTARY PAYMENT

Payment Verification

Date	8/6/2026
Agency Name	NORWOOD MAYORS COURT
Name	Melissa Bishop
Reporting Period	7/2026
Filing Fees	\$0.00
Victims Of Crime	\$616.00
Indigent Defense Support	\$1,880.00
Additional Court Costs For Moving Violations	\$239.00
Public Safety - Highway Purposes Fund	\$0.00
Seat Belt Fines	\$55.00
Child Highway Safety	\$0.00
State Highway Patrol Bail Forfeitures	\$0.00
Liquor Control Fines - State GRF	\$0.00
Expungements - State GRF	\$0.00
Seal Conviction Or Bail Forfeiture Records	\$0.00
Children's Trust Fund	\$0.00

Family Violence Prevention Fund	\$0.00
Address Confidentiality	\$0.00
Certificate Of Qualification For Employment - State GRF	\$0.00
Driving Privileges - Public Safety - Highway Purposes Fund	\$0.00
Department Of Agriculture Penalties - Dairy Industry Fund	\$0.00
Unlicensed Auctioneers - Auction Education Fund	\$0.00
Organized Crime Commission Fund	\$0.00
Corrupt Activity Investigation Fund	\$0.00
Certain Offenses - Crime Victims Recovery Fund	\$0.00
Unlicensed Vehicle Salvage Dealer - Highway Purposes Fund	\$0.00
Statewide Treatment and Prevention Fund	\$115.00
Indigent Drivers Interlock and Alcohol Monitoring Fund	\$125.00
Certificate of Qualification for Housing	\$0.00
Total Amount Remitted	\$3,030.00
Bank Account	XXXX3590
Bank Name	REPUBLIC BANK AND TRUST COMPANY

Confirmation Number: 360822

PRINT THIS PAGE

MAKE ANOTHER PAYMENT



MELISSA R BISHOP
Norwood Clerk of Courts

Norwood Clerk of
Courts Office
4701 Montgomery Rd.
Norwood, Ohio 45212

August 12, 2026

HAMILTON COUNTY AUDITOR
ATTN: BUDGET AND SETTLEMENT
138 EAST COURT STREET, ROOM 504
CINCINNATI, OHIO 45202

NORWOOD MAYOR'S COURT

MAYOR'S COURT CLERK

____ July _____, 2026

PAYMENT FOR INDIGENT DRIVER'S ALCOHOL TREATMENT (IDAT) FUND

TOTAL AMOUNT REMITTED: _____ \$127.00 _____

Monthly Other Assessment Disbursal Detail

NORWOOD MAYOR'S COURT
Other Assessments Collected by Category for July 2026

Page : 1
Report Date : 08/11/2026
Report Time : 14:54:59

Category	Type
INDIGENT DRIVER ALC.TREATMENT FUND ~HAMILTON	Cost
Disburse To: Hamilton County	Total For Category: \$102.00
INDIG DRIVER ALC TREATMENT FUND (Fine)	Fine
Disburse To: Hamilton County	Total For Category: \$25.00
	Total Paid: \$127.00
END OF REPORT	

Monthly Collections Fee Disbursal Detail

NORWOOD MAYOR'S COURT
Monthly Collection Fees Collected for July 2026

Page : 1
Report Date : 08/03/2026
Report Time : 16:24:23

Fee Category

Case Number	Defendant Name	Fee Amount	Amount Paid
	NO COLLECTIONS FOUND	\$0.00	\$0.00
		Total For :	\$0.00
		Total Fees Paid:	\$0.00

END OF REPORT

RECEIPT		DATE <u>8/11/26</u>	No. <u>248469</u>
RECEIVED FROM <u>406342; 406254; 406292;</u>		\$ <u>40.00</u>	
<u>406162; 26-969; 25C-292; 25C-353;</u>		DOLLARS	
☐ FOR RENT <u>407610; 407421; 407180</u> ☐ FOR _____			
ACCOUNT		☐ CASH ☒ CHECK ☐ MONEY ORDER ☐ CREDIT CARD	FROM <u>7/1/26</u> TO <u>7/31/26</u> BY <u>William R. Bishop</u>
PAYMENT			
BAL. DUE			3-11

CITY OF NORWOOD
4645 MONTGOMERY RD
CINCINNATI, OH 45212-2689

03-24

185

21-131/830
223

PAY TO THE
ORDER OF

HAMILTON COUNTY TREASURER

DATE

8/11/26

CHECK ARMOR
TRADE PROTECTION

\$ 102.⁰⁰

ONE HUNDRED TWO DOLLARS AND ⁰⁰/₁₀₀

DOLLARS



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REPUBLIC
BANK

www.republicbank.com
Member FDIC

FOR

IDAT JULY 2026 COSTS

Wulisa R. Bishop

MP

⑈000185⑈ ⑆083001314⑆

59983590⑈

CITY OF NORWOOD
4645 MONTGOMERY RD
CINCINNATI, OH 45212-2689

03-24

186

21-131/830
223

PAY TO THE
ORDER OF

CITY OF NORWOOD, OHIO

DATE

8/11/26

CHECK ARMOR
TRADE PROTECTION

\$ 16,851.⁰⁰

SIXTEEN THOUSAND EIGHT HUNDRED FIFTY-ONE DOLLARS ⁰⁰/₁₀₀

DOLLARS



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REPUBLIC
BANK

www.republicbank.com
Member FDIC

FOR

FINES & COSTS 7/2026

Wulisa R. Bishop

MP

⑈000186⑈ ⑆083001314⑆

59983590⑈

CITY OF NORWOOD
4645 MONTGOMERY RD
CINCINNATI, OH 45212-2689

03-24

187

21-131/830
223

PAY TO THE
ORDER OF

HAMILTON COUNTY TREASURER

DATE

8/12/26

CHECK ARMOR
TRADE PROTECTION

\$ 25.⁰⁰

TWENTY-FIVE DOLLARS AND ⁰⁰/₁₀₀

DOLLARS



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REPUBLIC
BANK

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Member FDIC

FOR

IDAT 7/26 COSTS FROM FROM MAYOR'S
COURT OVI CASE

Wulisa R. Bishop

MP

⑈000187⑈ ⑆083001314⑆

59983590⑈



**Interoffice Memorandum
City of Norwood, Ohio**

To: President of Council, Joseph S. Geers and
Members of the Norwood City Council

From: Norwood Planning Commission

Date : August 6, 2026

RE: Recommendations Preliminary PUD 1907 Ross Avenue

Copy: Law Department
File

The Norwood Planning Commission requests that Norwood City Council schedule a public hearing regarding the preliminary PUD plans submitted for the proposed 2.2071-acre lot at 1907 Ross Avenue, Hamilton County Auditor ID 651-0044-0035-00

Please provide the following to the Members of Council for the resulting public hearing:

On August 5, 2026, the Norwood Planning Commission held a public hearing to review a preliminary Planned Unit Development (*PUD*) plan for the proposed 2.2071-acre lot at 1907 Ross Avenue, Hamilton County Auditor ID 651-0044-0035-00. The Norwood Planning Commission moved and approved to recommend that the Norwood City Council approve the **attached** preliminary PUD plans, dated received by the Norwood Building Department July 16, 2026. Additional details are attached.

Attachment(s)
CC: Law Department
File



Please provide the following to the Members of Council for the resulting public hearing:

On August 5, 2026, the Norwood Planning Commission held a public hearing to review a preliminary Planned Unit Development (*PUD*) plan for the proposed 2.2071-acre lot at 1907 Ross Avenue, Hamilton County Auditor ID 651-0044-0035-00. The Norwood Planning Commission moved and approved to recommend that the Norwood City Council approve the *attached* preliminary PUD plans, dated received by the Norwood Building Department July 16, 2026, with the following understanding:

1. The open space should be waived,
2. All murals are to be approved by the Norwood Arts Board
3. All landscaping is to be approved by the Norwood Tree Board
4. The gravel drive should be temporary for up to one year from issuance of the certificate of occupancy.
5. After one year the drive is to be paved.
6. The one year may be extended for an additional year if construction has started on the 3.6473-acre parcel.
7. The building height should be no higher than 55 feet above the finished floor at the peak, and the roof peak shall be a maximum of a 6/12 slope.



To: Law Director Moore
From: Planning Commission
Date: August 12, 2026
RE: Recommendations Preliminary PUD 1907 Ross Avenue
Copy: **Norwood City Council**
File

By copy of the attached memo, please provide the necessary ordinance(s) in time for any Public Meeting or Public Hearing the Norwood City Council will schedule.

Please attach the plans your office received for the August 5, 2026 meeting of the Norwood Planning Commission regarding 1907 Ross Avenue.

If there are any questions or if I may be of any service, please feel free to ask.

Respectfully,

Carri Town, secretary

Norwood Planning Commission

Attachment(s)
CC: Norwood City Council
File

COPY

Norwood City Hall, Rm. 103
4645 Montgomery Road
Norwood, Ohio 45212



JAMES L. BONSALE III
Treasurer

Ava Vaughn
Deputy Treasurer

Phone: (513) 458-4580
Fax (513) 458-4581

Office of the Treasurer

August 19, 2026

Norwood City Council
4645 Montgomery Rd
Norwood, OH 45212

SUBJECT: MONTHLY TREASURER'S REPORTS

Dear Members of Council,

The July bank reconciliation and earnings tax revenue summary is attached.

If you have any questions, please feel free to reach out to me, Deputy Treasurer Ava Vaughn or Tax Commissioner Tim Wagers.

Respectfully submitted,

James L. Bonsale III
Treasurer
City of Norwood, Ohio
jbonsale@norwoodohio.gov

SUMMARIZED TOTALS July 2026

Beginning Balance	\$	28,762,746.44
Revenue Total	\$	4,638,082.98
Expense Total	\$	4,463,906.46
Deposits in Transit	\$	(799,782.77)
Reconciling Items	\$	(461,915.28)
Checks Not Cashied	\$	1,187,521.52
Ending Balance	\$	28,862,746.43
Variance	\$	

DEPOSITS IN TRANSIT**DEPOSITS POSTED (NOT RECEIVED)**

Department	Amount	Description
Water	\$	(8,302.25) Water ACH 08/03 Pay-in 1780 will be on August bank statement.
	\$	(9,471.70) Water ACH Pay-in 1783 will be on August bank statement.
	\$	(628.01) Water ACH 08/03 Pay-in 1784 will be on August bank statement.
	\$	800.00 Water Pay-in 1790. Banking will be on August bank statement.
	\$	(782,660.81) ET deposit 08/03 Pay-in 1794 will be on August bank statement.
Sub-Total	\$	(800,262.77)

DEPOSITS RECEIVED (NOT POSTED)

Department	Amount	Description
Rec Dept	\$	480.00 Rec Dept CC 07/31 will be on August Pay-in.
Sub-Total	\$	480.00
Total (SUM)	\$	(799,782.77)

RECONCILING ITEMS**MISCELLANEOUS CORRECTIONS**

Department	Amount	Description
Other	\$	(343,350.00) Fund 87 Linden Pt on books but not on Bank
	\$	(118,565.28) Recon Items from Nov 2022 and prior that need fixed
Total (SUM)	\$	(461,915.28)

US BANK ENDING BALANCE - July

Account Name	Balance		
Earnings Tax 3439	\$ 374,575.43	JB	TW
Disbursement Checking 3405	\$ 645,937.97	JB	TW
General Fund 7479	\$ 1,000.00	JB	TW
STAR Ohio (76212)	\$ 12,295,866.26	JB	TW
STAR Ohio Fund 89 (76224)	\$ 358,898.68	JB	TW
RedTree	\$ 10,539,955.30	JB	TW
Sub-Total	\$ 24,216,233.64	JB	TW

REPUBLIC BANK ENDING BALANCE - July

Account Name	Balance		
Operating Account 1522	\$ 1,599,153.22	TW	JB
Supersedes Bonds 1670	\$ 151,420.87	TW	JB
Payroll 1662	\$ 179,151.52	TW	JB
Disbursement Account 1638	\$ 2,716,787.18	TW	JB
Miscellaneous Revenues 1611			JB
Board of Health 1603			JB
Building Department 1581			JB
Recreation Department 1557			JB
Water Department 1549			JB
Earnings Tax 1530			JB
Sub-Total	\$ 4,646,512.79	TW	JB
Total (SUM)	\$ 28,862,746.43	TW	JB

Submitted by:

[Signature]

Date: 8/7/2026

Reviewed by:

[Signature]

Date: 8/8/2026

Approved by:

[Signature]

Date: 8/10/2026

CITY OF NORWOOD

Income Tax Receipt Summary

Selected date 7/31/2026

Month	2025 Individual	2025 Net-Profit	2025 Withholding	2025 Total	2026 Individual	2026 Net-Profit	2026 Withholding	2026 Total	Difference	Percent
January	\$188,856.28	\$32,964.67	\$1,971,410.91	\$2,193,231.86	\$48,930.93	\$54,022.00	\$2,039,429.97	\$2,142,382.90	\$-50,848.96	-2
February	\$59,903.61	\$239,724.83	\$1,275,888.30	\$1,575,516.74	\$40,164.33	\$71,972.72	\$1,356,626.65	\$1,468,763.70	\$-106,753.04	-7
March	\$114,827.82	\$552,187.61	\$1,207,157.08	\$1,874,172.51	\$132,148.64	\$401,581.22	\$1,176,926.41	\$1,710,656.27	\$-163,516.24	-9
1 - QTR	\$363,587.71	\$824,877.11	\$4,454,456.29	\$5,642,921.11	\$221,243.90	\$527,575.94	\$4,572,983.03	\$5,321,802.87	\$-321,118.24	-6
YTD QTR - 1	\$363,587.71	\$824,877.11	\$4,454,456.29	\$5,642,921.11	\$221,243.90	\$527,575.94	\$4,572,983.03	\$5,321,802.87	\$-321,118.24	-6
April	\$490,930.82	\$902,264.23	\$1,301,384.28	\$2,694,579.33	\$573,408.16	\$910,665.48	\$1,950,903.96	\$3,434,977.60	\$740,398.27	27
May	\$370,854.80	\$792,107.90	\$1,477,061.37	\$2,640,024.07	\$252,636.37	\$798,835.00	\$1,240,266.59	\$2,291,737.96	\$-348,286.11	-13
June	\$153,200.71	\$595,032.77	\$1,223,106.18	\$1,971,339.66	\$166,339.29	\$463,704.06	\$1,324,421.34	\$1,954,464.69	\$-16,874.97	-1
2 - QTR	\$1,014,986.33	\$2,289,404.90	\$4,001,551.83	\$7,305,943.06	\$992,383.82	\$2,173,204.54	\$4,515,591.89	\$7,681,180.25	\$375,237.19	5
YTD QTR - 2	\$1,378,574.04	\$3,114,282.01	\$8,456,008.12	\$12,948,864.17	\$1,213,627.72	\$2,700,780.48	\$9,088,574.92	\$13,002,983.12	\$54,118.95	0
July	\$70,328.03	\$66,684.00	\$1,648,315.57	\$1,785,327.60	\$66,444.41	\$45,150.26	\$1,794,348.42	\$1,905,943.09	\$120,615.49	7
3 - QTR	\$70,328.03	\$66,684.00	\$1,648,315.57	\$1,785,327.60	\$66,444.41	\$45,150.26	\$1,794,348.42	\$1,905,943.09	\$120,615.49	7
YTD QTR - 3	\$1,448,902.07	\$3,180,966.01	\$10,104,323.69	\$14,734,191.77	\$1,280,072.13	\$2,745,930.74	\$10,882,923.34	\$14,908,926.21	\$174,734.44	1
Total Refunds				\$-226,103.22			Total Refunds		\$-243,656.93	

*** End Of Report ***