

POLICY AND PROCEDURE	
SUBJECT/TITLE:	SCHD Wellness Policy
APPLICABILITY:	All employees
REVISION AND UPDATES:	Sections: 3.15 and 3.15 A Effective Date: 12/17/2010 Sections: 2.6;3.3.1;3.4 Effective Date : 06/06/2013 Sections: 6.0 II,2 Effective Date : 01/01/2019 Sections: 3.3.1;3.5;3.7;3.8;3.12 Effective Date : 10/16/2015 Section : 6.8 Effective Date : 12/14/2018
EFFECTIVE DATE:	
REVIEW FREQUENCY:	5 years
BOARD APPROVAL	
REVISION DATE:	
REFERENCE NUMBER:	

SECTION I

INTRODUCTION

SECTION 1.0: OVERVIEW

The Scioto County Board of Health ("Board") is an appointed board comprised of five (5) Board members who are appointed to serve a five (5) year term by the Advisory Council of Scioto County. This Board is an Administrative Board which receives its powers and duties from the Ohio Revised Code as passed by the Ohio Legislature. By law, the Board of Health is the appointing authority for all matters related to the Scioto County Health Department. The Ohio Revised Code outlines some specific functions that the Board must carry out. These functions generally deal with the Health, Welfare, and Safety of the residents of the County. The Board, as authorized by the Ohio Revised Code, can establish various divisions to carry out these functions. The Board, with the recommendation of the health Commissioner, also has the authority to hire personnel to handle the day-to-day operations of the Health Department. The Board has several methods, as authorized by the Ohio Revised Code, available to it to generate funds to pay for the cost of operating the Health Department.

The Health Department is a General Health District governed by the Board of Health. The Board has adopted policies and procedures, contained herein, which are applicable to all Board of Health employees.

A key element of efficient public administration is for everyone involved to be aware of Departmental procedures. This handbook presented to all employees to enhance their understanding of our policies. It is presented for informational purposes only. It does not create a contract of employment, expressed or implied, nor does it make any promises concerning your employment. It is our effort to help you understand the policies and procedures that govern your employment.



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SECTION 1.3: AFFIRMATIVE ACTION STATEMENT

The Scioto County Board of Health, in 1980, adopted an Affirmative Action Program that stated among its goals the following objectives:

To minimize or eliminate individual or collective complaints of discrimination within Board employment and to respond quickly and efficiently to those made.

The Board will strive to meet this goal.

SECTION 1.4: EMPLOYMENT OF RELATIVES

The hiring, promoting, or assignment of work by the Board of Health to a relative of any said individual may give the impression of preferential treatment as a result of a family relationship.

Therefore, no person who is related by consanguinity or affinity to any member of the Board of Health shall be hired or employed by the Board of Health of Scioto County.

Where an employee comes under the supervision of one to whom he is related, the non-supervisory employee shall be transferred as soon as possible laterally or upwardly to another division of the Board of Health so as to eliminate even the appearance of preferential treatment for purposes of work assignment or possible future promotion.

The following definition shall be used to implement this policy:

Consanguinity or affinity shall include any of the following relationships: mother, father, brother, sister, spouse, children, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, aunts, uncles, nieces, nephews, cousins, step-brothers, step-sisters, step-children, or any person who stands in place of a parent or guardian.

SECTION 1.5: DRUG-FREE WORKPLACE POLICY STATEMENT

Illegal drugs in the workplace are a danger to us all. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in the work we do. We will not tolerate the illegal use of drugs in the workplace, and now, by law, we cannot. Under the federal Drug-Free Workplace Act, in order for the Scioto County Health Department to be considered a "responsible source" for the award of federal monies, we have developed the following policy:

Any site, premises, or facility, including, but not limited to, buildings, offices, parking lots, all work locations, living areas, rest rooms, break rooms, desks, lockers, motor vehicles, motorized equipment,

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No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independent judgment or action in the performance of his/her official duties. Any employee having doubt as to the applicability of a provision of this code of ethics to a particular situation should consult the Health Commissioner. Violations of this code of ethics constitute cause for disciplinary action.

SECTION 1.8: HARASSMENT POLICY

It is the Board's policy to afford all employees a workplace that is free from all forms of harassment or discrimination, including sexual, racial, religious, age, disability, or national origin harassment or discrimination. Such misconduct should be reported promptly, regardless of who originates it or participates in it, and regardless of whether it is oral, written, visual, or physical conduct. If found to have occurred, such misconduct will result in corrective action that the Board determines is an appropriate resolution of the matter. The corrective action could range up to and including termination of the offender.

1. Explanation of Sexual Harassment

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Unwelcome sexual advances (verbal and/or physical), requests for favors and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- a) Submission to such conduct is either an explicit or implicit term or condition of employment (such as a promotion, job assignment, overtime opportunity, wage increase, etc.); or
- b) Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- c) The conduct has the purpose or the effect of substantially interfering with an individual's work performance or creating a hostile or offensive work environment.

Sexual harassment under this definition may range from sexual innuendo, perhaps in the guise of humor, to coerced sexual relations. It may include but certainly is not limited to:

- Sexual jokes or offensive sexual language.
- Unwelcome sexual references.
- Verbal harassment of a sexual nature
- Subtle or direct pressure for sexual activity.
- Physical contact such as touching, patting, pinching, rubbing or squeezing.
- Leering at or ogling or other sexual references or comments about a person's body, appearance or clothing.



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- Seeking sexual attention with implied or explicit threats or rewards
- Displaying pictures or objects that have women and/or men as sexual objects.

Using and insisting upon good manners, professional behavior and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by this policy. Should there be any incident, however, which it is believed violated this policy, should be reported immediately.

2. Reporting Procedure

If an employee believes that he/she has been harassed, or who witnesses harassment of another employee, he/she is encouraged to report the incident to either his/her Supervisor, Division Head, Health Commissioner, or Board President within three (3) working days after its occurrence. All reported incidents will be investigated immediately and as confidentially as possible. The Board recognizes that whether an incident stems from a purely social relationship that does not discriminate, or is not offensive, can only be determined after careful consideration of the facts. If, after investigation, it is decided that the employee has been harassed, the employee, who committed the harassment will be subject to disciplinary action.

If called upon, an employee is expected to cooperate during a harassment investigation. If an employee hinders the investigation or fails to cooperate, he/she may be subject to disciplinary action. Likewise, any employee, who retaliates against another employee for filing a harassment complaint, serving as a witness, or otherwise cooperating during an investigation, is subject to disciplinary action.

False accusations of harassment can have severe and long-lasting effects upon innocent persons. The Board trusts and expects that each employee will act responsibly and support the Board's efforts to establish a pleasant working atmosphere that is free of harassment and discrimination.

Accusations of harassment that prove to be false may result in implementation of disciplinary action against the person falsely making the accusations.

SECTION 1.9: WORKPLACE SAFETY/EMPLOYEE MISCONDUCT

The Scioto County Health Department is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence, intimidation, or harassment will not be tolerated. Anyone engaging in such misconduct will be subject to discipline, up to and including dismissal. If such misconduct involves vendors, customers, or members of the general public, the Scioto county Health Department will take appropriate action in an effort to terminate the misconduct.

Misconduct in violation of this policy includes, but is not limited to, the following:

1. Harming or threatening to harm an individual, group of individuals, relatives, or other persons with a relationship to the department.

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If an employee becomes aware of a violation by any employee of the Board of any state or federal law, ordinance, or regulation of a political subdivision, or any Board rule or policy and the employee reasonably believes that the violation is a criminal offense that:

1. Is likely to cause an imminent risk of physical harm to any person;
2. Is a hazard to the public health or safety;
3. Is a felony, state or federal;

The employee must first gather information to substantiate it, and then present it to the Division Head OR Health commissioner in a verbal report. The employee must follow this verbal notification with a written report submitted to the verbally notified official and to the Health Commissioner, or, if the employee chooses, a written report may be submitted instead of the verbal notification. Whether it is verbal or written, the report must fully identify and describe the violation. Within three (3) working days after receipt of the verbal or written report, whichever is presented earlier, the notified official will decide the validity of the alleged violation, and if appropriate, will either correct the violation or make a reasonable and good faith effort to correct it.

An employee will be notified in writing within five (5) working days following the day on which the written report was received, of efforts made to correct the violation or of the determination that a violation has not occurred.

If the notified official does not correct a violation, or otherwise make a reasonable and good faith effort to correct the violation within the specified time frame, the employee may file a written report with the Board President.