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SECTION 1 - PERSONNEL ADMINISTRATION

SECTION 1.00 - OBJECTIVES AND EXPECTATIONS

The Office of the Council intends to provide a workplace for Council employees that is conducive to productivity, free from violence and discrimination, and concerned about promoting employee safety. Our goal is to establish and maintain a high quality workforce and to provide equal opportunity in every phase of City Council's daily operation.

Employees of the Council are expected to conform to appropriate workplace behavior, to comply with the rules and policies of the Office of the Council, and to further the objectives of the Office of the Council.

SECTION 1.01 - EQUAL EMPLOYMENT OPPORTUNITY

The Office of the Council is an equal opportunity employer. Employment decisions will be made without regard to race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Employees of the Office of the Council shall not engage in any act or practice that denies any person or group of persons equal employment opportunities because of race, religion, color, gender, sexual orientation, gender identity or expression, national origin, age, disability, ethnic group, or Vietnam-era or disabled veteran status.

SECTION 1.02 - ADMINISTRATION OF THE PERSONNEL SYSTEM

Employees of the Office of the Council are hired by the Council. The Clerk of Council is responsible for Council's employment operations and workplace management. The Clerk is assisted by the Personnel and Human Resources Manager.

Some of the Office of the Council's employees are organized within divisions that are supervised by a manager. These include the Legislative, Finance, Personnel and Human Resources, Communications, and Policy Research Divisions, and Administrative Support Services. Division managers report directly to the Clerk. Other divisions include Council Member Executive Assistants, Legal Services, Information Technology, and City Archives. Council Member Executive Assistants are supervised by the individual Council Member for which he or she works and by the Clerk.

SECTION 1.03 - EMPLOYMENT STATUS SYSTEMS

The numbers of hours you work, the type of work you perform, and the intended length of your employment determine your employment status. Employees might be classified as “supplementary,” “regular,” “full-time,” or “part-time.” Employment status affects eligibility for benefits, overtime compensation, and other terms of employment.

Full-time employees are regularly scheduled to work 40 hours per week. Full-time employees are eligible to receive certain benefits subject to the terms, conditions, and limitations of each benefit program. Both full-time employees and part-time employees are considered “regular” employees.

Part-time employees are regularly scheduled to work at least 24 hours per week and less than 40 hours per week. Part-time employees are eligible to receive certain benefits subject to the terms, conditions, and limitations of each benefit program.

Supplementary employees are hired for short-term or interim employment needs, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, usually 90 days or less. Employment beyond any initially stated period does not imply a change in employment status. Supplementary employees retain that status unless and until notified of a change. They are ineligible for the Office of the Council’s benefit programs.

SECTION 1.04 - PERSONNEL FILES AND INFORMATION

A. Employee Review of Personnel Files.

The Office of the Council maintains permanent personnel files on all employees. Any employee may review his or her permanent personnel file folder by following the procedures listed below:

1. Contact the Personnel and Human Resources Manager to advise that you wish to review your permanent personnel file folder.
2. The Personnel and Human Resources Manager will arrange a mutually convenient time and location to review your permanent personnel file folder.
3. The Personnel and Human Resources Manager or a designee must be present at all times while an employee is reviewing his or her permanent personnel file folder.
4. The Personnel and Human Resources Manager will make copies of any materials requested by the employee from his or her permanent personnel file folder.

B. State Public Records Law and Your Personnel File.

Employees’ personnel files and information shall be confidential to the extent allowable by law. However, according to Ohio’s Public Records Act, Ohio Revised Code section 149.43, many of

the records in a public employee's personnel file are "public records" and the Office of the Council must permit their inspection when requested.

The laws that determine what records or information in a personnel file can be kept confidential change from time to time. The Office of the Council cannot guarantee that any record can be protected from disclosure. However, at this time, these types of personnel information are not "public records":

- Medical records created through the treatment of an individual;
- Records protected through the Americans with Disabilities Act concerning a medical or psychological condition;
- Records regarding adoption, probation, or parole;
- Records regarding sealed or expunged criminal charges or convictions;
- An employee's social security number;
- Records regarding deferred compensation elections;
- Records regarding an employee's health insurance usage;
- The home address of a public employee; and
- Other information that is protected from disclosure under federal or state law.

This list covers the most common categories of exemption from disclosure, but there are other specific exceptions that might apply to a particular record or piece of information.

SECTION 1.05 - CHANGES IN YOUR PERSONAL DATA

All of your personal data should be accurate and current at all times. It is the responsibility of each employee to promptly notify the Clerk of Council or the Personnel and Human Resources Manager in writing of any changes in personal data. Such changes include but are not limited to the following:

- Name
- Home address
- Home telephone number
- Marital status
- Number and names of dependents
- Individuals to be contacted in the event of an emergency
- Educational accomplishments
- Citizenship
- Military status

SECTION 1.06 - EMPLOYMENT INQUIRIES

The Clerk of Council or Personnel and Human Resources Manager will respond only to those requests for verification of employment that are submitted in writing. Responses to such inquiries will confirm only dates of employment, compensation rates and position(s) held, unless

an inquiry is presented as a public records request.

SECTION 1.07 - AIDS POLICY

The Office of the Council recognizes the impact of Acquired Immune Deficiency Syndrome (AIDS) on society and will make every effort to educate, train and protect employees who may encounter the devastating effects of this disease.

Every reasonable effort will be made to ensure the confidentiality of the personnel and medical records of any employee infected by the AIDS virus. Employees will be protected through compliance with the American with Disabilities Act of 1992.

SECTION 1.08 - DISABILITY ACCOMMODATION

The Office of the Council is committed to complying fully with the federal Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The Office of the Council will comply with any state or local law that provides individuals with disabilities greater protection than the ADA. The Office of the Council is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed to provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, and assistance can be provided in completing the application. Before an offer of employment is made to a prospective employee, inquiries are made only regarding an applicant's ability to perform the essential functions of the position.

Reasonable accommodation will be offered to otherwise qualified disabled employees, where their disability affects the performance of essential job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equality in pay and other forms of compensation as well as in other employment benefits and opportunities, such as job assignments. Leaves of absence of all types will be available to all employees on an equal basis.

This policy description is neither exhaustive nor exclusive. The Office of the Council is committed to taking actions that are appropriate and necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.