

WORK RULES

POLICY NUMBER: <div style="text-align: center;">100-02</div>	EFFECTIVE DATE: <div style="text-align: center;">1/6/2008</div>	APPOINTING AUTHORITY APPROVAL: <div style="text-align: center; font-family: cursive;">  </div>
REPLACES POLICY DATED: <div style="text-align: center;">4/5/2004</div>	AUTHORITY:	

POLICY

The Department of Administrative Services (DAS) Work Rules provide a standard for consistent treatment for all DAS employees paid by warrant of the Auditor of State. DAS is comprised of the following six divisions and one office: Administrative Support Division (ASD), Information Technology Service Delivery (ITSD), Information Technology Governance (ITG), Equal Opportunity Division (EOD), General Services Division (GSD), Human Resources Division (HRD), and Office of Collective Bargaining (OCB). The DAS Work Rules describe DAS and its present policy and procedure, and will likely be revised from time to time. Each division or Office may properly issue work rules specific to its operational needs consistent with department work rules.

Mission Statement

The mission of the Ohio Department of Administrative Services is to provide quality service, specialized support, and innovative solutions for the effective operation of Ohio government.

Equal Employment Opportunity

The policy of the Department of Administrative Services is to fully comply with applicable federal, state, and local laws, rules, regulations and guidelines in the area of non-discrimination in employment. DAS is an equal opportunity employer and equal opportunity is a vital element of the department's personnel policies, practices and procedures. Employees will not be discriminated against based upon their race, color, religion, national origin, sex (including sexual harassment, sexual orientation, gender identity), disability, or age (40 or more) subject to the Ohio Revised Code provisions concerning employment with the Department of Administrative Services. Refer to the current DAS EEO policy for more information.

The Department has an equal employment opportunity officer who will investigate discrimination complaints and will provide employees with information and the proper forms for filing complaints of discrimination. Employees have 30 days after an alleged discriminatory act in which to file a complaint. All discrimination complaints filed will be resolved within 120 days after the filing date. Employees also have the right to file discrimination complaints with the Equal Opportunity Division of the Department of Administrative Services, the Ohio Civil Rights Commission (OCRC) and/or the Federal Equal Employment Opportunity Commission (EEOC).

INDEX TO WORK RULES

I. Definitions	3
II. Conditions of Employment	
A. Work Hours.....	4
B. Notification of Absence.....	5
C. Leave Without Pay	6
D. Absent Without Leave	7
E. Leave Use	7
F. Sick Leave.....	9
G. Tardiness.....	12
H. Probation	13
I. Performance Evaluations	13
J. Resignation.....	13
K. Employee Discipline	14
L. Political Activity.....	16
M. Anti-Discrimination/Harassment; Sexual Harassment	17
N. Substance Abuse Policy.....	17
O. Weapons	18
P. Smoking Policy.....	18
Q. Ethics.....	19
R. Personal Appearance	20
S. Solicitations	21
T. Meals/Rest Periods	22
U. State Property.....	23
1. Vehicles.....	23
2. Telephones	23
3. Workspace	23
V. Personal Property.....	24
W. EAP	24
X. Outside Employment	24
Y. Miscellaneous.....	25
1. Paychecks.....	25
2. Identification Cards	25
3. Parking.....	25
4. Break Room	25
5. Miscellaneous Benefits	25
6. Attendance at PERS Seminars	25
7. Civil Service Testing.....	25
8. Interviews for state positions	26
9. Visitors	26
Z. References, Review and Certification.....	26

PROCEDURES

I. DEFINITIONS –

- A. Exempt and Bargaining Unit Employee: Exempt means an appointment to a position, which is not represented by a labor union. Employees are usually exempt from union representation because they are supervisors, in positions of a confidential or fiduciary nature, or not in permanent appointments. Bargaining unit employees are represented by a labor union and covered by the terms of a collective bargaining agreement.
- B. Classified and Unclassified: A classified employee is subject to examination and may have employment protection under the terms of Ohio civil service laws or a collective bargaining unit agreement. Classified employees are also certified or provisional. A certified employee has either passed a civil service exam and has been appointed from an eligible list or has been in the same classification series for two years without an opportunity to take and pass an exam. A provisional employee is hired without taking a formal civil service examination and has not been in the same classification series for two years. An unclassified employee is not subject to examination and serves at the pleasure of the appointing authority. Unclassified employees sometimes are in managerial positions, which have significant authority to act on behalf of the agency. External interim, intermittent, seasonal, temporary, and student intern appointments are also unclassified.

II. CONDITIONS OF EMPLOYMENT

A. Work Hours

1. Normal work hours will be determined by division work rules. Work hours for individual employees will be set by department supervisors or managers based on operational factors. Full-time employees are scheduled to work 40 hours per week. Supervisors or managers will arrange the schedule for part-time employees in their respective units. An employee's starting and ending times will normally be maintained on a regular schedule. Unless authorized to begin early or stay late, no overtime eligible employee should begin work early or continue to work later than normal ending time. Employees shall be at their work locations ready to commence work at their starting time.
2. Overtime, Stand-by or Report Back: At times, employees may be required to work overtime (OT), report back to work, or remain on stand-by. These assignments will be made only when necessary for the efficient operation of the department. All requests by an employee for overtime, stand-by or report back must be approved in advance, in writing by the section manager and or supervisor or be worked in compliance with section guidelines for OT not approved in advance. Overtime, report back and stand-by are governed by the same guidelines as normal work shift, including but not limited to timely reporting, notification of absence and tardiness.
3. When attending training required by the department, employees will adopt the training schedule of the day. When schedule changes are necessary, training will be scheduled, and the employee advised at least 14 days in advance if required by bargaining unit agreement. If the training session does not cover the employee's total work shift, arrangements must be made with the supervisor concerning leave usage, or the employee must return to work.

B. Notification of Absence

1. Employees who are unable to report for work, and who have not received prior approval for vacation, sick leave, personal leave, compensatory leave, disability leave, leave of absence, or leave without pay or other pre-approved leave, shall be responsible for notifying their immediate supervisor, manager or designee that they will be unable to report for work. Call offs are generally acceptable in the following situations: when calling off sick, or to deal with an unforeseen or emergency type situation. Prior approval for other types of leave usage is required. Any variance from this policy requires written approval from the supervisor. If the employee requests sick leave or leave other than sick for an unforeseen or emergency situation, the supervisor may require documentation.
2. All call offs must be made by the employee, unless extenuating circumstances exist. Call offs by other persons on behalf of the employee are only acceptable upon a showing of inability of the employee to make the call (e.g. inpatient hospitalization, loss of telephone service due to weather emergency, etc.)
3. Unless otherwise instructed by the supervisor or manager, notification will be made on a daily basis no later than one-half hour after the scheduled reporting time or as soon as possible if emergency conditions prevent such notification. Failure to complete notification procedures as directed may result in the employee forfeiting any rights to pay for the time period which elapsed prior to notification, and may subject the employee to discipline unless extenuating circumstances existed to prevent timely notification. The daily notification requirement may be waived by the supervisor or manager for employees who are hospitalized, on approved disability, worker's compensation or on long term sick leave.
4. An application for disability benefits does not negate an employee's responsibility to submit a Request for Leave (RFL) form to the supervisor or manager. Request for Leave forms must be submitted throughout the entire period of a disability.
5. Employees shall notify their supervisor or manager whenever their health status changes or when there is a change in the date of return to work.
6. Verification of medical or emergency circumstances may be required.

- C. Leave Without Pay: (An absence from work for which an employee has no leave to cover the absence.) Refer to the Leave without Pay Policy for additional information.
1. Any permanent employee who is absent and has no leave is in leave without pay status. Being in leave without pay status may subject the employee to discipline.
 2. Non-permanent employees (e.g., external interims, intermittents, student help, college interns) are ineligible for any benefits, including but not limited to leave benefits. All non-permanent employees must notify and receive approval from their supervisor or manager in advance for all absences from work. Any non-permanent employee who is absent without proper authorization of leave without pay may be subject to discipline, up to and including termination.
 3. Requests for use of leave without pay will not be approved if an employee has applicable leave hours available to cover the absence.
 4. A request for leave without pay of more than 10 working days (leave of absence) must be requested in advance and approved through the Office of Employee Services. If approved, the employee will be on an approved leave of absence. If the request is not approved prior to the absence, the employee may be subject to discipline.
 - a. In the case of a medical condition, the request should include written evidence that the leave without pay is being used in lieu of sick leave, and as a result of the employee's medical condition. Factors such as the employee's very recent return to work from a period of Family and Medical Leave (FML) or other approved leave of absence during which the employee exhausted leave balances may be considered.
 - b. In other situations, the employee must submit written evidence in support of his or her need to use leave without pay.

- D. Absent Without Leave AWOL (employee is absent and has not requested leave or has been denied paid leave, unpaid leave, or leave of absence).
1. An employee must notify his or her supervisor of absences in advance unless extenuating circumstances exist. Failure to do so will constitute an absence without leave and employee may be subject to discipline.
 2. If the absence without leave is for three (3) or more consecutive days without notification, an employee may be subject to discipline, up to and including termination.
- E. Leave Use
1. The employer reserves the right to limit the number of employees who are scheduled off work at any one time, including persons on leave, excluding employees on disability leave.
 2. All requests for leave shall be made by submitting a completed request for leave (RFL) in advance of the absence. Approval of all requests is at the discretion of the immediate supervisor or manager based on workload, operational factors, seasonal deadlines, and holidays. Supervisors or managers will make every effort to promptly notify employees of the disposition of leave requests. In the event the leave is requested so far in advance that it is not operationally feasible to determine whether the leave can be granted, the supervisor or manager shall so notify the employee and arrange for future consideration. Supervisors and managers are reminded that their approval/certification requires that they verify the authenticity and accuracy of the RFL and payroll records they approve and or certify.
 3. Employees must confirm that the RFL has been submitted and approved prior to using the leave. If leave use is unplanned, the request for leave form shall be completed as soon as the employee returns to work. In the case of an absence that extends over a pay period ending date, the employee should contact the supervisor or manager to make necessary arrangements for submitting a leave request. Failure to contact the supervisor or manager may result in delay of pay. Employees shall monitor leave totals provided on their bi-weekly pay stubs. Management will not routinely provide running totals of leave accruals at the request of employees.
 4. An employee's available leave balance is the balance showing on the most recent pay stub received plus one (1) pay period of accrual, minus any additional leave taken since the pay period ending date shown on the most recent pay stub. Accruals are pro-rated based on hours in active pay and vacation accruals vary based on your years of service. The available leave balance does not include the accrual during the current pay period.
 5. If a request is made for a future absence, it is the employee's responsibility to ensure leave hours are available at the time of use. If there is an insufficient leave balance to cover the absence at the time it is to be taken, it may result in cancellation of the leave request. If the employee is absent anyway, without supervisory approval of alternate leave or leave without pay, it may result in discipline for AWOL or excessive absence.
 6. Refer to the applicable bargaining unit agreement regarding the use of personal leave by a bargaining unit employee. Use of personal leave for other employees shall generally be granted if an employee makes the request with a 48 hour notice. In an emergency, the request shall be made

as soon as possible and the supervisor or manager will respond to the request promptly. An employee may be required to provide documentation of the emergency.

7. Vacation and compensatory leave may be used when mutually agreed by the supervisor or manager and the employee. The supervisor or manager shall consider all requests for leave when approving or denying requests for vacation or compensatory leave.

F. Sick Leave

1. Sick Leave Use and Notification

- a. Authorized Uses of Sick Leave: Providing a balance is available, employees may, with the approval of the supervisor or manager, use sick leave for the following reasons:
- (1) For absence due to personal illness, injury, or pregnancy-related condition of the employee or a member of the employee's immediate family.
 - (2) Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
 - (3) Examination of the employee, or a member of the employee's immediate family where the employee's presence is reasonably necessary, including medical, dental, psychological, or optical examination. Refer to the individual bargaining unit agreement for additional information.
 - (4) May be used in addition to bereavement leave for death of a member of the employee's immediate family where bereavement leave is provided. Such usage is limited to a reasonable time not to exceed five days of sick leave.
 - (5) A period of up to 10 working days of sick leave will be allowed for parenting during the postnatal period or following an adoption.
 - (6) Employees may elect to utilize sick leave to supplement an approved disability leave, workers compensation claim or childbirth/adoption leave.
- b. Notification for Use of Sick Leave
- (1) When use of sick leave is not planned, employees shall notify the employer in accordance with Section II. B above: Notification of Absence.
 - (2) If sick leave continues past the first day, the employee will notify his/her supervisor or designee of the anticipated duration of the absence. The employee is responsible for establishing a report-in schedule that is acceptable to the supervisor for the anticipated duration of the absence. If an acceptable schedule is not established, the employee will notify the supervisor every day. In the case of a condition exceeding 3 consecutive calendar days, a physician's verification statement may be required. After an employee has been under the care of a physician, or off for 3 consecutive days, a return to work release may be required prior to the beginning of the first work shift.
 - (3) Requests for an entire day of sick leave for single medical or dental appointments are not acceptable unless there are extenuating circumstances that would prevent the employee coming to work before or after the appointment. Supervisors or managers have the right, as well as the obligation, to ask the time of the appointment.
- c. Requesting Leave in Lieu of Sick Leave: After employees have used all of their accrued sick leave, they may, at the employer's discretion, use accrued vacation, compensatory time or personal leave. Employees will generally be required to exhaust all leave prior to going into leave

without pay status. Requests for leave without pay in lieu of sick leave will be reviewed under II C 4 above.

- d. Physician's Verification: At the discretion of the divisional Human Resources Coordinator, in consultation with the Labor Relations Officer, the employee may be required to provide a statement from a physician who has examined the employee or member of the employee's immediate family for all future illness. The physician's verification requirement shall be made in writing using the Physician's Verification form with a copy to the employee's personnel file. Leave for those employees who have been required to provide a physician's verification will be considered for approval only if the physician's verification is provided within 3 days after returning to work. The supervisor or manager shall review sick leave balance for all assigned employees. When the employee accrues a balance of 10 hours of sick leave, as reported on his or her pay stub, the physician's verification requirement will be lifted. Physician's verification may also be required for isolated uses of sick leave. In these cases, the supervisor will notify the employee of the requirement in conjunction with the employee call off.

2. Unauthorized Use, Misuse or Abuse of Sick Leave

- a. Policy: It is the policy of the employer to take corrective and/or disciplinary action for unauthorized use of sick leave, misuse and/or abuse of sick leave, to include the following:

- (1) Failure to properly notify supervisor of medical absence.
- (2) Failure to complete standard (sick) leave form as directed.
- (3) Failure to provide physician's verification, return-to-work release, or other medical documentation when required.
- (4) Fraudulent documentation associated with use of sick leave.
- (5) Misuse of sick leave - using sick leave for purposes other than intended or provided.
- (6) Failure to comply with the terms of policies regarding use of sick leave.
- (7) Pattern abuse - inappropriate and unauthorized use or abuse of sick leave includes use:
 - (a) before or after holidays
 - (b) before or after weekends or regular days off
 - (c) after paydays
 - (d) on any one specific day
 - (e) following overtime worked
 - (f) of half days
 - (g) in a continued pattern of maintaining zero or near-zero leave balances
 - (h) excessive absenteeism.

b. Procedure

- (1) When an employee falls under the conditions of pattern abuse as described above, the employee will receive a notification of pattern abuse from his or her supervisor or manager.
- (2) The employee's division Administrator/Deputy Director, or designee (office chief or equivalent supervisor) shall meet with the employee to discuss the employee's use of sick leave. The purpose of the

meeting shall be to allow the employee the opportunity to discuss any extenuating or mitigating circumstances concerning the use of sick leave of which the supervisor or manager should be aware. This meeting is not for the purpose of requiring the employee to explain his/her prior use of sick leave or the employee's medical condition, nor is it to be considered as disciplinary in nature.

c. Corrective Discipline

- (1) An employee shall be subject to discipline if either of the following criteria apply:
 - (a) The employee misuses or abuses sick leave as described in 2. a. (1) through (6) above OR in the case of pattern abuse
 - (b) The employee has received a pattern abuse notification and uses sick leave in the pattern identified.
- (2) The department will consider extenuating and/or mitigating circumstances prior to imposing discipline. However, employees may expect the imposition of discipline if there is unauthorized use or abuse of sick leave. The sick leave discipline track will normally be progressive with no more than one disciplinary action per pay period.
- (3) When progressive discipline reaches the first suspension for an employee covered by the OCSEA bargaining unit agreement, a corrective counseling session will be conducted with the employee. The DAS Director or designee and DAS Labor Relations Officer will jointly explain the serious consequences of continued unauthorized use or abuse of sick leave.
- (4) Any discipline imposed will not violate Family Medical Leave Act. Refer to the FMLA Policy for additional information.

G. Tardiness

1. All employees should be aware of their importance to the department, and the detrimental effect arriving late for work has on operations. Employees are expected to be at their work location, ready to commence their duties at their starting times (to include before or after meal or rest periods, use of leave, etc.). It is the intent of this policy to hold employees accountable for timeliness and for all hours in their work shifts. In cases where an employee reports for work after his or her scheduled starting time, the employee's pay will be adjusted to accurately reflect the actual time in active pay status, or the employee will submit a request for leave (documenting the unforeseen situation) for the time tardy or the supervisor or manager may adjust starting time or ending time of the work shift so the employee works a full shift. It is not an option to utilize meal or rest periods to make up time.
2. In cases where the employee is late for work for legitimate reasons in which discipline is not in order, and the employee provides specific, verifiable information, a supervisor or manager may approve a schedule change or use of leave without restriction. Otherwise a request for leave should be approved FOR PAYROLL PURPOSES ONLY. It is not the intent of this policy to allow an employee to avoid disciplinary consequences through the use of permissive leave. Key elements in determining the legitimacy of mitigating circumstances are circumstances out of the normal and timely notification by the employee that an emergency has arisen. Routine rush hour traffic congestion and seasonal weather conditions are not legitimate, mitigating reasons. If leave is approved FOR PAYROLL PURPOSES ONLY, the employee may be subject to progressive discipline, up to and including termination.
3. Some employees are assigned to time sensitive positions (i.e., employees assigned to provide phone coverage or greet visitors or customers at reception areas) OR employees working in 24/7, 24/5 or other extended shift coverage situations where they relieve an employee OR employees so designated by the division Deputy Director. In cases where an employee reports for work after his/her scheduled starting time, the employee's pay will be adjusted to accurately reflect the actual time worked or the employee will submit a request for leave. There will be no adjusting of the starting time, or extending of the work shift in order to obtain a full shift in active pay status.
4. In cases where the employee submits a request for leave, and the tardiness is not excused, the supervisor may approve it FOR PAYROLL PURPOSES ONLY.
5. Three instances of unexcused tardiness within a rolling thirty-day period will be deemed excessive and may be considered grounds for disciplinary action.
6. Employees experiencing attendance-related problems may benefit from services provided by the Ohio Employee Assistance Program (EAP). Employees may contact EAP at 1-800-221-6327 (toll-free statewide) or 614-644-8545 in Columbus.

H. Probation: For all original, promotional, and lateral transfer to different classification appointments in the classified service, a probationary period must be served before the appointment becomes final. In some cases, the employee will serve a trial period. Probationary or trial periods are a period of assessment to determine whether an employee can perform the job to the employer's satisfaction. The length is dependent on the pay range and or job classification; refer to the applicable labor agreement(s) and Ohio Revised Code for information about probation as well as trial periods.

I. Performance Evaluations

The purpose of a performance evaluation is to address how well an employee is performing assigned duties, and to create and agree upon goals for the next rating period. Performance evaluations will provide employees with an increased awareness of their work and what is expected of them. An employee's immediate supervisor completes the performance evaluation. Evaluations are completed at the end of the first half of the probationary period, at the end of the probationary period, and on a yearly basis. There may be other occasions that warrant special evaluations. Please refer to the DAS Performance Evaluation Policy for additional information.

J. Resignation

If an employee should decide to resign from state service, a resignation letter should be submitted to his/her immediate supervisor or manager at least two weeks prior to the departure date. The letter will be forwarded to the Office of Employee Services (OES) for action. OES Payroll, in conjunction with divisional employee relations personnel, will provide information to the employee on the final paycheck, insurance plans and the retirement system. An exit interview may be scheduled. Employees shall return all state equipment to their supervisor or manager including but not limited to pagers, cell phones, keys, uniforms, Agency-wide Safety Security Action Plan (ASAP binders), identification cards, etc. prior to actual separation.

K. Employee Discipline

1. All employees of the Department of Administrative Services are expected to maintain a standard of conduct that is consistent with the mission, goals and objectives of the department. Employee actions that adversely affect the department and its employees, or compromise or impair the ability of the department or its employees to carry out its mission, goals and objectives, will be subject to the disciplinary process.
2. The Department of Administrative Services follows a disciplinary procedure which attempts corrective action through a progression of steps designed to help the employee modify unacceptable behavior or job performance before more extreme disciplinary action is taken. The progressive disciplinary process, depending upon the nature of misconduct, may involve a series of steps including reprimands, suspensions (e.g., working suspensions, fines, suspensions from work, or leave balance deductions) and/or demotion or removal. The steps of progressive discipline shall generally be followed; however, more serious discipline or a combination of disciplinary actions may be imposed at any point if the infraction or violation merits the more severe action. The employer, at its discretion, is also free to impose lower level discipline in situations which so warrant. Please refer to the DAS Discipline Policy for additional information.
3. Classified employees will not be reduced in pay or position, suspended or removed unless such action is for just cause. Unclassified employees serve at the pleasure of the appointing authority, and may be disciplined or removed at any time, without cause or through progressive discipline.
4. The categories and types of misconduct specified in this section are not intended to constitute an exclusive or exhaustive list of offenses subject to disciplinary action. Listed below are examples, categories, and types of misconduct that may subject the employee to the disciplinary process.
 - a. Insubordination: failure to comply with a reasonable, direct work order given with proper authority. Also intentional disrespectful, abusive, or violent actions against a supervisor or manager; refusal to carry out a work assignment including overtime;
 - b. Neglect of Duty: failure to perform job duties, instructions, assigned tasks as specified; incompetence; inefficiency; failure to comply with state or agency policy or procedure; failure to appear for work including overtime without notification to, or approval of, the employee's supervisor; absenteeism; tardiness; excessive use, misuse or abuse of sick leave; leave without pay; absence without an approved leave of absence; failure to wear or use assigned equipment properly or as directed; failure to properly use or maintain control over tools, keys, radios, and other state equipment; failure to take disciplinary action when appropriate; leaving the work area during work hours without notification to or permission of the supervisor; failure to obey safety rules, policies, directives including but not limited to failing to report any work related accident or injury as well as failing to participate in required safety activities, programs and drills; failure to maintain any certification or licensure required to perform duties.

- c. Dishonesty: Employment-related dishonesty; falsifying and/or altering employment applications or any other job-related documents, records, or statements; dishonesty while on duty or engaged in state business, including but not limited to deliberately withholding information, knowingly giving false or inaccurate information orally or in writing to a supervisor or appropriate authority.
- d. Failure Of Good Behavior: Any misconduct which violates recognized standards of conduct, including but not limited to unauthorized release of information; falling behind in child support obligations (per Supplemental Employment Agreement ADM- 4288); violation of traffic laws in state vehicles; misuse of position for personal gain; taking bribes, threats or acts of physical violence; violations of ethics laws or guidelines; verbal abuse or discourteous treatment of employees or members of public; criminal convictions; being under the influence of drugs including alcohol or sale, possession or transfer of alcohol, or illegal drugs at the work site or while conducting state business during work or while operating state equipment; improper political activities; misfeasance, malfeasance, or nonfeasance in office; unprofessional treatment of general public, co-workers or customers; fighting while on duty; engaging in personal work or business while on duty; sleeping while on duty; sleeping in a work area; misuse or misappropriating state funds or other funds with which the employee has been entrusted; improper use of state equipment; interfering with an investigation by encouraging people to be deceitful or misrepresenting, threatening, obstructing, attempting to intimidate or alter the statement of any witness; removing, concealing, destroying or otherwise tampering with any evidence or material relevant to an investigation , work product or documents; posting, displaying, or distributing abusive or unauthorized material; sexual harassment.
- e. Violations of Laws, Rules, Policies and Procedures: Employees may be disciplined up to and including termination for failure to comply with the Ohio Revised Code, Ohio Administrative Code, DAS Policies and Procedures.
- f. Off-Duty Conduct: An employee may be subject to discipline for off-duty conduct which damages the reputation of the employer, impacts the ability of the employer to fulfill its mission, the ability of the employee to perform his/her job, or will result in reluctance of other employees to work with the employee and/or impacting their ability to perform their jobs.

L. Political Activity

1. The Ohio Revised Code prohibits employees in classified service from participating in certain political activities. Classified service includes employees serving in either certified or provisional status. Please refer to ORC 124.57, 124.60, and OAC 123:1-46-02 for additional information. All employees are prohibited from displaying political materials on state property.

a. Permissible Political Activities for Classified Employees: The following are examples of permissible political activities for employees in the classified service:

- (1) Registration and voting;
- (2) Expression of opinions, either oral or written;
- (3) Voluntary financial contributions to political candidates or organizations; petitions stating views on legislation;
- (4) Circulation of nonpartisan petitions or petitions stating views on legislation;
- (5) Attendance at political rallies;
- (6) Signing nominating petitions in support of individuals;
- (7) Display of political materials in the employee's home or on the employee's property;
- (8) Wearing political badges or buttons, or the display of political stickers on private vehicles.

b. Prohibited Political Activities for Classified Employees: The following activities are prohibited for employees in classified service both on or off duty:

- (1) candidacy for public office in a partisan election;
- (2) 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;
- (3) filing of petitions meeting statutory requirements for partisan candidacy to elective office;
- (4) circulation of official nominating petitions for any candidate participating in a partisan election;
- (5) service in an elected or appointed office in any partisan political organization;
- (6) acceptance of a party-sponsored appointment to any office normally filled by partisan election;
- (7) 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;
- (8) solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate;
- (9) solicitation of the sale, or actual sale, of political party tickets;
- (10) partisan activities at the election polls, such as solicitation of votes for other than non-partisan candidates and non-partisan issues;

- (11) service as witness or challenger for any party or partisan committee;
 - (12) participation in political caucuses of a partisan nature;
 - (13) participation in a political action committee which supports partisan activity.
2. An employee in classified service who engages in any of the prohibited activities listed above is subject to removal from his/her position in classified service.
 3. Employees in the unclassified service, who serve at the pleasure of the appointing authority and are not subject to competitive examinations, are not prohibited from engaging in political activity unless specifically precluded by federal or state constitutional or statutory provisions. Political activity may however be regulated by statewide policy. For additional information, please refer to the Executive Orders, laws and rules referenced at the beginning of this section.

M. Anti-Discrimination and Anti-Harassment; Sexual Harassment

1. DAS Policy – It is the policy of the Ohio Department of Administrative Services to maintain a working environment free from any discrimination, and to prohibit harassment of its employees and applicants, including sexual harassment. Sexual harassment is any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by a superior, subordinate or peer.
2. Employees may file a complaint within 30 days of last incident with the EEO Manager or DAS Equal Opportunity Division. Complaints may be filed with the Ohio Civil Rights Commission within 180 days or the Federal Equal Employment Opportunity Commission within 300 days. Contact EEO Manager for information.
3. Refer to the current DAS Anti-Discrimination and Anti-Harassment Policy for more detail.

N. Substance Abuse

1. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, selling, purchasing, possessing or using alcohol or a controlled substance in the workplace.
2. All employees on official business, on or off the workplace location, are prohibited from purchasing, transferring, using or possessing illegal drugs, or abusing alcohol or prescription drugs in any way that is illegal.
3. All employees are required to report to work in a condition fit to perform their duties. Employees reporting to work or on official business, on or off the workplace, under the influence of alcohol or other drugs so they are not fit for duty, will be considered in violation of the DAS Drug-Free Workplace Policy.
4. Violation of the Drug-Free Workplace Policy will subject an employee to discipline up to and including termination.
5. Reasonable accommodation will be made for any employee who uses a properly prescribed medication.

6. Refer to the DAS Drug-Free Workplace Policy (No. 300-01) for details and procedures.

O. Weapons

1. No DAS employee while conducting state business, during working hours, on state time, or while on or in state-owned or leased property shall possess, or have under his or her control any offensive or defensive weapons, including but not limited to a firearm (including unloaded, inoperable or sawed off firearms, starter pistols, zip guns, etc.), knife, club, brass knuckles, martial arts weapon, or stun gun. For purposes of this work rule, state-owned or leased property includes, but is not limited to, state-owned and/or leased vehicles, state-owned and/or controlled parking facilities or surface lots. Specifically, prohibited items shall not be stored in personal vehicles parked on state-owned and/or leased property. Additionally, weapons shall not be stored in or on state-owned and/or leased property. Refer to DAS weapons policy and workplace violence prevention policy for additional information.

Exception – this work rule does not apply to DAS employees who are required as a condition of their work assignment to possess firearms, weapons, or other dangerous devices and are specifically authorized in writing by the Director to do so, to the extent the DAS employee possesses such firearm, weapon, or dangerous device consistent with the employee’s work assignment and written authorization.

2. Dangerous ordnance, incendiary or explosive devices or chemicals, fireworks, or similar items are considered weapons and/or dangerous devices for purposes of this work rule and are prohibited.
3. An employee who violates this work rule or uses or threatens to use any object as a weapon against any person shall be subject to disciplinary action, up to and including removal on the first offense.
4. A small folding penknife is permitted.

P. Smoking

1. Purpose: To establish a smoke-free workplace at all department-owned or leased facilities, pursuant to Governor’s Executive Order 99-03T creating a State of Ohio Smoke-Free Workplace.
2. Policy:
 - a. SMOKING IS PROHIBITED IN ALL ENCLOSED STRUCTURES that are owned, leased, and/or operated by the state. There will be no indoor designated smoking areas in any such enclosed structure. However, smoking is permitted outdoors in designated areas and in open-air structures, during appropriate meal and rest periods, before and after work, subject to prohibitions for such safety reasons as exposure to volatile chemicals and materials.
 - b. Vehicles: Smoking is prohibited in all vehicles owned or leased by the state.

- Q. Ethics: An employee of the State of Ohio holds a position of trust. All employees are expected to maintain the highest of ethical standards. Employee concerns regarding acceptance of gifts or endorsements of products or services should be addressed to the DAS Office of Chief Legal Counsel.
1. Ethics laws include prohibitions in the following areas. Contact the Ohio Ethics Commission for clarification or additional information.
 - a. Misuse of official position: employees may not use their position as a public employee to gain personally, or for gain of persons with whom they have a relationship.
 - b. Revolving door policy: employees may not represent another person or business before any public agency in any matter in which they had dealings as an employee, or for one year after employment.
 - c. Sale of goods and services: employees may not be paid by anyone other than their State employer for services rendered in any matter pending before a state agency.
 - d. Confidential information: employees may not release or use information they acquired as a result of their public service employment if it is confidential.
 - e. Licensing and rate making: employees may not participate in license or rate-making proceedings if they have a personal interest in the matter.
 - f. Interest in Public Contract: employees are prohibited from having any interest in a public contract of the Department. Employees may not use their authority or influence to get approval of a public contract or secure investment of public funds if they or their families or any business associates have interest in the transaction.
 - g. Soliciting or receiving improper compensation: employees may receive no additional compensation or other thing of value in exchange for appointing, promoting or transferring any person to a public position.
 - h. Nepotism: employees may not authorize or use authority to secure employment or benefit for a person closely related by blood or marriage, or another significant personal or business relationship. Generally, no employee shall be directly supervised or have personnel authority over a member of his or her immediate family.
 - i. Employees may be required to file a financial disclosure statement pursuant to ORC 102.02. Employees are not permitted to use frequent flier miles earned for business travel for personal use.

R. Personal Appearance

1. Employee Appearance and Grooming

The divisions of the Department of Administrative Services exist to provide a wide range of services, and employees may routinely interact with members of the general public. The DAS public image is a function of the behavior and appearance of each employee and each employee's appearance establishes a critical first and lasting impression. Dress and grooming standards are intended to ensure the image of the Department of Administrative Services is enhanced by the appearance of department employees. All employees shall practice personal hygiene and clothe themselves, including proper footwear and hairstyle, in a neat and clean manner, which is appropriate to the work situation and reflects the professionalism of the department. Employees should ensure that their use of scented products is not unpleasant for others. The burden of ensuring compliance with this policy lies with each supervisor and or manager. Management reserves the right to provide sensitive feedback that the clothing an employee is wearing does not constitute acceptable attire. Voluntary compliance with the expected standards is the ultimate goal of this policy. Disciplinary measures may be instituted when employees refuse to comply. Questions or concerns should be directed to the immediate supervisor or manager.

Division Deputy Directors will determine acceptable work attire for their assigned divisions or offices. Due to the specific nature of the work performed, employees assigned to computer installation, mail room, warehouse, print shop, delivery, custodial, trades or maintenance classifications may wear appropriate "work clothes" and footwear approved by their immediate supervisor or manager. On a case-by-case basis, supervisors or managers may approve work clothing for other employees as necessary.

2. Business Attire shall be required for formalized presentations or meetings with non-routine external visitors, external customers, and or meetings with Senior Team. Business attire is encouraged for everyday wear.
3. DAS Uniform Clothing includes clothing furnished by the employer to employees of the Security Unit and which must be worn by the employee. Uniformed employees shall comply with grooming standards and wear department uniforms in accordance with applicable department and division guidelines. Uniforms shall only be worn in conjunction with official duties.
4. The division Deputy Directors may designate "Dress Down Days" or "Business Casual" when non-uniform employees may wear more casual clothing.
5. Prohibited Clothing: The following list of clothing shall not be worn during the performance of official duties:
 - a. Dirty, damaged, torn or excessively worn clothing. Clothing which is see-through, low cut, form fitting or is worn so that the mid or upper thigh is visible is never appropriate for the work place.
 - b. Clothing bearing logos, insignias, trademark language, artwork, or other messages which may be offensive, controversial, or contrary to the

mission and/or professional image of the Department of Administrative Services.

- c. Bare midriffs, halter tops, undershirts, shorts, mini-skirts, spaghetti strap or strapless or backless clothing, cut-offs, tank tops, sweat shirts or sweat suits, work out attire, all hats (inside the building), spandex. Footwear such as thong type sandals, flip-flops or slippers.

- S. Solicitations: Employee sales, personal solicitations and or literature distribution shall only be conducted when all employees involved are on breaks and non-work time. Employees may be granted a reasonable amount of work time to participate in state sponsored charitable solicitations and fundraising activities, blood drives, adopt- a -school, or Operation Feed.

At the Director's discretion, money may be raised to benefit individual employees. Examples include collections to purchase retirement gifts or work related recognition events, funeral flowers, and donations to assist a fellow employee with family or medical hardship or to support employee recognition awards. Precautionary measures must be taken to assure that all money collected for a stated purpose actually goes to that purpose, and is reasonably accounted for and secured in the workplace.

Any form of gambling is strictly prohibited. No games of chance in any form, including but not limited to raffles, door prizes, cakewalks, or any other method of obtaining a prize by luck or chance, are permitted.

No employee should solicit a vendor, retail store, restaurant or other such private entity with whom the department does business to donate food or other items in conjunction with department sponsored or related activities. Any request to conduct events that appear to be a game of chance, questions concerning donated items, or requests to conduct fund-raisers for religious organizations should be discussed with department legal counsel.

T. Meal and Rest Periods

1. Meal Period: Policies governing meal periods will be determined by the immediate supervisor in accordance with applicable policy, procedure, and operational requirements. Generally, meal period breaks are to be no longer than one hour and no less than one-half hour. Work shifts longer than six hours shall include a meal period. If it is necessary to eat at your desk, be discreet and mindful of food odors. Employees are prohibited from eating at reception areas or other public areas. Employees shall not leave early or arrive late from meal or rest periods.
2. Rest Periods: Unless otherwise stated, employees will receive two paid 15-minute rest periods during an eight-hour day (one 15-minute rest period during each half-day of work). These rest periods will be scheduled by the employee's supervisor and will be based on the operational needs of the department. When on a rest period, employees are NOT permitted to disrupt the work of other employees who are not on rest period. Rest periods are intended to provide employees with the opportunity to leave their workstation for the purpose of relaxation. However, the employer reserves the right to limit the employees' activities and movements during paid rest periods. Rest periods shall not be combined with permissive leave, or lunch breaks to allow an employee to leave early or arrive late. Employees are expected to return to work promptly after rest periods, and shall not take additional breaks such as but not limited to smoke breaks.
3. Before leaving the work area for more than a short time, employees are required to inform their supervisor or designated staff member of their general purpose for leaving and the approximate time of their return. When leaving the building, unless on lunch, rest period or approved leave, the employee must notify the supervisor or designee.

- U. State Property: Each employee is responsible for the effective and efficient use of state equipment, assigned workspace and information. To properly protect and manage this property, DAS reserves the right at any time and without prior notice, to examine all property, including data. This examination assures compliance with internal policies, supports the performance of internal audits, and assists with the management of DAS systems and equipment. Employees should have no expectation of privacy for personal items or data stored in or on state property.

DAS employees will be responsible and accountable for all equipment issued for their use or in their care. This responsibility includes the proper use, maintenance, and disposition of assigned equipment. Improper use, maintenance or disposition may result in disciplinary action and/or reimbursement of associated cost to the agency. State property, including but not limited to lockers, files, vehicles, office equipment (phones, copy or fax machines, computers, desks, etc.) and supplies, tools, safety equipment, workspace, passwords, etc. will only be used as directed and for official state purposes. Use of computers for personal use is regulated by specific policy; refer to the appropriate directive. Use of state equipment is subject to surveillance and monitoring.

1. Vehicles: State employees who are required to operate a state vehicle for official state business must have a valid driver's license. An employee assigned a state vehicle will receive detailed instructions at the time of the assignment. Vehicle restraints shall be worn. Employees are personally liable for fines assessed for violations of traffic or parking regulations while in state vehicles.
2. Telephones
 - a. State-owned telephones and/or calling cards are for state business use.
 - b. Each employee provided a telephone is expected to adhere to its ethical, responsible and professional use in accordance with policy.
 - c. Violation can result in disciplinary action up to and including termination.
 - d. Refer to the DAS Telephone Usage Policy (No. 700-02) for further details.
3. Workspace: Work areas are to be kept neat and clean. Boxes are not to be stored in hallways or on top of cabinets. Employees may place decorative objects inside their office space. However, material that is obscene, offensive, derogatory, sexually explicit or interferes with agency mission is prohibited. Employees may not sleep in their workspace. Employees may not eat in work areas located in reception areas or in view of the public.
4. Information: All information, including but not limited to data, processed by the department is to be treated with respect and confidentiality. Release of information for other than work purposes will be performed in compliance with the Public Records Act.

V. Personal Property

The Department of Administrative Services will prohibit or limit the use of personal equipment or items while on duty to include but not limited to space heaters, coffee pots, cell phones, radios, pagers, headphones, televisions, tape recorders, cameras, video/camcorders, compact disc players, computer games and computers. The state is not liable for personal equipment or items brought to the workplace. Reading of non-business related reading materials is not permitted in the work area unless an employee is on a meal or rest period. Such material is not allowed in reception or other public areas at any time. Personal mail and/ or packages should not routinely be sent to the employee's work area. Employees are prohibited from using recording devices to monitor co-workers for personal reasons.

W. Employee Assistance Program (EAP): The Ohio Employee Assistance Program (EAP), a counseling and assistance program, is available to employees and their covered family members. Alcoholism, drug abuse, family or marital distress, social and relationship problems, mental or emotional illness, time management, legal or financial problems, and related environmental conditions are illnesses or problems that can often be successfully treated or resolved. Employees may contact EAP at 1-800-221-6327 (toll free statewide) or local in Columbus at 614-644-8545.

X. Outside Employment

No employee shall accept or engage in any employment, occupation, or business outside the Department of Administrative Services if the activity interferes with the employee's job attendance or performance; is incompatible with the employee's job; or presents a conflict of interest or the appearance of a conflict of interest with the business of the Department of Administrative Services. Direct questions on this issue to the DAS Office of Legal Counsel.

Y. Miscellaneous

1. Paychecks- Employees are encouraged to use electronic funds transfer (EFT) rather than receive a warrant (paycheck). Compensation for all employees hired after June 8, 2002 will be through direct deposit. Payroll checks are not to be cashed or deposited until the date on the check. In cases when an employee is paid any benefit or payment to which the employee is not entitled, the benefit shall be repaid to the employer. If the employee fails to make the repayment, the amount due shall be withheld from future earnings, or the employer may collect the amount in any other manner provided by law. Employees shall report any improper payments to OES Payroll as soon as they become aware of them.
2. Identification Cards
 - a. Each employee will be issued an identification (ID) card at the time of hire. This card is for the exclusive use of the named employee and shall not be loaned to any other person, or altered. Employees shall report lost or stolen ID cards to their supervisor as soon as possible.
 - b. Non-uniform employees shall wear their card on the outside layer of clothing so it can be easily seen at a normal conversation distance while in a department facility if so directed by the division administrator, or when directed by a department supervisor or manager at a work assignment outside of a department facility.
 - c. Employees shall show their ID card upon request. It shall also be shown upon request to identify himself/herself as a department employee.
 - d. Unauthorized stickers, pins, badges, etc. shall not be put on the identification card.
 - e. Employees may be required to sign for the card when issued and return it upon leaving department service.
 - f. Employees who neglect to wear their card, may be assigned a temporary card, which must be returned the next workday.
 - g. Employees may be issued ESSENTIAL cards for weather or emergency situations. Guidelines for use will be issued with the cards.
3. Parking: Parking is generally not provided at the downtown office locations. Where it is available at remote locations, it may be limited. Employees may not park in unapproved areas (visitor, reserved, handicap, no parking, etc.).
4. Break Room: If a cafeteria is available at a facility, hours of operation will be posted. Use of cafeterias or break rooms shall be restricted to employee rest periods and meal breaks or off-duty hours.
5. Miscellaneous Benefits: State employees may participate in several other programs that are explained in the State of Ohio Benefits Book, such as credit unions, deferred compensation program, US savings bonds, and Innovation Ohio. This information is available online through the State of Ohio home page, Human Resources Division.
6. PERS Seminars: Employees who are within one (1) year of eligibility for full retirement may be released to attend a PERS information seminar during regular work hours.
7. Civil Service Testing: Employees will be allowed necessary time off without loss of pay to compete in a civil service examination for the classification in which the employee is serving as a provisional. Employees may be granted

time off without loss of pay for up to two additional examinations during any one calendar year.

8. Interviews for State Positions: Employees may be released during work hours to attend interviews for positions paid by warrant of Auditor of State (e.g. state agencies, boards and commissions). Release will be for a reasonable amount of time, and may be requested up to twice annually. Employees may be required to sign a waiver for workers compensation purposes.
9. Visitors: Visitors to the office who are not on work-related business should be kept to a minimum and are prohibited in restricted areas. Due to liability reasons, children should not accompany their parent to work except for a state sponsored event.

Z. References, Review & Certification

1. Policy References

- a. Information Technology Resource Usage Policy 700-01
- b. Workplace Violence Prevention Policy 500-05
- c. Sexual Harassment Policy
- d. Anti-discrimination and Anti-harassment Policy
- e. EEO Policy
- f. Telephone Usage Policy 700-02
- g. Discipline Policy 500-03
- h. Leave Without Pay Policy
- i. Family Medical Leave Act Policy
- j. Agency Wide Safety and Security Action Plan – ASAP
- k. Drug Free Work Place Policy
- l. State of Ohio Benefits Handbook
- m. Ohio Revised and Administrative Code
- n. Governor’s Executive Order 99-03T Smoke Free Workplace

2. Review & Certification:

- a. Supervisors or managers shall provide all employees with the opportunity to read this policy.
- b. Affected employees shall complete signature sheets after policy or revisions are received and read. Copies of the signature sheet will be kept by divisional Human Resource Coordinators and by Office of Employee Services.

III. REVISION HISTORY

Date	Description of Change
1/27/2004	Original Policy Release
4/05/2004	Updated
1/06/2008	New appointing authority;