

## LIMITATIONS OF THIS DOCUMENT

NOTHING IN THIS HANDBOOK IS A GUARANTEE OF CONTINUED EMPLOYMENT NOR DOES IT CONSTITUTE AN EMPLOYMENT CONTRACT.

POLICIES AND PROGRAMS IN THIS HANDBOOK MAY BE UNILATERALLY AMENDED OR MODIFIED AT ANY TIME WITH OR WITHOUT NOTICE ACCORDING TO THE BUSINESS JUDGMENT OF AUTHORIZED MANAGEMENT REPRESENTATIVES.

MILFORD BOARD OF EDUCATION POLICY BOOKS ARE AVAILABLE ONLINE AT <https://www.milfordschools.org/board-of-education/board-of-education-policies-7>

THE MILFORD SCHOOL DISTRICT HEREBY GIVES NOTICE THAT IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP STATUS, RELIGION, SEX, SEXUAL ORIENTATION, ECONOMIC STATUS, AGE, DISABILITY OR MILITARY STATUS IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES OPERATED BY THE DISTRICT.

### VISION STATEMENT

Milford Exempted Village School District's Vision Statement is to inspire and prepare our students to reach their fullest potential in a diverse and dynamic world.



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**Milford Board of Education**  
**1099 State Route 131**  
**Milford, Ohio 45150**  
**Phone: 831-1314**

The following list of Central Office personnel is provided for your convenience in the event it becomes necessary for you to place a call to obtain additional information. The Central Office staff is here to serve your needs.

**Administrators**

**John Spieser, Superintendent** 513/576-4166

**Brian Rabe, Treasurer** 513/576-4171

Chief financial officer, serves as secretary to Board of Education, prepares minutes of all board meetings; maintains district's accounting records, plans and manages district investment program, receives all vouchers for payments and disbursements, prepares the districts' 5 year forecast and all state and federal reports, member of Audit Committee; manages district's payroll system; Business and Records Committee; all employee benefits (health, dental, life), inventory, employee accidents, worker's comp; also serves as Chairperson for Records Commission and member of Audit Committee.

**Jennie Berkley, Assistant Superintendent of Human Resources and Support Services** 513/576-8129

All certificated personnel, teaching certifications, teaching applications, substitute teachers, staff recruitment, LPDC, auxiliary programs, mentoring, civil rights hearing officer, Sexual Harassment Compliance Officer, Personnel Committee, Title IX, CCIP.

**Rob Dunn, Assistant Superintendent of Teaching, Learning and Innovation** 513/576-3456 PK-6 curriculum, textbooks, testing, staff development. Technology professional development for teachers and staff.

**Paul Daniels, Director of Secondary Curriculum & Instruction** 513/576-4166

7-12 curriculum, textbooks, testing, staff development, career education, instructional resources, Curriculum and Instruction Committee, software selection, online learning and media/library services.

**Lisa Hair, Director of EMIS Services** 513/576-4176

Coordinates the effective collection, analysis, maintenance and reporting of district data. Student Information Systems: DASL/Progress Book Administrator.

**Megan Davidson, Director of Special Education** 513/576-2288

PK – grade 12 services and compliance.

**Lynsa Davie, District Student Services Coordinator** 513/576-4173

Student attendance problems, child abuse, bullying investigation officer, students requiring home instruction services, missing children, and liaison with community agencies, home education notifications, Expulsion hearings.

**Jeff Johnson, Director of Business and Operations** 513/576-4157

District energy management program, real estate and insurance programs, non-instructional support services, food service, maintenance, custodial and transportation, uniform purchasing program of all supplies and equipment, construction projects, district-wide safety programs including fire prevention, fire inspections, emergency procedures, crisis plan and maintenance and upkeep of district facilities, district safety programs, HIPAA Compliance Officer, e-Rate, Building rental/usage, technology and security.

**Sarah Boone, Manager, Business Office** 513/576-2293

Manages the worker's compensation program, prepares financial reports for Business Manager and Treasurer, prepares monthly financial reports and annual budget for food service, maintains fixed asset inventory, manages district security software and assigns employee ID badges, coordinates district copier, fax and cell phone program, assists with tracking of maintenance requests and facility rental requests, oversees district's office supply account and oversees and prepares consumable inventory.

**Eddie Beverly, Manager of Building Services** 513/615-1812

Manage the maintenance and custodial operations, preventative programs, evaluate unsafe and adverse conditions that exist and make corrections, assist in security of all school property, supervise the care of all lawns/shrubbery and outside equipment, monitor construction projects.

**Patricia Price, District Licensed School Nurse** 513/576-2214

Assists in training and supervising school district health specialists; consults with administrators and staff regarding health and safety issues in schools; cares for students who become ill or injured during the school day at the high school; assumes responsibility for awareness of and compliance with national, state, county, and local requirements and regulations that affect school health issues; oversees the development of district health services and policies.

**Gerry Levy, Director of Nutrition Services** 513/576-2292

Manage the daily district food service operations by promoting good nutrition throughout the school district and providing school meals of high quality for students and staff.

## **Support Staff**

### **Jennifer Schaeffer, Administrative Assistant to the Superintendent** 513/576-4141

Coordinates Board agenda and supporting documents for monthly and special Board meetings. Maintains district policies on website and processes revised versions when required. Processes requisitions for superintendent and communications departments, and provides other administrative assistant duties required by the Superintendent.

### **Diane Hill, Administrative Secretary to Assistant Superintendent and Support Services** 513/576-4173

Administrative and teacher certification, administrator, teacher and supplemental contracts, assist LPDC, manage staff requests for Family Medical Leave of Absence, medical leave and family care leave, teacher upgrades in pay, aide permits, monthly personnel agenda, keep current spreadsheets for background checks of classified, certified, administrative, supplemental and pupil activity supervisor employees.

### **Melissa Craft, Administrative Assistant for Teaching, Learning and Student Programs** 513/576-2385

Requisitions, inventory, scheduling and implementation of district Technology Professional Development. Process requisitions for CCIP. Textbook purchase orders, certificated professional leave, state and district testing, curriculum revisions, psychologist/speech purchase orders, tuition reimbursement.

### **Debi Robinson, Administrative Secretary for Special Education and Support Services** 513/831-3474

Develops, administers, and evaluates compliance systems for special education; maintains special education student database and enters data in DASL; sets budget and processes purchase orders for special education; and lends support to Elementary and Secondary Special Education Directors and staff.

### **Tina Mundy, Business Office Administrative Secretary** 513/576-4156

Educational aide certification, telephones, equipment repair requests, custodial and maintenance supply requests, all classified employee substitutes, job descriptions, job postings & personnel files, Bloodborne Pathogen, Hazard Communication Program, Asbestos Management Plan.

**Michelle Dorsey, Administrative Assistant to Central Registration/ EMIS** 513/831-8929 - Receives and directs all visitors and answers the main telephone line at the Central Office. Schedules the Central Office conference room, prepares student transcripts, and schedules expulsion hearings and processes expulsion documentation.

### **Andrea Wilson, Assistant Treasurer** 513/576-4155

All bank statements; monthly balancing and closing of all funds, posting of district receipts, grant management.

### **Brad Walker, Payroll Manager** 513/576-4154

Handles semi-monthly payroll processing, time clocks management, annuities, direct deposit, verification of employment, payroll deductions, classified new hire training and staff EMIS.

### **Kathy King, Payroll Assistant**

Handles semi-monthly payroll processing, attendance, direct deposit, verification of employment, payroll deductions.

### **Jennifer Burton, Administrative Secretary to the Treasurer** 513/576-4179

All Treasurer's Office correspondences, types, distributes, and maintains the official minutes, process and prepare credit card payments, purchase orders, employee handbook revisions, assists with student fees, records retention, assists in balancing bank statements, DASL.

### **Julie Korzan, Accounts Payable District Liaison** 513/576-4151

Accounts payable for all Central Office, special revenue funds, benefits coordinator, Drug Free Coalition,

### **Anne Mueller, Accounts Payable Building Liaison** 513/576-4168

Accounts payable for all schools, student activities, Extended Day, Preschool, Food Service and Athletics.

### **Don Baker, Coordinator of Central Registration** 513/576-4178

Register all new students to District K-12 and DASL entries.

**Tina Reynolds, Assistant Director of Nutrition Services** 513/576-2294 - Assist the Director of Nutrition in the daily supervision of operations of the Nutrition Services Department, training and development of nutrition staff, oversee nutrition, allergies and menus for the Nutrition Services Department.

### **Peggy Parsons, Administrative Secretary Nutrition Services Cost Accounting** 513/576- 2291

Performs bookkeeping responsibilities for Nutrition Services. Responds to parent requests, questions, and issues regarding student meal accounts and balances in Meals Plus. Responds to parent requests for transfer of money between student meal accounts.

**Kim Gregory, Assistant, Nutrition Services** 513/576-4160 Assists the Manager of Foods & Nutrition in Daily supervision of the Food and Nutrition Services Department.

### **Josh Coats, Administrative Secretary, Nutrition Services** 513/576-2290

Process free and reduced meal applications, verifies and processes all department timecards for payroll, schedule substitute cafeteria workers and all equipment repairs. Responds to parent requests for refunds from student meal accounts.

## HOLIDAYS

### (Refer to Negotiated Agreements)

**Section 1.** For each specialized employee who meets all the eligibility requirements set forth in Section 2 below, such employee shall be entitled to the following paid holidays:

New Year's Eve	Presidents' Day	Labor Day	Christmas Eve
New Year's Day	Memorial Day	Thanksgiving Day	Christmas Day
Martin Luther King Day	Fourth of July (12-month employees)	Friday after Thanksgiving	

**Section 2.** To be eligible for a paid holiday, an employee must be in a paid status and assigned on the last day of scheduled work immediately prior to the holiday and on the first day of scheduled work immediately after the holiday.

**Section 3.** If a holiday occurs during an employee's vacation period, then the employee will receive holiday pay for that holiday and such day will not be considered a day of vacation, provided the employee meets the eligibility requirements of Section 2 above.

**Section 4.** If an eligible employee is required to work, with the approval of the superintendent and/or immediate supervisor, on a holiday, then for such holiday said employee shall be paid at the rate of time and one-half his/her straight time hourly rate for all the hours so worked on such holiday.

Any of the holidays listed in Section 1 above which occurs on a Saturday will be observed on the preceding Friday, and any such holiday which falls on a Sunday will be observed on the following Monday. In the event that holidays on successive days fall on Friday and Saturday, then the preceding Thursday will be observed as the Saturday holiday. In the event that holidays on successive days fall on Sunday and Monday, then the following Tuesday will be observed as the Sunday holiday. The day observed as a holiday pursuant to this provision will be the holiday and the original calendar day of the holiday will not be construed as a holiday.

# MILFORD

## 2021-2022 SCHOOL CALENDAR

Approved by the Board of Education November 12, 2020

AUGUST 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DECEMBER 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JANUARY 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

JULY 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- STUDENT ATTENDANCE DAYS
- NO SCHOOL
- FIRST/LAST DAY OF SCHOOL
- END OF QUARTER
- TEACHER INSERVICE/WORK DAYS - NO SCHOOL FOR STUDENTS

AUG. 11-17 - TEACHER INSERVICE/WORK DAYS - NO SCHOOL FOR STUDENTS  
**AUGUST 18 - FIRST DAY OF SCHOOL**  
 SEPT 6 - LABOR DAY - NO SCHOOL  
 OCTOBER 15 - END OF FIRST QUARTER (42 DAYS)  
 OCTOBER 18-19 - FALL BREAK - NO SCHOOL  
 NOVEMBER 2 - TEACHER INSERVICE DAY - NO SCHOOL FOR STUDENTS  
 NOVEMBER 22-23 - CONFERENCE EXCHANGE DAYS - NO SCHOOL  
 NOVEMBER 22-26 - THANKSGIVING BREAK - NO SCHOOL  
 DECEMBER 20-31 - WINTER BREAK - NO SCHOOL

JANUARY 3 - TEACHER INSERVICE DAY - NO SCHOOL FOR STUDENTS  
 JANUARY 14 - END OF SECOND QUARTER/FIRST SEMESTER (46 DAYS)  
 JANUARY 17 - MARTIN LUTHER KING JR. DAY - NO SCHOOL  
 FEBRUARY 21 - PRESIDENTS' DAY - NO SCHOOL  
 MARCH 18 - END OF THIRD QUARTER (43 DAYS)  
 MARCH 28-APRIL 1 - SPRING BREAK - NO SCHOOL  
**MAY 26 - LAST DAY OF SCHOOL**  
 MAY 26 - END OF FOURTH QUARTER/SECOND SEMESTER (44 DAYS)  
 MAY 27 - TEACHER INSERVICE DAY - NO SCHOOL FOR STUDENTS

**MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT**

To: All Personnel

From: Treasurer's Office

Re: Timecard Approval Due Dates and 2021-22 Payroll Dates

<b>Timecard Due By Noon</b>	<b>Exceptions for the period:</b>	<b>Pay Dates</b>	<b>Supp.</b>
7/2/2021	6/16/21 - 6/30/21	7/15/21	
7/20/2021	7/1/21 - 7/15/21	7/30/21	
8/4/2021	7/16/21 - 7/31/21	8/13/21	
8/18/2021	8/1/21 - 8/15/21	8/31/21	
9/3/2021	8/16/21 - 8/31/21	9/15/21	
9/20/2021	9/1/21 - 9/15/21	9/30/21	
10/5/2021	9/16/21 - 9/30/21	10/15/21	x
10/21/2021	10/1/21 - 10/15/21	10/29/21	
11/4/2021	10/16/21 - 10/31/21	11/15/21	
11/18/21	11/1/21 - 11/15/21	11/30/21	
12/3/2021	11/16/21 - 11/30/21	12/15/21	
12/17/2021	12/1/21 - 12/15/21	12/31/21	x
1/6/2022	12/16/21 - 12/31/21	1/14/22	
1/20/2022	1/1/22 - 1/15/22	1/31/22	
2/3/2022	1/16/22 - 1/31/22	2/15/22	
2/18/2022	2/1/22 - 2/15/22	2/28/22	
3/3/2022	2/16/22 - 2/28/22	3/15/22	x
3/18/2022	3/1/22 - 3/15/22	3/31/22	
4/5/2022	3/16/22 - 3/31/22	4/15/22	
4/20/2022	4/1/22 - 4/15/22	4/29/22	
5/4/2022	4/16/22 - 4/30/22	5/13/22	
5/19/2022	5/1/22 - 5/15/22	5/31/22	x
6/3/2022	5/16/22 - 5/31/22	6/15/22	
6/20/2022	6/1/22 - 6/15/22	6/30/22	
7/5/2022	6/16/22 - 6/30/22	7/15/22	
7/20/2022	7/1/22 - 7/15/22	7/29/22	
8/4/2022	7/16/22 - 7/31/22	8/15/22	
8/18/2022	8/1/22 - 8/15/22	8/31/22	



# MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT

## BREAKS (Negotiated Agreement)

Any classified employee is regularly scheduled to work six (6) or more consecutive hours per day shall be entitled to one-half (1/2) hour unpaid release time for a meal at a time to be determined by his/her supervisor. You may not take this break at your desk. You are not allowed to take your lunch break at the beginning or end of your assigned work day. Your lunch break cannot be extended by any other break. Other break – you may be granted break time as assigned and approved by management; you may not take unauthorized breaks. Any certificated employee is entitled to one (1) thirty (30) minute duty-free lunch break.

## COMPENSATION TIME (Negotiated Agreement)

Compensation time may only be used in accordance with the process identified in the Master Contract between the Milford Classified Employees Association and the Milford Board of Education.

## STAFF USE OF PERSONAL CELL TELEPHONES

Employees are not permitted to use cell phones for personal matters while supervising students.

## STAFF ETHICS (ORC 102.03 D & E)

Generally, Ohio law prohibits public officials, including school officials, from soliciting or accepting anything of value from an interested party. No public official or employee shall use or authorize the use of the authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper influence upon the public official or employee with respect to that person's duties.

No public official or employee shall solicit or accept anything of value that is of such a character as to manifest a substantial and improper influence upon the public official or employee with respect to that person's duties.

## NEGOTIATIONS LEGAL STATUS

The 115<sup>th</sup> General Assembly enacted Senate Bill 133, which imposes the duty upon public employers to recognize qualifying labor organizations of their employees for the purpose of collective bargaining. Specifically, the Statute requires all public employers to extend recognition to the designated representative of their employees and to engage in good-faith collective bargaining with this exclusive representative in accordance with procedures as set out in Chapter 4117 of the Revised Code. The statute sets out how an employee organization qualifies for recognition and the scope of the matters which must be bargained. It also defines "good faith". Further, the statute establishes the rights of both the employer and the employee and permits strikes by certain public employees, including school employees.

The responsibility for overseeing the duty of the public employer to bargain is placed in a State Employment Relations Board (SERB). Although the act became effective October 6, 1983, most of the substantive matters in the statute did not become effective until April 1, 1984. The constitutionality of Chapter 4117 was passed on by the Ohio Supreme Court in 1989, which held that the Collective Bargaining Act was within the power of the General Assembly to enact "employee welfare legislation."

## HAZARD COMMUNICATION PROGRAM

A copy of the district's program is located in each school office and the Business Office. Requirements of the Hazard Communication Standard require safe handling of hazardous chemicals. Everyone who purchases and/or utilizes materials will be responsible for compiling a list of hazardous materials in their workplace and obtaining Material Safety Data Sheets. Employees are responsible for:

- Review product labels. Identify any potential hazard and what to do in case of a problem.
- If a product contains a hazardous chemical it is the responsibility of the person ordering the material to obtain a Material Safety Data Sheet. Purchase orders will contain the following statement: "Material Safety Data Sheets (MSDS) must be included with the shipment or partial shipment of any hazardous materials. Failure to provide the MSDS with the shipment may result in either the district's refusing to accept the shipment or conditionally accepting the shipment and refusing to pay for it until the MSDSs are provided."
- Nothing should be in an unlabeled container. We have peel and stick labels that can be used to label containers. You put the brand name and chemical and check off the health and physical hazards and mark any personal protective equipment necessary. Head Custodians have a supply of these labels if you need them.
- Avoid purchasing hazardous chemicals if at all possible. Keep a minimum supply of products. If you have old excess products, arrange for their disposal with the Maintenance Department.

**Call Jeff Johnson, Director of Business and Operations, 576-4157 if you have any questions.**

## WORKERS' COMPENSATION

This is insurance protection for any employee who may be injured, as a result of their job.

The State of Ohio requires that all medical care associated with work-related injuries be handled through a Managed Care Organization (MCO). Hunter Consulting (513-372-8727) is our MCO and will work with you to ensure you receive high-quality medical care.

The MCO includes a network of doctors and clinics selected to deliver treatment of work-related injuries. Most health care providers in our area are approved providers. At the time of treatment, present the identification card obtained from Public Schoolworks or from an "Injury Packet". The doctor and Hunter Consulting will manage your treatment plan, including any referrals to other doctors or specialists. The initial visit is always covered for a work-related injury deemed compensable by the BWC.

### **If you are injured on the job, and it is NOT an emergency, you must:**

1. Immediately notify your supervisor and Sarah Boone at 513-576-2293.
2. Submit an accident report in Public Schoolworks within 24-48 hours of the injury, regardless of whether or not medical attention was sought. Public Schoolworks will automatically forward a copy of the accident report to Sarah Boone in the Business Office.
3. Complete the "Injured Employee Responsibilities" training course assigned to each employee after the accident report is submitted in Public Schoolworks. This training will provide all the necessary information an injured worker will need.
4. If the physician recommends work restrictions (i.e. no lifting over 20 LBS, no bending, etc.), you must contact Sarah Boone for approval to return to work.

### **What should I do in an emergency?**

1. Don't hesitate to seek professional care for a medical emergency. Your health is our first priority!
2. Immediately notify your supervisor and/or Sarah Boone at 513-576-2293.
3. Each building has "Injury Packets" containing all the necessary information an injured worker may need.
4. Submit an accident report in Public Schoolworks within 24-48 hours of the injury. Public Schoolworks will automatically forward a copy of the accident report to Sarah Boone in the Business Office.
5. Complete the "Injured Employee Responsibilities" training course assigned to each employee after the accident report is submitted in Public Schoolworks. This training will provide all the necessary information an injured worker will need.
6. If the physician recommends work restrictions (i.e. no lifting over 20 LBS, no bending, etc.), you must contact Sarah Boone for approval to return to work.

### **Recommended Health Provider:**

*For Milford employees working at  
Finneytown, Norwood, Wyoming & John Paul II*

<b>HOMETOWN URGENT CARE</b>	<b>HOMETOWN URGENT CARE</b>
<b>1068 State Route 28</b>	<b>10575 Springfield Pike</b>
<b>Milford, OH 45150</b>	<b>Cincinnati, OH 45215</b>
<b>Phone: 513-831-5900</b>	<b>Phone: 513-815-3852</b>

**HOURS: Mon-Fri - 9 AM-7 PM & Sat & Sun - 9 AM-5 PM**

**If you have questions, please don't hesitate to contact Sarah Boone in the Business Office at:**

**Office: 513-576-2293**

**Cell: 513-309-0361**

**Email: [boone\\_s@milfordschools.org](mailto:boone_s@milfordschools.org)**

## **SICK LEAVE – Please refer to O.R.C. (Ohio Revised Code) 3319.141**

### **1. Illness in Family**

Employees may use sick leave upon approval for absence due to illness in the employee's immediate family. When an employee is absent for more than three consecutive days because of personal illness, a doctor's statement may be required. If an employee is absent immediately preceding or following a holiday, a doctor's certificate may be required. Any days of such absence, which are not approved, shall be deducted from the employee's salary in accordance with Board policy. Immediate family shall include spouse, child (natural, step or foster), mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, a relative who is a permanent resident in the employee's home or a domestic partner meeting the definition as set forth in Domestic Partner Affidavit submitted and approved prior to the use of sick leave.

Any absence pertaining to the employee (himself/herself) or to the immediate family will be interpreted as illness in the family and charged to sick leave (including appointments for glasses, dental, etc.). If the absence is due to the need to be with friends or persons not included as members of immediate family, then the absence will be charged as personal leave.

### **2. Death in Family**

An employee may use sick leave in the event of death in the immediate family. Absences in excess of five days inclusive of Saturdays, Sundays and holidays should be submitted to the superintendent for approval. Such absence should be included within the sick leave provisions. Immediate family will include mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter, daughter-in-law, spouse, son, son-in-law, grandmother, grandfather, grandchild or a relative who is a permanent resident in the employee's home. Limited exception to the above-specified individuals may be granted at the discretion of the superintendent.

### **3. Unauthorized Absence**

Absence from duty not authorized by board of education policies or by the superintendent under Board policies, and/or the law governing absence of employees will be considered unauthorized absence. No payment of salary will be made for unauthorized absence. Unauthorized absence from duty will be considered grounds for suspension or dismissal of the employee.

### **Classified Employees Guidelines for Sick Leave**

- A. An absence resulting from personal illness or injury should be reported immediately to the employee's immediate supervisor. If an employee is going to be absent from work due to personal illness or injury they must call their immediate supervisor at least 2 hours prior to the time they would normally report to work. You are encouraged to call the supervisor as soon as you know you're not going to come to work and allow them the maximum time to find a replacement. Supervisors are on call 24 hours a day. Employees should keep their supervisors informed on a daily basis for illness or injury where an absence will result in more than one day off of work.
- B. In case of illness or some other emergency which necessitates absence from your work assignment; you should notify your supervisor prior to leaving the building. If you are ill at home and do not plan on coming to work, you are expected to call your supervisor prior to the start of your shift. You must contact your supervisor at least two (2) hours prior to the start of your shift. If you call as soon as you know it will give them more time to find a substitute.
- C. You are required to call your supervisor and tell them the day your plan to report back to work. If you work in the AM, you must contact your supervisor by 3PM the day prior to your expected return. If you work an evening shift, you must contact your supervisor by 10AM the same day you are expected to return. The earlier you can contact the supervisor the better chance they will have to cancel a substitute.

## **JURY DUTY**

**(Refer to Negotiated Agreements with Employee Associations)**

The Board will pay a full-time and/or short hour employee his/her regular compensation during the time the employee serves on jury duty. If any compensation is received for jury duty, other than a parking voucher, monies must be deposited with the Treasurer's office in order to receive district wages or donated to an approved charity.

## **LICENSURE AND CERTIFICATION**

Certificated staff have available a Resource Guide for the Local Professional Development Committee and Individual Professional Development Plans in the Human Resources Department and on the district website. There is a committee in place and a representative in each building.

## **RETIREMENT OF STAFF MEMBERS**

**SERS** – School Employees Retirement System

All employed specialized staff members are participants in the state School Employees Retirement System.

**STRS** – State Teachers Retirement System

All employed certificated staff members are participants in the State Teachers Retirement System.

**Retirement Severance Pay** – See Negotiated Agreement.

**TREASURER’S OFFICE**

**TREASURER’S OFFICE - PROCEDURE FOR PUBLIC RECORDS REQUEST**

For information regarding Public Records Request please refer to policy KBA under Policies

**PAYROLL PROCEDURES**

**1. Payroll Procedures:**

- A. Each employee shall receive his/her annual salary in twenty-four (24) equal payments to be made on or before the 15<sup>th</sup> and the last day of each month. The contract salary is annualized and divided by 24 pay periods. If a change occurs midyear due to additional education (February) an adjusted annual salary will need to be calculated. An exception is applied to certificated employees who are in their first year of employment with the District, who shall receive their annualized salary in twenty-five (25) equal payments for their first year of employment.
- B. **Direct Deposit:**  
All employees shall be paid by direct deposit to a financial institution(s) of the employee’s choice. A notification via email will be sent to each staff member on payday.
- C. **Tax Withholding Adjustments:**  
Please notify the Treasurer’s Office of any changes for tax purposes. (Forms are available in the Treasurer’s Office and online at [www.milfordschools.org](http://www.milfordschools.org), *Departments, Treasurer, Staff forms*)
- D. **Supplemental Contracts:**  
Employees holding supplemental contracts for extra-duty assignments will be paid for these duties in 4 equal payments.
- E. **Pay Period Schedule:**  
A schedule is published annually listing each pay period for the school year and timecard approval due dates (see page 9). Timecard approvals and/or deduction changes must be received by the payroll department no later than the scheduled due date for any changes to be applied or extra pay to be paid on the upcoming payroll.

**2. Voluntary Payroll Deductions:**

The following payroll deductions are available:

- A. **Cincinnati Police Federal Credit Union** - You can have payroll direct deposit for savings accounts or loan payments. Forms are available. Call 948-1234 hours M- F 9:00A.M. – 5:00 P.M.
- B. **Professional Dues** - You may have payroll deductions for professional dues (Milford Education Association or Milford Classified Employees Association). You have your choice of the following options:
  - 1. Four deductions - each paycheck in November and December
  - 2. Fourteen deductions - each paycheck between November and May
- C. **Tax-Sheltered Annuities** - Payroll deductions for annuities will be divided into two equal pays per month. Current providers are:

**List of Approved Tax-Sheltered Account (403b) (1-10) Companies & 457 Companies\* (11-13)**

- |  |  |
|--|--|
| 1. AIG Retirement                        | 9. Horace Mann                             |
| 2. Great American Financial              | 10. Mass Mutual Financial Group            |
| 3. Equitable                             | 11. VOYA 457                               |
| 4. VOYA Life Insurance & Annuity Company | 12. Ohio Deferred Compensation Program 457 |
| 5. VOYA ReliaStar                        | 13. Equitable 457                          |
| 6. Met Life, MetLife Investors           |  |
| 7. Security Benefits                     |  |
| 8. 403b Aspire                           |  |

**D. Cancer Insurance Companies:**

American Family Life (AFLAC)

Washington National

**E. United Way:**

Your pledged donation will be deducted on the first paycheck of each month between January and December

**F. Ohio's 529 College Advantage:**

Employees can participate in a payroll direct deposit plan to save for high education. Contact Ohio's 529 College Advantage at 1-800-233-6734 or [www.collegeadvantage.com](http://www.collegeadvantage.com) for more information and necessary forms.

*Note: If, at any time, you wish to cancel or change any of the above deductions, please contact the payroll department for assistance*

**3. Mandatory Payroll Deductions****A. Retirement - STRS and SERS**

## 1. State Teachers Retirement System (STRS):

Each employee contributes 14% of gross earnings to their retirement. The Board contributes 14% of each employee's gross earnings to their retirement.

## 2. School Employees Retirement System (SERS):

Each employee contributes 10% of their gross earnings to their retirement. The Board contributes 14% of each employee's gross earnings to their retirement.

**B. Medicare contribution:**

Employees hired after 03/31/86, must participate in Medicare by contributing 1.45 percent of their gross salary. The Board also contributes 1.45 percent of an employee's gross earnings to Medicare.

**4. Sick Leave Records:**

A. Principals will approve on Absence Management (formerly Aesop) or Kronos absences for illness, personal days, and professional days each pay period. Personal days and professional days should be requested before the date of the absences.

B. Sick leave is accumulated at the rate of 1.25 days per month, fifteen days per year. The accumulated balance will appear on your direct deposit notification check stub.

C. If you have accumulated sick leave days from other school districts in Ohio, request the Treasurer of your former school district to transfer those days to the Milford School District.

D. Maximum accumulated sick leave for employees is 260.

E. 1.25 days of accrued sick leave will be added to your sick leave total the second pay of the month.

**5. Timecards for Specialized Employees:**

A. Employees will be required by administration to clock in when reporting for duty, and clock out at the end of your shift.

B. The employee must verify and approve the time card in accordance with the process designated by management. Verification indicates the employee is in agreement with the hours worked, or shown on the time card.

C. Once an employee is trained to approve their time card electronically they will be required to complete this task by the designated due date.

D. Please, check your timecard for any days missed due to sickness, personal leave, holiday, snow day, etc.

**PURCHASE ORDERS**

All materials, equipment, supplies and/or services wishing to be purchased are required to have a fully executed purchase order. The District is not responsible for any purchases made without a purchase order in place. The process for obtaining a purchase order begins at the building or department level with the creation of a requisition. The requisition must provide an adequate description of the item(s) wishing to be purchased. The requisition is then forwarded through the approval process. After the approval process has been completed, the requisition is converted into a purchase order. The purchase order is then signed by the Treasurer, signifying that the funds are available and that the purchase can be made.

## REPORTING FRAUD

The Auditor of the State of Ohio has established a reporting system whereby public employees can file complaints of fraud and misuse of public funds by public offices or officials. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website or through United States mail. The contact information of the Auditor of State for fraud reporting is:

Telephone: 1-866-FRAUD OH (1-866-972-8364)  
Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)  
U.S. Mail: Ohio Auditor of State's Office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43215

Employees who file a complaint with the new fraud-reporting system receive some protections under Section 124.341 of the Revised Code. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review.

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### **Acknowledgement of receipt of Auditor of State fraud-reporting system information**

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee has thirty (30) days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging Milford Exempted Village School District provided you information about the fraud-reporting system as described in Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud-reporting system.

I have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

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PRINT NAME, TITLE, AND DEPARTMENT

---

PLEASE SIGN NAME

---

DATE

# If you get injured at work

- Immediately notify your supervisor of the injury.
- Don't hesitate to seek professional care for a medical emergency. Your health is our first priority!


Recommended Health Provider:

**HOMETOWN URGENT CARE**  
1068 State Route 28  
Milford, OH 45150  
Phone: 513-831-5900

*For Milford employees working at  
Finneytown, Wyoming & John Paul II*  
**HOMETOWN URGENT CARE**  
10575 Springfield Pike  
Cincinnati, OH 45215  
Phone: 513-815-3852

**HOURS: Mon-Fri - 9 AM-7 PM & Sat & Sun - 9 AM-5 PM**

- Complete an Accident Report **within 24 hours** of the accident/illness in Public School Works.

- Go to <https://milfordschools.me/>
- Sign into Google
- Your username is your Milford Email Address  
Last Name + Underscore ( \_ ) + First initial of first name +  
milfordschools.org  
Example: boone\_s@milfordschools.org
- Password is your Milford email password
- Select the PSW Icon -  under "Apps"
- Select "Staff Accident Management"

- Review the "Injured Employee Responsibilities" email and acknowledge receipt. This email will arrive after the accident report has been submitted.

**Have questions??? Contact Sarah Boone in the Business Office at:**

**Office: 513-576-2293**

**Cell: 513-309-0361**

**Email: Boone\_s@milfordschools.org**





## Notice to Employees

Section 4123.84 of the Ohio Revised Code (workers' compensation) reads as follows:

- (A) In all cases of injury or death, claims for compensation or benefits for the specific part or parts of the body injured shall be forever barred unless, within two years after the injury or death:
- (1) Written notice of the specific part or parts of the body claimed to have been injured has been made to the Industrial Commission or the Bureau of Workers' Compensation;
  - (2) The Employer, with knowledge of a claimed compensable injury or occupational disease, has paid wages in lieu of compensation for total disability;
  - (3) In the event the employer has elected to pay compensation or benefits directly, one of the following has occurred:
    - (a) Written notice of the specific part or parts of the body claimed to have been injured has been given to the commission or bureau, or the employer has furnished treatment by a licensed physician in the employ of an employer; providing, however, that the furnishing of such treatment shall not constitute a recognition of a claim as compensable, but shall do no more than satisfy the requirements of this section;
    - (b) Compensation or benefits have been paid or furnished equal to or greater than is provided for in Sections 4123.52, 4123.55 to 4123.62, and 4123.64 to 4123.67 of the Revised Code.
  - (4) Written notice of death has been given to the commission or bureau.

As used in division (A) (3) (b) of this section, "benefits" means payment by a self-insuring employer to, or on behalf of, an employee for:

- (1) A hospital bill;
- (2) A medical bill to a licensed physician or hospital;
- (3) An orthopedic or prosthetic device.

Section 4121.65 of the Ohio Revised Code grants authority to self-insuring employers to furnish rehabilitation services as long as the quality and content is equal to or greater than that provided by the bureau of workers' compensation, and prior approval has been given by the bureau.

**Note:** This notice is to be posted and maintained at all times in one or more conspicuous places in workshops or places of employment by all self-insuring employers.



# **OHIO BUREAU OF WORKERS' COMPENSATION**

## **REQUIRED POSTING**

Effective October 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means that an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

THIS LANGUAGE MUST BE POSTED WITH THE CERTIFICATE OF COVERAGE

STATE OF OHIO  
**2021 MINIMUM WAGE**  
www.com.ohio.gov

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**NON-TIPPED EMPLOYEES**

**A Minimum Wage of  
\$8.80 per hour**

"Non-Tipped Employees" includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips.

"Employers" who gross less than \$323,000 shall pay their employees no less than the current federal minimum wage rate.

"Employees" under the age of 16 shall be paid no less than the current federal minimum wage rate.

"Current Federal Minimum Wage" is \$7.25 per hour.

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**TIPPED EMPLOYEES**

**A Minimum Wage of  
\$4.40 per hour PLUS TIPS**

"Tipped Employees" includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. Employers electing to use the tip credit provision must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined.

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**OVERTIME**

1. An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee's wage rate for hours in excess of 40 hours in one work week, except for employers grossing less than \$150,000 per year.

**RECORDS TO BE KEPT BY THE EMPLOYER**

1. Each employer shall keep records for at least three years, available for copying and inspection by the Director of the Ohio Department of Commerce, showing the following information concerning each employee:

- A. Name
- B. Address
- C. Occupation
- D. Rate of Pay
- E. Amount paid each pay period
- F. Hours worked each day and each work week

2. The records may be opened for inspection or copying at any reasonable time and no employer shall hinder or delay the Director of the Ohio Department of Commerce in the performance of these duties.

**SUB-MINIMUM WAGE RATE**

To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning capacity is affected or impaired by physical or mental deficiencies or injuries, a sub-minimum wage may be paid, as provided in the rules and regulations set forth by the Director of the Ohio Department of Commerce.

**INDIVIDUALS EXEMPT FROM MINIMUM WAGE**

1. Any individual employed by the United States;
2. Any individual employed as a baby-sitter in the employer's home, or a live-in companion to a sick, convalescing, or elderly person whose principal duties do not include housekeeping;
3. Any individual employed as an outside salesman compensated by commissions or in a bona fide executive, administrative, or professional capacity, or computer professionals;
4. Any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate government agency, if
  - (i) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered, and
  - (ii) such services are not the same type of services which the individual is employed to perform for such public agency;
5. Any individual who works or provides personal services of a charitable nature in a hospital or health institution for which compensation is not sought or contemplated;
6. Any individual in the employ of a camp or recreational area for children under eighteen years of age and owned and operated by a non-profit organization or group of organizations.
7. Employees of a solely family owned and operated business who are family members of an owner.

\* For information about additional exemptions, please visit the Ohio Division of Industrial Compliance or U.S. Department of Labor websites.

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For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068. Phone: 614-644-2239. TTY/TDD: 1-800-750-0750. An Equal Opportunity Employer and Service Provider. (REV. 9/30/20)

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**POST IN A CONSPICUOUS PLACE**

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STATE OF OHIO
MINOR LABOR LAWS
www.com.ohio.gov

OHIO REVISED CODE CHAPTER 4109 \*

"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE

WORKING PERMITS: Every minor 14 through 17 years of age must have a working permit unless otherwise stated in Chapter 4109.

WAGE AGREEMENT: No employer shall give employment to a minor without agreeing with him/her as to the wages or compensation he/she shall receive for each day, week, month, year or per piece for work performed.

REST PERIOD: No employer shall employ a minor more than 5 consecutive hours without a rest period of at least 30 minutes.

LIST OF MINORS EMPLOYED: Employer shall keep a list of minors employed at each establishment and a list must be posted in a conspicuous place to which all minor employees have access.

TIME RECORDS: Every employer shall keep a time book or other written record showing actual starting and stopping time of each work and rest period. These records must be kept for two (2) years.

RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE

No person under 16 shall be employed:

- 1. During school hours except where specifically permitted by Chapter 4109
2. Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or more; or after 7 p.m. at any other time
3. For more than 3 hours a day in any school day
4. For more than 18 hours in any school week
5. For more than 8 hours in any day when school is not in session
6. For more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state board of education.

RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE

No person 16 or 17 who is required to attend school shall be employed:

- 1. Before 7 a.m. on any day that school is in session or 6 a.m. if the person was not employed after 8 p.m. the previous night
2. After 11 p.m. on any night preceding a day that school is in session.

PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE

- 1. All manufacturing; mining; processing; public messenger service
2. Work in freezers and meat coolers and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking)
3. Transportation; storage; communications; public utilities; construction; repair
4. Work in boiler or engine rooms; maintenance or repair of machinery
5. Outside window washing from window sills or scaffolding and/or ladders
6. Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, food choppers, cutters, bakery type mixers
7. Loading or unloading goods to and from trucks
8. All warehouse work except office and clerical
9. Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

PROHIBITED OCCUPATIONS FOR MINORS 14 through 17 YEARS OF AGE

- 1. Occupations involving slaughtering, meat-packing, processing or rendering
2. Power-driven bakery machines
3. Occupations involved in the manufacture of brick, tile and kindred products
4. Occupations involved in the manufacture of chemicals
5. Manufacturing or storage occupations involving explosives
6. Occupations involving exposure to radioactive substances and to ionizing radiations
7. Power-driven paper products machines
8. Power-driven metal forming, punching and shearing machines
9. Occupations involved in the operation of power-driven circular saws, band saws and guillotine shears
10. Power-driven woodworking machines
11. Coal mines
12. Occupations in connection with mining, other than coal
13. Logging and sawmilling
14. Motor vehicle occupations
15. Maritime and longshoreman occupations
16. Railroads
17. Excavation operations
18. Power-driven and hoisting apparatus
19. Roofing operations
20. Wrecking, demolition, and shipbreaking.

MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR EMPLOYMENT UNLESS

The for-profit employer is REGISTERED with the Ohio Department of Commerce. DOOR-TO-DOOR SALES EMPLOYERS SHALL:

- 1. Be in compliance with all applicable Ohio and Federal laws relating to the employment of minors
2. Provide at least one supervisor who is over the age of eighteen, for each six minor employees
3. Have been and be in compliance with Ohio's Motor Vehicle Financial Responsibility, Workers' Compensation, Unemployment Compensation, and all other applicable laws
4. Require all minors to work at least in pairs
5. Not employ any minor who does not have an appropriate Age and Schooling Certificate
6. Provide each minor employee with a photo identification card
7. Not employ any minor in any door-to-door sales activity during school hours except where specifically permitted
8. Not employ minors under 16 in door-to-door sales activity before 7 a.m. or after 7 p.m.
9. Not employ minors 16 and 17 years of age in door-to-door sales activity before 7 a.m. or after 8 p.m.

\*For Exceptions to Coverage See Chapter 4109.06

This is a summary of ORC 4109. This summary does not include all of the requirements for minor labor laws. Persons should refer to 4109 for specific requirements applicable to them. This information can be accessed through the Ohio Department of Commerce website at www.com.ohio.gov.

POST IN A CONSPICUOUS PLACE

For further information about Minor Labor issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, OH 43068 Phone: 614-644-2239. TTY/TDD: 800-750-0750. An Equal Opportunity Employer and Service Provider (REV. 9/13/16)





# Job Safety and Health IT'S THE LAW!

## All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

*This poster is available free from OSHA.*

**Contact OSHA. We can help.**

## Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



**1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)**

OSHA 3185-048-2019

# Know Your Rights



## EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

The Ohio Civil Rights Act protects applicants and employees of private employers, state, county and local governments, educational institutions, labor organizations, employment agencies and personnel placement services from unlawful discriminatory employment practices.

### Race and Color

Ohio law prohibits discrimination on the basis of race or color in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any facially neutral employment policy or practice that results in a discriminatory impact on the basis of race or color is a prohibited form of discrimination unless such policy or practice is job-related and based upon business necessity.

### National Origin and Ancestry

Ohio law prohibits discrimination on the basis of national origin or ancestry in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any policy or practice limiting or prohibiting the use of any language in the workplace is a prohibited form of discrimination unless such limitation or prohibition is job-related and based upon business necessity.

### Sex, Including Pregnancy, Sexual Orientation, and Gender Identity

Ohio law prohibits discrimination on the basis of sex or pregnancy in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

Women affected by pregnancy, childbirth or related medical condition must be afforded leave for a reasonable period of time and may not be discharged under a policy providing insufficient or no leave.

The U.S. Supreme Court, in the case of *Bostock v. Clayton City, Georgia*, U.S. 140 S. Ct. 1731 (2020), as well as other federal court cases, have extended sex discrimination to include prohibition of employment discrimination on the basis of sexual orientation and gender identity.

### Religion

Ohio law prohibits discrimination on the basis of religion in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for religious beliefs and practices, except when the accommodation imposes an undue hardship.

### Military Status

Ohio law prohibits discrimination on the basis of military status in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, employees who leave employment to perform military service, which includes the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, must be reemployed upon conclusion of such service.

### Disability

Ohio law prohibits discrimination on the basis of disability in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for their disabilities, except when the accommodation imposes an undue hardship.

### Age

Ohio law prohibits discrimination against persons 40 years of age or older on the basis of age in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

### Harassment

Ohio law prohibits harassment in the workplace on any basis set forth herein, which includes the creation of a racially or sexually hostile work environment, verbally or physically abusive treatment, and requiring submission to sexual advances as a condition of employment, continued employment or promotion.

In addition, all reasonable steps should be taken to prevent and promptly correct harassment in the workplace, which includes the establishment of a policy against harassment and a procedure for receiving, investigating and remedying complaints of workplace harassment.

### Retaliation

Ohio law prohibits retaliation against any person because that person has opposed any unlawful discriminatory practice, or because that person has made a charge, testified, assisted or participated in any manner in any investigation, proceeding or hearing.

## ENFORCEMENT

The Ohio Civil Rights Commission (OCRC) investigates complaints of discrimination and harassment in employment.

Complaints must be filed with the OCRC within two years of the last act of discrimination or harassment.

For more information or assistance in filing a complaint, please call toll free: 1-888-278-7101, TTY (814) 762-2381 or visit our website at: [www.oro.ohio.gov](http://www.oro.ohio.gov)

Publication Date 04-21

# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).



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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## FEDERAL MINIMUM WAGE

# \$7.25 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

- OVERTIME PAY** At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.
- CHILD LABOR** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.
- TIP CREDIT** Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.
- NURSING MOTHERS** The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.
- ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.
- ADDITIONAL INFORMATION**
- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
  - Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
  - Some state laws provide greater employee protections; employers must comply with both.
  - Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
  - Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)



WH1088 REV 07/16



# EMPLOYEE RIGHTS

## FOR WORKERS WITH DISABILITIES PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the **Fair Labor Standards Act (FLSA)**, **McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such subminimum wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of **\$7.25 per hour**. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

*Employers shall make this poster available and display it where employees and the parents and guardians of workers with disabilities can readily see it.*

### WORKERS WITH DISABILITIES

Subminimum wages under section 14(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

### WORKER NOTIFICATION

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

### KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.
- **Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or federal minimum wage is increased.

### WIOA

The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to individuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage.

### EXECUTIVE ORDER 13658

Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are calculated pursuant to certificates issued under section 14(c) of the FLSA.

### FRINGE BENEFITS

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA wage determination.

### OVERTIME

Generally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

### CHILD LABOR

Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract.

### PETITION PROCESS

Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. 20210.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)



WH1284 REV 01/18

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

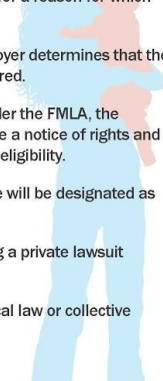
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division





# NOTICE TO EMPLOYEES

## THIS EMPLOYER PROVIDES UNEMPLOYMENT INSURANCE COVERAGE FOR EMPLOYEES

Employees who become unemployed (or are working less than full-time) may be eligible for unemployment insurance benefits.

Apply by phone at 1-877-644-6562 (OHIOJOB) or  
online at <http://unemployment.ohio.gov>

Be prepared to provide the following information when applying:

- Social Security number
- Driver's license or State ID number
- Names, Social Security numbers, and dates of birth of all dependent children
- Employer's identification notice (pay stubs or W2 form)
- Name and address of all other employers for whom work was performed during the past 18 months

## APPLY FOR WORK AT YOUR NEAREST OHIO MEANS JOBS CENTER

Mike DeWine  
Governor

Ohio | Department of  
Job and Family Services  
JFS 83361 (Rev. 4/2016)

Kimberly Henderson  
Director

This institution is an equal opportunity provider and employer.  
A proud partner of the American Job Center network.



# YOUR RIGHTS UNDER USERRA

## THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

### REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

### RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

### HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

### ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor  
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date — April 2017



# EMPLOYEE RIGHTS

## EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

**PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

**EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

**EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

**ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

**THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
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[www.dol.gov/whd](http://www.dol.gov/whd)





# Job Safety and Health It's the Law!

## All Ohio public employees have the right to:

- o A safe workplace.
- o Raise a safety or health concern with your employer or the Public Employment Risk Reduction Program (PERRP), or report a work-related injury or illness, without fear of retaliation.
- o File a complaint with PERRP about any safety or health concerns you may have about your workplace. You may have a representative file a complaint with PERRP on your behalf.
- o Receive information and training about job hazards, including all hazardous substances in your workplace.
- o Refuse a work assignment if you believe it presents an imminent (life-threatening) danger to you or your co-workers. You may have a representative contact PERRP on your behalf.
- o Participate (or have your representative participate) in a PERRP inspection and speak in private to the compliance officer.
- o File a union grievance or file a complaint with the State Personnel Board of Review within 60 days (by phone, online or by mail) if you have suffered retaliation for using your rights.
- o See any citations PERRP issues to your employer.
- o Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

## All Ohio public employers must:

- o Provide employees a workplace free from recognized hazards. It is illegal to retaliate against employees for using any of their rights under the law, including raising a health and safety concern with you or with PERRP, or reporting a work-related injury or illness.
- o Comply with all adopted PERRP standards.
- o Report to PERRP all work-related fatalities within eight hours, and all incidents resulting in a hospitalization, amputation or loss of an eye within 24 hours.
- o Provide required training to workers in a manner they can understand.
- o Prominently display this poster in the workplace.
- o Post PERRP citations at or near the place of the alleged violations.
- o Maintain, post and submit injury and illness statistics to PERRP.

**Free compliance assistance** to identify and correct hazards is available to all public employers, without citation or penalty.

To request compliance assistance visit our website, or send an email to:  
PERRPRequest@bwc.state.oh.us



**Contact PERRP at 1-800-671-6858. We can help!**

Fax 614-621-5754 • TTY 1-800-750-0750 • [www.bwc.ohio.gov](http://www.bwc.ohio.gov)

This poster is available free from PERRP. Minimum reproduction size is 9 1/2 x 14 inches.





# Family Violence Doesn't Stay Home When its Victims Go to Work



**If you or someone you know is experiencing family violence, we can help.**

- EMERGENCY ..... 911
- BRAVO (LGBTQI Services) ..... 866-862-7286
- Ohio Alliance to End Sexual Violence ..... 888-886-8388
- Ohio Department of Aging ..... 800-266-4346
- Ohio Domestic Violence Network ..... 800-934-9840
- Ohio Employee Assistance Program ..... 800-221-6327
- \*Optum Behavioral Solutions 24hr ..... 800-852-1091
- Ohio State Legal Services Association ..... 800-589-5888
- Public Children Services Association of Ohio ..... 614-224-5802
- The Center for Family Safety and Healing ..... 614-722-8200



# NO SMOKING



To report violations call  
**1-866-559-OHIO (6446)**  
in accordance with Chapter 3794  
of the Ohio Revised Code.





# Employee Rights

## Under the National Labor Relations Act

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The National Labor Relations Act (NLRA) guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity or to refrain from engaging in any of the above activity. Employees covered by the NLRA\* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board (NLRB), the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

### **Under the NLRA, you have the right to:**

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your wages and benefits and other terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose or means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

### **Under the NLRA, it is illegal for your employer to:**

- Prohibit you from talking about or soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.

### **Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:**

- Threaten or coerce you in order to gain your support for the union.