

MANAGEMENT RIGHTS

◆POLICY 2.03◆

- A. The Superintendent and Board of DD maintain authority and right to manage the program and workforce as specified by law, including but not limited to chapters 5126, 124 and 4117 ORC.
- B. The Board of DD shall:
 - a. determine the vision and mission of the Board.
 - b. appoint the Superintendent under a management contract pursuant to 5126.0219.
 - c. prescribe the duties of its Superintendent and review the Superintendent's performance.
 - d. fix the Superintendent's compensation and reimburse the Superintendent for actual and necessary expenses.
 - e. Direct and evaluate the work of the Superintendent, and remove, suspend or demote the Superintendent for cause pursuant to ORC 5126.23.
 - f. establish, adopt and approve the annual budget
 - g. authorize all positions for employment and the organizational structure
 - h. approve compensation ranges and employee fringe benefits with authority delegated to the personnel committee, as well as enter into contracts for employee benefits.
 - i. Approve and renew limited management and professional contracts for management and professional employees that exceed one year.
 - j. establish services to be provided by the Board, and service standards within applicable law and regulation.
 - k. approve Board policies
 - l. establish ethical standards in accordance with Ohio ethics laws and other applicable regulations.
 - m. establish and adopt by-laws for the operation of the Board of DD in accordance with 5126 ORC and other applicable laws and regulations.
 - n. take lawful and proper actions which the Board of DD determines to be in the best interests of the Board.
- C. The Superintendent maintains authority and responsibility to:
 - a. administer and supervise the day-to-day operations and programs of the Board, including services for which the Board has contracted or may contract.
 - b. recommend to the Board of DD changes necessary to increase the effectiveness of programs and services offered pursuant to Chapters 3323 and 5126 of the ORC
 - c. employ or promote staff for all positions authorized by the Board of DD, approve management and professional contracts of employment for management and professional staff that are for a term of one year or less, and approve personnel actions that involve staff in the classified civil service as may be necessary for the work of the Board.
 - d. effectively manage the workforce including, but not limited to, granting of overtime in accordance with budgetary constraints, establishment of work methods and procedures, assignment of job duties and tasks, setting job performance standards and conducting performance reviews

- e. determine work schedules, and establish hours and status of employment
- f. approve personnel actions involving employees in the classified service, including the administration of layoffs, discipline, promotions, transfers, and discharging of classified employees.
- g. approve compensation for staff within the limits set by the salary schedule and budget set by the Board of DD and ensure that all staff and consultants are properly reimbursed for actual and necessary expenses incurred in the performance of official duties. Reimbursable expenses shall include all necessary expenses incurred in the performance of official duties or for other Board-related expenses which are incurred by an employee of the Board, and which are approved by either the Superintendent or designee.
- h. negotiate the terms of, act as liaison officer for, and execute all contracts the Board may enter with another board of another county or with a public or non-profit agency or other organizations to provide programs and services authorized in Sections 5123 and 3323 of the ORC.
- i. receive and track all federal, state, and local funds and deposit them into appropriate funds.
- j. review and authorize payment of vouchers to the County Auditor to fulfill obligations of the Board, in accordance with the budget approved by the County Board of DD, and handle the details of and expend the proper funds for the operation of its program as well as for services for which the Board has contracted.
- k. provide consultation to public agencies as defined in ORC 102.01 (C), including other county boards of developmental disabilities, and to individuals, agencies, or organizations providing services supported by the board.
- l. conform the programs and activities of the Board to the law and to the rules, regulations and standards of the ODDD, the Department of Education and all other State agencies which may have appropriate jurisdiction, and exercise such powers and duties as the ODDD may prescribe.
- m. act within the policies and procedures of the Board as stated in this personnel manual and other operating policy and procedure manuals, and the statutes, rules and regulations pertaining to individuals with developmental disabilities.
- n. recommend to the Board of DD policy changes, and implement Board approved policy, and establish and implement work rules and procedures consistent with policy.
- o. provide reports on policy and other matters as may be requested by the Board of DD or required by regulation.
- p. determine the utilization of technology within budgetary constraints.
- q. ensure compliance with expected standards of ethical conduct.
- r. submit the annual report of the Board's programs/services and expenditures to the Ohio Department of Developmental Disabilities (DODD) and the Clinton County Board of County Commissioners at the close of the fiscal year if requested and at such other times as may be requested.
- s. cooperate with school districts in Clinton County for the purpose of providing services to eligible children placed in Board programs by their respective school districts.
- t. carry out all reasonably necessary negotiations with the DODD, the Ohio Department of Education, the Department of Administrative Services, and the

Clinton County Board of Commissioners and other agencies, to effectively carry out the provisions of the law, and the intent of any contract the Board has made or may make with any other public or non-profit agency or other organizations.

- u.** prepare a current administrative report for presentation to the Board of DD at its regular meetings.
 - v.** be empowered to sign all official documents necessary for the operation of the Board in accordance with all pertinent sections of the ORC.
 - w.** perform any other lawful directive and responsibility as delegated by the Board of DD, and assume authority to take lawful action necessary to carry out the mission of the organization, subject to Board of DD directives and guidance.
- D.** Other management staff assumes responsibilities and authority for management of the organization, as delegated by the Superintendent. Such responsibilities include, but are not limited to recommending policy, procedures and work rules, adhering to approved budgetary constraints within departments, and other areas of authority, managing their assigned workforce, assigning job duties and tasks, recommending selection of new hires and appointments to promotional positions, and recommending or carrying out disciplinary actions subject to the approval of the Superintendent.