

"Overtime refused" is the hours of overtime that an employee has refused to work. The Superintendent or Assistant Superintendent will consider the following as "overtime refused":

1. The Superintendent/Assistant Superintendent calls an employee and he cannot or refuses to work.
2. An employee agrees to work overtime, but does not report for work.

The number of hours of "overtime refused" will be determined by the Superintendent based on the number of overtime hours worked by the next employee who actually works the overtime.

On January 1st, a new call-out list will be started. All overtime balances will begin at zero, however, the new list will be organized so that the employee with the least amount of overtime on December 31st will be first on the new call-out list.

PUBLIC RECORDS POLICY

SECTION 5.12

Introduction: The Union County Engineer will make public records available in accordance with this Public Records policy which has been developed in accordance with Ohio's Public Records laws.

Section 1. Public records. In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that:

- A. Contains information stored on a fixed medium (such as paper, electronic - including but not limited to electronic mail - or other formats).
- B. Is created or received by, or sent under the jurisdiction of a public office.
- C. Documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Public records are to be open to the public at all reasonable times with exceptions only as provided for in the law.

Section 1.1.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying at all reasonable times during regular business hours. Record retention schedules are to be updated as needed and readily available to the public.

Section 2. Record requests. Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1.

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the Engineer or his designee to identify, retrieve, and review the records. The Engineer's staff will assist the requester by informing him or her of the manner in which records are kept and accessed in the ordinary course of business. The requester shall be allowed to revise the request to clarify it as necessary.

Section 2.2.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. However, if the Engineer or his designee discloses to the requester that they may decline to answer either or both questions, the Engineer or his designee may ask for the requester's identity and ask for the intended use of the information requested.

Section 2.3.

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Section 2.4.

Each request should be evaluated for an estimated length of time required to gather the records.

Section 2.5.

Any denial of public records requested must include an explanation. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. Each redaction must be accompanied by a supporting explanation.

Section 3. Costs for Public Records. Those seeking public records will be charged only the actual cost of making or transmitting copies. The cost of record reproduction will vary upon the size, type and format of the items to be reproduced.

The requester may choose to have the public record duplicated:

- A. Upon paper.
- B. Upon the same medium which the record is kept.
- C. Upon any other medium which the record can be reasonably duplicated, as long as the requested method and medium are an integral part of the normal operations of the Engineer's office.

The Engineer may require the requester to pay in advance the cost involved in reproducing or generating copies of public records.

Section 3.1.

Requesters may ask that documents be mailed to them by US mail or by any other means of delivery or transmission. They will be charged the actual cost of the postage, mailing supplies, delivery or transmission. The Engineer may require the requester to pay in advance the cost for postage, mailing supplies, delivery or transmission fees.

Section 4. Electronic Mail (E-mail). Electronic mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Section 4.1.

Records in employees and public officials private e-mail accounts used to conduct public business are subject to disclosure and must be retained per established schedules and made available for public inspection and copying in accordance with the Public Records Act.

SICK LEAVE POLICY

SECTION 6.01A

- A. An employee may request sick leave for absences resulting from illness or funeral purposes as described below, provided they follow the "Notification of Absence" policy outlined in Section 6.01(B) of this manual. Sick leave can only be used as described below, and is not intended to be "extra days off". Sick leave may be requested for the following reasons:
1. Illness, injury, or pregnancy-related condition of the employee.
 2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of the other employees.
 3. Examination of the employee, including medical, psychological, dental, or optical examinations, by an appropriate licensed practitioner.
 4. Death of a member of the employee's immediate family. Such usage shall be limited to a reasonable necessary time beyond any bereavement leave benefit, not to exceed five (5) days.
 5. Illness, injury, or pregnancy-related condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
 6. Examination, including medical, psychological, dental, or optical examination, of a member of the employee's immediate family by an appropriate licensed practitioner where the employee's presence is reasonably necessary.