

# Personnel Policy Manual Changes / Updates 2025 and Prior

## September 2025

Section	Original Language	Revised Language
Family Medical Leave		Section I – updated who can approve intermittent FMLA from executive director to department director, County Administrator, or designee.
Sick Leave Vacation Leave Personal Leave		Sick Leave - Only can be used when accrued and available in leave balance.  Vacation Leave – Only can be used when accrued and available in leave balance.  Personal Leave – Only once granted and reflected on employee pay stub.

## July 2025

Section	Original Language	Revised Language
Computer Use & Cybersecurity Policy		Added section F – Use of Artificial Intelligence.

## December 2023

Section	Original Language	Revised Language
Drug and Alcohol Policy		Added content regarding passage of recreational marijuana with State Issue 2. Marijuana remains a Schedule I illegal substance at the Federal level. Delaware County remains as a zero tolerance workplace for drugs and alcohol.

## July 2023

Section	Original Language	Revised Language
Lactation Breaks	Teleworking video systems was not included.  Revised language regarding ADA was omitted from the original language.	The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from other employees, <b>teleworking video systems</b> , and members of the public.  Employees who request reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions will be provided accommodations that do not cause undue hardship to the employer. .
Section	Original Language	Revised Language
Investigations, Corrective Action and Discipline	New language was omitted from the policy but included in paid administrative letters to affected employees.	Classified employees may be placed on a paid “administrative” leave of absence pending an investigation. Classified employees placed on paid “administrative” leave are expected to remain available to their employer, including coming to their designated workplace, if requested, during

		their designated working hours while placed on paid “administrative” leave.
<u>Section</u>	<u>Original Language</u>	<u>Revised Language</u>
<b>County Property</b>	New language was omitted from the policy. References to vehicles were moved to Section B in policy update. Employees with a suspended license shall be temporarily re-assigned. The use of cellular or smart phones was permitted with supervisor approval.	Employees with a suspended license may be re-assigned. The use of cellular phones or smart phones while operating a motor vehicle is limited to hands free devices pursuant to the traffic laws within the State of Ohio or other state laws if traveling outside the State of Ohio. Use of other electronic devices such as iPads, laptop computers, etc. while operating a motor vehicle (County-owned or personal) is prohibited unless allowable by law for emergency vehicles.

## June 2023

<u>Section</u>	<u>Original Language</u>	<u>Revised Language</u>
<b>Vacation and Personal Leave</b>	ORC vacation accrual language without an alternative schedule	Adopted an alternative vacation schedule See Resolution

## February 2022

<u>Section</u>	<u>Original Language</u>	<u>Revised Language</u>
<b>All Sections</b>		Formatting changes to make all policies consistent.

<u>Section</u>	<u>Original Language</u>	<u>Revised Language</u>
<b>IX. Drug and Alcohol Policy</b>	Also prohibited is the illegal use of legal substances.  Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law are still subject to all provisions of this policy and may be subject to discipline including termination for such use.	Also prohibited is the illegal use of legal substances including CBD oils (or like products) resulting in a positive test.  Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law <i>and CBD oil (or like products) resulting in a positive drug test</i> , are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

<u>Section</u>	<u>Original Language</u>	<u>Revised Language</u>
<b>XIV. Hours of Work and Overtime</b>		Added to C. Earned Time-Off: <i>The use of earned time off will be subject to approval based on operational needs.</i>
<u>Section</u>	<u>Original Language</u>	<u>Revised Language</u>
<b>XVII. Probationary Period</b>	Did not include a probationary period for a lateral transfer.	Lateral transfers shall be required to complete a 180 day probationary period.

	Failure of a promoted employee to complete a probationary period due to unsatisfactory performance shall result in the employee being returned to the same or similar position the employee held at the time of the promotion.	Failure of a promoted employee or an employee laterally transferred to complete a probationary period due to unsatisfactory performance shall result in the employee being returned to the same or similar position the employee held at the time of the promotion or transfer.
--	--	---

Section	Original Language	Revised Language
<b>XXVI. Computer Use Policy</b>		<p>Changed Section to: XXVI. Computer Use &amp; Cybersecurity Policy</p> <p>Added the following to E. Securing Computer Equipment and Electronic Data: <i>Employees working from remotely must ensure that their home/ remote systems are protected by a modern "Wi-Fi router" using at least a WPA2 encryption and authentication methods (a WPA3 is preferred). Employees using a mobile device for work shall use password protection, data encryption and security apps to protect the device; Two-Factor Authentication should be used wherever possible; Employees must immediately report any security breach, or lost equipment, to the appropriate IT professional, or other designated individual.</i></p>

Section	Original Language	Revised Language
<b>XXVII. Social Media Policy</b>		<p>Added examples of social media platforms.</p> <p>Updated terminology.</p> <p>Refined some language and broadened the scope of prohibited conduct.</p> <p>Added: In the event a County agency operates and maintains a social media site, the elected official, or department director / supervisor, shall designate the employee(s) who are permitted to post, maintain and monitor the postings on behalf of the agency. Absent prior approval, employees shall not add, or remove, any information, or posting, from the agency's social media site.</p> <p><i>Employees are cautioned that postings made on agency-owned social media sites, as well as, personal social media sites may be subject to Ohio's public records laws, as well as, provisions of the Constitution, including the First Amendment.</i></p>
Section	Original Language	Revised Language
<b>XXXIV. Vacation and Personal Leave</b>		<p>Personal leave: <b>Each payroll calendar year</b>, all non-bargaining unit employees shall be entitled to one eight hour work day deducted from sick leave and two 8 hour personal days not deducted from sick leave.</p>
<b>XXXV. Holidays</b>		<p>Added Juneteenth and deleted New Year's Eve</p>

<b>Receipt for County Policies</b>		<p>Changed <i>Management Rights</i> to <i>Management Responsibilities</i> to reflect the correct title of the policy.</p> <p>Added &amp; <i>Cybersecurity</i> to the Computer Use Policy</p> <p>Updated the link to where policies are saved online.</p> <p>Updated the address of HR at the bottom.</p>
------------------------------------	--	--