



From the Desk of:
Superintendent
Megan K. Manuel

"News From Last Night" is published and distributed to each staff member following each Board Meeting.

Warren County Board of Developmental Disabilities
Regular Board Meeting
December 1, 2025

The Warren County Board of Developmental Disabilities met for its regular monthly meeting at 6:00 p.m. at the Administrative Offices, 42 Kings Way, Lebanon, Ohio 45036.

- Approval of the regular Board meeting minutes for October 27, 2025.
- The following resolutions were approved:
 - 25-12-01 The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Contract With Capabilities, LLC.
 - 25-12-02 The Warren County Board Of Developmental Disabilities Authorizes The Superintendent To Sign The Community Based Work Experience Services Agreement With IKRON Corporation.
 - 25-12-03 The Warren County Board of Developmental Disabilities Authorizes The Superintendent To Sign The Contract With Southwestern Ohio Council of Governments.
 - 25-12-04 Appropriation Adjustments.
 - 25-12-05 Approval Of Agency Policy Revisions.
- Approval of the Financial Report
- Meeting adjourned at 7:04 p.m.
- The next regular monthly meeting will be held January 26, 2026, at 6:00 p.m. at the Administrative Offices, Lebanon, Ohio.



WARREN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES BOARD RESOLUTION

Resolution Number: 25-12-05

Date of Resolution: 12-01-2025

Topic of Resolution: Approval Of Agency Policy Revisions.

RESOLUTION

Whereas, the Warren County Board of Developmental Disabilities has developed, reviewed and updated policies in accordance with applicable federal and state guidelines, and

Whereas, these policies are reviewed annually, or more frequently as needed to maintain accuracy and relevance.

THEREFORE, BE IT RESOLVED, that the Warren County Board of Developmental Disabilities approves the attached policies, to be effective as indicated.

Effective December 2, 2025

New	4.D.05	Reasonable Accommodations for Pregnant Workers
Revised	3.02	Early Intervention Program
	4.C.07	Employee Retirement Systems
	4.C.10	Insurances
	4.E.04	Appeals
	4.C.09	Workers' Compensation
	4.F.08	Resignation
Reviewed (no changes)	4.B.03	Transfer and Assignments
	4.B.13	Solicitation and Distribution
	4.C.08	Unemployment Compensation
	4.C.11	Health Insurance Following Separation
	4.C.13	Tuition Reimbursement
	4.C.14	Garnishments
	4.C.16	Additional Compensation
	4.D.01	Family and Medical Leave
	4.D.02	Military Leave
	4.D.12	Outreach Leave
	4.F.06	Employee Conviction in Court of Law
	4.F.07	Unlawful Discrimination and Harassment
	4.F.10	Management Employee Layoff
Proposed for Deletion	None	

Number of Board Members Present _____

Abstentions _____

In Favor _____

Opposed _____

President, Warren County Board of Developmental Disabilities



Warren County Board of DD Personnel Policy

Reasonable Accommodations for Pregnant Workers, 4.D.05

The Warren County Board of Developmental Disabilities (WCBDD) will comply with Public Law 117-328, the Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to qualified employees or applicants for known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.

- A. An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to human resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.
- B. Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship. While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:
 - a. Sit while working.
 - b. Receive closer-in parking.
 - c. Have flexible hours.
 - d. Receive additional break time to use the bathroom, eat and rest.
 - e. Take time off to recover from childbirth.
 - f. Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.
- C. An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, all paid leave options must be exhausted before requesting unpaid leave. WCBDD will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

WCBDD prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.



Warren County Board of DD Agency Policy

Early Intervention, 3.02

A. Purpose

Pursuant to Ohio Administrative Code (OAC) 5180-10-01; Administration and operation of county boards of developmental disabilities, Warren County Board of Developmental Disabilities (WCBDD) will provide Early Intervention (EI) services. The purpose of this policy is to manage the WCBDD in the provision of Part C of the Individuals with Disabilities Education Act (IDEA) for early intervention services and supports to infants and toddlers birth through age two with developmental delays or disabilities, and their families. Services will be delivered in accordance with OAC 5180-10-01, 5180-10-02, 5180-10-03, 5180-10-04, and 5180-10-05. WCBDD early intervention services shall be part of a comprehensive, collaborative, coordinated, and family-centered system designed to meet the needs of infants, toddlers and their families related to enhancing the child's development.

B. Funding

Based upon availability, local funds will be used to administer early intervention services. Title XX grant allocation will be billed quarterly for reimbursable EI services. As available and agreed upon, **as documented in a Memorandum of Understanding between WCBDD and Warren County Educational Service Center (WCESC) WCBDD will invoice WCESC,** who is the Early Intervention Service Coordination Grant Agency, for reimbursement of costs associated with Part C evaluations and assessments provided by WCBDD. **These funds are designated funds for providing evaluation and assessment services per the Ohio Department of Children and Youth Grant Agreement for Early Intervention Service Coordination.**

C. Mission and Key Principles

The WCBDD will adhere to the mission and key principles of best practice for Early Intervention services as established in Ohio's position statement for implementing evidence-based Early Intervention (EI) services:

Mission

Part C early intervention builds upon and provides supports and resources to assist family members and caregivers to enhance children's learning and development through everyday learning opportunities.

Key Principles

- Infants and toddlers learn best through everyday experiences and interactions with familiar people in familiar contexts.
- All families, with the necessary supports and resources, can enhance their children's learning and development.
- The primary role of a service provider in early intervention is to work with and support family members and caregivers in children's lives.
- The early intervention process, from initial contacts through transition, must be dynamic and individualized to reflect the child's and family members' preferences, learning styles and cultural beliefs.
- Individual Family Service Plan outcomes must be functional and based on children's and families' needs and family-identified priorities.
- The family's priorities, needs and interests are addressed most appropriately by a primary provider who represents and receives team and community support.
- Interventions with young children and family members must be based on explicit principles, validated practices, best available research, and relevant laws and regulations.

D. Description of Service and Service Delivery

The WCBDD provides year-round early intervention services and supports that are:

- Family-centered, community-based, and responsive to the interests, priorities and needs of the family, and provided in natural and community environments. Families may enter and exit the system at any time and may determine the extent of their involvement in a range of program options
- Culturally sensitive to the diversity in beliefs, values, and family structures.
- Enabling and empowering for families including building self-confidence and promoting competence of individual family members to understand and teach their child and to coordinate their chosen services.



Warren County Board of DD Agency Policy

Early Intervention, 3.02

- Based on Ohio's Adopted Mission and Key Principles for Providing Services in Natural Environments through utilization of a teaming and primary service provider approach
- Prevention-oriented to reflect efforts to prevent the further development of disabilities, promote resiliency and include participation in collaborative prevention efforts.
- Future-oriented to reflect transition toward the next environment.
- These Supports and Services Include:
 1. Public awareness and child find: The WCBDD will help support public awareness and child find to the Warren County community. Support will be determined by capacity and will be available by the WCBDD at any given time. Capacity will be determined by the Early Childhood Managers and Community Resources Director, with the approval of the Superintendent or designee. Support could include providing public awareness materials, trainings, speaking to community agencies and physicians and working collaboratively with entities who serve children and families birth to age three.
 2. Adherence to Procedural Safeguards and Parents Rights: The WCBDD will follow procedural safeguards and adhere to Parent Rights for the Early Intervention system set forth in OAC and will provide procedural safeguard information to families on an on-going basis.
 - a. For all Part C eligible infants and toddlers served by the WCBDD, the WCBDD shall:
 - i. Ensure that parents are provided their rights as outlined in the "Parents Rights in Early Intervention" brochure, which is embedded in the WCBDD **Welcome to Early Intervention digital newsletter** provided to them upon completion of initial Individualized Family Service Plan (IFSP) development.
 - ii. Ensure that parents are informed of these procedural safeguards in accordance with OAC and provide a copy of the "Parents Rights in Early Intervention" brochure upon receipt of a complaint and upon request, and ensure that families are aware that they may file a complaint with the lead agency at any time.
 - iii. Provide the "Parent Rights in Early Intervention" brochure with all Prior Written Notices and Consents for Release of Records and Consent for Release and/or Exchange of Information.
 - iv. Ensure parents are afforded all requirements under section 5123.62 of the Ohio Revised Code, distribution of the "Bill of Rights."
 3. Evaluation to determine eligibility and/or child assessments: The WCBDD will collaborate with the Warren County Educational Service Center (WCESC) to provide an impartial initial eligibility evaluation and/or initial child assessment and annual child assessment of all children referred to the collaborative team.
 - a. Initial Eligibility and/or Child Assessment- The WCBDD will participate in all evaluations to determine initial eligibility and/or child assessment for Part C early intervention services that are brought to the team. The process will follow all state and federal rules and will use tools and documentation as outlined in OAC.
 - b. Annual Child Assessment - The WCBDD will participate in all annual child assessments for Part C early intervention services that are brought to the team. The process will follow all state and federal rules and will use tools and documentation as outlined in OAC.
 - c. **Ensure the procurement and maintenance of developmental tools essential for the execution of evaluation and assessment activities.**
 4. Individualized Family Support Plan (IFSP) Development and Implementation - The WCBDD will collaborate with the Service Coordination agency, WCESC in the development of the IFSP once there has been an established eligibility and child and family assessment completed. WCBDD will adhere to delivering services as agreed upon on the IFSP in natural environments. All WCBDD employees and/or contracted therapy services staff, assigned on an IFSP or attending a meeting for the purpose of developing an initial, annual or periodic IFSP will participate in development, implementation and review of the IFSP either in person, via WCBDD agency approved technology, or in writing for the duration of the plan. WCBDD employees and/or contracted therapy services staff will document services provided in the Brittco data system along with the Service Coordination agency.
 5. Specialized Services in Everyday Routines and Places (ERAP) or Natural Environments:

All specialized services offered by the WCBDD will include environments that are located in the family's normal daily routines. These ERAP or natural environment locations will be chosen by the IFSP team at



Warren County Board of DD Agency Policy

Early Intervention, 3.02

time of IFSP development. These environments may be visited in-person or by use of technology as agreed upon by the team. WCBDD Early Intervention services may not be delivered via technology outside of the state of Ohio (the child and service provider must both be located physically in state of Ohio). Other family members or participants the family wishes to include in services may be included via technology outside of Ohio at the request of the parent/guardian.

6. Specialized Early Intervention Services Provided by WCBDD Include: Primary and Secondary Service Providers who are a part of an Early Intervention team, which may be comprised of a Physical Therapist, Occupational Therapist, Speech Therapist, or Developmental Specialist (Special Instruction). (Team is inclusive of Services Coordinators, who are employed by the Warren County Educational Service Center (WCESC).) The team will be committed to utilizing evidence-based practices and intervention, working together collaboratively to support teaming, coaching and mentoring. This team will also collaborate and work with other non-WCBDD EI service providers as warranted applicable to a child and family.
7. Provide Timely Receipt of Services (TRS): WCBDD will adhere to delivering services agreed upon on the IFSP within 30 days of IFSP development. The WCBDD will provide documentation of Timely Receipt of Services by entering case note into Brittco software, which is shared with the Service Coordination agency.
8. Provide Prior Written Notice (PWN): The WCBDD will provide Prior Written Notice of Change in Services on state issued form to the parent and Service Coordination agency as applicable. Prior Written Notice form will be given to families (in person, via mail or email) along with the "Parent Rights in Early Intervention" brochure at least 10 days prior to any changes to services documented on an IFSP that are provided by WCBDD that are being removed or changed outside the parameter of time to plan for an IFSP review. This will be the responsibility of the Primary Service Provider, an EC Manager or assigned person.
9. WCBDD is committed to providing the following additional services and supports for children and families:
 - a. Parent Education Opportunities, Professional Training Opportunities and Family Support / Community Engagement Opportunities: The WCBDD will offer or collaborate with other agencies to provide parent educational training opportunities to families and professional training to professionals as needed and/or available. The WCBDD will provide opportunities or connections for families to engage with one another or their community. Opportunities will be determined by the capacity available by the WCBDD at any given time. The capacity will be determined by the Early Childhood Managers and Community Resources Director, with the approval of the Superintendent or designee. (These supports and services are not Part C early intervention services.)

E. Eligibility for services:

1. The WCBDD shall provide services and supports to children less than three years of age with developmental delays or disabilities and their families. To be eligible for Early Intervention services and supports provided by the WCBDD, an infant or toddler shall:
 - a. Have a developmental delay of -1.5 standard deviations in one or more of the following areas, as measured by a research-based developmental evaluation tool or informed clinical opinion as defined in OAC:
 - i. Cognitive development,
 - ii. Physical development, including vision, hearing or nutrition,
 - iii. Communication development,
 - iv. Social or emotional development,
 - v. Adaptive development (self-help); or
 - b. Have a diagnosed physical or medical condition that has a high probability of resulting in a developmental delay or disability via an OAC diagnosed conditions list or state physician completed form; or
 - c. Have already been determined Part C eligible within OAC guidelines.



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Early Intervention, 3.02

F. Personnel qualifications:

- a. Employees of WCBDD or contracting entities who are hired to work as Developmental Specialists, Early Childhood Managers or Early Childhood Training and Coaching Coordinators, shall hold applicable registration or certification as Developmental Specialist in accordance with OAC 5180-10-05 and shall meet additional qualifications and competency expectations as established in OAC or by WCBDD.
- b. Ancillary professional staff providing services in their discipline to infants and toddlers shall possess a currently valid Ohio license or certificate issued by that professional licensing/certifying entity and shall meet additional qualifications as established in OAC or by WCBDD.

G. Staffing ratios

The WCBDD shall ensure a reasonable child-to-early intervention provider of service ratio by reviewing caseloads at least monthly. Procedures shall be written and shall ensure the WCBDD will be able to provide services and supports to families and children as determined by the IFSP team. Some variables that may affect the ratio and be incorporated into the procedures include:

- Extent of child's and family need.
- Location of services/supports including travel time for home-based/community-based supports.
- Other provider responsibilities and scheduled hours.
- Involvement and assistance of ancillary services and other agencies.
- Other resources available within the WCBDD.
- Frequency and intensity of service delivery.
- Use of technology to deliver service or support service documentation.

H. Exiting Early Intervention:

A family may choose to exit their child from EI at any time. Exiting will take place when one of the following occurs:

- a. Child's 3rd birthday. Child may be referred on for continued or additional WCBDD services based upon two documented delays or established risk.
- b. Prior to age 3, a child may exit based upon:
 - i. At the request of parent/guardian;
 - ii. If child relocates outside of county, state or country;
 - iii. If team (including parent) determines at the annual review that there is no longer a need for IFSP outcomes and services.
 - iv. If the IFSP expires and parent/guardian has not responded to EI- 10 Prior Written Notice of Exiting initiated by the ESC Early Intervention Service Coordinator (EISC);
 - v. If the WCBDD EI Service provider and/or ESC EISC have exhausted attempts (outlined in program procedures) to reach the parent/guardian for scheduling of service delivery or Part C service coordination requirements, and parent/guardian has not responded to EI- 10 Prior Written Notice of Exiting initiated by the ESC EISC.

I. Retention, Access and Confidentiality of Early Intervention Records

The WCBDD shall ensure the proper retention, access and confidentiality of all EI records as set forth in OAC 5180-10-01. The Early Childhood Managers assume the responsibility for all Early Intervention records, record procedures and documentation standards. The Early Childhood Managers will collaborate with the Human Resources and Community Relations Director, serving as the Records Officer for WCBDD, to ensure retention, access and confidentiality. WCBDD will retain all EI records electronically, at minimum until a child's ninth birthday.

J. Calendar

The WCBDD shall ensure and make available early intervention services and supports on a year-round basis for a minimum of two hundred forty days, based on the availability of funds.



Warren County Board of DD Agency Policy

Early Intervention, 3.02

- K. Reporting and monitoring requirements
The WCBDD will follow all monitoring and reporting requirements set forth in state and federal rule and adhere to all accreditation requirements.



Warren County Board of DD Personnel Policy

Employee Retirement Systems, 4.C.07

All employees of the Warren County Board of Developmental Disabilities (WCBDD) are required by law to participate in ~~either~~ the Ohio Public Employees Retirement System (OPERS) ~~or the State Teachers Retirement System (STRS)~~. This program is entirely independent of the Federal Social Security System.

- A. Employees are required to contribute a portion (determined by the State) of their gross pay, which is deducted each pay period. This amount is matched by an additional contribution from WCBDD as established by OPERS ~~or STRS~~. Questions regarding the current rate should be directed to the Human Resources Department Office, where current OPERS ~~and STRS~~ information brochures are available.
- B. There are other benefits available under these programs, such as Disability Retirement, etc. (Disability retirement benefits from OPERS ~~or STRS~~ are available to permanently disabled employees who go off WCBDD payroll after working a qualifying number of years.)
- C. If employees should have any questions regarding an OPERS ~~or STRS~~ program, they should call or write to the addresses below and include their Social Security number. The addresses and phone numbers are:

Ohio Public Employees Retirement System
277 E. Town Street
Columbus, Ohio 43215
~~(614) 466-2085 or (1-800) 222-7377~~

~~State Teachers Retirement System~~
~~275 E. Broad Street~~
~~Columbus, Ohio 43215~~
~~(614) 227-4090 or (888) 227-7877~~

- D. The sese and other special provisions are contained in sections of O.R.C. Chapter 145 ~~and Chapter 3307~~.



Warren County Board of DD Personnel Policy

Workers' Compensation, 4.C.09

State law provides that every Warren County Board of Developmental Disabilities (WCBDD) employee is eligible for Workers' Compensation for injuries and occupational diseases arising out of or in the course of his/her employment. Guidelines for administering Workers' Compensation are set forth below.

- A. Should an employee be injured or contract an occupational disease during the course of employment with the WCBDD, he/she shall notify the supervisor and complete an Accident Report Form immediately. This report shall be completed, regardless of the apparent seriousness of the injury, and regardless of whether medical attention is required. Such report shall be forwarded to the Human Resources Department no later than twenty-four hours after the accident. An employee injured in a work-related accident may be required by the Division Director to see a physician. (See Section C below regarding immediate reporting of serious accidents.)
- B. Remote working: Per Ohio Revised Code 4123.01(C)(4), an "injury" does not include an injury or disability sustained by an employee who is performing their job duties in a work area inside their home that is separate and distinct from the location of the employer, unless all of the following apply:
 - a. The employee's injury or disability arises out of the employee's employment.
 - b. The employee's injury or disability was caused by a special hazard of the employee's employment activity.
 - c. The employee's injury or disability is sustained in the course of an activity undertaken by the employee for the exclusive benefit of the WCBDD.
- C. Should the Director require it or should an employee's injury require medical attention, the employee shall obtain or the supervisor shall provide the injured employee with a Workers' Compensation Injury Reporting Kit, which shall be completed by the attending physician. These packets are available from the Division Director or the Human Resources office. This completed report should be forwarded to the Human Resources Department at the earliest possible date.
- D. In the event of serious injury, the injured employee's supervisor shall notify the Human Resources Department Director immediately so that, if necessary, an investigation may be initiated.
- E. Workers' Compensation forms shall be forwarded by the Human Resources Department to Warren County Office of Management and Budget for the purpose of initiating compensation claims for the injured employees.
- F. The Human Resources Department Director must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing their expected date of return to work (if known) to the Human Resources Department.
- G. Any documents received from the injured employee, his/her physician, hospital, or the State, regarding a Workers' Compensation claim must be immediately forwarded to the Human Resources Department Office.
- H. Employees who are injured in the line of duty and must leave work before completing their workday period shall be paid at their regular compensatory rate, for the balance of time left in their scheduled work-day.
- I. An injured employee may elect to use accrued sick leave and vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation. However, employees may use vacation leave during sickness or disability, and therefore, may receive both Workers' Compensation and vacation pay simultaneously.
- J. Lost Time Due To Work-Related injury
 - a. For employees whose injuries require them to be absent from work, the employee may request accumulated sick leave, vacation leave or personal time pay while awaiting temporary total disability (TTD) payment for lost time due to an on-the-job injury by completing a Workers' Compensation Reimbursement Agreement. By signing this agreement, the employee agrees that Warren County will be reimbursed the



Warren County Board of DD Personnel Policy

Workers' Compensation, 4.C.09

- amount of TTD payable for the period of time used. Any employee who does not complete and sign the agreement will not be advanced sick, vacation leave or personal time.
- b. Employees who use sick, vacation or personal for an allowed on-the-job injury, while awaiting the payment of TTD benefits will, upon payment of lost time benefits (TTD), be credited hours back to employee's sick, vacation, or comp time accrual at an amount equal to the TTD benefit, provided the employee has signed the "Workers' Compensation Reimbursement Agreement".
 - c. An employee who uses sick time cannot concurrently receive temporary total benefits (TTD); however, if an employee's average weekly salary calculated one year prior to the injury date is higher than the state assigned maximum TTD benefit, sick time hours may be used to buy up beyond the state assigned maximum to the average weekly salary prior to the injury.
 - d. An employee who will be absent for a work-related injury/illness, shall immediately contact their supervisor or the Human Resources Department for all necessary information and forms.
 - e. The Human Resources Department will maintain constant contact with the WC Office of Management and Budget and shall immediately notify them concerning employees who are absent due to a workers' compensation injury/illness, if the employee continues to be off work due to an injury and the estimated date of return to work, and the date the employee actually returns to work.
 - f. Supervisors who receive any documents from the employee, his/her doctor, his/her hospital, or the State of Ohio concerning Workers' Compensation claims, shall send them immediately to the Human Resources Department.
- K. Health Insurance While On Lost Time Benefits
- a. In the event an employee falls into a no-pay status due to a work-related injury and where temporary total compensation is being received under the workers' compensation program while employed with WCBDD, health insurance coverage shall remain in effect during the period compensated. In order to maintain coverage, the employee will be responsible to pay the employee portion of the cost of insurance. While receiving temporary total compensation, should employment with WCBDD end or disability separation occur, coverage shall end the last day of the month that the employment ends.



Warren County Board of DD Personnel Policy

Insurances, 4.C.10

- A. The Warren County Board of Developmental Disabilities (WCBDD) offers its full-time employees who are regularly scheduled to work thirty (30) hours or more per week optional benefits, which include:
- a. Group Health and Prescription Insurance
 - b. Dental Insurance
 - c. Vision Insurance
- B. All insurance coverages are available the first day of the month following date of hire for full-time employees.
- C. All insurance coverage terminates at the end of the calendar month in which the employee's last day of work occurs.
- B-D. Employees are responsible for keeping the insurance carrier current of any changes affecting their coverage. (i.e. marriages, divorces, births, etc.) This is to be done by notifying the Human Resources [DepartmentOffice](#) no later than 2 weeks after the event.
- E. The WCBDD reserves all rights as to the determination of insurance carriers. The WCBDD shall also reserve the right to limit the amount of premiums for which the WCBDD will be liable.
- F. The optional benefits offered by the WCBDD qualify as a Cafeteria Plan under section 125 of the Internal Revenue Services Code of 1986. This allows:
- Eligible employees to pay their portion of the cost of benefits on a pre-tax basis.
- OR**
- The eEmployee may elect to waive all Optional Benefits for themselves and their family members and theyhe/she will receive a taxable amount of \$100.00 per eligible month per Plan Year.
- E-G. In order to be eligible for the \$100.00/month rebate for voluntarily declining to carry Optional Benefits, the employee must complete and submit to the Human Resources [DepartmentOffice](#) a WCBDD Waiver of Insurance Form and proof of other coverage.
- F-H. Working Spouse Rule - Spouses of WCBDD employees are excluded from WCBDD Group Health and Prescription Insurance if the spouse is employed, his/her employer offers medical insurance, and the employer pays 50% or more of the cost of the premium for single coverage.
- G-I. Full-time employees who are regularly scheduled to work thirty (30) hours or more per week are eligible for group life insurance. The policy is a no cost term life insurance policy and is in effect only as long as the employee is employed by the WCBDD.
- H-J. Employees have the option of purchasing additional life insurance for themselves, their spouse, and dependents. Information regarding this life insurance option can be obtained by contacting the Human Resources [DepartmentOffice](#).
- I-K. The WCBDD offers a high-deductible health insurance plan with a Health Savings Account (HSA). For further information on the health insurance plan or the life insurance plan, employees should review the specific plan documents provided by the Human Resources [DepartmentOffice](#).
- I. In compliance with the Federal Health Insurance Portability and Accountability Act (HIPAA), protected health information is defined as: Individually identifiable health information that is or has been electronically maintained or electronically transmitted by a covered entity, as well as such information when it takes any other form that is (1) Created or received by a health care provider, health plan, employer, or health care clearinghouse; and (2) Related to the past, present, or future physical or mental health condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual. Identifiable health information may be needed from time to time for employment purposes such as, but not limited to:
1. Family Medical Leave Act
 2. Disability Claims/Workers' Compensation Claims
 3. Fitness for duty evaluations
 4. Drug Testing
 5. Providing employee assistance with claims processing, when requested by employee.



Warren County Board of DD Personnel Policy

Insurances, 4.C.10

When these situations arise, the employee will be required to sign a Release of Information Authorization form. Failure of the employee to complete such authorization in a timely fashion may cause the employer to delay or deny requests, such as Family Medical Leave.



Warren County Board of DD Personnel Policy

4.E.04 Appeals

- A. Personnel actions affecting classified employees such as dismissals, suspensions of 24 hours or more, demotions, and layoffs may be appealed by affected employees to the State Personnel Board of Review. Suspensions of less than 24 hours may be appealed to the Superintendent through the in-house process only; the Superintendent has the discretion to allow the appeal as a grievance to be heard by the Superintendent or designee, but to limit additional evidence to that not already introduced in the predisciplinary conference.
- B. Notice of removal, demotion, or suspension of 24 hours or more must ~~be hand-delivered or delivered by certified United States mail~~ be provided in writing to the employee prior to or on the effective date on the State of Ohio Department of Administrative Services Form 4055. Appeals from removal, demotion, or suspension of 24 hours or more must be filed within ten (10) calendar days of receipt of the order to the State Personnel Board of Review. Appeals from layoffs must be made within ten (10) calendar days of the receipt of the notice of the layoff.
- C. The State Personnel Board of Review maintains authority to decide whether an appeal warrants a hearing. When an appeal is heard, the State Personnel Board of Review may affirm, disaffirm, or modify personnel decisions made by the Superintendent.
- D. The above appeal rights only apply to classified, non-union personnel. Unclassified employees have no appeal rights.



Warren County Board of DD Personnel Policy

Resignation, 4.F.08

- A. Employees on management contracts and professional employees who decide to voluntarily resign shall notify the Superintendent by submitting a signed letter and/or a resignation form through their supervisor and division director at least four (4) weeks in advance of the effective date of resignation unless given written consent by the Superintendent to resign in fewer days.
- B. All other employees must submit a signed letter and/or a resignation form to the Superintendent/designee at least two weeks in advance of their resignation.
- C. The Warren County Board of Developmental Disabilities (WCBDD) accepts resignations upon receipt. Resignations may not, therefore, be revoked without permission.
- D. Failure to give proper notification may result in ineligibility for reinstatement.
- E. Employees who resign from their employment with the WCBDD shall receive payment for accumulated but unused vacation at their current rate of pay, providing they have one (1) year of public service.
- F. Accumulated, unused personal days will not be compensated. Personal days may not be used once a resignation is submitted, unless the employee submits his/her resignation with more notice than is required.
- G. For further information on conversion of sick leave, please refer to the Sick Leave and Sick Leave Conversion policies.
- H. Employees shall return copies of agency ID badges, assigned keys, cell phone, iPad, laptop and any other agency materials to their supervisor or division director on or before the effective date of separation.
- I. The employee will be asked to complete an Employee Exit Questionnaire, to be turned in to the Human Resources and Community Relations Director.
- J. Tuition Reimbursement: Employees who resign from the agency within nine (9) months of taking a course, for which reimbursement from the WCBDD was received, must reimburse the WCBDD for the amount of tuition monies received. Those who leave within nine (9) months due to a verifiable disability will not be required to make reimbursement.