Welcome to ODOT

The Ohio Department of Transportation values the talents and abilities of our people and strives to create a long-term, reliable, professional, and highly productive organization in which both our employees and the agency can thrive.

This Employee Reference Guide is intended to provide you with information regarding ODOT’s employee services, policies, and benefits. For new employees, the guide will introduce our agency and explain the fundamentals of how we do business. For those employees who have been with us over time, this guide will serve as a refresher of our current practices and benefits.

Please familiarize yourself with the information provided in this guide and keep it for future reference. If you have questions, your supervisor or Human Resources staff will be glad to help.

An on-line version of this publication can be found at: transportation.ohio.gov/refguide.
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**Equal Employment Opportunity**

The Division of Opportunity, Diversity and Inclusion (ODI) is the focal point for equal opportunity compliance activities and functions conducted throughout ODOT. ODI ensures the Department is in full compliance with all related federal and state non-discrimination laws, regulations, directives, and executive orders in all of its programs and activities. For a complete list, refer to ODI’s page on the ODOT website at: transportation.ohio.gov/Divisions/ODI.

With regard to employment, ODI is responsible for the following activities:

- Processing requests for reasonable accommodations and requests for religious accommodations;
- Investigating and responding to complaints of discrimination, harassment and retaliation; and,
- Providing training and assistance to employees and supervisors on complying with non-discrimination laws.

If you would like to make a request for a religious accommodation, please contact ODI.

If you believe you may have been subjected to discrimination or harassment in the workplace based on your membership in a protected class, ODI wants to make sure your situation is promptly addressed. Please contact ODI at the contact information or through the website noted above. You may also contact any of the following enforcement agencies to file a complaint:

- The Ohio Department of Administrative Services, Equal Opportunity Division
das.ohio.gov/Divisions/EqualOpportunity
- The Ohio Civil Rights Commission
crc.ohio.gov/FilingYourCharge.aspx
- The United States Equal Employment Opportunity Commission
www.eeoc.gov/employees

**If you need assistance performing your job duties, are a qualified person with a disability, and think an accommodation would help you, please contact ODI. You can contact ODI toll-free at 1.877.845.5058 or through the Ohio Relay Service at 1.800.750.0750. Additional information and forms are available on ODI’s website listed above.**

**Bargaining Unit & Non-Bargaining Unit**

The State of Ohio has two categories of employees: Bargaining Unit and Non-Bargaining Unit. Bargaining Unit employees are represented by the Ohio Civil Service Employees Association (OCSEA), AFCME, Local 11 and AFL-CIO, with ODOT’s Bargaining Unit employees represented by OSCEA. The State of Ohio and OCSEA negotiate a contract to establish wages, hours, terms and conditions of employment and procedures for resolution of differences. The current contract with OCSEA can be accessed at: das.ohio.gov/Divisions/CollectiveBargaining/LaborRelationsandContractAdministration.

Non-bargaining unit employees are not represented by a labor union. Employees are usually exempt from union representation because they are supervisors or temporary employees.

**Employment 101**

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Non-bargaining unit employees are not represented by a labor union. Employees are usually exempt from union representation because they are supervisors or temporary employees.

**Classified and Unclassified Employees**

A classified employee has employment protection under the terms of Ohio Civil Service laws. An unclassified employee serves at the pleasure of the appointing authority. He or she is appointed by the officer having the power to hire him or her, and may be dismissed by the appointing authority. Unclassified employees usually hold policy-making or principal managerial positions with significant authority to act for the agency.

**ODOT Employees are categorized in a number of ways. They are either bargaining unit or non-bargaining unit and classified or unclassified.**
Appointment Types
Employees may be hired under a variety of appointment types. The following chart describes the hours of work and schedules normally associated with the various appointments at ODOT.

<table>
<thead>
<tr>
<th>Hours of Work</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week</td>
<td>Year</td>
</tr>
<tr>
<td>Full-time - Permanent</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>2,080</td>
</tr>
<tr>
<td>Part-time - Permanent</td>
<td>Less than 40</td>
</tr>
<tr>
<td></td>
<td>Less than 2,080</td>
</tr>
<tr>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>Intermittent</td>
<td>Varies</td>
</tr>
<tr>
<td></td>
<td>Less than 1,000 per fiscal year</td>
</tr>
<tr>
<td></td>
<td>Generally Irregular</td>
</tr>
<tr>
<td></td>
<td>Work only when needed.</td>
</tr>
<tr>
<td>Interim</td>
<td>Varies</td>
</tr>
<tr>
<td></td>
<td>Limited time period</td>
</tr>
<tr>
<td></td>
<td>Indefinite</td>
</tr>
<tr>
<td></td>
<td>Work when another employee is absent. (e.g., filling in for someone who has a long-term illness)</td>
</tr>
<tr>
<td>Temporary</td>
<td>Varies</td>
</tr>
<tr>
<td></td>
<td>Limited time period</td>
</tr>
<tr>
<td></td>
<td>Limited Extra work or fill-in as authorized by the appointing authority.</td>
</tr>
<tr>
<td>Emergency</td>
<td>Varies</td>
</tr>
<tr>
<td></td>
<td>Limited to 30 days</td>
</tr>
<tr>
<td></td>
<td>Limited To meet special demands.</td>
</tr>
</tbody>
</table>

Probationary Periods
ODOT employees serve probationary periods after hire or promotion. The purpose is to assess the employee's ability to perform their job.

- Probationary periods for exempt employees are one year from the date of hire and 6 months after every promotion.
- You will be evaluated by your supervisor at the midpoint and end of your probationary period.
- You may be terminated, or in the case of promotion placed back into your former position, if your performance is unsatisfactory at any point during the probationary period.

Performance Evaluations/e-Performance
ODOT is committed to providing employees timely and accurate feedback through performance evaluations. In accordance with Ohio Administrative Code 123:1-29-01, all classified employees will be evaluated, at a minimum, twice during the employee’s probationary period and annually thereafter.

Employee performance evaluations are completed by managers online through e-Performance. e-Performance documents can be accessed through the My Workspace section in OAKS.

For additional information please reference the Performance Evaluation Policy, policy number 17-012.

Applying for Posted Positions
The first time you apply for a job you must create an account. Once your account is established, you can create an application and begin searching and applying for State of Ohio job postings.

Online applications are stored on a secure site where only authorized employees and hiring authorities have access to the
Some of the benefits of applying for a job online are:

- There is no need to recreate an application each time you want to apply for a position; you can use the same application to apply for multiple positions.
- A record of all postings and applications is kept inside your profile.
- You will be able to see the application status when logged into your profile.
- The application is received by the hiring agency immediately after you certify and submit it.

To reach the online application system, please visit the Division of Human Resources page at transportation.ohio.gov.

OAKS Self-service

www.myohio.gov

If you are new to ODOT or returning to the State of Ohio, you will need to obtain a temporary password to sign in to the application. To obtain your temporary password call the OAKS help desk at 1-800-409-1205 between 7:30 a.m. and 5:00 p.m. Monday through Friday. You will need your date of birth, the last four digits of your social security number, and your zip code to complete the authentication.

For additional information, FAQs, and tutorials on how to use OAKS Self-service, please visit the Office of Personnel’s website.

portal.dot.state.oh.us/personnel

Classification and Compensation

Classifications and Pay Ranges

Each position at ODOT is assigned to a job classification. The classification plan groups jobs similar in duties and responsibilities into specific classifications which have the same pay range, and require the same qualifications.

Based on the duties and responsibilities involved, each job classification is assigned a pay range. For most employees, pay ranges consist of a series of steps. New employees normally begin at step one. Step increases are given within the probationary period and annually from that time on with satisfactory performance, until the maximum step is reached.

Pay ranges for unclassified employees, such as Directors and Deputy Directors, consist of a minimum and maximum rate. Employees may be appointed anywhere within the range. Increases are discretionary.

The pay ranges for certain temporary positions, such as college interns, are based on guidelines established by ODOT and/or DAS.

For additional information about classifications, pay ranges, and step increases, please contact your District or Central Office HR representative.

Payroll System

ODOT’s payroll system is based on a two-week (80-hour) pay period. There are 26 pay periods each calendar year. It is a requirement at ODOT that your pay be electronically deposited into a savings or checking account at the financial institution of your choice. Your money will be available the morning of each payday.

- Because there is a two-week time lag, the pay you receive at the end of each pay period is for the 80-hour pay period ending two weeks prior.
- New employees are usually scheduled to begin work on the first day of a two-week pay period, which means the first pay is received four weeks after beginning employment.
- When you leave state service, your last pay will be released two weeks after the last day of the pay period.
Kronos Time Reporting

Kronos is the reliable, electronic system that ODOT utilizes to track hours worked. Employees manage their time with a variety of tools including a wall-mounted device called “InTouch”, Telephone Time Entry (TTE), office computers, and, with prior approval, a smart phone application.

For additional information, tutorials, and FAQs please visit the Kronos app site icon on ODOT’s home page.

Please refer to the Time Recording Policy number 17-014 for requirements on time reporting using Kronos.

Pay Supplements (Longevity Pay)

Beginning on the first day of the pay period within which an employee completes five years of total state service, each employee will receive an automatic salary adjustment equivalent to one-half percent (½%) times the number of years of service times the first step of the pay rate of the employee’s classification up to a total of twenty years. This amount will be added to the step rate of pay.

Prior Service

If you are a permanent employee and have prior service with the State of Ohio or other political subdivision of the state, you may be eligible for a higher vacation accrual rate and/or a longevity supplement. Please contact your District or CO Division HR representative to learn if you are eligible to receive these benefits.

Refer to ODOT Policy 17-004 for Overtime, Compensatory Time, and Flex Time and Standard Procedure 220-001 for additional information on overtime, compensatory time, and flex time.

Pay Deductions

Many pay deductions are required by law, such as federal tax, state tax, municipal tax, Medicare, and retirement. Some of the voluntary deductions are health insurance, charity pledges, and deferred compensation.

Overtime and Compensation Time

If you are in a classification that is overtime eligible and are required to work more than 40 hours in one week, you may choose to receive one of the following:

- Overtime pay at one and one-half times your normal hourly rate.
- Compensatory time of one and one-half hours for each hour worked.
- If you are in a classification that is overtime exempt, you may receive compensatory time on an hour for hour basis.

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Employee Travel and Reimbursement

The Ohio Department of Transportation uses a travel and expense submission process that is designed to streamline processing and reimbursement. Requests are submitted via the My Workspace/My Travel section in OAKS. You can access this module at: myohio.gov

All travelers are responsible for submitting their travel expense pre-approvals and actual expense reports directly into the OAKS Travel and Expense Module. Pre-approvals will automatically route to your supervisor for approval. For more information on the Office of Budget and Management (OBM) travel rule or the OBM Travel and Expense submission process please go to: obm.ohio.gov/TravelRule

Questions or concerns can be answered by your District or Central Office Accounting personnel or by reviewing one of the job aids found at the following sites: portal.dot.state.oh.us/Divisions/Finance
Types of Leave

Holidays

ODOT employees observe 10 paid holidays each year. Holidays falling on Sunday are observed on the following Monday. Holidays falling on Saturday are observed on the preceding Friday. If your scheduled work week is other than Monday through Friday, and your schedule isn’t modified during a holiday week, you will be entitled to your normally scheduled hours of holiday pay. Part-time permanent employees receive holiday pay for a portion of any holiday that they are normally scheduled to work.

<table>
<thead>
<tr>
<th>State Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
</tr>
<tr>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Last Monday in May</td>
</tr>
<tr>
<td>July 4</td>
</tr>
<tr>
<td>First Monday in September</td>
</tr>
<tr>
<td>Second Monday in October</td>
</tr>
<tr>
<td>November 11</td>
</tr>
<tr>
<td>Fourth Thursday in November</td>
</tr>
<tr>
<td>December 25</td>
</tr>
</tbody>
</table>

Vacation, Sick, and Personal Leave

Vacation Leave: Full-time and part-time permanent employees earn vacation leave in proportion to the length of time they have been working for the State of Ohio. The vacation leave you earn for each 80 hours worked is credited each pay period.

Sick Leave: Full-time and part-time permanent employees accumulate 3.10 hours of sick leave for every 80 hours in active pay status. A 12-month sick leave usage period begins the pay period that includes December 1st of each year. During this annual usage period, sick leave is paid as follows:

<table>
<thead>
<tr>
<th>Hours Used</th>
<th>Percent of Base Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 40 hours</td>
<td>100%</td>
</tr>
<tr>
<td>40.1 - 80 hours</td>
<td>70%</td>
</tr>
<tr>
<td>More than 80 hours</td>
<td>100%</td>
</tr>
</tbody>
</table>

Coordination of sick leave with other types of leave is as follows:

- Sick leave that is used to supplement disability leave, adoption/childbirth leave or workers’ compensation is paid at 100% of the employee’s base rate of pay regardless of how much sick leave has been used during the sick leave usage period.
- Sick leave used during a waiting period is not considered supplemental, and therefore is paid based on the number of hours of sick leave the employee has used during the leave usage period.
- Donated leave is treated as sick leave and counts toward the total number of hours used by the recipient during the leave usage period.

Personal Leave: Full-time permanent employees receive 32 hours of personal leave each calendar year. Bargaining unit employees are given 8 hours of leave on the last pay period of each quarter. Management employees are given 32 hours of leave on the last pay period in the month of November.

Accrual and Cash Conversion of Leave

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Total Hours (per year of leave)</th>
<th>Accumulation per 80 hours worked</th>
<th>When credited</th>
<th>Year-end cash out</th>
<th>Cash out rate</th>
<th>Maximum hours of accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>80</td>
<td>3.1</td>
<td>Each pay period</td>
<td>Yes</td>
<td>up to 80%</td>
<td>None</td>
</tr>
<tr>
<td>Personal Leave (bargaining unit)</td>
<td>32</td>
<td>1.2</td>
<td>8 hours each quarter</td>
<td>Yes</td>
<td>100%</td>
<td>40</td>
</tr>
<tr>
<td>Personal Leave (exempts)</td>
<td>32</td>
<td>1.2</td>
<td>32 hours annually</td>
<td>Yes</td>
<td>100%</td>
<td>40</td>
</tr>
<tr>
<td>Vacation Leave (after 1 year)</td>
<td>80</td>
<td>3.1</td>
<td>Each pay period</td>
<td>No*</td>
<td>100%</td>
<td>240</td>
</tr>
<tr>
<td>Vacation Leave (4 years or more)</td>
<td>120</td>
<td>4.6</td>
<td>Each pay period</td>
<td>No*</td>
<td>100%</td>
<td>360</td>
</tr>
<tr>
<td>Vacation Leave (9 years or more)</td>
<td>160</td>
<td>6.2</td>
<td>Each pay period</td>
<td>No*</td>
<td>100%</td>
<td>480</td>
</tr>
<tr>
<td>Vacation Leave (14 years or more)</td>
<td>180</td>
<td>6.9</td>
<td>Each pay period</td>
<td>No*</td>
<td>100%</td>
<td>540</td>
</tr>
<tr>
<td>Vacation Leave (19 years or more)</td>
<td>200</td>
<td>7.7</td>
<td>Each pay period</td>
<td>No*</td>
<td>100%</td>
<td>600</td>
</tr>
<tr>
<td>Vacation Leave (24 years or more)</td>
<td>240</td>
<td>9.2</td>
<td>Each pay period</td>
<td>No*</td>
<td>100%</td>
<td>720</td>
</tr>
</tbody>
</table>

*If you are at the maximum accrual of vacation leave, you may cash out the number of hours denied during the past 12 months, up to the number of hours you are eligible to use in a pay period.

Most employees receive vacation leave, sick leave, and personal leave. These leave types can be used in increments of 1/10 of an hour, with the exception of personal leave, which must be taken in 2 hour increments at each instance.
Bereavement Leave

Full-time permanent and part-time permanent employees are entitled to three consecutive days of bereavement leave with pay upon the death of a member of the employee’s immediate family.

An immediate family member is defined as a spouse or significant other, parent, step-parent, child, step-child, grandparent, sibling, step-sibling, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or a legal guardian or other person who stands in the place of a parent.

Military Leave

Members of the National Guard and other reserve components of the armed forces may be granted leave for training purposes, without loss of pay, for a period not to exceed 176 hours in any one calendar year.

Employees entering military duty with the Armed Forces of the United States are granted military leave, upon giving proper notice, without pay and are entitled, upon honorable or satisfactory discharge, to reinstatement to the same or similar position.

Adoption/Childbirth Leave

Full-time permanent and part-time permanent employees who work 30 or more hours per week may apply for adoption/childbirth leave upon the birth or adoption of a child. Upon completion of a 14-day waiting period, employees will receive up to four weeks of leave paid at 70 percent of their regular rate of pay. Employees will continue to accrue leave and the state will pay both shares of health insurance premiums for birth mothers during the leave period. Eligible employees may elect to receive $2,000.00 for adoption expenses in lieu of receiving paid adoption/childbirth leave. Contact your benefits officer for additional information concerning this benefit.

Salary Continuation Leave

Salary continuation is the uninterrupted payment of a permanent employee’s total rate of pay not to exceed four hundred eighty (480) hours per Workers’ Compensation claim. An employee who incurs physical injuries or other disabilities in the performance of and arising out of state employment, and is not eligible for OIL (Occupational Injury Leave) may be eligible for salary continuation.

For additional information about salary continuation refer to article 34.02 of the contract.
Leave Donation Program

Employees with more than 80 hours of combined accrued leave may donate vacation, sick, or personal leave to other employees in the agency who have a critical need due to a serious illness of the employee or a member of their immediate family.

See your benefits officer for details regarding how to donate or if you qualify to receive a donation.

Civic Duty Leave

Employees may be granted leave for serving on a jury or attending court as a witness under a subpoena, when they are not party to the case. They may also be granted leave when appointed to an advisory board or commission or when soliciting for charities for which payroll deductions are made. Employees will receive full pay while on civic duty leave.

Payments in excess of $15.00 per day for jury duty or witness attendance, during normal work hours, must be sent to your agency payroll officer.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons. To be eligible for FMLA benefits, an employee must have worked for the employer for a total of 12 months and been in active pay status for 1,250 hours during the previous 12 months.

An eligible employee is entitled to up to 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- The birth and care of a newborn child.
- Placement with the employee of a child for adoption or foster care.
- Care for an immediate family member with a serious health condition.
- Medical leave when the employee is unable to work because of a serious health condition.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time or reducing their normal weekly or daily work schedule. If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.

Leave of Absence Without Pay

You may request up to six months leave without pay for personal reasons.

You may request up to two years leave without pay for any of the following reasons:

- The birth and care of a newborn child.
- Placement with the employee of a child for adoption or foster care.
- Care for an immediate family member with a serious health condition.
- Medical leave when the employee is unable to work because of a serious health condition.

Any leave without pay must be approved by the Division or District Deputy Director or designated authority. Employees wishing to continue health insurance coverage will be required to pay both shares of their health insurance premium while on approved leave of absence without pay.
Workplace Safety

Drug Free Workplace

ODOT is a drug free workplace. Pre-employment drug testing is required for all final applicants in unclassified, CDL required, or safety-sensitive positions. Any applicant who tests positive for illegal drugs will not be hired and will not be reconsidered for employment with ODOT.

Employees may also be subject to drug and alcohol testing when there is reasonable suspicion that they may be under the influence of alcohol or drugs while performing their jobs.

An employee who tests positive for drugs or alcohol may be required to complete a program developed for them by a substance abuse professional through the Employee Assistance Program, temporary removal from their position, and/or subject to disciplinary action up to and including termination from employment. Follow-up testing will also be required upon release from an EAP treatment plan. For more information please visit the Office of Labor Relations website listed below, and the Employee Assistance Program section of this manual.

portal.dot.state.oh.us/LaborRelations

Employees whose jobs require them to possess a commercial driver’s license, regularly assigned to construction projects, or are in safety-sensitive positions are also subject to random and possible post-accident alcohol and drug testing.

ODOT is a drug free workplace. Pre-employment drug testing is required for all final applicants in unclassified, CDL required, or safety-sensitive positions. Any applicant who tests positive for illegal drugs will not be hired and will not be reconsidered for employment with ODOT.

Violence in the Workplace

It is ODOT’s policy to provide a safe, secure, and healthy environment. ODOT is committed to working with its employees to maintain a work environment free from acts of violence, threats of violence, harassment, intimidation, coercion, and other disruptive behavior.

Acts of violence, threats, harassment, intimidation, coercion, and other disruptive behavior in the workplace, whether to one’s self or to others, will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Acts of violence can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and be subject to disciplinary action, criminal penalties, or both.

Questions regarding rights and obligations under this policy should be referred to:
Office of Investigative Services, 614-752-5029 or 1-800-952-5029.

Smoke-free Workplace

It is the policy of ODOT to ensure that all employees and visitors to the agency are provided with a smoke free working environment. ODOT’s commitment to providing a smoke free environment extends to all state owned buildings and state owned vehicles. Further, it is policy to ensure full compliance with Ohio Revised Code Chapter 3794, also known as the Smoke-free Workplace Act. Consistent with this policy, allegations of violations of the Act may be reported internally by filing a complaint as specified in ODOT Policy 152-001, Smoke-free Workplace Policy. In lieu of filing an internal complaint, anyone may file a complaint with the Ohio Department of Health by mail, electronic mail, or telephone at the following contact information:

Attn: Smoking Complaints Bureau of Environmental Health Ohio Department of Health 246 N. High Street Columbus, Ohio 43215 1-866-559-OHIO (6446)

Refer to policy number 150-004 Violence in the Workplace for further information.
Workplace Expectations

Confidentiality
Our vendors and other entities with whom we do business entrust ODOT with information relating to their businesses. Information labeled “trade secret” will be considered confidential and therefore will not be disclosed to external parties when requested as a public record.

Conflicts of Interest
At times, an employee may be faced with situations in which business actions taken on behalf of ODOT may conflict with the employee’s own personal interests. Company property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:
- Being employed by, or acting as a consultant to, a vendor or contractor, regardless of the nature of the employment, while employed at ODOT.
- Serving as a board member for an outside organization that does business with ODOT.
- Owning or having a substantial interest in a vendor or contractor that does business with ODOT.
- Accepting gifts, discounts, favors, or services from a vendor or contractor that does business with ODOT.

Confidential Personal Information (CPI)
ORC chapter 1347.05 protects the privacy of citizen’s information from state employees for unofficial purposes. Any type of access by ODOT employees of the CPI of private citizens that it maintains is monitored and limited to official business use.

The following are examples of CPI:
- Social security numbers.
- Medical records.
- Investigation reports.
- Bidder information.
- Trial preparation records.

Secondary Employment
Prior to employment, job candidates are required to disclose any secondary employment they hold. Existing employees are required to disclose secondary employment to the Office of Chief Legal Counsel should they accept a secondary job while employed at ODOT.

Electronic Communication and Internet Use
ODOT recognizes that these tools can greatly enhance productivity but can also be subject to abuse. Telephones, the internet and electronic mail are to be used primarily for business purposes. Uses that interfere with normal business activities, such as sending chain letters or operating a business for personal gain, are strictly forbidden.

Political Activity
ODOT employees may register and vote, make voluntary financial contributions to political candidates or organizations, circulate non-partisan petitions, sign nominating petitions in support of individuals, attend political rallies, and work as a precinct election official or poll worker.

Classified employees may not engage in partisan political activities, such as soliciting contributions for a party or a candidate or circulating nominating petitions for a partisan campaign.

Unclassified employees may generally participate in any political activities, but may not do so during regular work hours. There are prohibitions against employees running for elected office. Before planning to do so, notify the Office of Chief Legal Counsel for an analysis.
Work Rules and Discipline

All employees are expected to perform their work efficiently and effectively, and to conduct themselves in a professional manner. The objective of imposing discipline is to correct undesired behavior. ODOT is dedicated to the principle of progressive and constructive discipline, and to administer discipline in a fair and consistent manner. Disciplinary actions are imposed with the intent of giving the employee the opportunity to correct his/her behavior, yet commensurate with the infraction.

For a complete list of the work rules please refer to Policy 17-015(P) and ORC 124.34, or visit the Office of Labor Relations website: portal.dot.state.oh.us/LaborRelations

Benefits

Group Health Care Plans

Full-time permanent and part-time permanent employees are eligible to participate in the Ohio Med Preferred Provider Organization (PPO). The State of Ohio contracts with third-parties to administer the plan, allowing all employees and any eligible dependents access to both network and non-network providers. Participation is voluntary, with the cost shared by ODOT and the employee.

You can enroll online or submit a completed State of Ohio Benefit Enrollment/Change Form to your agency human resources representative. You must complete your enrollment within 31 days of your date of hire. If you do not enroll within 31 days, you must wait until the annual Open Enrollment period, or experience a life or work status change (e.g. gain or loss of other coverage, childbirth or adoption).

Please visit the Department of Administrative Services website for additional information: das.ohio.gov/Divisions/HumanResources

Dental and Vision Care

The State of Ohio pays the cost for exempt employees and their eligible dependents to participate in the dental and vision plans. Employees are eligible to participate in these programs after one year of continuous state service.

Union-represented employees receive dental, vision, life and legal plan benefits through the Union Benefits Trust (UBT). For more information, visit: benefitstrust.org

Prescription Drug Program

A third-party provider manages prescription drug benefits for all State of Ohio employees who are enrolled in the PPO Plan.

Medical coverage begins on the first day of the month following the month of your date of hire.
Behavioral Health
Specialized behavioral health and substance abuse services are provided under a single program available to all employees and dependents enrolled in the state’s medical plan. This third-party-administered program provides phone assessment and referral services for a variety of behavioral health issues 24-hours-a-day, seven-days-a-week.

Flexible Spending Accounts

Health Care Spending Account
The health care spending account (HCSA) is a tax-favored account that provides the opportunity for eligible employees to defer on a pre-tax basis up to a maximum of $2,500 into an account to pay for eligible medical expenses not paid by your health care, vision or dental plans. There is no administrative fee for participants.

Dependent Care Spending Account
The dependent care spending account (DCSA) is a tax-favored account that provides the opportunity for eligible employees to defer on a pre-tax basis up to a maximum of $5,000 (depending on tax filing status) into an account to pay for eligible child care, dependent care, or eldercare expenses.

Option for Continuation of Group Benefits
Employees and their dependents are given the opportunity, under the COBRA program, to continue group health, dental and vision care coverage for up to 18 months after coverage ceases due to separation from state service. Dependents may continue health, dental and vision coverage for up to 36 months when their coverage is lost due to changes in dependent status. To continue coverage, you will be responsible for 100 percent of the premium cost plus a 2 percent administrative fee.

Wellness/Take Charge!
Live Well!
As we grow increasingly busy, leading a healthy lifestyle can be more challenging. We have to work harder to manage what we eat, how much we eat and how often we exercise. In your effort to become a healthier you, Take Charge! Live Well!, the health and wellness program for state employees and spouses enrolled in the State of Ohio medical plan, is there for you with resources such as online trackers, videos, and articles about health and wellness topics.

Life Insurance

Exempt Basic Life Insurance
The State of Ohio provides basic life insurance coverage through a third-party administrator, including an accidental death and dismemberment benefit for work-related injuries, to all eligible exempt employees who have one year of continuous state service. This benefit, which is equal to one time your annualized rate of pay rounded up to the next highest $1,000 is provided at no cost to you.

Exempt Supplemental Life Insurance
This coverage is at your own cost and can be purchased immediately upon employment or upon becoming an exempt employee with no waiting period.

Those who may be eligible for disability benefits include

- Any full-time permanent employee with a disabling illness, injury, or condition that will last more than 14 consecutive calendar days and who has completed one year of continuous state service immediately prior to the date of the disability.
- Part-time employees who have completed one year of continuous state service and who have worked 1,500 or more hours within the 12 calendar months preceding disability.

Workers’ Compensation
Workers’ Compensation is a no-fault system that compensates employees for work-related injuries or illness. All injuries must be reported immediately to the supervisor. When an injury occurs the employee should obtain medical care promptly. Requests for salary continuation must use a provider approved by the Workplace Injury Labor Management Approved Provider Committee (WILMAPC). Approved providers are listed at das. ohio.gov/Divisions/CollectiveBargaining/Wilmapc.aspx. Failure to adhere to ODOT’s accident reporting guidelines when applying for salary continuation may result in denial of benefits. If an emergency treatment is required, employees must immediately go to the nearest emergency facility and follow up with an approved provider within seven (7) days of the date of injury to obtain benefits.

Refer to ODOT’s Safety and Health Standard Operating Procedure 220-006 for additional information.

Disability Benefits
State of Ohio employees are eligible to apply for disability leave benefits. These medical benefits provide financial and emotional assistance to employees and their families in the event that they are unable to perform their duties due to a non-work related disabling illness, injury or condition for a period of more than 14 consecutive calendar days.
Salary Continuation

- Salary continuation provides the injured employee with 100% of his/her regular rate of pay in lieu of workers’ compensation temporary total benefits if an approved WILMAPC provider is used, and accident reporting guidelines are followed, and apply for Workers’ Compensation benefits within twenty (20) days of the date of injury.
- Benefits are not to exceed 480 hours.
- This benefit is available to permanent full-time or permanent part-time employees.
- Once benefits are exhausted, employees may be eligible to receive lost time benefits from the Ohio Bureau of Workers’ Compensation.
- Bargaining unit employees may appeal a denied salary continuation decision and should refer to the appeal procedure in the contract.
- Appeals should be sent to the Office of Collective Bargaining within 20 days of the denial.
- Exempt employees may appeal a denied salary continuation decision by completing the salary continuation and occupational injury leave appeal form located at: das.ohio.gov/Divisions/CollectiveBargaining/Wilmapc.aspx.

Transitional Work Program

A transitional work program is designed to provide employees who have temporary work-related limitations due to an accident, illness, or injury with the opportunity to return to work as soon as possible. This is accomplished by providing temporary work assignments that the employee is capable of performing while completing the recovery process. Program participation is based upon documented medical necessity.

The Employee Assistance Program (EAP)

The Ohio Employee Assistance Program (EAP) is a voluntary and confidential support service designed to assist state employees and their dependents. The mental health professionals of EAP provide consultation and referral to licensed providers on issues including: domestic relations, drug and alcohol, mental health, financial and legal assistance.

For more information contact your Ohio EAP toll-free at 1-800-221-6327.

das.ohio.gov/Divisions/HumanResources/BenefitsAdministration/EAP

Training Opportunities

Compliance Training

The following courses are required to be taken by all new ODOT employees on their first day of employment. The courses are taken via e-learning during new hire orientation.
- Fraud and Ethics.
- Sexual Harassment Awareness Training.
- Active Aggressor e-Learning
- Protect Ohio — Security & Privacy Training.

It is a requirement that the Fraud and Ethics course be taken once each calendar year.

Internal Training

It is the Department’s mission to provide agency-focused learning and to ensure a well-rounded, flexible, efficient, and high performing workforce.

The following are internal training programs that have been developed and are managed by The Office of Employee Development and Lean:

You may be offered the opportunity to participate in a transitional work program.
- County Management Training Program.
- e-Learning.
- Equipment Training.
- Highway Technician Academy.
- Leadership Development.
- Mechanics, Auto Techs, and Auto Body Workers Training.
- Personal and Professional Development Training.

Please visit the Office of Employee Development and Lean’s website for detailed information about their programs: portal.dot.state.oh.us/Training

**External Training**

If the need exists for training not offered at ODOT, and you are an exempt permanent employee, you may be eligible for tuition and education reimbursement through the Department of Administrative Services (DAS). The Employee Development Fund (EDF) through DAS is a tuition and education reimbursement program, a benefit that provides opportunity for continued learning. For more information please visit the following website: das.ohio.gov/Divisions/HumanResources/LearningandProfessionalDevelopment

The Union Education Trust is where State of Ohio bargaining unit employees go for education assistance. Explore the Trust programs by visiting the following website: uedtrust.org

**Tuition Reimbursement**

Permanent exempt employees and bargaining unit employees may be eligible for tuition reimbursement through ODOT for college and university course work.

To learn if you may be eligible, visit: portal.dot.state.oh.us/Training

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**Retirement**

The Ohio Public Employees Retirement System (OPERS)

Public employees in Ohio are required to contribute to the Ohio Public Employees Retirement System (OPERS). Members of OPERS participate and contribute to one of three retirement plans. Contributions to OPERS are through payroll deduction. The rate is currently 10 percent of the earnable salary.

Contributions in the Traditional Pension Plan are paid into a defined benefit account and are invested as determined by the OPERS Board of Trustees.

Contributions in the Member-Directed Plan are paid to the employees individual defined contribution account and he/she directs investment in the nine OPERS Investment Options.

Contributions in the Combined Plan are paid in part to a defined benefit account and the other part to the defined contribution account.

Employers also contribute to OPERS on the basis of a percentage of reportable payroll. Currently, state employers contribute 14 percent.
Employer contributions to the Traditional Pension Plan or the Combined Plan are combined into an employer fund and invested as determined by the Ohio PERS Board for the purpose of funding retirement, disability and survivor benefits as well as health care coverage.

A percentage of employer contributions to the Member-Directed Plan is credited to the individual OPERS account and invested as you direct. Member-Directed Plan participants have a portion of the employer contribution deposited into a Retiree Medical Account (RMA) to be used for qualified health care expenses when a distribution of the individual account is taken. As a Combined Plan participant, a percentage of the employer contribution is directed towards health care.

For additional information in regard to OPERS please visit their website: opers.org

Ohio Deferred Compensation

Ohio Deferred Compensation provides a tax-deferred, supplemental retirement income plan that can help bridge the gap between what employees have and what they will need.

Ohio Deferred Compensation is tax-deferred so the money that goes into an account comes out of the paycheck before State and Federal income taxes. The assets in an account, including any earnings, will have the opportunity to grow tax-deferred until the employee decides to withdraw them, usually in retirement. Withdrawals will be taxed as ordinary income. Ohio Deferred Compensation does not pay commissions or use investments that charge front or back-end loads, and there are no surrender fees.

For additional information in regard to Ohio Deferred Compensation please visit: ohio457.org.

The intent of this reference guide is to provide you with information regarding ODOT’s employee services, policies and benefits. The information in the guide is general and is not intended to be exhaustive. This guide does not constitute a contract guaranteeing employment in any way and should not be construed as such. The information contained is to familiarize you with employment at ODOT. This publication is not inclusive of all matters affecting your employment. ODOT reserves the right to revise this reference guide at any time.