

IPP.0005. Processing of ODJFS Work Actions

March 10, 2006 - Original

CLICK [HERE](#) to acknowledge that you have read, understand, and will comply with this policy

I. PURPOSE/REASON:

A. PURPOSE

To establish a general prohibition against employees, contractors, and temporary service personnel **processing** ODJFS **work actions** for themselves, relatives, co-workers, friends, or persons with whom the employee has a personal business or financial relationship.

B. REASON

In order to ensure fair and equal treatment of all customers, external and internal, and to prevent any actual or perceived favoritism in the **processing** of any ODJFS **work actions**.

II. REFERENCES/AUTHORITY:

A. REFERENCES

Note: ORC references can be accessed at LAWriter's Ohio Revised Code (<http://codes.ohio.gov/>) website.

1. Ohio Revised Code (ORC) 5101.02
2. ORC 2921.02, 2921.41, and 2921.43
3. ORC 124.25
4. OAC 123:1-76-01 through 1-76-14
5. *State of Ohio Employees Drug Testing Programs Manual*
6. Federal Omnibus Transportation Employee Testing Act of 1991
7. Social Security Act
8. United States Code (USC): 42 USC 1320a
9. Code of Federal Regulations (CFR): 42 CFR 1001 and 42 CFR 1003;

III. SUPERSEDES:

No current, agency-wide policy exists regarding this matter.

IV. SCOPE:

This policy applies to all ODJFS employees, contract vendors, and temporary service employees.

V. DEFINITIONS:

- A. **WORK ACTIONS:** Any internal or external administrative action dealing with the operation of programs or projects of ODJFS. Examples include but are not limited to:
1. Claims or Cases

2. Licensing and Taxing
3. Investigations - Internal or External
4. Audits - Internal or External
5. Employment **Actions**
6. Fiscal or Payment **Actions**

B. **PROCESSING**: A series of **actions**, changes, or functions bringing about a result or to put through the steps of a prescribed procedure. Further defined as the operations required in a specific office in order to provide its programs' services or implement a prescribed procedure.

VI POLICY:

- A. DAS Directive 06-09 states "All public officials and state employees are prohibited from authorizing or using the authority or influence of his or her position to secure the authorization of employment or benefit (including a promotion or preferential treatment) for a person closely related by blood, marriage, or other significant relationship including business association."
- B. ODJFS employees shall not, on a normal basis, process any ODJFS **work actions** for themselves, relatives, co-workers, or friends.
- C. Each office within ODJFS will establish written policy pertaining to the handling of such **actions**. These policies shall include at a minimum:
 1. Specific instructions on the **processing** of ODJFS **work actions** of current and previous employees of the particular office and ODJFS in general;
 2. Specific instructions on the **processing** of ODJFS **work actions** for relatives, friends, or persons with whom an employee has a personal business or financial relationship; and
 3. Any general or specific exceptions that may apply; and
 4. A Subject Matter Expert for the office with complete contact information.
- D. Certain mass operations such as biweekly payroll (other than manual adjustments), mail operations, printing operations; etc. are excluded from the requirement of this policy. Individual office policies should identify any such operation under its control.
- E. Copies of the most current of these office policies will be forwarded to the Bureau of Human Resources for inclusion as part of Appendix B of this policy.
- F. Failure to follow the tenets of these policies may subject the personnel involved to disciplinary **actions** up to and including removal in accordance with ODJFS-IPP 0003, Standards of Employee Conduct.

CLICK [HERE](#) to acknowledge that you have read, understand, and will comply with this policy

VII APPENDIXES:

- A. SUBJECT MATTER EXPERT(S)

Owning Entity	Address	Name (SME)	Phone/ Fax/

			E-mail
Labor Relations	30 East Broad Street, 30th Floor, Columbus Ohio 43215	Tiffany Richardson	614-644-6514 614-752-6581 Tiffany.Richardson@jfs.ohio.gov

B. OFFICE LEVEL POLICIES

1. [UNEMPLOYMENT COMPENSATION POLICY](#)

C. [UC Trade Memo No. 01-12](#)