

Memo 4.17**Travel****Travel Time**

In general, Bureau of Workers' Compensation (BWC) employees are entitled to paid travel time when traveling for a work related purpose.

If an employee arrives to or departs from a work location other than the normal assigned report-in location, the employee shall subtract the time of the normal work commute and subtract the normal work commute miles when determining appropriate paid travel time and mileage reimbursement. For specific questions or concerns, please refer to the appropriate collective bargaining agreement or contact the BWC Labor Relations Office.

Automobile Usage

In general, BWC employees shall utilize an assigned state car or obtain a vehicle from the BWC Motor Fleet Pool when traveling for official business purposes. If a BWC vehicle has been requested and is not available for use on the requested date/time, an employee is permitted to use his/her own personal vehicle and request mileage reimbursement. The mileage reimbursement rate is governed by the Ohio Office of Budget & Management (OBM) rules and/or the respective collective bargaining agreement.

An employee who receives a citation or is involved in an accident while operating a state vehicle or his/her own personal vehicle when traveling for business purposes, shall report the incident to his/her immediate supervisor within twenty-four (24) hours of returning to work. The employee shall also notify the BWC Motor Fleet Coordinator.

BWC employees who utilize a state or personal vehicle when traveling for official business purposes must possess a valid State of Ohio driver's license. Operating a vehicle for official BWC business purposes without the aforementioned license shall lead to discipline.

Please see Handbook Memo 4.18 for more information pertaining to the use of state vehicles.

Lodging

BWC employees required to stay overnight shall receive the appropriate lodging rate reimbursement identified by OBM rules and/or the respective collective bargaining agreement.

Expense Reports-Reimbursement

An employee shall complete the "Travel Expense Report" (OBM 7148) for immediate supervisor approval. Employees shall attach required receipts to the expense report and submit the expense report within sixty (60) days of the last date of travel. Documented, mitigating circumstances can extend the aforementioned timeframe by an additional thirty (30) days. Failure to submit an expense report within ninety (90) days of the last date of travel shall result in the forfeiture of any reimbursement. Please factor enough time for supervisory review and processing when submitting expense reports to comply with the appropriate time frames.

Meals

Meals are reimbursed for in-state travel only when overnight lodging is required. Reimbursement for meals for overnight travelers is authorized at the actual cost of the meal up to the maximum rates identified by OBM rules and/or the respective collective bargaining agreements.

References:

OCSEA/AFSCME	Article 32
1199	Article 21
OEA	Article 39
All Employees	Office of Budget and Management Regulations

Revised 06/09

Memo 4.17

TRAVEL POLICY

Travel

In general, Bureau of Workers' Compensation (BWC) employees are entitled to paid travel time when traveling for a work related purpose.

If an employee arrives/departs to/from a work location other than the normal assigned report-in location, the employee shall subtract the normal work commute time and the normal work commute miles when determining appropriate paid travel time/mileage reimbursement (1199 non-field staff shall only subtract normal commute mileage). For specific questions or concerns, please refer to the appropriate collective bargaining agreement or contact the BWC Labor Relations Office.

Automobile Usage

In general, BWC employees shall utilize an assigned state car or obtain a vehicle from the BWC Motor Fleet Pool when traveling for official business purposes. If a BWC vehicle has been requested and is not available for use on the requested date/time, an employee is permitted to use his/her own personal vehicle and request mileage reimbursement. The mileage reimbursement rate is governed by the Ohio Office of Budget & Management (OBM) rules and/or the respective collective bargaining agreement.

An employee who receives a citation or is involved in an accident while operating a state vehicle or his/her own personal vehicle when traveling for business purposes, shall report the incident to his/her immediate supervisor within twenty-four (24) hours of returning to work. The employee shall also notify the BWC Motor Fleet Coordinator.

BWC employees who utilize a state or personal vehicle when traveling for official business purposes must possess a valid State of Ohio driver's license. Operating a vehicle for official BWC business purposes without the aforementioned license shall lead to discipline.

Please see Handbook Memo 4.18 for more information pertaining to the use of state vehicles.

Lodging

BWC employees required to stay overnight shall receive the appropriate lodging rate reimbursement identified by OBM rules and/or the respective collective bargaining agreement.

Exhibit 1

Page 4 of 4

Memo 4.17

Expense Reports-Reimbursement

Employees who travel are required to submit their requests for reimbursement within sixty (60) days of the last date of travel. This timeframe may be extended if mitigating circumstances exist, but in no case may exceed ninety (90) days. Please factor enough time for supervisory review and processing when submitting expense reports to comply with the appropriate time frames.

Meals

Meals are reimbursed for in-state travel only when overnight lodging is required. Reimbursement for meals for overnight travelers is authorized at the actual cost of the meal up to the maximum rates identified by OBM rules and/or the respective collective bargaining agreements.

References:

OCSEA/AFSCME	Article 32
1199	Article 21
OEA	Article 39
All Employees	OBM Regulations http://obm.ohio.gov/MiscPages/TravelRule/

Memo 4.18

USE OF STATE VEHICLES**Use of State Vehicles**

- Agency vehicles are to be utilized for the sole purpose of conducting state business.
- Requests for transporting non-state employees must be submitted to the operator's supervisor and BWC Fleet Management for approval.
- Fleet Management will complete semi-annual gratis checks on all assigned drivers to ensure they have a valid driver's license. In addition, license verifications will be conducted on all BWC employees who request the use of a BWC pool vehicle.

Vehicles Assignment Policy

- Whenever possible, BWC will assign vehicles to employees who travel the required business miles, which will be established by DAS on a yearly basis.
- It is also BWC's policy to assign pool cars to areas which have adequate business miles and frequency of trips to demonstrate that need.
- Vehicle assignments cannot be transferred to another person or division by anyone other than the Fleet management Department.
- Employees must maintain a valid driver's license.

Pool Car Usage

- When a state employee is required to travel on official business such travel shall be performed in an agency vehicle, if available.
- If an agency vehicle is available and not utilized, the employee will not be reimbursed.
- Employees must submit an electronic pool vehicle request form. If no vehicle is available for the travel date(s), the employee will be provided with an electronic document from Fleet Management verifying the request and notifying the employee that there is no vehicle available for their travel.
- For Service Office pool vehicles, employees must submit a vehicle request form to the Fleet Coordinator in their respective service office. If a vehicle is not available, they will receive a document verifying their request, which will need to be submitted with their mileage reimbursement form.

Liability Insurance

- All accidents occurring in BWC vehicles are covered by the Department of Administrative Services Liability Insurance Program.
- Any accident resulting in damage which occurs to BWC owned vehicles is paid for by BWC when the accident was our driver's fault.
- Personal vehicles traveling on BWC business are **not** covered by the agency. The individual drivers must carry the necessary insurance coverage on their vehicles as required by law.

Exhibit 2

Page 2 of 6

Driver Orientation

- All new BWC drivers and “pool” car coordinators must schedule an orientation with Fleet Management prior to a state vehicle being assigned to them.

Defensive Driving

- All agency assigned drivers are required to complete the Defensive Driving full course online and then every three years, the online Defensive Driving Abridged/Refresher course.

Commute Cost Reimbursement Policy

- Ohio Department of Administrative Services/State of Ohio Policy on Commuting in a State Vehicle applies to BWC Drivers who have been assigned an agency vehicle for their business travel.
- Commute status is either “exempt” or “commuting”.
- “Exempt” means that the driver has duties which are primarily field assignments and reports to their designated office an average of once a week or less.
- “Commuting” means that the driver reports to his/her headquarters an average of two days per week or more.

Parking/Moving Violations

- Agency employees are responsible for payment of all traffic tickets, moving or parking.
- The driver is responsible for maintaining a valid driver’s license and for obeying all traffic laws.
- Agency employees must report all traffic citations (moving/parking) received in any state vehicle to Fleet Management and their immediate supervisor. Notification of immediate supervisor and Fleet Management must occur within 24 hours of the traffic citation. Citations received on the weekend must be reported by the close of the next business day.
- Agency employees who drive state vehicles must notify Fleet Management and their immediate supervisor of suspension and/or revocation of their driver’s license (for classifications requiring a valid driver’s license). Notification of immediate supervisor and Fleet Management must occur within 24 hours of the traffic violation. Citations received on the weekend must be reported by the close of the next business day.
- Agency employees who receive a moving violation while driving a state vehicle may be required to take additional classroom training conducted by the National Safety Council.

Accidents

- Agency employees must report all accidents that occurred in a state vehicle to Fleet Management and their immediate supervisor. Notification must be received the same day of the accident occurred.
- Agency employees involved in an accident that occurred in a state vehicle must complete an accident report and forward this report to Fleet Management and their immediate supervisor within 24 hours of the accident, or as soon as possible if extenuating circumstances exist.

- If a police report was obtained, you will be required to submit the report within 24 hours of the accident to both Fleet Management and your immediate supervisor.
- Fleet Management will be responsible for notifying the administrator of accidents that occurred in state vehicle.

Citizen Complaints

- Complaints regarding the actions of BWC drivers are handled as follows:
 - Each complaint is sent to the driver's immediate supervisor for appropriate action
 - A response is filed from the employee's supervisor with the Fleet Management Office within 5 business days of receiving the complaint.
 - A letter is sent from the BWC Fleet Manager responding to the complaint

Preventative Maintenance

- Repairs/services are to be performed ONLY AS NEEDED to maintain the vehicle in a safe and functional capacity.
- Follow the manufacturer's recommended service schedule, along with Fleet Management's 4,000, 12,000 and 24,000 mile check list.

Reward Points for Gasoline Purchases

- Employees who drive a state vehicle are prohibited from receiving the benefits of a reward program provided by various vendors when using their assigned Voyager credit card for all vehicle-related expenses (maintenance and gas).
- Examples of these incentive programs can take the form of any financial benefit such as cash rebates, free merchandise and discounts on future purchases.

Failure to follow these policies and procedures may result in the loss of use of an agency vehicle and/or the imposition of discipline.

Memo 4.18

USE OF STATE VEHICLES

When a state employee is required to travel on official state business such travel shall be performed in an agency vehicle, if available. Agency vehicles are to be utilized for the sole purpose of conducting state business.

Pool Car Usage

It is BWC's policy to assign pool cars to areas which have adequate business miles and frequency of trips. The BWC Fleet Management Office or the local office pool coordinator will reserve vehicles for business travel, if one is available. Where it is more cost effective or a car is not available, mileage reimbursement is offered. Reservations are awarded based upon distance to destination; longer trips are given higher priority.

- Employees must submit an electronic pool vehicle request form. If no vehicle is available for the travel date(s), the employee will be provided with an electronic document from Fleet Management verifying the request and notifying the employee that there is no vehicle available for their travel.
- For William Green Building (WGB) employees, if a vehicle is available it will be reserved and the packet should be retrieved from the fleet office on WGB B2 at the requested time. However, if the fleet office receives a vehicle reservation request for a further destination from another BWC employee, your reservation may be revoked and you will receive notification that there is no longer a vehicle available for your travel. You will then be authorized to receive mileage reimbursement for your trip.
- For service office pool vehicles, employees must submit a vehicle request form to the pool coordinator in their respective service office. If a vehicle is not available, they will receive a document verifying their request, to be submitted with their mileage reimbursement request.
- All drivers must present a valid driver's license. Fleet management and pool coordinators must enter the driver's license number into the Ohio Department of Public Safety website to ensure the license is valid as of the date of the reservation.
- If an agency vehicle is available and not utilized, the employee will not receive mileage reimbursement.
- When a pool vehicle is not available, individuals utilizing their personal vehicles for BWC business must carry insurance coverage on their vehicle that allows business travel, as required by law.

Vehicle Assignment

A vehicle will be assigned to any BWC employee who, during the preceding six months, has been reimbursed for mileage exceeding the breakeven point established annually by the Department of Administrative Services. Additionally, vehicle assignments are awarded upon management request for new employees/positions where considerable travel is expected. Vehicle assignments will be reviewed by Fleet every six months to ensure the assigned driver still meets the breakeven point; those vehicles that on average do not meet the breakeven point will be reassigned.

Revised: July 2013

Memo 4.18

- Fleet Management will complete semi-annual gratis checks on all assigned drivers to ensure they have a valid driver's license and possess a suitable driving record.
- All assigned drivers must complete and sign the vehicle agreement (OS-58) prior to delivery of the vehicle.
- Vehicle assignments and transfers must be approved and coordinated by the Fleet Management Department. Customers outside of the fleet department are NOT authorized to transfer a vehicle to a new driver without the approval of the BWC fleet manager.
- All agency assigned drivers are required to complete the Defensive Driving full course online. Every three years, the online Defensive Driving Abridged/Refresher course must be completed.
- Drivers who live more than 30 miles from their headquarters may be required to park their vehicle at a State of Ohio facility to be identified by the fleet management office.
- All employees NOT headquartered from their home and provided an assigned state vehicle will have \$3.00 attributed to their income each day the employee is in an active pay status, as this is considered a taxable benefit for IRS purposes.

Use of State Vehicles

- New BWC drivers and pool car coordinators must schedule an orientation with Fleet Management prior to a state vehicle being assigned.
- All drivers are responsible for maintaining a valid driver's license and for obeying all traffic laws while operating a state owned vehicle.
- Requests for transporting non-state employees must be submitted to the operator's supervisor and BWC Fleet Management for approval.
- Employees are responsible for payment of all traffic citations, moving or parking.
- Employees must report the suspension and/or revocation of their driver's license, as well as any traffic citations (moving/parking) received in any state vehicle to Fleet Management and their immediate supervisor. This notification must occur within 24 hours or by close of business the next business day if the event occurs on the weekend.
- Employees who receive a moving violation while driving a state vehicle may be required to take defensive driving *classroom* training conducted by the National Safety Council.
- Complaints regarding the actions of BWC drivers will be forwarded to the driver's immediate supervisor for appropriate action and required response to the fleet management office within five business days. The BWC Fleet Manager will submit a response to the complainant.
- Employees who drive a state vehicle are prohibited from receiving the benefits of a reward program provided by various vendors when using their assigned Voyager credit card for vehicle-related expenses (maintenance and gas). Examples of these incentive programs can take the form of any financial benefit such as cash rebates, free merchandise and discounts on future purchases.

Memo 4.18

- Employees whose responsibilities require them to travel outside the state of Ohio, must obtain authorization from the BWC Fleet Management Department prior to utilizing a state vehicle for out of state travel.

Vehicle Maintenance and Repair

Assigned drivers and pool coordinators are responsible for proper maintenance of the vehicle as outlined in the manufacturer's recommended service schedule located in the vehicle manual provided at the time of delivery. Vehicle repairs, services, and vehicle recalls are to be performed as needed to properly maintain the vehicle. Failure to properly maintain a vehicle could result in loss of use and/or the imposition of discipline.

Vehicle maintenance and repair may be completed during employee business hours within the following guidelines:

- Fueling of the vehicle may be completed on state time but the mere act of fueling does not constitute the start or end time of an employee work day.
- Completion of vehicle maintenance or repair may only constitute the start or finish of the work day when supervisory approval is given in advance.
- Vehicle maintenance and repair should be completed by an authorized vendor who accepts the Voyager card and is an active vendor in the Voyager system. The current list of authorized Voyager vendors can be accessed on the BWC fleet management office website and by contacting the fleet office at (614) 728-0894.
- Vehicle maintenance and repair should be completed by the authorized vendor closest to the employee's headquarters to avoid extended time away from the office.
- Assigned drivers and pool coordinators are responsible to have a safety inspection completed for their vehicle annually. Such inspections are offered by auto repair vendors and are often included with a standard oil change.

Accidents

- Agency employees involved in an accident that occurred in a state vehicle must complete an accident report and obtain a police report. Both reports should be forwarded to Fleet Management and the employee's immediate supervisor within 24 hours of the accident, or as soon as possible if extenuating circumstances exist. If possible, photographs of each vehicle should be attached to the accident report.
- All accidents occurring in BWC vehicles are covered by the Department of Administrative Services Liability Insurance Program. Any accident resulting in damage which occurs to BWC owned vehicles is paid for by BWC when the accident was our driver's fault.

Failure to follow these policies and procedures may result in the loss of use of an agency vehicle and/or the imposition of discipline.

Memo 4.07

HOURS OF WORK /TIME ACCOUNTING POLICY

PURPOSE: The purpose of this policy is twofold: (1) to establish a uniform method of accounting for state funds within the Ohio Bureau of Workers' Compensation and (2) to preserve the public's trust in the employees of the Ohio Bureau of Workers' Compensation.

POLICY:

I. WORK HOURS – The Bureau's core business hours are 8:00 AM to 5:00 PM. Schedules must ensure adequate coverage during these hours. Employees shall not normally commence work before 7:00 a.m. or past 9:00 a.m. However, alternate starting times may be offered or required to meet operational/business needs. All full-time Bureau employees shall document that they have worked and/or accounted for a forty (40) hour work week.

Bureau employees are entitled to an unpaid lunch period of not less than thirty (30) or more than sixty (60) minutes, and up to two (2) separate fifteen (15) minute breaks (one break for every four hours scheduled/worked). Supervisors may schedule breaks and lunch periods to ensure adequate coverage during core business hours. Supervisors and managers may permit an employee to "flex" his or her lunch period to the end of the day, but employees may not use either of the two (2), fifteen (15) minute breaks to shorten the workday (either used at the beginning or end of the work day); or combine the two fifteen minute breaks into one paid break. If an employee is "flexing" his or her lunch period (or some other period of time) to make up for normal work hours, the employee must indicate on his or her timekeeping entry that he or she is "flexing." The supervisor's approval of the employee's time for the day will serve as confirmation to the employee and to the Payroll Department that he or she approved the employee's request to "flex."

All Bureau employees reporting to work before 6:00 AM or after 6:00 PM or during weekends must log in and out of their work locations using their building key cards (at Bureau locations which utilize such equipment).

In general Employees should not visit their work location or other Bureau work locations outside of their regular working hours or on scheduled days off (including leave). If such a visit is necessary the employee should notify their supervisor in advance, or as soon as reasonably possible.

II. OVERTIME/COMPENSATORY TIME ACCRUAL - Bureau employees who are overtime eligible shall be compensated at a rate of one and one-half (1½) times their regular rate of pay for any hours worked in excess of forty (40) in a given work week. Overtime eligible employees must designate, on the Request for Overtime/Compensatory Time form, whether they wish to receive compensation for these hours in pay or in compensatory time. Bureau employees who are overtime ineligible shall be credited for compensatory time at a straight rate (i.e., hour for hour) for any hours worked in excess of forty (40) in a given work week. In order to receive overtime pay or compensatory time, an employee must obtain prior authorization to work overtime and have his or her supervisor complete and sign the prior approval section of the Request for Overtime/Compensatory Time form. At the close of the work week, if the overtime eligible employee has actually worked in excess of forty (40) hours in a given work week, the employee must also have his or her supervisor sign the authorization portion of the Request for Overtime/Compensatory Time form.

In order to obtain compensation for hours worked from a Bureau facility before 6:00 A.M. or after 6:00 PM or during weekends, BWC management must be able to verify the claimed hours against the building key card access reports and/or elevator access reports. Inability of BWC management to

Exhibit 3

Page 2 of 5

verify the hours may result in the denial of the employee's request for compensation.

In order to obtain compensation for hours worked from home or from some other location outside of a Bureau facility, employees must submit documentation of the work performed and the hours during which it was performed. This documentation must be attached to the Request for Overtime/Compensatory Time form and must be signed by the employee's immediate supervisor.

Requests for overtime and/or compensatory time that are not made in accordance with this policy shall be deemed undocumented. The Chief Human Resources Officer reserves the right to review and deny any undocumented request for overtime and/or compensatory time. All requests for overtime and/or compensatory time shall be approved and signed off on by appropriate members of BWC management. Any request for overtime and/or compensatory time in excess of ten (10) hours in a given pay period shall be signed by the Department Director and the Division Chief.

III. COMPLIANCE - Division chiefs, departmental managers and service office managers shall be held responsible for ensuring that hours worked are accurately reported in daily timekeeping entries. Requests for overtime and/or compensatory time received without the required signatures (or sent via e-mail without confirmation from the appropriate Manager) will be returned, unpaid, for proper authorization.

IV. TIMEKEEPING - Employees must accurately record their actual starting, ending, and lunch times in the timekeeping system. Employees should enter their starting time when they begin their work day, enter their lunch time when they leave and return, and enter their ending time just before ending their day. It is strongly recommended that employees use the time displayed on their computer screen for timekeeping purposes.

If an employee is unable to record these times on the actual date and in a timely manner, the employee should use the "Comments" section of the timekeeping page to explain the reason for the delayed entry. Employees should also utilize the Comments section to document any deviations from their normal work schedules (i.e., working through lunch, starting or ending earlier/later than normal, etc.) and to explain work performed at locations other than their normal report-in location.

This policy does not limit a supervisor's ability to issue directives pertaining to timekeeping procedures within a specific office, department, or division; as long as such directives are not in conflict with this policy.

References:

OCSEA/AFSCME	Article 13
1199	Article 24
OEA	Article 23

[Return](#)

Rev. 12/08

Memo 4.07

HOURS OF WORK /TIME ACCOUNTING POLICY

PURPOSE: The purpose of this policy is twofold: (1) to establish a uniform method of accounting for state funds within the Ohio Bureau of Workers' Compensation (BWC) and (2) to preserve the public's trust in the employees of the BWC.

POLICY:

I. WORK HOURS – The BWC's core business hours are 8:00AM to 5:00PM. Schedules must ensure adequate coverage during these hours. Employees shall normally commence work between 7:00 AM. and 9:00 AM. However, alternate starting times may be offered or required to meet operational/business needs. All full-time BWC employees shall document that they worked and/or accounted for a forty (40) hour work week/eighty (80) hours per pay period.

A. LUNCH Full-time BWC employees (and part-time employees scheduled to work more than four (4) hours in a day) are entitled to an unpaid lunch period of not less than thirty (30) or not more than sixty (60) minutes. On an occasional basis, and with prior approval, Supervisors/Managers may permit an employee to "flex" his/ her lunch period to the end of the day. If an employee is "flexing" his or her lunch period (or some other period of time) so that he/she will work other than normal work hours, the employee shall indicate any timekeeping deviation in the comments section in timekeeping, specifically using the word "flexing." Supervisor/Manager approval of the employee's time for the day serves as management approval of the request to flex. Management may assign scheduled lunch periods to ensure adequate office coverage during core hours.

B. PAID BREAKS - BWC employees are entitled to a paid break for every four (4) hours scheduled/worked, but not more than two (2) paid breaks in a day (one AM and one PM). Paid breaks shall not to exceed fifteen (15) minutes in duration. Supervisors/Managers may schedule paid breaks to ensure adequate coverage during core hours. Employees may not use a paid break to shorten the workday (either used at the beginning or end of the work day) or combine the two (2) breaks into one paid break.

C. LOG IN/OUT AFTER HOURS - .BWC employees working before 6:00AM or after 6:00PM or during weekends shall log in/out of their work locations using their building key cards.

D.OFF-DUTY BUILDING ACCESS - In general Employees should not visit their work location or other BWC work locations outside of their regular working hours or on scheduled days off (including leave). If such a visit is necessary the employee should notify their supervisor in advance, or as soon as reasonably possible.

Exhibit 3

Page 4 of 5

II. OVERTIME/COMPENSATORY TIME ACCRUAL - BWC employees who are overtime eligible shall be compensated at a rate of one and one-half (1½) times their regular rate of pay for any hours worked in excess of forty (40) in a given work week. Overtime eligible employees must designate, on the Request for Overtime/Compensatory Time form, whether they wish to receive compensation for these hours in pay or in compensatory time. BWC employees who are overtime ineligible shall be credited for compensatory time at a straight rate (i.e., hour for hour) for any hours worked in excess of forty (40) in a given work week. In order to receive overtime pay or compensatory time, an employee must obtain prior authorization to work overtime and have his or her supervisor complete and sign the prior approval section of the Request for Overtime/Compensatory Time form. At the close of the work week, if the overtime eligible employee has actually worked in excess of forty (40) hours in a given work week, the employee must also have his or her supervisor sign the authorization portion of the Request for Overtime/Compensatory Time form.

In order to compensate employees for hours worked at a BWC facility before 6:00 AM or after 6:00 PM or during weekends, BWC management must be able to verify the claimed hours against the building key card access reports and/or elevator access reports. Inability of BWC management to verify the hours may result in the denial of the employee's request for compensation.

In order to obtain compensation for overtime hours worked from home or from some location other than a BWC facility, employees must submit documentation of the work performed and the hours during which it was performed. This documentation must be attached to the Request for Overtime/Compensatory Time form and must be signed by the employee's immediate supervisor.

Requests for overtime and/or compensatory time that are not made in accordance with this policy shall be deemed undocumented. The Chief Human Resources Officer reserves the right to review and deny any undocumented request for overtime and/or compensatory time. All requests for overtime and/or compensatory time shall be approved and signed off on by appropriate members of BWC management. Any request for overtime and/or compensatory time in excess of ten (10) hours in a given pay period requires the signature of the Department Director and/or the Division Chief.

III. COMPLIANCE – Managers/Supervisors are responsible for ensuring that hours worked are accurately reported in daily timekeeping entries. Requests for overtime and/or compensatory time received without the required signatures (or sent via e-mail without confirmation from the appropriate Manager) will be returned, unpaid, for proper authorization.

IV. TIMEKEEPING - Employees shall accurately record their actual starting, ending, and lunch times in the timekeeping system. Employees are expected to enter their starting time when they begin their work day, enter their lunch time when they leave and return, and enter their ending time just before ending their day. It is strongly recommended that employees use the time displayed on their computer screen for

Revised: April 2012

timekeeping purposes and/or utilize the “control N” function that automatically populates the timekeeping system with the actual time the entry is made.

If an employee is unable to record timekeeping entries on the actual date and/or in a timely manner, the employee shall utilize the “Comments” section of the timekeeping page to explain the reason for the delayed entry. Employees shall also utilize the Comments section to document any deviations from their normal work schedules (i.e., working through lunch, starting or ending earlier/later than normal, etc.) and to explain work performed at locations other than their normal report-in location.

This policy does not limit a Supervisor/Manager’s ability to issue directives pertaining to timekeeping procedures within a specific office, department, or division, as long as such directives are not in conflict with this policy. Thus, Supervisors/Managers can require employees to enter time entries upon arriving at/departing from work.

References:

OCSEA/AFSCME Article 13

1199 Article 24

OEA Article 23



Special Investigations Department

Policy and Procedure Manual

VEHICLES

State vehicles are assigned to Special Investigations staff members to further our case activities. Assigned vehicles, as well as pool vehicles, are governed by the policies of the agency and the department. This Special Investigations Department policy does not supersede the guidelines set by Fleet Management. Special Investigations staff members are accountable for all agency rules related to vehicle use. All assigned SID vehicles are to be used for state business only. Any other use of assigned SID vehicles may result in discipline and/or the loss of state vehicle use.

In accordance with being assigned a state vehicle the following duties must be met: SID employees are accountable for the appropriate upkeep, maintenance, and record keeping of assigned and pool vehicles. A valid driver's license must be maintained at all times. It is a violation of BWC and SID policy to operate a state vehicle without a valid driver's license.

Any accident/collision involving a state vehicle shall be reported to your immediate supervisor as well as Fleet Management. All moving violations and parking tickets, involving a state vehicle, shall be reported to your immediate supervisor. Any violation shall be reported to your supervisor no later than one business day following the issuance of the citation. If your immediate supervisor is not available, you must report the citation to the appropriate SID Assistant Director. You are responsible for payment of any citations issued to you as driver and/or to your vehicle. If citations require court appearances, your supervisor shall be informed of the court date. Employee must take leave time to travel and attend any court appearance related to the citations. Failure to report any citation or accident may result in discipline and/or the loss of state vehicle use. Management reserves the right to require drug testing pursuant to the guidelines contained in the OCSEA collective bargaining agreement when employees are involved in motor vehicle accidents.

It is a violation of policy to utilize state vehicles for personal use of any kind. Business needs are the only approved use for state vehicles. The transportation of any individuals not related to BWC business, for example a spouse or child, is not permitted. SID employees may transport other state employees under either of the following conditions:

- 1) The passenger state employee must be traveling to or from the same work site as the driver of the state vehicle; or
- 2) The passenger state employee must be involved in case related activity.

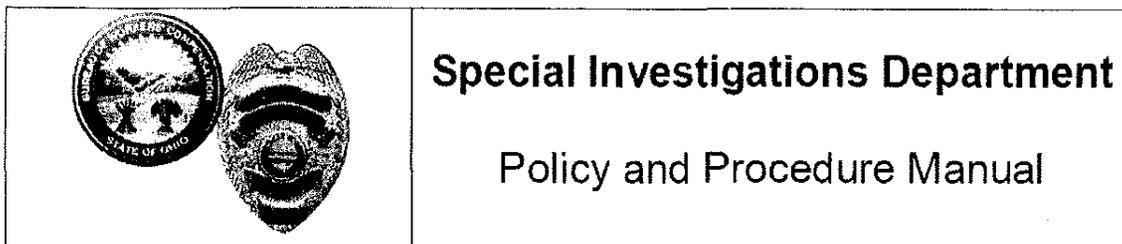
Any vehicle use question should be directed to your supervisor or SID manager before the questioned use occurs.

MARCS RADIO USAGE POLICY

This policy provides usage guidelines and procedures for the proper use of MARCS radios during the performance of your official duties as a agent/analyst of the special investigations department.

GENERAL RADIO PROCEDURES:

1. Only assigned and approved BWC staff will use the MARCS radio system.



SECTION:	GENERAL POLICIES and PROCEDURES
CHAPTER:	2.070 EQUIPMENT USE
EFFECTIVE DATE:	7/11/1993
REVISED DATE:	10/21/2013

VEHICLES

Vehicles assigned to the Special Investigations Department are governed by the policies of the BWC and SID. This Special Investigations Department policy does not supersede the guidelines set by Fleet Management in Memo 4.18 Use of State Vehicles. All assigned SID vehicles are to be used for state business only. Any other use of assigned SID vehicles may result in discipline and/or the loss of state vehicle use.

A valid driver's license must be maintained at all times. It is a violation of BWC and SID policy to operate a state vehicle without a valid driver's license.

Usage

It is a violation of policy to utilize state vehicles for personal use. However, the SID is authorized to use the vehicle for commuting purposes. The transportation of any individuals not related to BWC business, for example a spouse or child, is not permitted. SID employees may transport other state employees under either of the following conditions:

- The state employee passenger must be traveling to or from the same work site as the driver of the state vehicle; or
- The state employee passenger must be involved in case related activity.

Requests for transporting Non-State Employees involved in state business must be submitted to the operator's supervisor and BWC Fleet Management for approval. If imminent transport circumstances exist, the employee will notify their supervisor and BWC Fleet Management at the first available opportunity.

Employees, whose responsibilities require them to travel outside the state of Ohio, must request authority from their supervisor and BWC Fleet Management. If imminent circumstances exist, the employee will notify their supervisor and BWC Fleet Management of the out of state travel and the circumstances surrounding the travel, as soon as possible.

Documentation

Commute: is defined as: "The distance travelled between your home and your assigned headquarters.

Commute miles: are defined as direct miles travelled from your residence to your assigned headquarters, with no stops between.

Commute time: is defined as the average time it takes for direct travel from your residence to your assigned headquarters.

Any SID employee operating a state vehicle who is not commuting to or from their assigned HQ shall document in the "Comments" section on their Timesheet the time logged is minus a commute.

SID employees who utilize a state vehicle will have \$3.00 attributed to their income each day the employee is in an active pay status.

Drivers who live more than 30 miles from their assigned headquarters may be required to park their vehicle at a State of Ohio facility. This will be determined after a review by SID management.

SID employees who are assigned a state vehicle or use a state pool vehicle are required to complete a **Fleet Monthly Mileage Report**. This report will accurately reflect all mileage, (including commute and business miles), "Destination", "Comments" and "Purpose" columns (if needed) for the given month. Receipts for fuel and expenses will be scanned and attached to the Fleet report

Any question regarding the use of the state vehicle should be directed to your supervisor.