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INTRODUCTION

This handbook has been prepared as a guide for employees of the ORSC. It is intended to serve as a summary of current ORSC policies, practices, procedures, and benefits. The ORSC maintains high standards, and continued employment with the ORSC will depend on an employee's performance meeting those standards.

The information offered in this handbook is not intended to create, and should not be construed as a contract of employment or a promise of continued employment. The management of the ORSC reserves the right to unilaterally change or discontinue any policies, practices, procedures, and/or benefits at any time. It is important to be familiar with this handbook and to keep up with any changes.

Employees will be provided with updates to this handbook at such time when sections of the handbook are revised. In the event of such changes, outdated pages should be discarded.

NON-HARASSMENT POLICY

All ORSC employees benefit from and are responsible for creating an environment where everyone is treated with respect and dignity. Behavior that seems acceptable to one individual may be offensive to another. Any harassment, of or by employees, is not acceptable. ORSC prohibits inappropriate messages relating to age, ancestry, citizenship, color, disability, family status, marital status, medical condition, national origin, race, religion, sex, sexual orientation, veteran status or anything that may be construed as harassment or showing disrespect for others, including the following behaviors:

- Unsolicited remarks, gestures or physical contact; display or circulation of written material or pictures negative or offensive to ethnic, gender, racial or religious groups.
- Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or the basis for employment-related decisions affecting the employee.
- Conduct which has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

If you ever believe you have been the subject of harassment, report the alleged conduct immediately to the director for a prompt investigation.

ORSC prohibits any form of retaliation against any employee for filing a complaint or for assisting in a complaint investigation. False accusations of harassment are also violations of this policy. Employees should notify the director of violations of this policy. Any employee who violates the non-harassment policy is subject to disciplinary action up to and including termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

ORSC is committed to providing a work environment that treats all employees with equality without regard to age, ancestry, citizenship, color, disability, family status, marital status, medical condition, national origin, race, religion, sex, sexual orientation or veteran status. This commitment includes, but is not limited to, compensation, demotion, hiring, job status, lay off, promotion, recruitment, termination, training, transfer and all other terms and conditions of employment.

If you believe you have been discriminated against for any reason, report this information to the director or the personnel subcommittee.

ETHICS

Provisions in Chapter 102 Ohio Revised Code, restrict:

- ORSC employees from doing business with ORSC on the basis of other employment or endeavors;
- ORSC employees from accepting or soliciting money or gifts that would create a substantial and improper influence upon the employee in his or her official duties from persons or businesses doing or seeking to do business with ORSC;
- ORSC employees from profiting through an outside interest doing business with ORSC.

Essentially these restrictions prohibit conflicts of interest and may be enforced by criminal penalties. These legal prohibitions are very restrictive and if an employee's activities should fall within the categories above or if there is any question at all, then the employee shall ask for a determination through the Director before entering into the activity. Such determination may require additional opinions from the Attorney General's office or the Ohio Ethics Commission.

PERFORMANCE EVALUATION

ORSC believes employees can be most productive when they know what is expected of them. Performance appraisal is an ongoing process that determines your opportunities with the ORSC, including continued employment.

Following employment, new employees have an initial performance evaluation six months after hire. Upon completion of the initial performance evaluation period, a formal evaluation is made annually. Annual performance evaluations usually occur in April. Merit increases in salary are based on the annual performance evaluation.

HIRING

Pursuant to the Rules of the Ohio Retirement Study Council Adopted December 12, 1979, as amended through June 20, 2001, "The council shall appoint a director as its chief executive officer. The director shall serve at the pleasure of the council. The director shall appoint such professional and clerical employees as are necessary, with the approval of the council or under authority delegated by the council." (Section I(2))

When a position on the ORSC staff is available, the director conducts interviews and hires staff based on the applicant's qualifications and ability to perform the essential duties and responsibilities as outlined in the appropriate job description.

TERMINATION OF EMPLOYMENT

Employment at ORSC is "at will". Employees have the right to cease employment at any time and for any reason. ORSC has the same right.

Voluntary:

If you plan to resign or retire from employment at ORSC, ORSC requests two weeks' written notice whenever possible. Notice should be given to the Director.

Involuntary:

Any ORSC employee may be disciplined and terminated involuntarily for just cause.

OFFICE EQUIPMENT USAGE

Computers, Internet/intranet capabilities, computer files, fax machines, e-mail system, Xerox machine, software, and voice mail furnished to employees are ORSC

property. As such, your files and activities on the system may be accessed by ORSC at any time.

ORSC strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, ORSC prohibits the use of computers, internet/intranet, computer files, fax machines, e-mail system, Xerox machine, software and voice mail in ways that are disruptive, offensive to others or harmful to the morale of other employees. For example, the display of sexually explicit images, messages or cartoons is not allowed. Other such misuse includes, but is not limited to, inappropriate messages relating to age, ancestry, citizenship, color, disability, family status, marital status, medical condition, national origin, race, religion, sex, sexual orientation, veteran status or anything that may be construed as harassment or showing disrespect for others.

Computers, Internet/intranet capabilities, computer files, fax machines, e-mail system, Xerox machine, and voice mail may not be used to solicit others for commercial ventures, religious or political causes or outside organizations.

COMPUTER POLICY

The following rules apply to ORSC's computers, the Internet and electronic mail systems, whether or not the activities are conducted on ORSC premises.

ACCEPTABLE USES

The ORSC's technical resources including ORSC computers, the Internet and electronic mail systems are provided for use in the pursuit of ORSC-related business. Users are permitted to use the ORSC computers, electronic mail systems or internet for job related business purposes. Reasonable personal use is permitted during working hours. More extensive use of the system for non-job related purposes should occur before or after an employee's regular working hours.

UNACCEPTABLE USES

The use of ORSC computers, the Internet and electronic mail systems shall be viewed no differently than the use of other ORSC equipment; for example, a telephone, fax machine, or a photocopier.

Uses of these resources that interfere with the normal business of the ORSC, that involve campaign activities, that are associated with any for-profit business activities, that involve solicitation, or that could potentially embarrass the ORSC, are strictly forbidden.

In accordance, users of these resources should note the following:

- Users of the ORSC's technical resources shall not join or accept email from news groups (i.e., subscription lists) not dealing with work-related topics.
- Users shall not use an internet account other than their own. Users may not share logon names and passwords with others and do the very best to protect the confidentiality of their account passwords.
- Users shall take all reasonable precautions to prevent the inadvertent dissemination of anyone else's information via ORSC computers, the Internet and electronic mail systems.

ORSC computers, the Internet and electronic mail systems shall not be used:

- for operating a business for personal gain, sending chain letters, or soliciting money for religious or political causes to disseminate offensive or harassing statements, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
- to disseminate incendiary statements, which might incite violence or describe or promote the use of weapons or devices associated with terrorist activities.
- to disseminate or solicit sexually oriented messages or images. In the event you encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site. In the event you receive inappropriate or sexually explicit material in an email, immediately delete the email.
- to disseminate or print copyrighted materials (including articles and software) in violation of copyright laws.
- to provide access to confidential information or public information without following the existing rules and procedures of the custodial agency for dissemination.

YOUR RESPONSIBILITIES

Each user is responsible for the content of all text, audio or images that they place or send over ORSC's technical resources. Violations of any guidelines in this policy may result in disciplinary action, up to and including termination. In addition, ORSC may advise appropriate legal officials of any illegal violations and cooperate in investigations conducted by legal officials.

USE OF ORSC TELEPHONE LINES

ORSC employees should limit personal calls or place them during the employee's lunch break or break time whenever possible. Personal calls should be reasonable in both number and duration.

ORSC employees are discouraged from making long distance personal telephone calls on ORSC telephone lines. However, if such calls are deemed necessary, upon receipt of ORSC's monthly telephone invoice, each employee shall identify any long-distance personal calls they made and reimburse ORSC.

Keep in mind that all phone charges are public record.

SICK LEAVE

Sick leave with pay shall accumulate at the rate of four and six-tenths hours upon completion of every 80 hours of service. Unused sick leave shall be cumulative without limit.

An employee who transfers from the state, county, municipality, or any political subdivision or public agency of the state shall be credited with the unused balance of his accumulated sick leave up to the maximum of sick leave.

An employee with ten or more years of service may upon termination of employment or retirement, under Chapter 145, of the Revised Code, elect to be paid in cash for one-half of the value of his accrued but unused sick leave, based upon the employee's rate of pay at the time of termination, or retirement. In the case of the death of an employee, with ten or more years of service, unused sick leave shall be paid in accordance with Section 2113.04 of the Revised Code, or to his estate. The maximum payment which may be made under this section shall be one-half (480) hours of one hundred twenty days (960 hours).

Payment for sick leave under this section shall be considered to eliminate all sick leave credit accrued by the employee at the time. (Amended 6-28-89)

VACATION LEAVE

Each employee who has accumulated the service indicated shall be entitled to the following annual leave with pay:

- After service of one year and annually thereafter: 80 hours of vacation or two weeks.
- After five or more years of service: 120 hours of vacation or three weeks.
- After 10 or more years of service: 160 hours of vacation or four weeks.
- After 20 or more years of service: 200 hours of vacation or five weeks.

Such leave shall accrue at the following rates per each bi-weekly period of employment:

- Three and one-tenth hours for those entitled to 80 hours of leave per year;
- Four and six-tenths hours for those entitled to 120 hours of leave per year;
- Six and two-tenths hours for those entitled to 160 hours of leave per year;
- Seven and seven-tenths hours for those entitled to 200 hours of leave per year.

Years of service with the state, county, municipality, or any political subdivision or public agency of the state shall, upon the approval of the director, be included in computing the number of hours of vacation leave.

Vacation leave in excess of three years shall be forfeited.

Upon separation from employment by this agency an employee shall be entitled to compensation at this current rate of pay for all accrued and unused vacation leave to his credit at the time of separation, up to three years.

In case of death, all accrued and unused vacation leave to the credit of an employee shall be paid in accordance with Section 2113.04 of the Revised Code, or to the employee's estate at his current rate of pay. (Amended 6-28-89)

DISABILITY LEAVE

ELIGIBILITY Any full-time employee of the Ohio Retirement Study Council who has completed one year of service shall be eligible for disability leave benefits.

Service with the state, county, municipality, or any political subdivision or public agency of the state shall count towards the one-year service requirement.

WAITING PERIOD Disability leave benefits shall commence with the employee's first scheduled workday following a waiting period of fourteen consecutive calendar days. The waiting period shall commence the day after the occurrence of the disabling illness, injury, or condition. During the waiting period, employees may use accrued paid leave, but are not permitted to work.

STANDARD An employee eligible for disability leave benefits under this division may, with the approval of the Council receive disability leave benefits for an initial period of three months if it is determined that the employee is incapable of performing the duties of the position held by the employee immediately prior to becoming disabled. If during that initial three-month period it is determined that the employee is capable of performing the

duties of the position held by the employee immediately prior to becoming disabled, then disability leave benefits shall be discontinued.

After three months of receiving disability leave benefits, the employee's claim shall be reviewed to determine if he the employee is capable of:

- Performing the duties of the employee's position; or
 - Performing duties of a similar position or work activities under a transitional work program.

If it is determined that the employee is capable of the duties of a similar position or other duties within a transitional work program, then the Director may provide such work for the employee and disability leave benefits shall terminate.

If the Director is unable to provide the employee the duties of a similar position or other duties within a transitional work program, then the employee shall continue to receive disability leave benefits until he or she is capable of performing the duties of the position held immediately prior to becoming disabled or until the Director is able to provide a similar position or other duties within a transitional work program, whichever occurs earlier.

RETURN TO WORK With the approval of the Director, an employee who remains disabled and is receiving disability leave benefits may participate in a rehabilitation work training program. The employee may be reinstated on a temporary part-time basis to the employee's position for up to ninety days. The employee's participation may be extended if the employee is undergoing a rehabilitation treatment plan prescribed by the employee's attending physician. An employee who returns to work during a disability leave benefit period shall receive any pay increases, for any hours in active work status, to which the employee would have otherwise been entitled if he or she were not receiving disability leave benefits. Before a return to work on a part-time basis, the employee shall provide to the appointing authority a physician's statement indicating the number of hours the employee could work and any restrictions placed on the employee's activities. The employee will continue to receive disability leave benefits for the hours the employee is unable to work.

A transitional work program may be provided by the appointing authority for thirty days. Participation in the program shall be based upon the recommendation of the employee's attending physician. The program may be extended beyond thirty days to a maximum of ninety days based upon the recommendation of the employee's attending physician. An employee will continue to receive disability leave benefits for the hours the employee is unable to work while the employee participates in an authorized transitional work program.

During the time an employee is in a transitional work program, the employee will be assigned duties which the employee is capable of performing based upon the

recommendation of the employee's attending physician. Employees must participate in the transitional work program unless precluded from participation by their attending physician. The employee will be paid at the same regular rate of pay as prior to receiving disability benefits except that the employee will receive any pay increases to which the employee is entitled for any hours in active work status.

The Director shall reinstate the employee on a full-time basis to the position held immediately prior to becoming disabled, provided the Director has determined that the employee is no longer disabled and the employee's physician has released him to perform the duties of the position.

LENGTH OF ELIGIBILITY Disability leave benefits shall remain payable until it is determined that the employee is no longer disabled, until the effective date of retirement from a state employees' retirement system, or as follows:

Employees with less than eight years of service shall be eligible to receive disability leave benefits for a maximum of twenty-four months.

Employees with eight years of service but less than sixteen years of service shall be eligible to receive disability leave benefits for up to twenty-four months per disability not to exceed a total of thirty-six months.

Employees with sixteen or more years of service shall be eligible to receive disability leave benefits for up to twenty-four months per disability not to exceed a total of forty-eight months.

In no case shall an employee's disability leave benefits for a single claim exceed two years (seven hundred and thirty calendar days, seven hundred and thirty-one calendar days when a leap year is included) from the date the disability leave benefits commence. The length of a disability shall be calculated on a daily basis. Hours worked during an authorized transitional work program or in a temporary part-time position shall be prorated on a daily basis as a fraction of a day. Such prorated time shall not count toward the lifetime maximum up to a limit of ninety days total. All hours worked and all hours receiving disability leave benefits during an authorized transition work program or in a temporary part-time position shall be calculated for each day of disability leave benefits and shall count toward the two years of a single claim.

All disability leave benefits that were granted since the inception of the program shall be counted toward the lifetime maximum limitation.

SUBSEQUENT DISABILITY A subsequent disability unrelated to a previous illness, injury or condition shall be considered the same claim if it occurs while an employee is on an approved disability leave.

A subsequent unrelated disability that occurs after a return to work following a previous disability shall be considered a new claim. A new waiting period must be served before the employee will be eligible to receive disability leave benefits.

A related disability claim separated by a return to work of six months or less shall be considered as the same disability claim. Benefits shall be payable from the first day of the subsequent disability if the employee remains disabled and off work for at least fourteen days.

A related disability claim separated by a return to work of more than six months shall be considered a new disability claim. A new waiting period must be served before the employee will be eligible to receive disability leave benefits.

MENTAL HEALTH AND ALCOHOL AND DRUG ADDICTION If eligible, mental health and alcohol and other drug addiction diagnoses shall be covered only if the employee receives ongoing treatment from the state's mental health and/or alcohol and other drug addiction program, is referred by the state of Ohio employee assistance program to a licensed mental health provider or certified alcohol and other drug addiction treatment professional or receives treatment from a licensed mental health professional or credentialed alcohol and other drug addiction treatment professional, and it is determined by the treatment provider that such condition prevents the employee from performing the duties of the employee's position, a similar position or other duties within a transitional work program.

FILING A CLAIM The employee, a member of the employee's family, or a representative of the employee may file a claim for disability leave benefits with the Director. The claim shall be filed on a form designated by the Council and shall be filed with the Director within twenty days of the last day the employee worked. Where extenuating circumstances prevent an employee from filing an application for disability leave benefits within the required time frame, a written statement explaining such extenuating circumstances must be filed within a reasonable time after the twenty-day time period has expired. Appropriate extenuating circumstances shall be accepted as an extension of the time limit to file an application for disability benefits. The Director shall, within five days of receipt of the claim, forward the claim and the claim recommendation to the Council.

DOCUMENTATION It shall be the employee's responsibility to provide written documentation to substantiate the cause, nature, and the extent of the disabling illness, injury or condition for which he is requesting disability leave benefits. A medical examination report shall be required prior to the granting of disability leave benefits and the employee shall be responsible for the cost of obtaining such report.

NOTIFICATION OF INITIAL DISABILITY DETERMINATION BY COUNCIL The employee shall be notified in writing of the disability determination within forty-five days of receipt of the claim by the Council and shall also be advised of the right of appeal.

If a determination cannot be made within forty-five days of receipt of the claim, then the Council shall notify the employee of the delay.

NOTIFICATION OF REQUIREMENT TO FILE FOR DISABILITY RETIREMENT BENEFITS Employees eligible to apply for disability retirement benefits shall be notified by the director or designee in writing of the requirement to file for disability retirement benefits in order to receive continued disability leave benefits. Upon notification, employees shall submit an application to the Public Employees' Retirement System along with all information required by the retirement system for disability retirement benefits.

SUBMISSION OF ADDITIONAL INFORMATION If the employee disagrees with the initial disability determination regarding the employee's request for disability leave benefits, the employee may submit additional information to the Director. Such information must be submitted within twenty days of the date of the notification of the initial disability determination or within twenty days of the ending date of approved disability leave benefits, whichever occurs later. The Director shall, within five days of receipt of such additional information, forward it to the Council. Where extenuating circumstances prevent an employee from providing additional information within the required time frame, a written statement explaining such extenuating circumstances must be filed within a reasonable time after the twenty-day time period has expired. Appropriate extenuating circumstances shall be accepted as an extension of the time limit to provide additional information. By exercising such right to submit additional information, the employee does not waive his or her right to appeal the determination. The appeal must then be filed within thirty days of the original notification of the denial

OBLIGATION TO CONSULT A LICENSED PRACTITIONER Any employee receiving disability leave benefits is obligated to consult a state licensed practitioner to receive necessary medical care and is obligated to follow prescribed treatment for the disabling condition to receive disability benefits. In the case of alcohol or other drug addiction diagnoses or mental health diagnoses, employees will be obligated to follow prescribed treatment. If an employee does not consult a state licensed practitioner for necessary medical care or does not consistently follow prescribed treatment for the disabling condition, then the employee may be disqualified from receiving disability leave benefits.

ADDRESS CHANGE An employee receiving disability leave benefits shall be responsible for keeping a current address on file with the Director.

CONDITIONS PRECLUDING RECEIPT OF DISABILITY LEAVE BENEFITS Disability leave benefits are not payable for any disability caused by or resulting from:

1. Any injury or illness received in the course of and arising out of any employment covered by any workers' compensation or federal compensation plan or during any period in which the employee is receiving occupational injury leave or loss time wages

from the Bureau of Workers' Compensation except as outlined in paragraphs (1)(a) and (1)(b) of this section.

a. In the case of any injury or illness which may be covered by the Bureau of Workers' Compensation, an employee may file an application for disability leave benefits if the employee has been denied an initial claim for workers' compensation lost time wages, by the Bureau of Workers' Compensation.

b. If an employee appeals the order of the Bureau of Workers' Compensation, the employee may receive, as an advancement, disability leave benefits. To be eligible for such advancement, an employee must file an application for disability leave benefits and a copy of the Bureau of Workers' Compensation order with the Director within twenty days of the notification by the Bureau of Workers' Compensation of the denial of an initial claim for workers' compensation benefits. The Director shall within five days of receipt forward application to the Council. Disability leave benefits may then be advanced for a period of up to twelve weeks or until the employee has been awarded benefits by the bureau of workers' compensation, whichever occurs earlier. Advancements may be made only on initial worker's compensation claims.

All disability leave benefits received by the employee as an advancement must be reimbursed by the employee to the Council if the employee has been awarded weekly wage payments by the bureau of workers' compensation for the same time period for which the advancement was made or the employee has been paid a lost time wage settlement.

Within twenty days of notification of a final order from the industrial commission denying the claim for workers' compensation lost time wages, an employee may request that the initial disability application be reviewed for approval or extension of disability leave benefits.

c. If an employee does not appeal the order of the Bureau of Workers' Compensation on an initial claim for workers' compensation lost time wages, the employee may file an initial application for disability leave benefits and a copy of the Bureau of Workers' Compensation order within twenty days of the order.

d. Employees who receive injury pay pursuant to sections 124.381 and 5503.08 of the Revised Code may be eligible for disability leave benefits when injury pay expires if they have received a final notice denying workers' compensation benefits and have applied for disability leave benefits within twenty days of such notice.

2. Attempted suicide, or self-inflicted injury with the intent to do bodily harm unless there is a medical history of medical treatment for a psychiatric illness in which case the Director reserves the right to review the claim for consideration of a benefit award.

3. Any act of war, declared or undeclared, whether or not the employee is in the armed services; except in the case of an employee who is a veteran of the United States armed forces disability benefits will not be denied because the employee contracted the illness or received the injury as a result of military service and the illness or injury is or may be covered by a compensation plan administered by the United States department of veteran's affairs.

4. Participation in a riot or insurrection.

5. Drug addiction or alcoholism, however, alcohol or other drug addiction diagnoses may only be covered if the employee is receiving ongoing treatment and it is determined that such treatment program prevents the employee from working as documented by the treatment provider.

6. Any injury incurred in the act of committing a felony.

NOTICE OF DISQUALIFICATION FROM RECEIPT OF DISABILITY LEAVE BENEFITS An employee receiving disability leave benefits will be subject to disqualification from receiving such benefits if the employee:

1. Is removed from service with the Ohio Retirement Study Council.

2. Engages in any occupation for wage or profit;

3. Engages in any act of fraud or misrepresentation involving his disability claim;

4. Does not consult a state licensed practitioner for necessary medical care;

5. Does not notify the Director of a change of address;

6. Is convicted of the commission of a felony.

If an employee engages in any of the above acts, the Council shall notify the employee of the intention to disqualify the employee from receiving disability leave benefits as of the date the employee first engaged in any of the prohibited acts. Such notice shall contain the reason for the proposed termination of benefits. If the employee disagrees with the proposed termination, he may file an appeal. The appeal must be filed within twenty days of receipt of the notice of disqualification and must contain a statement rebutting the reasons set forth for the proposed termination of benefits.

PAYMENT OF DISABILITY LEAVE BENEFITS Disability leave benefits shall be paid at seventy percent of the employee's rate of pay for the first six months and fifty percent of the employee's rate of pay or up to an additional eighteen months. For purposes of determining disability leave benefits, an employee's rate of pay shall be determined as of the date the employee becomes disabled. Disability leave benefits are payable bi-weekly based on a pay period of fourteen days. Disability leave benefits for any partial pay

period remaining at the expiration of any period of disability accrue on an hourly basis, at a rate of eight hours for each workday, and are payable at the expiration of the period of disability.

1. ACCRUAL OF SERVICE CREDIT An employee receiving disability leave benefits shall continue to accrue service credit for purposes of determining vacation leave, sick leave, longevity pay, and retirement benefits. Vacation leave benefits shall not accrue while an employee is receiving disability leave benefits. The period during which an employee is receiving disability benefits shall not count toward an employee's probationary period.

2. PAYMENT OF RETIREMENT CONTRIBUTIONS For the first three months of disability leave, the employee shall be responsible for paying the employee's share of retirement contributions. After the first three months of disability leave benefits, the Council shall pay the employee's share as well as the employer's share of retirement contributions. These contributions shall be made at the rates set forth under Section 145.296 of the Revised Code, and based on the employee's rate of pay at the time the employee becomes disabled.

3. PAYMENT OF INSURANCE PREMIUMS During the time an employee is in no pay status while his claim for disability leave benefits is being processed and during the period that the employee is receiving disability leave benefits, the employer and employee's share of the health, life and other insurance benefits shall be paid by the employer. If an employee's claim for disability leave benefits is subsequently denied and the employee has been in a no pay status while his claim was being processed, then it is the employee's responsibility to reimburse the employer the insurance premiums paid on his the employee's behalf.

4. SUPPLEMENTATION OF BENEFITS An employee receiving disability leave benefits may indicate to the Director a desire to supplement the disability leave benefits by utilizing accumulated sick leave and vacation leave balances. Such supplementation shall have an effective date as of the date the employee requests the supplementation. The sick leave and vacation leave balances shall be paid at the employee's rate of pay at the time the employee became disabled.

The total amount received by an employee while receiving disability leave benefits supplemented by sick leave and vacation leave balances shall not exceed one hundred percent of the employee's rate of pay at the time the employee became disabled.

5. RECOVERY OF IMPROPERLY PAID BENEFITS The Council shall initiate all necessary steps to recover disability leave benefits paid in error or paid as a result of fraud, or to make any needed adjustments to ensure that proper payment of benefits has been made. When necessary, the Council shall request the Attorney General to take appropriate action to recover improperly paid benefits or insurance premiums.

APPEAL OF A DENIAL If a request for disability leave benefits is denied, the employee shall be informed of the denial in writing. The employee may then file, in writing and within twenty days of the notice of the denial, a request for an appeal of the denial with the Commission Council. Additional information regarding the employee's claim may be submitted with the employee's request for an appeal and such information shall be considered during the appeal. If an appeal is not filed within twenty days of the original notification of the denial, the Director shall enter the determination as a final decision.

Where a medical question is at issue, the Council shall, upon receiving a written request for an appeal, obtain a medical opinion from an independent third party who shall be mutually agreed to by the employee's physician and the Commission Council. The selection of a third party shall be made within fifteen days of the appeal request unless an extension is agreed to by the parties. The third party shall render a medical opinion within thirty days of the selection and the decision of the third party shall be binding.

Where a medical question is not at issue, the Council shall render a decision within thirty days of the appeal request, and its decision shall be final.

LEAVE OF ABSENCE WITHOUT PAY

You may request up to six-months leave without pay for personal reasons. Any leave of absence must be approved by the director.

JURY DUTY

Jury duty is every citizen's obligation and, whenever possible, you should serve when called. A copy of the summons should be given to the director.

Full-time employees continue to receive full salary while on jury duty. Employees may retain compensation up to \$15 jury duty pay for each day of service. The Director should be notified by copy of the warrant or check.

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.

ADOPTION/CHILDBIRTH LEAVE

Full-time permanent and part-time 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. Eligible parents may use any accrued leave or may choose to work to supplement their leave up to 100 percent of their regular rate of pay. Employees will continue to accrue leave during the leave period.

FAMILY AND MEDICAL LEAVE

Any employee who has been employed for at least 12 months and has worked at least 1,250 hours in the previous 12-month period is eligible for up to 12 weeks of family and medical leave per rolling calendar year. Advance notice of intent to take leave is recommended when foreseeable.

Family and medical leave may be granted for the following conditions:

- Birth of a child,
- placement of a child for adoption or foster care,
- serious health condition of a parent, spouse, or child; and
- your own serious health condition.

A serious health condition is inpatient care at a hospital, hospice or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. In any situation involving leave due to a serious health condition of your own or of an applicable family member, you must provide medical certification of the condition and the need for leave from the health care provider. When “medically necessary”, you may request family and medical leave for an intermittent period or reduced work week for a serious health condition of your own, or of your spouse, parent, or child. The medical certification must state from the health care provider that this kind of leave is deemed to be “medically necessary” and the amount of time the leave on that basis is needed. A physician’s certification is not necessary for leave taken due to a birth of a child or placement of a child for adoption or foster care.

During a family and medical leave without pay, you do not accrue sick or annual leave or receive pay for holidays, declared holidays, pre-arranged office closings, or emergency or administrative office closings may occur. However, employees may use accrued leave to supplement their leave up to 100 percent of their regular rate of pay.

Insurance coverage will continue to be paid by ORSC during the full period of family and medical leave based on the condition that you fully expect to return to work. If you do not return to work for at least two weeks and cannot show that your failure to return was caused by legitimate reasons or circumstances beyond your control, ORSC reserves the right to take action to recover insurance premiums paid during family and medical leave. If you are enrolled in an ORSC medical plan that requires an employee contribution, you are required to pay your regular monthly amount.

When you return from family and medical leave you will be reinstated to your former position or an equivalent position.

WORKERS' COMPENSATION

ORSC provides Workers' Compensation insurance to pay for expenses resulting from work-related injuries. Any injury received while working should be reported to the director immediately. Even if the injury seems slight and doesn't require immediate medical attention, treatment may be needed later.

HOLIDAYS

Declared national or state holidays observed by employees of the State of Ohio, in accordance with Section 124.19 of the Revised Code, shall be deemed paid holidays.

LONGEVITY PAY

In December of each year, each employee of the Ohio Retirement Study Council shall receive twenty dollars for each year of employment with the Council as a recognition of loyal service. The minimum payment shall be fifty dollars.

OFFICE HOURS

The office hours shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour lunch period.

PERSONAL APPEARANCE

Your personal appearance is important to ORSC. As an employee you are expected to use good judgment concerning your appearance and workplace dress. Clothing should be appropriate and well maintained. No revealing dress will be acceptable.

All employees may choose between professional business or business casual on a daily basis.

All employees may choose casual dress (i.e., jeans) on Fridays.

SUBSTANCE ABUSE

Use, possession, or sale of illegal drugs on the premises of ORSC is prohibited. Furthermore, employees are prohibited from coming to work while under the influence of alcoholic beverages or illegal drugs. The term "drugs" includes, but is not limited to, stimulants, depressants, hallucinogens, and other behavior-altering substances not prescribed by a physician for the treatment of a medical condition.

SMOKING

Smoking is not permitted in the ORSC offices, except in the designated area.

EMERGENCY/SAFETY PROTOCOL

The key to managing any crisis is preparation. Difficult situations require quick and confident responses. Proper handling of situations can avert or minimize the crisis and prevent situations from escalating into emergencies.

The purpose of this information is to provide you with guidelines for handling situations that have crisis potential. These guidelines are important because you are expected to know how to react in all situations.

The following emergency procedures are provided by building management of 88 East Broad Street.

EMERGENCY TELEPHONE NUMBERS

BUILDING MANAGEMENT	469-0066
Jeff Pitt (Property Manager)	ext. 224
Antoinette Savage (Tenant Coordinator)	ext. 221
Captain Ray Curtis (Chief of Security)	ext. 227
Mandi Semple (Administrative Assistant)	ext. 220
BUILDING MAINTENANCE	564-1632
BUILDING SECURITY	224-4692
Lobby Desk	ext. 227
Columbus Fire Department	911
Columbus Police Department	911

EVACUATION PROCEDURES

1. Follow the instructions of your Floor Warden.
2. Close your office door as you leave.
3. Always use stairwells during an evacuation.
4. Form a single file evacuation line when going down the stairwell.
5. Use the handrails and stay to the right.
6. Stay alert and quiet.
7. Prepare to merge with other people evacuating the building.
8. Remain alert for the Fire Department using the stairs to respond to the emergency.
9. Do not leave the scene after exiting the building. Report to your designated meeting place, as determined by your floor warden.
10. Do not re-enter the building until the Fire Marshall has given the "all-clear" sign.

EVACUATION PROCEDURES FOR THOSE WHO NEED PHYSICAL ASSISTANCE FROM THE FIRE DEPARTMENT

1. The list of people needing help will be given to the Fire Department. (An example of this (Assistance Log is provided below.)
2. Individuals needing assistance are to wait in their floor's elevator lobby or the floor's stairwell landing. Floor Warden may want to have someone wait with these individuals.
3. The Fire Department is responsible for getting these people to safety.

*As you can see, it is imperative that Floor Wardens tell individuals who would need help during an evacuation to sign in and out on a daily basis at the lobby security desk.

SAMPLE DOCUMENT

TENANT EMERGENCY ASSISTANCE LOG

Person / Floor	Issue	Signature	Date	X in	X out

MEDICAL EMERGENCY PROCEDURES

In the event of any medical emergency:

1. Do not move the injured or ill person but do try to make them comfortable.
2. Call 911.

3. Call security at 224-4692. Advise security of the nature of the problem and inform them if you have called 911. Also, advise security of the location of the injured or ill person so they may direct the emergency squad upon their arrival to the building.
4. Have someone from the floor come down to the first floor security desk to help direct security to where the injured or ill person is located

FIRE PROCEDURES

Upon discovery of a fire:

1. Pull one of the fire alarms located next to the stairwell exit doors. This alarm will activate our monitoring system and automatically call the Fire Department.
2. Call the security desk at 224-4692.
3. Inform your Floor Warden of the situation.
4. If possible, close the doors around the fire to contain it.
5. According to the direction of your floor warden, evacuate the floor.
6. Exit the building and report to the predetermined meeting spot, designated by the Floor Warden. Do not re-enter the building until the Fire Marshall has given the "all-clear" signal.

ALWAYS REMEMBER:

1. DO NOT use the elevators.
2. ALWAYS use the stairwell exits.
3. DO NOT attempt to fight the fire to contain it.
4. If caught in heavy smoke, cover your face, take short breaths, and crawl to escape.

BOMB THREAT PROCEDURES

If you receive a telephone bomb threat:

1. Remain calm and try to keep the caller on the line for as long as possible. Pay close attention to details.
2. Take notes using the Bomb Threat Checklist, located on the next page.
3. After the caller hangs up, call the security desk (224-4692) to report the call, using any notes you may have made on the Checklist.
4. Inform your Floor Warden of the situation.
5. Immediately complete the Bomb Threat Checklist.
6. Wait for Security to begin evacuation of the building.
7. Exit the building and report to the predetermined meeting spot, designated by the Floor Warden. Do not re-enter the building until the Fire Marshall has given the "all-clear" signal.

ALWAYS REMEMBER:

ALWAYS turn off two-way radios or cell phones because they can potentially activate a bomb.

BOMB THREAT CHECK LIST

Instructions: Be calm and courteous. Listen. DO NOT INTERRUPT THE CALLER. Keep the caller on the line as long as possible. Attempt to uncover the caller's name, address and telephone number.

Name of individual receiving call _____
Location _____ Time _____ Date _____

Questions to ask the caller:

1. Exact location of the bomb? _____
2. Time of detonation? _____
3. Description of bomb? _____
4. Type of explosive? _____
5. Why did you leave the bomb? _____
6. Where are you calling from? _____

Description of caller's voice:

Male _____ Female _____ Juvenile _____ Adult _____ Approximate Age _____

Characteristics: Loud _____ Soft _____ Deep _____ High Pitch _____ Pleasant _____
Raspy _____ Intoxicated _____ Other _____

Speech: Fast _____ Slow _____ Stutter _____ Slurred _____ Lisp _____
Distorted _____ Distinct _____ Nasal _____ Other _____

Language: Excellent _____ Good _____ Fair _____ Poor _____ Foul _____

Accent: Local _____ Foreign _____ Ethnic Origin _____

Manner: Calm _____ Angry _____ Rational _____ Irrational _____ Coherent _____

Incoherent _____ Deliberate _____ Emotional _____ Laughing _____

Background Noise: Street traffic _____ Office machines _____ Factory machines _____
Quiet _____ Music _____ Voices _____ Airplanes _____ Party Atmosphere _____
Trains _____ Animals _____ Mixed _____

Time caller hangs up : _____ am/ _____ pm

Note: Always take a bomb threat call seriously. Never assume it is a joke. Remember there are lives at stake. Try and remember the exact words a caller is using.

TORNADO PROCEDURES

In case of a tornado the National Weather Service issues a warning and Building Management will announce the warning by means of the P.A. system.

1. Get away from the perimeter of the exterior glass.
2. Leave your exterior office and close the door.
3. According to the directions of your Floor Warden, move to the core areas of the building, including stairwells, restrooms, and elevator lobbies.
4. Do not go to the first floor lobby or outside of the building.
5. If you are caught in an exterior office, seek protection under a desk.
6. The "all-clear" sign will be given over the P.A. system.

ACKNOWLEDGMENT

I understand the ORSC Employee's Handbook describes important information about ORSC, and I should consult with the Director regarding any questions not answered in the handbook.

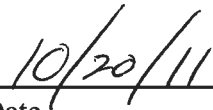
Since the information, policies, and benefits described here are necessarily subject to change. I acknowledge that revisions to the handbook may occur at any time, verbally or in writing, except to ORSC's policy of employment at will. Such changes may be made without being incorporated into the handbook or ethics policy, and I understand that such information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

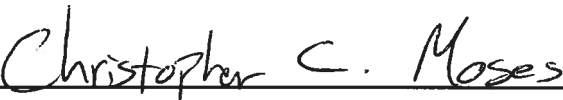
I have read and understand this handbook.



Signature



Date



Please Print Name

