

RESOLUTION

\*\*\*\*\*

RESOLUTION NO. 2025- 17

A RESOLUTION OF THE BUTLER COUNTY FINANCE AUTHORITY TO APPROVE THE  
ADOPTION OF AN EMPLOYEE HANDBOOK

**WHEREAS**, staff of the Butler County Finance Authority have prepared an Employee Handbook to provide guidance to employees regarding company policies, procedures, and expectations; and

**WHEREAS**, this handbook will promote a clear understanding of the organization's workplace standards, enhance communication, and ensure consistency in the application of policies; and

**WHEREAS**, the Operations and Governance Committee has reviewed and revised the Employee Handbook and recommended it be sent to the full Board of Directors for approval; and

**WHEREAS**, the Board of Directors has reviewed the contents of the Employee Handbook and believes that its adoption is in the best interest of the company and its employees; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Butler County Finance Authority hereby approve and adopt the Employee Handbook, a copy of which is attached hereto as Exhibit A, effective September 24th, 2025.

**BE IT FURTHER RESOLVED**, that management is authorized and directed to distribute the Employee Handbook to all employees and to implement the policies and procedures contained therein.

**APPROVED AND ADOPTED BY** the Board of Directors of the Butler County Finance Authority, this 24 day of September, 2025

Motion to pass Resolution Director Fox Seconded by Vice Chairman Canaan

Brad Gross Chair, Butler County Finance Authority

Attest: John A. M. Secretary





**BCFA**  
**Employee Handbook**

300 High Street, Suite #601  
Hamilton, OH, 45011

# **Table of Contents**

## **Section 1: General Information**

- I. Mission Statement, Vision, and Values
- II. BCFA Overview and History

## **Section 2: Employment Requirements**

- III. Voluntary At-Will Employment
- IV. Fair Employment Practices and Reasonable Accommodation
- V. Resignation
- VI. Return of Property

## **Section 3: Employee Benefits**

- VII. Medical / Dental
- VIII. Workers' Compensation
- IX. Mandatory Retirement Systems
  - A. Ohio Public Employees Retirement System (OPERS)
- X. Holidays
- XI. Parking

## **Section 4: Compensation Package**

- XII. Hours of Work
- XIII. Compensation
- XIV. Payroll Deductions
- XV. Fair Labor Standards Act (FLSA)
  - A. Overtime Pay
  - B. Compensatory time
- XVI. Performance Evaluations
- XVII. Cell Phone Stipend

## **Section 5: Organizational Policies and Code of Conduct**

- XVIII. Code of Ethics, Employee Conduct and Work Rules
- XIX. Attendance and Punctuality



- XX. Discrimination
- XXI. Issue Resolution
- XXII. Personal Appearance
- XXIII. Sexual and Other Unlawful Harassment
- XXIV. Business Travel Reimbursement
  - A. Mileage
  - B. Air Travel and Rental Cars
  - C. Meals
  - D. Lodging

## Section 6: Discipline Policy

- XXV. Disciplinary Action

## Section 7: Leave

- XXVI. Family Medical Leave Act (FMLA)
- XXVII. Maternity/Paternity Leave
- XXVIII. Funeral Leave
- XXIX. Jury Duty Leave
- XXX. Paid Time Off (PTO)

## Employee Acknowledgement Form

## Section 1: General Information

### Mission Statement, Vision, and Values

#### **Vision:** Achieve Economic Resilience

The Butler County Finance Authority (BCFA) leverages unique tools and powers to actively promote economic resilience—taking intentional action to make projects happen that might not otherwise occur without its intervention. BCFA focuses on financial instruments, initiatives, and partnerships that strengthen Butler County’s ability to withstand challenges, adapt to change, and recover from setbacks effectively. This vision emphasizes proactive leadership and innovation as the foundation for long-term resilience.

Butler County, Ohio, is uniquely positioned along the Interstate 75 development corridor, directly linking it to the Cincinnati and Dayton metropolitan areas. This strategic location provides exceptional access to workforce, supply chains, and growing markets. Beyond the I-75 corridor, Butler County’s legacy cities offer historic character, distinctive architecture, and redevelopment opportunities, while its rural and agricultural lands contribute both to quality of life and to economic diversity. Together, these assets create a county that blends connectivity, heritage, and open space—making Butler County a premier destination for investment, business expansion, and transformative development.

**Mission:** “Ignite the Butler County economy by attracting investments and jobs, while creating memorable places.”

#### **Values:**

##### **Value Add:**

*“We exist for one reason - to add value to every municipality in Butler County.”*

##### **Collaborate:**

*“We value our community partners, teamwork, open communication, and shared goals to foster innovation, build trust, and achieve collective success.”*

##### **Execute:**

*“We value planning, action, and diligent follow-through, to achieve optimal results.”*

##### **Innovate:**

*“We embrace creativity, continuous learning, and forward-thinking approaches to drive growth, solve challenges, and inspire positive change.”*

## BCFA Overview and History

The Butler County Finance Authority (BCFA) was reestablished in 2024 and is headquartered in Hamilton, Ohio. BCFA is an Ohio Port Authority, which is a governmental entity that is empowered by the applicable provisions of Chapter 4582 of the Ohio Revised Code ("Port Act") to enact:

"Activities that enhance, foster, aid, provide, or promote transportation, economic development, housing, recreation, education, governmental operations, culture, or research within the jurisdiction of the port authority."

"Activities authorized under Sections 13 and 16 of Article VIII, Ohio Constitution (permitting aid to private enterprises to promote economic development and housing in Ohio)."

This power gives BCFA the ability to do things such as: acquire real and personal property; own, lease, sell, and construct improvements to real property; issue revenue bonds for port authority facilities; issue voted general obligation bonds for port authority facilities and other permanent improvements; levy voted taxes for all purposes of the port authority; receive federal and state grants and loans and other public funds; operate transportation, recreation, governmental or cultural facilities, and set rates and charges for use of port authority facilities; cooperate broadly with other governmental agencies and exercise powers delegated by such agencies; accept assignments of TIF service payments and special assessments; maintain confidentiality within statutory limits for private enterprises; establish and operate foreign trade zones; appropriate property for public use, convey or lease property to (and accept or lease from and exchange with) other governmental units; and straighten, deepen, and improve channels, rivers, streams or other water courses.

BCFA is governed by a board of directors appointed by elected officials, and has the responsibilities of a governmental entity including holding public meetings and making its records available for public inspection.



## **Section 2: Employment Requirements**

### **Voluntary At-Will Employment**

All employment at BCFA is "at-will." That means that employees may be terminated from employment with BCFA with or without cause, and employees are free to leave the employment of BCFA with or without cause. Any representation by any BCFA employee contrary to this policy is not binding upon BCFA unless it is in writing and is signed by the President & Chief Executive Officer (CEO) with the approval of the Board of Directors.

### **Fair Employment Practices and Reasonable Accommodation**

BCFA shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and President & CEO of BCFA will not discriminate against any employee or applicant in a manner that violates the law.

BCFA is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit.

BCFA's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The President & CEO shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

BCFA will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of BCFA may have violated the Equal Employment Opportunity Policy should report the possible violation to the President & CEO. If BCFA determines that a violation of this

policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination.

Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, BCFA will inform the employee who made the complaint of the results of the investigation.

BCFA is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at BCFA for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on BCFA.

Employees who believe that they may require an accommodation should discuss these needs with the President & CEO. If you have any questions regarding this policy, please contact the President & CEO.

## Resignation

Should you decide to leave your job with BCFA and wish to remain in good standing, BCFA requests you submit a written notice of resignation to your supervisor at least two (2) weeks prior to the effective date. Failure to do so may prevent your future re-employment.

To learn more about the PTO payout policy, please see the PTO section.

## Return of Property

You are responsible for items issued to you by BCFA, or in your possession or control, including, but not limited to:

- Equipment
- Identification badges
- Keys
- Manuals
- Cellular phones and mobile radios



- Security passes
- Written materials
- Credit cards
- Computers

You must return all property immediately upon request or upon termination of employment. Where permitted by applicable laws, BCFA may withhold from your check or final paycheck the cost of any items that are not returned when required.



## **Section 3: Employee Benefits**

### **Medical / Dental**

BCFA provides Medical and Dental Insurance stipend on a monthly basis to full-time employees to offset the cost of insurance while also providing employees the flexibility to find insurance plans that work best for them. This stipend will be \$400 a month.

### **Workers' Compensation**

All employees of BCFA are covered by the State of Ohio Workers' Compensation Law. This protection is afforded regardless of the nature of your employment as a temporary, seasonal, part-time or permanent employee. Compensation benefits may include weekly disability payments, payment of medical and surgical costs, permanent partial and permanent total awards and costs for prosthetic devices and special nursing services for employees who sustain injuries in the course of and arising out of work. These benefits are based upon medical findings.

Should you be injured while at work, BCFA requires that you report this fact to your supervisor, giving the full details of the incident, on an injury and illness report. You must complete a report even if the injury is minor and even if you do not intend to seek medical attention.

In the event you are subsequently treated by a physician or receive medical services at a medical facility, you should inform the physician or hospital clerk that your injury occurred on the job. This will minimize delays in processing your claim.

Not all injuries from your employment can be compensated under the law. This makes it even more important that the facts surrounding the accident are fully and promptly reported.

Your employer pays the full cost of premiums for your protection under this program.

Your regular health care does not cover injuries which should be filed as Workers' Compensation.



# Mandatory Retirement System: OPERS

## Ohio Public Employees Retirement System (OPERS)

The Ohio Public Employees Retirement System of Ohio (OPERS) provides retirement, disability, and survivor benefit programs for employees. Currently, employees contribute 10% of their gross pay to OPERS and BCFA will contribute the standard required contribution rate for local governments entities (As of September 17th, 2025, that rate is 14%).

There are three (3) factors that impact the amount of an employee's retirement benefit: 1) final average salary; 2) employee's age at retirement; 3) employee's years of service credit.

For general or specific information, employees may call OPERS at 1-800-222-PERS (7377), write to OPERS, 277 East Town Street, Columbus, OH 43215-4642, or visit their website at <https://www.opers.org>

## Holidays

BCFA recognizes the following days as holidays:

- New Years Eve
- New Years Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve Day
- Christmas Day

For non-continuous operating employees, holidays that fall on Saturday will be observed on the previous Friday. Those holidays that fall on Sunday will be observed the following Monday.

Holiday leave that is taken but not earned is subject to recovery by BCFA.

In other continuous operations areas, holiday time may be granted on a day other than the actual date of the holiday. In the event such time off arrangements cannot be made, you will receive holiday pay rather than time off.

If you are on an unpaid leave of absence or other non-pay status, you are not eligible for holidays during the leave period. If you are on sick leave when a holiday occurs, you will receive holiday pay and will not be charged for sick leave usage.

Many employees choose to use their vacation in a manner which links vacation to a scheduled holiday in order to maximize the available time. This is permitted, although all vacation requires prior approval and is subject to departmental work needs.

Permanent part-time employees– which are those employees working 20-30 hours a week– who are required to work on a day that they would normally celebrate as a holiday will receive holiday pay at a rate of one and a half (1 ½) for hours worked.

## Parking

BCFA will provide a parking space or alternate parking options to employees as available in the tenant parking lot for the BCFA Offices. Employees will receive a map with the approved parking space marked during their onboarding.

## **Section 4: Compensation Package**

### **Hours of Work**

The normal work week for BCFA shall consist of five (5), eight (8) hour days. Ordinarily, work hours are from 8:00 a.m. - 5:00 p.m., Monday through Friday, including one hour (unpaid) for lunch.

Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities.

Subject to BCFA work assignments and President & CEO approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee

### **Compensation**

The salary or rate of pay for your position will be established by the Chief Executive Officer or the Board of Directors. Several considerations are involved in establishing your rate of pay. The most significant of these factors are:

- The rates paid for similar type employment in other public agencies or private industry.
- The relationship between the duties and responsibilities of your job and those of other positions within BCFA service.

As an employer, BCFA must compete in the labor market the same as private industrial firms to secure and maintain competent personnel.

### **Payroll Deductions**

The following deductions are automatically made from your check as required by law:

- Federal Income Tax
- State Income Tax
- City Earnings Tax
- Public Employees Retirement Amounts
- Garnishments
- Medicare



## Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes federal standards for pay. FLSA categorizes positions as "exempt" from FLSA overtime rules or "non-exempt" from FLSA overtime rules. A non-exempt position qualifies for overtime pay and BCFA also provides for Compensatory Time in lieu of overtime payment. An exempt position is exempt from overtime pay, however BCFA provides Compensatory Time to exempt employees.

### Overtime Pay

Overtime is generally defined as emergency services required in excess of normal work scheduling. Employees not covered by a collective bargaining agreement, who are FLSA nonexempt, will be paid at least one and one half (1 ½) times his or her regular hourly rate for hours worked beyond forty (40) in any normal workweek. **Only non-exempt employees are eligible for overtime pay.**

The need for overtime, in all cases, is a determination and decision of management. Overtime must be approved by management in advance of an employee working overtime. An employee working overtime without the approval of their supervisor may face disciplinary action.

In various areas of BCFA's operations, necessary overtime is offered to employees within their classification in such a manner so as to equalize overtime hours worked over the period of a year.

In public service, unlike private employment, the availability of qualified people for overtime work is vital to the protection and welfare of our community and its residents. When needed on an overtime basis, employees are required to respond.

Overtime is usually compensated by means of special premium pay allowances or the granting of compensatory time.

Overtime practices and procedures differ considerably. You should discuss this matter with your immediate supervisor for more detailed information.

## Compensatory time

Employees not covered by a collective bargaining agreement, who are FLSA non-exempt, may receive compensatory time at the rate of one and one-half (1 ½) hours of compensatory time for every hour worked. When compensatory time is taken, the employee will receive their regular rate of pay.

Employees, who are FLSA exempt, may receive compensatory time (at straight time) and can accumulate a total of forty (40) hours within a calendar year period. Compensatory time for FLSA exempt employees is not eligible to be carried over to the next year.

## Performance Evaluations

A formal performance evaluation is an important tool. It acknowledges areas of outstanding job performance as well as areas where improvement is needed. To this extent, it aids in discovering training needs and allows setting goals for the upcoming appraisal period. There may be specific job factors involved in your duties, but common to nearly all positions are the elements of quality and quantity of work, dependability (Uniform Standards of Performance) .

All employees in the classified service will receive periodic performance evaluations. Employees are required to sign their completed evaluation. You also have the opportunity to provide your written comments about the evaluation.

Please remember that it is your job performance that is being evaluated, not you as an individual. Judgment decisions are involved and opinions may vary.

## Cell Phone Stipend

This policy outlines the BCFA's approach to providing a cell phone stipend to employees who are required to use their personal cell phones for business purposes.

An Employee's job duties might require frequent communication via cell phone for business purposes. Employees must use their personal cell phone for business-related calls, emails, messaging, and/or data usage to receive the stipend

The company will provide a monthly cell phone stipend of \$40 to eligible full-time employees.

This stipend is intended to offset the cost of business-related cell phone usage, and is subject to review and adjustment by the company at its discretion. The stipend will be paid on a monthly basis through payroll.

BCFA Employees are responsible for all costs associated with their personal cell phone plan beyond the stipend amount. Employees must maintain a professional demeanor when using their cell phone for business purposes and adhere to all company policies regarding data security and confidentiality when using their cell phone for business purposes. Employees are responsible for all data usage, and understand that some company applications may use a significant amount of data. Employees are responsible for protecting company data on their personal cell phones.



## **Section 5: Organizational Policies and Code of Conduct**

### **Code of Ethics, Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, BCFA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are just a few examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty,
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of BCFA-owned or BCFA-operated property or equipment
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual activities and/or other unlawful or unwelcome harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or on BCFA property
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the day
- Unauthorized use of telephones, mail system, or other BCFA-owned or BCFA-operated property or equipment
- Violation of personnel policies

You should not engage in any conduct (including but not limited to social media) that impairs your ability to perform your official duties or causes BCFA to be brought into disrepute.

In addition, as a BCFA employee, you should:



- Uphold the Constitution of the United States of America and of the State of Ohio, and all other federal, state, and local laws.
- Give a full day's labor for a full day's pay; give the performance of your duties earnest effort and best thought.
- Seek to find and employ more efficient and economical ways of completing tasks.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of your governmental duties.
- Make no private promises of any kind binding upon the duties of the office, since a governmental employee has no private work that can be binding on public duty.
- Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
- Never use any confidential information in the performance of governmental duties as a means for making private profit.
- Expose corruption whenever discovered.

## Attendance and Punctuality

BCFA requires that you have regular attendance on the job and report to work on time at the start of your schedule. This requirement also includes reporting after breaks and any scheduled overtime. Regarding weather or other conditions which may force the suspension of nonessential services, employees should contact their supervisor.

Unavoidable absences due to illness or other legitimate reasons are normally considered as excused absences; however, it is your responsibility to notify your supervisor of your absence and state the reasons for it so that a decision to excuse you can be made. As soon as possible upon your return, you should complete a Leave Request Form. All absences of three (3) or more consecutive days require a physician's excuse. Your supervisor may require such documentation for shorter periods if a pattern of absences warrants it.

Failure to appear for work without sufficient reason and failure to report to management your expected absence or tardiness on the job brings into serious question your interest and commitment to your job. Moreover, such instances often inconvenience other employees who may be required to remain on the job to complete work assigned to you and could



inconvenience BCFA partners. This may also add to the cost of running BCFA through needless overtime costs.

Repeated offenses of this nature may cause disciplinary measures to be implemented. Other measures such as lowered performance ratings can result.

Attendance is more than a matter of being on the premises. It means being at your place of work on time and ready to start or resume the day's business. It also means, performing a full day's work for the pay received and remaining on the job to render service and share in the responsibilities of the work unit.

Due to the variations in the type of work performed across BCFA operations, work schedules vary significantly. Your direct supervisor will inform you of your start and stop time, as well as break and lunch schedules.

Regardless of your assigned department, you are required to report your absences from work. In rare instances when you cannot avoid being late for work or are unable to work as scheduled, you should notify management as soon as possible in advance of the anticipated absence or tardiness. This should be done in advance of your starting time.

## Discrimination

BCFA is committed to providing a work environment that is free of discrimination and operates in accordance with Ohio Revised Code Chapter 4112 and all federal laws. Actions, words, jokes, or comments based on an individual's race, color, religion, national origin, sex, age, disability, genetic information, military status, and ancestry, or any other legally protected characteristics will not be tolerated.

Any employee who wants to report an incident of disparate treatment discrimination, disparate impact discrimination or other unlawful harassment should promptly report the matter in keeping with the applicable administrative directive. You may raise concerns and make reports without fear of reprisal or retaliation.

Reports should be made to an immediate supervisor or an HR representative. If the issue is with an immediate supervisor or HR representative, the report should be made to the next level of management. Reports can be done informally or formally. Informal reporting would



include informing the offender that their behavior is unwelcome, but if the person reporting should find that uncomfortable for any reason, they should proceed with a formal report.

Formal Reports of complaints should be filled out through the issue resolution form and should include the reporting employee's name, division/departments, classification title; name and title of person allegedly committing harassment, discrimination, or retaliation; The specific nature of harassment, discrimination, or retaliation and how long it has gone on and any related adverse employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against him/her; Any witnesses to the harassment, discrimination, or retaliation; and whether the harassment was previously reported, when and to whom.

Any supervisor or manager who becomes aware of possible discrimination is required to promptly report the matter in a timely and confidential manner.

Anyone engaging in discrimination will be subject to disciplinary action, up to and including termination of employment. Discrimination is a violation of federal and state law; BCFA adheres to these laws and will not tolerate illegal discrimination in any form, at any level, within the workplace by or among its employees.

## Issue Resolution

It is possible that disputes or misunderstandings will arise from time to time between an employee and supervision. BCFA has established an issue resolution procedure as a means for employees not in a union of airing and resolving such disagreements.

This procedure starts with a discussion of the matter between the two (2) parties. Issues unresolved at this step are then reduced to writing by using the Issue Resolution Form. They are processed on a step-by-step basis through higher levels of the administration and may end in binding arbitration. Any issues that involve a direct supervisor should go to the next level of management. For instance, if any supervisee of the President & CEO has any issues or conflicts with their direct supervisor, those issues can be brought to the Chairperson of the Board of Directors.

## Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image BCFA presents to partners and visitors.

During business hours, you are expected to present a clean and neat appearance and to dress according to the uniform requirements of your position. Your attire should be appropriate to the nature of your tasks and the degree of contact and interaction with the public. You are expected to exercise good judgment in your choice of attire. Your Department Director may require you to leave your job without pay when your attire or your general appearance is considered inconsistent with departmental policy.

## Sexual and Other Unlawful Harassment

BCFA is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's race, color, religion, national origin, sex, age, disability, genetic information, military status, and ancestry, or any other legally protected characteristic will not be tolerated. For example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter in keeping with the applicable administrative directive. You may raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment is required to promptly handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Sexual harassment is a violation of federal and state law; BCFA adheres to these laws and will not tolerate illegal harassment in any form, at any level, within the workplace by or among its employees.



# Business Travel Reimbursement Policy

Employees traveling on BCFA Business are entitled to be reimbursed for reasonable expenses they incur during the conduct of BCFA business if such expense is incurred and allowed by the BCFA Executive Director and the Board of Directors. You must use the Travel and Expense Report form to request travel reimbursement.

## Mileage

Employees who use their personal vehicles for approved business-related travel will be reimbursed at the maximum IRS mileage rate in effect at the time of travel.

- Employees must submit mileage logs detailing the date, purpose, and distance traveled.
- Reimbursement requests should be submitted within 30 days of travel using the designated expense reporting process.

The IRS mileage rate is subject to change annually, and the organization will adjust its reimbursement accordingly. Employees can reference the current rate at [www.irs.gov](http://www.irs.gov).

## Air Travel and Rental Cars

All air travel will be reimbursed at actual cost but not in excess of coach tourist airline fare. Travel insurance is not reimbursable. When and where practical, the use of Super Savers or like promotions should be used. In addition, the cost of transportation to and from terminals and local travel expenses (bus, taxi or rented car) will be reimbursed only if receipts are provided and an expense account form is completed and submitted.

Vehicle rental expenses may be reimbursed for the trip purpose when required to most cost effectively accomplish the purpose of the trip if approved in advance by the Executive Director.

## Meals

Employees will be reimbursed for meals at the per diem reimbursement rate **only**. A standard per diem daily meal allowance for the trip destination as determined by the current IRS Publication 1542 Per Diem Rates will be allowed without need for receipts.

The employee will be responsible for proper documentation on the Travel & Conference Expense Report form.

The individual meal per diem allowance may be rounded up to the nearest dollar provided the total does not exceed the aggregate daily per diem allowance subdivided as follows:

- Breakfast - 20% of the daily per diem rate
- Lunch - 30% of the daily per diem rate
- Dinner - 50% of the daily per diem rate

## Lodging

The necessity for overnight lodging during authorized BCFA business trips is based upon the most cost effective method to safely accomplish the trip purpose. Single occupancy accommodations at the government rate or in the medium price range for the locale is permitted. Every effort should be made (early reservations) to obtain accommodations as economical and reasonably close to the out-of-town destination as possible. Lodging will be reimbursed at cost. Receipts are necessary and a Travel & Conference Expense Report form must be completed.

## **Section 6: Discipline Policy**

### Disciplinary Action

The company is committed to maintaining a productive and respectful work environment. When employee conduct or performance falls below established standards, disciplinary action may be taken. Such actions may include, but are not limited to, verbal warnings, written warnings, suspension, and termination. The severity of the disciplinary action will depend on the nature and frequency of the infraction, as well as the employee's work history. The company reserves the right to take immediate disciplinary action, including termination, for serious violations of company policy or misconduct.

## **Section 7: Leave**

Whenever you are absent from work, you are required to submit a Leave Request Form. You will fill out and sign this form prior to your anticipated leaves of absence for supervisor's approval. Otherwise, the form must be completed upon your return to work.

### **Family Medical Leave Act (FMLA)**

BCFA is committed to complying with the Family and Medical Leave Act (FMLA). This policy outlines your rights and responsibilities under the FMLA.

Eligible employees may take FMLA leave for the following reasons:

- The birth and care of a newborn child.
- Placement of a child with the employee for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- The employee's own serious health condition that makes the employee unable to perform the functions of their job.
- Qualifying exigencies arising from a covered family member's active duty or call to active duty in the military.
- To care for a covered service member with a serious injury or illness.

Eligible employees may take up to 12 weeks of unpaid leave in a 12-month period for most qualifying reasons. Military caregiver leave may provide up to 26 weeks of leave in a single 12-month period. The 12-month period is measured as a rolling 12-month period backward from the date an employee uses any FMLA leave.

Employees must provide a 30 day advance notice of the need for FMLA leave when the need is foreseeable. When the need for leave is not foreseeable, employees must provide notice as soon as practicable.

The Company will maintain group health insurance coverage for employees on FMLA leave under the same terms and conditions as if the employee had not taken leave.



Upon return from FMLA leave, employees will be restored to their original job or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, subject to certain limited exceptions as provided by the FMLA.

## Maternity/ Paternity Leave

In addition to FMLA detailed above, BCFA provides supplemental paid leave at 100% of the employee's base salary. BCFA will provide eligible employees with up to eight (8) weeks of paid leave at 100% of their base salary. This paid leave runs concurrently with FMLA leave.

## Funeral Leave

Permanent employees may be eligible for leave of up to three (3) consecutive work days for the purposes of attending a funeral in the event of death in the immediate family.

The term "immediate family" is defined as follows: spouse, child or stepchild, grandchild, parent, stepparent, grandparent, brother, sister, parents or stepparents of spouse and grandparents of spouse.

In the event of a death of a relative other than an immediate family member as noted above, you may be eligible for funeral leave of up to eight (8) hours for the funeral or arrangements. Funeral pay is provided to accommodate absences occurring only on regularly scheduled workdays at your base rate of pay. It must be taken within seven (7) calendar days of the funeral and will not be granted if you are already in a paid or unpaid leave status. You are required to complete a Leave Request Form for funeral leave usage.

## Jury Duty Leave

As a citizen of the United States and the State of Ohio, you may be subpoenaed to court to serve as a juror. If you are summoned for jury duty, you will be entitled to time off while serving and no charge of time will be made against your PTO. While serving on jury duty, employees will be paid the difference between jury duty pay and their regular pay. Employees are required to complete a Leave Request Form for jury duty leave usage. During your period of jury duty, you must be in attendance at your work when not required to be in Court.

## Paid Time Off (PTO)

BCFA uses Paid Time Off (PTO) for all traditional leave, including things like vacation and sick days. PTO may be used at any time for any reason, but the employee must fill out a Leave Request form to take PTO. In the event PTO is being used for any unplanned time off, the employee must fill out the Leave Request form immediately upon their return. Submit requests for vacation through the Leave Request Form in advance to your supervisor.

PTO may be donated to other BCFA employees in a time of need. PTO donations must be requested by the employee in need, and any recipient of donations must use the PTO for the specified request reason. Buying, selling, or bartering of PTO is strictly prohibited, and any engagement in this behavior will result in disciplinary action.

PTO will be awarded in a lump-sum to all non-probationary employees on January 2 of each year. A non-probationary employee is a full-time employee who has worked the duration of their probationary period (120 Days for BCFA Employees) after their start date and been evaluated and approved.

A longevity PTO payout is also available to all employees who have served a consecutive three (3) years with BCFA. This longevity payout is an option to be paid for unused PTO in excess of 80 hours rather than banking them. An employee may request to be paid out for the excess PTO (beyond 80 hours) at the end of each calendar year.

BCFA offers PTO at the following rate:

Years of Service	PTO Hours Per Year	PTO Accrual (hourly per Bi-weekly pay period)	PTO Bank Max
1-3	168 (21 Days)	6.46	480
4-6	192 (24 Days)	7.38	480
7-15	208 (26 Days)	8.00	480
16	248 (31 Days)	9.54	480
17	256 (32 Days)	9.85	480

18	264 (33 Days)	10.15	480
19	272 (34 Days)	10.46	480
20	280 (35 Days)	10.77	480
21	288 (36 Days)	11.08	480

In the event of removal, resignation, or retirement, an employee's PTO bank is paid out in full based upon the employee's most recent base hourly rate. PTO for the calendar year of removal, resignation, or retirement will be paid in a pro-rated amount based upon the bi-weekly accrual policy according to the time served in the current year.



# Employee Acknowledgement Form

*Please read the statements below, sign, and return this form to your supervisor.*

I acknowledge this employee handbook is neither an employment contract nor a legal document. I have received the handbook. I understand it is my responsibility to read and comply with all policies contained in the handbook.

I acknowledge that the information, policies, and benefits described herein are subject to change and may be revised from time to time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

This employee handbook describes important information about the Butler County Finance Authority. Employees should consult their appointing authority or the President & CEO regarding any questions not answered in the handbook.

Employees Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

