

Name of Section	Policy Name	Current #	Former #	Adopted Date	Amended Dates	Curent Effective Date	Abolished Date
1.00 The Board	Board Member Authority & Duties	1.01	1:01 BPM	1/18/1991	1/19/2017	1/19/2017	
1.00 The Board	Board Member Appointment, Reappointment and Removal	1.02	1:02 BPM	1/18/1991	5/12/2004; 1/19/2017	1/19/2017	
1.00 The Board	Board Member Code of Ethics	1.03	1:05 BPM	1/18/1991	1/19/2017; 6/15/2017	6/15/2017	
1.00 The Board	Organization of the Board	1.04	Combines 1:03, 1:04, 1:07, 2:01, 2:05 BPM	5/18/2017		5/18/2017	
1.00 The Board	Ethics Council	1.05	1:07 BPM	1/18/1991	5/18/2017	5/18/2017	
1.00 The Board	Board Philosophy	1.06	4:01 BPM	1/18/1991	6/15/2017	6/15/2017	
1.00 The Board	Public Notice of Meetings	1.07	2:04 BPM	1/18/1991	6/15/2017	6/15/2017	
1:00 The Board	Meetings of the Board and Transaction of Business	1.08	1:08, 2:01, 2:02, 2:03, 2:06, 2:08 2:09, 2:12 BPM	5/18/2017	n/a	5/18/2017	
1:00 The Board	Minutes of Proceedings	1.09	2:07 BPM	1/18/1991	5/18/2017	5/18/2017	
1.00 The Board	Public Participation at Board Meetings	1.10	2:11 BPM	1/18/1991	10//1992; 5/18/2017	5/18/2017	
1.00 The Board	Contracts	1.11	3:08 BPM	1/18/1991	2/1997; 8/11/2004; 5/18/2017	5/18/2017	
1:00 The Board	Purchasing Requirements (formerly Bidding Requirements)	1.12	3:04 BPM	1/18/1991	4/1998; 5/18/2017	Reinstated: 5/18/2017	1/15/2015
1:00 The Board	Policy Adoption and Changes	1.13	3:07 BPM	1/18/1991	6/15/2017	6/15/2017	
1:00 The Board	Promotion of Facility/Program Accessibility, Nondiscrimination & Opportunities	1.14	4:09 BPM	1/18/1991	9/21/2017	9/21/2017	
1.00 The Board	Fiscal Management Goals	1.15	03:05 BPM	1/18/1991	12/21/2017	12/21/2017	
1.00 The Board	Board – Staff Communications	1.16	3:02 BPM	1/18/1991	6/15/2017	6/15/2017	
1.00 The Board	Consultants to the Board	1.17	03:03 BPM	1/18/1991	12/21/2017	12/21/2017	
2.00 Administration	Resolution of Complaints and Appeals of Proposed or Initiated Adverse Action Involving the SCBDD	2.01A	4:12 BPM	7/17/2014		7/17/2014	
2.00 Administration	Appendix to Policy 2.01: Resolution of Complaints or Appeal Explanation Form	2.01B	n/a	7/17/2014		7/17/2017	
2.00 Administration	Capital Improvements	2.02	n/a	9/18/2014		9/18/2014	
2.00 Administration	Federal Funds	2.03	n/a	12/15/2016	3/15/2018	3/15/2018	
2.00 Administration	Public Records	2.04	10.04 PPM	5/22/2008	1/19/2017; 3/15/2018	3/15/2018	
2.00 Administration	Nondiscrimination Policy for Service Provision	2.05	4:09 BPM	1/18/1991	10/1995; 8/21/2002; 9/21/2017	9/21/2017	
2.00 Administration	Electronic Signature Policy	2.06	4:11 BPM	12/15/2011	12/21/2017	12/21/2017	
2.00 Administration	RESERVED	2.07					
2.00 Administration	RESERVED	2.08					
2.00 Administration	Board Will be Payer of Last Resort	2.09	6:07 BPM	12/13/2012	8/17/2017	10/1/2017	
2.00 Administration	Credit Card Usage	2.10	4.19 PPM	1/1/2003	5/12/2004; 12/15/2016; 1/17/2019	1/17/2019	

Name of Section	Policy Name	Current #	Former #	Adopted Date	Amended Dates	Current Effective Date	Abolished Date
2.00 Administration	Fiscal Planning & Management	2.11	10:17 BPM	6/21/2012	7/21/2016	7/21/2016	
2.00 Administration	Title XX Funds	2.12	10:25 BPM	5/9/2001	6/10/2004; 11/9/2006; 9/19/2013; 10/17/2013; 7/17/2014; 8/17/2017	8/17/2017	
2.00 Administration	Petty Cash Funds	2.13	4.20 PPM	5/14/2003	10/19/2017; 11/16/2017	11/16/2017	
2.00 Administration	Corporate Compliance	2.14	n/a	2/21/2013	8/18/2016	8/18/2016	
2.00 Administration	Eligibility Determination	2.15	n/a	8/22/2013		8/22/2013	
2.00 Administration	Waiting Lists for Services	2.16	10:23 BPM	2/1/1996	6/14/2000; 9/8/2004; 6/15/2017; 8/16/2018	9/1/2018	
2.00 Administration	Research	2.17	8:23 BPM	1/18/1991	9/21/2017	9/21/2017	
2.00 Administration	RESERVED	2.18					
2.00 Administration	RESERVED	2.19					
2.00 Administration	Emergency Closing of Buildings and Programs	2.20	8:27 BPM	1/18/1991	9/21/2017	9/21/2017	
2.00 Administration	Facility Use	2.21	8:28 BPM	1/18/1991	6/15/2017	6/15/2017	
2.00 Administration	Fees for Services to Eligible Individuals	2.22	10:16 BPM	7/26/2004	2/15/2018	2/15/2018	
3.01 Personnel - Introduction	Personnel Policy Preamble	3.01.01	n/a	5/16/2013		5/16/2013	
3.01 Personnel - Introduction	Scope of Coverage	3.01.02	1.02 PPM	5/16/2013		5/16/2013	
3.01 Personnel - Introduction	Dissemination & Policy Amendments	3.01.03	1.03 PPM	5/16/2013		5/16/2013	
3.01 Personnel - Introduction	Release of Public Information	3.01.04	1.04 PPM	5/16/2013		5/16/2013	
3.01 Personnel - Introduction	Employer Rights	3.01.05	1.06 PPM	5/16/2013		5/16/2013	
3.01 Personnel - Introduction	Personnel Policy Definitions	3.01.06	1.08 PPM	5/9/2001	4/21/2011; 4/21/2016; 6/16/2016; 3/15/2018	3/15/2018	
3.01 Personnel - Introduction	Savings Clause	3.01.07	10.01 PPM	5/9/2001	4/21/2016	4/21/2016	
3.02 Personnel - Employment Practices	Fair Employment Standards	3.02.01	2.01 PPM	5/1/2001	6/20/2013; 8/18/2016	8/18/2016	
3.02 Personnel - Employment Practices	Reasonable Accommodation	3.02.02	2.02 PPM	5/1/2001	6/20/2013; 5/19/2016	5/19/2016	
3.02 Personnel - Employment Practices	Filling Vacant Positions	3.02.03	2.07 PPM	5/9/2001	4/21/2016	4/21/2016	
3.02 Personnel - Employment Practices	Employment Eligibility	3.02.04	2.05 PPM	5/9/2001	3/20/2014; 4/21/2016; 6/16/2016	6/16/2016	
3.02 Personnel - Employment Practices	Fitness for Duty	3.02.05	2.11 & 2.12 PPM	4/21/2016		4/21/2016	
3.02 Personnel - Employment Practices	Retire/Rehire	3.02.06	n/a	6/30/2014	1/15/2015; 7/15/2017	7/15/2017	

Name of Section	Policy Name	Current #	Former #	Adopted Date	Amended Dates	Current Effective Date	Abolished Date
3.02 Personnel - Employment Practices	Volunteers	3.02.07	2.15 PPM	5/9/2001	4/21/2016	4/21/2016	
3.02 Personnel - Employment Practices	Nepotism	3.02.08	2.13 PPM	5/9/2001	4/21/2016	4/21/2016	
3.02 Personnel - Employment Practices	Rules for Registration and Certification	3.02.09	7.07 PPM	5/9/2001	6/18/2015	6/18/2015	
3.02 Personnel - Employment Practices	Probationary Periods	3.02.10	2.09 PPM	5/9/2001	7/9/2003; 4/16/2016; 6/21/2016; 9/15/2016 5/18/2017; 2/15/2018	2/15/2018	
3.02 Personnel - Employment Practices	Performance Evaluation Program	3.02.11	3.02 PPM	5/9/2001	4/21/2016	4/21/2016	
3.02 Personnel - Employment Practices	Position Assignment	3.02.12	2.08 PPM	5/9/2001	5/19/2016; 9/15/2016; 3/15/2018	3/15/2018	
3.02 Personnel - Employment Practices	Drug-free Workplace	3.02.13	4.18 PPM	5/14/2003	5/21/2009; 8/20/2015	8/20/2015	
3.02 Personnel - Employment Practices	Solicitation	3.02.14	4.14 PPM	5/9/2001	6/16/2016	6/16/2016	
3.02 Personnel - Employment Practices	Personnel Records	3.02.15	3.01 PPM	5/9/2001	5/19/2016; 2/16/2017	2/16/2017	
3.02 Personnel - Employment Practices	Tuberculosis Testing	3.02.16	9.08 PPM	5/9/2001	7/21/2016	7/21/2016	
3.02 Personnel - Employment Practices	Payroll Deductions & Recordkeeping	3.02.17	6.04 PPM; 3.05.04	5/9/2001	12/15/2016; 2/16/2017	2/16/2017	
3.02 Personnel - Employment Practices	Hours of Operation	3.02.18	4.01 PPM; 3.04.06	5/9/2001	9/15/2011; 10/17/2013; 2/16/2017	2/16/2017	
3.02 Personnel - Employment Practices	Exit Process	3.02.19	8.04 PPM	5/9/2001	4/21/2016	4/21/2016	
3.02 Personnel - Employment Practices	Public Employment Risk Reduction Program	3.02.20	9.02 PPM	5/9/2001	10/19/2017	10/19/2017	
3.02 Personnel - Employment Practices	Involuntary Separation	3.02.21	8.02 PPM	5/9/2001	10/19/2017	10/19/2017	
3.03 Personnel - Superintendent	Superintendent's Contract, Compensation, Benefits and Evaluation	3.03.01	5:01 BPM	1/18/1991	12/21/2017	12/21/2017	
3.03 Personnel - Superintendent	Superintendent Duties & Responsibilities	3.03.02	5:02 BPM	1/18/1991	12/21/2017	12/21/2017	
3.03 Personnel - Superintendent	Board-Superintendent Relationship	3.03.03	5:03 BPM	1/18/1991	12/21/2017	12/21/2017	
3.04 Personnel - Employee Conduct & Responsibilities	Standards of Conduct	3.04.01	5.03 PPM	6/20/2013		6/20/2013	

Name of Section	Policy Name	Current #	Former #	Adopted Date	Amended Dates	Curent Effective Date	Abolished Date
3.04 Personnel - Employee Conduct & Responsibilities	Progressive Discipline	3.04.02	5.04 PPM	6/20/2013	12/13/2013	12/13/2013	
3.04 Personnel - Employee Conduct & Responsibilities	Resolving Employee Grievances (includes disciplinary action appeals process)	3.04.03	5.06 PPM	5/9/2001	5/12/2004; 6/16/2016	6/16/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Confidentiality	3.04.04	4.04 PPM	5/9/2016	6/16/2016	6/16/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Staff Advisory Council	3.04.05	10:06 PPM	(originally 10/1998) 5/9/2001	6/13/2001; 6/11/2003; 9/14/2006; 9/19/2013; 9/17/2015; 5/19/2016	5/19/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Employee Certification, Licensure & Registration Standards	3.04.07	3.04 PPM	5/9/2001	6/18/2015; 5/19/2016	5/19/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Tardiness & Attendance	3.04.08	4.02 PPM	5/9/2001	10/15/2015; 12/15/2016; 5/18/2017	5/18/2017	
3.04 Personnel - Employee Conduct & Responsibilities	Use of Social Media	3.04.09	n/a	5/15/2014		5/15/2014	
3.04 Personnel - Employee Conduct & Responsibilities	Use of Motor Vehicles	3.04.10	4.06 PPM	5/9/2001	11/19/2015; 6/16/2016	6/16/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Dress Code	3.04.11	4.09 PPM	5/9/2001	5/19/2016	5/19/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Use of Supplies, Equipment & Networks	3.04.12	4.05 PPM	5/9/2001	5/19/2016; 9/15/2016	9/15/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Notification of Changes	3.04.13	2.10 PPM	5/9/2001	5/19/2016	5/19/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Code of Ethics	3.04.14	4.03 PPM	5/9/2001	8/18/2016	8/18/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Voluntary Separation	3.04.15	8.01 PPM	5/9/2001	7/16/2015; 8/18/2016; 8/17/2017	8/17/2017	
3.04 Personnel - Employee Conduct & Responsibilities	Use of Tobacco Products	3.04.16	4.16 PPM	5/9/2001	3/20/2014	3/21/2014	
3.04 Personnel - Employee Conduct & Responsibilities	Whistleblower Protection	3.04.17	4.17 PPM	5/9/2001	3/21/2013	3/21/2013	
3.04 Personnel - Employee Conduct & Responsibilities	Political Activity	3.04.18	4.13 PPM	5/9/2001	6/16/2016	6/16/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Outside Employment (Moonlighting)	3.04.19	4.10 PPM	5/9/2001	8/18/2016	8/18/2016	
3.04 Personnel - Employee Conduct & Responsibilities	Policy Against Sexual and Other Forms of Harassment	3.04.20	4.15 PPM	5/9/2001	9/15/2016	9/15/2016	

Name of Section	Policy Name	Current #	Former #	Adopted Date	Amended Dates	Current Effective Date	Abolished Date
3.04 Personnel - Employee Conduct & Responsibilities	Workplace Violence	3.04.21	9.09 PPM	5/9/2001	12/15/2016	12/15/2016	
3.05 Personnel - Compensation & Benefits	Compensation	3.05.01	6.01 PPM	5/9/2001	6/14/2007; 7/24/2008; 1/21/2010; 8/18/2016; 7/20/2017	7/20/2017	
3.05 Personnel - Compensation & Benefits	Overtime & Compensatory Time	3.05.02	6.02 PPM	5/9/2001	12/15/2016	12/15/2016	
3.05 Personnel - Compensation & Benefits	Reimbursement of Expenses	3.05.03	6.03 PPM	5/9/2001	4/14/2004; 7/13/2005; 12/13/2012; 6/20/2013; 11/19/2015; 6/16/2016	6/16/2016	
3.05 Personnel - Compensation & Benefits	Reserved	3.05.04					
3.05 Personnel - Compensation & Benefits	Sick Leave	3.05.05	6.06 PPM	5/9/2001	8/10/2005; 4/16/2009; 4/21/2011; 12/15/2016; 9/21/2017	9/21/2017	
3.05 Personnel - Compensation & Benefits	Vacation Leave, Personal Leave, and Paid Time Off	3.05.06	6.09 & 6.10 PPM	10/17/2013	9/21/2017; 11/16/2017	11/16/2017	
3.05 Personnel - Compensation & Benefits	Unpaid Leave (formerly: Miscellaneous Leaves)	3.05.07	06.12 PPM	5/9/2001	9/21/2017	9/21/2017	
3.05 Personnel - Compensation & Benefits	Holidays	3.05.08	6.05 PPM	5/9/2001	2/16/2017; 5/18/2017	5/18/2017	
3.05 Personnel - Compensation & Benefits	Insurances	3.05.09	6.14 PPM	5/9/2001	12/13/2012; 6/16/2016; 2/16/2017	2/16/2017	
3.05 Personnel - Compensation & Benefits	Health Insurance Opt-Out	3.05.10	n/a	1/15/2015		1/15/2015	
3.05 Personnel - Compensation & Benefits	Benefits at Separation	3.05.11	6.16 & 8.03 PPM	5/9/2001	4/16/2015; 7/16/2015	7/16/2015	
3.05 Personnel - Compensation & Benefits	Leave Donation	3.05.12	6.19 PPM	5/19/2011	6/4/2015	6/4/2015	
3.05 Personnel - Compensation & Benefits	Retirement Benefits	3.05.13	6.15 PPM	5/9/2001	7/16/2015; 6/16/2016	6/16/2016	
3.05 Personnel - Compensation & Benefits	Unemployment Compensation Insurance	3.05.14	6.18 PPM	5/9/2001	6/16/2016	6/16/2016	
3.05 Personnel - Compensation & Benefits	Workers' Compensation Insurance	3.05.15	6.17 PPM	5/9/2001	6/16/2016	6/16/2016	
3.05 Personnel - Compensation & Benefits	Reporting Additional Education	3.05.16	7.03 PPM	5/9/2001	4/14/2004; 5/10/2006; 6/16/2016	6/16/2016	

Name of Section	Policy Name	Current #	Former #	Adopted Date	Amended Dates	Current Effective Date	Abolished Date
3.05 Personnel - Compensation & Benefits	Education Expenses Reimbursement	3.05.17	7.02 PPM	1st time 5/9/2001 2nd time 12/2008	3/18/2010; 12/13/2012; 7/21/2016	7/21/2016	7/13/2005 - Reinstated 2008
3.05 Personnel - Compensation & Benefits	Bereavement Leave (Formerly Funeral Leave)	3.05.18	6.07 PPM	5/9/2001	2/16/2017	2/16/2017	
3.05 Personnel - Compensation & Benefits	Civic Duty Leave (Formerly Jury Duty Leave)	3.05.19	6.08 PPM	5/9/2001	2/16/2017	2/16/2017	
3.05 Personnel - Compensation & Benefits	Family and Medical Leave	3.05.20	6.13 PPM	5/9/2001	5/20/2010; 10/19/2017	10/19/2017	
3.05 Personnel - Compensation & Benefits	Uniformed Services Leave (Formerly Military Leave)	3.05.21	6.11 PPM	5/9/2001	11/16/2017	11/16/2017	
4.00 Health & Safety	Rights of Persons with DD	4.01	6:04 BPM	1/18/1991	3/21/2013	3/21/2013	
4.00 Health & Safety	Communicable Diseases, Blood-borne Pathogens and Infection Control	4.02	9.07 PPM	9/19/2013		9/19/2013	
4.00 Health & Safety	Addressing General Health and Well-being in the Facilities of the SCBDD	4.03	9.01 PPM; 9.04 PPM; 8.13 BPM; 8.24 BPM; 8.25 BPM; & 10.03 BPM	11/17/2016	9/21/2017	9/21/2017	
4:00 Health & Safety	Supported Living Quality Assurance	4.04	7:03 BPM	10/1/1997	8/11/2004; 3/15/2018	3/15/2018	
4.00 Health & Safety	Use of Naloxone/Narcan	4.05	n/a	5/16/2019		5/16/2019	
4.00 Health & Safety	RESERVED	4.06					
4.00 Health & Safety	RESERVED	4.07					
4.00 Health & Safety	Internet Safety	4.08	n/a	10/15/2015		10/15/2015	
4.00 Health & Safety	RESERVED	4.09					
4.00 Health & Safety	RESERVED	4.10					
4.00 Health & Safety	Positive Culture/Personal Supports	4.11	4:05 BPM; 7:10 PPM	9/1/1991	6/1996; 8/1996; 6/12/2002; 1/17/2013; 02/26/2015	2/26/2015	
4.00 Health & Safety	Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare and Continuous Quality Improvement	4.12	6.09 PPM	1/18/1991	9/12/2001; 1/19/2002; 6/12/2002; 7/12/2002; 11/13/2002; 7/12/2007; 11/8/2007; 8/22/2013; 3/21/2019	3/21/2019	
4.00 Health & Safety	Hazard Communication Plan	4.17	9.05 PPM		9/19/2013	9/19/2013	
4.00 Health & Safety	Building & Grounds Security Regarding Visitors and Tours	4.24	1.07 PPM	5/1/2001	5/16/2013; 5/18/2017	5/18/2017	

Name of Section	Policy Name	Current #	Former #	Adopted Date	Amended Dates	Current Effective Date	Abolished Date
4.00 Health & Safety	Firearms, Lethal Weapons and Dangerous Ordnances (Concealed Carry Restrictions)	4.25	n/a	5/18/2017		5/18/2017	
4.00 Health & Safety	Administration of Medication and Health-Related Activities	7.01 BPM					
4.00 Health & Safety	Administering Medications to Consumers	7:01 BPM	n/a	5/9/2001	3/20/2002; 6/10/2004	6/10/2004	
4.00 Health & Safety	Medicine Administration [Internal]	7:04 BPM	n/a	1/18/1991	6/1994; 3/14/2001; 3/20/2002; 11/13/2002; 7/13/2005	7/13/2005	
4.00 Health & Safety	Policy for Self-medication & Self-medication with Assistance	7:05 BPM	n/a	7/12/2007	4/7/2010	4/7/2010	
4.00 Health & Safety	[Medicine Administration] Compliance & Quality Assessment Review Policy in Community Settings	7:06 BPM	n/a	9/13/2007	4/7/2010	4/7/2010	
4.00 Health & Safety	[Medicine Administration] Expanded Authorization of DD Personnel to Administer Prescribed Medications, Perform Health-related Activities, or Perform Tube Feedings	7:07 BPM	n/a	1/20/2008		1/20/2008	
5.00 Programs & Services	Service and Support Administration Provided	5.01	n/a	6/30/2014		6/30/2014	
5.00 Programs & Services	Employment First Implementation	5.02	n/a	6/30/2014	9/21/2017	9/21/2017	
5.00 Programs & Services	Early Childhood Programs	5.03	8:04 BPM	1/18/1991	3/1993; 11/1997; 1/19/2002; 6/12/2002; 6/14/2007; 2/16/2017	2/16/2017	
5.00 Programs & Services	School Age Services	5.04	8:05 BPM	1/18/1991	1/9/1996; 10/17/2017	10/17/2017	
5.00 Programs & Services	School Age Services - Appendix A: Ohio Department of Education Model Special Education Policies and Procedures	5.04 A	n/a	8/17/2017	n/a	8/17/2017	
5.00 Programs & Services	School Age Services - Appendix B: Ohio Department of Education Restraint and Seclusion Model Policy and Procedures	5.04 B	n/a	8/17/2017	n/a	8/17/2017	
5:00 Programs & Services	Non-waiver Transportation Services (Formerly Transportation Policies & Procedures)	5.05	9.01 BPM	11/16/2017		11/16/2017	
5.00 Programs & Services	Non-Routine Use of School Buses	5.06	9:05 BPM	1/18/1991	8/8/1995; 11/16/2017	11/16/2017	
5.00 Programs & Services	Authorized Passengers	5.07	9:10 BPM	6/12/2002	11/16/2017	11/16/2017	
5.00 Programs & Services	Bus Aides	5.08	9:11 BPM	9/15/2011	11/16/2017	11/16/2017	
5.00 Programs & Services	Targeted Case Management Services	5.09	n/a	11/16/2017		11/16/2017	
5.00 Programs & Services	Adult Services	5.10	n/a	12/21/2017		12/21/2017	
5.00 Programs & Services	Family Directed Services	5.11	8:02 BPM	4/16/2002	6/21/2012; 2/15/2018	2/15/2018	
5.00 Programs & Services	Supported Living Policy	5.12	8:16 BPM	6/26/2008	3/15/2018	3/15/2018	

Table of Contents

Name of Section	Policy Name	Current #	Former #	Adopted Date	Amended Dates	Curent Effective Date	Abolished Date
	Acknowledgement of Receipt & Disclaimer						