**Ohio Provider**

**Resource Association Handbook**

**Revised**

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**Section 1.0 Employment At Will**

A. All employees are hired on an "at will" basis and either the employee or OPRA may choose to end the employment relationship at any time, with or without notice and with or without cause for any reason not prohibited by law.

B. The policies set forth in the manual are not intended to create a contract of employment between OPRA and any of its employees. In general, OPRA does not offer employment contracts and no single employee has the authority to alter this policy either verbally or in writing.

**Section 1.1 Employee Status and Payroll Policy**

A. All employees of OPRA shall beare classified as full-time, or part-time and as regular or temporary.

B. Full -time employment is designated as consistently working 40 hours or more per week.

C. Part -time employment is designated as consistently working less than 40 hours per week.

D. Temporary employment is designated as working in a position for a specified period of time, regardless of full time or part time status.

E. Full -time, regular (not temporary) employees shall beare entitled to participate in all benefits as provided by OPRA. Part , subject to the terms and conditions of the applicable benefits plans. Part-time employees shall be entitled tomay participate only in those benefits as specified in policydesignated as being specifically available to part-time employees; otherwise, part-time employees are not eligible to participate in OPRA’s benefits programs. Temporary employees shallare not be entitledeligible to participate in the OPRA benefit package’s employee benefits plans.

F. All positions are governed by the Fair Labor Standards Act (FLSA), as well as complementary Ohio labor laws. FLSA has set a minimum weekly rate and duties for exempt employees, and consequently, all employees earning less than the minimum or do not meet the duties requirements are automatically not exempt from overtime (non-exempt). All employees shall beAl positions are  classified as either exempt or non-exempt. All non-exempt employees shall be compensated at a rate of one and one half times their normal hourly rate for all hours worked over 40 in a workweek. OPRA's work week runs from Sunday Midnight to Saturday at 11:59 P.M. Overtime pay is based on hours worked; consequently, sick, vacation leave, holidays, and other forms of leave will not be considered hours worked for purposes of calculating overtime compensation. Exempt employees are compensated on a salaried basis, and are not eligible to receive overtime pay.

G. All employees will beare paid on a semi-monthly basis. Typically, payments shall beare made on the 15th day of the month and the last business day of the month. If the 15th or last day falls on a holiday or weekend, payment will be made on the prior business day.

H. All non-exempt employees are required to accurately record their time worked during the week in which it was worked. Falsification of time records will result in disciplinary action.

I. OPRA makes deductions from paychecks for applicable taxes, judgments, liens, benefits costs, and other authorized or required purposes. If you believe that an improper or inadvertent deduction has been made from your wages or that any other error in your pay has occurred, you should immediately report this information in writing to your supervisor or the President & CEO. OPRA strives for error-free payroll and related calculations, however, if it is determined that an improper or inadvertent deduction or error has occurred, the deduction or error  will be promptly corrected.

**Section 1.2 Restrictions and Disabilities**

OPRA prohibits discrimination on the basis of disability, and provides reasonable accommodations to allow disabled employees to perform the essential functions of their jobs. OPRA strives to reasonably accommodate employees with disabilities so that they may perform the essential functions of their jobs in conformity with recommendations of appropriate medical professionals. If you have any restrictions or limitations that may affect your ability to perform the essential functions of your job, please discuss the matter with your manager or the \_\_\_\_\_\_ to determine whether a reasonable accommodation can be made.

**Section 1.3 Workers’ Compensation**

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. FROI (First Report of Injury) forms are available and need to be completed by the affected employee immediately.

**Section 1.4 Employee Benefits**

OPRA provides regular full-time employees such benefits as may from time to time be authorized by the Board. Employees will be provided with a written document outlining the current benefit offerings.

**Section 1.5 Employee Certification, Licensure and Registration**

A. Some employees may be required to meet certain professional qualifications and/or hold certain certifications and registrations in order to properly fulfill their job duties. In such instances, these requirements are set forth in the job description for the employee’s position. In these circumstances, the employee is responsible for monitoring their status and completing the necessary coursework and or other requirements necessary to maintain such credentials. It is the employee’s responsibility to pay any fees associated with the maintenance of necessary credentials. Employees may request reimbursement of such fees from OPRA. The CEO or designee will consider and determine such requests on a case-by-case, discretionary basis. Failure to maintain required certification, licensure or other credentials will result in termination of employment.

**Section 1.6 Motor Vehicle Insurance**

Employees driving their personal vehicles for business purposes are required to maintain their own insurance coverage on such vehicles and provide proof of insurance to OPRA upon request.

**Section 1. 7 Personnel Files/Records**

A. Employment files are the property of OPRA.

B. Unless otherwise provided required by law, subpoena, or governmental investigation individual employment information will not be used or divulged for purposes not connected to the management or operations of OPRA. OPRA will notify its employees any time there is a request to review the employee’s employment information.

C. Current employees may request to see the information in their personnel file and may review or receive copies of documents in the file.

D. Employees must provide written notice to OPRA of any change in name, address, marital status (only if it affects eligibility for certain benefits), telephone number, number of withholding allowances claimed for tax purposes, or emergency contact.

**Section 2.0 Employee Ethics**

A. The successful operation and reputation of OPRA is built on the principles of fair dealing and ethical conduct of our employees.

B. OPRA will complyis committed to complying with all applicable laws and regulations and expects its Directors, officers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

C. Employees shall not: engage in any activity that involves using their position for personal gain; give unwarranted or unethical preferential treatment to any individual, group or entity; represent OPRA in an unprofessional manner; or use OPRA property improperly.

D. Employees shall not engage in outside employment which has the potential to establish a conflict of interest with OPRA, its work or its mission. All outside employment shall be disclosed to the President & CEO who will determine whether or not it presents the potential for a conflict. If it is determined that the potential for a conflict exists, the employee must not engage in such conflictingwill be required to either end the outside employment or the employee will be terminated from employment with OPRA.

E. Compliance with this policy is the responsibility of every OPRA employee. Disregarding or failing to comply with standards of ethics and conduct will result in disciplinary action up to and including termination.

**Section 2.1 Performance Evaluation**

A. Performance evaluation is an on-going and interactive process. SupervisorsTo the extent possible, supervisors and employees are expected to discuss job performance, duties, and goals on a day to day basis. This will provide the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

B. Supervisors shallare required to conduct and document the occurrence of a performance review for each employee under their supervision at least once every anniversary year.

C. At OPRA's discretion, serious performance issues may be communicated in writing to the employee along with recommended steps for improvement. However, OPRA also reserves the right to take disciplinary action at any time, with or without prior warning, when it determines that such action is necessary.

**Section 2.2 Employee Conduct And Discipline**

A. OPRA strives to provide the highest quality services to its members within a professional working environment. As a service to our employees and the members receiving services we have established the following general expectations for employee conduct are provided:

1. Employees are expected to report for work in a timely manner and on a regular basis and to fulfill the duties as outlined in their job description. Variations in schedule are to be reported to and approved by the employee's supervisor in advance. Staffing needs and operational demands may necessitate variations in starting and stopping times, as well as in the total hours that may be required each day and/or each week. These variations will be communicated to the employee employees as far in advance as is practicable.

2. Work assignments are to be completed timely and in a satisfactory manner.

3. Each employee is expected to conduct themselves in a safe manner and to exercise caution in all work activities.

4. Employees are expected to demonstrate respect for OPRA property through proper use and care.

5. Employees shall not be in possession of or impaired by any controlled substances or alcohol when on the propertyOPRA’s premises or when performing any work for OPRA, unless the controlled substance has been prescribed by a licensed physician and is being used by the employee in the amount and manner prescribed. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the performance of his/herthe employee’s job. If the use of a medication could compromise the employee’s work and/or fellow employees orwork or safety of the employee, co-workers, or members of the public’s safety, it is the employee’s responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, notify supervisor) to avoid violation of policy andany work or safety issues and follow safe workplace practices.

6. Being convicted of any criminal offense that reflects upon the employee's ability to perform tasks the employee’s duties or is of such as nature as to compromise the integrity of OPRA or safety of its employee or members or which demonstrates behavior inconsistent with OPRA’s policies or its mission, as determined by the CEO,  shall be grounds for disciplinary action, up to and including termination.

7. Employees shall not be in possession of firearms, dangerous or deadly weapons or explosives while on company OPRA property or during the performance of work duties, except as expressly authorized by Ohio Revised Code § 2923.1210.

8. Employees are expected to treat co-workers, members, stakeholders and other professional contacts respectfully and professionally.

9. Employees are expected to maintain standards of dress and grooming that result in a positive and professional public image.

10. Employees are expected to maintain confidentiality of membernon-public information regarding OPRA member organizations.. Members may waive this rightprotection, in writing, in specific circumstances.

11. Employees are expectedrequired to adhere to all applicable federal, state and local laws and regulations.

12. Truthfulness in all communications is expected. False statements, including falsification of any OPRA-related record or document, are prohibited.

13. Employees are expected to follow all policies as outlined in this manual.

14. All electronic devices and email access OPRA furnishes to employeesprovided by OPRA and all applications (including OPRA’s email system) are the property of OPRA and are intended for business purposes. Excessive personal use of OPRA-provided equipment, communications systems and software is prohibited. OPRA retains the right to inspect any OPRA property, including computers and related equipment. Employees should have no expectation of privacy while using  OPRA-owned equipment or in public areas of the workplace.

B. OPRA strives for a positive approach towards discipline; with the overall goal of improving employee performance or conduct. The Board recognizes that infractions differ, and that the consequence of any infraction must consider the facts of each particular case. Certain basic principles, set forth below, shall be consistently applied, in so far as is practicable, in order to fairly and effectively correct unsatisfactory job performance or employee conduct.

1. Employees shall be advised of job expectations.

2. Policy infractions shall be addressed as soon as is reasonably possible.

3. Discipline shall be applied uniformly and consistently.

4. Each infraction shall be dealt with as objectively as possible.

5. Discipline shall be applied such that the penalty is proportionate to the infraction.

6. The employee's immediate supervisor generally shall have initial responsibility for any discipline. However, other supervisors or managers in the employee’s chain of command may initiate disciplinary action when extenuating circumstances exist, such as the immediate supervisor’s absence or possible involvement in misconduct.

C. Open Door Policy.

OPRA maintains an open door policy. All employees should feel free to contact the OPRA President & CEO to discuss any concerns they may have about any aspect of their employment, including any issues pertaining to employee discipline or termination. Should employees have concerns regarding the President & CEO they may contact the Chair of the Board directly.

**Section 2.3 Drug Free Workplace**

It is OPRA's desire to provide a drug free, healthful and safe workplace. To promote this goal, employees are expected to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner, and not under the influence of any form of illegal drugs.

While on OPRA premises and while conducting business-related activities, no employee may use, possess, distribute, sell or be under the influence of illegal drugs. The legal use of prescribed medication is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner and is being taken in the amount and manner prescribed by a licensed medical practitioner.. For a description of OPRA’s policy on accommodation of disabilities and appropriate use of prescribed medications, see Section 2.2(A)(5), above.

Drug and/or alcohol testing at OPRA's expense may be required for any employee where, in the discretion of OPRA, there exists probable cause to believe that illegal drug use exists or where drugs and/or alcohol use existsmay have been a factor in a work-related accident or other event.

Any employee who engages in or is convicted of, or pleads guilty or no contest to, or is sentenced for any offense related to the use, sale, possession, or distribution of illegal drugs or controlled substances must notify OPRA immediately of such occurrence.

Violations of this policy may lead to disciplinary action, up to and including termination and/or required participation in a substance abuse treatment program.

**Section 3.0 Notification of Absence/Leave Request Procedure**

A. All employees must inform a supervisor of the need for absence from work prior to the start of their report time. Notification should be made at least one hour in advance, unless it is an emergency which reasonably prevents such notice. Failure to report in advance may result in the denial of leave and/or disciplinary action.

B. Employees are required to complete an Application for Leave form to request an absence from work. Requests must be completed in advance, or in the event of an emergency leave, immediately upon return to work.

**Section 3.1** **Military Leave**

A. Any employee on approved military leave will be accorded all rights and benefits of employment as provided for by the Uniformed Services Employment and Reemployment Rights Act, 38, USCA Section 4302 et. seq.

B. Employees desiring military leave must give notice of military service (such as a copy of their military orders) to OPRA as soon as possible so that the position can be filledOPRA can ensure appropriate coverage for the role while the service memberemployee is goneon leave.

C. Employees on approved military leave shall be paid the difference, if any, between their military pay and their OPRA rate of pay for a period of no more than two (2) weeks.

D. An employee's eligibility for health benefits may end if the employee is on military leave for 30 days or longer. Thereafter, the employee may be eligible for continuation of coverage pursuant to COBRA. For questions regarding health benefits during a military please of absence, please contact OPRA’s benefits administrator.

E. Employees returning from military leave shall be reinstated upon submission of evidence of satisfactory military service.

**Section 3.2 Court Leave**

A. Court leave with pay shall be granted to employees subpoenaed to appear during working hours before any court or other body authorized by law, where the matter is job- related and the employee is not a party to the action.

B. Any employee who is appearing before a court or other authorized body for nonjury duty or for testimony in a matter that is not job-related work purposes may request vacation time, personal leave or leave without pay.

C. Employees absent duringfor court leaveappearances are expected to report to work thereafter as the court schedule permits.

D. In cases where the employee's absence would create an undue hardship on OPRA, the employee may be asked to submit a request to be excused from jury duty or other type of court appearance.

**Section 3.8 Leave Without Pay**

A. The President & CEO may grant a leave of absence without pay to any employee for a maximum duration of six (6) months. The request must be submitted on the standard Application for Leave form no less than 30 days in advance of the first day of leave, when at all possible. Exceptions may be made in the event of an emergency.

B. The approval of leave without pay is at the discretion of the President & CEO and is decided on a case -by -case basis.

C. An employee may return to work before the end of the scheduled leave, as approved by the President & CEO.

D. An employee who fails to return to work on the agreed upon return date will be considered to have abandoned their job and will be terminated.

E. At the discretion of OPRA, employees who take an extended leave of absence may or may not be returned to their former position.

F. Leave without pay will not be available until and unless all forms of paid leave have been exhausted.

**Section 3.9 Expense Reimbursement**

OPRA will reimburse employees for reasonable travel expenses and for other business-related expenses incurred. Employees who anticipate incurring any such expenses should obtain prior approval for such expenses from their supervisor. Failure to obtain such prior approval may result in the expense not being reimbursed; Employees are expected to limit expenses whenever possible. Expense report forms should be submitted within 30 days of the expense being incurred and must be accompanied by all relevant receipts.

**Section 4.0 Employee Separation**

This policy suggests desired procedures to be followed by both the employee and OPRA in the event of a separation from employment. However, the prevailing principle to be applied remains that the employment relationship is at–will, which means that either the employee or OPRA may end the employment relationship at any time, with or without notice and with or without cause for any reason not prohibited by law.

**A. Resignation**

1. An employee who intends to resign is requested to submit a written statement of resignation that includes the last expected day of work and the reason for the resignation. Employees are requested to notify their supervisor, in writing, of their resignation at least 21 days prior to the last day of employment.

2. Failure to give proper notification maywill result in the employee's ineligibility for payout of any accrued vacation time at the time of separation.

**B. Layoff**

1. Layoffs may occur if the President & CEO and the Board determine that there is a lack of funds sufficient to sustain the current operation, lack of sufficient work to require a position or when positions need to be eliminated in order to most efficiently meet the needs of the members.

2. Employees shall be laid off in any order which is consistent with the needs of OPRA, as determined by the President & CEO and Board of Directors.

3. Employees who have been laid off may be eligible for re-hire based on acceptable past job performance and OPRA’s needs.

**C. Return of OPRA Property**

1. The separating employee shallSeparating employees are required to promptly return allany OPRA property and equipment, as well as any OPRA records and documents in their possession, any fobs or keycards, and any completed and non-completed work.

**Section 5.0 Harassment And Discrimination**

**A. Policy**

OPRA believes that all of its employees should be treated with respect and should be able to work in an environment free of harassment and discrimination. It is the policy of OPRA to prohibit harassment or discrimination on the basis of sex, sexual orientation, gender identity, race, color, age, religion, national origin, veteran or military status, disability, genetic information, and any other status protected by applicable local, state or federal law. The term "harassment" may include such unwelcome conduct as slurs and other offensive remarks, jokes, and other verbal, graphic, or physical conduct.

If harassment or discrimination of this sort occurs, or you believe that it has occurred, you should promptly report such conduct to the President & CEO of OPRA or to the Chair of OPRA's Board of Directors. OPRA will promptly investigate all such charges and take such disciplinary action as it deems appropriate, up to and including termination.

**B. Sexual Harassment: A Specific Type of Prohibited Harassment**

Sometimes people use the word "harassment" to describe conduct far beyond what is covered under this or any other OPRA policy, such as personality conflicts or general disagreements. However, "harassment" – and in particular, the term "sexual harassment" – has a specific meaning and is not intended to describe all workplace conflicts or disagreements. Because sexual harassment involves a specific type of unacceptable conduct, OPRA's anti-harassment policy includes the following additional explanation of sexual harassment.

**C. Definition of Sexual Harassment**

For the purposes of this policy, sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, when: (1) submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions regarding that individual; or (3) the conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment may include but are not limited to unwanted sexual demands; demands for sexual favors in exchange for favorable treatment or continued employment; severe and pervasive sexual jokes, advances or propositions; transmission of sexually oriented emails, text messages, or other communications; and other similar types of unwelcome behavior of a sexual nature.

**D. Reporting a Complaint of Harassment/Discrimination**

OPRA encourages reporting of all perceived incidents of all types of harassment/discrimination, regardless of the accused individual's identity or position. While OPRA encourages individuals, who believe they are being harassed, to firmly and promptly notify the offender that his or her behavior in unwelcome, OPRA also encourages individuals to report incidents of harassment/discrimination so that it can ensure that such misconduct does not reoccur. Individuals who believe they or others have been subjected to harassment/discrimination should report their concerns to the OPRA President or Vice President or to the President of the Board of Directors.

No retaliation will be taken against any employee making a good faith harassment or discrimination complaint. However, if an investigation results in a finding that the complaint falsely accused another of harassment or discrimination knowingly, or in a malicious manner, the complainant will be subject to disciplinary action, up to and including termination.

**Section 6.0 Social Media**

OPRA takes no position on an employee’s decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of OPRA to protect itself from unauthorized disclosure of confidential information. A variety of laws prohibit the disclosure of information concerning individuals served by OPRA’s members and those prohibitions may apply to OPRA in certain circumstances. OPRA also has proprietary business information that must be treated as confidential trade secrets, including, but not limited to documents marked “Confidential Information,” “Proprietary Information,” “Trade Secrets,” or other similar marking. Accordingly, applicable confidentiality requirements are embodied in the policies and work rules of OPRA. The purpose of this policy is to provide guidance concerning legal and ethical obligations when communicating with others using electronic communications via social media platforms. OPRA’s social networking policy includes rules and guidelines for OPRA-authorized social networking and personal social networking and applies to all executive officers, board members, management and staff. Please note that all aspects of applicable confidentiality laws apply when posting on any social media sites, regardless of whether posting occurs in OPRA-authorized communications or in the private postings of OPRA employees.

**General Provisions**

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters.

Unless specifically authorized in writing by the OPRA management employee responsible for such authorization, employees are not authorized and therefore prohibited from making any representations on behalf of OPRA. In addition, employees may not publicly discuss other OPRA employees, officers, or other work-related matters without express written authorization from an OPRA manager, unless authorized to do so by Section 7 of the National Labor Relations Act. Unless specifically authorized in writing by the OPRA management employee responsible for such authorization, employees may not publicly discuss or display information or images, confidential or not, regarding persons served by OPRA’s members, OPRA products and services, or other matters protected by law or propriety rights. If such disclosure is authorized, the employee and authorizing management employee shall ensure that any applicable disclosure authorization forms are obtained and completed prior to disclosure.

**Employer Monitoring**

Employees are cautioned that they should have no expectation of privacy while using social media sites created, operated or affiliated with OPRA, or any publicly accessible forums on the Internet. Your postings can be reviewed by anyone, including OPRA. OPRA reserves the right to monitor comments or discussions about OPRA, its employees, persons served and the industry, including products and competitors, posted on social media sites created, operated or affiliated with OPRA, or any publicly accessible forums on the Internet by anyone, including employees and non-employees. OPRA may use blog-search tools and software to monitor publicly accessible forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using OPRA equipment or facilities for any purpose, including authorized blogging. OPRA reserves the right to use content management tools to monitor, review or block content on OPRA blogs that violate OPRA blogging rules and guidelines.

**Reporting Violations**

OPRA requests and strongly urges employees to report any violations or possible or perceived violations of this policy to an OPRA manager. OPRA will not retaliate against any employee for reporting a violation of this social networking policy or for cooperating in an investigation.

**Corrective Action for Violations**

OPRA investigates and responds to all reports of violations of the social networking policy and other related policies. Violation of OPRA’s social networking policy will result in corrective action up to and including immediate termination. The specific penalty imposed will be determined based on the nature and content of any blog or social networking post. OPRA reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

**Authorized Uses of Social Networking and Social Media**

OPRA invites employees to visit and interact with OPRA-affiliated media sites and encourages them to participate in OPRA’s social media activities with OPRA-affiliated media sites. The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and the exchange of authorized business information. Authorized social networking and blogging is used to promote OPRA products and services, raise awareness of the OPRA brand, search for potential new markets, and to communicate with employees and consumers. It is also used to brainstorm, issue or respond to breaking news or negative publicity, and to discuss corporate, business-unit and department-specific activities and events. When social networking, blogging or using other forms of web-based forums, OPRA employees must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace. Employees should consult a manager if they have any questions in this regard.

**Rules and Guidelines Applicable to Authorized Social Networking and Blogging**

The following rules and guidelines apply to social networking and blogging when such activities are authorized by OPRA and done during working hours. The rules and guidelines apply to all employer-related blogs and social networking entries, including those of OPRA members or affiliates.

Only employees with written authorization from the OPRA management employee responsible for oversight of OPRA’s blog and/or social networking entries can prepare and modify content for the blog or entries. Content must be relevant, add value and meet at least one of the specified goals or purposes set forth in these policies. If uncertain about any information, material or conversation, discuss the content with a manager.

All employees must identify themselves as employees of OPRA when posting comments or responses on the employer’s blog or on the social networking site.

Any copyrighted information where written reprint permission has not been obtained in advance cannot be posted on OPRA’s blog.

Managers are authorized to remove any content that does not meet the rules and guidelines of this policy or that management determines to be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

OPRA expects all guest bloggers to abide by all rules and guidelines of this policy. OPRA reserves the right to remove, without advance notice or permission, all guest bloggers’ content considered inaccurate or offensive. OPRA also reserves the right to take appropriate legal action against guests who engage in prohibited or unlawful conduct.

**Personal Blogs and Use of Social Media**

OPRA respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. However, employees are expected to follow these guidelines and policies to provide a clear distinction between you as an individual and you as an employee.

Employees are personally responsible for their personal commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just OPRA.

Employees cannot use employer-owned equipment, including computers, OPRA-licensed software or other electronic equipment, or facilities or OPRA time, to conduct personal blogging or personal social networking activities. Employees cannot use any software or electronic equipment, including employee-owned software and equipment, to conduct personal blogging or personal social networking activities during working hours.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate against or disparage employees or anyone associated with or doing business with OPRA. These prohibitions are not intended to limit the rights of employees to exercise rights under Section 7 of the National Labor Relations Act. An employee who chooses to identify him- or herself as an OPRA employee should understand that some readers might regard that employee as a spokesperson for OPRA. Because of this possibility, OPRA asks that employees who reveal their employment relationship with OPRA state that the views they express in a blog or during social networking are the employees’ own and not those of OPRA, nor of any person or organization affiliated or doing business with OPRA.

Employees cannot post on personal blogs or social media the name, trademark or logo of OPRA or any business with a connection to OPRA. Employees cannot post OPRA-privileged information, including copyrighted information or OPRA-issued documents. Employees cannot post on personal blogs or other social media photographs of other employees, persons served by OPRA members, vendors or suppliers, nor can employees post photographs of persons engaged in OPRA business or at OPRA events.

Employees cannot post on personal blogs or social media any advertisements or photographs of OPRA products, nor sell OPRA products and services. Employees cannot link from a personal blog or social media to OPRA’s internal or external web site.

If contacted by the media or press about their post that relates to OPRA business, employees are required to speak with their manager before responding. If you have any questions relating to this policy, your personal blog or social media, you should ask your Manager.

**Handbook Acknowledgment and Receipt**

**I have received my copy of the Ohio Provider Resource Association Handbook.**

The Handbook describes important information about the Ohio Provider Resource Association (OPRA), and I understand that I should consult an OPRA manager or the President and CEO regarding any questions I have concerning the meaning or content of the Handbook.

This Handbook and the policies and procedures contained in it supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with OPRA. By distributing this Handbook, OPRA expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment with OPRA is employment at-will, which may be terminated at the will of either OPRA or myself. 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee's Signature

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Employee's Name (Print)

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| Document 1 ID | file://\\COL-USRPROF-01\COLUSRFR\slett\Desktop\(32725602)\_(1)\_OPRA Handbook.Revised.4-15-19.DOCX  |
| Description | (32725602)\_(1)\_OPRA Handbook.Revised.4-15-19  |
| Document 2 ID | file://\\COL-USRPROF-01\COLUSRFR\slett\Desktop\(32709983)\_(1)\_Draft Handbook incorporating JJF suggested revisions.DOCX  |
| Description | (32709983)\_(1)\_Draft Handbook incorporating JJF suggested revisions  |
| Rendering set | Standard |

|  |
| --- |
| **Legend:** |
| Insertion  |
| ~~Deletion~~  |
| ~~Moved from~~  |
| Moved to  |
| Style change  |
| Format change  |
| ~~Moved deletion~~  |
| Inserted cell |   |
| Deleted cell |   |
| Moved cell |  |
| Split/Merged cell |  |
| Padding cell |  |

|  |
| --- |
| **Statistics:** |
|  | Count |
| Insertions | 78 |
| Deletions | 96 |
| Moved from | 1 |
| Moved to | 1 |
| Style change | 0 |
| Format changed | 0 |
| Total changes | 176 |