

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Personnel

Effective Date: 12/1/16  
Supersedes Date: 1/1/14

## POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County will comply with all personnel regulations as outlined by the State of Ohio unless specifically modified or expanded by formal action of the MHRSB as permitted by state or federal law. These policies shall in no way be construed as a contract between the MHRSB and its employees.

## ACCOUNTABILITY

Executive Director

## PROCEDURE

1. There are three (3) categories of employment status at the Mental Health and Recovery Services Board.

Status: Unclassified - Exempt:

Executive Director; Associate Director; Director of Finance; Director of Programs & Services; Director of Operations & Information Technology; Quality Improvement Manager; Manager of Claims & Benefits; Manager of Prevention & Mental Health Promotion; Manager of Training & Development; Manager of Recovery Services; Manager of Treatment Services; Community Engagement & Outreach Manager; Finance Manager; Data Analyst; Enrollment Specialist; Manager of Inclusion & Health Equity.

Unclassified employees serve at the pleasure of the Board and may be removed at any time for any legal reason, with or without advance notice. Such employees will be advised of this unclassified status upon acceptance of employment and will be asked to sign a form acknowledging this employment status.

Exempt employees are exempt from the provisions of the Fair Labor Standards Act (FLSA), including overtime.

Status: Unclassified - Non-Exempt:

Office Manager

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Non-Exempt employees are not exempt from the provisions of the Fair Labor Standards Act (FLSA), and are entitled to overtime or compensatory time when they work more than 40 hours in a week.

Status: Classified - Non-Exempt:

Customer Service Representative; Contract Compliance Monitor.

Classified employees are protected by state law from termination except for cause and are entitled to the other statutory protections provided to the classified civil service as detailed in the Ohio Revised Code.

Non-Exempt employees are not exempt from the provisions of the Fair Labor Standards Act (FLSA), and are entitled to overtime or compensatory time when they work more than 40 hours in a week.

2. The Executive Director will report all termination actions to the Governance Committee at the next scheduled Committee meeting.

**Approved:**

  
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**Scott A. Sylak, Executive Director**

  
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**Date**