STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-HRO-Z

8 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Updated Technician Handbook

1. The Human Resources Office is pleased to announce the publication of our updated Technician Handbook. The handbook, dated October 2011, supersedes all previous versions and has been posted to our public website; http://www.ong.ohio.gov/human_resources/Technician_References.htm.

2. Changes were incorporated in the following areas:

a. Chapter 1, The Human Resources Directorate (Organization Chart).

b. Chapter 2, Ethics (14 Principles of Ethical Conduct).

c. Chapter 4, Pay (Holiday and Sunday Pay Matrix).

d. Chapter 5, Hours of Duty (Administrative Dismissals/Excused Absences).

e. Chapter 6, Leave (FMLA for Wounded Warrior and Exigencies, Leave Matrix for AUS).

f. Chapter 8, Awards (Special Act or Service Award, Time Off Awards and QSI/SSP).

3. In accordance with the Collective Bargaining Agreement, Local Partnership Committees are authorized to supplement the handbook with memoranda reflecting agreements on local work schedules, in lieu of holidays, and other purely local issues. All such memoranda must be forwarded to the Human Resources Office, Labor Relations Specialist, and are subject to review and approval.

4. The POC is Major Daniel E. Roche, Technician Program Manager at (614) 336-7269/DSN 346-7269, or dan.roche@us.army.mil.

FOR THE ADJUTANT GENERAL:

HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

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