



# Ohio Board of Professional Conduct

## **CERTIFIED GRIEVANCE COMMITTEE REIMBURSEMENT POLICY**

Pursuant to Gov. Bar R. V, Section 7(C)(2), the Board of Professional Conduct hereby adopts t this policy for reimbursement of indirect expenses to certified grievance committees. The policy shall apply to reimbursement for indirect expenses incurred on or after January 1, 2025 and shall remain in effect until modified or withdrawn by the Board.

### **A. Job Descriptions**

1. With the reimbursement request that is due on or before February 1, 2025, each certified grievance committee shall file with the Board a job description for each employed bar association personnel, including employed bar counsel, for whom it intends to seek reimbursement. Each job description shall set forth the duties performed by the employee on professional conduct matters under Gov. Bar R. V and all other duties performed for the sponsoring bar association. If the job description is revised, the revised description shall be filed with the Board with the immediately ensuing quarterly reimbursement request.

### **B. Personnel Cost Reimbursement for Employed Personnel**

1. Reimbursement to a certified grievance committee for personnel costs of employed bar association personnel shall not exceed the amount reimbursed to the committee for the fiscal year that ended June 30, 2023.
2. Each quarterly reimbursement request shall include a record of the actual time spent on professional conduct matters under Gov. Bar R. V for bar counsel and other bar association personnel for whom reimbursement is sought.
3. Reimbursement for employee benefits shall be limited to the percentage paid for the same or similar benefits for employees of the Office of Disciplinary Counsel or the actual cost to the sponsoring bar association, whichever is less.
4. Quarterly reimbursement for the personnel costs of an employed bar counsel who also serves as general counsel for the sponsoring bar association shall be limited to 75 percent of bar counsel's total compensation or actual time spent, whichever is less. Requests for quarterly reimbursements for personnel costs of bar counsel who serves as general counsel shall include a record of the time spent on both general counsel and bar counsel duties.
5. If a certified grievance committee employs more than one individual who is designated or enters appearances as bar counsel, reimbursement shall be allowed only for that bar counsel who was listed as lead counsel and fulfilled the duties of Gov. Bar. R. Section 6(C)(5) in prosecutions before Board hearing panels during that quarter. Other bar

Adopted 10/4/2024  
Effective January 1, 2025

counsel shall be considered assistant bar counsel. Any individual designated as assistant bar counsel or considered bar counsel pursuant to this policy shall be eligible for personnel cost reimbursement not to exceed the compensation paid to employed assistant bar counsel or 75 percent of bar counsel's compensation, whichever is less.

6. If a sponsoring bar association employs both a general counsel and bar counsel, quarterly personnel cost reimbursement for the time spent by the general counsel for duties related to disciplinary matters under Gov. Bar R. V shall not exceed the rate of compensation paid to bar counsel for that quarter.

**C. Other Indirect Expense Reimbursements**

1. There shall be no quarterly personnel cost reimbursement for financial officers, accountants, or other employees who perform duties involving the finances of the sponsoring bar association or for any employee performing information technology duties. These duties are considered overhead expenses and shall be submitted for reimbursement annually under Gov. Bar. R. V, Section 7(C)(2)(j), subject to the \$30,000 annual cap contained in that rule.
2. Reimbursement for educational expenses for training or continuing legal education shall be limited to the cost of that portion of the program dedicated to investigation and prosecution of disciplinary matters under Gov. Bar. R. V.

**D. Authority of Director**

1. The director shall reduce or deny any reimbursement request for personnel costs that exceeds the amounts allowable under this policy. The director may issue instructions to implement this policy and facilitate the submission of reimbursement requests.