

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

HOURS OF WORK AND OVERTIME

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A. Workdays/Workweek:

Each SCAA shall set the standard workday, workweek, and starting and quitting times for their respective employees. The County Commissioners have established thirty-seven and one-half (37½) hours per week as the number of hours a County employee must work on a regularly scheduled basis to be considered a "full-time employee." Nothing herein shall be construed as a guarantee of work hours or as a restriction on each SCAA's right to restructure the workday or workweek.

B. Starting/Quitting Times/Procedure:

Non-exempt employees shall be required to document their arrival and departure times on time cards or time sheets furnished by the SCAA. Employees are not permitted to commence work or clock/sign-in more than six (6) minutes prior to their scheduled starting time or continue working or clock/sign-out after their scheduled quitting time without advance approval of their immediate supervisor, except in emergency situations where advance approval is not practical. Employees who fail to adhere to the clock/sign-in and clock/sign-out policies and procedures are subject to disciplinary action.

C. Time Clocks and Time Records:

1. Payment of wages is dependent on the proper documentation of the time spent at the work site providing services to the Appointing Authority and the public. In order to accurately document the amount of time worked, time clocks, time sheets, attendance reports, and other records are utilized in documenting the number of hours worked by an employee.
2. It is the responsibility of each employee to report their own starting and ending times for each shift of work so that wages can be determined. Failure to do so will result in the loss of pay for the shift in question until the work time is properly documented, and may result in disciplinary action unless extenuating circumstances exist. In addition, willful failure to report the time worked or misrepresentation of the time worked can result in more serious discipline.
3. For employees using time clocks, the responsibility for clocking in or out rests solely with each employee individually. Therefore, the punching, signing, or altering of another employee's time record(s) and/or the granting of permission by an employee to another employee to punch,

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sign, or alter their own time record(s) are serious offenses which shall result in disciplinary action.

4. Permission to alter time records may only be granted by the department head or SCAA.
5. Payroll Advance- In such a case where Sandusky County makes an error while processing payroll and the employee does not receive payment for hours worked a department can submit a Payroll advance request to the Auditor's office.
 - A. The Payroll Advance Agreement will be signed by the SCAA, the employee, and the Auditor's office.
 - B. The employee must attach a personal check to the agreement for the total amount of the advancement.
 - C. The Auditor's office will issue the advance to the employee for the lesser amount of the last six (6) payrolls.
 - D. Two payroll checks will be issued to the employee on the following county payroll in which deductions will be deducted and accruals adjusted and the employee's personal check will be deposited to the department's account where the advancement was made.

D. Overtime:

Any employee may be required to work in excess of forty (40) hours in a workweek to meet operational demands of the Employer. Non-exempt employees shall be paid at the rate of one and one-half (1½) times the employee's regular hourly wage rate for hours actually worked in excess of forty (40) hours in a workweek, in the manner and method provided by the Fair Labor Standards Act (F.L.S.A.). All overtime work must be scheduled and approved by an employee's supervisor or the SCAA. Vacation, sick leave, or other paid leave time shall not be counted as "hours actually worked" for purposes of determining an employee's eligibility for overtime. Certain SCAA may legally utilize different methods for the payment of overtime compensation than the procedures described herein. Employees in such departments should ask their supervisor or department head about overtime.

When an agency or office remains open on a recognized holiday, thereby not reducing the number of hours scheduled in the week, all hours actually worked on the holiday shall be included in determining eligibility for overtime, however,

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hours paid as holiday pay shall not be considered as hours worked in determining eligibility for overtime.

E. Lunch Periods:

Employees shall be provided an unpaid lunch period each workday. The scheduling of lunch periods shall be at the discretion of the SCAA or designee. Lunch periods shall not be counted as "hours worked" for any pay purpose hereunder, including overtime, provided the employee is relieved of all work duties during the lunch period.

F. Compensatory Time:

Non-exempt employees of certain SCAA may elect to take compensatory time off in lieu of receiving cash payment for overtime worked. In such case, compensatory time may be accrued up to, but shall not exceed sixty (60) hours at any one time. Compensatory time shall be calculated at 1.5 times the number of hours. At the end of each calendar year, any employee with accrued compensatory time will be paid cash for all accrued but unused compensatory time. To take compensatory time off, employees shall submit a request in writing to their Department Head or SCAA not less than twenty-four (24) hours in advance. Compensation time off will be granted at a time mutually convenient to the Employer and the employee. Upon separation of employment, employees shall be compensated for all earned but unused compensatory time at the employee's applicable hourly rate.

G. Flexible Time:

The SCAA may utilize "time off" or flexible hours to avoid employees working in excess of forty (40) hours in any workweek, thereby avoiding any overtime. Flexible time shall be used in the same workweek or same pay period.

H. Call-Back Pay:

Non-exempt employees who are called back to work by the SCAA or designee after clocking/signing-out and leaving their work location shall be entitled to a minimum of two (2) hours pay, at the applicable rate of pay as outlined in D above, regardless of the actual number of hours worked. "Hours worked" for purposes of this section shall begin when the employee is called until the time the employee returns home. This section shall not apply to scheduled overtime or work contiguous to an employee's normal workday.

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I. Exempt Employees:

Salaried employees exempt from the Fair Labor Standards Act shall not be eligible for overtime pay or compensatory time. Such exempt employees shall not receive a reduction in pay for absences of less than five (5) day. Such absence will, however, be deducted from the employee's accumulated sick leave or vacation leave time as applicable. For purposes of public accountability, exempt employees may be required to maintain a record of the hours they work and any paid leave utilized. Absences of less than one (1) day shall not require any deduction from accumulated leave

J. Training:

Employees who attend required training programs, courses, seminars, etc., will be compensated for all hours in attendance and travel time to and from the seminar for travel which occurs contiguous to the beginning and end of the seminar.

Time spent by non-FLSA exempt employees attending lectures, meetings, classes, and training programs is not considered hours worked when all four (4) of the following criteria are met:

1. Such time is spent outside normal working hours;
2. Attendance by the employee is voluntary;
3. *The lecture, meeting, class, or training program is not directly job-related; and
4. The employee does not perform any productive work for the Employer during the employee's attendance.

Training is directly "job-related" if it is designed to enable the employee to perform the employee's current job more effectively. Training is not job-related if it is designed to train the employee to perform a different job.

- * Voluntary attendance by an employee at an independent school or college outside working hours is not considered hours worked, even if the courses taken are directly job-related.