

Resolution FY 2020-30

COMP TIME FOR SALARIED EMPLOYEES

August 26, 2019

WHEREAS, the Wood County Alcohol, Drug Addiction and Mental Health Services Board (WC ADAMHS) employees follow the Wood County ADAMHS Board Personnel Policy and Procedure Manual effective December 19, 1994 and has not been updated since this date;

WHEREAS, the current Wood County ADAMHS Board Personnel Policy and Procedure Manual, Section 4.08 addresses compensatory time only for non-exempt employees.

NOW, THEREFORE, be it resolved by the Wood County Alcohol, Drug Additional and Mental Health Services Board that section 2 of the following policy is adopted and shall be in full force and effect upon approval of this resolution:

POLICY:

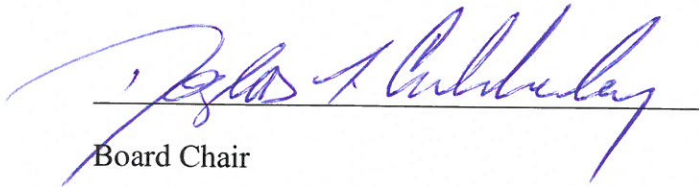
1. FLSA non-exempt employees may elect to take compensatory time off in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1-1/2) hours off for each hour of overtime worked. Employees may also elect to take compensatory time off in lieu of receiving cash payment for hours worked over the employee's normal weekly work hours but under forty (40) in a week, at the rate of one (1) hour off for each hour worked. Pursuant to ORC 124.18, employees shall use compensatory time within one hundred eighty (180) days and may accrue a maximum of two hundred and forty (240) hours of compensatory time at any one (1) time. All overtime hours worked in excess of the 240-hour limit shall be paid in cash.
2. Administrative and Professional FLSA exempt employees shall receive one hour of comp time for each hour worked in excess of 40 hours during a workweek. Administrative and Professional FLSA exempt employees may not have a comp time balance of greater than 40 hours and must use comp time earned within 90-days or at the Executive Director's discretion. Comp time earned by FLSA exempt employees will not be eligible for a payout.
3. Employee's requests for compensatory time off shall be scheduled at a time mutually convenient for the employee and the Employer.
4. The Appointing Authority may schedule an employee to take compensatory time off at the Appointing Authority's discretion.

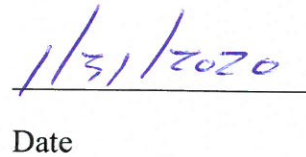
PROCEDURE:

1. Employees shall request compensatory time off in writing on a Request For Leave of Absence (Form H). Requests for compensatory time off of one (1) day or less must be requested at least twenty-four (24) hours in advance. Requests for compensatory time off of two (2) consecutive days or more shall be made at least two (2) weeks in advance

Board Members	Yes	No	Absent	Abstain
Allan Baer	X			
Brad Biller	X			
Tonya Camden			X	
Jessica Clements	X			
Leanne Eby	X			
Judy Ennis	X			
Fred Dannhauser	X			
Marc Jensen			X	
Stan Korducki			X	
Dan Lambert	X			
Frank McLaughlin	X			
Sue Moore	X			
Hallie Nagel			X	
Corey Speweik	X			
Cary Wise			X	
Leslie Miller	X			
Doug Cubberley	X			

Leanne Eby motioned to approve this resolution and Corey Speweik seconded. This resolution is adopted by the majority of the Board. Resolution passed.


 Board Chair


 Date