VILLAGE OF GEORGETOWN, OHIO

RESOLUTION NO.1125

A RESOLUTION TO ADOPT THE AMENDMENTS TO THE PERSONNEL MANUAL FOR EMPLOYEES OF THE VILLAGE OF GEORGETOWN, BROWN COUNTY, OHIO AND DECLARING AN EMERGENCY

BE IT RESOLVED by the Council of the Village of Georgetown, with two-thirds (2/3) or more of all members thereof concurring as follows:

SECTION 1. That the amendments to the Overtime and Compensatory Time policies of the Personnel Policy Manual be adopted as part of the Personnel Policy Manual of the Village of Georgetown.

SECTION 2. That all previous editions of the Personnel Manual of the Village of Georgetown are hereby repealed.

SECTION 3. Any resolution or ordinance of the Village of Georgetown dealing with a personnel matter not in conflict the Personnel Manual attached hereto shall remain in full force and effect.

Section 4. This resolution is hereby declared to be an emergency resolution necessary for the health, safety and welfare of the inhabitants of the Village of Georgetown and more particularly for the reason that the previous edition of the Personnel Manual of the Village of Georgetown is out-of-date and inconsistent and this resolution shall be in full force and effect immediately upon its adoption.

Adopted this 11th day of February, 2016

Dale E. Cahall, Mayor

Attest:

Natalie K.R. Newberry, Fiscal Officer
**Time Sheets:**

All hourly employees are required to submit completed and signed time sheets to their department heads per their department head’s time requirement. Time sheets are to include hours worked (including overtime, vacation time and sick leave, etc.) during the pay period. Falsely completing or adjusting other persons time sheets shall result in disciplinary action against both employees.

To facilitate the work of the accounting system, time sheets with the appropriate department head’s signature are due in to the Village Administrator or Fiscal Officer no later than 8:30 am on the Wednesday of payroll week. Pay checks are issued every two weeks in the form of direct deposit to the employee’s bank account. The department head or other person who has been authorized will pick up their employee’s payroll checks from the Village Office. Pay checks will be available for pick up no later than 3:00 PM on Friday of payroll week.

**Overtime:**

Non-exempt employees included under the overtime compensation provision of the Fair Labor Standards Act are compensated at a rate of one and one-half (1 1/2) times their regular wage for all hours of overtime worked. Overtime may be compensated for by cash payment or the granting of compensatory time off at the rate of one and one-half times the hours worked. All overtime will be approved in advance by the Department Head or Village Administrator prior to doing the work. Overtime hours shall be accumulated in no less than 15 minute increments.

1. **Overtime hours are defined as any work period over the normal work week of forty (40) hours.** For the Police Department a normal 2 week period is any work period over the normal eighty (80) hours. Not to be combined with sick time. Overtime will only be given once the employee goes over forty (40) hours not to be combined with sick time. If an employee had sick leave in the current work period those hours SHALL NOT be considered time worked for the purpose of overtime calculation.

2. **If any overtime hours are requested by the Village in a week which contains an observed holiday, the holiday will count as a day worked.**

3. **It is understood and agreed that the determination of the daily and weekly work schedule may be changed by the Village from time to time to meet the Village’s requirements.**

4. **All employees shall be required to work overtime when required by the Village.** The Village shall notify the employees of the requested overtime as soon as possible.

5. **The Village and employees shall make every effort possible to limit overtime to essential needs.**

6. For the purposes of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

In order to assure the safety and productivity of Village employees, it will be the policy of the Village to limit lengths of overtime to periods in excess of sixteen hours. This is in line with state requirements referenced by Certified Drivers Licenses and concerns for mental and physical fatigue that can occur after long work periods.

To assure that employees get adequate rest due to overtime, the following guidelines will be
followed in reference to pay:

1. If an employee is called into work (16) hours before his/her normal start, they will be released to go home for rest and be paid there normal shift pay equal to (16) hours overtime worked, (8) standard time paid.
2. If an employee is called into work less than (16) hours proceeding his/her normal start time, when the employee works a total of (16) hours continuous and his/her normal shift is not completed, the employee can be released and paid for the balance of the normal shift.

*Example: Employee is called in (12) hours before normal starting time and works up to normal start time. Employee would work the first (4) hours of their shift which would total (16) hours worked and be paid for the other (4) hours of normal shift.*

This policy does not limit the ability to work employees in excess of (16) hours during emergencies or periods of low employee availability where arrangements can be made to assure safety is maintained.

**Compensatory Time:**

1. All compensatory time must be taken in increments of 15 minutes or more.
2. Compensatory time may be used in conjunction with vacation periods. However, accumulated compensatory time must be used on an accrual basis and must be first approved by the department head, thereby eliminating a skeleton work force if other work demands employees to be present.
3. Compensatory time earned in a normal work period in combination of sick time will be permitted to be added to an employee’s compensatory time at the rate of the employee’s base pay (straight time). This does not include actual worked hours that exceed 40 hours in a given week, which will be calculated at an overtime rate of one and one-half for compensatory time.
4. Maximum accumulation of compensatory time will be one hundred (100) hours at any time thru out the year. Hours over one hundred (100) will be paid during the payroll it was earned.
5. At the end of the calendar year each employee will be permitted to carry over forty (40) hours of compensatory time to the following year. At the first pay period in January, employees will be paid for any unused compensatory time over the permitted forty hour carryover balance.

**Emergency Call-Out Time:**

Any employee that is called out for emergency purposes will be paid a rate of one-and-one-half their normal rate during weekends, holidays, or during vacations. The minimum pay hours received for the emergency call-out time will be two (2) hours. This does not apply to pre-arranged overtime required to check lift stations on weekends and holidays. The actual hours for emergency call-out time must be noted on the timesheets under the section: Reason for Overtime/Earned Comp-time.