
SENECA REGIONAL PLANNING COMMISSION
BOARD

February 16, 2022

Resolution Number 2-16-2022-02

**RESOLUTION APPROVING THE OVERTIME AND COMPENSATORY TIME
POLICY EFFECTIVE DECEMBER 1, 2021**

Vern Morter offered the following resolution and moved the adoption of the same, which was duly seconded by Barbara Dibble.

WHEREAS, Seneca Regional Planning Commission Board met this 16th day of February 2022, in regular session, and

WHEREAS, This board is in receipt of the Overtime and Compensatory Time Policy as created by the County Human Resource Department, and

WHEREAS, The Director provided this policy to the board via email on October 14, 2021 for their comments and review and

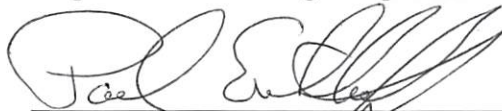
NOW THEREFORE BE IT RESOLVED, this Board does hereby adopt the Overtime and Compensatory Time Policy Effective December 1, 2021; and

RESOLVED, That the Executive Director of Seneca Regional Planning Commission be and she is hereby authorized and instructed to certify copies of this resolution to Seneca County Human Resource Director, SPRC and be it further

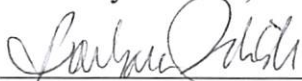
RESOLVED, That it is found and determined that all formal actions of this Board concerning and related to the adoption of this resolution were so adopted in an open meeting of this Board and that all deliberations of this Board and of any of its communities that resulted in such formal actions, were in meeting open to the public and in compliance with all legal requirements.



Anthony Paradiso, President



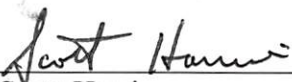
Paul Eickhoff, Vice President



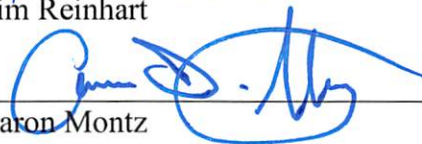
Barbara Dibble, Secretary



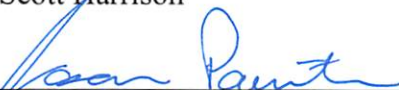
Tim Reinhart



Scott Harrison



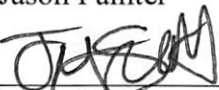
Aaron Montz



Jason Painter

Absent

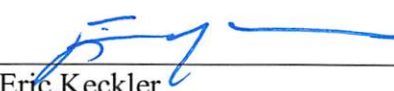
Michael Kerschner



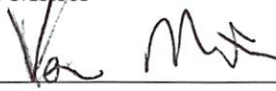
Tyler Shuff

Absent

Rod Miller



Eric Keckler



Vern Morter

Absent

Dawn Iannantuono

OVERTIME

- A. Nonexempt Employees: Most employees fall into the nonexempt status that is they are covered by the provisions of the Fair Labor Standards Act (FLSA). Nonexempt employees qualify for overtime in accordance with the applicable policies herein.
1. In general, Seneca County Regional Planning employees will not work more than forty (40) hours in a single workweek. Flexible scheduling will be used to cover services within regularly scheduled hours in the workweek. When overtime work cannot be avoided, employees will be compensated at a premium rate in accordance with the Fair Labor Standards Act and the Ohio Revised Code.
 2. For overtime calculation, the time a nonexempt employee is on vacation or personal leave will be considered time worked. The time an employee is on sick leave or holiday is not considered time worked for the purposes of overtime calculation.
 3. Hours worked between the regularly scheduled full-time hours (i.e., thirty (30) or thirty-five (35) hours) and forty (40) hours in a workweek will be compensated by wages on an hour-for-hour basis.
 4. Overtime compensation must be taken in the form of compensatory time, according to the established guidelines as follows:
 - a. Time worked over forty (40) hours in a workweek will be earned as compensatory time at a rate of one and one-half (1½) hours for each hour.
 - b. The accrual of compensatory time is limited to forty (40) hours. Employees are encouraged to utilize comp time accrued to limit the number of hours accumulated.
 - c. The use of compensatory time must be scheduled for a time mutually satisfactory to the employee and the employer.
 - d. A nonexempt employee will have all accrued, but unused compensatory time, paid at the time of separation.
 5. When attendance at meetings, conferences, and training sessions is required by Seneca County, travel time, and time actually spent in meeting sessions will be considered time worked for calculating overtime. Meal breaks will be counted as time worked only when the meal is an integral part of a required meeting. Travel or meeting time is not considered time worked if attendance at the meeting or class is not required.

6. A part-time employee will not receive overtime compensation for hours worked over his/her regularly scheduled hours until the total hours worked in a workweek exceeds forty (40).
7. All employees are expected, as a condition of employment, to work overtime as required by the appointing authority. Working overtime is an essential function of all positions.

B. Exempt Employees: Administrative, executive, professional, and certain other employees paid on a salary basis are specifically exempt or fall into one of the specific categories of the "non-covered" employees under the FLSA. Salaried employees, determined to be exempt from the overtime requirements of the FLSA, shall not be eligible for overtime pay as defined in the FLSA.

Such exempt employees generally do not receive a reduction in pay for absences of less than a full workweek except as provided by applicable law. Such absences will, when applicable, be deducted from the employee's sick leave or vacation leave if the employee has such leave accumulated. Exempt employees are expected to normally work forty (40) hours per week unless additional work time is required to fulfill the responsibilities of their position. Sick leave, vacation leave, and holiday pay are based upon a forty (40) hour week for exempt employees.

C. Public Accountability for Exempt Employees: For purposes of public accountability, exempt employees may be required to maintain a record of the hours they work, and any paid leave utilized.