



POLICY AND PROCEDURE STATEMENT

SUBJECT OVERTIME POLICY	PAGE 1 OF 2	DATE EFFECTIVE OCTOBER 1, 2018	
SECTION/POLICY NO. 4.01	APPROVED BY MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE ORDINANCE 155.01 OHIO REVISED CODE (ORC) 4111.03. FAIR LABOR STANDARDS ACT (FLSA)	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. Normally, overtime must be authorized in advance of the overtime being worked.
- II. Unusual or emergency circumstances may require employees to work overtime without having prior notification. Whenever such circumstances occur, the employee will be paid overtime in accordance with the overtime policy.
- III. Scheduled overtime, which is subsequently canceled for any reason, shall not entitle the employee to overtime compensation.

PURPOSE:

- I. To meet all federal, state, local and administrative rules in paying staff for their services.

PROCEDURE

1. Employees shall be entitled to overtime compensation at one and one-half (1 1/2) times their regular rate of pay for time actually worked in excess of forty (40) hours per week.
2. For purposes of this Section, paid holidays, paid vacation, and other approved paid leave time shall be considered time worked. Time spent traveling, where appropriate, shall be paid in accordance with the Fair Labor Standards Act.
3. It is the policy of the Village that overtime will be distributed as equally as possible among employees by consideration of classification, seniority, and qualifications of those employees who normally perform such work.
4. Persons designated as professional, administrative, or executive by the Appointing Authority in accordance with the Fair Labor Standards Act are exempt from the payment of overtime at the discretion of the Appointing Authority. The employees holding these exempt positions shall be notified in writing of their exempt status. Seasonal employees are exempt from this overtime provision.

5. The Appointing Authority may designate employees engaged in support activities to work an adjusted work week not to exceed forty (40) hours per week. Such employees are considered "flexible hour employees."
6. For purposes of the policy, Sunday through Saturday shall constitute the reporting period.
7. The Appointing Authority may utilize compensatory time calculated at one and one-half (1 1/2) times the excess hours worked. The accumulation of compensatory time shall in no case exceed 240 hours, except, a maximum of 480 hours may be accrued for eligible public safety employees and seasonal employees, as defined by the Fair Labor Standards Act. Any accrual in excess of 240 or 480 hours, whichever is applicable, shall be paid at the appropriate rate. The accumulated compensatory time must be taken within 180 days of the date earned at a time mutually agreed to by the Appointing Authority and the employee. If the compensatory time is not taken within the 180 days it's earned, it shall be paid.
8. Employees under the aegis of the Mayor who are not covered by a Labor Agreement must have the approval of the Mayor before compensatory time may be earned and reported to the Village Fiscal Officer. Employees who work in excess of eight (8) hours in one (1) day without approval will be required to take time off, hour for hour, during the week earned.
9. Upon termination for any reason, all accumulated compensatory time shall be paid at the employee's rate of pay at the time of termination.

PART ONE ADMINISTRATIVE CODE - CHAPTER 155

Employment Provisions

EDITOR'S NOTE: Compensatory legislation is not codified herein since it is subject to frequent change.

155.01 OVERTIME (HOURLY EMPLOYEES).

(a) Overtime for full-time hourly employees shall be paid at a rate of time and one-half for all hours worked over forty per week. A bona fide meal period, which occurs during the scheduled workday, is not to be included in hours worked. Overtime worked by hourly employees shall be preapproved by the department heads prior to working, and then must be verified by the Mayor and/or Village Administrator.

(b) Overtime worked by police personnel shall be reported within 24 hours after the completion thereof and must be verified by the Chief of Police. For time worked in excess of forty hours in any one week (accruing a maximum of 50 hours) salaried personnel shall be compensated thereafter by receiving one hour of compensatory time for each hour of overtime worked or by payment at the rate of time and one-half for each hour worked over 40 hours per week, and signed off by the Mayor. Requests of comp time must be requested the same as requesting vacation leave.

(c) Holidays shall be counted towards forty hours worked in a week. Full-time employees will be paid eight hours of holiday pay for holidays listed in Section [155.03](#) at their usual hourly rate. The employees must work the regular scheduled day before and the day after the holiday or be on approved scheduled vacation to qualify for holiday pay.

(Ord. 2000-11. Passed 5-15-00.)