

**RESOLUTION P2019-01**

**RESOLUTION REVISING SYMMES TOWNSHIP PERSONNEL POLICY  
MANUAL ARTICLE III COMPENSATION**

**WHEREAS**, Article III of the Symmes Township Personnel Manual states all of the Compensation Policies for full-time and part-time regular employees of the Township; and

**WHEREAS**, the Township Administrator is recommending changes to the existing policies to make Symmes Township more competitive and on an equal playing field as all the other Townships and the Board of Trustees have reviewed and discussed these changes in a work session; and

**WHEREAS**, the Board of Township Trustees of Symmes Township, Hamilton, County, Ohio wishes to revise Section B Work Week/Pay Period and Section C Overtime/Compensatory Time.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

**Section 1.** That all other sections that have been previously adopted are hereby revised.

**Section 2.** That the Symmes Township Personnel Policy Manual shall be adjusted to reflect the change adopted herein per Attachment A.

**Section 3.** Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

**Section 4.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

**Section 5.** Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committee that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

**ADOPTED MARCH 5, 2019 – RESOLUTION P2019-01**

Vote Record: Mr. Beck \_\_\_\_ Ms. Leis \_\_\_\_ Mr. Bryant \_\_\_\_

**BOARD OF TRUSTEES:**

\_\_\_\_\_  
Philip J. Beck, President

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Jodie L. Leis, Vice-President

\_\_\_\_\_  
Kenneth N. Bryant, Trustee

**ATTEST:**

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Carol A. Sims, Fiscal Officer

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Kevin McDonough, Law Director

<b>ARTICLE III.</b>	<b>COMPENSATION</b>
<b>SECTION B:</b>	<b>WORK WEEK/PAY PERIOD</b>
<b>EFFECTIVE DATE:</b>	<b>APRIL 1992</b>
<b>LATEST REVISION:</b>	<b>OCTOBER 2001; MARCH 2019</b>

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**PURPOSE:**

To state the minimum number of required work hours a regular, full-time employee of the Township will work; establish standardized pay periods and paydays; and establish normal business hours.

**POLICY:**

Because of the nature of our business, an employee's work schedule may vary depending on the employee's job and department. Our normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Check with your supervisor if you have any questions on your hours of work.

Service Department employees will work 7:00 a.m. to 3:30 p.m. ~~during summer hours and 7:30 a.m. to 4:00 p.m. during the winter.~~ These hours may vary depending on the needs of the department.

Employee's standard work week shall consist of 40 hours within a seven-day period. Employees hired prior to the effective date of this policy who were hired under a different arrangement will have a written notation placed in their file.

Work schedules for each department shall be prepared by the department head and approved by the Township Administrator. The Township Administrator shall be the deciding authority concerning changes in hours of work and changes involving excess hours over regular work schedules.

All employees must record their hours on time sheets and give the completed time sheets to your supervisor on the Monday following the end of each pay period. You are required to maintain an accurate record of all time worked.

A 30-minute, unpaid meal break should be taken each workday. Your supervisor is responsible for approving the scheduling of this time. Additionally, meal breaks taken when attending local or out of town training will be unpaid.

You will be paid on a two-week cycle (26 pay periods annually). The pay periods run from Saturday, 12:01 a.m. to Friday, 12:00 p.m. Paychecks will be issued on the Wednesday following the end of the payroll period. When our payday is a holiday, you normally will be paid on the first working day after the holiday. Pay advances will not be granted to employees.

**ARTICLE III.                  COMPENSATION**

**SECTION C:                  OVERTIME/COMPENSATORY TIME**

**EFFECTIVE DATE:          APRIL 1992**

**LATEST REVISION:          DECEMBER 2003; MARCH 2019**

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**PURPOSE:**

To state the Township's position regarding straight time, premium time and overtime compensation.

**POLICY:**

The Township shall keep to a minimum work in excess of established schedules and shall permit such work only when it is necessary to meet urgent operating requirements of the Township.

There may be times when you will need to work hours exceeding your normal work schedule so that we may successfully meet the needs of the Township. The Township Administrator or *their* designee shall designate these assignments, and when assigned, they may not be refused. Employees who believe that extenuating circumstances exist that should be taken into consideration before they are ordered to work hours exceeding their workday or week may request a review by the Township Administrator. The decision of the Township Administrator will be final.

All hours worked that exceed your normal work schedule must be approved in advance by the employee's supervisor or the Administrator.

Premium time and overtime compensation, when authorized, shall be at a rate of 1½ times the employee's hourly rate.

Employees who are paid an hourly wage may request compensatory time in lieu of premium time and/or overtime compensation, in writing. The department head shall approve all compensatory time. Accumulation of compensatory time shall not exceed **60 hours**, unless approved by the Township Administrator, and shall not be carried over to the next year. Compensatory time unused, up to 40 hours, shall be paid at the employee's hourly rate at the time the overtime was incurred by the first Board meeting in December of each year.

*Comp time can only be used one day at a time and may only be combined with other leaves one time (i.e. 4 days of vacation and 1 day of comp = 1 week of vacation). Comp time must be requested at least a week in advance. Comp time may be denied at the time of request due to manpower shortages.*

For the purpose of this Policy, overtime shall be paid on all time worked in excess of the established work week (40 hours) or for hours worked over eight hours in a day but they may not be pyramided. Hours worked in excess of eight hours in a workday will not count towards your 40-hour work week for overtime purposes. Injury leave and unpaid leave shall not count towards calculation of an employee's hours worked.

Premium time are those hours an employee works which do not exceed a normal workday, but additional compensation is paid because of the unusual time of the day in which the work is performed. Example: Snow removal outside of an employee's normal work hours (7:00 a.m. to 5:00 p.m., Monday through Sunday). The Township Administrator will designate premium time. Premium time, holiday premium pay and overtime may not be pyramided.