

**THE SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS
FOR OHIO LOCAL WORKFORCE AREA 2
RESOLUTION 2017-12**

An amended Policy amending: the “Hours Worked” subsection and adding a “Flexible Scheduling” subsection to Section II, “Employment Policies;” the “Overtime” subsection of Section III, “Compensation Policies;” and adding a “Personal Sick Leave” subsection to Section V, “Absence from Work,” of the Summit and Medina Workforce Area Council of Governments Personnel Policies and Procedures.

WHEREAS, after a review by the Executive Director of the Summit and Medina Workforce Area Council of Governments (“SAMWA COG”), it is necessary to: amend the “Hours Worked” subsection and add a “Flexible Scheduling” subsection to Section II, “Employment Policies;” amend the “Overtime” subsection of Section III, “Compensation Policies;” and add a “Personal Sick Leave” subsection to Section V, “Absence from Work,” of the SAMWA COG Personnel Policies and Procedures (the “Policy”); and

WHEREAS, the SAMWA COG Board finds and determines, after reviewing all pertinent information, that is necessary to amend Sections II and III incorporate additional subsections to Sections II and V of the Policy;

NOW, THEREFORE, BE IT ORDAINED by the SAMWA COG, that:

SECTION 1

Section II of the Policy, entitled “Employment Policies,” is hereby amended to include new language in the subsection entitled “Hours Worked” and a new subsection, entitled “Flexible Scheduling,” as shown on Amendment Exhibit A, attached hereto and incorporated herein as if fully restated.

SECTION 2

Section III of the Policy, entitled “Compensation Policies,” is hereby amended to include new language in the subsection entitled “Overtime,” as shown on Amendment Exhibit B, attached hereto and incorporated herein as if fully restated.

SECTION 3

Section V of the Policy, entitled “Absence from Work,” is hereby amended to include a new subsection, entitled “Personal Sick Leave,” as shown on Amendment Exhibit C, attached hereto and incorporated herein as if fully restated.

SECTION 4

These Amendments shall take effect immediately upon adoption of this Resolution.

Ayes: 2

Nays: 0

Abstain: 0

Absent: 0

ADOPTED, this 11th day of May, 2017



Summit County Executive



Medina County Commissioner

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EXHIBIT A

AMENDMENTS TO SECTION II: EMPLOYMENT POLICIES

Amendment to “Hours of Work” Subsection

The standard SAMWA COG workweek for full-time non-exempt employees is Monday through Friday, consisting of forty (40) hours. The normal workday will consist of 8 hours of work with at least a thirty (30) minute unpaid lunch period. All personnel shall observe the schedule set by the Executive Director, **with the standard work schedule being defined as 8:00 AM to 4:30 PM.**

Addition of “Flexible Scheduling” Subsection

SAMWA COG employees are generally expected to adhere to the standard work schedule as defined by the Executive Director. However, when work requirements fall outside of the standard work schedule, SAMWA COG employees may work flexible schedules.

Employees must work at least four (4) hours a day, forty (40) hours a week, and/or eighty (80) hours in each bi-weekly pay period. Provided employees adhere to these requirements, they are able to “flex” their hours within a given bi-weekly pay period based on the Executive Director’s expressed approval and final sign-off on each bi-weekly timesheet. Employees wishing to “flex” their schedule must alert the Executive Director of their intent prior to “flexing.” Flexible scheduling is limited to four (4) hours per day, and time off for more than four (4) hours a day will require the use of personal, vacation, compensatory, sick or personal sick time.

The Executive Director reserves the right to define proper use and abuse of flexible scheduling privileges. The Executive Director may revoke flexible scheduling privileges if it is determined, on a case-by-case basis, that abuse of the flexible scheduling privilege has occurred.

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EXHIBIT B

AMENDMENT TO SECTION III: COMPENSATION POLICIES

Overtime

To ensure the efficient operation of the organization, SAMWA COG employees may work outside of the standard work schedule. Hours worked in excess of forty (40) hours per week and not exceeding eight (8) hours per week, unless otherwise specified by the Executive Director, are subject to overtime compensation. Hours worked over forty (forty) hours per week are compensated in one of two ways: 1) overtime compensatory leave; or 2) “cash” overtime.

Compensatory Leave – SAMWA COG employees are entitled to compensatory leave equal to the actual hours worked in excess of forty (40) hours per work week. For the purposes of calculating overtime compensatory leave, holidays, sick leave, vacation or other paid leave shall not be considered time actually worked. Unless approved by the Executive Director, compensatory time may not exceed eight (8) hours in a given week for hours worked over forty (40) hours in a given week. Accrual of compensatory leave is documented on the SAMWA COG staffs’ timecards. Staff timecards are approved by the Executive Director via signature and are submitted to the County of Summit Fiscal Office on a bi-weekly basis.

“Cash” Overtime – The Executive Director has the discretion to approve “cash” overtime compensation for hours worked in excess of forty (40) hours per week. “Cash” overtime must be scheduled and pre-approved in writing by the Executive Director prior to the overtime hours worked and will be compensated at a rate of 1.5 times the standard hourly rate of pay for those staff positions classified as non-exempt. Exempt classifications are not covered by overtime compensation. Accrual of “cash overtime” is documented on the SAMWA COG staffs’ timecards. Staff timecards are approved by the Executive Director via signature and are submitted to the County of Summit Fiscal Office on a bi-weekly basis.

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EXHIBIT C

ADDITION TO SECTION V: ABSENCE FROM WORK

Personal Sick Leave

Each calendar year, all SAMWA COG employees may elect to use up to three (3) days of accumulated sick leave as personal leave to cover any short-term absence of a personal nature. Personal days must be scheduled and pre-approved by the Executive Director and can be used in increments of one quarter ($\frac{1}{4}$) hours. Unused personal leave shall revert back to accumulated sick leave; cannot be converted to a cash payment; and does not carry-over to the following calendar year.