

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0008 (HR)
Effective Date: 11-13-86
Person Responsible: Human Resources Coordinator

Subject: Compensatory Time
Last Revision: 2-26-2020

Approvals/Date: Burt Olson 3-2-2020 _____
Superintendent, WCBDD Date Department Director Date

The following definitions will apply:

Compensatory Time –

1. Time worked over 40 hours a week which may be accumulated at one and one-half times the amount of time worked. Compensatory time is in lieu of overtime payment.
2. If the employee's weekly hours of scheduled work is less than 40 hours, employee may request compensatory time on a one-to-one ratio for hours worked over the normal scheduled hours up to 40 hours per week. If the hours exceed 40, then that time would be one and one-half times the amount over 40.

Mandatory Overtime or Hours within 40 hours – Time that the Supervisor, with approval of Department Director and Superintendent requires the employee to work because of safety reasons or extreme needs of the organization.

Timekeeper – Designated person appointed by the Superintendent to review, process and maintain payroll documents.

1. If an employee is approved or mandated to work beyond regular scheduled hours per day, the employer is obligated to pay rescheduled, additional hours or overtime or the employee may elect compensatory time, **if offered**, in lieu of payment of overtime or additional hours. **The offering of compensatory time is always at the discretion of the employer.**
2. Any time that an employee works additional hours, the choice of payment within 40 hours, overtime, compensatory time, or rescheduled time must be approved by the Supervisor prior to working additional hours.
3. Compensatory time must be agreed to by the employee.
4. Use of all compensatory time must be used within 180 days or the last pay period at the end of the year, whichever occurs first. Compensatory time must be taken in a minimum of 30-minute increments and must obtain supervisor approval.
5. Unused compensatory time will be paid to the employee 180 days from date of accrual.
6. A maximum of 30 hours of compensatory time can be accumulated.

References: Ohio Revised Code 4111.03

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