

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0002 (HR)
Effective Date: 01-05-86
Person Responsible: Human Resources Coordinator

Subject: Overtime
Last Revision: 02-03-2025

Approvals/Date: Brent Chan 2/4/25 Superintendent, WCBDD
Date Julie Sprague 2/3/25 Department Director/Coordinator Date

The following definitions will apply:

Active Pay Status- Conditions under which an employee is eligible to receive pay and includes but is not limited to vacation leave, sick leave, and personal leave. Sick leave credit shall be earned on all hours worked and/or not worked but in active pay status based on the current applicable base rate.

Normal Work Week - A normal work week is the time established by WCBDD and documented on an approved position description.

Overtime - An employee in a non-exempt position shall be entitled, with prior approval, to be paid overtime compensation at one and one-half times their regular rate of pay for time actually worked in excess of 40 hours per week. Overtime hours shall include regularly scheduled hours worked plus any additional hours worked, including sub hours. Payment of overtime shall only be made based on actual hours worked rather than periods in active pay status. (Example: When an employee is required to work overtime in a pay week where he/she has taken sick leave, vacation, personal leave, or compensatory time off, the employee shall not be eligible to earn overtime compensation until he/she has physically worked 40 hours during that week). Time worked on designated holidays and compensated for at one and one-half times the regular rate shall not be considered time worked for the purposes of calculating overtime.

Overtime Eligible Employees - Refers to non-exempt employees.

Overtime Pay - Compensation in the form of wages at the rate of one and one-half times the employee's base rate of pay - See Attachment B.

- 1. No employee shall sign-in or engage in work more than five minutes before his/her scheduled work time nor clock out or quit working more than five minutes after his/her scheduled work time each day without prior approval of their supervisor.
2. Hours worked on a holiday are not considered hours worked for the purposes of calculating total hours worked as it relates to establishing overtime eligibility because this time is automatically compensated at a premium rate.
3. Time spent in active pay status for which the employee did not actually work is not included in the accumulation of forty hours worked for the purposes of establishing overtime eligibility. Examples of non-work time which are also active pay status include, but is not limited to, holidays taken off, vacation, sick leave, and personal days off.
4. If a non-exempt employee is required to work beyond their regular scheduled hours, or normal work week, the employee must receive prior verbal approval from the department supervisor. Additional time worked will be noted as such on the employee's timesheet with immediate supervisor and department supervisor approval.

5. Overtime will be paid in 15-minute increments which is equal to one fourth (.25) of an hour.

SCALE FOR OVERTIME OR EXTRA HOURS
0 - 7 minutes .0
8 - 22 minutes .25
23 - 37 minutes .50
38 - 52 minutes .75
53 - 60 minutes 1.0

6. Extra hours worked in a workday may be flexed by the department supervisor verbally as long as the normal work week is worked. The employee is responsible to document all changes to their normal work week on the weekly time sheet.

7. Effective September 30, 1990, and thereafter until amended or revoked, all overtime eligible (non-exempt) employees of the Wood County Board of Developmental Disabilities will earn time and one-half wages for all hours which are worked over 40 in a work week (Sunday through Saturday) and are worked.

References: OAC 123:1-43-01
OAG 70-110 and 76-100
ORC 124.18 and 4111.03
USCA 207, 213, 99 Stat. 787, as amended
US Department of Fair Labor Standards Act of 1938, 52 Stat. 1060, 29

Reviewed: 02/03/2025