

COMPENSATION AND HOURS OF WORK/PAY PRACTICES

COMPENSATION

A. POLICY

1. Generally - The compensation practices of the Employer shall comply with sound personnel management principles and practices and be in accordance with applicable laws and regulations.
2. Rates of pay are established periodically by the Board of Health. Current pay rates for all job classifications will be on file with the ~~Clerk~~Business Services Officer and the Health Commissioner ~~and Nursing Supervisor~~.
3. Newly hired employees may start at any rate on the pay scale at the pleasure of the Board based on education and experience. Increases based upon longevity and/or merit will be granted based upon the classification and steps established for those classifications. ~~Classifications for which steps have been established are Janitor, Clerk, Registrar, Public Health Nurse I, II, and III.~~
4. Administrative positions, including the Health Commissioner, Environmental Health Director, and the Director of Nursing, are granted raises at the pleasure of the Board.
5. Intermittent employees shall advance to the next pay grade following the probationary period completion. Thereafter, the Board will review for increase intermittent employees on a yearly basis, subject to a satisfactory evaluation by the supervisor.

B. PROCEDURE

1. All changes in the pay of individual employees shall be reported to the City of Galion Finance Director ~~Auditor~~ by completion of a Personnel Action Form which must be signed by the Employer and submitted to the City of Galion Finance Department.

PAY PERIODS/ PAYCHECKS/PAYROLL

ORC 9.37, 3709.16

A. POLICY

1. For payroll purposes, pay periods begin at 12:01 Sunday and end the Saturday of the following week. Payment for hours worked during a pay period is made bi-weekly on the Wednesday following the completion of the pay period.

~~1-2.~~ There are normally twenty-six (26) pay periods per year, each consisting of two (2) weeks. ~~The bi-weekly pay period begins at 12:01 a.m. Sunday and ends at 12:00 p.m. the second succeeding Saturday.~~

~~2-3.~~ In order to accurately figure pays, all leave slips must be in by ~~109:00~~ a.m. on the Monday following the two week pay period. Failure to turn in leave slips may result in inaccurate pay, a reduced check, or incorrect posting of time to leave categories.

~~3-4.~~ ~~Payday shall be the Wednesday following the end of each two (2) week pay period.~~
If a payday occurs on a holiday, paychecks will be issued on the preceding day, except under extenuating circumstances, in which case paychecks will be issued on the next following work day.

~~5.~~ ~~Pay advances are not permitted~~The Health Department shall not permit any type of pay advances.

~~6.~~ Payment is made through direct deposit (electronic transfer). Any checking or savings account information supplied for payroll purposes will remain confidential.

~~4-7.~~ Federal, state, and municipal laws require automatic deductions of appropriate taxes and other deductions from employee's wages including OPERS. Employees hired after 1986, must also pay Medicare tax based on their gross salary. Employees may elect voluntary payroll deductions such as insurance, deferred compensation, etc.

~~5.~~ If an employee will not be present on pay day, the check will be mailed to the employee upon request to the Clerk, or will be held until the employee or his designee picks up the check. Employees may be asked to sign that they have received their pay check. If someone other than the employee will be picking up the employee's check, the employee must complete an Authorization to Release Paycheck form, located in section 9 of this manual.

~~6-8.~~ Paychecks Paystubs are distributed by the Galion City Finance Department to ~~each department head~~the Health Department for distribution to employees. Only an employee may obtain the employee's ~~paycheck~~paystub, without prior authorization complete.

~~9.~~ Once per year identification may be required by the Galion City Finance Department prior to receiving the pay check. Announcement when this will occur will be made by the City.

~~7-10.~~ Employees must review the information on their paystubs to ensure accurate payment, deductions, and balances and immediately report any inaccuracies to the Galion City Finance Department.

~~8. PROCEDURE~~

~~1. None.~~

WORK SCHEDULING

ORC 3709.16

A. POLICY

Section 4

1. The Employer shall establish the standard workday, workweek and starting and quitting times for each department under the Employer's authority in consideration of current and anticipated workload, public service needs and other factors. No established schedule shall be construed as a guarantee of work hours or as a restriction on the Employer's right to restructure the workday or workweek. Currently, the Galion City Health Department is open from 8:00 a.m. to 4:00 p.m. on weekdays.
2. The Employer may utilize "time off" or flexible hours in order to avoid employees working in excess of the standard workday or workweek or when dictated by the department's work load.
- ~~3. Subject to the discretion of the department head and the provisions of applicable collective bargaining agreements, employees may be authorized to take break periods each full working day. Such breaks shall never interfere with the proper performance of the employee's work responsibilities.~~
3. Consistent and reliable attendance is an essential function of every position within the department. Employees shall report to work on time and begin work promptly.

TIME RECORDING

A. POLICY

1. All non-exempt employees are required to record all hours worked for the Employer, ~~including all times the employee starts work and stops work each workday. Time clocks, time sheets and other records~~ are used by ~~the department heads~~ to document the hours worked by non-exempt employees so that wages can be determined. Failure to adhere to the reporting procedures adopted by the ~~department head~~ Board of Health may result in the loss of pay for the hours of work in question and disciplinary action.

B. PROCEDURE

1. Non-exempt employees are responsible ~~to clock/sign in each time they start work and clock/sign out each time they stop work for documenting all hours worked.~~ Employees shall also clock/sign out and in ~~for~~ must also document their lunch break.
- ~~2. Employees shall only punch their own time card. An employee who punches another employee's time card shall be subject to discipline.~~
- ~~3.2.~~ Failure to properly clock in and out, misrepresentation of time worked, the altering of any time record or allowing a time record to be altered by others shall result in discipline.

Commented [TF1]: GCHD Employees do not utilize time cards

STARTING/ LUNCH/ QUITTING TIMES

A. POLICY

1. Non-exempt employees are not permitted to commence work ~~and/or sign/clock in~~ prior to seven (7) minutes before their scheduled starting time or continue working ~~and/or sign/clock out~~ more than seven (7) minutes after their scheduled quitting time without the advanced approval of the employee's supervisor, except in emergency situations where advance approval cannot be granted.
2. The Galion Health Department has a closed lunch, which means that employees eat within the department and are available to answer phones and serve customers who happen to come in during the half hour lunch period. Appointments, clinics and other services are not scheduled during lunch, but incidental services are performed.

OVERTIME

FLSA
ORC 4111.03

A. POLICY

1. Any employee may be required to work in excess of the normal workday or workweek schedule to fulfill the operational demands of the Department. Non-FLSA exempt employees shall be paid at the rate of one and one-half (1½) times the employee's regular hourly rate of pay for all hours worked in excess of eight (8) in any workday or forty (40) in any workweek. Overtime will be offered to the most senior classified employees in the department, who are qualified to perform the work. FLSA exempt employees ~~(administrative staff)~~ do not earn overtime pay.
2. The standard workweek for employees will be seven (7) consecutive days, beginning ~~12:01 Sunday and end the Saturday of the following week, Saturday 12:01 a.m. and continuing through Friday 12:00 midnight.~~ Eligibility for overtime shall be based upon all hours actually worked in the normal workweek. Vacation, sick leave, holiday pay or other paid leave time shall not be counted in determining whether an employee has actually worked in excess of forty (40) hours.
3. All employees holding employment in more than one (1) position with the City must notify the Employer in writing of such joint employment. All of the hours worked by the employee are added together to determine overtime compensation.
4. If a ~~non~~-FLSA non-exempt employee's combined total hours worked for two (2) City agencies/departments exceeds forty (40) hours during the workweek, the employee shall be paid at the rate of time and one-half the weighted average of their two (2) different rates of pay for each hour worked in excess of forty (40) hours.
5. When a ~~non~~-FLSA non-exempt employee incurs an overnight stay on City business, time spent traveling and time spent overnight on official City business shall not be considered time worked for purposes of calculating overtime, except to the extent such time

Section 4

coincides with the employee's normal working hours or to the extent the employee is doing actual work (i.e., driving a vehicle, attending meetings).

6. Hours spent by ~~non~~-FLSA non-exempt employees at lectures, meetings, training programs and similar activities designed to assist the employee in performing the employee's current job more effectively, are counted as working time for purposes of determining eligibility for overtime if such training is required or authorized by the Employer.

However, attendance outside of regular working hours at specialized or follow-up training which is required by law for required certification does not constitute compensable hours of work even if all or part of the costs of the training is paid by the Employer. Likewise, any training courses designed to prepare an employee for advancement to another position shall not be considered compensable hours of work provided the following criteria are met:

- a. Attendance is outside the employee's regular working hours;
 - b. Attendance is voluntary;
 - c. The employee does not perform any productive work while attending the training program.
7. Normally, overtime must be authorized by the Employer or designee in advance of the overtime being worked. However, unusual or emergency circumstances (i.e., emergency call-outs) may require employees to work overtime without having prior authorization of the Employer. Whenever such circumstances occur the Employer shall be notified by the next scheduled workday. Compensation for overtime worked in unusual or emergency instances shall be determined by the Employer.
 8. Scheduled overtime which is subsequently cancelled for any reason shall not entitle the employee to overtime compensation.
 9. Overtime pay shall normally be paid to the employee on the same date the employee is paid for the regular hours worked in the same pay period. If the calculation of the overtime hours cannot reasonably be calculated within this time frame, such overtime shall be paid with the next regular pay.
 - ~~9-10.~~ Employees are encouraged to flex their schedule, when possible, in order to minimize overtime accrual.

COMPENSATORY TIME

FLSA
ORC 4111.03

A. POLICY

Section 4

1. Non-exempt, ~~non-bargaining unit~~ employees may elect to take compensatory time ~~off~~ in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1½) hours off for each hour of overtime worked. Employees may accrue a maximum of two hundred and forty (240) hours of compensatory time (for one hundred and sixty [160] hours worked) at any one (1) time. All ~~overtime-compensatory~~ hours ~~worked~~ in excess of the two hundred and forty (240) hour limit shall be paid in cash. ~~All accrued but unused compensatory time on the books as of December 31 of each year shall be paid in cash.~~
2. The department head may schedule an employee to compensatory time off at the department head's discretion.
3. Compensatory time off shall be taken in minimum increments of ~~one (1) hour~~ 15 minutes.
- ~~4. FLSA exempt employees may receive compensatory time at an hour for hour rate when more than forty (40) hours per week are worked.~~
4. FLSA exempt employees shall receive one hour of flex time for each hour worked in excess of 40 hours during a workweek. FLSA exempt employees may not have a flex time balance of greater than 200 hours.

B. PROCEDURE

1. Employees shall elect to take accrue compensatory time off in lieu of receiving cash payment by proper notation on the employee's time sheet ~~or time card~~ approved by the Employer.
2. Employees shall request compensatory time off in writing on an Application for Leave Form ~~(located in Section 9)~~.

EXEMPT EMPLOYEES

A. POLICY

1. Salaried employees determined to be exempt from the overtime requirements of the FLSA shall not be eligible for overtime pay or compensatory time as defined in the FLSA. Such employees shall not receive a reduction in pay for absences of less than one (1) day. Such employees are, however, required to follow the procedures for requesting paid leave hereunder, and all pre-scheduled vacation and sick leave of one (1) day or more shall be deducted from the employee's accumulated sick leave or vacation leave balances.
2. Public Accountability: For purposes of public accountability, exempt employees ~~may~~ shall be required to maintain a record of the hours they work and any paid leave utilized.

CLOTHING ALLOWANCE

A. POLICY

1. Full-time and regular part-time employees who work in the Environmental or Nursing Divisions shall be entitled to an annual \$500 clothing allowance and the Registrar shall

likewise be entitled to an annual \$250 clothing allowance, to be paid in December of the year of employment.

- 2. Employees who work in any other category are not entitled to clothing allowances.
- 3. Intermittent employees in any category are not entitled to clothing allowance.

LONGEVITY

A. POLICY

- 1. To encourage long term employment of valued employees, the following longevity bonuses will be paid to full-time employees in December of each year:

Years of continuous Service Rate

5 years	\$20 per year
6-10 years	\$25 per year
11 years or over	\$35 per year

- 2. ~~Part time employees will earn longevity pay at exactly half the rate for full time employees.~~

~~Example: At five (5) years of employment continuous service the rate will be \$10/year.~~

- 3-2. Longevity is computed from the first day of service and shall include the probationary period. Approved leaves of absences shall not constitute a break in service for the purpose of longevity pay.

- 4-3. "Continuous service" - Means the uninterrupted service of an employee with the Employer where no break in service occurs.

- 5-4. "Break in service" - Means an employee has had a separation from service of thirty-one days or more. An authorized leave of absence, granted by the Employer, or any separation from service which carries with it the right to reinstatement, or reemployment as a result of a layoff, shall not constitute a break in service, provided the employee is reinstated or reemployed within the allowable time.

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FAIR LABOR STANDARDS ACT (FLSA) STATUS

FLSA

A. POLICY

Section 4

1. The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid (1) at least the federal minimum wage for all hours worked, and (2) overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.
2. Exemptions- The FLSA provides an exemption from both minimum wage and overtime pay for certain classifications of employees (i.e., Executive, Administrative, and Professional, etc.). In order for an exemption to apply, an employee's specific job duties, salary and education must meet all the requirements set forth by the Department of Labor Wage and Hour Division.

The Board of Health shall determine whether an employee qualifies for exempt status and the type of exemption (i.e., Executive, Professional, Administrative, etc.).
3. Documenting Work Hours- All employees, FLSA exempt and non-exempt, must document their hours worked for purposes of public accountability. Employees shall keep accurate time records and may not make entries on time records for fellow employees. Recording of hours for FLSA exempt employees shall not destroy their exempt status.
4. Complaint Procedure- Employees that believe they have been improperly classified under the FLSA and/or that the department has made improper deductions from their salary must submit a written complaint to the Health Commissioner. The Health Commissioner shall investigate the complaint and provide the employee with a written response. The employee shall be reimbursed for any improper deduction.
5. Overtime and Compensatory Time policy/ procedures are noted above.

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