

VILLAGE OF ELMORE

ORDINANCE NO. 21-2024

**AN ORDINANCE TO AMEND
THE EMPLOYEE HANDBOOK
TO INCLUDE COMPENSATORY TIME GUIDELINES**

WHEREAS, the Village of Elmore Employee Handbook provides for the full-time employee a rate of earned paid time off opportunities; and,

WHEREAS, the Village of Elmore Employee Handbook does not include the employee the benefit to take Compensatory Time Off in lieu of overtime in the manner set out in Ohio Revised Code Section 124.18; and,

WHEREAS, it was Council's intention to continue to provide this benefit as applied in previous years,

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF ELMORE, OHIO THAT:

Section 1. The Council agrees that section 5.12 Overtime shall be revised to include the following after the third paragraph:

"Compensatory time is available to Village of Elmore employees. If the employee elects to take compensatory time off in lieu of overtime pay for any overtime worked, such compensatory time shall be granted by the employee's supervisor on a time and one-half rate based on the pay scale at time earned, at a time mutually convenient to the employee and the supervisor. Compensatory time is not available for use until it appears on the employee's earning statement and the compensation described in the earning statement is available to the employee. An employee shall be paid at the employee's regular rate of pay for any hours of compensatory time accrued in excess of

these maximum amounts if the employee has not used the compensatory time within a period as described below:

- For an employee who accrues time between January 1 and June 30, the time must be used prior to June 30 of the following year. When the employee accrues the time between July 1 and December 31, the time must be used prior to December 31 of the following year.
- Any compensatory time accrued prior to January 1, 2025, shall be used by the employee before December 31, 2024, unless the supervisor approves the time until a mutually agreed to time off period prior to June 30, 2025, or the employee will be compensated for the total hours accrued as documented on January 1, 2025.

Upon termination of employment, or unless failure to use the compensatory time off is due to an exigency of service beyond the employee's control, any employee with accrued but unused compensatory time shall be paid for that time at a rate that is equal to the employee's final regular rate of hourly pay."

An employee may accrue compensatory time to a maximum of forty (40) hours per calendar year.

Section 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance shall be in full force and effect from the earliest time allowed by law.

VOTES:

To pass

Yeas 6 Nays 0

Date: Sept. 9, 2024

[Signature]
PRESIDENT OF COUNCIL

Approved: [Signature]
MAYOR

[Signature]
FISCAL OFFICER

FISCAL OFFICER'S CERTIFICATE AS TO PUBLICATION

This is to certify that publication of the foregoing Ordinance was duly made as provided in the Ohio Revised Code by publication in a newspaper of general circulation in Elmore, Ohio on the following date(s): 9/21/24

[Signature]
FISCAL OFFICER

FISCAL OFFICER'S CERTIFICATE AS TO AUTHENTICITY

I hereby certify that the foregoing Ordinance is a true copy of the aforesaid Ordinance No. 21/24, together with a true and accurate record of adoption by the Village of Elmore, Ohio.

[Signature]
FISCAL OFFICER