POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County will define full-time employees as those whose work schedule is forty (40) hours per week. However, the Executive Director has the latitude to approve a work schedule of not less than thirty-five (35) hours if the situation warrants and the needs of the MHRSB can be fulfilled, and the employee will still be considered full-time. Leave accruals and salary may be prorated based on the hours worked. The MHRSB will compensate non-exempt employees for overtime or compensatory time according to the Fair Labor Standards Act (FLSA).

ACCOUNTABILITY

Executive Directors and other applicable Management staff.

PROCEDURE

1. Board employees are classified as either exempt or non-exempt employees.

    A. Exempt employee:

    Employees who, at times, are required to work beyond their normal work hours (for example, on weekends or evenings) to complete their assigned job duties. Exempt employees do not receive additional compensation for hours worked beyond their normal schedule.

    B. Non-exempt employees:

    Employees who are compensated for approved hours worked over forty (40) hours per week.

    1. Non-Exempt employees must submit a written schedule for supervisor approval prior to the beginning of the pay period. Employees may have a standard schedule to be considered an ongoing schedule.

2. The supervisor must approve in writing any hours over forty (40) hours per week prior to the hours being worked. If the direct supervisor is not available, the first alternative approver is the Associate Director; the second alternative approver is the Director of Finance; the third alternative approver is any other available MHRSB Director.

3. Compensation shall be either at time-and-a-half in overtime pay for hours worked over forty (40) in a week, or in the form of compensatory time at time-and-a-half, at the employee's choice. Employees will report overtime or compensatory time as part of the normal payroll process.

4. Compensatory time will be available for use as of the following pay period. Any compensatory time available must be used prior to vacation time for employee time off. Any compensatory time earned must be used within 180 days.

5. In the event that compensatory hours have an accrued balance of 120 hours or held for 180 days, the compensatory hours will be paid out to the employee at the employee's current hourly rate.

2. All work hours, regardless of employment classifications, are to be reported in accordance with established electronic reporting procedures.

3. Vacation, personal time, compensatory time and scheduled sick leave must have prior supervisor approval.

4. Unscheduled absences from work (for example, unscheduled sick leave) and the reason or the absence and the expected length of the absence should be reported to the immediate supervisor directly, via voice mail or other electronic method by the start of the workday.

5. Absences that have not been approved may be subject to a full range of discipline up to and including termination.

Approved:

Scott A. Sylak, Executive Director

11/1/2016
Date