

# Stark County Board of Developmental Disabilities

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## WORK WEEK AND STATUS

### POLICY

The Board recognizes the need to be customer-oriented in providing services to the students, individuals, and families that the Board serves. Therefore, the Board has established hours of operation which range between 7:00 a.m. to 6:00 p.m., Monday through Friday. *The work week for employees of the Board begins at 12:01 a.m. on Thursday and ends at 12:00 p.m. midnight on Wednesday each week.*

It is the responsibility of each manager to determine if the services of the department will be better served by changing or extending the hours of operation. *The actual work schedule for each employee will be arranged by that employee's supervisor.* Regardless of departmental hours, employees shall work and be compensated within the framework of their full-time, part-time, substitute, or temporary status and whether they are exempt, non-exempt, or hourly employees.

The **exempt status** of an employee, i.e. exempt vs. non-exempt, is determined by the duties of the position and the employee in the position when applicable. The key distinction between exempt and non-exempt status is the overtime liability. Exempt employees are paid on a salaried basis, and are not eligible for overtime compensation. Exempt employees are expected to adhere to the standard hours for the position and the regular work week of the department. Exempt employees are also required to work any hours necessary to perform the duties of the job.

**Non-exempt** employees must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week. Lunchbreaks may be paid or unpaid. Lunchbreaks are considered non-productive when an employee is "fully relieved of his or her duties" and are not counted towards the 40-hour overtime threshold. However, employees that perform any duties during a lunchbreak will be paid and the time worked will be applied to the 40-hour overtime threshold.

Break periods may be scheduled at management discretion but shall not exceed two (2) fifteen (15) minute breaks per eight (8) hour shift. An employee is not permitted to accumulate unused breaks nor may the break be used to cover an employee's late arrival or early departure from work. Break periods should not border the employee's starting time, lunch time, or quitting time. Employees on break should remain in the work area or close proximity to be available if needed.

**Represented**, hourly employees are eligible for overtime as outlined in their respective labor agreement(s). The labor agreement also includes guidelines for breaks and lunches.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	
10/24/17	10-44-17	Director of Human Resources
01/26/21	01-08-21	Superintendent
2/27/24	02-16-24	

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## WORK WEEK AND STATUS

### PROCEDURE

#### **Flexible Scheduling**

- I. Non-Represented employees holding the classifications of Service and Support Administrator, Provider Compliance & Support Reviewer, Investigative Agent or Payment Authorization Specialist will have the option to work their regularly scheduled daily hours any time between 7am and 7 pm. These employees must ensure they have a minimum of 8 hours (or 10 based on schedule) of paid time for the day (hours worked or paid time off). This program is being implemented as a way to reduce extra time/overtime and compensatory time but more importantly to provide more flexibility to staff to promote a positive work/life balance and increase efficiency and productivity.
  - i. New employees can participate once they successfully complete their probationary period.
- II. For example, an employee could clock in at 8am and work until 11am at which time they would clock out. The employee could then finish their day clocking in at 1pm and working until 6pm to satisfy their scheduled minimum hours.
- III. Employees must communicate their schedule to their supervisor if they are deviating from their normal schedule to maintain accountability and status.
- IV. Daily schedules (e.g. 8-4:30) will still be maintained in Kronos for Time Off reporting purposes. However, employees will be able to enter Time off Requests any time between 7am-7pm based on their actual schedule for that particular day. Employees will corroborate with their Supervisor and the Finance Office when submitting a time off request on the same day flexible scheduling was used to ensure total hours are correct.
- V. Non-Represented employees holding the above classifications will no longer generate tardy exceptions due to the implementation of this program. Each employee will be responsible for monitoring their time card daily to ensure they have a minimum of 8 hours.
- VI. Employees must still attend departmental meetings as requested by their Supervisor and all other required trainings and/or events.
- VII. Continuation of this program is at the discretion of the Supervisor and/or the Department Manager.