

First Reading: July 8, 2025
Second Reading: August 12, 2025
Third Reading: September 2, 2025
Effective Date: October 2, 2025

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

RESOLUTION NO. 18 - 2025

A RESOLUTION AMENDING SECTION 4.04 – WORK SCHEDULES AND TIME OFF (FORMERLY TITLED “WORK SCHEDULING”) – OF THE VILLAGE OF NORTH BALTIMORE PERSONNEL POLICY MANUAL TO CLARIFY AND MODERNIZE POLICIES REGARDING WORK SCHEDULES, REST AND MEAL PERIODS, FLEX TIME, AND COMPENSATORY TIME.

WHEREAS, it is necessary and in the best interest of the Village of North Baltimore to ensure its personnel policies reflect current operational needs, comply with applicable labor laws, and provide clear expectations for all employees; and

WHEREAS, the current version of Section 4.04 does not adequately address flex time, meal and rest periods, or compensatory time practices as applied across departments; and

WHEREAS, the Village Administrator has recommended updated language for Section 4.04 – Work Schedules and Time Off – which clarifies the responsibilities of supervisors and employees, ensures compliance with the Fair Labor Standards Act (FLSA), and supports operational flexibility;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO:

Section 1. That Section 4.04 of the Village of North Baltimore Personnel Policy Manual, previously titled "Work Scheduling," is hereby amended in its entirety and retitled "Work Schedules and Time Off," as set forth in Exhibit A – Amendments to Section 4.04: Work Schedules and Time Off, which is attached hereto and incorporated herein by reference.

Section 2. That Section 4.10 – Flex Time – and Section 4.15 – Compensatory Time – are hereby repealed in their entirety, having been incorporated into the revised Section 4.04.

Section 3. All existing policies and administrative practices that conflict with the revised Section 4.04 are hereby repealed to the extent of the conflict.

Section 4. That the remaining subsections of Section 4 – Compensation and Hours of Work – shall be renumbered accordingly by the Village Administrator or Clerk-Treasurer to maintain sequential consistency throughout the Personnel Policy Manual.

Section 5. This Resolution shall take effect and be in force thirty (30) days after its passage, as provided by law.

The motion to adopt the foregoing resolution was moved by Member _____ and seconded by Member _____.

PASSED by the Council of the Village of North Baltimore, Ohio, this ____ day of _____, 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

**Exhibit A – Amendments to SECTION 4.04
Work Schedules and Time Off**

A.1. General Work Scheduling

Original Language:

1. Generally: The Employer will establish the standard workday, workweek and starting and ending times for each shift in each department, taking into account current and anticipated workloads, public service needs and other related factors. No established schedule should be construed as a guarantee of work hours or as a restriction on the Employer's right to restructure the workday or workweek. Variations in the starting and ending times and the total hours scheduled each workday may occur based on staffing needs and operational demands.

Proposed Language:

1. Generally: The Employer will establish the standard workday, workweek, and starting and ending times for each shift in each department, taking into account current and anticipated workloads, public service needs, and other operational factors. No established schedule shall be construed as a guarantee of work hours or as a restriction on the Employer's right to restructure schedules as needed.

A.2. Rest Periods

Original Language:

2. Rest Periods: Subject to the discretion of the Employer, employees may be authorized rest periods each full working day. Employees shall normally receive one rest break near the middle of the first half of the workday and a second rest break near the middle of the second half of the workday. Rest periods shall not exceed ten (10) minutes in length, shall not be taken in conjunction with the meal period or the beginning or end of the workday, may not be used to cover a late arrival, and shall not interfere with the proper performance of the employee's work responsibilities. Since employees are compensated for rest periods, they shall not be absent from their workstations beyond the allotted time and shall not be entitled to any additional compensation for any rest period not taken due to operational requirements.

Proposed Language:

2. Rest Periods: Subject to the discretion of the Employer, employees may be provided rest periods during each full working day. Employees shall generally receive one rest break near the middle of the first half of the workday and another near the middle of the second half. Rest periods shall not exceed ten (10) minutes, may not be combined with meal periods or taken at the beginning or end of the workday, and shall not interfere with operational needs. Rest periods are paid time but are not accrued, banked, or compensated if not taken.

A.3. Meal Periods

Original Language:

3. Meal Periods: All full-time employees are provided with one meal period each workday. The Employer will schedule meal periods in a manner that best meets the operational requirements of the respective work unit.

Most employees receive an unpaid meal period and shall be relieved of all work responsibilities during such period. Employees shall not perform any work during their unpaid meal period unless specifically requested to do so by their supervisor. In the event a supervisor directs an employee to work during their scheduled meal period, the employee's meal period will be rescheduled or the employee will be compensated for the time.

Certain employees (e.g. police personnel) may be scheduled to work a straight eight (8) hours

and to take their lunch and other breaks as time permits. Such employees will be compensated for their meal period but shall remain subject to call or work assignment during said period without any additional compensation.

Proposed Language:

3. Meal Periods: All full-time employees and part-time employees who work a full eight (8) hour shift are provided with one unpaid meal period of thirty (30) minutes each workday. Meal periods will be scheduled by the Employer to best meet the operational needs of each department.

Non-exempt employees must be fully relieved of all duties during the unpaid meal period. Performing work during this time is prohibited unless explicitly directed by a supervisor. If a non-exempt employee is required to work during their scheduled meal period, the time will either be rescheduled or compensated in accordance with the Fair Labor Standards Act (FLSA). Flexing of hours for non-exempt employees is only permitted within the same workweek and may not be carried over into a different workweek to avoid overtime.

Exempt Employees – Office Staff: The Village Administrator and Finance Officer shall work eight (8) hours per workday, exclusive of a mandatory meal period of thirty (30) minutes, resulting in a minimum of eighty (80) hours per pay period.

Exempt Employees – All Others: All other exempt employees are required to work a standard eight (8) hour workday, which may be scheduled as a straight shift, resulting in a minimum of eighty (80) hours per pay period. If a meal period is taken, it shall be considered part of the employee's workday unless otherwise directed by the supervisor.

Police and EMS personnel may be scheduled to work a straight shift and take meal and break periods as time permits. These employees are compensated for their meal period but remain subject to call or assignment without additional pay.

A.4. Flex time

Original Language:

4. Flex time: Upon request from the employee, the Employer may authorize flex time for certain employees to permit them to vary their starting and ending times each workday within established limits. Flex time shall not be authorized if it will create an overtime situation. The Employer may also direct an employee to flex their normal work schedule in order to avoid the employee working extra hours that would create an overtime situation.

Proposed Language:

4. Flex time: Flex time is a scheduling tool that allows employees to vary their daily or weekly work hours to accommodate business needs or personal scheduling constraints, subject to supervisory approval.

Non-Exempt Employees - Flex time for non-exempt employees may be granted to prevent the need for overtime by adjusting scheduled hours within the same workweek. The process for obtaining pre-approval may be informal (e.g., verbal or email approval), but must be documented in some form and received before the adjusted schedule is worked. All flex time must be accurately recorded on the employee's timesheet. Supervisors may also direct a non-exempt employee to flex their schedule to avoid an overtime situation.

Exempt Employees -Flex time for Exempt employees may request or be directed to flex their schedule as needed to fulfill job responsibilities. Since exempt employees are not eligible for overtime, flex time adjustments do not require formal tracking but should be communicated for coordination purposes. The baseline expectation is a standard eight (8) hour workday, exclusive of any meal period taken. Time beyond the standard workday may be informally flexed within the same pay period with supervisor approval.

A.5 Compensatory Time

1. Non-exempt employees under the FLSA may elect to take compensatory time off in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1 ½) hours off for each hour of overtime worked. All remaining overtime hours shall be submitted for pay.
2. Compensatory time shall be taken with the advanced approval of the department head and shall only be granted if it does not create an overtime situation.
3. Employees may accumulate up to forty (40) hours of compensatory time. Any accumulated but unused compensatory time shall be paid prior to the end of the year.
4. An employee may be directed to use compensatory time off at the department head's discretion.

B. PROCEDURE

Original Language:

1. Each work unit's standard workday, workweek, starting, and quitting times will be appropriately communicated to the affected employees by the supervisor.
2. Any changes in the normal work schedule, authorization for flex time, or direction to modify the employee's normal starting or ending times will also be appropriately communicated to the affected employees by the supervisor.
3. Employees desiring to work a flex time schedule shall submit a written request to their supervisor explaining the reasons they are requesting a flexible work schedule. The supervisor shall forward the request to the person in charge of the work unit with the supervisor's recommendation for approval or disapproval.

Proposed Language:

1. **General Expectations**
Each work unit's standard workday, workweek, starting time, and quitting time shall be clearly communicated to affected employees by their supervisor. Supervisors are responsible for managing schedules in accordance with operational needs and applicable laws. Changes to standard work hours must also be communicated in a timely manner.
2. **Compensatory Time Procedure**
Employees shall request the use of compensatory time off in advance on a Request for Leave of Absence Form, consistent with the provisions of Section A.5.
3. **Non-Exempt Employees**
 - Work schedules must comply with the Fair Labor Standards Act (FLSA), which requires overtime compensation for hours worked in excess of forty (40) hours in a single workweek.
 - All time worked must be accurately recorded on the employee's timesheet.
 - Advance approval—verbal or written—is required for any adjustments to an employee's regular schedule.
 - Supervisors may authorize flex time within the same work week to help prevent overtime.
 - Any flex time that causes the employee to exceed forty (40) hours in a work week must be compensated at the applicable overtime rate, unless specifically exempted by law.
 - Non-exempt employees may adjust their hours within the same forty (40) hour workweek, with supervisory approval. This flexibility does not constitute compensatory time, does not accrue, and has no cash value.
4. **Exempt Employees**

- Exempt employees are not subject to FLSA overtime rules and may flex their schedules as needed to meet job responsibilities.
- Office Exempt Employees (Village Administrator and Finance Officer): Required to work eight (8) hours per workday, exclusive of a mandatory thirty (30) minute meal period, resulting in a minimum of eighty (80) hours per pay period.
- All Other Exempt Employees: Required to work eight (8) hours per workday, typically in straight shifts, resulting in a minimum of eighty (80) hours per pay period.
- Time worked beyond the standard eight (8) hours in a day may be informally flexed and must be used within the same pay period, subject to supervisor discretion.
- While exempt employees are not required to track hours for pay purposes, they must record all time worked on their timesheet and communicate significant deviations from their standard schedule to ensure departmental coordination.
- Supervisors may direct schedule adjustments based on operational needs, workload, or staffing coverage.
- Exempt employees may informally bank flex time within the same pay period and use it as needed.
- Flex time for exempt employees is not accrued, tracked hour-for-hour, or carried forward beyond the pay period.

5. Oversight and Equity

Supervisors are responsible for ensuring that all flex time arrangements align with operational needs, are applied equitably, and do not compromise department coverage or performance.

For the Village Administrator, any revocation of flex time privileges or disciplinary action resulting from failure to meet job responsibilities shall require the concurrence of both the Mayor and Village Council.