

VILLAGE OF COVINGTON, OHIO

ORDINANCE NO. 13-23

AN ORDINANCE AMENDING THE EMPLOYEE MANUAL –
SECTION 4.08 – EXEMPT EMPLOYEES AND SECTION 4.09 –
CELL PHONE ALLOWANCE

WHEREAS, the Covington Village Council has previously approved and accepted an employee manual for all non-elected employees of the Village of Covington; and

WHEREAS, The Village of Covington deems it important and necessary to amend this employee manual pertaining to the following sections 4.08 and 4.09; and

WHEREAS, The Village of Covington has reviewed the modified changes to the employee manual in three public hearings; and

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Covington, State of Ohio, as follows:

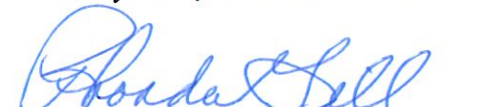
SECTION 1: Section 4.08 and Section 4.09 are modified as shown in attached Exhibit A – Updated Text and is hereby adopted.

SECTION 2: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Approved: August 22, 2023.


Edward L. McCord, Mayor


Jesse Reynolds, President of Council


Rhonda Gill, Fiscal Officer

UPDATE

EXEMPT EMPLOYEES

SECTION 4.08

Exempt employees, otherwise known as 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 herein.

Such employees shall work eighty (80) hours over a two-week pay period, generally forty (40) hours per week during regular business hours.

Exempt employees shall be permitted to flex their leave over the pay period with prior permission from the Village Administrator or Mayor but shall work at least eighty (80) hours over each pay period. An example of flexing hours would be to work forty hours in four days and not work on the fifth day of the week or work 51 hours in the first week and 29 hours in the second week of a pay period.

Exempt employees shall submit a Request For Leave of Absence Form to the Village Administrator for approval for sick leave, vacation leave, and any leave necessary to show the required eighty (80) hour two-week pay period.

ORIGINAL

EXEMPT EMPLOYEES

SECTION 4.08

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 herein. Such employees shall not receive a reduction in pay for absences of less than one (1) day. However, absences of one (1) full day or more shall be deducted from the employee's sick leave, vacation leave, or compensatory time accumulation if the employee has such leave accumulated. It is not the intent of the employer to make improper deductions, and if an exempt employee feels there have been any improper deductions they shall report such deductions to a supervisor. The Village will remedy improper deductions the next pay-period.

Exempt employees shall submit a Request For Leave of Absence Form to the appointing authority for approval for any absence of one (1) full day or more and designate the type of leave accrual from which the time is to be deducted. For absences of less than one (1) day, such employees shall attempt to consult with the employee's supervisor or appointing authority to receive approval for the absence.

