

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## **POLICY 3.02.18: HOURS OF OPERATION**

### A. Program Calendar

Each year the Board will adopt calendars for the various programs. The program year is from July 1 to June 30.

### B. Regular Hours

The hours of work are determined by each staff member's position. Employees may be required to work a flexible schedule to provide required services at times when Scioto County Board of Developmental Disabilities offices are closed or additional coverage is necessary. However, each office and program will maintain regular hours.

### C. On-Call Duties

1. Some employees will be assigned to on-call status for specified periods. When in on-call status, the employee may be furnished an activated beeper/pager or mobile phone.
2. On-call employees are free to engage in personal activities, but must remain available, without delay, to perform on-call duties, as necessary.
3. An on-call, non-exempt employee will be paid a stipend when in on-call status on holidays, Saturdays and Sundays. Additionally, whenever an employee in on-call status is called to duty he/she will be compensated for all time actually worked, including travel time. Such time is considered "time worked" for purposes of calculating overtime for non-exempt employees.

### D. Procedures for Emergency Program Closure

1. The Superintendent, or designee, has the authority to close any or all programs in the event of inclement weather or other emergency. In order to provide the maximum amount of supports to the people served, the Board's goal is to keep programs open as much as possible while keeping the safety of individuals and staff as a priority. To meet this goal, programs must be adequately staffed.
2. Vern Riffe School will be operated in the same fashion as other local schools, in that it will not be open on days when weather, or other emergency, limits or cancels transportation, or prevents the safe use of facilities.

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Nine-month staff will not be charged leave time for program delays, early dismissals or calamity day closures.

Nine-month employees may be required to make-up calamity hours subject to the terms of the Board-approved calendars to meet hours of work and education obligations..

3. When a weather situation, or other emergency, causes the 9-month programs to be closed, the 12-month employees are expected to report to work or follow the procedure for using paid time off.

Twelve- month staff will not be charged leave time for program delays, early dismissals when a situation prevents the use of a facility (e.g., utility failure) or when the County Sheriff declares an emergency that impacts the hours of operation at the County Courthouse.

4. In some situations, although all programs are closed, some essential staff members may still need to report for work. Non-exempt staff members will be compensated at their appropriate rate of pay.
5. The Superintendent will develop procedures for the implementation of this policy.