



**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2026.02.02.06**

IN RE: Update of Policy Manual

WHEREAS, it is the goal of the Board of Sugarcreek Township Trustees to maintain proactive policy and a fair and equitable work environment; and,

WHEREAS, to do so requires policy to be constantly reviewed and modified; and,

WHEREAS, this Board of Sugarcreek Township Trustees recognizes the benefits of long-term employees and their productivity for the benefit of the Township;

NOW THEREFORE, BE IT RESOLVED, the following policy is hereby revised:

**5.1.3 Compensatory Time**

Any non-exempt full-time employee, working in excess of their normal regular hours on their assigned shift, will be compensated at the rate of one and one-half (1.5) times their base rate for all such excess time. Employees who work during their normal scheduled day off shall be compensated at the rate of one and one-half (1.5) times their straight time rate for all such time worked except where the parties agree that the employee will work such day in exchange for another day off provided that day off comes before the end of the pay period.

An employee may waive overtime pay and receive compensation in the form of compensatory time, which shall be calculated the same as overtime pay. Full-time employees may accrue a **maximum of one hundred (100) hours** of compensatory time. Bargaining unit employees engaged in police and fire protection work should reference their Collective Bargaining Agreement for the maximum number of hours they may accrue. Such time may be taken in a minimum of two (2) hours. Once an employee accumulates the maximum number of hours of compensatory time, any future overtime hours worked shall be compensated with overtime pay. For determining when the employee can use their compensatory time the following is considered:

1. Schedule of work;
2. Anticipated peak work loads based on past experience;
3. Emergency requirements for staff and services;
4. Availability of qualified substitute staff.

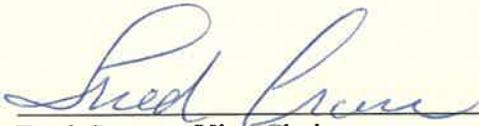
The Employer cannot require that an employee take compensatory time off rather than overtime pay for hours worked. However, the employer may require that an employee utilize accumulated compensatory time within a specified time frame. Unused compensatory time will be paid out prior to promotions and/or any increases in pay. To be considered, requests for compensatory time off must be submitted to their department head not less than forty-eight (48) hours in advance of the requested time off. Employees

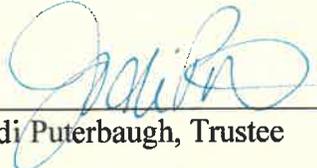
will be notified by 4:00 pm the next business day whether they are approved for compensatory time off. Compensatory time will be paid out at the rate at which it was earned.

In the case of retirement or death of an employee, unpaid overtime and unused compensatory time (cash payment) shall be paid to the employee, their legal survivor or their estate.

This policy supersedes previous policy.

  
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Carolyn L. Destefani, Chairperson

  
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Fred Cramer, Vice Chairperson

  
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Jodi Puterbaugh, Trustee

  
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Richard A. Demko, Fiscal Officer