



# Medina County Policy Manual



Policy: <b>Hours of Work</b>	Section: <b>Pay Practices</b>	Number: <b>3.010</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 1</b>

FLSA of 1938, ORC 325.17, 325.19, 124.18

- A. Generally, regular workdays are Monday through Friday, typically from 8:00 a.m. to 4:30 p.m. However, an employee may be required to work a flexible schedule to provide required services at times when County offices are closed or additional coverage is necessary. Any twenty-four (24) hour, seven (7) day per week County operation shall establish work schedules accordingly.
- B. The work schedule is that time during a seven (7) day workweek or fourteen (14) day work period that an employee is scheduled to work.
- C. For calculation of overtime wages, the workweek is a fixed and regularly recurring period of seven (7) consecutive twenty-four (24) hour periods or workdays beginning at 12:00 Midnight Sunday and ending at 11:59:59 p.m. on the next Saturday.
- D. Attendance at lectures, meetings, and training programs is not considered time worked if the employee's attendance is voluntary, i.e., not approved by the Medina County Board of Commissioners. Refer to [Meetings & Conferences Policy – 3.020](#).
- E. Employees are not to begin work prior to the start of their shift or continue working past the end of their shift unless specifically authorized by the Medina County Board of Commissioners or their designee.