

AGENDA # G.3
Scio Township Board of Trustees
To exempt Rebecca Maute from provision of Township Personnel Policy Section 22 Paid Time Off

FOR MEETING DATE OF: March 28, 2023

PREPARED ON: March 20, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

BACKGROUND: The Board of Trustees makes exceptions to the application of Personnel Policy only when extraordinary circumstances exist, and making the exception ultimately best serves Township's business needs.

The Township Personnel Policy Section 22 Paid Time Off (PTO) sets forth provisions for the eligibility, accrual, and use of PTO for Township Employees. In part, the policy states that earned but unused PTO can be carried over from one fiscal year to the next fiscal year, though the amount that may be carried over is limited to 50% of the maximum number of PTO hours earned per year. And, any number of PTO hours above that limit are lost. This 'use it or lose it' policy is intended to encourage healthy work/life balance and work planning by direct supervisors.

A few employees will likely be losing some unused PTO hours that they have not used by March 31st. But one of these employees, Rebecca Maute Finance Manager, is uniquely situated and should be permitted to carry over all of her unused PTO hours to April 1st so that she may have the opportunity to use them.

Rebecca Maute has worked under extraordinarily difficult circumstances, during a year during which she cared for and then lost a child. Though our hearts have been with Rebecca throughout this time, the Township has not provided back up to carry out the essential duties that Rebecca provides. As the sole finance staff person, Rebecca has carried out the essential duties of accounts payable, payroll processing, required tax filings, and other essential duties critical to maintaining our most basic operations.

Over this year, Rebecca has been unable to request sufficient PTO time off due to Township demands to keep essential functions going. In recognition of this, we recommend the Board of Trustees approve an exemption allowing Rebecca Maute to carry over all of the PTO earned in FYE23 to FYE24.

RECOMMENDATION: Clerk recommends approval.

MODEL MOTION: To approve an exemption for Rebecca Maute from the requirement of Section 22 of the Personnel Handbook that an employee not carry over more than 50% of the maximum number

of PTO hours earned per year, and to instead allow Rebecca Maute to carry over all of her unused hours from FYE23 to FYE24.