

AGENDA # G.4
Scio Township Board of Trustees
To exempt Sandy Egeler from provision of Township Personnel Policy Section 22 Paid Time Off

FOR MEETING DATE OF: March 28, 2023

PREPARED ON: 3/23/23

PREPARED BY: Will Hathaway

SUBMITTED BY: Supervisor

ITEM TYPE: Possible Action

SUGGESTED ACTION: Approval of Personnel Policy Section 22 Paid Time Off exemption to allow Sandy Egeler to carry over PTO from FYE23 to FYE24.

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, Sandy Egeler, Deputy Treasurer, 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.

During the past year, Sandy Egeler has learned and carried out multiple new tasks related to processing taxes and other revenue. She has provided supervision to the accounting assistant for the treasurer. On occasion she has stepped in as backup for payroll processing and other tasks critical to maintaining our most basic operations. During FYE23, Sandy shouldered responsibilities related to the year-end closing and audit preparation and then filed mandatory audit-related reports with the State Treasurer. Sandy's work over the past few months to assemble the FYE24 proposed budget laid the groundwork for the Township to complete the budget process on time. During FYE23, Sandy's hard work enabled the Township to complete these core finance undertakings despite turnover in the position of township administrator, twice.

Over this year, Sandy 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 Sandy to carry over all of the PRO earned in FYE23 to FYE24.

RECOMMENDATION: Treasurer and Supervisor recommend approval.

MODEL MOTION: To approve an exemption for Sandy 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 Sandy Egeler to carry over all of her unused hours from FYE23 to FYE24.

QUESTION: Shall this Motion be APPROVED?