

Butler County
Clerk of Courts
Employee Policy
Manual

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MISSION

The Butler County Clerk of Courts is committed to providing excellent service and accountability to the public through innovative and strategic management.

VISION

Excellence in Public Service

VALUES

1. Respect for the law is a fundamental principal of our operation.
2. Every action taken reflects excellence in public service.
3. We build in accountability to the tax payers in every process.
4. Our customers are treated with compassion and understanding.
5. Innovation drives our growth.
6. We strengthen relationships and develop solutions through communication.
7. We conduct business with the highest ethical standards.
8. Our commitment to teamwork is demonstrated within internal departments and outside agencies.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 101 Clocking In and Clocking Out

When clocking in for work, employees may not clock in more than 5 minutes before their scheduled work time. The only exception to this rule is when overtime has been pre-approved by their supervisor.

When clocking out of work, employees may not clock out more than 5 minutes after their scheduled work time has ended. The only exception to this rule is when overtime has been pre-approved by their supervisor.

Failure to follow this policy will result in a written reprimand placed in the employee's personnel file.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 102 Vacations

Requests for vacations one week or longer are submitted in advance using the pink vacation slip. A vacation plan to review employee's relevant duties must be completed by direct supervisor prior to authorizing the vacation.

Annual vacation time earned is as follows:

- 1 year – two weeks
- 8 years – three weeks
- 15 years – four weeks
- 25 years – five weeks

Acceptance or denial of the request is submitted to the Clerk and a formal letter notifying the employee is issued from Cindy Carpenter.

At the weekly inter-departmental vacation planning meetings, approved requests are posted on the master calendar in conference room to eliminate the chance of critically short staffing the office.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 103 Request for Leave

Requests for leave are submitted on the yellow slip as far in advance as possible.

A direct supervisor reviews the reason for the leave:

- Medical
- Personal illness
- Illness in immediate family
- Death in family
- Leave without pay
- Compensatory time
- Vacation of less than one week

A direct supervisor approves or disapproves the leave by weighing the reason for the request against the workload of the office, indicates their decision on the yellow slip, then verbally reports the decision to the employee.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 104 Work Schedules

The Legal, Finance, Information Systems and Administration employees and Title Division Director follow this base schedule for a 35-hour work week:

Monday through Friday 8:30a.m. – 4:30 p.m.

Certain Legal, Finance, Information Systems and Administration employees and Title Division Directors are assigned modified schedules to accommodate the opening and closing of the office for a 35-hour work week:

Monday through Friday 8:00 a.m. – 4:00 p.m.

Monday through Friday 8:45 a.m. – 4:45 p.m.

Monday through Friday 9:00 a.m. – 5:00 p.m.

Title Division Clerks follow this base two week rotating schedule for a 35-hour work week:

Week 1: Saturday 8:45 a.m. – 12:30 p.m.

Monday through Thursday 8:15 a.m. – 5:00 p.m.

With Tuesday or Wednesday off

Friday 8:15 a.m. – 5:15 p.m.

Week 2: Monday through Friday 9:00 a.m. – 5:00 p.m.

Certain Title Division Clerks are assigned modified schedules for Week 1 to accommodate the opening and closing of the office for a 35-hour work week:

Monday through Friday 8:45 a.m. – 4:45 p.m.

Monday through Friday 9:00 a.m. – 5:00 p.m.

Fridays 9:30 a.m. – 5:30 p.m.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 104 Work Schedules

Title Division Managers follow this base two week rotating schedule for a 35-hour work week:

- Week 1 – Manager : Mon. through Thurs. 8:15a.m.–4:15p.m.
Fri. 10:15 a.m. – 5:15 p.m.
- Week 1 – Asst. Mgr.: Sat. 8:45 a.m.–12:15 p.m.
Monday 9:15 a.m. – 5:15 p.m.
Tues. through Thurs. 9:00a.m.–5:00p.m.
Friday 8:15a.m.-11:45a.m.
- Week 2 – Manager : Sat. 8:45a.m.–12:15p.m.
Monday 9:15 a.m. – 5:15 p.m.
Tues. through Thurs. 9:00a.m.–5:00p.m.
Friday 8:15a.m.-11:45a.m.
- Week 2 – Asst. Mgr.: Mon. through Thurs. 8:15a.m.–4:15p.m.
Fri. 10:15 a.m. – 5:15 p.m.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 105 Lunch and Break Periods

All employees are permitted a one-hour lunch and two 15 minute break periods for each full day worked.

Lunch and break periods are permanently assigned to each workstation. Office managers are required to post the permanent lunch and break schedules on the work stations. Employees assume the lunch and break schedule of the desk they have been assigned to each day.

Managers reserve the right to direct employees to take an earlier or later lunch or break when additional staffing is necessary to ensure that customers' needs are met.

The authorized lunch and break periods are as follows:

- A: 9:45/11:30/2:45
- B: 10:00/12:00/3:00
- C: 10:15/12:30/3:15
- D: 10:30/1:00/3:30
- E: 10:45/1:30/3:45

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 106 Overtime

A direct supervisor may request for an employee to work overtime by presenting that employee with a Requisition for Overtime form that clearly states the reason the overtime is needed.

The overtime pay will be reflected on the employee's next paycheck.

Compensatory time is given by exception only. The employee must have made arrangements with the Clerk of Courts prior to working overtime in order to accumulate compensatory time. Arrangements have been made to accommodate special circumstances where additional time earned is needed such as the birth of a baby. These special circumstances must be presented in writing to the Clerk of Courts.

Flex time is not a preferred time management tool. Flex time may be given by a direct supervisor when an employee has worked overtime. The supervisor authorizes that employee to flex the exact amount of time worked over. It is recommended that flex time be taken the next day, however, it may be taken anytime within the same pay period. Supervisors are required to track flex time on the blue Requisition for Overtime forms.

- a. Flex time does not accumulate from one pay period to another.
- b. An employee taking "Flex Time" without having first received written authorization from a direct supervisor using a Requisition for Overtime form, will not be paid for the time off work.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 107 Unscheduled Absences

An employee who is absent from work for a scheduled shift (other than pre-approved absences) must notify his or her direct supervisor within ½ hour of the scheduled starting time and, upon request, must furnish satisfactory proof to justify the reason for the absence or be subject to disciplinary action.

If your direct supervisor is unavailable, ask to speak to the supervisor in charge of your department. You are not authorized to report absences to the telephone operator, co-worker, subordinate, or by voice mail.

Failure to properly report an unscheduled absence as outlined, without justification of the reason, may result in the absence being considered time off work without pay.

Illness of 3 or more days requires a doctor's excuse.

NOTE: If an employee calls off the day before or after a holiday without prior approval, a doctor's excuse is required to receive holiday and sick leave pay.

BUTLER COUNTY CLERK OF COURTS
EMPLOYEE POLICIES

Policy 108 Tardiness

Legal Division

For each time an employee is tardy over 5 minutes, including tardiness at lunch, the infraction becomes a permanent part of his or her personnel record.

For each time an employee is tardy more than 8 minutes, 15 minutes will be deducted from his or her vacation or compensatory time. The following time deduction schedule will apply:

Minutes Late	Time Deducted
8 to 22	15 minutes
23 to 37	30 minutes
38 to 52	45 minutes
53 to 60	60 minutes

A direct supervisor is responsible for giving each tardy employee a GRAY SHEET, Unapproved Absence Report, to immediately complete, sign and return.

If an employee accumulates five tardy days within a year's time, he or she will receive verbal counseling from a departmental manager and be issued a written "5 Tardy Days Notice".

If an employee accumulates ten tardy days within a year's time, he or she will receive verbal counseling from a departmental manager and be issued a written "10 Tardy Days Notice".

If an employee accumulates fifteen tardy days within a year's time, he or she will be issued a written "15 Tardy Day Notice". In addition, the employee will receive one day suspension without pay.

If an employee accumulates twenty tardy days within a year's time, he or she will be issued a written "20 Tardy Day Notice". In addition, the employee will receive a three day suspension without pay.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 108 Tardiness

Any further occurrence of tardiness after the twentieth time is subject to more severe disciplinary action up to and including termination.

Pursuant to Ohio Law, unclassified employees continue to serve at the pleasure of the Clerk of Courts and employment may be terminated at any time.

Title Division

Tardiness of Title Division employees is governed by their collective bargaining unit agreement.

Employees are expected to be at his or her workstation, ready to work, at 8:30 a.m. or at his or her assigned starting time.

A direct supervisor is responsible for giving each tardy employee a GRAY SHEET, Unapproved Absence Report, to immediately complete, sign and return.

Title Managers are required to report tardiness concerns to the Assistant Title Director and at weekly management meetings. Employee disciplinary measures will be determined.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 109 Family Medical Leave Act (FMLA)

Under the family and Medical Leave Act of 1993 (FMLA), employers are required to notify their employees of rights under that law when on a covered leave of absence.

FMLA provides unpaid leaves to employees for the birth, adoption or foster placement of a child, the employee's own serious illness or the serious illness of a child, spouse or parent.

To be eligible for FMLA benefits an employee must have been employed by the Clerk of Courts office for at least twelve months.

The employee is required to provide medical certification to support use of this leave in advance.

Upon termination of a FMLA leave, the employee has the right to be restored to the same job, or its equivalent, if the prior job no longer exists.

A medical release to return to work is required.

FMLA application packets can be requested from the Finance Director.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 110 Parking

Employees working in the branch offices of Middletown, Fairfield and West Chester are required to park in the back rows of their parking lots to allow customers the most convenient parking locations.

Employees working the Government Services Center are assigned parking spots by the Clerk of Courts purchasing agent at the time of hiring. The exceptions to this rule are as follows:

- employees who have purchased a monthly parking space on the 5th floor of the parking garage by contacting Lynn at 868-5996
- employees who have been issued a permanent parking pass by the Commissioner' office
- jury clerks who have been issued a one-day parking pass

Employees are not permitted to park in the Government Services Center garage on an hourly basis.

Violation of this policy will result in immediate disciplinary action.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 111 Drug Free Workplace

The Clerk of Courts office has a zero tolerance for drugs in the workplace. If an employee is suspected or found to be intoxicated or under the influence of drugs during the work day, the Clerk of Courts reserves the right to ask that a drug test be administered. If the employee refuses the drug test, or if the drug test is positive, the employer may impose disciplinary action up to and including discharge for the first offense.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 112 Dress Code

Clerk of Courts employees are representatives of the office. As such, they are encouraged to maintain and enhance the office's professional atmosphere by adhering to certain standards of dress.

Managers and directors must dress in business attire.

Male Deputy Clerks should wear slacks, dress shoes, and collared shirts, which should be tucked in. Facial hair is acceptable as long as it is a neatly trimmed beard, goatee or mustache.

Female Deputy Clerks should dress appropriately for a casual business environment. Low-cut blouses or shirts, exposed navels and skirts that are significantly shorter than knee-length are not permitted. Each employee should use her own judgment and aspire to look as professional as possible.

All employees must wear appropriate undergarments. In addition, there are certain items that are unacceptable in the workplace:

- Jeans
- Casual t-shirts/sweatshirts with logos
- Plaid flannel shirts
- Exposed piercing, tattoos or undergarments
- Unnatural hair coloring (blue, purple, etc.)
- Tennis shoes

Regardless of how well his or her job is performed, an employee's appearance greatly affects the public opinion of not only the office, but the employee as well. By dressing professionally, employees can ensure that they will be treated with the respect they deserve. "Looking the part" goes further than the Clerk's office. The way people present themselves can make or break them in business situations. No one should have to sacrifice their sense of identity in their personal lives, but covering a tattoo or wearing a nice shirt in professional situations will go a long way.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 113 Communication Policy

Communicating changes in duties or procedures requires written communication. Departmental managers or supervisors implementing new processes should close team meetings by reviewing each duty assigned and obtaining a written agreement on the following:

- WHO is being assigned a duty
- WHEN the duty is expected to be completed
- WHAT the duty is

The goal of the communication policy is to avoid mixed communications. What are mixed communications?

- You do not understand a directive you were given
- You do not understand how to perform a task you were assigned
- You have received two conflicting sets of directions
- You have noticed something that seems applicable to your job, but it has not been explained to you
- You notice that someone else is not performing an agreed upon task

How do you clarify resolve mixed communications? Mixed communications can be resolved by following these action steps:

1. Schedule a meeting either in person or by phone with all members of the team who agreed upon the duty.
2. Review each person's understanding of the assigned duty and define the duty as a team.
3. Select a member of the team to write down the description of the duty (WHO, WHEN, WHAT) and distribute copies of it to each team member.
4. If you notice that mixed communication continues, repeat steps 1 through 3.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 114 Outside Employment

The Clerk of Courts does not discourage employees from seeking outside employment. There are only two reasons that would cause the Clerk of Courts to request that the employee resign from their secondary job.

1. Time conflict – Defined as when the working hours required of a “secondary job” directly conflict with the scheduled working hours of an employee’s job with the Clerk of Courts; or when the demands of a secondary job prohibit adequate rest, thereby adversely affecting the quality of the employee’s job performance with the Clerk of Courts.
2. Conflict of Interest – Defined as when an employee engages in “outside employment” that tends to compromise his or her judgment, actions, or job performance with the Clerk of Courts, or that otherwise creates a conflict of interest under applicable ethics law, or that creates the appearance or perception of a conflict of interest.

If the Clerk of Courts determines that the employee’s outside employment is adversely affecting the employee’s job performance, the Clerk of Courts may direct that employee to refrain from such activity. If the employee’s continued outside employment either creates a conflict of interest or time conflict, the Clerk of Courts may impose appropriate action, up to and including discharge.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 115 Sexual Harassment and Other Forms of Illegal Harassment

1. Sexual Harassment

Sexual harassment is deliberate or repeated behavior of a sexual nature directed by one employee to another that is unsolicited and unwelcome and which has the effect of creating an intimidating, hostile, or offensive working environment. Sexual harassment can be found whether the offending employee is a supervisor or a co-worker, and whether the victim is male or female. The offensive behavior can be through physical contact, words, or gestures. Examples of sexual harassment include:

- a. Sexual jokes of a provocative or suggestive nature
- b. Jokes or innuendos intended for and directed to another employee
- c. Suggestive or demeaning facial expressions looks or leering
- d. Unwelcome fondling, "patting", or other touching of a sexual nature
- e. Making unwelcome sexual advances or requests for favors

2. Other Forms of Illegal Harassment

Workplace harassment on the basis of the employee's race, color, religion, national origin or ethnicity, age, or disability is also prohibited under federal and state law.

The Clerk of Courts will promptly and diligently investigate charges of harassment. If an employee is found to have engaged in any form of harassment shall be subject to disciplinary action, up to and including discharge for the first offense.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 116 Ethics

As an employee of the Clerk of Courts, we are bound and expected to maintain the highest ethical standards, to serve the public skillfully and effectively and to ensure that our actions as public employees are governed by applicable laws and regulations and the public interest, and are never influenced by private interest or gain.

Clerk of Courts employees are public servants whose compensation is paid by the taxpayers. Accordingly, employees must:

- a. Avoid any conflict of interest, or the appearance of any conflict of interest.
- b. Accept no private compensation or reward in the performance of their duties, as provided under state ethics laws.
- c. Maintain the confidentiality of information learned in the course of work that is not properly part of the public realm.
- d. Serve all members of the public with honesty, diligence, respect, equity, courtesy and fairness.

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 201 Job Positions

The Clerk of Courts office has the following job positions:

- Clerk of Courts
- Administrator
- Administrative Assistant
- Facility Manager
- Purchasing Clerk
- Mail Courier
- Legal Division Office Manager
- Legal Division Supervisor
- Legal Division Assistant Supervisor
- Legal Division Deputy Clerk
- Legal Division File Clerk
- Legal Division Jury Clerk
- Finance Department Director
- Finance Department Supervisor
- Head Bookkeeper
- Bookkeeper
- Information System Director
- Information Systems Technician
- Title Division Director
- Title Division Assistant Director
- Title Division Manager
- Title Division Assistant Manager
- Title Division Title Clerk
- Title Division File Clerk

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 202 Salaried Employee Guidelines

Managers and Directors are designated as salaried employees. These employees are expected to work a standard 35 hour work week. It is understood that occasionally office responsibilities will require working additional hours. If a significant amount of time has been worked, the employee is required to coordinate utilizing flex time, which will be authorized by the Clerk of Courts or Administrator. Salaried employees will not accumulate overtime pay.

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 203 Hourly Employee Guidelines

Hourly employees are expected to work a standard 35 hour work week. There may be instances when overtime is needed such as seating jurors, night bonds, or a large workload. In these instances a Request for Overtime form is filled out and approved by the Clerk of Courts or the Administrator. This time will be monetarily compensated on the next available pay period or flexed within the current pay period.

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 204 County Pay Periods

There are normally 26 pay periods per year. Under the pay schedule currently in place, employees are paid every other Friday for the two-week pay period immediately preceding pay day. The current bi-weekly payroll period is from 12.00 a.m. Saturday through 11:59 p.m. the second Friday following.

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 205 Salary Increases

A. Legal Division

The Legal Division has specific pay schedules for each job position. Increases are given annually on the first pay period of each new year for the managers and all Deputy Clerks above the entry level position. Entry level employees receive a raise after six months and then again on their one year anniversary. All written pay schedules will be followed unless otherwise ordered by the Clerk of Courts, or the Butler County Commissioners.

B. Title Division

The Title Division has two sets of employees; union and management.

The union employees, Title Clerks, follow the schedule set forth in their union contract.

Management has a specific pay schedule for each job position. Increases are given annually on the first pay period of each new year. All written pay schedules will be followed unless otherwise ordered by the Clerk of Courts, or the Butler County Commissioners.

C. Finance Department

The Finance Department has two sets of employees; union and management.

The union employees; Bookkeepers and Head Bookkeeper; follow the schedule set forth in their union contract.

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 205 Salary Increases Page 2

Management has a specific pay schedule for each job position. Increases are given annually on the first pay period of each new year. All written pay schedules will be followed unless otherwise ordered by the Clerk of Courts, or the Butler County Commissioners.

D. Information Systems Department

The Information Systems Department has specific pay schedules for each job position. Increases are given annually on the first pay period of each new year.

All written pay schedules will be followed unless otherwise ordered by the Clerk of Courts, or the Butler County Commissioners

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 206 Leave Sheets

A. Requisition for Overtime

The Requisition for Overtime sheet is used in the event that overtime work is needed. The supervisor fills out this form in advance of the time worked and includes the reason that the overtime is needed. In some cases, such as night bonds, the form is filled out after the work has occurred. Overtime will be monetarily compensated on the next available pay period unless compensatory time is approved the Clerk of Courts.

B. Request for Leave

The Request for Leave sheet is used for all absences that require prior approval. All medical appointments, funerals, requests for leave without pay, use of compensatory time, and vacations less than 35 hours are all listed on this sheet. The employees file this request with their office manager. The manager will then check for availability on the dates requested and will either initial by the approved or disapproved box. If the manger gives an approved status, they must then fill out a Temporary Substitution Form and forward these to the Clerk of Courts or Administrator for final approval.

C. Unapproved Absence Report

The Unapproved Absence Report is used for any absence that does not have prior approval or if the employee is tardy. This form requests the reason for the occurrence, the method of contact that the employee used to inform their manager of the absence, who contacted the manager and the name of the manager contacted. The manager fills this out and the employee signs this report as soon as they return to work.

D. Temporary Substitution

The Temporary Substitution form is completed by the management staff only. This form is used to appoint another employee to fill in when a Request for Leave sheet is submitted. The manager fills in who the employee will be substituting for, the date and time, which manager the substitute employee will report to, and the reason for the substitution.

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

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Page 2

Leave Sheets

E. Request for Weekly Vacation

This form is used for requesting 35 or more hours of vacation. The employee fills in the dates requested and submits it to the office manager. The manager then checks the vacation calendar to make sure that the department the employee works in will not be understaffed on those dates if approved. The manager will then fill out a Vacation plan and submit both forms to the Clerk of Courts or the Administrator for final approval. If the request is approved, the employee will be given a letter of approval. If the request is denied, a letter explaining the denial will be presented, asking the employee to resubmit for another time period.

F. Withdrawal of Vacation

The Withdrawal of Vacation form is filled out by the employee to cancel a prior approved vacation or leave. This form is given to the office manager who will submit it to the Clerk of Courts or the Administrator for final approval. The manager will then give a copy of the Withdrawal to the substitute employee and a copy to the employee's supervisor.

G. Vacation Plan

The Vacation Plan is filled out by the office manager and is used for staffing a position when an employee has been approved for a vacation. This reassignment plan is used to address the relevant duties of the employee and when these duties must be done. This form is submitted to the Clerk of Courts or the Administrator for final approval.

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 207 Benefit Accrual

A. Vacation Time

Vacation time is accrued based on the length of employment with Butler County, the State of Ohio, or another political subdivision of the State of Ohio, such as other counties, cities, villages, townships, public school districts, public colleges and universities.

New non-union employees will receive 35 hours of vacation on their sixth month anniversary date and another 35 hours on their first year anniversary date. They will then begin accruing vacation at the rate of 2.7 hours per pay period. Whereas, new union employees will receive 70 hours of vacation on their first yearly anniversary date and will then begin accruing vacation at the rate of 2.7 hours per pay period.

Further accrual information is as follows:

- After eight years of service all employees will receive 35 hours of vacation time on their anniversary date and then begin accruing at the rate of 4.04 hours per pay period.
- After fifteen years of service all employees will receive 35 hours of vacation time on their anniversary date and then begin accruing at the rate of 5.39 hours per pay period.
- After twenty-five years of service all employees will receive 35 hours of vacation time on their anniversary date and then begin accruing at the rate of 6.73 hours per pay period.

B. Compensatory Time

All hourly employees who have worked overtime will be monetarily compensated on the next available pay period unless compensatory time accrual has been approved by the Clerk of Courts.

C. Sick Time

All full time employees will accrue 4.025 hours of sick time per the 70 hour work schedule. Any employee who misses 3 or more days must have a doctor's excusal. Union employees must follow the rules set forth in the union contract as for the use of sick time.

BUTLER COUNTY CLERK OF COURTS PAYROLL POLICIES

Policy 208 Holiday Pay

The Clerk of Courts follows the holiday schedule set forth each year by the Butler County Commissioners.

If an employee is absent the day before a holiday or the day after a holiday, that employee must provide a doctor's excusal for the time missed. If no excusal is provided, the employee will not be compensated for the holiday pay or for the sick time pay.

BUTLER COUNTY CLERK OF COURTS EMPLOYEE POLICIES

Policy 301 Public Records Policy

The Clerk of Courts Office maintains many public records that are used in the administration and operation of the office. These records are maintained in a manner that promotes their availability and access for public review and inspection.

The Clerk of Courts Office public records are available for inspection during our regular business hours of 8:30 a.m. – 4:30 p.m., with the exception of published holidays. Public records are to be made available for inspection promptly. Copies of public records are to be made available within a reasonable period of time. In the Legal Division, per Local Rule, those seeking public records will be charged twenty-five cents for each regular copy and two dollars for each certified copy. In the Title Division, per the Ohio Bureau of Motor Vehicles, those seeking public records will be charged two dollars for each motor vehicle title record requested.

Ohio law makes certain public records exempt from disclosure. The Clerk of Courts Office will review record requests before they are released to ensure exempt information is protected as permitted or required by law. Exempt portions will be redacted, as well as plainly visible, and the public portions will be released.

Any denial of public records in response to a valid request will be accompanied by an explanation, including legal authority. No public record request will be denied, in whole or in part, unless reviewed and approved by the Clerk of Courts Record Officer.

The Clerk of Courts Office has a Public Records Policy and a Schedule of Record Retention that are available upon request and also posed at www.butlercountyclerk.org.

For additional questions, the Clerk of Courts Record Officer can be contacted at (513) 887-3278.