

STATE BOARD OF PSYCHOLOGY of OHIO POLICY AND PROCEDURE MANUAL

SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY 10.5: EXECUTIVE DIRECTOR TIME REPORTING/ACCOUNTABILITY

PRIOR DATES EFFECTIVE: July 23, 2004; May 2, 2008; April 29, 2013

AMENDED AND EFFECTIVE: September 21, 2014

REVIEWED AND APPROVED:

	11/14/14		11/14/14
President	Date	Executive Director	Date

Reference: Auditor of State Management Letter 2012; DAS/Central Services Agency memo via email dated 9/19/14; Meeting minutes November 14, 2014

POLICY

The Executive Director is responsible for working an 8.5-hour day, Monday through Friday, which shall include an unpaid 30-minute lunch period. The Executive Director, as a state employee, accrues Vacation Leave, Personal Leave, and Sick Leave. The Executive Director shall notify the Board President or designee relative to the use of leave time. The purpose of this policy is to foster accountability by requiring the Executive Director to notify a member of the Board relative to the use of leave time, and thereby providing notification of any absences from the office. Because members of the Board are not typically able to reply to emails immediately, it is not feasible to require that approval of leave time be "approved" by the President or designee prior to the leave time being used. This policy is focused on consistent *notification* of a member of the Board, not on receiving "pre-approval" to use leave time *per se*.

When calling off for illness or emergency, the Executive Director shall notify the Board President or designee by email and shall notify at least one staff member by email or telephone. Depending on the circumstances, the Executive Director may direct a staff member to make the notification. Upon return to the office, the Executive Director shall submit a Request for Leave into the HCM module of the Ohio Administrative Knowledge System (OAKS), and shall send an email about the request to the President or designee.

When required to leave the office on an unplanned or emergency basis for reasons such as, but not limited to, child care, illness, or medical appointments, the Executive Director shall as feasible, prior to leaving the office, send an email to the Board President or designee as notification of the Request for Leave. If feasible, the Request for Leave shall be entered into OAKS prior to leaving the office.

When desiring to use leave time for a planned event such as a vacation or scheduled medical appointment, the Executive Director shall enter the Request for Leave into OAKS HCM and shall notify the Board President or designee by email.

Procedures for Approval of Leave Requests and Payroll

Effective during the pay period ending October 4, 2014, the Board's Executive Director was reassigned as "reporting to" the Human Resources (HR) Manager of the DAS Central Services Agency (CSA) for the purpose of leave and time approval only. Prior to that, the Board's Program Administrator 1 approved the Executive Director's time, although a "circular reference" in the accounting system resulted for numerous boards with such an arrangement. Therefore, the following procedures shall be followed to allow the CSA HR Manager to approve the leave requests and payable time of the Executive director:

- 1) Following each pay period, the Executive Director will send to the Board President or designee by email a copy of the office time sheet, and shall "copy" the email to the CSA HR Manager and one other CSA employee.
- 2) The President or designee, by the end of business on the Tuesday following the pay period, shall "Reply All" to the Executive Director's email indicating "approved" so that the CSA staff is aware that any leave requests and the payroll can be approved. This allows the Board President or designee to review the time sheet, and serves as a safeguard for CSA.
- 3) If the Board President or designee identifies questions or discrepancies with the executive director's time or leave usage, then the approval shall be withheld pending clarification to the satisfaction of the Board Member.
- 4) The CSA Manager or designee shall approve each leave request entered by the Executive Director into the HCM payroll system as part of approving the timesheet, on which each use of leave episode shall be clearly denoted by hours and minutes and type of leave used.

In accordance with DAS policy and procedure, the Executive Director is exempt from overtime pay. The Board has determined that, in order to meet critical Board functions, the Executive Director may need to work in excess of the 40-hour week on an unpredictable basis. Under such circumstances the Executive Director is authorized to determine the need for such activity and shall notify the Board President or designee by email as notification of the plan to work over 40 hours and shall enter a request for compensatory time accrual into OAKS prior to exceeding 40 hours, when feasible.

The Executive Director is authorized to work a flex time schedule and shall notify the Board President or designee by email when flex time will be used during a given pay period. For example, if the Executive Director has a project to complete in the office during a non-work day (e.g., a Saturday), in an effort to avoid interruptions from phone calls and emails, the amount of time to be worked may be subtracted from the schedule during the previous work week. Under unusual circumstances when the Executive Director is unable to be in the office during planned weekend work time, then the post-hoc use of leave time is authorized. For example, if the Executive Director left 3 hours early on a Tuesday with a plan to be in the office for 3 hours on the following Saturday, and events prevent being in the office on that Saturday, then a Request for Leave for 3 hours of Vacation or Personal Leave shall be entered and the board President or designee notified by email. The Executive Director is authorized to work on Sundays and then subtract the hours worked during the following Monday-Friday.

The Executive Director shall retain copies of each email sent to the President or designee as evidence of notifications made relative to the Executive Director's use of leave and scheduling.