



## Ohio Administrative Code

### Rule 3342-6-07.9 Administrative policy regarding overtime, overtime pay, compensatory time off and call-back pay for classified and unclassified hourly civil service staff members.

Effective: March 1, 2015

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(A) Purpose. The university will pay eligible employees who work outside their regular work schedule fairly and equitably and in compliance with the Fair Labor Standards Act.

(B) Eligibility. This policy applies to university employees not covered by existing collective bargaining agreements and codifies the pay practices associated with working overtime. Those employees who are members of recognized units for collective bargaining purposes will be governed by the provisions of formal agreements between the recognized bargaining agent and the university. This policy does not apply to unclassified exempt employees, including full- and part-time faculty and exempt hourly staff.

(C) Procedures.

(1) Overtime. The standard work week for full-time non-exempt university employees shall be forty hours. When a non-exempt employee is required by his/her supervisor to be in active pay status for more than forty hours in any calendar week, the employee shall be compensated for such time over forty hours at one and one-half times the employees rate of pay.

(a) All overtime must be authorized by the properly designated administrative authority. Unless an employee has specific approval to work outside their normal work schedule, the employee is requested to work overtime by the supervisor, that time must be recorded through the normal timekeeping process.

Overtime registered on a timecard must be approved by the supervisor in order to be considered for payment. By approving the entry, the supervisor acknowledges that the time was worked by the employee in carrying out the operation of the department.

(b) The overtime rate will be one and one-half times the employees established hourly rate, including



applicable pay supplements.

(c) Non-exempt employees who work overtime will receive overtime pay at the conclusion of the next succeeding pay period unless the employee has submitted a request to take compensatory time off.

(2) Compensatory time off. An employee who is entitled to overtime pay may choose to take compensatory time off in lieu of cash payment, providing the employee makes such a request through the normal timekeeping process during the week in which the overtime is worked. An employee who does not promptly indicate a desire to take compensatory time off will automatically receive overtime pay.

(a) Compensatory time will be granted at the rate of one and one-half hours of time off for each hour of overtime worked. Compensatory time may be accrued up to a maximum of one hundred twenty hours (eighty hours of overtime actually worked). When an employee exceeds this maximum accrual rate, any additional overtime hours will be automatically paid at the conclusion of the next succeeding pay period at the rate of one and one-half times the employee's rate of pay.

(b) An employee may request payment for compensatory time even if the maximum accrual rate has not been reached. The accrued compensatory time will be paid at the employee's regular hourly rate of pay at the time of the payout.

(c) Compensatory time off must be taken at a time mutually convenient to both the employee and the supervisor. A non-exempt employee must request compensatory time off using the university leave request form. Such request is subject to the approval of the department supervisor and will normally be granted unless the absence disrupts or places undue hardship on departmental operations. All accrued compensatory time must be used before an unpaid personal leave of absence is granted.

(d) All accrued compensatory time will be paid to an eligible employee upon termination of employment at the employee's regular rate of pay at termination.

(e) Compensatory time may not be used during any scheduled work period in order to earn overtime, holiday pay or additional compensatory time or in any other way that has the effect of



compounding pay.

(3) Overtime for hours worked on a holiday. When an employee is required by his/her supervisor to work on a day observed as a holiday, the employee shall be entitled to pay for such time worked at one and one-half times his/her total hourly rate of pay, in addition to any eligible holiday pay.

(4) Call-back pay. An employee is eligible for call-back pay when directed by his/her supervisor to report for work and all the following conditions apply:

(a) There is not a prearranged schedule.

(b) The time is not immediately preceding or following the regular work schedule.

(c) Extenuating or emergency circumstance requires the immediate services of an employee.

(d) The employee shall receive a minimum of four hours of pay at his/her regular hourly rate. Total hours over forty shall be compensated in accordance with the overtime provisions.

(5) The university may designate as exempt from these overtime provisions specific positions, the duties of which are executive, administrative or professional in nature. The standards that are established for exemption must be fully satisfied and verified by the compensation office in order for an employee to qualify for exempt status.