Ohio Administrative Code

Rule 3342-7-02.7 Administrative policy and procedures regarding computation of non-hourly pay for employment beginning and ending at times other than regular appointment periods.

Effective: March 1, 2015

(A) Purpose. The purpose of this rule is to provide a standardized method for computing the initial or final salary payments to non-hourly employees who begin or leave university employment for any reason at times other than the regular beginning or ending date of their appointment period.

(B) Criteria. For the purpose of this rule only:

(1) An appointment for fall and spring semesters, also known as a "nine-month contract," whether on a temporary or a continuing basis, shall be considered to contain nine full pay periods.

(2) An appointment for one calendar year, also known as a "twelve-month contract," whether on a temporary or a continuing basis, shall be considered to contain twelve full pay periods.

(3) An appointment known as a "ten-month contract," whether on a temporary or a continuing basis shall be considered to contain ten full pay periods.

(4) An appointment for one fall or one spring semester shall be considered to contain four full pay periods.

(5) An appointment for one spring semester shall be considered to contain five full pay periods.

(6) The number of workdays to be considered as contained in appointments indicated in paragraphs (B)(1) to (B)(5) of this rule shall be the actual number of workdays specified in the employment calendars which begin and end on the dates of the respective normal contract period.

(C) Operational procedure.

(1) When a non-hourly employee begins employment after the regular starting date for his or her

respective type of appointment, and at other than the beginning of the appropriate pay period, his or her first salary payment shall be determined using the regular appointment dates as a base upon which an amount representing the actual number of workdays completed shall be calculated. The remaining salary payments shall be evenly distributed among the remaining pay dates in the appointment period.

(2) When a non-hourly employee leaves university employment at other than the end of his or her appointment period, the gross earnings amount of the final salary payment owed to the employee shall be the difference between salary calculated on actual workdays completed in the appointment period and the compensation which the employee has already received during the appointment period.