



Ohio Administrative Code

Rule 3358:5-3-15 Overtime and Compensatory Time Policy.

Effective: July 13, 2026

This policy ensures consistency in the granting of overtime and compensatory time while maintaining compliance with the Fair Labor Standards Act and relevant provisions of the Revised Code. When a college employee is required to be in an active pay status more than forty hours in any calendar week, the employee may be compensated for hours worked over forty at one and one-half times their regular rate of pay, or one and one-half hours off for every hour of overtime worked, unless otherwise specified in the associate procedures.

(A) Definitions:

- (1) Workweek - A workweek is defined as Monday through Sunday.
 - (2) Overtime - Overtime includes any hours physically worked and/or approved school closings exceeding forty hours within one workweek. Hours counted toward the forty include actual hours worked, holidays, winter break, weather-related closures and other college-approved closure times.
 - (3) Overtime pay - Overtime pay refers to compensation for non-exempt employees at one and one-half times their regular rate of pay for every hour of overtime worked.
 - (4) Compensatory time - Compensatory time is granted at the rate of one and one-half hours off for every hour of overtime worked.
 - (5) Holiday hours and holiday pay - Holiday hours are defined as the employee's regularly scheduled work hours for the holiday, compensated at their regular rate of pay.
- (B) This policy covers full-time non-exempt employees and part-time employees, but part-time employees are eligible only for the overtime component of this policy.
- (C) This policy shall be administered as set forth in the associated overtime and compensatory time procedures.
- (D) Human resources is assigned the responsibility of developing, implementing, and maintaining the overtime and compensatory time policy and procedures.