



## Ohio Administrative Code

### Rule 5120-9-44 Clergy substitute for regular, full-time state-employed clergy.

Effective: April 1, 2005

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(A) Regular, full-time, state-employed chaplains on approved leave from their institutions shall be responsible for securing the services of substitute clergymen to perform designated duties.

(B) In the event institutional chaplains are unavailable, and non-institutional chaplains are needed, the chaplain shall attempt to secure the services of a volunteer clergyman, or one for whom the chaplain has previously substituted or for whom a service has been provided and for which an exchange of services is both reasonable and appropriate.

(C) The name of each substitute clergyman and duties performed shall be promptly forwarded to the administrator of religious services after such services are performed.

(D) In the event such services are unavailable except upon a fee basis, the concerned chaplain shall recommend in writing to the administrator of religious services a suitable substitute clergyman, state his fee schedule, and state the rate reasonably paid substitute clergyman in private churches in the community in which the institute is situated. No substitute clergyman shall be retained on a fee basis nor shall any contract with a substitute clergyman be valid unless approved in writing by the administrator of religious services. Such contract shall specify the dates, hours, and places of services to be performed.

(E) Immediately after performing the agreed-upon services, a substitute clergyman under a fee contract shall submit an invoice to the chaplain on leave. The substitute clergyman shall sign the invoice, provide his home mailing address, his social security number, make reference to the contract and date of contract, and state the dates, hours, and places of services performed.

(F) Upon receipt of such invoice, the chaplain for whom the substitution was made shall forward to the administrator of religious services copies of the invoice, the voucher, and a cover letter indicating his payroll name and social security number. The cover letter shall contain the dates for which the chaplain was on approved leave. The voucher shall thereafter be submitted to the business manager



at the applicable institution for payment.

(G) Substitute chaplains shall have only such authority as is reasonable and necessary to fulfill their appointments.