Background

1. This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

2. The university is committed to complying with applicable state and federal laws regarding compensation. The purpose of this policy is to establish overtime and compensatory time guidelines for non-exempt staff.

Policy

Overtime Pay

1. Employees are entitled to overtime pay at one and one-half times their regular base hourly rate for all hours in active pay status in excess of 40 hours in a single week.

2. Active pay status includes time off paid for sick, vacation, automatic holiday pay and compensatory time. It does not include hours worked on a holiday for purposes of calculating hours in overtime status.

3. For the purpose of calculating the number of hours in active pay status, the work week shall begin at 12:00 A.M. Sunday and end at 11:59 P.M. Saturday.

4. All overtime must be pre-authorized by the administrative authority.

5. If an employee is scheduled to work overtime, but calls off due to illness, the scheduled overtime and all compensation related to it are cancelled.

6. In lieu of overtime, compensatory time may be taken at the discretion of the administrative authority.

Compensatory Pay

1. Compensatory time may be earned by non-exempt employees in lieu of overtime pay for all hours per week in excess of 40 hours in active pay status. Compensatory time is recorded at one and one-half times the number of hours in excess of 40 hours in active pay status.
2. Individuals employed in seasonal, public safety or emergency response work may accrue up to a maximum of 480 hours of compensatory time. All other employees may accrue up to a maximum of 240 hours.

3. All compensatory time must be pre-authorized by the administrative authority.

4. Compensatory time is not available for use until it appears on the employee’s earning statement and the compensation described in the earning statement is available to the employee. Compensatory time may be used at a time mutually convenient to the employee and the administrative authority/supervisor.

5. Compensatory time earned must be taken within 180 calendar days from the pay period in which it was earned.

6. If compensatory time is not taken within the specified time period, such accumulated time will be paid to the employee at the employee’s regular rate at the time of the payment.

7. When an employee’s status is changed from non-exempt to exempt, or the employee transfers to another department, or terminates, all accrued compensatory time will be paid at the employee’s current rate of pay before the change of status.

8. Employees may, at a later date, elect to receive overtime pay instead of their previously-designated choice of compensatory time and/or to convert all or part of their compensatory balance to pay. This option by the administrative authority is uniformly offered to all affected employees.

Procedure

1. Employees must indicate to the department, in writing, their choice to earn compensatory time for hours worked in excess of 40 hours per week.

2. The employee’s primary department should coordinate the recording and budgetary charging of the overtime pay, if an employee holds more than one non-exempt appointment. The hours in active pay status from the appointments should be combined to determine the eligibility for overtime pay.

3. The overtime worked or compensatory time earned must be reflected on the payroll and timekeeping systems. Compensatory time must also be recorded on the Time Off From Work form.

Related Citations:

ORC 124.18; OAC 123:1-43