



3344-63-03 Pay procedures and hours of work.

(A) Pay periods.

The university's pay period consists of two weeks starting on Sunday and ending on the second Saturday; payday occurs on alternate Fridays following the end of the pay period.

(B) Paychecks.

All employees are required to have their paychecks automatically deposited directly into their bank account.

(C) Payroll deductions.

There are certain deductions which, by law, the university must withhold from a paycheck. These deductions are for federal, state, and municipal income taxes, Medicare tax and for the Ohio public employees retirement system. As an added service, other deductions are possible, in accordance with university policy.

(D) Working hours.

The standard work week for full-time employees is forty hours with an unpaid lunch. Work schedules are determined by management and based upon university requirements.

(E) Breaks and lunch periods.

Typically, employees working a shift of eight hours or more should receive two paid fifteen minute breaks to be taken at times chosen by the employee's supervisor. Employees working a shift of eight hours or more shall be entitled to an unpaid lunch period of not less than thirty minutes to be taken at a time scheduled by the employee's supervisor. No employee may skip his/her lunch period without prior supervisor approval.

(F) Overtime.

(1) When necessary, a full-time classified employee may be

required to work more than forty hours during a work week (Sunday through Saturday). Each department determines procedures regarding the advance assignment and approval of overtime hours. All hours in active pay status in excess of forty within a work week shall be paid at the rate of time and one-half the employee's regular rate of pay or in the form of compensatory time. The selection of compensatory time or overtime premium pay shall be determined by the employee's supervisor based on the operational needs of the department, unit, or college.

- (2) An employee may accumulate no more than two hundred and forty hours of compensatory time (four hundred and eighty hours for police officers). When an employee's compensatory time balance exceeds the limit, the employee is entitled to receive payment for any additional hours of overtime accumulated. There is a one hundred and eighty day time limit to use compensatory time. The use of accumulated compensatory time shall be used at a time which is mutually convenient to the employee and his/her supervisor. Such a request may be denied where use of the accrued compensatory time would unduly burden the department. An employee's use of compensatory time shall not be used in calculating overtime compensation.

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