

Chapter 83: Payroll & compensation

3335-83-01 Pay ranges and payroll.

- (A) The university shall, through the Office of Human Resources, set the pay ranges for the classification plan and publish or make available the pay range table at least once each year.
- (B) The Office of Human Resources assigns pay ranges to all new or revised classifications.
- (C) The university determines the number of pay periods for each year.

3335-83-02 Recognition of exemplary performance.

A college/department may recognize exemplary employee performance. Employee rewards may include cash awards, additional leave, or other provisions as the university considers appropriate.

3335-83-03 Call-back pay.

- (A) Each full-time non-exempt employee who is ordered back to work by the university after the employee's normal work schedule is completed, and who reports for such work, is eligible for call-back pay.
- (B) Those hours worked immediately preceding or directly continuing the employee's regular work schedule shall not be considered for call-back pay.
- (C) An employee entitled to call-back pay receives the greater of four hours of regular hourly pay or one and one-half times the regular hourly pay for the time actually worked.

3335-83-04 Temporary pay adjustment.

- (A) An employee who is temporarily assigned to duties of a position with a higher pay range than the employee's assigned pay range is eligible for a temporary pay adjustment, which increases the employee's regular base rate of pay to the greater of:
 - (1) the classification salary base rate of pay of the higher level position, or
 - (2) five per cent above the employee's regular base rate of pay.

- (B) This temporary pay adjustment shall be for a minimum of two weeks and a maximum of one hundred eighty days, except when made necessary by reason of sickness or disability of a regular employee, when the adjustment may continue for the length of sickness or disability.

3335-83-05 Overtime compensation.

When a non-exempt classified civil service employee is required by an authorized administrative authority to be in an active pay status more than forty hours in any calendar week, the employee shall be compensated for such time over forty hours at one and one-half times the base rate of pay. Such compensation for overtime work shall be paid no later than at the conclusion of the next succeeding pay period. No overtime can be paid unless it has been approved by the authorized administrative authority.

3335-83-06 Compensatory time.

An employee may elect to take compensatory time off in lieu of overtime pay for any overtime worked. Such compensatory time shall be granted by the administrative authority on a time and one-half basis and at a time mutually convenient to the employee and the university within one hundred eighty days after the overtime is worked. After the expiration of the one hundred eighty day period, or upon transfer to a different college/department, the compensatory time shall be paid out at the employee's base rate of pay.

3335-83-07 Holiday compensation.

- (A) Full-time classified civil service employees shall be paid for holidays observed by the university and shall not be required to work on those holidays, unless failure to work on such holidays would impair department service.
- (B) If an employee's work schedule is other than Monday through Friday, the employee shall receive holiday pay for holidays observed on the employee's day off regardless of the day of the week on which the holidays are observed. A full-time employee shall receive eight hours of pay for each holiday regardless of the employee's work shift and work schedule. Part-time employees shall be paid holiday pay for that portion of any holiday for which they would normally have been scheduled to work.

3335-83-08 Holiday premium pay.

A non-exempt classified civil service employee who is in active pay status for more than forty hours per week and who is required to work on a day observed as a holiday by the university shall be entitled to pay for such time worked:

- (A) At the employee's base pay in addition to one and one-half times the base rate of pay; or
- (B) At the employee's base pay in addition to compensatory time off at time and one-half.