Rules for the Classified Civil Service

Chapter 83: Payroll and 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. (B/T 6/22/97)

3335-83-02 Pay supplements and shift differentials.

The university may establish policies governing all types of compensation, including and not limited to pay supplements, shift differentials, and merit pay increases. (B/T 4/8/2011)

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. (B/T 6/14/82, 6/22/97)

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.

(B/T 6/14/82, 6/22/97, 9/17/2010, 4/8/2011)

3335-83-05 Overtime compensation.

(A) Nonexempt staff will be paid overtime compensation when they work more than 40 hours in a work week. The calculation of hours worked includes holiday benefit pay.

(B) The calculation of hours worked excludes paid time off hours such as sick time off, vacation time off, and compensatory time off.

(C) Holiday premium pay hours will count toward the calculation of overtime eligibility and will be used to offset any holiday benefit pay hours used in the calculation of overtime.

(D) Pay for hours worked in excess of 40 in a work week will be paid at a rate of time and one-half the regular rate of pay.

(E) An authorized administrative authority has sole authority for determining when overtime hours are required to complete work. The determination will be based on operational needs. The administrative authority may first seek volunteers to perform the overtime work before requesting or directing nonexempt staff to work overtime.

(F) An authorized administrative authority must authorize nonexempt staff who work over 40 hours per week to receive overtime pay.

(G) Nonexempt staff who work overtime without receiving prior authorization or approval from an authorized administrative authority approval to do so may be subject to corrective action.

(H) Employees in intermittent positions are eligible for overtime. (B/T 6/14/82, 6/22/97, 9/17/2010, 11/19/2020)
3335-83-06  Compensatory time.

An authorized administrative authority has the discretion to determine whether a non-exempt employee may elect to earn compensatory time in lieu of overtime pay. When offered the choice, a non-exempt employee may elect to earn compensatory time in lieu of overtime pay.

(A) An authorized administrative authority may require a non-exempt employee to designate whether they want to earn compensatory time or overtime compensation prior to being approved to perform the work. When a nonexempt employee designates compensatory time and works overtime, the authorized administrative authority must approve the compensatory time election.

(B) Such compensatory time shall be granted by the authorized administrative authority on a time and one-half basis and at a time mutually agreed upon by the non-exempt employee and the authorized administrative authority.

(C) A non-exempt employee may not maintain more than 240 hours of compensatory time. Earned compensatory time must be used within 365 days from the day it was earned. Any earned compensatory time that is not used within 365 days will be paid out on a regular paycheck.

(D) A non-exempt employee who reaches the maximum 240 accrued hours of compensatory time will be paid for any hours that exceed that maximum in the pay period following the pay period in which the maximum was reached.

(E) Unused compensatory time will be paid at the employee's current base hourly rate of pay in the following circumstances:

(1) If not taken within 365 days of being earned; or

(2) Upon job transfer, in which case the unit from which the employee is transferring holds the financial responsibility for the pay out to the employee; or

(3) Upon moving from a non-exempt position to an exempt position; or

(4) Upon separation from employment. (B/T 6/14/82, 6/22/97, 4/8/2011, 11/19/2020)

3335-83-07  Holiday compensation.

(A) Classified civil service employees shall receive holiday pay 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) Employees must receive paid time during the week that includes a holiday to receive holiday benefit pay.

(C) Employees must receive paid time during the week that includes a holiday to receive holiday benefit pay.

(D) At no time will employees receive more than eight hours of holiday benefit pay, regardless of schedule.

(E) Holiday benefit pay for eligible full-time employees is equal to an employee’s full-time equivalency (FTE) multiplied by eight hours.

(F) Holiday benefit pay for part-time employees will be either the employee’s FTE multiplied by eight hours or by the number of hours the employee would normally be scheduled to work on that holiday, whichever is greater.

(G) Employees may have adjustments made to their schedules during holiday weeks at the discretion of their department.

(H) Nonexempt employees who work on a holiday premium pay date will receive holiday premium pay of one and one-half times the base rate of pay multiplied by the number of hours worked. Employees have the option of electing compensatory time.

(I) Nonexempt part time employees will receive holiday premium pay if they work on a holiday premium pay date.

(J) Nonexempt employees in intermittent positions will receive holiday premium pay if they work on a holiday premium pay date.

(K) The university may establish holiday compensation and premium pay programs that supersede any other program defined in this section, at its discretion. When such programs are established, the university shall provide notice to all affected employees. (B/T 6/14/82, 6/22/97, 7/1/01, 9/17/2010, 4/8/2011, 11/19/2020)