

Scheduling Work and Overtime, 6.10 Policy Revision

Summary of Changes

Policy Effective December 20, 2020

Summary of Substantive Changes

- Adds differential pay to the Scheduling Work and Overtime Policy, and updated the Standards document accordingly.
- Requires use of compensatory time within 365 days of earning it, when an employee transfers, or when an employee leaves university employment.
- Revises time frame for payment of compensatory time that exceeds 240 hours so that payment occurs in the pay period following reaching the maximum.
- Clarifies the expectation that employees receive approval to work overtime prior to working overtime. Employees who fail to receive approval may be subjected to corrective action.
- Revises overtime eligibility calculation so that only time worked and holiday hours are calculated. Sick, vacation, and compensatory time off are no longer part of the calculation, and references to “active pay status” were removed.

Individual Substantive Changes

Policy (Page 1)

- No substantive changes.

Definitions (Pages 1)

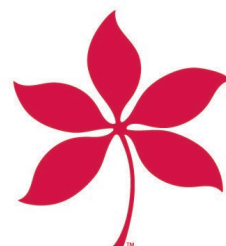
- Adds new definitions: compensatory time and differential pay.
- Revises definitions: Overtime compensation so it refers to hours worked, and excludes paid time off (sick, vacation and compensatory time) from the calculation of overtime, but retains holidays as part of the calculation of overtime. Revises exempt and nonexempt. **Defined “Regular rate of pay” consistent with Workday configuration.**
- **Reinserted “Safe Harbor Rule” definition and associated “Exempt Staff Pay” section based on OLA recommendation. (Definitions p.1 and Policy Details II. B., p. 2).**

Policy Details (Page 2-3)

- Revised overtime eligibility calculation to only include actual time worked and holiday hours. (Policy Details III.A.)
- Added language that nonexempt staff must receive approval from their supervisor prior to working overtime (Policy Details III.A.1, p. 2), and if they work overtime but fail to receive approval prior to doing so, they may be subject to corrective action. (Procedure III.B.)
- **Relocated holiday premium pay and overtime language from the Holidays policy because the content was more appropriate for this policy. (Policy Details III. A., p.2)**
- **Added language that “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” consistent with “Regular rate of Pay” definition and Workday configuration. (Policy Details III. A. 2., p.2)**
- Added language that supervisors have discretion to permit nonexempt staff to elect earning compensatory time in lieu of overtime compensation. (Policy Details III.B., p.2)



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- Added language that intermittent staff and student employees are eligible for overtime compensation but are ineligible for compensatory time. (Policy Details III.C., p.3)
- Added language regarding Differential Pay. (Policy Details IV, p.3)

Procedure (Pages 2-3)

- Added language that the unit or supervisor must establish work schedules for nonexempt staff. (Procedure I.A., p.3)
- Added Record Keeping section (Procedure II., p.3)
- ***Deleted now repetitive overtime language that used former term, “base hourly rate of pay,” instead of “regular rate of pay” consistent with Workday. (Procedure III. A. 1.b.,)***
- Now will require nonexempt staff (i.e., employees paid bi-weekly) to use compensatory time or be paid out within 365 days of earning it, upon transfer, and upon separation from the university. (Procedure IV.D., p.4)
- Added language that once a nonexempt staff reaches the maximum of 240 hours of compensatory time, it will be paid in the pay period following when they reach the maximum. (Procedure IV.E)
- Added Differential Pay section (Procedure V, p.4)
- ***Prepared FAQs with examples on differential pay, compensatory time, overtime calculations.***

Responsibilities (Page 4)

- Updates the table to reflect the responsibilities of offices or positions as required by the policy.

Resources (Page 5)

- Lists all resources referred to in the policy.

Contacts (Pages 5)

- ***Updated contact information to include HR Connection.***