

Scheduling Work and Overtime, 6.10 Policy Revision

Summary of Changes

Policy Effective December 20, 2020

Current [Scheduling Work and Overtime, 6.10](#)

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 (Policy, p. 1).

Definitions (Pages 1)

- Adds new definitions: compensatory time and differential pay (Definitions, p. 1).
- 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. (Definitions, p. 1)
- Deletes Safe Harbor definition as it was not used in the policy.

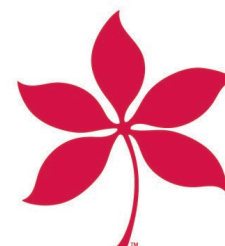
Policy Details (Page 2)

- Revised overtime eligibility calculation to only include actual time worked and holiday hours. (Policy Details II.A, p. 2)
- Added language that nonexempt staff must receive approval from their supervisor prior to working overtime (Policy Details II.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, p. 3)
- Added language that supervisors have discretion to permit nonexempt staff to elect earning compensatory time in lieu of overtime compensation. (Policy Details II.B, p. 2)
- Added language that intermittent staff and student employees are eligible for overtime compensation but are ineligible for compensatory time. (Policy Details II.C, p. 2)
- Added language regarding Differential Pay. (Policy Details III, p. 2)

(continued on page 2)



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Procedure (Pages 2-3)

- Added language that the unit or supervisor must establish work schedules for nonexempt staff. (Procedure I.A, p. 2)
- Added Record Keeping section (Procedure II, p. 2)
- 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. 3)
- 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, p. 3)
- Added Differential Pay section (Procedure V, p. 3)
- Referenced and updated the Supplemental Standards document, (formerly known as the Guidelines), which will include current and updated language regarding shift differential. (Procedure V, p. 3)

Responsibilities (Page 4)

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

Resources (Page 4)

- Lists all resources referred to in the policy.

Contacts (Pages 4-5)

- Lists all offices referred to in the policy and their contact information.