College of Public Health
Staff Scheduling and Overtime Compensation Policy

1.0 Definitions

1.1 Nonexempt Staff – staff eligible for compensatory time off or overtime pay according to state and federal law.

1.2 Exempt Staff – staff exempt from compensatory time off or overtime pay according to federal and state law.

1.3 Overtime Compensation – Compensatory time off or overtime pay provided to nonexempt staff that are required by management to be in an active pay status for more than 40 hours in a work week.

2.0 Exempt Staff Schedules

2.1 Exempt staff members are not eligible for overtime compensation for hours worked in excess of 40 per week. However, exempt staff members have greater flexibility in scheduling work than nonexempt staff when accommodations are necessary. Scheduling of exempt staff should follow the principles outlined below.

2.2 Full-time exempt staff members are expected to average at least 40 hours of work per week and may need to work more than 40 hours per week to fulfill the responsibilities of their position.

2.3 Time worked in excess of 40 hours per week will not result in overtime pay or accumulation of compensatory time off.

2.4 To accommodate unusual situations, a unit may balance a period of an unusually heavy work schedule with a period of reduced work schedule, without regard to the number of hours worked in any particular week. When making this accommodation, a supervisor must document the reason and nature of the unusual situation.

3.0 Nonexempt Staff Schedules

3.1 Supervisors may develop flexible work schedules for nonexempt staff within the standard 40-hour workweek, per the Flexible Work policy 6.12 issued by the Office of Human Resources (https://hr.osu.edu/public/documents/policy/policy612.pdf). Supervisors wishing to develop flexible work schedules must submit the plan to the College Business Office for approval prior to implementation.

3.2 Any work time authorized over 40 hours of active pay status in a given week is subject to overtime compensation.

4.0 Overtime Compensation (Nonexempt Staff)
4.1 Nonexempt staff members earn overtime compensation at the rate of one and one-half times (1.5x) the regular base rate of pay.

4.2 To be eligible for overtime compensation, a nonexempt staff member’s supervisor must grant prior approval for hours worked in addition to a standard 40-hour workweek. The staff member must fill out the “Overtime Authorization” form for supervisor approval. The Clinic Director sign the form for clinic employees and the Chief Administrative Officer will sign for all other non-exempt employees in the college. Voluntary extra time worked without prior supervisor approval will earn overtime compensation. However, voluntary extra time worked without prior supervisor approval will result in progressive discipline, beginning with a written reprimand.

4.3 Non-exempt staff members requesting to work additional hours in exchange for an equal amount of hours to be taken off need to obtain prior approval from their supervisor. Examples of this type of arrangement may include taking a shorter lunch break in order to leave early, or working additional hours to make up for hours missed (or planning to be missed) within a normal 40 hour work week in lieu of taking vacation or sick leave. This type of arrangement is intended to provide flexibility to supervisors and employees. To avoid creating an undue administrative burden of accounting for such time, this should be done on a limited basis. If nonexempt staff members would like additional flexibility in their schedule to accommodate their needs, an alternative work schedule may be appropriate, and they should speak to their supervisor.

4.4 Non-exempt staff members may elect either compensatory time or overtime pay as method of overtime compensation. Non-exempt staff members must designate which method of overtime compensation they are requesting prior to performing the work.

4.5 When selecting compensatory time, nonexempt staff members are required to take compensatory time within 180 calendar days from when it was earned. The maximum amount of compensatory time that may be accrued is 240 hours. Nonexempt staff reaching the maximum accrual rate will be paid automatically for additional hours of overtime worked.

4.6 The original employing unit holds the financial responsibility for the cost of compensatory time when a nonexempt staff member with a compensatory time balance transfers between employing units or to an exempt staff position.

4.7 Any accrued but unused compensatory time will be paid out at the regular rate of pay upon separation from employment.

4.8 When selecting overtime pay, the request must include an explanation of the work to be completed and the reason the work cannot be completed within the normal work schedule. For employees appointed to the general fund or a sponsored research project, overtime pay may be granted by the supervisor with the approval of the College Chief Administrative Officer. For employees appointed to the clinic fund, overtime pay may be granted by the
Clinic Director or the Director’s designee. Pay for overtime worked will be paid no later than the end of the next pay period.

5.0 Time Keeping for Nonexempt Staff

5.1 eTimesheet must be filled out completely and accurately by all nonexempt staff.

5.2 Employees must record in the eTimesheet system the number of hours worked on a daily basis. At the close of the biweekly payroll period the entries must be approved by the appropriate supervisor.

5.3 The supervisor is responsible for verifying the time worked by the employee by approving the eTimesheet entries. The supervisor is also responsible for obtaining the appropriate approval for overtime/comp time. After all approvals are acquired the supervisor is responsible for approving the employee’s eTimesheet entries by Friday of the close of each payroll period. If the supervisor will be out of the office and not able to approve staff’s eTimesheet by the payroll deadline, please contact the HR so we can approve on their behalf.

5.4 Entries for in the eLeave system must be made for all vacation, sick leave, compensatory time, jury duty and/or University business times reported. All eLeave entries must be approved by the employee’s supervisor.