



Ohio Administrative Code Rule 3335-83-05 Overtime compensation.

Effective: December 20, 2020

(A) Non-exempt staff will be paid overtime compensation when they work more than forty 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 forty 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 non-exempt staff to work overtime.

(F) An authorized administrative authority must authorize non-exempt staff who work over forty hours per week to receive overtime pay.

(G) Non-exempt 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.
