



## Ohio Administrative Code Rule 3337-41-07 Twelve-month pay option.

Effective: May 8, 2019

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The version of this rule that includes live links to associated resources is online at

<https://www.ohio.edu/policy/41-007.html>

### (A) Overview

This policy establishes a uniform process regarding employee eligibility for twelve-month pay option.

Ohio university permits all full-time and part-time faculty who have an appointment for nine, ten, or eleven consecutive months or two consecutive academic semesters to receive their pay in twenty-four equal installments, beginning with the first scheduled pay for the appointment period.

See policy 41.003 and policy 41.004 for the methods used to calculate the un-equal installments used when the employment starts late or ends early. Administrative and classified staff appointments are not eligible for the twelve-month pay option.

### (B) Process

(1) Eligible employees must complete an authorization form no less than thirty days before the first pay date.

(2) Once the twelve-month pay option has been applied to the employee's payroll record, the decision is irrevocable within the period of the appointment. An employee may rescind his or her authorization to be effective with the succeeding appointment.

(3) Unless rescinded, the authorization will remain in effect for all future appointments that have a duration of nine, ten, or eleven consecutive months or two consecutive academic semesters.



(4) In situations of multiple appointments, only those individual appointments for nine, ten, or eleven consecutive months or two consecutive academic semesters may be considered for the twelve-month pay option. Specifically, multiple appointments of shorter duration will not be considered.

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