



Ohio Administrative Code Rule 3357:12-3-04 Normal work week.

Effective: [March 18, 2015](#)

For non-exempt employees, the normal work week consists of forty hours. An individual's work schedule is determined by the authorized administrator with the approval of the appropriate senior administrator. As institutional needs change, individual work schedules may be altered. If an employee's normal work schedule is to be changed for a period of more than two weeks duration, the employee should be notified at least thirty calendar days in advance per section 124.18 of the Revised Code).
