



Ohio Administrative Code

Rule 3357:12-3-19 Overtime and services performed.

Effective: [March 18, 2015](#)

(A) Forty hours shall be the standard work week for all employees, exempt and non exempt. When non exempt employees are required by an authorized administrator to work more than forty hours in any calendar week, they shall be compensated for such time worked at one and one half times the regular rate of pay or at one and one half times compensatory time off in lieu of overtime pay.

(B) If the non exempt employee elects to take compensatory time off in lieu of overtime pay for any overtime worked, such compensatory time shall be granted by his or her authorized administrator at a time mutually convenient to the employee and the college within fifty working days after the overtime is worked. Between the fifty-first and sixtieth working day, the administrator may assign compensatory days off. If the employee is unable to use the compensatory time within the sixty working days, they will be granted the overtime pay. All overtime work must be authorized and approved in advance in writing by the appropriate senior administrative officer. Each department supervisor shall keep a written record of overtime worked and compensatory time taken on a standard form.

(C) Under the Fair Labor Standard Act Amendments of 1985, the maximum compensatory time that may be accrued is two hundred forty hours. Once a non exempt employee exceeds two hundred forty hours on compensatory time, the employee must be paid for each hour over the maximum.
