



## Ohio Administrative Code

### Rule 3357:12-3-21 Fair Labor Standards Act and wage payment policy.

Effective: March 18, 2015

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(A) It is the policy of Zane state college to comply with all applicable state and federal laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Ohio Minimum Wage Law. Zane state college will not make pay deductions that violate either the federal or state laws.

(B) Any employee who believes that Zane state college made an inappropriate deduction or failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the director of human resources. Within fifteen business days of receiving the complaint, the director of human resources will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made. This complaint procedure is available in addition to any other complaint process, which also may be available to employees.

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