



Ohio Administrative Code

Rule 3358:5-3-15 Overtime and compensatory time policy.

Effective: [November 17, 2022](#)

(A) Employees are often required to work above their normal scheduled hours during the forty-hour workweek (otherwise referred to as overtime). Acknowledging that need, Clark state college is committed to ensuring all eligible employees are fairly compensated for all overtime hours worked in accordance with the provisions of the department of labor and the Fair Labor Standards Act. This policy is designed to ensure fair and consistent application of pay practices across the college.

(B) Definitions:

(1) Work week - A workweek is defined as Monday to Sunday.

(2) Overtime - Overtime is defined as any hours physically worked and/or approved school closings over forty hours in one workweek. Hours included in the calculation of these forty hours are actual hours worked, holiday time, winter break, and weather hours (times the college is closed).

(3) Overtime pay is defined as money earned by non-exempt employees who earn overtime in one workweek. This is computed at the rate of one and one-half times the employee's regular rate of pay for overtime hours worked.

(4) Compensatory (comp) time is defined as one and one-half hours off for every hour of overtime worked.

(5) Holiday hours is defined as the employee's normal scheduled work hours for that day.

(6) Holiday pay is defined as the employee's holiday hours times his/her regular rate of pay. Holiday will be administered in accordance with the college calendar/holiday pay policy (3358:5-5-12).

(C) This policy applies to the following employees:



(1) Full-time, non-exempt employees (employees hired to work sixteen hundred to two thousand eighty hours per year). Full-time, non-exempt employees are eligible for overtime and comp time.

(2) Part-time, non-exempt employees (employees hired to work less than sixteen hundred hours per year). Part-time employees are eligible for overtime only.

(3) Full-time and part-time exempt employees (exempt staff, faculty, and adjunct faculty). Full-time and part-time exempt employees are not eligible for overtime or comp time.

(D) This policy shall be administered as set forth in the associated procedures established by the president or his/her designee.

(E) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the Overtime and Compensatory Time Policy.