

3358:11-5-03 Payroll policy.

- (A) Purpose. Owens community college employees will be paid on a biweekly basis. All necessary payroll documentation must be completed by the employee before payroll can be processed. Pay cannot be issued without proper documented information, which includes the employment recommendation form and the electronic payroll authorization form.

- (B) Timesheets. Non-exempt staff are paid on the basis of a biweekly timesheet maintained by the employee and authorized by the immediate supervisor. Some non-exempt staff, because of the nature of their position, will be required to use a timeclock in lieu of filling out a timesheet.
 - (1) Overtime. There may be occasions when a supervisor may request an employee to work beyond the normal hours. In such cases, the non-exempt employee shall work overtime only when authorized by the appropriate supervisor. For those approved hours beyond forty during the week, the employee shall be paid at one and one-half times the normal rate for hours worked, in accordance with the provisions of the Fair Labor Standards Act of 1938, as amended. Or if authorized by a supervisor, a non-exempt employee may elect compensatory time, in accordance with established procedure and may not accumulate more than sixty hours of compensatory time at any one time. Compensatory time is earned at one and one-half times the normal rate for hours worked. Unused accrued overtime compensatory hours shall be paid during the last pay date of each fiscal year in cash. Unused accrued overtime compensatory hours may be paid the first pay in November, if so elected by the employee.
 - (2) The employee is expected to account for missed hours from work on the timesheet with paid sick leave, paid vacation, unpaid leave or other circumstances which may prevail.
 - (3) Leave time calculation for non-exempt employees. All hours of time off will be taken from an eight hour day. Examples, include but are not limited to:
 - (a) Time off of eight hours: zero regular hours worked and eight leave hours on the timesheet. Eight leave hours on the leave report.

- (b) Time off of four hours: four regular hours worked and four leave hours on the timesheet. Four leave hours on the leave report.
 - (c) Time off of a half hour: seven and a half regular hours worked and a half leave hour on the timesheet. A half leave hour on the leave report.
 - (d) Time off of one hour: seven regular hours worked and one leave hour on the timesheet. One leave hour on the leave report.
 - (e) Time off of forty hours: zero regular hours worked and forty leave hours on the timesheet. Forty leave hours on the leave report.
- (C) Payroll deductions. Payroll deductions are authorized for legally required deductions. An employee may personally authorize a voluntarily deduction with proper documentation.
- (D) Pay schedule.
- (1) Pay schedule. Fridays, every other week, are the scheduled pay dates.
 - (2) Direct deposit authorization. An employee is required to complete and update a direct deposit authorization. With direct deposit, an employee's pay will be automatically deposited in their account on payday. Employees may review and print an electronic pay stub, which shows their earnings, taxes, and deductions. An exception is allowed for the federal work-study program.
- (E) Implementation. The treasurer/chief financial officer has the authority to promulgate procedures, guidelines, and forms consistent with this rule.

Effective date: 5/16/2020

Promulgated under: 111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: 3/7/2002, 10/8/2002, 9/29/2014, 12/23/2016