

3359-26-03 Compensation.

~~(A) — Ohio civil service compensation system.~~

- ~~(1) — The university of Akron plan for compensation of its civil service employees is to abide by the Ohio civil service compensation system. Job classification and pay rates are established on the basis of the duties and responsibilities required by the position. The starting rate for a newly-hired employee is normally the step one rate of the pay range to which the position is assigned.~~
- ~~(2) — Any employee hired after April 1, 1971, will receive an automatic increase from step one to step two following the completion of a successful probationary period. Except for police officers and certain other classifications, the probationary period for a full-time employee is one hundred twenty calendar days. A part time employee has a prorated probationary period. A bargaining unit employee is covered by the appropriate agreement.~~
- ~~(3) — Successive step increases for a full time employee will be effective one year after the probationary step increase, which is the step anniversary date. Future step increases, if available to the employee, will be based on this step anniversary date. All step increases will become effective on the first day of the pay period in which the anniversary date falls. The wage rate for each step of each pay range is reflected in either "Schedule A" or "Schedule B." An employee may determine the wage rates for any classification by using the pay range of the classification under the applicable schedule. Each successive step increase for a part-time employee will be based on the completion of twenty-six pays after the probationary requirement has been satisfied.~~
- ~~(4) — The Ohio civil service pay system also provides for longevity pay for an employee with five or more years of state of Ohio service. The maximum amount of longevity pay is ten per cent of the applicable classification base salary for an employee with twenty years of service. Longevity pay is calculated on the basis of one-half of one per cent for each year of service multiplied by the base rate for the employee's classification. The amount of longevity pay for each pay range by years of service is reflected in the "Longevity Pay Guide." In order to be initially eligible to receive longevity pay, a part-time employee must complete one hundred thirty pays; after this, a part-time employee will receive one year longevity pay for each additional twenty-six pays.~~
- ~~(5) — As "Schedule A," "Schedule B" and/or the "Longevity Pay Guide" revisions occur, the university will attempt to provide copies of such revisions to each classified staff employee.~~

~~(6) Ohio law specifically permits the university of Akron to set its own wage schedules for non-bargaining unit classified staff employees. The provisions of Ohio civil service law do not apply to any employee for whom the State Employment Relations Board establishes an appropriate bargaining unit pursuant to section 4117.06 of the Ohio Revised Code.~~

~~(B)~~(A) Overtime and compensatory time - Fair Labor Standards Act.

- (1) Although every effort should be made to keep hours worked within the normal forty-hour week, overtime may be necessary. The Fair Labor Standards Act (FLSA), amended in 1985, provides regulations for governing the use of overtime and compensatory time. All overtime work must be approved by the supervisor and reported on the employee's time record. Compensatory time off must be taken at a time mutually convenient to both the employee and the supervisor.
- (2) In certain job classifications, or in certain situations, overtime work or work before/after the regular shift may be mandatory. If the supervisor requests that the employee work overtime, the employee is expected to comply.
 - (a) Guidelines for overtime pay.
 - (i) FLSA and section 124.18 of the Revised Code specify that a non-exempt employee is entitled to overtime pay at the rate of one and one-half the normal rate of pay for the authorized hours in an active pay status that are in excess of forty hours per week. The use of sick leave shall not be considered to be active pay status for the purposes of earning overtime.
 - (ii) All overtime work must be approved by the supervisor and placed on the employee's time record.
 - (b) Guidelines for accumulation and use of compensatory time.
 - (i) FLSA and section 124.18 of the Revised Code specify that a non-exempt employee may use compensatory time off at the rate of one and one-half hours for the authorized hours in an active pay status that are in excess of forty hours per week. The use of sick leave shall not be considered to be active pay status for puposes of earning compensatory time.
 - (ii) All compensatory time earned and taken must be approved by the supervisor and placed on the employee's time

record. No ~~School Employees Retirement System~~ Retirement System credit will be awarded for a day on which all hours reported and paid are compensatory.

- (iii) The total amount of compensatory time accrued may not exceed two hundred forty hours; compensatory time should be utilized within one hundred eighty calendar days of accrual. Police officers may accrue a maximum of four hundred eighty hours of compensatory time. The supervisor and/or department head signing the time record is responsible for monitoring the one hundred eighty day and two hundred forty hour limits. In the event that accrued compensatory time earned exceeds a total of two hundred forty hours, the employee will be paid for the excess and the balance of the accrued compensatory time earned will be reduced accordingly.
- ~~(iv) In the event that an employee requests the use of compensatory time earned but such request is refused by the supervisor and/or department head, the hours should be noted in the "notes" area of the employee's time record for the pay period in which the refused request occurred. The employee will be paid for compensatory time requested but refused and the balance of the accrued compensatory time earned will be reduced accordingly.~~
- (v)(iv) At the time of resignation, retirement or termination, an employee will receive payment for all accumulated compensatory time at the hourly rate of pay in effect at the time of separation.
- (vi)(v) If an employee is transferred or promoted to another department within the university, all accrued compensatory time will be transferred with the employee to the new department or the employee may request payment of accrued unused compensatory time at the hourly rate in effect at the time of transfer. The transfer or pay decision will be communicated to the payroll department by memo initiated and signed by the employee and approved by the department head.
- (vii)(vi) A department may prescribe such additional requirements for the accrual and utilization of compensatory time as are deemed appropriate and necessary for the effective management of the unit; these may include stipulations regarding the number of consecutive days on which

compensatory time may be used, the amount of notice necessary to request approval for the use of compensatory time, etc.

- (c) If an employee is requested and/or required to work more than eight hours in a particular day, such employee may be required to take equivalent time off within the same week. This exchange/substitution procedure is considered “flexible time” and neither overtime nor compensatory time provisions will apply unless the total hours in an active pay status exceed forty in a particular week.

~~(C)~~(B) Pay and payroll deductions.

- (1) The university of Akron observes an eighty hour pay period and each staff employee is paid every other Friday for the prior biweekly pay period. Arrangements may be made for the direct deposit of pay by contacting the payroll office.
- (2) In order to comply with federal, state and local laws, the university must regularly deduct from an employee’s paycheck federal income taxes, state income taxes, city income taxes, ~~School Employees Retirement System~~ Retirement System contributions, and medicare taxes (for employees hired after April 1, 1986).
- (3) In addition, there are other deductions which the university will withhold at the employee’s request; these include savings bond(s) payments, United Way contributions, Akron teachers credit union deposits, certain annuities, and donations to university development funds, etc.

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Certification: _____
Secretary
Board of Trustees

Prom. Under: 111.15

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