

MEDICAL COLLEGE OF OHIO

Subject: OVERTIME

Policy No.: 05-021

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When calculating overtime for a payroll week which includes a holiday, the automatic hours of holiday pay (8 for full-time employees) shall be counted as active pay status and shall be used in the calculation of overtime whether the employee worked the holiday or not.

Active pay status is defined to include, in addition to holiday pay, hours of paid vacation and paid sick leave.

Excluded from this policy are those positions legally categorized as professional, administrative and executive and which have been deemed exempted by the Human Resources Office in accordance with the Fair Labor Standards Act of 1938.

In order to equalize overtime opportunities, each department or area will maintain a rotating overtime list by job classification. Employees will be notified as early as possible before the overtime period commences that they will be required to stay and work beyond their normal quitting time. The list must show the number of hours of overtime worked and the number of opportunities turned down for each employee in the department or area. Overtime opportunities need not be offered to employees in their original or subsequent probationary period until such time as the employee, as determined by the immediate supervisor, is sufficiently trained.

Employees who work overtime that has not been authorized in advance may be subject to disciplinary action.

Source: Vice President for Operations

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