

MEDICAL COLLEGE OF OHIO

Subject: AUTOMATIC PAY POSITION GUIDELINES

Policy No.: 05-060

Positions meeting the eligibility requirements identified below but not assigned to the salaried payroll (see 05-069) may be compensated on an automatic pay basis versus paid hourly according to a time card. The following guidelines have been established to provide direction as to the appropriateness of automatic pay basis to establish administrative rules governing how certain situations are to be handled for those in an auto pay position.

ELIGIBILITY

The determination as to whether a position is auto pay overtime exempt is the responsibility of the Director of Faculty Affairs and Human Resources. Positions must meet both of the following criteria to be eligible:

1. The position must be evaluated as being exempt from the overtime provisions of the Fair Labor Standards Act as a professional, executive or administrative position; and
2. The position must not currently be paid from the classified, unclassified, or police pay schedules.

Generally, placement in this auto pay category should be reserved for positions which are: 1) professional, 2) research or 3) administrative in nature.

ADMINISTRATIVE PROCEDURES:

On all personnel forms, be sure to note that the position is auto pay.

Employees on auto pay status do not punch a time clock, special attention needs to be given to time documentation of absences. With Automatic Deposit and the absence of time clocks, pay would continue to be credited to an individual indefinitely; even after termination, unless the required paperwork is processed. It will be the department's responsibility to recoup any over-payment. All monies paid to the individual will be charged to the appropriate grant or department.

The department is responsible for immediately processing a half sheet and notifying Human Resources when an individual on auto pay:

- Leaves MCO employment;
- Enters an unpaid leave status due to:
 - exhausting all paid sick leave;
 - exhausting all paid vacation leave;
 - exhausting all military leave;
 - personal leave, family leave, or any other reasons for entering an inactive pay status.

Reporting of time:

Sick Leave is to be reported in minimum increments of one quarter hour (.25) on the time summary sheet under sick leave.

Vacation is to be reported in minimum increments of one quarter hour (.25) on the time summary sheet under vacation.

Personal Days – Auto pay individuals will be able to convert 24 hours of sick leave to personal days on an annual basis. Personal days are to be reported as provided by policy and recorded under the sick leave section of the time summary sheet with an annotation of Earnings Code 300.

Jury Duty is to be reported under the sick leave portion of the time summary sheet with an annotation of Earnings Code 310.

Paid Military Leave is to be reported under the sick leave portion of the time summary sheet with an annotation of Earnings Code 325.

Compensatory Time - While individuals on an overtime exempt auto pay basis do not accrue compensatory time; some may have previously accrued time still available. Use of compensatory time should be reported under the vacation column with annotation of Earnings Code 210 for regular comp time and Code 240 for holiday comp time.

Shift Differential - It may be determined that some positions on auto pay warrant a shift differential when all hourly employees in the department receive shift differential. The payment of differential must be rolled into the salary base and recorded as such when the salary is set for the position. Should the individual change to a different scheduled time of work, this differential may be adjusted or removed from the salary computation.

Salary Adjustments - Individuals on auto pay are not eligible for step, probationary, or longevity increases. All adjustments in pay will be based on merit or other adjustments which may be made from time to time and subject to the review and approval of Human Resources to ensure consistency with the guidelines set by MCO for other salary adjustments.

Individuals in auto pay positions are exempt from earning overtime as professional, executive, or administrative employees under the Ohio Revised Code and the Fair Labor Standards Act. They do not earn overtime, compensatory time, holiday overtime or holiday compensatory time. They are entitled to holidays with pay as provided for other MCO employees. When an employee who is in a auto pay position is required to work on a holiday, by mutual agreement with the immediate supervisor the individual may be permitted to take an equivalent amount of time off within a period of 60 days following the holiday. This arrangement is to be handled on an informal basis with the immediate supervisor with no reporting of the time required.

If a change in hours, salary or duties occurs, Human Resources must be notified. Human Resources will make a determination if continued auto pay status and overtime exemption are appropriate as relates to the changes made. If continued exemption is unwarranted, Human Resources will notify the department.

Please direct any questions you have concerning compensation or time reporting to Human Resources, ext. 3405, or the Payroll Manager, ext. 5406.

Source: Vice President for Operations

Effective Date: 10/05/94

Revision/Review Date:

07/01/95
08/13/96
04/01/98 Revised
07/01/99 Revised
07/01/00 Revised
07/01/01 Revised
07/01/02 Revised
07/01/03 Reviewed