

MEDICAL COLLEGE OF OHIO

Subject: SALARIED EMPLOYMENT STATUS

Policy No.: 05-069

The purpose of this policy is to provide guidelines and provisions of employment in a pay type designated as "salaried." Previously salaried positions were assigned to various pay and benefit levels in the limited contract, classified or unclassified employment groups. Effective July 23, 2003, salaried employment shall be governed by this policy, subject to provisions of the Ohio Revised Code.

Salaried employment is applicable only to individuals in non-bargaining unit, non-grant funded positions. To be considered as salaried, the position must be overtime exempt as defined in the Fair Labor Standards Act and be in an administrative, managerial, supervisory or business manager capacity. Dependent upon job duties, these positions may be in the classified civil service or unclassified service. If a classified position is paid on salaried basis, the employee retains all other rights (e.g. layoff notice, recall, etc.) afforded by the Ohio Law for classified employees.

**SALARY DETERMINATION AND ADJUSTMENTS:** The pay grade assignment for salaried positions will be determined by the Human Resources Department. Salary adjustments shall be considered at the intervals determined as appropriate by MCO and will be subject to the criteria published at those times. Such adjustments may be based on general pay levels, competitive market conditions and individual performance. Such adjustments may be in the form of a base pay adjustment and one time payment, or combination thereof.

**NOTICE OF TERMINATION:** All salaried individuals are considered as "at-will" employees with no guarantee of continued or future employment. The Medical College of Ohio reserves the right to terminate employment at any time for cause or with notice as follows:

|                                 |                  |
|---------------------------------|------------------|
| 0-1 year                        | No notice        |
| After 1 year as an MCO Employee | 30 Calendar Days |
| Salaried/Classified Employees   | 2 weeks          |

At MCO's sole discretion, the individual may continue working during this notice period, or may be relieved of all job duties.

**BENEFITS:** All other terms and conditions, as well as benefits and other effective policies, may be found throughout Sections 05 and 06 of this policy manual. Salaried employees who will work in the classified service may have displacement and recall rights pursuant to the Ohio Revised Code.

**RESIGNATION:** Individuals employed in salaried positions are expected to provide a minimum of 30 calendar days notice of resignation.

**VACATION AND SICK TIME:** The Department of Labor allows for partial day absences by salaried employees to be recovered from vacation and sick time banks.

Source: Vice President for Operations

Effective: 03/29/96

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