

MEDICAL COLLEGE OF OHIO

Subject: MCO EMPLOYEES WORKING ON A
GRANT FOR SUPPLEMENTAL COMPENSATION

Policy No.: 05-081

Policy

The Medical College of Ohio encourages and expects all faculty and staff to support the conduct of research. In the event an employee agrees to provide additional services in the pursuit of research the following guidelines must be adhered to.

It is the policy of the Medical College of Ohio, in accordance with State and Federal law, that all employees will be compensated in a timely manner for services provided. At no time shall any employee of the Medical College of Ohio enter into an agreement with an agent of MCO to perform duties that are not consistent with the policies of the Medical College of Ohio and the laws set forth in the Fair Labor Standards Act of 1938.

Administrative Procedure:

1. The Principal Investigator of the sponsored project is to complete a Position Authorization Form (PAF).
2. The PAF must be approved by the Department Chairman, Research & Grants Administration, and Budget.
3. The hourly rate will be determined by duties performed. If an employee is performing duties of a similar nature that are performed in the course of their normal work, then the employee will be compensated at that the same rate. If the duties performed are of a different nature, then the employee will be compensated at the agreed upon rate of not less than their normal hourly rate.
4. At no time will an agreed upon rate of pay be less than the minimum hourly rate set forth by the Fair Labor Standards Act. The hourly rate will be approved by the department of Human Resources.
5. Upon approval by all parties, the Principal Investigator will forward the completed PAF to Human Resources.
6. Human Resources will establish the employee in the payroll system as an MCO employee working an additional position.
7. All time must be documented per time cards and according to Policy 01-035.

Any grant related work outside an employee's regular job classification agreed upon by an employee of MCO is to be done voluntarily and without coercion. At no time can work be performed for which dual payment is being received. The employee at any time can sever the agreement to perform the extra duties without retribution. In the event the total hours worked exceed 40 (including both regular duties and additional grant-related (research) duties) in a given workweek, the specified grant fund will be responsible for the calculated overtime compensation. (This only relates to employees classified as non-exempt from overtime in accordance with the Fair Labor Standards Act of 1938)

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All appropriate taxes and PERS contributions (Ohio Revised Code 145.01 (D)) will be deducted through the payroll process.

The employee's regular job classification, regardless of source of funding, will take precedence over the supplemental duties being performed on a grant project, or additional grant project if different than the grant under which the employee may perform his or her regular duties.

In the event grant funds are not sufficient to compensate an employee for duties performed, payment will be drawn from the department responsible for the grant.

Please direct any questions you have concerning this policy to Human Resources, ext. 3405.

Source: Vice President for Operations

Effective Date: 7/1/99

Revision/Review Date:

07/01/00 Reviewed

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