

MEDICAL COLLEGE OF OHIO

Subject: RETROACTIVE PAYMENT FOR  
SERVICES ON GRANTS

Policy No.: 05-084

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**Policy**

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.

In the event that a situation arises where an individual has performed duties for which compensation has not been received, the following administrative procedures are to be followed.

**Administrative Procedures:**

1. The Principal Investigator is to notify the appropriate department administrator or Chairman in writing of the wages due the employee, in the form of a purchase requisition. The requisition will contain the employee's name, social security number, account number where funds will be drawn from, a detailed list of hours worked including, date, start time, end time and total hours worked each day.
2. If the employee is exempt under the Fair Labor Standards Act, and the work performed is exempt in accordance with The Fair Labor Standards Act, the employee is to be compensated at an hourly rate equal to their regular rate of pay (annual salary/2080= regular rate of pay). If the grant-related work performed by an exempt employee is non-exempt in accordance with the Fair Labor Standards Act, the employee is to be compensated at one and a half times the regular rate of pay for all hours worked.

If the employee is non-exempt under the Fair Labor Standards Act, and the work performed is similar in nature to the duties performed in the course of his or her normal duties, then the employee will be compensated at the same rate of pay. If the duties performed are of a different nature, then the employee will be compensated at the agreed upon rate of pay, but not less than their normal hourly rate. Any work in excess of forty per week will be compensated at time-and-one-half, with the grant being charged for the overtime.

3. The requisition must contain signed approval by the department Administrator or Chairman. Following signed approval the requisition will be forwarded to Research and Grants Administration for final approval. Research and Grants Administration will forward the requisition to Human Resources for determination of the hourly rate. Human Resources will forward the requisition to Payroll for final payment.
4. Payroll will determine final payment. All appropriate taxes and PERS contributions (Ohio Revised Code 145.01 (D)) will be deducted from final payment.

Any grant related work 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.

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The employee's normal job will in all cases take precedence over the supplemental duties being performed on a grant project.

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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