

PROCEDURES: 420.1

Area: Finance

Adapted: February 03, 2017

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Subject: Employees payroll- Classification of employment

CLASSIFICATION OF EMPLOYMENT

The University employees are categorized as bargaining, non-bargaining unit employees and student workers employees.

BARGAINING EMPLOYEES

American Association of University Professors

American Association of University Professors Central State University Chapter includes professors, associate professors, assistant professors, and instructors. The bargaining agreement outlines the qualifications for rank, length of service rank, criteria for promotion, description of appointment year, salaries and salary adjustments, yearly increases, promotions, and extra compensations. Sick and vacation leave are also defined in the agreement.

Employees fulfill their contractual obligations by teaching/ research/ service during the fall and spring semesters. The contract starts September 1st. Pay for the contract year is distributed evenly over 12 months and paid to the employees on the last working day of the month. A 12 hours credit load is considered a full work load.

Teaching classes over 12 hours is considered overload. Supplemental compensation is work performed for grants and contract for granting agencies. The supplemental compensation cannot exceed twenty percent of the base pay. Summer teaching assignments are paid at set credit hour rate with a minimum enrollment required depending upon the level of the course. Summer session formal contracts are provided to faculty during the second week classes are in session and enrollment is met. Summer session payroll is paid at the end of each session in lump sum.

Central State University Safety Association (Safety)

Central State University Safety Association (Safety) includes police officers and sergeants. The bargaining agreement outlines the following: seniority, lay-off and recall, hours of work,

overtime, shift differential, trading time, call back/call in pay, uniform allowance, training and higher education pay. Additionally, the agreement outlines sick and vacation leave accrual amounts.

The work week consists of four (4) consecutive days of ten (10) hours shift except in those cases where flexible shift schedule exceed ten hours as approved by the Chief of Police to meet operational requirements. A part-time employee is defined as employee who works less than thirty-seven (37) hours per week. Overtime is work performed in excess of forty (40) hours in any calendar week and is calculated at one and one-half (1 1/2) times the employee regular hourly rate. Employees have the options to be paid overtime or accrue compensatory time for the overtime worked. Shift differential applies to the second and third shift.

If employee is called to report for the duty by the University outside of and continuous employee regular work period, the employee is guaranteed at least four (4) hours of pay at one and one-half (1 1/2) times their regular pay. An employee reporting for a staff meeting required by the chief of Police that is outside of and not continuous with employee's regular work period is guaranteed at least two (2) hours of pay at the rate

American Federation of State, County, and Municipal Employees Local #361 Ohio #8

Central State University and Local #361, Ohio Council #8, of the American Federation of State, County and Municipal Employees (AFL-CIO) includes those employees that are in administrative roles but are non-academic and non-management. The bargaining agreement outlines the following: seniority, lay-off and recall, hours of work, overtime, shift differential, trading time, call back/call in pay, uniform allowance, leave time, training and higher education pay.

The work week consists of five (5) consecutive days of eight (8) hours each day. A normal schedule of hours consisting of ten (10) consecutive hours per day, four (4) consecutive days per week, may be implemented as to certain employees after consultation and with approval of the Union but also subject to periodic evaluation by the University and the Union. Overtime is defined as all work performed in excess of forty (40) hours any scheduled work week. New employees hired do not share in overtime until he/she completes his/her probationary period, unless there is a situation where all permanent employees have refused the available overtime.

An employee called in and reporting for duty at the employer's request which is outside of and not continuous with the employee's regular work period, shall be guaranteed at least four (4) hours pay at the rate of one and one half (1 1/2) times his/her regular base rate.

NON-BARGAINING EMPLOYEES

Monthly Employees

The employees are paid according to the Strategic Position Review Process and Personnel Action Form. Performance Appraisal of each employee is required annually, and employee can be found worthy and eligible for merit award pay rate increase. The increase is dependent on the University budget capabilities. The accrual of sick and vacation leave is determined by the leave

policies. The salaried employees are paid on the last working day of the month.

Student Workers

University students can apply for position listed on a present list of jobs. Once Student Worker is selected, an Electronic Personnel Action Form is completed and must contain Financial Aid and Human Resources approval. The students work hourly and therefore are paid bi-weekly.