



# THE OHIO STATE UNIVERSITY

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## JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

### Off Duty Pay Policy

#### A. Purpose

The purpose is to establish expectations and policy governing Off Duty Pay on Sponsored Programs for the 2017-2018 Academic Period.

#### B. Audience

John Glenn College of Public Affairs Faculty and Admin/Ops Team

#### C. Policy

The purpose of this document is to provide guidance to nine-month faculty regarding earning off-duty pay (ODP) and to insure that ODP is handled consistently with university and federal guidelines. Faculty are able to earn up to the equivalent of three ninths of their academic salary in off-duty compensation during an eligible off-duty period(s). Off-duty compensation can come from a combination of sponsored research projects and university funds, provided that:

- ❖ The university funds portion does not exceed  $2/9^{\text{th}}$ , and
- ❖ The external funds portion does not exceed  $2.5/9^{\text{th}}$ .

Off-duty period may best be described as the breaks within a given semester, summer term, or session, as well as any days between the end of the exam period and the beginning of the next semester or session.

Off-duty periods are when faculty members are not “on duty” as stated in Trustee Rule 3335-5-07 <http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html> and excludes holidays and weekends. The “on-duty” period comprises those days which the formal obligations of faculty occur, such as research, service, teaching or clinical practice.

Compensation for a full month of ODP is  $1/9^{\text{th}}$  of the 9-month on-duty base salary. Compensation for less than a month of effort is calculated at a daily rate of  $1/9^{\text{th}}$  of on-duty base salary X 5% per day of off-duty effort.

During the 2017-2018 year, up to  $1/9^{\text{th}}$  ODP can be earned in June 2018 or July 2018. Additional ODP may be earned during the other days designated as off-duty by the university based on the calendar below. Prior

to working during an off-duty period that does not occur in Summer Term, faculty should contact and discuss the appointment with either their Human Resources Professional or the Senior Grants & Contract Specialist when dealing with external funding sources. Below is a listing of eligible days of off-duty pay for the 2017-2018 year.

Month	Eligible Days	Dates
OCT 2017	2	10/12 & 13
DEC 2017	9	12/15, 18, 19, 20, 21, 22, 27, 28 & 29
JAN 2018	4	1/2, 3, 4 & 5
MAR 2018	5	3/12, 13, 14, 15 & 16
MAY 2018	11	5/16, 17, 18, 21, 22, 23, 24, 25, 29, 30 & 31
JUN 2018	20	6/1 TO 30 (1/9 <sup>TH</sup> max)
JUL 2018	20	7/1 TO 31 excluding the 4 <sup>th</sup> (1/9 <sup>th</sup> max)
AUG 2018	13	8/1, 2, 3, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

In addition to conditions listed above, the following conditions must be met for ODP to be paid:

- ❖ Effort cannot take place during the on-duty period.
- ❖ Effort cannot occur on weekends or holidays.
- ❖ Faculty members receiving ODP cannot take a vacation during the days which it has been indicated that the off-duty effort is occurring.
- ❖ It is the expectation that faculty members will perform off duty efforts at the university or at an alternative site that has been designated for the research during the stated off duty period.

You are encouraged to submit ODP requests for the eligible summer periods by May 1, 2018. Should you need additional information or have questions, please contact your Senior Grants & Contracts Specialist or Human Resources Professional.

#### D. Policy Contact

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