



Off Duty Pay Policy

A. Purpose

The purpose is to establish expectations and policy governing Off-Duty Pay on Sponsored Programs.

B. Audience

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

C. Policy

This document provides guidance to nine-month faculty regarding earning off-duty pay (ODP) 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 eligible off-duty periods. ODP can come from a combination of sponsored research projects and university funds, provided that:

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

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 academic year, up to $1/9^{\text{th}}$ ODP can be earned in June or July. Additional ODP may be earned during the

other days designated as off-duty by the university based on the OAA calendar. Prior to working during an off-duty period, faculty should contact and discuss the appointment with the Human Resources Business Partner and the Senior Grants & Contract Specialist.

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. Should you need additional information or have questions, please contact the Senior Grants & Contracts Specialist or the Human Resources Business Partner.

D. Policy Contacts

Ohio State Human Resources

- Jenna Markle, HR Business Partner, markle.45@osu.edu, 614-292-1577

John Glenn College of Public Affairs

- Scott Scribner, Senior Grants and Contracts Specialist, scribner.5@osu.edu
- Kim Young, Chief Administrative Officer, young.1807@osu.edu

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