

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

**RHODES STATE COLLEGE
FAIR LABOR STANDARDS AND WAGE PAYMENT ACT POLICY**

**Policy 6.16
BOT 9-22-2004**

Applies to: Faculty, Staff and Students

Policy

It is the policy of James A. Rhodes State College to comply with all applicable state and federal laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Ohio Minimum Wage Law. Rhodes State College will not make pay deductions that violate either the federal or state laws.

Guidelines

Any employee who believes that Rhodes State College made an inappropriate deduction or failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Director of Human Resources. Within fifteen (15) business days of receiving the complaint, the Director of Human Resources will make a determination as to whether the pay deduction(s) were appropriate and provide the employee with a written response that may include reimbursement for any pay deduction(s) that were not appropriately made. This complaint procedure is available in addition to any other complaint process which also may be available to employees.