

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

FAIR LABOR STANDARDS AND WAGE
PAYMENT ACT
Policy No. 3357:13-16-45
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Effective: August 23, 2004

A. It is the policy of North Central 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. North Central State College will not make pay deductions that violate either federal or state laws.

B. Any employee who believes that North Central 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 15 business days of receiving the complaint, the Director of Human Resources will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made. This complaint procedure is available in addition to any other complaint process, which also may be available to employees.

Effective: August 23, 2004
CFO (Human Resources)