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To: Arts and Sciences Chairs, Department Managers, HR and Fiscal Officers  
From: Graciela Chanfrau, Chief Human Resources Officer  
Subject: Off-Duty Pay for 9/12 Faculty for Academic Year 2017-2018  
Date: September 7, 2017

The purpose of this memo is to provide guidance for nine-month faculty regarding earning off-duty pay (ODP) and to ensure that our implementation of ODP is consistent with university policies and federal guidelines. Faculty are able to earn up to 3/9<sup>th</sup> of their academic year salary in off-duty compensation, assuming full-time effort for three months. Off-duty compensation can come from a combination of sponsored research project and university funds, provided:

- the university funds portion does not exceed 2/9<sup>th</sup>; and
- the external funds portion does not exceed 2.5/9<sup>th</sup>

Off-duty periods are when faculty members are not “on duty” under the definition in Trustee Rule 3335-5-07 <http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html> and excludes university holidays and weekend days. “On-duty period” comprises those days on which the fixed formal obligations of faculty occur, such as conducting classes and research, being regularly available for students, and attending faculty and committee meetings.

Compensation for a full month of ODP is 1/9<sup>th</sup> of the 9-month base salary, while compensation for less than one month of effort is calculated at the daily rate of 1/9<sup>th</sup> X 5%. For most faculty members the primary off-duty period is the summer, with the additional compensation earned in May, June, July, and August.

For the 2017/18 academic year, up to 1/9<sup>th</sup> ODP can be earned for each month worked in June and July, and up to .55/9<sup>th</sup> can be earned during May and up to .50/9<sup>th</sup> can be earned during August. ODP may be earned during other off-duty periods as long as the yearly total does not surpass the limits listed above. Faculty working an off-duty period other than the summer should contact their unit human resources representative for guidance. The full 2017/18 menu of ODP-eligible days follows:

Month	# Eligible Days	Dates
October 2017	2	10/12, 13
November 2017	1	11/22
December 2017	9	12/15, 18, 19, 20, 21, 22, 27, 28, 29
January 2018	4	1/2, 3, 4, 5
March 2018	5	3/12, 13, 14, 15, 16
May 2018	11	5/16, 17, 18, 21, 22, 23, 24, 25, 29, 30, 31
June 2018	21	6/1-30 (1/9 <sup>th</sup> maximum)
July 2018	21	7/1-31, excluding the 4 <sup>th</sup> (1/9 <sup>th</sup> maximum)
August 2018	10	8/1, 2, 3, 6, 7, 8, 9,10,13,14

ODP must be requested prior to or during the month in which it is to be earned, and in accordance with university policy, will be paid during that month. For faculty on sponsored projects, this practice will facilitate timely effort reporting. Please encourage faculty to submit summer ODP information no later than May 1.