STATE BOARD OF PSYCHOLOGY OF OHIO
POLICY AND PROCEDURE MANUAL

SECTION 10: *ADMINISTRATIVE POLICIES AND PROCEDURES*

POLICY 10.7: BOARD MEMBER TIME REPORTING AND REMUNERATION

PRIOR DATE EFFECTIVE: FEBRUARY 23, 2006

AMENDED AND EFFECTIVE: APRIL 29, 2013

REVIEWED AND APPROVED:

President	Date	Executive Director	Date
Lynne Lehrer, PhD	7/15/13		5/9/13

Reference: Meeting minutes, April 2013 ; DAS policy and procedure

POLICY

It is the policy of the State Board of Psychology to ensure that all staff members and members of the Board and members of the School Psychology Examination Committee ("SPEC") are remunerated for their Board activities in an accurate and timely manner in accord with the requirements established by the DAS division responsible under the Ohio Revised Code for Board fiscal and HR activities. Members of the Board and the SPEC are remunerated for all Board-related activities and travel on an hourly basis pursuant to established State guidelines.

State payroll is entered biweekly by Board management staff and all members are paid biweekly according to a predetermined 26-pay annual schedule, based on timesheets received from those who submit hours worked for a given pay period. Delays in the receipt of timesheets can result in significant delays in payment.

PROCEDURES

1) To foster timely remuneration for hours devoted to Board activities, the Administrative Professional 2 (AP2) or Program Administrator 1 (PA1) shall, before the latter Friday of a pay period, send timesheets to each member of the Board and the SPEC via email. Members of the Board and SPEC shall submit to the AP2 (psy.ce@psy.ohio.gov) the hours accrued, by date, for each day of the given pay period, in advance of predetermined deadlines for the entry member and staff time into OAKS. The biweekly timesheet shall be in a Microsoft Excel format, allowing the form to be completed electronically or by printing and completion by hand. Members shall submit to the PA2 by return email or fax a biweekly timesheet listing hours for the given pay period.
2) The deadline for submission of hours shall be included on each electronic Timesheet sent to members of the Board and the SPEC.
3) Hours not received in time for processing for the pay period in question shall be submitted as early as possible following the missed pay period for processing for back-payment. Payment for hours received after the deadline can be delayed for 4-8 weeks.