

**3359-26-01      General information.**

- (A) The following items address policies, procedures and benefits that are available to the university of Akron staff employees. Individuals governed by the articles of collective bargaining agreements should refer to contractual language of such agreements for certain provisions.
- (B) The university of Akron follows the provisions of Revised Code in adopting human resource policies and procedures.
- (C) Some policies and procedures may refer to "exempt" or "non-exempt staff." The term "exempt" includes salaried staff personnel who are not eligible for overtime. Exempt staff members are not required to complete payroll time records. The term "non-exempt" includes hourly classified and unclassified staff personnel who are eligible for overtime. Non-exempt staff members, whether full-time or part-time, are required to complete payroll time records.
- (D) Also the civil service of the