



Your First Days on the Job:

Your Pay and Benefits

MCCTC CBI PROGRAM

Wages Are Pay for Each Hour You Work

- ▶ Most part-time jobs and entry-level jobs pay by the hour.
 - Some companies pay by the week and some pay bi-weekly.
- ▶ Your pay equals your wage times the number of hours worked.
 - If you earn \$7.00 an hour and worked 10 hours your pay would be \$70.00.



Employers Must Pay at Least Minimum Wage

- ▶ If you work in Ohio the minimum wage is \$10.70 an hour for non-tipped workers and \$5.35 per hour for tipped workers.
- ▶ (Hourly wage with tips must equal \$10.70 per hour)

 Department of Commerce

STATE OF OHIO
2025 MINIMUM WAGE
www.com.ohio.gov

Mike DeWine
Governor
Jon Husted
Lt. Governor
Sherry Naeff
Director

NON-TIPPED EMPLOYEES

A Minimum Wage of \$10.70 per hour

"Non-Tipped Employees" includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips.

"Employees" who gross less than \$394,000 shall pay their employees no less than the current federal minimum wage rate.

"Employees" under the age of 16 shall be paid no less than the current federal minimum wage rate.

"Current Federal Minimum Wage" is \$7.25 per hour.

TIPPED EMPLOYEES

A Minimum Wage of \$5.35 per hour PLUS TIPS

"Tipped Employees" includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. Employees claiming to use the tip credit provision must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined.

OVERTIME

1. An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee's wage rate for hours in excess of 40 hours in one work week, except for employees grossing less than \$150,000 per year.

RECORDS TO BE KEPT BY THE EMPLOYER

1. Each employer shall keep records for at least three years, available for copying and inspection by the Director of the Ohio Department of Commerce, showing the following information concerning each employee:

- A. Name
- B. Address
- C. Occupation
- D. Rate of Pay
- E. Amount paid each pay period
- F. Hours worked each day and each work week

2. The records may be opened for inspection or copying at any reasonable time and no employer shall hinder or delay the Director of the Ohio Department of Commerce in the performance of these duties.

SUB-MINIMUM WAGE RATE

To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning capacity is affected or impaired by physical or mental deficiencies or injuries, a sub-minimum wage may be paid, as provided in the rules and regulations set forth by the Director of the Ohio Department of Commerce.

INDIVIDUALS EXEMPT FROM MINIMUM WAGE

1. Any individual employed by the United States;
2. Any individual employed as a baby-sitter in the employer's home, or a live-in companion to a sick, convalescing, or elderly person whose principal duties do not include housekeeping;
3. Any individual employed as an outside salesman compensated by commission or as a home file executive, administrative, or professional capacity, or computer professional;
4. Any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate government agency, if:
 - (i) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteers; and
 - (ii) such services are not the same type of services which the individual is employed to perform for such public agency;
5. Any individual who works or provides personal services of a charitable nature in a hospital or health institution for which compensation is not sought or contemplated;
6. Any individual in the employ of a camp or recreational area for children under eighteen years of age and owned and operated by a non-profit organization or group of organizations;
7. Employees of a solely family owned and operated business whose family members of an owner.

* For information about additional exemptions, please visit the Ohio Division of Industrial Compliance or U.S. Department of Labor website.

For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance, 6606 Tuxing Road, Reynoldsburg, Ohio 43068. Phone: 614-644-3218. TTY/TDD: 1-800-759-0750. An Equal Opportunity Employer and Service Provider. (REV. 6/2024)

POST IN A CONSPICUOUS PLACE

Overtime is Extra Pay for Working More Than 40 Hours per Week

- ▶ If you work over 40 hours in a work week you receive overtime pay.
 - **Overtime Pay:** extra pay that you get when you work more than 40 hours per week. You may also receive extra pay for working on holidays, such as New Year's Day.
- ▶ Overtime pay is usually one and one-half times your regular wage. If you make \$9.00 per hour then your overtime pay would be \$13.50 for every hour over 40.



Salary Is Monthly or Yearly Pay

- ▶ **Salary:** an amount of pay you earn for each month or year your work.
 - If you work on salary your pay will be the same every paycheck.
 - There is no overtime pay for salaried workers even if you work more than 40 hours per week.



Tips Are a Reward for Good Service

- ▶ **Tip:** money that a worker receives from a customer for doing a good job.
 - Waitress or waiters get tips
 - Barbers and hairdressers
 - Food or other type of delivery people
 - Bellhop at a hotel
 - Valet at a hotel or restaurant
 - Washroom attendant



Tips Are a Reward for Good Service

- ▶ The law in Ohio says that if you are a tipped worker then your hourly wage and tips must equal \$10.70 per hour. If they don't then your employer must make up the difference.

Commissions Are a Portion of Sales

- ▶ **Commission:** pay based on how much you sell.
 - Usually you are paid a percentage based on how much you sell.
 - You earn a wage plus a percentage of the sales you make.



Time Sheets

- ▶ If you are paid by the hour then you will probably keep track of your hours by using some sort of time sheet.
 - These can be electronically done or on paper.
 - Keep track of your own hours so you can make sure that you are paid for the hours you worked. People do make mistakes.
- ▶ Some business use a time clock.

WEEKLY TIME SHEET NO PERSON TO WORK OVERTIME WITHOUT SPECIAL AUTHORIZATION
THIS TIME SHEET MUST BE PERSONALLY FILLED OUT AND SIGNED BY EMPLOYEE.

NAME OF EMPLOYEE: _____ DEPARTMENT: _____ SUPERVISOR: _____

DAY OF WEEK	MORNING		AFTERNOON		OVERTIME		FOR OFFICE USE ONLY	
	IN	OUT	IN	OUT	IN	OUT	REGULAR HOURS	OVERTIME HOURS
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL								

AUTHORIZATION OF OVERTIME: _____ SIGNATURE: _____



Benefits

- ▶ Benefits are extras that go with the job
 - Paid health insurance
 - Paid holidays
 - Paid sick days
 - Paid vacation days
 - Discounts on purchases on goods sold by the company you work for
 - Money for college
 - 401 K
- ▶ Some companies start giving you benefits on your first day of work.
- ▶ Some companies start giving you benefits after a few months or your “probationary period”.
- ▶ You will be given all of the details of your benefits at your orientation. Just another reason to pay attention when you are there.

