

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2
3 **Policy on Compensation Time and Timecard Policy**4
5 **Work Hours**

6
7 The standard daily work schedule expected of full-time House employees is at least eight (8)
8 hours of work, with a half-hour unpaid lunch period, Monday through Friday. Standard
9 House work hours are from 8:00 to 4:30 or from 8:30 to 5:00. Planned regular work
10 schedules of individuals may differ from this policy only with the approval of the
11 Department Director.

12
13 The Department Director shall notify the Human Resources Director of any alternative work
14 schedules. The LCC Legislative Plan for Employee Benefits and Policies provides that all
15 legislative employees "are paid a salary to accomplish all available work and not for a set
16 number of working hours each day, week, month, or year. Working hours in excess of a 40-
17 hour week are to be expected; however, each appointing authority may establish a reasonable
18 compensatory time policy for its employees".

19
20 **Compensatory Time**

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22 Permanent employees of the House may elect either to: (1) work a summer hours schedule,
23 as provided under Option 1; or (2) accrue compensatory time for excess hours worked, as
24 provided under Option 2. Temporary employees of the House are not eligible for Option 2
25 and are automatically assigned to Option 1.

26
27 A permanent employee must choose between Option 1 and Option 2 annually, for the period
28 beginning on November 1 and ending on October 31 of the following year. The election for

1 the annual period must be made by November 1, by written notice to House Human
2 Resources. An employee who does not make the election by November 1 will automatically
3 be assigned for the annual period the same option as the employee elected for the forgoing
4 annual period or, if there was no election, Option 1. Employees may not choose or change
5 options during the annual period, except as provided in this policy.

6
7 Once during the annual period, an employee may change the option previously elected by or
8 assigned to the employee for the annual period. The employee must make the change
9 between March 1 and March 15, by written notice to House Human Resources. An employee
10 who has used compensatory time accrued under Option 2 during the annual period is not
11 eligible to make this change.

12
13 A person who is hired as a permanent employee during the annual period, or a permanent
14 employee, who changes positions during the annual period, may elect between Option 1 and
15 Option 2 for the remainder of the annual period. The employee must make the election by
16 written notice to House Human Resources, within 14 calendar days following the employee's
17 start date in the new position. A promotion within a multi-level position is not a change of
18 position entitling the employee to make this election.

19
20 **Option 1 - Summer Hours Schedule**

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22 Under this option, from June 1 to August 31 the standard full-time daily work hours for the
23 employee are either from 8:00-4:00 or from 8:30-4:30, and the employee receives a half-hour
24 paid lunch period each day that the employee works at least four hours. Alternative work
25 schedules may be arranged in the same manner as during other times of the year.

26
27 **Option 2 - Accumulated Compensatory Time**

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29 Under this option, on or after November 1, 2004, the employee accrues compensatory time
30 for hours that the employee works in any pay period that are: (a) in excess of the number of
31 full-time hours of work required in that pay period plus four (4) hours; and (b) reported on

1 timecards each pay period, along with other hours, in accordance with House timecard
2 policies. Compensatory time is accrued at the rate of one (1) hour of compensatory time for
3 each one and a half (1.5) hours of qualifying additional work. The maximum amount of
4 compensatory time that may be accrued during an annual period is 180 hours.

5
6 Compensatory time must be used during the annual period in which it is accrued and may not
7 be carried over for use in the subsequent annual period, except that compensatory time
8 accrued in the last pay period of an annual period may be used during the succeeding annual
9 period. Compensatory time must be used and scheduled in the same manner as required for
10 vacation time by the LCC Legislative Plan for Employee Benefits and Policies, except as
11 otherwise provided in this policy. Compensatory time may not be used in increments of less
12 than one-quarter hour.

13 14 **Timecards**

15
16 Employees shall record their time accurately on a daily basis on the timecards provided by
17 House Human Resources, indicating the hours worked, vacation time, sick time,
18 compensatory time, holiday(s), floating holiday(s), or acceptable time subject to the
19 provisions of the LCC Legislative Plan for Employee Benefits and Policies. Time may not be
20 recorded in less than one-quarter hour increments. The total of daily hours recorded for the
21 payroll period must at least equal the number of work hours required for that period. The
22 accrual of vacation, sick and compensatory time is based solely on these timecards.

23
24 Employees shall record on the timecards all hours worked, including hours worked away
25 from state offices or outside of standard House work hours. An employee may record hours
26 worked away from state offices only if the employee and supervisor have determined that
27 doing the work away from state offices is necessary to the proper and timely discharge of the
28 employee's essential job duties. This is not a telecommuting policy; it does not allow an
29 employee to engage in, or a supervisor to permit a regular schedule of work away from state
30 offices, without the approval of both the Department Director and the Director of Human
31 Resources. An employee may not record more than eight (8) hours of work per day for

1 attendance at a conference or seminar away from state offices, without the prior approval of
2 both the Department Director and the Director of Human Resources.

3
4 Supervisors are responsible for the administration of this policy. Supervisors shall require
5 that employees be current in completing their timecards in accordance with this policy.
6 Timecards must be approved by the employee's supervisor and signed by the supervisor or
7 the supervisor's designee.

8
9 The timecard for a pay period must be completed and approved in accordance with the
10 provisions of this policy and submitted to House Human Resources by the end of the next
11 succeeding pay period. If an employee's timecard is not received by Human Resources by
12 this deadline, the employee is not in compliance with this requirement and is subject to
13 discipline. To the extent permitted by law, the employee's check will be held until the
14 completed and approved timecard is received in Human Resources. An employee may not
15 accrue compensatory time for any pay period for which the employee's timecard is not
16 completed and submitted in accordance with this policy. Compliance with this policy is
17 mandatory.

Date adopted: _____

Signed: _____

JOYCE PEPPIN, CHAIR