

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2
3 **Policy on Compensatory Time, Non-Exempt Overtime, and Timecard Policy**4
5 **Work Hours**

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

11
12 The Department Director shall notify the House Director of Human Resources of any
13 alternative work schedules. The Legislative Coordinating Commission (LCC) Legislative
14 Plan for Employee Benefits and Policies provides that "[a]ll exempt employees are paid a
15 salary to accomplish all available work and not for a set number of working hours each day,
16 week, month, or year. Working hours in excess of a 40-hour week are to be expected;
17 however, each appointing authority may establish compensatory time policies for its exempt
18 and non-exempt employees as applicable.”

19
20 **Permanent Exempt employees**

21 ~~Permanent exempt employees of the House are eligible to elect either: (1) summer hours, as~~
22 ~~provided under Option 1; or (2) accrual of compensatory time for excess hours worked, as~~
23 ~~provided under Option 2. (Non-exempt and Temporary employees of the House are not~~
24 ~~eligible for Option 2 and are automatically assigned to Option 1. See below.)~~

25
26 ~~Permanent exempt employees must choose between Option 1 and Option 2 annually, for the~~
27 ~~period beginning on November 1 and ending on October 31 of the following year. The~~
28 ~~election for the annual period must be made before November 1, by written notice to Human~~
29 ~~Resources. An employee who does not make the election before November 1 will~~
30 ~~automatically be assigned for the annual period the same option as the employee elected for~~

1 ~~the forgoing annual period or, if there was no election, Option 1. Employees may not choose~~
2 ~~or change options during the annual period, except as provided in this policy.~~

3
4 ~~Once during the annual period, a permanent exempt employee may change the option~~
5 ~~previously elected by or assigned to the employee for the annual period. The employee must~~
6 ~~make the change between March 1 and March 15, by written notice to Human Resources.~~
7 ~~An employee who has used compensatory time accrued under Option 2 during the annual~~
8 ~~period is not eligible to make this change.~~

9
10 ~~A person who is hired as a permanent exempt employee during the annual period, or a~~
11 ~~permanent exempt employee who changes positions during the annual period, may elect~~
12 ~~between Option 1 and Option 2 for the remainder of the annual period. The employee must~~
13 ~~make the election by written notice to Human Resources, within 14 calendar days following~~
14 ~~the employee's start date in the new position. A promotion within a multi-level position is~~
15 ~~not a change of position entitling the employee to make this election.~~

16 17 **Non-Exempt and Temporary employees**

18 ~~Non-exempt and temporary employees of the House are not eligible for Option 2. Permanent~~
19 ~~non-exempt employees and temporary employees who have worked in excess of six~~
20 ~~continuous months are automatically assigned Option 1. This is in addition to any non-~~
21 ~~exempt overtime hours accrued.~~

22 23 **Option 1 - Summer Hours**

24 ~~Under this option, the employee receives 32 hours of summer hours during the time~~
25 ~~frame of June 1 to August 31. Employees who begin employment, change to a non-exempt~~
26 ~~position, or change to a temporary position after June 1, but before August 31, shall receive a~~
27 ~~prorated amount. Summer hours must be used no later than August 31, at which time they~~
28 ~~expire. In addition, summer hours cannot be paid out.~~

1 **Option 2— Accrual of Compensatory Time**

2 ~~Under this option, the~~ The annual period for the accrual of compensatory time is November 1
 3 and ending October 31 of the following calendar year. A regular exempt employee accrues
 4 compensatory time for hours that the employee works in any pay period that are: (a) in
 5 excess of the number of full-time hours of work required in that pay period ~~plus four (4)~~
 6 ~~hours;~~ and (b) reported on timecards each pay period, along with other hours, in accordance
 7 with the House timecard policy. Compensatory time is accrued at the rate of 1.5 times the
 8 number of hours worked in excess of the hours in the pay period. ~~one (1) hour of~~
 9 ~~compensatory time for each one (1) hour of qualifying additional work.~~ The maximum
 10 amount of compensatory time that may be accrued during an annual period is 220 hours.

11
 12 Compensatory time must be used during, and no later than October 31 of, the annual period
 13 in which it is accrued and cannot be carried over for use in the subsequent annual period,
 14 except that compensatory time accrued in the last pay period of an annual period may be used
 15 during the succeeding annual period. Compensatory time must be used and scheduled in the
 16 same manner as required for vacation time by the LCC Legislative Plan for Employee
 17 Benefits and Policies, except as otherwise provided in this policy. Compensatory time may
 18 not be used in increments of less than one-quarter hour.

19
 20 **Accrual of Non-Exempt Overtime**

21 All non-exempt and temporary employees accrue non-exempt overtime for hours worked
 22 over 40 hours in a 7-day period at a rate of 1.5 times the number of hours worked in excess
 23 of 40 hours in that period. The 7-day period is Thursday to Wednesday. Non-exempt
 24 overtime expires December 31 of the year following when it is earned.

25
 26 Non-exempt overtime must be used and scheduled in the same manner as required for
 27 vacation time by the LCC Legislative Plan for Employee Benefits and Policies, except as
 28 otherwise provided in this policy. Non-exempt overtime may not be used in increments of
 29 less than one-quarter hour.

Summer Hours

1
2 For employees who do not earn a combined total of 32 hours of compensatory or non-exempt
3 overtime within the period of November 1-May 31, they will be given the summer hours
4 necessary to bring them to a total of 32 hours in the June 1-15 pay period. Employees who
5 begin employment after June 1, but before August 31, shall receive a prorated amount.
6 Summer hours must be used no later than August 31, at which time they expire. In addition,
7 summer hours cannot be paid out.

Timecards

8
9
10 Employees shall record their time accurately on a daily basis in the timecard system provided
11 by Human Resources, indicating the hours worked, vacation time, sick time, compensatory
12 time, non-exempt overtime, holiday(s), floating holiday(s), or other acceptable time subject
13 to the provisions of the LCC Legislative Plan for Employee Benefits and Policies. Hours
14 worked should not be recorded in advance. Time may not be recorded in less than one-
15 quarter hour increments. The total of daily hours recorded for the payroll period must be at
16 least equal to the number of work hours required for that period. The accrual of vacation,
17 sick, non-exempt overtime, and compensatory time is based solely on these approved
18 timecards.

19
20 Employees shall record on the timecards all hours worked, including hours worked away
21 from state offices or outside of standard House work hours. An employee may record hours
22 worked away from state offices only if the employee and supervisor have determined that
23 doing the work away from state offices is necessary to the proper and timely discharge of the
24 employee's essential job duties. This is not a telecommuting policy; it does not allow an
25 employee to engage in, or a supervisor to permit a regular schedule of work away from state
26 offices, without the approval of both the Department Director and the Director of Human
27 Resources. An employee may not record more than eight (8) hours of work per day for
28 attendance at a conference or seminar away from state offices, without the prior approval of
29 both the Department Director and the Director of Human Resources.

30

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

5
6 The timecard for a pay period must be completed in accordance with this policy and
7 submitted to Human Resources within three business days. If an employee's timecard is not
8 received by Human Resources by this deadline, the employee is not in compliance with this
9 requirement and may be subject to discipline. An employee may not accrue compensatory
10 time for any pay period for which the employee's timecard is not completed and submitted in
11 accordance with this policy. Compliance with this policy is mandatory.

12
13 **Personnel Policies**

14 Personnel policies may be adopted as necessary which affect the work hours and/or work
15 location outlined in this policy.

Date adopted: _____

Signed: _____

JAMIE LONG, CHAIR