

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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

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

10
11 The Department Director shall notify the Director of Human Resources of any alternative
12 work schedules. The LCC Legislative Plan for Employee Benefits and Policies provides that
13 all legislative employees "are paid a salary to accomplish all available work and not for a set
14 number of working hours each day, week, month, or year. Working hours in excess of a 40-
15 hour week is to be expected; however, each appointing authority may establish a reasonable
16 compensatory time policy for its employees".

17
18 **Compensatory Time – Exempt permanent employees**

19 Permanent exempt employees of the House may elect either to: (1) work a summer hours
20 schedule, as provided under Option 1; or (2) accrue compensatory time for excess hours
21 worked, as provided under Option 2. (Non-exempt and Temporary employees of the House
22 are not eligible for Option 2 and are automatically assigned to Option 1. *See below*)

23
24 Eligible employees must choose between Option 1 and Option 2 annually, for the period
25 beginning on November 1 and ending on October 31 of the following year. The election for
26 the annual period must be made before November 1, by written notice to Human Resources.
27 An employee who does not make the election before November 1 will automatically be
28 assigned for the annual period the same option as the employee elected for the forgoing

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

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

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

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

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

21 22 **Option 1 - Summer Hours Schedule**

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

Option 2 - Accumulated Compensatory Time

Under this option, the employee accrues compensatory time for hours that the employee works in any pay period that are: (a) in excess of the number of full-time hours of work required in that pay period plus four (4) hours; and (b) reported on timecards each pay period, along with other hours, in accordance with House timecard policies. Compensatory time is accrued at the rate of one (1) hour of compensatory time for each one (1) hours of qualifying additional work. The maximum amount of compensatory time that may be accrued during an annual period is 220 hours.

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

Timecards

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

Employees shall record on the timecards all hours worked, including hours worked away from state offices or outside of standard House work hours. An employee may record hours worked away from state offices only if the employee and supervisor have determined that

1 doing the work away from state offices is necessary to the proper and timely discharge of the
2 employee's essential job duties. This is not a telecommuting policy; it does not allow an
3 employee to engage in, or a supervisor to permit a regular schedule of work away from state
4 offices, without the approval of both the Department Director and the Director of Human
5 Resources. An employee may not record more than eight (8) hours of work per day for
6 attendance at a conference or seminar away from state offices, without the prior approval of
7 both the Department Director and the Director of Human Resources.

8
9 Supervisors are responsible for the administration of this policy. Supervisors shall require
10 that employees be current in completing their timecards in accordance with this policy.
11 Timecards must be approved by the employee's supervisor and signed by the supervisor or
12 the supervisor's designee.

13
14 The timecard for a pay period must be completed in accordance with the provisions of this
15 policy and submitted to Human Resources within three business days. If an employee's
16 timecard is not received by Human Resources by this deadline, the employee is not in
17 compliance with this requirement and is subject to discipline. To the extent permitted by law,
18 the employee's check will be held until the completed and approved timecard is received in
19 Human Resources. An employee may not accrue compensatory time for any pay period for
20 which the employee's timecard is not completed and submitted in accordance with this
21 policy. Compliance with this policy is mandatory.

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23 **COVID-19 Policy**

24 COVID-19 related policies may be adopted which temporarily affect the work hours and/or
25 work location outlined in this policy.

Date adopted: _____ 1/6/21 _____

Signed: _____  _____
RYAN WINKLER, CHAIR