

COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

Policy on Compensatory Time, Non-Exempt Overtime, and Timecard Policy

Work Hours

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

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

Accrual of Compensatory Time

The annual period for the accrual of compensatory time starts November 1 and ends October 31 of the following calendar year. A regular exempt 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; and (b) reported on timecards each pay period, along with other hours, in accordance with the House timecard policy below. Compensatory time is accrued at the rate of 1.5 times the number of hours recorded in excess of the hours in the pay period, excluding unpaid leave, compensatory time, and non-observed holiday makeup hours. The maximum amount of compensatory time that may be accrued during an annual period is 300 hours.

1 Compensatory time must be used during, and no later than October 31 of, the annual period
2 in which it is accrued and cannot be carried over for use in the subsequent annual period,
3 except that compensatory time accrued in the last pay period of an annual period may be used
4 during the succeeding annual period. Compensatory time must be used and scheduled in the
5 same manner as required for vacation time under the LCC Legislative Plan for Employee
6 Benefits and Policies, except as otherwise provided in this Policy. Compensatory time may
7 not be used in increments of less than one-quarter hour unless using a lesser fraction accrued
8 in a remaining balance.

9 10 **Accrual of Non-Exempt Overtime**

11 All non-exempt and temporary employees accrue non-exempt overtime for hours recorded in
12 excess of 40 hours in a 7-day period, at a rate of 1.5 times the number of hours recorded,
13 excluding unpaid leave, non-exempt overtime, and non-observed holiday makeup hours. The
14 7-day period is Thursday to Wednesday. Non-exempt overtime expires December 31 of the
15 year following when it is earned.

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17 Non-exempt overtime must be used and scheduled in the same manner as required for
18 vacation time under the LCC Legislative Plan for Employee Benefits and Policies, except as
19 otherwise provided in this Policy. Non-exempt overtime may not be used in increments of
20 less than one-quarter hour unless using a lesser fraction accrued in a remaining balance.

21 22 **Summer Hours**

23 Employees in a vacation accrual eligible status who do not earn a combined total of 32 hours
24 of compensatory or non-exempt overtime within the period of November 1-May 31 shall
25 receive the summer hours necessary to bring them to a total of 32 hours in the June 1-15 pay
26 period. Employees in a vacation accrual eligible status who begin employment after June 1,
27 but before August 31, shall receive a prorated amount. Summer hours must be used no later
28 than August 31, at which time they expire. In addition, summer hours cannot be paid out.

1 **Timecards**

2 Employees shall record their time accurately on a daily basis in the timecard system provided
3 by Human Resources, indicating the hours worked, vacation time, sick time, compensatory
4 time, non-exempt overtime, holiday(s), floating holiday(s), or other acceptable time subject
5 to the provisions of the LCC Legislative Plan for Employee Benefits and Policies. Hours
6 worked should not be recorded in advance. Time may not be recorded in less than one-
7 quarter hour increments unless using a lesser fraction accrued in a remaining balance. The
8 total of daily hours recorded for the payroll period must be at least equal to the number of
9 work hours required for that period. The accrual of vacation, sick, non-exempt overtime, and
10 compensatory time is based solely on these approved timecards, in accordance with the
11 standards used to determine employee benefits in the LCC Legislative Plan for Employee
12 Benefits and Policies and the House Compensatory Time and Non-Exempt Overtime policies
13 above.

14
15 Employees shall record on the timecards all hours worked, including hours worked away
16 from state offices or outside of standard House work hours. An employee may record hours
17 worked away from state offices only if the employee and supervisor have determined that
18 doing the work away from state offices is necessary to the proper and timely discharge of the
19 employee's essential job duties. This is not a telecommuting policy; it does not allow an
20 employee to engage in, or a supervisor to permit a regular schedule of work away from state
21 offices, without the approval of both the Department Director and the Director of Human
22 Resources. An employee may not record more than eight (8) hours of work per day for
23 attendance at a conference or seminar away from state offices, without the prior approval of
24 both the Department Director and the Director of Human Resources.

25
26 Supervisors are responsible for the administration of this policy. Supervisors shall require
27 that employees be current in completing their timecards in accordance with this policy.
28 Timecards must be approved by the employee's supervisor and signed by the supervisor or
29 the supervisor's designee.
30

1 The timecard for a pay period must be completed in accordance with this policy and
2 submitted to Human Resources within three business days. If a regular exempt employee's
3 timecard is not received by Human Resources by this deadline, the employee is not in
4 compliance with this mandatory requirement, and the employee may not accrue
5 compensatory time for the pay period for which the employee's timecard is not completed
6 and submitted in accordance with this policy.

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8 **Personnel Policies**

9 Personnel policies or Rules resolutions may be adopted as necessary which affect the work
10 hours and/or work location outlined in this policy.

Date adopted: _____

Signed: _____

HARRY NISKA, CHAIR