

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

3 Policy on Compensatory Time and Timecard Policy

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."

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.

Option 2 – Accrual of 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 the House timecard policy. Compensatory time is accrued at the rate of one (1) hour of compensatory time for each one (1) hour 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, and no later than October 31 of, the annual period in which it is accrued and cannot 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, non-exempt overtime, holiday(s), floating holiday(s), or other 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, non-exempt overtime, and compensatory time is based solely on these approved 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

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

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

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

21
22 **Personnel Policies**

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

Date adopted:

1/4/2023

Signed:


JAMIE LONG, CHAIR