

2.40 Compensatory time

Policy

Regular benefit eligible employees are entitled to receive compensatory time for additional work completed during the legislative session and special session. In addition, compensatory time can be accrued during the interim if authorized in advance by the employee's supervisor and the Director of Human Resources. Regular benefit-eligible employees who exceed ~~85~~ 80 hours of work per pay period are eligible for compensatory time. After ~~85~~ 80 hours have been worked in a regular pay period, one hour of compensatory time will be given for each hour worked.

The maximum amount of compensatory time which can be accrued is 220 hours and must be used before the start of the regular session in the year after the year in which it was accrued.

Compensatory time has no cash value. Hours of work must be reported by the employee and approved by the employee's manager before the compensatory time can be used.

Procedure

1. Employees will document actual hours worked on the Minnesota State Senate bi-weekly time sheet at the end of the pay period.
2. Generally compensatory time accrued during the legislative session and special session is used after the session has been completed upon approval from the employee's manager. Compensatory time accrued during the interim can be used at the discretion of the employee dependent upon approval from the manager. A reasonable effort will be made to honor the employee's request depending on the staffing needs within the employee's unit.
3. The employee will indicate approved compensatory hours used on the appropriate biweekly time sheet.
4. Compensatory time balances are shown on the electronic time sheet.

Adopted by the Committee on Rules and Administration, October 26, 1995; amended May 29, 2003; October 4, 2004; January 6, 2009; and June 19, 2019.