

## 1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

3 **Policy on Compensatory Time, Non-Exempt Overtime, 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.

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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 **Accrual of Compensatory Time**

21 The annual period for the accrual of compensatory time is November 1 and ending October  
22 31 of the following calendar year. A regular exempt employee accrues compensatory time for  
23 hours that the employee works in any pay period that are: (a) in excess of the number of full-  
24 time hours of work required in that pay period; and (b) reported on timecards each pay  
25 period, along with other hours, in accordance with the House timecard policy. Compensatory  
26 time is accrued at the rate of 1.5 times the number of hours worked in excess of the hours in  
27 the pay period. The maximum amount of compensatory time that may be accrued during an  
28 annual period is 220 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 by 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.  
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### 9 **Accrual of Non-Exempt Overtime**

10 All non-exempt and temporary employees accrue non-exempt overtime for hours worked  
11 over 40 hours in a 7-day period at a rate of 1.5 times the number of hours worked in excess  
12 of 40 hours in that period. The 7-day period is Thursday to Wednesday. Non-exempt  
13 overtime expires December 31 of the year following when it is earned.  
14

15 Non-exempt overtime must be used and scheduled in the same manner as required for  
16 vacation time by the LCC Legislative Plan for Employee Benefits and Policies, except as  
17 otherwise provided in this policy. Non-exempt overtime may not be used in increments of  
18 less than one-quarter hour.  
19

### 20 **Summer Hours**

21 For employees (excluding Research Assistants) who do not earn a combined total of 32 hours  
22 of compensatory or non-exempt overtime within the period of November 1-May 31, they will  
23 be given the summer hours necessary to bring them to a total of 32 hours in the June 1-15  
24 pay period. Employees (excluding Research Assistants) who begin employment after June 1,  
25 but before August 31, shall receive a prorated amount. Summer hours must be used no later  
26 than August 31, at which time they expire. In addition, summer hours cannot be paid out.  
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### 28 **Timecards**

29 Employees shall record their time accurately on a daily basis in the timecard system provided  
30 by Human Resources, indicating the hours worked, vacation time, sick time, compensatory

1 time, non-exempt overtime, holiday(s), floating holiday(s), or other acceptable time subject  
2 to the provisions of the LCC Legislative Plan for Employee Benefits and Policies. Hours  
3 worked should not be recorded in advance. Time may not be recorded in less than one-  
4 quarter hour increments. The total of daily hours recorded for the payroll period must be at  
5 least equal to the number of work hours required for that period. The accrual of vacation,  
6 sick, non-exempt overtime, and compensatory time is based solely on these approved  
7 timecards.

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

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

24  
25 The timecard for a pay period must be completed in accordance with this policy and  
26 submitted to Human Resources within three business days. If an employee's timecard is not  
27 received by Human Resources by this deadline, the employee is not in compliance with this  
28 requirement and may be subject to discipline. An employee may not accrue compensatory  
29 time for any pay period for which the employee's timecard is not completed and submitted in  
30 accordance with this policy. Compliance with this policy is mandatory.

- 1     **Personnel Policies**
- 2     Personnel policies may be adopted as necessary which affect the work hours and/or work
- 3     location outlined in this policy.

Date adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

JAMIE LONG, CHAIR