

Procedure No. 10.100

Time Recording Policy for Non-Exempt Employees

Date Issued: 4/20/06

Date Effective: 4/20/06

Issued By: Human Resources

Purpose: To define requirements for the reporting of accrued compensatory overtime hours in non-exempt positions as defined by the Fair Labor Standards Act.

Definition: Non-Exempt Positions - All positions in the AFSCME rank and file bargaining unit; all positions in the SPFPA rank and file and supervisory unit; all positions in the OPEIU rank and file unit; all positions in the PSSU unit; designated positions in the AFSCME supervisory unit and designated positions in the SCUPA unit. (All employees in designated position units will be notified at the time the policy is implemented if their position is non-exempt; in the future positions with non-exempt status will be designated in appointment letters).

Policy: Employees in non-exempt positions are eligible to earn paid overtime or accrued overtime in lieu of paid overtime under the provisions of the Fair Labor Standards Act (FLSA) and/or the appropriate collective bargaining agreement (CBA). When compensatory time is accrued, the time must be recorded on the manual time sheet by the employee and submitted to the employee's supervisor for approval (signature) and retention. This accrued compensatory time must also be recorded as time worked in the automated payroll system (SAP).

The manual time sheet must be completed no later than the Monday following the conclusion of the work week by the employee working overtime and must be immediately submitted to the employee's supervisor.

The supervisor has the following responsibilities for discussing discrepancies with the employee: approving and signing the manual time sheet; assuring the time is recorded in the automated payroll system (SAP); assuring accrued compensatory time is taken as soon as practical; not allowing accrued compensatory time to exceed 200 hours; and retaining the paper records for a full three calendar years beyond the end of the calendar year (example, 2006 sheets may be discarded in January 2010) or one calendar year after the separation of service of the employee.