

**Legislative Coordinating Commission  
Compensatory Time Policy**

As Amended by the Legislative Coordinating Commission March 14, 2005.

As proposed March , 2019

**General Policy Statement**

The *Legislative Plan for Employee Benefits and Policies* provides that all legislative 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 a reasonable compensatory time policy for its employees.”

In order to recognize the value of the extra hours staff members are required to work, the LCC is adopting a compensatory time policy. This policy recognizes that directors have had long-standing authority to schedule staff hours within the payroll period as needed to accomplish the work of their offices. Directors also have authority to approve flexible schedules such as “4 for 40” or other variations, again subject to the business needs of each office.

**Compensatory Time Policy for  
Agencies and Commissions other than the Office of the Revisor of Statutes**

Permanent employees under the jurisdiction of the LCC may elect either to: (1) work a summer hours schedule, as provided under Option 1; or (2) accrue compensatory time for excess hours worked, as provided under Option 2. Temporary employees are not eligible for Option 2 and are automatically assigned Option 1.

A permanent employee must choose between Option 1 and Option 2 annually, for the period beginning on November 1 and ending on October 31 of the following year. The election for the annual period must be made by November 1, through written notice to the employee’s director. An employee who does not make an election by November 1 will automatically be assigned for the annual period the same option as the employee elected for the forgoing annual period or, if there is no election, Option 1. Employees may not choose or change options during the annual period, except as provided in this policy.

Once during the annual period, an employee may change the option previously elected by or assigned to the employee for the annual period. The employee must make the change between March 1 and March 15, by written notice to the employee’s director. An employee who has used compensatory time accrued under Option 2 during the annual period is not eligible to make this change.

A person who is hired as a permanent employee during the annual period, or a permanent employee who changes positions during the annual period, may elect between Option 1 and Option 2 for the remainder of the annual period. The employee must make the election by written notice to their director, within 14 calendar days following the employee’s start-date in the new position. A promotion within a multi-level position is not a change of position entitling the employee to make this election.

### **Option 1 – Summer Hours Schedule**

Under this option, employees work eight straight hours (for example, 8 A.M. to 4 P.M.) from June 1 to August 31. Alternative work schedules may be arranged in the same manner as during other times of the year. A director may suspend this schedule for business needs of the office, such as special sessions or interim hearings.

### **Option 2 – Accumulated Compensatory Time**

Under this option, on or after November 1, 2004, 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 hours; and (b) reported on paysheets each pay period, along with other hours, in accordance with the LCC's payroll and timesheet policies. Compensatory time is accrued at the rate of one hour of compensatory time for each ~~one and a half hours-hour~~ of qualifying additional work. The maximum amount of compensatory time that may be accrued during an annual period is ~~one hundred eighty~~ 200 hours.

Compensatory time must be used during the annual period in which it is accrued and may not 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 *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.

### **Compensatory Time Policy for the Office of the Revisor of Statutes**

Permanent employees in the Office of the Revisor of Statutes may work eight straight hours (for example, 8:30 A.M. to 4:30 P.M.) from June 1 to September 30. Alternative work schedules may be arranged in the same manner as during other times of the year. The Revisor may suspend this schedule for business needs of the office, such as special sessions. If business needs or other circumstances allow, the Revisor may suspend this policy and instead implement the general LCC Compensatory Time Policy.

### **Compensatory Time Policy for Temporary Employees**

An appointing authority may offer temporary employees hired to work during a legislative session up to 24 hours of compensatory time in recognition of complying with the appointing authority's needs for scheduling of work hours and hours of work.

In order to earn compensatory time, the temporary employee must meet these requirements:

- The temporary employee must normally be scheduled to work at least 30 hours per week;
- The employee must work through the entire appointment period established by the appointing authority;

- The employee must have good attendance; and
- The employee's work must be of satisfactory or better work quality.

The compensatory time may be paid by adding the time to the appointment term of the temporary employee. This compensatory time must be used before July 1 of the calendar year in which the compensatory time was granted.

**Effective date.** Changes in this policy are effective for the period beginning on November 1, 2018 and apply only to those employed by the LCC on or after the date of adoption. The LCC Director may establish a new period for choosing between summer hours or compensatory work schedules applicable to calendar year 2019 only.