

Legislative Management Committee Policy N – Professional Legislative Staff Overtime

(Adopted 9-16-2020)

Part 1. General Provisions

Section N-101. Scope of policy.

This policy governs the accrual of, use of, and compensation for overtime of employees of legislative staff offices.

Section N-102. Definitions.

As used in this policy:

- (1) “Chief administrator” means:
 - (a) the legislative auditor general, for the Office of the Legislative Auditor General’
 - (b) the legislative fiscal analyst, for the Office of the Legislative Fiscal Analyst;
 - (c) the director of the Office of Legislative Research and General Counsel, for the Office of Legislative Research and General Counsel; and
 - (d) for the Office of Legislative Services:
 - (i) the legislative services IT administrator, with respect to IT staff; and
 - (ii) the legislative services administrator, with respect to Office of Legislative Services staff other than IT staff.
- (2) “Compensatory time” means time:
 - (a) that an employee of a legislative staff office may accrue, as provided in this policy; and
 - (b) that the employee may use as paid time off or for which the employee may be compensated, as provided in this policy.
- (3) “Legislative staff office” means:
 - (a) the Office of the Legislative Auditor General;
 - (b) the Office of the Legislative Fiscal Analyst;
 - (c) the Office of Legislative Research and General Counsel; or
 - (d) the Office of Legislative Services.

Part 2. Compensatory Time Provisions

Section N-201. Accrual of compensatory time.

Subject to the written approval of the chief administrator or the chief administrator’s designee:

- (1) a legislative staff office employee with nine hours or more of work time on a day from Monday through Friday that is not a holiday may accrue compensatory time for:
 - (a) the first hour of work time after eight hours of work time that day; and
 - (b) each half hour of work time after nine hours of work time that day; and
- (2) a legislative staff office employee with one hour or more of work time on a Saturday, Sunday, or holiday may accrue compensatory time for:
 - (a) the first hour of work time that day; and
 - (b) each half hour of work time after one hour of work time that day.

(3) An employee seeking the accrual of compensatory time shall submit a claim for compensatory time in the manner and at a time established by the legislative staff office.

Section N-202. Use of or payment for compensatory time.

(1) Subject to the written approval of the chief administrator or the chief administrator's designee, an employee of a legislative staff office may use accrued compensatory time as paid time off on a straight-time basis.

(2)(a) During a budget year, subject to budget constraints within each legislative staff office, the chief administrator may authorize employees to convert compensatory time hours to pay at the employee's rate of pay, subject to a maximum number of compensatory time hours per employee or a maximum dollar figure per employee that the chief administrator establishes.

(b) The chief administrator of the Office of Legislative Services shall make any authorization the chief administrator makes under Subsection (2)(a) in consultation with the Legislative Services Management Council.

Section N-203. Forfeiture of compensatory time.

At the end of the day on October 31 of each year, an employee of a legislative staff office who has more than 80 hours of accrued compensatory time remaining on that date forfeits any accrued compensatory time over 80 hours.

Section N-204. Record keeping.

To provide a proper audit trail, a legislative staff office shall keep paper or electronic records of compensatory time accrual, use, and conversion requests and approvals.

Section N-205. Legislative Management Committee exceptions.

The Legislative Management Committee may authorize an exception to this policy if the Legislative Management Committee determines that the exception is warranted due to extraordinary circumstances.