

UNIVERSITY OF COLORADO AT COLORADO SPRINGS

Facilities Services Policies & Procedures

Timekeeping and Reporting

INTRODUCTION:

University policy and federal and state regulations require accurate and complete maintenance of employee work records. This document includes information and instructions for the Employee Work Record (EWR), regulations, recording hours worked and leave usage, adjustments to leave, etc.

Each officer and/or administrator will be responsible for maintaining accurate and complete vacation and sick leave records for all classified and unclassified personnel within his/her department or unit. Departments must utilize an Employee Work Record (EWR) form for record keeping and to verify leave benefits involved in termination, retirement or transfer. This form must accompany termination papers for payment of annual leave.

It is the policy of the Facilities Services Department that all employees maintain an EWR. The types of EWR used in Facilities Service are the time clock and the paper or electronic time sheet. The type of EWR used by unit employees will be determined by the respective Manager and be approved by the Director of the Facilities Services Department.

It is the employee's responsibility to clock in and out each day or to properly complete a time sheet. It is the responsibility of the Supervisor to ensure that the EWR is an accurate record of an employee's work time. Failure by employees to clock in and out each day or to properly record time on the time sheet may result in corrective or disciplinary action. Failure by Supervisors to ensure that of employee's EWR is accurate and providing Operations with written approvals to correct an employee's work record when necessary may result in corrective or disciplinary action.

Definitions of terms relating hours of work and overtime compensation.

Established Workweek – Any regularly recurring period of 168 hours, seven consecutive 24-hour periods, designated as the established workweek. For the University of Colorado at Colorado Springs, the established workweek is 12:01 A.M., Saturday, through 12:00 Midnight, Friday. Some work units may have approval for a different established workweek. Any deviation from the established workweek must be specifically approved, in writing, in advance, through the Personnel Department.

It is the policy of the Facilities Services Department to adhere to the established workweek of 12:01 A.M., Saturday, through 12:00 Midnight, Friday for all employees who do not have an approved alternative workweek.

Hours Worked – This is the time for which an employee is entitled to compensation. Compensation is required for the time (hours worked) that an employee is required to be on duty on the employer’s premises, or at a prescribed work place, and for the time he is “suffered or permitted” to work. Thus, hours worked can include time spent in waiting and incidental activities as well as in productive labor. An employee is entitled to compensation anytime he is “suffered or permitted” to work, even though he may not be authorized to do so.

Exempt/Non-Exempt – These terms refer to the status of an employee as being exempt from overtime pay or entitled to overtime pay. Effective January 1, 1995, all classified staff positions are to be regarded as “non-exempt” (entitled to overtime pay) unless specifically exempted, in writing, by the Personnel Department. Questions should be directed to the Personnel Director at ext. 3304.

Overtime – Hours worked by non-exempt (overtime eligible) employees in excess of 40 hours during the established workweek. All non-exempt (overtime eligible) employees must be paid overtime, or granted compensatory time, for all hours worked in excess of the established 40 hour week, unless prior approval has been granted for a schedule other than the standard 40 hour week.

It is the policy of the Facilities Services Department that overtime MUST be approved in writing in advance by the Supervisor. The Facilities Services Department Overtime Prior Approval Form is the form to be used for obtaining approval. Employees who work unauthorized overtime may be subject to disciplinary action.

Compensatory Time- Time taken off during regularly scheduled working hours at 1 ½ times the overtime hours actually worked.

It is the policy of the Facilities Services Department is that all employees hired after 4/15/86 and who are willing to accept compensatory time in lieu of cash payment for overtime, must sign a written agreement to that fact. This does NOT mean compensatory time will be used. Recent budget constraints have curtailed the Facilities Services Department from using this method of compensation – employees should understand this and not expect to receive compensatory time.

Flextime – Flextime is a way to redesign or restructure traditional work schedules so the employee works daily hours different from regular office hours or works a full schedule in fewer days. This option is used to accommodate the changing workforce and business needs. Employees can use innovative scheduling to fulfill a variety of personal needs, including family responsibilities, routine health appointments, educational activities, and volunteer and wellness activities. This type of scheduling is flexible enough to be used on an ongoing or as-needed basis. For example, the employee may take two hours to attend

parent-teacher conferences and then make up the time during the same workweek. Flextime allows an employee to manage personal and work activities without lost work time.

It is the policy of the Facilities Services Department that flextime will be used to accommodate changing workforce and University needs. Flextime will be used before overtime is considered and approved. Flextime requires planning and employees who desire flextime are encouraged to use the state's flextime request/agreement form. Flextime is not a right nor is it an entitlement and it is at the discretion of the Supervisor to approve flextime schedules.

On-Call Status – A condition wherein an employee is subject to be called to duty but is not actually performing work. An employee who is required to remain on call on the employer's premises, or so close thereto that the employee cannot use time effectively for his/her own purposes, is working while on call. An employee who is not required to stay on the employers premises, but is merely required to leave word at his home or with the agency officials where he/she may be reached, or is provided a pager, is not working while on call. The determination regarding on-call or at work status is generally made on the degree of restrictions on the employee's free activity, and not exclusively on the basis of where the employees is required to be.

Policy and General Information

It is the policy of UCCS to respect the rights of its employees to uniform and equitable treatment with regard to working hours and compensation for overtime. Overtime will be considered a reserve resource to be used only on occasions when circumstances require.

Working Hours – All full-time employees shall work a minimum of 40 hours each week. Hours in excess of 40 should be infrequently used.

Overtime – The utilization of overtime shall be at the discretion of the department head, or other duly authorized supervisors, subject to the following provisions and limited by the availability of funds. Overtime may be authorized:

- ❖ In the event of fire, flood, catastrophe, or other unforeseeable emergencies;
- ❖ For the purpose of providing coverage when another employee is not available for work;
- ❖ To provide essential services when they cannot be provided by overlapping work schedules; and
- ❖ To carry out short-range assignments in which the utilization of regular employees is more advantageous than the hiring of additional personnel.

It is the policy of the Facilities Services Department to use overtime only at the discretion of the Physical Plant Manager and only for the reasons stated above. The

Facilities Services Department Overtime Prior Approval Form is to be used for obtaining approval for overtime.

Overtime shall not be authorized for any other purposes. Departments shall accomplish their work during normal duty hours, insofar as possible, and resort to the use of overtime only when forced to do so by unexpected short-term circumstances. No employee shall be regularly scheduled to work overtime. All eligible employees shall be compensated for over-time at a rate of 1 ½ times their regular rate.

Exemptions from Overtime – Certain positions are excluded from cash overtime compensation. Exempt positions are excluded by State statute and the FLSA of 1938, as amended. They include executive, administrative, professional, and outside sales positions.

Hours of Work

General Information – All full-time employees shall work an established workweek of not more than 40 hours. Overtime does not accrue until after 40 hours are worked during the established workweek.

Saturdays, Sundays – When working hours include Saturday or Sunday, such hours shall be treated as hours in any other day of the week for the purpose of determining overtime.

Holidays – Holidays which occur during an established work week shall not be counted as time worked in determining overtime except that those positions determined to be essential (i.e., persons required to be on duty to perform the essential and/or emergency services without delay and/or interruption) by the appointing authority shall have holidays counted as work time. An employee scheduled to work on a holiday and not scheduled an alternative holiday will be paid for the hours worked plus eight (8) hours of holiday time.

Period of Authorized Leave – A period of paid leave which occurs during an established workweek shall not be counted as time worked in determining overtime except that those positions determined to be essential (i.e., persons required to be on duty to perform the essential and/or emergency services without delay and/or interruption) by the appointing authority shall have periods of paid leave counted as work time. In no instance shall compensatory time off be counted as work time.

Preparatory and Concluding Activities – Time spent in preparatory and concluding activities which are an integral part of the principal activities assigned to the employee is work time. For example, an employee working in a department where it is required for an employee to arrive early in order to be briefed before the employee's shift starts. This briefing is an integral part of the employee's principal activity. Consequently, time spent on briefing is work time.

Meal Periods – If an uninterrupted period of 30 minutes or more is granted during scheduled duty, it is not work time. If a meal period is interrupted to the extent that the employee is not relieved of all duties, another meal period of at least 30 minutes may be granted to the employee; otherwise, the meal time shall be considered work time. It is not necessary that an employee be permitted to leave the premises if he/she is otherwise completely freed from duties during the meal period.

Break Periods – Supervisors may allow their employees to take short breaks of not more than 20 minutes, but these breaks are not mandatory and cannot be accumulated.

On-Call – On-call time is time when an employee is subject to being called back to duty but is not actually performing work. Usually, employees are off the working premises where they can freely spend the time for personal purpose. Employees only have to be available to be called back if the need arises. On-call time must be included in work time calculations if an employee's on-call time is spent predominantly for the agency's benefit and the employee cannot spend the time for personal use. On-call status must be specifically authorized by the State Personnel Director.

Travel Time – There are several categories of travel time:

- Travel between home and work. Time spent in ordinary travel from home to work and back in the course of one day need not be counted as hours worked. This applies regardless of whether the employee works at a fixed location (e.g., an office), or at different job sites (e.g., various customer locations), provided that employees are not required to work before leaving for the first job site after leaving the last job site.
- Emergency Travel Time. If an employee receives an emergency call after regular working hours and is required to travel a substantial distance to perform a job away from the regular work site, all travel time is working time.
- Special One-day Assignment Travel Time. When an employee who regularly works at a fixed location is given a special one-day assignment in another city, travel time is compensable working time.
- Overnight Travel Time. When an employee must travel away from home overnight, all time spent in such travel during hours corresponding to normal working hours, regardless of whether the day is a normal workday or weekend, must be counted as worked.
- Training and Meeting Time. Attendance at training programs, meetings, and similar activities need not be counted as working time if all four of the following criteria are met:
 - ✓ Attendance is outside of the employee's regular working hours;
 - ✓ attendance is voluntary;
 - ✓ the course, lecture, or meeting is not directly related to the employees job;
 - ✓ and the employee does not perform any work during such attendance.

- Occasional or Sporadic Employment – Hours worked by an employee in performing part-time work shall be excluded in calculating overtime work if the part-time employment is:
 1. On an occasion or sporadic basis
 2. At the employee's opinion, and
 3. In a different capacity from which is regularly assigned.
- Volunteer Time – Volunteer time after work for a state agency where volunteered services are the same as regular assigned shall be considered work time for overtime purposes.

Payment of Overtime

Method of Payment – Employees Subject to Overtime Provisions

Compensation for overtime, for non-exempt employees, may be in cash payment or in the form of compensatory time or flex time. Compensatory time or flex time off in lieu of cash payment may be used only if there is a prior written agreement between the department and an employee for compensatory or flex time off. Departments must reach an agreement with employees for compensatory time payment. A record of this agreement must be kept. An employee's decision to accept compensatory time off in lieu of cash overtime payment must be made freely and without pressure.

It is the policy of the Facilities Services Department is that all employees hired after 4/15/86 and willing to accept compensatory in lieu of cash payment for overtime, must sign a written agreement to that fact. Employees are reminded that compensatory time is not generally used.

Compensation will be provided as follows: 1 ½ times the regular hourly rate of pay, or 1 1/2 hours of compensatory time for each hour of overtime worked, must be provided. Accumulated compensatory time must be taken within two months after the end of the payroll period in which the overtime was worked. Any accumulated compensatory time that is not taken within this time frame must be paid in cash at the next regular pay period. Otherwise, payment for overtime must be paid on the employee's next scheduled payday following the period in which the overtime was worked.

For example, overtime worked in March must be paid by the end of April, or the employee granted compensatory time by the end of May. Non-exempt employees may accrue up to 40 actual hours of compensatory time equating to 60 hours of overtime. Any overtime worked in excess of the 60 hours shall be paid in cash at the next regular pay period.

Year-End Limitation – any overtime earned but not taken or paid by the end of the fiscal year shall be accrued and recorded on the agency's financial statements.

When Separated From State Service – Employee being separated from State Service and who have accumulated compensation time shall be paid for such time in cash.

Compensatory Time For Transferred Employees – All earned compensation time must be paid for in cash by the losing department when an employee transfers or terminates.

Accrual Unit for Recording Overtime – Work time shall be accrued and paid for in quarter-hour units. No work time shall be recorded at the beginning or end of a work shift for periods of less than 15 minutes. Examples: 8 hours, 9 minutes is rounded to 8 ¼ hours; 8 hours, 36 minutes, is rounded to 8 ½ hours.

Other Compensation Provisions

Compensatory Time for Exempt Employees – The salary level of employees who are exempt from overtime pay takes into account that it may be necessary for the employee to work a reasonable amount of extra time. However, there may be unusual situations in which an exempt employee is required to work significant amounts of extra hours for an extended period of time. In such unusual events, the Department may grant discretionary administrative level in amounts less than the extra hours worked.

Documentation and Required Records

UCCS is required to maintain the following records for all employees:

- Name of employee in full
- Home address, including zip code
- Date of birth
- Social security number
- Gender and occupation
- Time of day and day of week on which the employee's workweek begins
- Basis of pay, e.g., bi-weekly, monthly
- Approved employee leave taken, rounded to the nearest quarter hour
- Total wages paid each pay period
- Date of payment and the period covered by payment
- All additions to or deductions from wages paid
- In addition to records required to be maintained for all employees provided above, the following additional records must be maintained for non-exempt employees:
 - Regular hourly rate of pay
 - Daily and workweek hours actually worked, including all paid leave rounded to the nearest quarter hour
 - Total overtime compensation for the pay period

The payroll records maintained are permanent records. Time records, i.e., hours actually worked, must be maintained for a period of at least three years, and maintained by individual departments.

All records listed above are maintained as a regular course of business with the exception of the daily and workweek hours actually worked. Therefore, federal law and campus policy require all work units to maintain records that accurately reflect the daily and

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workweek hours actually worked, rounded to the nearest quarter hour, for all employees who are “non-exempt” under the Fair Labor Standards Act. There are a number of methods by which this records-keeping requirement can be met, for example, time clocks, or manual records maintained by the supervisors are acceptable. The format may also vary to suit the needs of the particular work unit.

It is the policy of Facilities Services Department that each employee’s workweek be identified in writing. Normally, this will be 40-hours per week. This could also be two 40-hour weeks when a flexible 5X4 workweek has been approved.

Records of daily and workweek hours must be maintained, for each employee, for a period of at least three years.

By signing this document I acknowledge that I have read and understood it and that a copy of this has been provided to me and a copy will be placed into my personnel file.

Signature

Date

Employee’s Printed Name