



PROPOSED FY 2016

PERSONNEL CODE CHANGES/UPDATES

Current

Adverse Weather

When IHLS (or a location) closes before the workday begins (and thus before staff report for duty), part-time staff working less than 30 hours are not paid. Employees working 30 or more hours per week will be paid.

When IHLS (or a location) closes after the workday begins, all employees are paid based on the number of regularly scheduled hours for that day.

When IHLS (or a location) closes and a staff member is absent on an approved leave, the time that the System is closed will not be counted as leave time.

When an IHLS location has not been officially closed and an employee arrives late or misses work due to weather conditions, the missed time should be made up using vacation, compensatory, or personal leave time.

If an employee has scheduled time off or is on medical leave on an adverse weather day, his or her time will be credited for the amount of excused time allowed for the adverse weather.

Updated

Adverse Weather

When IHLS (or a location) **closes due to inclement weather, all employees scheduled to work will be paid for the number of hours they are scheduled to work that particular day.**

If an employee has scheduled time off or is on medical leave on an adverse weather day, his or her time will be credited for the amount of excused time allowed for the adverse weather



Current

C. Over-time, Bonus-time and Compensation

From time to time, an employee may be asked to work overtime. State and federal laws covering overtime compensation for non-exempt employees will be followed. An employee working 40 hours in a given work week, Sunday through Saturday cannot consider sick, vacation, holiday or personal leave when calculating the 40 hours necessary to receive over-time hours. Only actual hours worked can be calculated for over-time.

State and Quasi-State entities such as IHLS are allowed to use compensatory time off to help offset non-exempt employees over-time costs.

Non-exempt employees who are required to work in excess of a 40-hour work week will be given compensatory time off at the rate of 1.5 hours for each hour worked over 40 hours. The maximum accrual at any time is 240 hours. Any hours earned over the 240 threshold must be paid as prescribed by law. Non-exempt employees can take compensatory time off whenever they want as long as it doesn't conflict with business necessity and their immediate supervisor has approved the time off. Any unused compensatory time will be paid out to the employee (at the current rate) upon separation from employment.

Since exempt employees are not paid compensation for overtime, any time over 40 hours for Exempt employees shall be referred to as "bonus-time". Exempt employees who are required to work in excess of a 40-hour work week may be given bonus-time off at the rate of one hour for each hour over 40 hours worked. All earned bonus-time must be used within thirty calendar days following the time worked. Exempt employees will never receive pay for unused bonus-time off, the law does not allow for such payments. The Executive Director or the HR Representative must approve (in writing) any exceptions to this policy.

All compensatory time and bonus time will be earned and taken in 30 minute increments.

Updated

C. Over-time, Bonus-time and Compensation

From time to time, an employee may be asked to work overtime. State and federal laws covering overtime compensation for non-exempt employees will be followed. An employee working 40 hours in a given work week, Sunday through Saturday cannot consider sick, vacation, holiday or personal leave when calculating the 40 hours necessary to receive over-time hours. Only actual hours worked can be calculated for over-time.



Non-exempt employees who are required to work in excess of 40 hours in a work week **will be compensated at the rate of 1.5 times the hourly rate for each hour worked over 40 hours.**

Since exempt employees are not paid compensation for overtime, any time over 40 hours for Exempt employees shall be referred to as “bonus-time”. Exempt employees who are required to work in excess of a 40-hour work week may be given bonus-time off at the rate of one hour for each hour over 40 hours worked. All earned bonus-time must be used within thirty calendar days following the time worked. Exempt employees will never receive pay for unused bonus-time off, the law does not allow for such payments. The Executive Director or the HR Representative must approve (in writing) any exceptions to this policy.

All bonus time will be earned and taken in 30 minute increments.