
Louisiana Housing Finance Agency



Human Resources

Tim Gilmore, Director

July 4, 2007

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M E M O R A N D U M

To: Dr. Adell Brown, Chairman
Commissioner Carolyn Burris
Commissioner Allison Jones
Commissioner Philip Miller
Commissioner Lisa Woodruff-White
Commissioner Greg Gachassin

From: Tim Gilmore, Director of Human Resources

Date: July 4, 2007

Re: Human Resources Committee

Please be advised there will be a Human Resources Committee meeting prior to the Full Board meeting on Wednesday, July 11, 2007, 9:30 a.m., Louisiana Housing Finance Agency, 2415 Quail Drive, Baton Rouge, LA, in V. Jean Butler Boardroom.

If you have any questions or concerns, please contact us.

July 4, 2007

HUMAN RESOURCE COMMITTEE MEETING

A regular meeting of the Human Resource Committee will be held on Wednesday, July 11 at 9:30 AM, at Louisiana Housing Finance Agency, in the V. Jean Butler Boardroom, located at 2415 Quail Drive, Baton Rouge, LA by order of the Chairperson.

Preliminary Agenda

1. Call to order, roll call, and introduction of guests
2. Review Compensation and Contract – President
3. Executive Staff Organizational Chart
4. Policy Revisions
5. Other Business
6. Adjournment

Milton J. Bailey, President

If you require special services, please call Lourie Brown at (225) 763-8700 by Monday, July 9, 2007.

LOUISIANA HOUSING FINANCE AGENCY

PERSONNEL POLICY NO. 14

REVISED July 11, 2007

SUBJECT: OVERTIME POLICY

POLICY

It is the policy of the Louisiana Housing Finance Agency (LHFA) to compensate employees for hours worked. Overtime and the related crediting of compensatory leave or payment of wages must be authorized in writing on the appropriate form prior to the overtime hours being actually worked. Employees are not authorized to work overtime at their own discretion. Supervisors are required to manage and control overtime hours which should be authorized based upon business necessity only. Employee compensation for overtime will be in accordance with the Civil Service Rules and the Fair Labor Standards Act (FLSA).

PURPOSE AND SCOPE

It is the intent of this policy to provide guidelines for the consistent management of overtime compensation for required, approved work which must be done beyond an employee's regularly scheduled workday or workweek. This policy applies to all employees of the LHFA, and is intended to track the FLSA and Civil Service Rules. If there are any conflicts within these provisions, the FLSA regulations take precedence.

DEFINITIONS

Overtime – Time actually worked by an employee at the direction of and with supervisory approval:

- 1) In excess of regular duty hours in a 40-hour workweek;
- 2) In excess of regular duty hours in a workday;
- 3) On a day observed as a holiday; or
- 4) On a day the office is officially closed.

Workweek – The LHFA workweek begins at midnight Sunday and ends at midnight the following Sunday.

Hours Worked – All time during which an employee is required, suffered or permitted to perform duties in furtherance of the interests of the LHFA.

FLSA Overtime – Compensation for overtime to an employee required by the Fair Labor Standards Act which necessarily includes actual work hours beyond the customary 40-hour workweek. Such compensation will be at the time and one-half rate.

State Overtime – Compensation for overtime to an employee who is not eligible for overtime under the FLSA, which may not involve actual work hours beyond the customary 40-hour workweek. Such compensation will be at the straight-time rate.

Non-Exempt Employee – An employee who occupies a position covered by the overtime provisions of the FLSA.

Exempt Employee – An employee who occupies a position not covered by the overtime provisions of the FLSA.

ROLE OF THE MANAGER

Managers shall insure that employees adhere to designated work schedules and do not work overtime without prior approval. Managers shall also insure that employees are properly compensated for overtime hours worked, and recommending appropriate corrective action for employees who work overtime without prior, supervisory authorization.

ROLE OF THE EMPLOYEE

Employees are required to work overtime at the direction of their supervisors. Employees shall insure that they only work overtime that is pre-approved. When prior approval is not possible due to extreme circumstances, employees shall notify their supervisor of the overtime hours worked and the reason therefor. Employees are required to fully document and record all overtime hours on the LHFA Time Entry Sign-In Sheet and on the Agency's Overtime Form.

EMPLOYEE STATUS

LHFA's Human Resources Section is responsible for determining and properly classifying those positions considered exempt and non-exempt under the FLSA. Such classification will determine the manner in which an employee is compensated. The determination of each position's status is maintained in a listing within the Human Resources Section.

FLSA CATEGORY DESIGNATIONS AND COMPENSATION

Non-Exempt Positions

1. At the discretion and direction of the appointing authority, overtime hours worked by employees who occupy non-exempt positions are to be compensated as follows:
 - a. Compensatory leave calculated at the time and one-half rate for overtime hours actually worked in excess of 40 hours in a workweek; and
 - b. Compensatory leave calculated at the straight time rate for hours worked beyond the regularly scheduled workweek when 40 hours have not been actually worked in the workweek.

NOTE: SPECIAL PROVISIONS

- a. All hours worked during official office closures due to emergency situations will be compensated via the payment of wages calculated at the time and one-half rate;
- b. All hours worked on official, designated holidays will be compensated via the payment of wages calculated at the time and one-half rate; and
- c. The appointing authority reserves the right to designate and pre-approve payment of wages at the time and one-half rate for designated projects which require a non-exempt employee to work beyond the regularly scheduled workweek.

Exempt Positions

At the discretion and direction of the appointing authority, overtime hours worked by employees who occupy exempt positions are to be compensated as follows:

- a. Compensatory leave calculated at the straight time rate for all overtime hours; and
- b. Exception: All hours worked during official office closures due to emergency situations will be compensated via the payment of wages calculated at the straight time rate.

COMPUTING OVERTIME

Overtime compensation is calculated based upon a 40-hour workweek. Non-exempt employees are entitled to compensation calculated at the time and one-half rate (either wages or compensatory leave) only after actually working 40 hours. Thus, the use of leave of any nature or the occurrence of a holiday during a workweek affects the rate of compensation to which an employee is entitled. For purposes of calculating hours worked for State overtime, a day off from work due to paid leave or a holiday observed is considered to be a day worked.

OVERTIME FOR MEAL PERIODS

Designated meal periods are not considered work time and employees are not allowed to work during the scheduled meal period. If an employee is required to work through the designated meal period, overtime compensation at the appropriate rate is required.

OVERTIME FOR CONFERENCES, MEETINGS AND TRAINING PROGRAMS

When an employee attends an authorized conference, meeting, training program or related activity, either on weekends, overnight or outside normal work hours, all time in attendance should be designated as hours worked for which compensation at the appropriate rate is required.

OVERTIME FOR TRAVEL

While on official travel status at the direction of the appointing authority, overtime compensation is granted for time spent outside normal work hours in transit to and from the destination. Other overtime provisions for travel are:

Home To Work Travel

Travel to and from the worksite is not considered work time. When an employee's work site is changed from the regular, fixed worksite to a different location, the employee's normal commute time from home to the regular work site will not be counted as work-time travel. Therefore, the employee's normal commute time is deducted from any additional travel required, and the employee is entitled to overtime compensation at the appropriate rate for the duration of the extra travel time.

Travel For Call-Back

When an employee has gone home after completing a day's work and is subsequently called back to work at night, all time spent on such travel to and from the work site is considered work time for which overtime compensation at the appropriate rate is required.

CAPS ON ACCUMULATION OF COMPENSATORY LEAVE

Leave Earned at Time and One-Half Rate

The FLSA permits the accumulation of compensatory leave earned at the time and one-half rate up to a maximum cap of 240 hours. The employee must be paid at the time and one-half rate for any overtime hour above the 240-hour cap during the pay period the overtime hour is earned. Supervisors are required to assure that the 240-hour cap is not exceeded.

Leave Earned at Straight Time Rate

The Civil Service Rules permit the accumulation of compensatory leave earned at the straight time rate in excess of 360 hours, but not more than a total of 360 such hours can be carried forward from one calendar year to the next. This applies to both exempt and non-exempt employees.

For exempt employees whose straight time compensatory leave balance exceeds the 360-hour cap, payment may be made within 90 days after January 1 of each year for

the excess compensatory leave. If payment is not made, the compensatory leave in excess of 360 hours shall be canceled.

For non-exempt employees whose straight time compensatory leave balance exceeds the 360-hour cap, payment shall be made within 90 days of January 1 of each year for the leave in excess of 360 hours.

NOTE: The appointing authority may authorize cash payment for all or part of an employee's compensatory leave balance at any time. Supervisors should make every effort to insure that employees are aware of these provisions and that they allow or compel the employee to use the accrued leave rather than have the employee lose it or be paid at the end of the fiscal year.

EMPLOYEE USE OF COMPENSATORY LEAVE

An employee who has been credited with compensatory leave earned at the time and one-half rate and/or at the straight time rate may be required to take all or part of such leave at any time.

Compensatory leave earned at the time and one-half rate shall be taken before compensatory leave earned at the straight time rate. All compensatory leave must be taken prior to granting annual leave or leave without pay, and may be taken in lieu of sick leave at the option of the appointing authority.

COMPENSATORY LEAVE UPON TRANSFER OR SEPARATION

Unused compensatory leave earned at the time and one-half rate shall be paid upon transfer or separation from the Agency.

Unused compensatory leave earned at the straight time rate by exempt employees will not be paid upon transfer or separation from the Agency. All such unused leave will be canceled and will not be re-credited upon reemployment.

Unused compensatory leave earned at the straight time rate by non-exempt employees shall be paid upon transfer or separation from the Agency.