

MEMO

To: Dr. Cole
From: Erich Howard
Subject: Comp time
Date: 1/23/00
CC: John Gilbert

A comp time policy needs to be developed for the Governor's office. Several members of the staff have inquired about the policy. The official time sheet in the payroll system for the Governor's Office is 8:00 am to 5:00 pm for five days a week. Any time worked over this amount would be eligible to be considered comp time.

The typical policy used by other agencies including the Auditor's Office, the Legislature and the Dept. of Education is equal time earned for time worked.

Time would be tracked by the employee and turned in to the Director of Administration and entered into SPAHRS. SPAHRS, besides being the payroll system, tracks available leave time for employees.

At the present time, the current staff would be accruing very large amounts of comp time with the extra hours everyone is working due to being understaffed.

An accurate system needs to be developed to track employee's time accrued and time taken off. I have attached a form that was used in the Legislature and can obtain a version of their leave request form and time earned form.