

Memorandum



To: Appointing Authorities, Human Resources Administrators, and Labor Relations Administrators

From: Dan Parks, State Payroll Administrator

Date: February 15, 2007

RE: OAKS Payroll Reporting Codes for Weather Emergencies

This memo outlines the reporting codes that should be used in OAKS to post time for the formal emergency situation that was declared by the Department of Public Safety on February 14, 2007.

1) For employees that did not work or were sent home during the emergency and who had not been previously approved for leave during this time:

Post the time reporting code **EMRLV** and the number of hours that the employee did not work or was sent home due to the emergency. This will pay the employee at their regular rate of pay and will capture the cost under the Emergency Compensation expense.

2) For employees who worked during the hours of the declared weather emergency:

Bargaining Unit Employees in OSTA 1 and 15, FOP 46, and 48: Bargaining Unit Employees who worked during the declared weather emergency shall be paid at the premium rate provided under the contract. Agencies should post the time reporting code **EMRWK** and the number of hours the employee worked during the declared weather emergency. This code will pay at the premium rate and captures the cost under the Emergency Compensation expense. This code should **not** be used for exempt employees, and should be posted along with any non-emergency hours the employee worked on February 14, 2007.

Bargaining Unit Employees in FOP 2: Employees covered by the FOP 2 collective bargaining agreement receive only their regular rate of pay under a weather emergency. As such, agencies should post the normal time reporting codes for these employees.

Bargaining Unit Employees in OCSEA Statewide, 1199, and OEA: Bargaining Unit Employees who worked during the declared weather emergency shall be paid at the premium rate provided under the contract. Agencies should post the time reporting code **EMRST** and the number of hours the employee worked during the declared weather emergency. This code will automatically create the additional \$8.00/hour stipend for these hours and captures the cost under the Emergency Compensation expense. This code should be posted along with any non-emergency hours the employee worked on February 14, 2007.

Exempt Non-Essential Employees: Exempt non-essential employees who worked during the hours of the weather emergency should receive an \$8/hour stipend in addition to their

hourly rate. Post the time reporting code **EMRST** and the number of hours the employee worked during the declared weather emergency. This will pay the employee at their regular rate of pay for the hours the employee worked during the declared weather emergency and will capture the cost under the Emergency Compensation expense. The employee should also have an **Additional Pay using the earnings code EMS** of \$8.00/hour posted for each hour the employee worked during the hours of the weather emergency. These codes should be posted in addition to any non-emergency hours the employee worked on February 14, 2007.

Exempt Essential Employees: Exempt essential employees who are overtime eligible under the FLSA shall be given a choice of overtime compensation or compensatory time for every hour worked during the emergency. If the employee elects overtime compensation, the agency should post the time reporting code **EMROT** and the number of hours worked during the emergency. If the employee elects compensatory time, the agencies should post the time reporting code **CMPEM** to add any hours to the employee's comp time balance.

Exempt essential employees who are overtime exempt under FLSA shall receive compensatory time for every hour worked during the emergency. Agencies should post the time reporting code **CMPEM** to add the hours posted to the employees comp time balance. For both overtime eligible and overtime exempt employees, these codes should be posted in addition to any non-emergency hours the employee worked on February 14, 2007.

If you have any questions concerning compensation entitlements, please refer to the "Weather Emergency on February 14, 2007" memo, or contact the Office of Collective Bargaining at (614) 644-1400 or the Office of Policy Development at (614) 752-5393. If you have any questions concerning the payroll posting, please contact the Payroll Support Unit at (614) 466-6915.