



Policies Impacting OTL

You will find the complete Personnel Rules and Regulations at <http://www.co.henrico.va.us/hr/regs/>

Please refer to Section 4 (Compensation), Section 7 (Hours of Work) and Section 8 (Leave of Absence) for guidance on specific subjects related to time reporting. The following 'reminders' are provided to clarify some of the key issues impacting

- **ADVERSE WEATHER:**

When the County Manager closes County offices because of adverse weather, he closes them from 8 a.m. to 4:30 p.m. unless he specifically states otherwise. Should the County Manager close County offices because of adverse weather, employees scheduled to work during the hours that the County is closed and who do not work will be treated as having worked their normal schedule (up to eight (8) hours).

Employees who do work when the County Manager closes County offices will be paid for actual hours worked and will receive administrative leave for those hours worked between 8a.m. and 4:30 p.m., so long as the work is authorized by the agency. Employees will not be eligible for overtime pay at a time and one half rate unless they meet the requirements of overtime outlined in Section 4.4.

- **HOLIDAYS:**

Whenever a holiday falls on a scheduled off-duty day for shift workers, another day may be given to the employee unless otherwise covered in A, B, C, D, or E above. Holiday leave is not considered as hours worked for purposes in calculating overtime. The general rule for those nonexempt employees who work a 40-hour workweek (53 for firefighters) is to add up the hours an employee actually works starting at the beginning of the workweek on Saturday and ending the next Friday.

If the workweek includes a holiday, then the total hours actually worked must equal more than 40 for overtime to be paid at the time and one-half rate. For exempt employees, compensatory leave is earned for those hours actually worked beyond their normal daily schedule.

Whenever a holiday falls on a regularly scheduled workday for shift workers, employees should be paid for the holiday or given another day in place of the holiday. In order to be eligible for pay for any paid holiday, an employee must be in a paid status for all of the last regular working day preceding the holiday. (See Section 10.6 covering when employees have terminated.)

- **OVERTIME:**

A non-exempt employee must be in a paid status for and actually work 40 hours in a given workweek (53 hours for Fire suppression personnel) before being eligible to receive time and one-half pay for overtime worked in lieu of straight-time pay.

Nonexempt employees working on a holiday, without receiving another day off for the holiday, will receive full pay for the day or hours worked, but will not receive time and one-half overtime pay, in lieu of straight-time pay, unless hours actually worked in that workweek exceed 40 hours (53 hours for Fire suppression personnel).

- **On call:**

Enter 4 hours for “On-Call Guarantee” for each 7 day period they are ‘on-call’ – this will be paid at straight time

Enter “On-Call Overtime” or “On-Call Straight” for actual hours called out. See Section 4.5 of Personnel Rules & Regulations for specific policy around on-call.

Social Services will enter 1 unit/hour for each “On-Call 16 hour” or “On-Call 24 hour” guarantee period as well as “On-Call Comp” for actual hours worked.

- **WORK WEEK** – The standard workweek is Saturday through Friday. When calculating overtime or compensatory leave earned, the system uses this workweek (unless the employee is a public safety employee working a 21 or 28-day cycle).
- **BREAKS** -- Agency heads may allow up to two 15-minute rest breaks per day which are normally included within the total required hours of work. These breaks may be used in conjunction with a 30-minute meal break, as long as the sum does not exceed 60 minutes per workday.
- **ACTING PAY** – policy remains the same; however the employee must enter the time for both their regular assignment and the acting pay assignment. Both positions will show on their timecard.

- **LWOP** – An employee should have an assignment status change to place them on LWOP when the absence exceeds 5 work days. This time should be accounted for on the timecard as an ‘informational’ element (one that records but does not pay).
- **SUSPENSION** – If an employee is suspended, this action should be reported to Human Resources and recorded as LWOP (Suspension) as the additional information.
- **ACCRUAL OF LEAVE** -- In order to accumulate sick or annual leave, an eligible employee must be in a paid status for at least seven-eighths (7/8) of their standard hours in a payperiod. An 80-hour employee must be in a paid status for 70 or more hours. A 112-hour employee must be in a paid status for 98 or more hours.
- **INJURY LEAVE/WORKERS COMP** – If an employee is injured, time missed should be recorded on the timecard as ‘injury’ leave until Risk Management notifies the employee and department that the claim has been approved as Workers’ Comp. If the employee is not at work, the timekeeper/gatekeeper can enter the hours for them.

Differences between MAPS and STEP/HRMS systems

Negative Pay – in MAPS each permanent employee was pre-loaded for their standard hours. This is not the way the STEP system works. If hours worked or leave taken are not entered to total the employee’s standard hours, the employee will not be paid correctly.

DOCK does not exist in the STEP system – you are only paid for what you enter – hours worked and leave taken = pay (Note exception: 28-day).

Terminating employees – leave will be paid according to policy – no entry at the timecard or timekeeper level.

FMLA – the system calculates eligibility for FMLA based on past 12months — no more manual calculations. Request for approval of FMLA is submitted through a Leave of Absence form available through Direct Access and routed to HR. HR will enter the approved amount on the person’s record – this will enable the employee (or timekeeper) to record FMLA hours used. IF there is no balance, the system will not allow entry of hours through the timecard.

Family Sick Leave – can only take 48 hours in a calendar year – system will stop you.

Bereavement Leave – 24 hours per payperiod – IF exceptions occur notify HR and we will accommodate.

Military leave – only allows 120 hours (or for Fire Suppression 168 hours) – system will stop employee from entering more between October 1st and September 30th.

Retro leave or time -- an employee can enter leave or hours worked from two previous payperiods by updating a previous timecard. An updated/adjusted timecard must go through the same approval process as an original approval. Adjustments more than two prior payperiods should be submitted to HR.

Leave of Absence – the electronic leave request form should be used by all employees who are entering their time in the system. A few groups of employees will have their time entered by a timekeeper with the appropriate documentation to back up what is entered into the STEP System. This documentation should meet current audit practices. For these employees, a paper leave request form may be used.

Workflow notification – requests for leave, manager actions and timecard approvals will generate email notification as well as notification within the STEP system.