

OPEU FLSA EXEMPT EMPLOYEES WITH CT / ST BALANCES, USE BEFORE JULY 1 OR LOSE E475-B

REPORT PURPOSE

This report lists SEIU-OPEU represented FLSA exempt employees who have accrued compensatory time balances. The employees will lose the time if they do not use it by the end of the fiscal year (June 30).

REPORT FREQUENCY

The SEIU master bargaining agreement requires that the state notify employees 90 days before the end of the fiscal year. LARS produces the report as part of the March leave accrual process.

MANAGEMENT CONTROLS

| | | | |
|---|---------------------------------|---|--------------------------------------------------------------------------|
| X | Legal compliance | X | Reliability of information |
| | Separation of duties | | Access and accountability (physical security) |
| | Audit compliance and resolution | X | Reasonable assurances and safeguards (waste, loss, and misappropriation) |

RESPONSIBILITIES

Verify the report for accuracy. Notify employees and/or managers that employees will lose the accrued CT or ST at the end of the fiscal year. If the agency agrees, the employee may carry-over compensatory time earned in the last 90 days of the fiscal year to the next fiscal year. File for future reference.

REPORT INFORMATION DETAILS

Sorted by agency and employee name, with a page break for each agency, the report includes:

- AGENCY – five digit agency number, #####
- NAME – employee name
- EID – employee ID, OR#####
- LV AMT -- Number of accrued compensatory (CT and ST) hours
- LV TYPE – CT (accrued compensatory time) or ST (accrued straight time)

It also provides a total for the LV AMT for the agency.

REPORT MESSAGE CODES

| Code | Message with Code | Description |
|-------------|--------------------------|--------------------|
| | | |

SECURE STORAGE AND DESTRUCTION

Reports printed prior to August 28, 2006, contain employee social security numbers and require secure distribution, storage and destruction. Reports printed August 28, 2006, and later have the employee's ID rather than SSN.

DATAMART ASSOCIATIONS

All of these report elements are available in the LV_ACCRUAL Datamart table. Fields to include in your query:

- Employee Name
- Employee Num
- Lv Hours
- Pay Proc Date (filter this by the latest payroll process date; do not include in results)
- Flsa Subj Flag (filter this to "E" ; do not include in results)
- Transaction Code (filter this by "90" ; do not include in results)
- Lv Type (filter this by "CT" ; do not include in results)
- Benefit Pkg Code (filter this to "CO"; do not include in results)
- Lv Hours (filter this for amounts greater than zero).

NOTE: By using the Datamart to obtain this information, you can add sort elements such as RDC to help further refine this report.

OTHER INFORMATION

SEIU-OPEU Master Bargaining Agreement, Article 32, Section 4 (b) Straight Time Eligible Positions:

Employees in positions, except as identified in Section 4 above, which have been determined to be executive, administrative, or professional as defined by the FLSA and ORS 653.269(5), shall receive time off for authorized time worked in excess of eight (8) hours per day or forty (40) hours per week at the rate of one (1) hour off for one (1) hour of overtime worked subject to limitations of Articles 32.1-32.5. (See Letter of Agreement in Appendix A.)

This time off shall be utilized within the fiscal year earned or shall be lost, except when the scheduling has been extended by the Agency or as otherwise specified below [in the bargaining agreement]. At ninety (90) days prior to loss of such compensatory time, employees shall be notified that they must use or lose the hours. Time earned in the last ninety (90) days may, at the discretion of management, be carried forward into the next fiscal year. However, such carry

forward may not increase the total compensatory time that may be accrued in that year. If time off requests are denied for use of accrued leave before the year ends, these accrued hours will be paid in cash upon forfeiture. Employees will take all necessary steps to request use of compensatory time during the fiscal year.

REVISION HISTORY

| Date | Rev. No. | Modification |
|-------------|-----------------|-------------------------------|
| 10/06/06 | 1.0 | Original |
| 05/28/08 | 1.1 | Clarify purpose of report |
| 04/14/09 | 1.2 | WR#3158, add ST, title change |
| 03/14/11 | 1.3 | Periodic review |