

## ***Policy - Compensatory time accrual by employees for overtime worked outside the office***

Revised December 8, 2015

1. This policy applies only to Legislative Commissioners' Office (LCO) attorneys, Office of Legislative Research (OLR) analysts and attorneys, Office of Fiscal Analysis (OFA) analysts, Office of the Legislative Program Review and Investigations Committee (PRI) analysts and attorneys, Office of Legislative Management (OLM) analysts and managers, and Office of Information Technology Services (ITS) analysts and managers.
2. Compensatory time may be accrued by any such employee under this policy only:
  - a. For performance of assigned legislative work or IT infrastructure or maintenance work, by the employee outside the employee's office at any time beyond the employee's normal work schedule;
  - b. If the employee's office director has provided advance written approval for such work, as required by section 6.1(3)(a) and (d) of the Connecticut General Assembly Employee Handbook, except in extraordinary or emergency situations. The electronic Request for Outside Compensatory Time form is located on the Intranet Web Site under My Job, Employee Services, Administrative Information;
  - c. If the employee records, on the Time Log for Outside Compensatory Time, the day, date, hours worked for which compensatory time accrual is sought and a description of the corresponding work performed. The electronic Time Log for Outside Compensatory Time form is located on the Intranet Web Site under My Job, Employee Services, Administrative Information.;
  - d. If the employee submits, by e-mail or hard copy, the Time Log for Outside Compensatory Time to the employee's supervisor and office director not later than 5:00 p.m. on the first regular workday after the date of such work outside the office. The employee's supervisor and office director may, for good cause shown, accept a record that is received after 5:00 p.m. on the first regular workday after the date of such work performed outside the office if the record is received prior to the deadline for submission of the employee's timesheet in HRConnect;
  - e. If the employee records such accrued compensatory time on the employee's timesheet in the same manner as compensatory time accrued for work in the office; and
  - f. If the employee's supervisor approves the compensatory time accrued by the employee under this policy on the timesheet submitted by the employee for the week of such accrual.
3. Each office director shall establish a limit on the total number of hours of compensatory time, up to a maximum of forty hours that each employee in his or her office may accrue under this policy during each year for which compensatory time may be accumulated for such office pursuant to section 6.1(2)(b) of the Connecticut General Assembly Employee Handbook. Nothing in this policy shall prohibit an employee who attends an off-site official proceeding or function from accruing compensatory time for such attendance beyond such limit.
4. An office director may accrue compensatory time in accordance with the provisions of this policy, upon the approval of the executive director of the Office of Legislative Management.