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| 1204.2 CDOT General Leave Procedures | This directive defines CDOT's leave procedures, establishes and outlines uniform guidelines for the administration of parental, academic leave and volunteer leave. |
| 1230.0 Hours worked and Overtime Compensation | This directive describes the policy for hours of work and compensation for overtime. |
| 1230.2 Compensation for Overtime, On Call, Call Back, Shift Differential and Compensatory Time | This procedure is to establish standards and provide written guidelines that address the appropriate application of state statutes, fiscal, and personnel rules relating to work hours including overtime, on-call, call-back, shift differential, compensatory time and additional hours worked by exempt employees. |
| A/A Type | Absence or Attendance Type. Represents the type of time worked. This may or may not be required depending on the type of time entry being recorded. |
| Accrual | The accumulation of annual and sick leave by an employee. |
| Additional Regular Time | Hours entered in excess of 40 hours in a work week. Time paid at standard rate. |
| Alternate Holiday | Time taken by an Employee when a holiday falls on a regularly scheduled work day that an employee is required to work. |
| Annual Leave | Leave used for personal needs including vacation and in some cases, may include other types of leave (e.g. exhaustion of sick leave, family medical leave or short-term disability waiting period). |
| Appointing Authority | The CDOT Executive Director is the appointing authority for all Executive Management Team (EMT) members. The EMT consists of the Regional Transportation Directors (RTDs), Division Directors, and Office Directors. RTDs, Division Directors, and Office Directors are appointing authorities for all employees in their respective units. |
| Attendance Quota | An infotype (IT2007) used to specify how many hours and employee is permitted to work and at what times. |
| Attendance/Absence type | Attendance/Absence type - Describes the reason for the attendance or absence. Absence types describe an employee’s leave in more detail whereas attendance types document employees' work type, such as regular vs overtime. |
| Bi-weekly | A description of when compensation is paid to an employee. |
| Comp Time | Compensatory time is not leave, but a form of compensation. Compensatory time off is time off during regularly scheduled work hours in lieu of a cash payment for overtime worked by non-exempt employees. |
| Cost Center | The cost center which is credited during an allocation. |
| Date Hours | Hours worked on the calendar day. |
| Essential Position | Non-exempt positions required to perform critical work or emergency services without delay or disruption. These positions are critical to the preservation of the health, safety or welfare of CDOT employees and the traveling public. |
| Employee Group | The employment status of the employee such as full time or part time. |
| Employee Subgroup | A subcategory of the employee group, which sorts employees into smaller groups, such as exempt or non-exempt |
| Exempt Employee | Any employee whose position has been determined in accordance with the Fair Labor Standards Act (FLSA) to be exempt from overtime compensation. The exempt category includes executive, administrative professional and professional positions. |
| Exempt Incentive | Time off awarded to exempt employees when they have worked significant additional hours. |
| Leave without Pay | Unpaid leave granted after all leave has been used. |
| Leave Accrual | The rate at which the employee accrues annual and sick leave based on their years of service. The rate at which employees accrue leave is based on Chapter 5 - Time off State Personnel Board Rules and Administrative Procedures. |
| Leave Maximum | The maximum amount of leave an employee may role over into the next fiscal year. |
| Monthly | A description of when compensation is paid to an employee. |
| Non-Exempt | Any employee whose position has been determined, in accordance with the FLSA, as eligible to receive overtime compensation or compensatory time off for all hours worked in excess of forty per established work week. |
| On-Call | Designated employees are in on-call status when they are scheduled to be immediately available to work beyond the regular work schedule after they have left the job site. Compensation is provided for the additional restrictions placed on an employee who is away from the worksite but in on-call status. |
| Overtime | Hours worked in excess of 40 hours in a work week. Time paid, at a minimum, is time and a half. |
| Payroll Area | A payroll accounting area (which is often abbreviated to payroll area) is an organizational unit containing all of the employees for whom the payroll runs at the same time. |
| Permanent Part Time Employee | Employees whose positions are funded less than 40 hours per week but still earn prorated leave accruals based on the chart displayed in Chapter 5 of the State Personnel Board |
| Permanent Full Time | Employees whose positions are funded to work 40 hours per week. Full time employees earn leave accruals based on the chart displayed in Chapter 5 of the State Personnel Board |
| Permanent Part Time | Employees whose positions are funded at less than 40 hours per week. Part-time employees earn pro-rated amounts of leave based on the number of hours they work in a month. Leave accrual rates are documented on the chart displayed in Chapter 5 of the State Personnel Board Rules and Administrative Procedures. |
| Personnel Number | A unique number assigned by SAP to an Employee. |
| Quota | The combination of all of the types of leave available to an employee to use in place of their regular working time. |
| Receiver Cost Center | The cost center which is credited during an allocation. |
| Receiver Functional Area | The Functional Area code is a specific character code used to identify a provider on project revenue transactions. |
| Receiver Order | Work order used to receive the cost of the time. Links the time entry and the MLOS budget. |
| Regular Working Time | The normal working hours and schedule the employee is assigned to work. |
| Rejected Time | Time that has been entered and submitted by the employee and was not approved by the employee's supervisor. |
| SAP | An Enterprise Resource Planning tool that is CDOT’s electronic timekeeping and payroll software used by the Department and its employees. |
| Scheduled Time | The period established by the appointing authority or his/her approving authority identifying hours worked by each employee. Each employee is assigned a SAP work schedule which documents the employee’s daily start time, meal period, and end time. |
| Second Shift | A schedule where more than one-half of the scheduled hours fall between 4:00 pm and 11:00 pm. |
| Shift Differential | An additional amount of pay added to the employee’s base pay rate in compensation for working certain shifts. Second shift hours fall between 4:00 PM to 11:00 pm; third shift hours fall between 11:00 pm to 6:00 am. |
| Sick Leave | Time taken for health reasons only, including diagnostic and preventative examination, treatment and recovery of an employee or legal dependent. |
| Start and Stop | Start and stop time for the work. Significant when calculating shift differential. |
| Start and Stop Time | The time an employee is expected to start and stop work based on their work schedule. |
| Supervisor | Employees who are responsible for the management of time and leave through the SAP timesheet of at least three permanent full time equivalent positions. |
| Target hours | Both the hours and days the employee needs to account in a given day according to their work schedule. |
| Temporary Employees | Temporary applies to a qualified person who is appointed to a non-permanent position. Temporary employees do not earn leave unless mandated by law. Temporary employees can use jury leave and administrative leave when appropriate. |
| Timesheet | An electronic document used for the recording the arrival and departure time of the employee (time worked) and in some cased is used to track the time an employee has worked on specific projects. |
| Time Collision | An error produced when a record does not fall within the rules and procedures used by SAP to validate working time. |
| Time Entry Process | The process by which the employee accounts for the time they are scheduled to work, taken leave or worked overtime. This time is approved by the manager or supervisor of the employee with the goal of the employee being paid. |
| Third Shift | A work schedule in which one-half or more of the scheduled hours worked must be between 4:00 pm and 11:00 pm. |
| Unscheduled Time | Time worked outside of an employee’s regular working times that must be accounted for by the employee in their timesheet |
| Wage Type | Code used to capture on call or shift premium pay. |
| WBS | Work Breakdown Structure. Identifies project and phase to which time entry costs are charged. |
| Winter Permanent Part Time Employees | Employees whose positions are funded to work 40 hours per week for 6 months or less during a fiscal year. Winter part-time employees earn full leave accruals during the months they work and no accruals during the months they do not work. |
| Work Center | Group of people, a single person, or equipment, which performs the maintenance work. |
| Work Order | Used to plan, schedule, review, and authorize work prior to its accomplishment |
| Work Schedule | The days and hours of the week an employee is expected to account for using a combination of working time and leave. |