

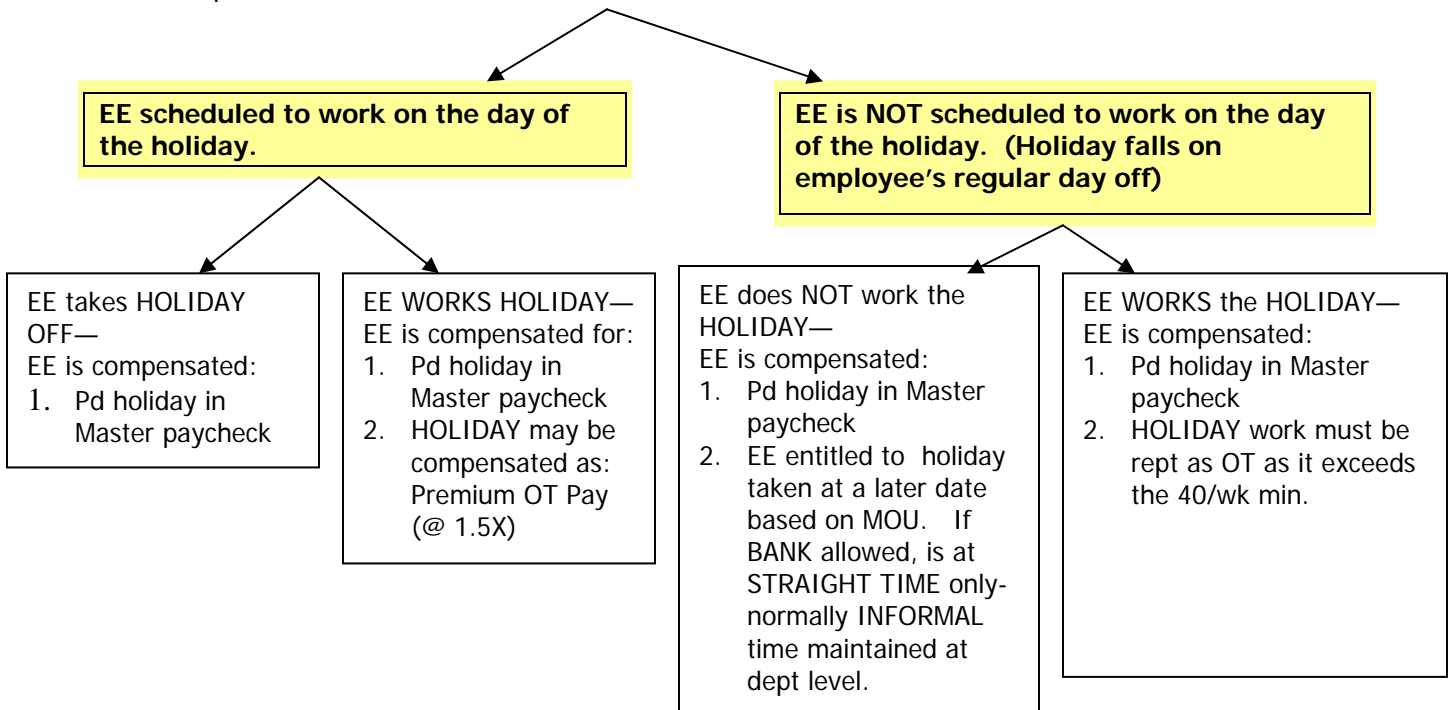
## Excess Hours (EH) Reporting Workshop – May, 2007

		Jan-07																														Total	Excess	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Hrs.	Hrs.	
22 DAYS/76 HRS	S M T W T F S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		
10 HR/DAY=		0	10	10	10	10	0	0	0	10	10	10	10	0	0	0	10	10	10	10	0	0	0	10	10	10	10	0	0	0	10	10	180	4
12 HR/DAY		12	12	12	0	0	0	0	0	12	12	12	0	0	8	12	12	12	0	0	0	0	12	12	12	0	0	0	8	12	12	12	196	20

**STEP 1:** Review should be made of all weeks having 40 hrs. and if on alternative schedule, EE should be scheduled for 80 hrs. within a 2-wk. period which is "locked together" for purposes of this calculation. Caution should be noted when schedules change, as changes MUST occur upon conclusion of week 2 of a 2-wk. lock. **Employee's schedule REQUIRES 40 hrs. in each week, with no exceptions.**

**STEP 2: EH identification** - Review of total hrs for month must be made against the State calendars.

**STEP 3: All HOLIDAYS should be reviewed against those falling on EE's regular workday.** An employee will not receive add'l compensation for a holiday falling on his regular workday in which he **does not work**. This situation can be compared to any other employee working a M-F week and taking Monday, the holiday off. If the employee **WORKS** the holiday—it becomes an overtime issue and should be compensated as HOLIDAY PAY.



**STEP 4: OVERTIME** – Review of any overtime hours worked should be done for all time over 40/week (with consideration for special 9/80 or 3/12 scheduled hours).

Holiday CTO (HT) Credit
<p><b>CSEA</b> employees who are on a compressed schedule (10/40, 9/80, &amp; 3/12) and have observed holidays which fall on a non-workday would be entitled to temporarily "table" this holiday time for 180 days. This time is accounted for in DAYS and will NOT display on earning statements. Days not taken within the 180 day period after earning the holiday will be automatically deleted and unavailable for usage. ALL Holiday DAYS earned MUST be reported on the Monthly Report of Hours Report starting 1/1/2005. Usage &amp; balance information is handled within each department. California Leave Accounting system does not maintain this data. Reporting of days worked are made as notations to the LUR's.</p> <ul style="list-style-type: none"> <li>❑ All exempt represented employees physically working on a campus observed holiday may receive compensation at the straight time rate, depending on the contract.</li> <li>❑ Administrator employees would receive NEITHER credit if working a holiday.</li> </ul>

**Plus/Minus hour accumulation process**

All CSU non-exempt employee who opts for work schedules OTHER THAN M-F, (8 hr/day) are mandated to calculate plus/minus hours which result from the irregular schedule as of January, 2005. The Fresno Campus requires that plus/minus hours be calculated by use of the Plus/Minus calculator which is supported by the Payroll Services Office. Departments such as Police, IT, Library & Plant Operations have always been required to account for this time. Employees, in conjunction with their assigned department are granted full responsibility to insure 40 hrs/week or 80 hrs. within a 2 week period are scheduled. Scheduling hours greater or less than the 40/80 may NOT be permitted, unless overtime for compensation is granted. Questions regarding scheduling should be forwarded to your assigned Payroll Office Technician. (Ref. HR2003-28)

If "Total annual hours" on December 31st is a positive amount, overtime must be paid.

If "Total annual hours" on December 31st is a negative balance, vacation, or cto may be used to offset the balance, or the employee may be docked in pay.

Whenever a 9/80 pattern is started, the rule of thumb is that whenever it begins in a even numbered month, it must end with an odd number and vice versa.

**Rules on earn and retention of approved HC hours:**

Faculty (R03)	=	Credited/retained with no limit, hour for hour
Physicians (R01)	=	Credited/retained with no limit, hour for hour
Skilled Craft (R06)	=	240 Max allowed between CTO/HT
Police (R08)	=	Credited/retained with no limit as HT
Administrators (M80)	=	Balance frozen unless used; no new accruals allowed
Clerical, technical (CSEUE)	=	none allowed - holidays worked credit as CTO; managing of holidays worked for irregular scheduled employees currently is a manual process. Exempt CSEA - if scheduled to work on a holiday receive CTO at straight time.
Student Services (R04)	=	Balance frozen unless used; holidays worked credited as CTO

**Holidays falling on unscheduled workdays, reported on LUR; maintained&managed as informal time in department, if allowed based on limits:**

**R01& M80=none      R04&R06=90 days      CSEUE = 180 days**

**R03= If activity approved, retained as HT**

**R08=not CTO, HT @ straight time-included in provision for when hrs hit over 100**