

From: Earley, Jr., Jimmy E.
To: DMV FO Managers <DMVFOMgrs@scdps.state.sc.us>
Field Administration <FieldServices@scdps.state.sc.us>
Human Resources <HumanResources@scdmv.net>
CC: Adams, Marcia S <Marcia.Adams@SCDMV.net>
Lake, Steven <Steven.Lake@scdmv.net>
Devlin, Lotte <Lotte.Devlin@SCDMV.net>
Phelps, Annie L <Annie.Phelps@scdmv.net>
Date: 8/9/2004 2:46:46 PM
Subject: Saturday Work Hours

Managers,

Based on my recent visits to several field offices and the number of calls that our HR office has received, I understand there is still some confusion related to compensation for hours worked on Saturday and how those hours should be documented. Please review the following information that I hope will simplify earlier examples and answer your questions:

- 1) If an employee works every day during the week (all day Monday through Friday) and also works on Saturday (4.5 hours as an example), then the following should occur:
 - a. Exempt employees earn 4.5 hours for the Saturday worked
 - b. Non-exempt employees earn 6.75 hours the Saturday worked (4.5 hours @ time and a half)
 - c. Temporary employees are paid overtime (4.5 hours at a rate of 1.5 times their normal hourly wage).
- 2) If an employee misses one or more days during the week (Monday through Friday) due to annual, sick or holiday leave and works on Saturday (4.5 hours as an example), then the following should occur:
 - a. Exempt employees earn 4.5 hours for the Saturday worked
 - b. Non-exempt employees earn 4.5 hours for the Saturday worked
 - c. Temporary employees are paid for the 4.5 hours worked at their normal hourly wage.

The number of hours worked on Saturday should be documented on the employee's time sheet as well as on a DMV leave form. On the leave form, the employee should indicate the actual number hours worked on Saturday and select item number 32 "Other Compensatory Leave Earned". This leave slip and the corresponding time sheet must be signed and dated by the employee and manager and forwarded to the DMV Human Resources Office. The DMV HR office will calculate the amount of actual comp time earned (HR will multiply the number of hours worked by 1.5 if required).

Time sheets must show the number of hours worked each day. Timesheets that indicate overtime should be forwarded to the DMV Payroll Office. Please remind your employees that **actual** hours worked must be documented on the timesheets. If an employee works from 8:15 until 5:15 and takes a 1 hour lunch, then 8 hours should be documented on the timesheet. Employees should not automatically enter 7.5 hours (8:30 until 5:00) if their actual time worked is different than 7.5 hours.

Please remember that travel time from an employee's home office to the Saturday location may be counted as time worked. As a manager, you should establish this standard travel time and ensure that each employee uses your standard travel time in their calculations on timesheets and leave slips. If an employee lives closer to the Saturday work location and prefers to drive to the Saturday location from home, then you may also allow that employee to count travel time as time worked. You must approve the amount of travel time requested by your

employee.

The Saturday work plan that was distributed in June indicates that employees should use earned comp time within 90 days. Please note that this was offered as a guideline and that an employee will not lose any earned comp time after 90 days.

I hope this helps simplify the process. Please contact me or Field Administration if you have any questions.