

<b>HUMAN RESOURCES MEMORANDUM 13-001</b>		DATE ISSUED: January 29, 2013
SUBJECT: <b>PAL Entry for Work Week Group FLSA Exempt (E/SE) Employees</b>		REFERENCE: None
TO: Director, Deputy Directors, Office/Branch Chiefs		SUPERCEDES: None

**Personnel Liaisons, Attendance Clerks, Supervisors, and Managers  
PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES  
WITHOUT INTERNET ACCESS**

**Purpose**

The purpose of this memorandum is to reiterate policy contained in HR Memo 07-024 regarding PAL entry for employees in Work Week Groups E and SE.

**Work Week Group Definitions**

Employees in classifications designated with Work Week Groups (WWG) E and SE are exempt from the Fair Labor Standards Act (FLSA). Definitions of these WWGs can be found on the OHR internet site by referencing Work Week Groups in the POM or HR Memo 07-024.

In general, WWG E/SE employees:

- are paid on a “salaried” basis with an average work week of 40 hours.
- receive a regular rate of pay as full compensation for all hours worked to perform assigned duties.
- shall not receive any form of additional compensation, whether formal or informal, unless otherwise provided by the provisions of the work week group.

For rank and file employees in WWG E, the appropriate collective bargaining agreement has specific provisions that may address provisions not contained in the above definition.

**Work Schedule**

It remains State policy that employees work a 40-hour per week schedule unless business operations or service to the public requires different schedules or hours. Management has the right to specify the schedule for each employee based on its assessment of business and operational needs.

**PAL Entry**

The departmental policy for WWG E/SE employees is to report actual time worked by project. PAL does not require a minimum number of hours for the pay period, and hours entered in excess of a 40-hour work week will not initiate an overtime payment.

With the exception of FMLA and disability claims as described below, paid leave or dock shall not be charged in less than whole day increments. This includes WWG E/SE managers, supervisors, and rank and file employees in Bargaining Units 1, 2, 4, 9, 10, 11,

12, 14 and 15. Different types of leave may be used to total a full day (i.e., 4 hours ITO and 4 hours vacation or 4 hours ITO and 5 hours of vacation if scheduled for a 9 hour day).

For part time employees, a full day is calculated on the number of hours that is equivalent to the employee's time base (i.e., 1/2 time base = 4 hours). However, if the employee is 'scheduled' to work 8 hours (such as 11 eight hour days in a 22 day pay period), the part time employee shall charge the number of hours he/she is scheduled for the day.

### **FMLA, Workers' Comp and NDI Claims**

Time pending worker's compensation, NDI claims or FMLA approval may be charged in less than full day increments, however, the appropriate aliases must be used to bypass the PAL validations. Please refer to the Global Leave Aliases on the PAL website.

### **Alternate Work Week**

WWG E/SE employees cannot be approved for formal alternate work schedules and shall be precluded from earning or posting "excess" hours in PAL. Flexible work schedules mutually acceptable to the employee and the supervisor may be allowed. E/SE employees on informal Alternate Work Schedules should not use the RDO alias in PAL.

### **Billable Work Hours**

There is no violation of FLSA for recording actual time worked. Employees can post as many billable hours in PAL as they actually incur along with any indirect hours for human resources, fiscal services, business services, general administration, training, or information technology activities.

### **Questions**

Contact your assigned Personnel Specialist or Personnel Supervisor.

ESTELA GONZALES/Personnel Officer  
Office of Human Resources

EG:tbw