

# ALASKA STATE LEGISLATURE

## LEGISLATIVE BUDGET AND AUDIT COMMITTEE


Division of Legislative Audit



P.O. Box 113300  
Juneau, AK 99811-3300  
(907) 465-3830  
FAX (907) 465-2347  
legaudit@akleg.gov

### MEMORANDUM

TO: Members of the Legislative Budget and Audit Committee

FROM: Kris Curtis, CPA, CISA   
Legislative Auditor

DATE: October 9, 2019

RE: Comp Time Policy

At the September 5, 2012, Legislative Budget and Audit Committee meeting, the Committee approved a comp time policy for the Division of Legislative Audit and the Division of Legislative Finance. The policy authorized no more than 150 hours of comp time during a 12 month period. The 150 hours represents four weeks at a 37.5 hour workweek.

At the April 12, 2019, Legislative Budget and Audit Committee meeting, the Committee approved a 40 hour workweek for supervisory auditors. I am requesting that the comp policy approved in 2012 be based on weeks rather than hours to accommodate the different standard work schedule of the different Legislative Audit employees (37.5 hours a week versus 40 hours a week). The revised comp time schedule would be a max of four weeks. All other terms approved in 2012 would remain the same.

Enclosure

## COMPENSATORY TIME DRAFT POLICY

The Legislative Budget and Audit Committee recognizes that a standard hour workweek is insufficient to fulfill the mission of the Alaska State Legislature at certain times of the year. This policy describes compensation for legislative employees who are exempt from the Fair Labor Standards Act (FLSA) and who may be required to work longer than the standard workweek. This policy applies only to the nonpartisan employees of the Legislative Audit Division.

1. All employees covered by this policy who are FLSA Exempt are eligible for compensatory time on an hour-for-hour basis for hours worked in excess of scheduled hours in a pay period.
2. No more than 150 hours of compensatory time will be credited in any year to an employee who works a standard 37.5 hour workweek. No more than 160 hours of compensatory time will be credited in any year to an employee who works a 40 hour standard workweek. Compensatory time earned for state holidays is included in the maximum.
3. Compensatory time does not eliminate the statutory mandatory leave requirement of ten days of personal leave usage per leave year.
4. Employees who are below range 14 and who receive straight time pay for hours worked in excess of the scheduled hours in the pay period will not be given compensatory time since they are paid for their additional hours worked.
5. The period to which the maximum applies is to be no more than 365 days (366 days during a leap year). The 365 day period is to be determined by the Legislative Auditor. No compensatory time balances may be carried forward from one year to the next. At the end date of the 365 day period, employees in positions below range 14 will have their compensatory time balances paid off at their hourly rate of pay, and employees at range 14 or above will have their compensatory time balance deleted without compensation.
6. Compensatory time has no cash value.
7. All compensatory time earned or used must be approved in accordance with the current policies of the Division of Legislative Audit.
8. The Legislative Auditor has full authority to implement this policy. Employee questions or appeals regarding this policy should be directed in writing to the Legislative Auditor.