



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

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MEMORANDUM

2013-011

DATE: December 14, 2012

TO: All Soil and Water Conservation Districts

FROM: Jim Boschert, Planner III *JB*
Soil and Water Conservation Program

SUBJECT: Compensatory Time

An informational item on the agenda at the November 26, 2012 Soil and Water Districts Commission meeting addressed the issue of compensation for staff for overtime accrued during the Drought Assistance Program. The Department of Natural Resources will provide funding to the local district boards at their request to assist in paying for compensatory (comp) hours earned by their employees during the implementation of Executive Order 12-08.

Attached is a form that districts will need to submit to request funding for payment of comp time. The attached form can be completed electronically and formulas have been included based on current tax rates. Districts need to complete the comp time hours to be paid and the hourly stipend provided by the state and the rest will calculate for the district. The district portion of Social Security column calculates at 6.2 percent and the district portion of Medicare calculates at 1.45 percent. Should your rates differ from this form, please submit using your own calculated rates.

A copy of the electronic form will be placed on the SWCD intranet site. When submitting your request, please save your form as a pdf file, scan and send by email to Jim Boschert at jim.boschert@dnr.mo.gov.

Also attached are guidelines for administration of these funds and instructions for calculating eligible comp time.

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Paying comp time to your employees is a decision of the local board. District boards may offer their employees an option of either receiving time off, or receiving payment for comp time earned that is related to the drought assistance program. The board may also decide to allow time off for a portion of the comp time earned and payment for the remaining time depending upon office coverage, vacation requests, employee preference etc.

If you have any questions, please contact your district coordinator or Jim Boschert at the Soil and Water Conservation Program, P.O. Box 176, Jefferson City, MO 65102-0176, or by phone at 573-522-3320. Thank you.

JB:cm

Attachments

**Guidelines for Receiving Funding for Compensatory Time Earned During the
Implementation of Executive Order 12-08**

1. Districts will be allowed to submit one request to include all employees. We would encourage districts to submit their request with your district's quarterly report for 2nd quarter but districts have until March 31, 2013 to submit their request.
2. Any comp time earned from July 23, 2012 to October 1, 2012 that is directly related to drought activities, and has not already been used by the employee is eligible for funding.
3. The district board needs to review their personnel policy to determine if paying comp time will comply with their board policies.
4. The MoSWIMS timesheets program calculates comp time for category one employees as straight time and category two employees at time and a half.
5. Funds will be available to pay category zero employees for any hours over their typical work week during this same time period mentioned above if allowed by the district board.
6. Reimbursement will be based on the salary stipend that is currently paid from state funds. If an employee's current hourly rate exceeds the state stipend the district must use local funds to pay this additional cost.
7. Funds will also be available for the district to pay the district portion of taxes and retirement for state stipend salary.
8. Use the current funds and account numbers that your district has set up in the accounting system for personnel when entering these expenses. The salary will be placed in Personnel Grant (Fund 2), district portion of taxes in the Other Personnel Grant (Fund 3) and retirement in the Retirement Grant (Fund 8). In the transaction description, please enter "drought comp time".
9. Once a request is received, program office staff will work with ITSD staff to reduce the comp time balance in MOSWIMS timekeeping program.
10. The employee(s) requesting payment for comp time must have all timesheets for the current fiscal year submitted and approved in MOSWIMS.
11. A minimum of five hours is required for each employee requesting payment.
Please submit request in hours only; partial hours (30 minutes) will not be accepted.

Instructions for Determining Comp Time Earned and Used Related to Executive Order 12-08

1. Review all timesheets from July 23rd to your most current approved timesheet. If needed print and provide copies to the board for documentation.
2. For timesheets that include the dates of July 23rd to October 1st add together the “Compensation Time” total. This amount is located on the bottom right side of the timesheet. Reduce this total by the amount of comp time earned that was not related to the drought. **Do not use the “Compensation Time Balance” number.**
3. If the timesheets used for step 2 include compensation time earned before July 23rd or after October 1st you will need to reduce your total from step 2 by this amount. This will give you the amount of compensation time earned from July 23rd to Oct 1st.
4. To determine the compensation time used, review all timesheets from July 30th to your most current approved timesheet. In the “Line Item” for each week you will need to see if the “Comp Time” code was used. If this code was used you will need to add together the hours from all timesheets to get a total of comp time hours used.
5. Then subtract the total comp time hours used (from step 4) from the total comp time hours earned (from step 3) to get the number of eligible comp hours.

Request for Reimbursement of Compensatory Time Related to Executive Order 12-08

Employee Name	Comp Time Hours to be Paid	Hourly Stipend Provided by State	Salary Payment	District Portion Social Security	District Portion Medicare	Retirement	Total
<i>Example :Jane Smith</i>	64	\$12.84	\$821.76	\$50.95	\$11.92	\$41.09	\$925.71
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The _____ Soil and Water District Board approved this request at the monthly board meeting held on _____.

Board policy allows employees to receive payment for comp hours earned.

Board Signature

Date