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Justin Johnson, Secretary

MEMORANDUM

TO: Agency and Department Heads
CC: Business Managers, Payroll Delegates and the Department of Human Resources
FROM: Justin Johnson
RE: 2015 Cash Overtime Changes for Managers and Designated Supervisors
DATE: July 21, 2015

In light of the current fiscal challenges, the Executive Branch is exercising its discretion to continue a statewide approach, whereby, designated managers; and supervisors in Pay Grades 23 and above, who are not entitled to receive cash overtime are prohibited from coding overtime for cash ("Cash OT") on their timesheets. These designated managers and impacted supervisors are solely eligible to receive and code compensatory time ("comp time") when coding their timesheets for applicable overtime hours.

Please remember that discretionary compensatory time off, such as this, may be carried over until the end of the Fiscal Year following the one in which it was accrued, but not thereafter, and will not be paid off in cash, except as provided for in the collective bargaining agreements, if applicable.

The rules and responsibilities involving timesheets, payroll and the tracking of cash OT for these employees are shown below:

DESIGNATED MANAGERS & IMPACTED SUPERVISORS

Designated managers and impacted supervisors continue to be prohibited from entering CASH OT on their timesheets and must select Compensatory Time for authorized overtime.

TIMESHEET APPROVERS:

It is the responsibility of Approvers to be vigilant in your timesheet review, and to ensure that no designated managers and/or impacted supervisors code or receive Cash OT. Should you find authorized overtime worked which has been incorrectly coded as Cash OT, you must require the employee to change the Cash OT coded to Comp Time OT. If for some reason, the employee is unable to change the time reporting code, you must ensure the change is made.

PAYROLL DELEGATES:

When reviewing timesheet coding, notify the appropriate timesheet Approver when you find incorrect Cash OT coding.

VTHR

VTHR will monitor timesheet activity, via query, to audit these rules. They will notify the department of any adjustments necessary to correct errors.

DEPARTMENT HEADS/APPOINTING AUTHORITIES:

Ultimately, it is your responsibility to ensure that these requirements are implemented within your organization. We know that payroll regulations and bargaining rules are complex and that this adds one more requirement to the mix. However, the best way to ensure the minimum amount of effort necessary is to enforce compliance by your designated managers, impacted supervisors and timesheet approvers. Lack of monitoring will only create more work for all. The Secretary and/or Deputy Secretary of Administration do have the authority to waive, under very extenuating circumstances, these requirements. Please contact Michael Clasen, Deputy Secretary of Administration at: Michael.Clasen@state.vt.us or by calling (802) 828-3322, should you have specific concerns.

As state resources continue to be constrained, we must do everything in our power to control discretionary spending. Thank you for your cooperation and attention to this matter.