




Exchange Time Policy for Overtime Exempt Employees

Effective December 1, 2014

Approved by


Allyson Brooks, Director, State Historic Preservation Officer

Purpose

The purpose of this policy is to provide information on the accrual and use of exchange time for overtime exempt (OEX) employees. The intent of this policy is to encourage retention of valuable employees within the office. Implementation shall not impede services to the public or impede the office from accomplishing its mission.

- Accrual and use of exchange time is not an automatic right of employment.
- Exchange time is **NOT** hour for hour and must be approved in advance by the Director.
- Exchange time is for weekend work and excess travel hours if the excess travel was approved in advance. Exchange time **WILL** be given for weekend work.
- DAHP offers OEX employees the opportunity to accrue exchange time in certain situations.
- Travel is not to occur past 11:00 pm. If an employee has an evening meeting and returning to official residence will result in an arrival after 11:00 pm, the employee is expected to make arrangements for lodging and return the next day.

Policy

1. *Overtime exempt employees are expected to devote all the time necessary to deliver the highest quality work and administrative services.*
This sometimes requires work on weekends, holidays, and more than eight hours a day as a normal and reasonable expectation for the position.
2. *Approval of exchange time is discretionary.*
The Director will approve all Exchange Time for OEX employees.

The Director may consider the following non-exclusive set of factors when approving exchange time for overtime exempt employees:

- nature of the work performed
- number of hours worked
- job performance history
- quantity and quality of the work performed

- meeting deadlines or other time constraints.
3. *Requests for exchange time must be made in advance.*
Requests to earn exchange time must be made in writing by the employee to the Director through his or her manager or supervisor before time is worked.
 4. *Amount of exchange time granted is discretionary.*
 6. *Exchange time total hours will not exceed 40 hours at any given time.*
The total amount of exchange time an employee may earn is limited to 40 hours. Any exceptions to this policy will be approved by the Director.
 7. *Exchange time usage is monitored by the employee's supervisor.*
Exchange time taken beyond two hours must be documented on an Exchange form.
 8. *Exchange time has no monetary value.*
Exchange time cannot be cashed out at separation, death, or retirement.
 9. *Exchange time will only be offered once an employee has worked at least 45 hours in a week.*
 10. *Accrued exchange time should be used as soon as possible after being earned and prior to using vacation.* However, exchange time can be used at a later date if the employee will lose annual leave hours and has the Director's approval.
 11. *Travel is generally not Exchange Time.* OEX employees are to manage their travel time within their workday. Exceptions can be made in certain circumstances.
 12. *Conference attendance is generally not Exchange Time.* OEX employee time expended at a conference or work-related event over 45 hours during the work week is generally not eligible for exchange time. Exceptions can be claimed when the employee is working at the event as a presenter, trainer, or directly engaged in hosting the event.

This policy is designed to address extraordinary hours of work as defined above. Day-to-day adjustments of work time will be handled between the employee and the Director.

Applicability

This policy applies to all OEX employees of the Department of Archaeology and Historic Preservation (DAHP). However, if policies and procedures are in conflict with or are modified by a bargaining agreement, the agreement language will prevail for represented employees.

Definitions

1. Overtime exempt employee

An employee in a position that is exempt from the overtime provisions of the Fair Labor Standards Act, as defined by WAC 357-01-225 of the Civil Service Rules.

All positions within the DAHP have been determined to be either overtime eligible or overtime exempt in compliance with the Fair Labor Standards Act. Determination of a position's eligibility can be found in the employee's appointment letter or by contacting the Human Resources Office.

2. Exchange time is for extraordinary time worked.

- A benefit over and above compensation paid to an overtime exempt employee in the form of leave time in exchange for working more than 45 hours during the work week.
- Exchange time may be earned for extraordinary time worked well beyond an overtime exempt employee's normal and reasonably expected hours of work due to special projects, peak work periods based on the work, and job requirements unique to each unit.
- Exchange time is NOT the normal flexing of hours within an overtime exempt employee's schedule.

Procedures

Responsibility	Action:
Employee	Requests authorization for advance approval to incur exchange time to the Director through his or her manager or supervisor using the Exchange Time form.
Employee	Provides a description of the extraordinary or special project, the nature of the work, the estimated time required to do the work, and the estimated beginning and ending dates of the project.
Manager/Supervisor	Confirms the amount of estimated exchange time required to do the work or to complete the project.
Director	Determines and approves the amount of exchange time to be incurred by the employee. The decision is forwarded to the manager/supervisor for tracking and reporting.
Manager/Supervisor	Records and tracks exchange time accrued and used by each overtime exempt employee. Reports all awards of exchange time on a quarterly basis to the Director.