

March 30, 2020

CH-2003-27

From: CHPRC Finance

To: CHPRC Employees (please cascade)

Subject: REMINDER: MAKE SURE "COV" TIME IS RECORDED APPROPRIATELY

Exempt employees must record "COV" time in full hour increments. Salaried non-exempt and union-represented employees must record "COV" time in one-tenth hour increments.

"COV" time should be recorded for regularly scheduled hours an employee is unable to work and/or telework in order to make their shifts "whole." Please note that "COV" time and "RW or TRW" cannot exceed regular scheduled hours.

Exempt employees should record Comp Time Worked (CWP) hours only after total regular shift hours are worked and or teleworked. If CWP is teleworked, please note in comment section of timecard the number of comp hours teleworked.

"COV" time does not count toward calculating overtime (OT), similar to "R" time.

Employees already on scheduled and unscheduled leave (PTB, PTX or CTP) **CANNOT** record "COV" time.

If you have other questions, please call please call your Human Resource Field Representative, Labor Relations or Kathy Reed at (509) 372-0615 or Kathleen.T.Reed@rl.gov.