

**Codes that count as worked hours in the calculation to get to Overtime Pay (OTP), for Service/Maintenance employees covered under the AFSCME agreement**

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<b>ECW</b>	Emergency Closing-Worked	Used to report time for hours worked on an emergency closure day. Also adds time to vacation/PTO leave balances.
<b>HOL</b>	Holiday	Used to report time on a day an employee is normally scheduled to work and the hours are counted towards the appointment for the week. Per AFSCME contract full time employees get 8 hours holiday. Part-time employees get a pro-rated amount of holiday which is 8 times fte or appointment fraction. Example: .5 fte gets 4 HOL on the holiday, any other hours normally worked on that day must to be supplemented with PTO preferably if not, ETW.
<b>HSB</b>	Holiday Substitution	Used to report a substituted holiday when requested as stated in the AFSCME contract. Para. 190a (old)
<b>HPB</b>	Hospital Business	Used to report time away for Hospital business.
<b>JRD</b>	Jury Duty	Used to report time away for jury duty.
<b>OTR</b>	Overtime Regular 1.0 rate	Used to report hours paid in excess of base pay hours for part-time non-exempt employees, if total hours are less than or equal to 40 hours for the work week. This code is also used to report hours worked on a holiday for exempt employees.
<b>REG</b>	Regular	Used to report hours worked.
<b>SEW</b>	Season Time Worked	Used to report time for hours worked on a Season Day. Also adds time to vacation/PTO leave balances.
<b>UBS</b>	Union Business	Used to record hours performing Union Business.