

June 7, 2018

Heidi Meinzer, Esq.
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515-B East Braddock Road
Alexandria, Virginia 22314

Dear Ms. Meinzer:

This responds to your May 23, 2018 letter seeking Airports Authority pay policy clarification.

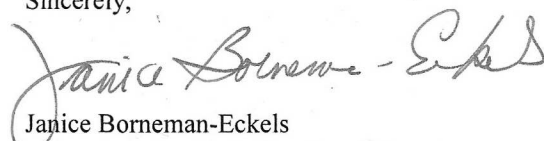
You state that for "some officers" annual leave is not being calculated as part of the 40-hour workweek. Annual leave is included in the workweek calculation for all employees, including police. The Airports Authority is not aware of any annual leave/workweek omissions and has not received any inquiries or complaints regarding omission of annual leave in the calculation of the 40-hour workweek from any members of the bargaining unit. Please provide, with specificity, employee names and alleged pay period annual leave omissions.

The change in overtime calculation with the implementation of Workday was that sick leave hours are not counted towards the overtime threshold, while hours on annual leave or other paid leave continue to be included. In accordance with a provision of the Fair Labor Standards Act (FLSA), the Airports Authority calculates overtime for non-exempt police officers based on a 14-day pay period. As such, overtime is paid for hours in a paid status more than 80 in a 14-day pay period, not including hours on sick leave. The previous time-keeping system, Ceridian, was also set up to pay overtime for non-exempt police officers after 80 hours in a 14-day period. However, employees were able to over-ride the default setup by entering different time codes, a scenario that cannot happen in Workday.

Regarding differential pay and shift exchanges, an officer who, on a shift exchange, works a shift that is eligible for differential pay will be paid the differential pay for that shift. An officer who, on a shift exchange, works a shift that is not eligible for differential pay will not receive differential pay for that shift. In contrast to voluntary, approved shift trades, if the Employer changes an officer's shift for training or other Employer-mandated purposes, an officer whose regular shift includes night differential will be compensated at the rate of his or her regular shift.

I hope this provides clarification with respect to your questions.

Sincerely,



Janice Borneman-Eckels
Labor Relations & Policy Specialist

JBE:jbe