Solicitation Information
26 June 06

RFP# B06481

TITLE: **Payroll Services**

Submission Deadline: 31 July 06 @ 2:00 PM (Eastern Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **12 July 06 at 12:00 Noon (EDT)** . Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be discussed at the pre-bid conference and included in the meeting summary which will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED:	**No**
BOND REQUIRED:	**Yes. A fiduciary bond (in the amount of $45,000,000) will be required of the selected vendor**

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration is soliciting proposals from qualified firms and individuals to provide outsourced payroll services, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation to Bid: response will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals. The Department of Administration / Division of Human Resources Management will administer this awarded contract.

Instructions and Notifications to Offerors

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening, for any cause, will be determined to be late and may not be considered. For the purpose of recording proposal arrival, the "official" time clock is located in the reception area of the Office of Purchases.

- It is intended that an award pursuant to this Request will be made to a prime Contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful bidder*.

- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.

- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI .

- **Equal Employment Opportunity (RIGL 28-5.1)**
  § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090

SECTION 2: SCOPE OF WORK

The State of Rhode Island Payroll Outsourcing project has been initiated to provide an integrated software architectural base to build for the future. The objective of this project is to implement the structure, systems, technological infrastructure, and processes which will enable the user departments to efficiently and effectively meet their needs. This initiative must be completed while preserving compliance with regulatory requirements and reflecting State of Rhode Island philosophies.

Proposed contract term: One year, from the date of the first vendor issued payroll, July 06, with an option to renew for up to four additional years. The State reserves the right to cancel the award, at any time, for poor vendor performance or lack of State funding.

The goals of the payroll outsourcing project include:

- Reduce Payroll Labor Costs
- Reallocate resources to strategic functions
- Reduce IT support costs
- Reduce non-payroll Labor costs (Time collection and approvals)
- Reduce system Maintenance and Upgrade costs
- Remove risk of technology obsolescence

- One single payroll database of record with reduced errors
- One source and version of employee data
- Standardization of the People Management process
- Build processes within a single system framework
- Provide consistent, accurate and timely reporting capability
- Utilize "Best Practices"

SECTION III: Background Information

State Personnel payroll software is currently on Legacy (Unysis) system. The State is migrating to Oracle financials.

1. For biweekly payroll period ending September 3, 2005 (payday September 9, 2005), payment was issued to 16,639 employees (direct deposit and check).

2. Of the 16,639 employees that were paid on September 9, 2005, 11,934 received payment via direct deposit (approximately 72%).

3. The state sends employee data and funds to an "originating bank". The "originating bank" separates the single employee data file into two separate files and forwards one to a Federal Reserve Bank in New York and the other file to a Federal Reserve Bank in Boston Massachusetts (depending upon the routing/transit number of the employee's bank) funding follows accordingly.

4. Gross wages are $45 million and net wages are $20 million on average per biweekly payroll period.

5. Checks must be available to employees at the beginning of third shift on Thursday before Friday payday.

6. The State will be able to generate data in multiple formats according to the requirements of the contractor….XML, ASCII flat file etc. The State will be sending one data file to the selected vendor

7. The State's transmitted payroll data file will be determined by the vendor options received.
   Option 1: State sends time and attendance exception information, vendor creates payroll
   Option 2: State calculates payroll and send paycheck information (above example)

8. The State of Rhode Island is interested in vendor services as it relates to Employee Time Card / Exception Hours reporting. We are also currently scheduling Oracle Time and Labor to be implemented starting July 2006. We would like to see the selected vendor to propose hosting of this functionality as an option AND interfacing with Oracle Time and Labor as another option.

9. The payroll transmission data process during pay weeks that contain a holiday is as follows: During a payroll week without holidays all payrolls must be reported to central

payroll no later than Tuesday at noon time. In order to process the volume of data more effectively, the processing is broken down into batches (or transmittals).

All payrolls are completed by Wednesday at 4 pm. This allows all accounting summaries to be prepared and also is necessary so that we can transmit direct deposits on Thursday morning. All data needs to be transferred to NEACHA by the 10 am processing window. There is no negotiating this window. Summaries are necessary so that the Treasurer can remit the proper wire transfer. When we transfer to a vendor would need to be determined.

Holidays during payroll week usually occur on Mondays, however they can also fall on other days such as Tuesday or Thursday. The controller's office sets agency reporting deadlines accordingly.

NOTE: if something happens, such as a blizzard, the situation needs to be assessed as it occurs. Also, any computer related issues such as a server going down or a virus in the network can have a direct impact on processing

If the holiday is a Monday, agencies need to sign-off by Tuesday morning. The Wednesday processing deadline may be moved to 6 pm. This still provides time for Thursday's direct deposit remittance.

If the holiday is a Thursday, all processing needs to be completed on Tuesday. The direct deposit file needs to be sent on Wednesday instead of Thursday (banks are closed on holidays and do not process files)

10. The scenario for possible “special’ or auxiliary paychecks, similar to the recent back-pay issue is described as follows:

Besides creating checks for back pay retros, the State regularly creates checks for clothing allowances, tool allowances, and other contractual obligations.
The "stipends" and "allowances" are contractual obligations paid thru the payroll system "annually". However, with multiple unions, we have multiple "annual" payments made to different union members at different times during each year.

11. The Data transmission / confirmation the State expects to get from the selected vendor is described below:

Data file exchanges should be conducted through an encrypted VPN….vendor must maintain a detailed activity log of information:

For example: Send information:
File name, file date, file time, file size, number of records

SECTION 4: PROPOSAL QUESTIONS AND SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time indicated on page one of this solicitation. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be discussed at the pre-bid conference and included in the meeting summary, which will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 401 222-2142, ext 134.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time listed on page one of this solicitation. Proposals received after this time, as registered by the official time clock in the reception area of the Office of Purchases, may not be considered.

Proposals (an original plus five **(5) copies** of the technical response and an original plus one (1) copy of the cost response) should be mailed or hand-delivered in a sealed envelope marked "**RFP #B06481: *Payroll Services*"** *to:*

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: *Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.*

Proposal Contents

Proposals must include the following:

1) A completed and signed R.I.V.I.P. generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at http://www.purchasing.state.ri.us).

2) A statement of experience describing the Contractor's background, qualifications, and experience with and for similar projects;

3) A Work Plan including methodology, and a Project Schedule containing a timetable of proposed tasks and sub tasks; and,

4) A separate, signed and sealed, Cost Proposal.
All start-up costs, administrative fees, etc., are to amortized in the cost per check/ deposit.

- **Offeror is to bid Price per individual check or direct deposit** (State may go to payroll distribution twice monthly, instead of every 2 weeks). Specialty (clothing allowance, tool allowance) compensation checks issued throughout the year. **Assume payment within 15 days of payroll.**
- Offeror is to bid Price per individual check or direct deposit if payment is made within **5 business days of payroll.**

5) One copy of the offeror's complete response to this solicitation is requested in an electronic format, CDROM or disk, in Microsoft Office or PDF file formats

6) A completed and signed W-9, Taxpayer Identification Form, downloadable from the Division of Purchases website www.purchasing.ri.gov.

The **Technical Proposal** must contain the following sections:

Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach, capability to complete the task, and ability. It must include the offeror's hardware and software capabilities to meet the requirements of the RFP.

Offeror's Organization and Staffing

This section shall include the qualifications of the contractor to perform the project (limited to those qualifications that directly relate to the type of work required in this project), identification of a project team leader who will serve as a primary contact for the State, and all staff and/or subcontractors proposed as members of the project team. It shall also include the duties, responsibilities, and concentration of effort which apply to each including resumes, curricula vitae, or statements of prior experience and qualification.

Work plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplace for accomplishing the results proposed. The description of methodology must clearly state the methods the Contractor will follow to develop the final product, shall justify the approach proposed to be taken for each task, and discuss the technical issues that will or may be confronted at each stage of the project.

In developing the description of the approach, the offeror shall provide a general description of the following:

A list of tasks, activities, and/or milestones and the deliverables for each. errors.

A detailed project schedule with a timetable that includes total elapsed time, a start date of ***(immediate upon award)***, important intermediate dates, and a completion date for each task or sub-task with man hours related to each.

Previous Experience and Background

This section shall include the following information:

A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects and the names of staff persons who worked on the projects;

A list of three (3) most recent similar clients with a contact person to be used as a reference check. The client firm referenced must have a minimum of 5,000 employees for which the offeror is providing payroll services.

A detailed explanation of technical experience with payroll outsourcing.

A description of the business background of the offeror and all subcontractors proposed, including a description of their financial position; and

Offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all state procurements. Questions concerning this requirement should be directed to Charles Newton, MBE Administrator at (401) 222-6253.

Cost Proposal

The Cost Proposal must outline the cost of services to meet the requirements and standards set forth in this RFP. All start-up costs, administrative fees, etc., are to amortized in the cost per employee check / deposit.

- **Offeror is to bid Price per individual check or direct deposit** (State may go to payroll distribution twice monthly, instead of every 2 weeks). Specialty (clothing allowance, tool allowance) compensation checks issued throughout the year. **Assume payment within 15 days of payroll.**
- Offeror is to bid Price per individual check or direct deposit if payment is made within **5 business days of payroll.**

The selected vendor will be required to provide a fiduciary bond, maintained for life of contract, in the amount of $45,000,000

SECTION 4: EVALUATION AND SELECTION

The State will commission a Technical Review Sub-committee, which will evaluate and score all proposals, using the following criteria:

The Technical Proposal

Overall Impression 0-15 points
Quality of the work plan, clarity of the proposal, and overall impression of contractor's technical approach, organization, and ability to complete the task.

Background and Experience 0-25 points
Background, experience, qualifications and capability of the offeror to complete the required work.

Approach 0-30 points
Suitability of approach and methodology, compliance with

provisions of the RFP including methods to assure data quality, and to meet all technical specifications of the RFP within a stipulated time frame.

The Cost Proposal

Cost 0-30 points

The cost factor is determined according to a formula provided by Purchasing, and is added to the average technical score to determine the final score. Cost figures are only provided to the Technical Review Committee after the scoring has been completed.

Cost points = lowest cost/cost of this proposal X 30 points.

Scoring Total 100 total points

Technical Proposals that receive less than fifty (50) of the maximum allowable seventy (70) technical points will be considered non-responsive and dropped from further consideration. Technical proposals that receive a minimum of fifty (50) points will proceed to the cost evaluation.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole discretion, elect to require presentations by offerors clearly in consideration for award. The selected vendor will enter into direct negotiations to develop a contract. Notwithstanding the above, the State reserves the right to award on the basis of cost alone, to reject any or all proposals, and to award what it considers to be in its own best interest.

The Technical Review Sub-Committee will present written findings including the results of all evaluations and its recommendation, to the State Purchasing Agent, or his designee, who will make the final selection for this requirement.

Appendix

Payroll

The State pays its employees every two weeks on Friday, except when a Holiday falls on a Friday, in which case the State pays its employees on Thursday. A paycheck compensates an employee for the previous two weeks, not the week in which (s)he receives payment. An employee should address all questions and problems regarding pay to his/her immediate supervisor. There is a possibility that a new employee may not receive his/her first paycheck on time due to the influx of employees during certain seasons or delay in processing the required paperwork.

An employee must ensure that all information is accurate on any report of hours/activity reports, payroll envelopes, and any and all correspondence concerning employment. In addition, an employee must not use a nickname in his/her paperwork. If there is a problem with paperwork, an employee must address it with his/her supervisor who, in turn, alerts the Department or Agency Payroll Office to the problem.

Law, contract, and regulation require certain deductions from an employee's salary. An employee may also authorize other voluntary deductions from his or her paycheck for optional benefits, savings, or contributions.

Mandatory Deductions

- **R.I. State Employees' Retirement System - presently 8.75 percent civilians and troopers hired after July 1, 1989 only. Troopers hired prior to that do not contribute**
- **Social Security --presently 7.65 percent, including 6.2 percent for retirement (FICA-OASDI) and 1.45 percent for Medicare (FICA-HI) civilians only; troopers hired after January 1, 1987 pay 1.45% only; troopers hired prior to January 1, 1987 do not pay any.**
- **Federal Income Tax**
- **State Income Tax**
- **Union Dues, or Service Charge for Nonmembers in positions in certified bargaining units.**

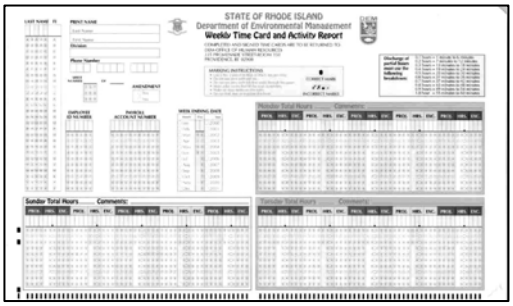
Optional Deductions

- **Life Insurance**
- **Short- Term Disability Insurance**
- **Cancer Care Insurance**
- **Intensive Care Insurance**
- **Prepaid Legal Service**
- **Credit Union Savings or Loans**
- **Direct Deposit of Pay to Financial Institution Deferred Compensation**
- **State Employees Combined Charities Campaign**
- **Savings Bonds**

The fees, benefits, and rules for these optional benefits change annually.

Weekly Time Card And Activity Report

The state's payroll system is an "exception hours" based payroll system. For each week, employees must report any "exception" to the regular/standard workweek (e.g. holidays, sick leave, vacation, overtime). An employee must indicate any exceptions taken using the appropriate codes.



At the Department of Environmental Management, employees without intranet access must complete and sign a scannable weekly time card and activity report each week, which accounts for all time worked and all absences during work hours.

If the employee knows that (s)he will be absent throughout a week, (s)he must fill out the scannable time card for that week before (s)he leaves. Once the scannable time card is completed, an employee submits it to his/her supervisor for review and signature. The supervisor must submit the signed card(s) and any other time report(s) to the Payroll Office as early as possible on Friday of each week. For those employees who work on

a Saturday, the time scannable weekly time card and activity report must be submitted to the RIDEM Payroll Office no later than Monday at 10:00 a.m.
At the Department of Environmental Management, employees with intranet access must report their hours online weekly via the DEM Timesheet Reporting Application. The employee then prints out a Timesheet Report which the immediate supervisor signs demonstrating approval and forwards to the Payroll Office. The Payroll Office then downloads that data into a local payroll system, validates the data and transmits the final file to the DOA mainframe system.

Other practices include reporting hours on paper reports with immediate supervisor signature approval and the resulting entry of data into local or mainframe based payroll systems.

The Rhode Island State Police complete time sheets for each location. One sheet is completed for each barracks or unit location. The employees are required to sign as well as a supervisor. These sheets are submitted to the business office on Monday morning. Accrued hours are posted for civilian employees only.

Shift Differential – RISP civilian employees only

Any employee who works between 4:00pm 3:00 p.m. and 12:00 midnight or between 12:00 p.m11:00 p.m. and 8:00 a.m. (note: this does not include anyone who works from 7 a.m. to 3 p.m. or 8 a.m. to 4:30 p.m. as part of a regular shift) receives an additional sixty cents an hour over the rate prescribed by his/her classification. There will be an additional five (5) cent increase effective the first pay period in July 2003. Shift differential does not apply to hours worked as overtime/compensatory time.

Weekend Differential

Some classifications represented by certain unions are eligible for a weekend differential. For union nurses at MHRH, for example, it is a flat rate per weekend day worked.

Salary Increases

State employees receive three types of salary increases: step increases, longevity increases, and pay plan increases.
Step Increases: **The Official State Pay Plan designates pay grades and associated salary ranges for each class of position. Each salary range includes one or more specified salary steps. Upon appointment to a position in State Service, the first increase to the next salary step is effective 6 months from the appointment date or after 130 days actually worked for an employee with probationary status. Salary step increases occur annually from that salary increase date until the top step is reached in the assigned salary range. Increases resulting from appointments to a position of higher grade are made pursuant to statewide payroll practices.**
Pay Plan Increases: **Increases that are negotiated with the Union; amounts and effective dates of said increases are determined during those negotiations.**
Longevity Increase: **Each civilian employee receives a longevity increase according to the following formula:**

YEARS OF SERVICE	PERCENTAGE INCREASE ON BASE RATE
5	5%
11	10%
15	15%
20	17.5%
25	20%

Troopers receive longevity according to the following formula:

YEARS OF SERVICE	PERCENTAGE INCREASE ON BASE RATE
5	5%
8	7.5%
11	10%
15	15%
20	17.5%
21	20%

Additionally Troopers upon the completion of six years, advance to the position of Senior Trooper.

Holidays

The State of Rhode Island observes the following paid holidays:

New Year's Day	**January 1**
Martin Luther King Day	**Third Monday in January**
Memorial Day	**Last Monday in May**
Independence Day	**July 4**
Victory Day	**Second Monday in August**
Labor Day	**First Monday in September**
Columbus Day	**Second Monday in October**
Veteran's Day	**November 11**
Election Day	**Tuesday after first Monday in November (even years)**
Thanksgiving Day	**Fourth Thursday in November**
Christmas Day	**December 25**

If New Year's Day, Independence Day, Veterans Day, or Christmas Day falls on a Saturday or Sunday, then Department employees celebrate the holiday on the Monday following the holiday. The Department also recognizes any day that the Governor or the General Assembly designates as a holiday.

Holiday Pay depends on the observance date and the employee's union affiliation and work schedule.

For Union Standard Employees, Union Non-Standard Employees and EPOs**:**

- **When a holiday is observed on a scheduled workday and the employee works, (s)he receives their normal pay for that day, plus compensation for hours actually worked at the overtime rate (1½ X).**
- **When a holiday is observed on a scheduled day off and the employee works, (s)he receives additional pay for the number of hours in his/her official work schedule at the straight time rate (1X), plus compensation for hours actually worked at the overtime rate (1½ X).**
- **When a holiday is observed on a scheduled workday and the employee does not work, (s)he is paid for the day as part of the normal paycheck.**
- **When a holiday is observed on a scheduled day off and the employee does not work, (s)he is compensated for one additional day in his/her official work schedule, not to be used for computation of overtime.**

For Non-Union Non-Standard Employees**:**

- **When a holiday is observed on a scheduled workday and the employee works, (s)he receives their normal pay for that day, plus the numbers of hours actually worked (maximum of seven) at the straight time rate (1X).**
- **When a holiday is observed on a scheduled day off and the employee works, (s)he receives additional compensation for the number of hours in his/her work schedule at the straight time rate (1X), plus the numbers of hours actually worked (maximum of seven) at the straight time rate (1X).**
- **When a holiday is observed on a scheduled day off and the employee does not work, (s)he credited with the number of hours for one additional day in his/her official work schedule.**
- **When a holiday is observed on a scheduled workday and the employee does not work, (s)he is paid for the day as part of the normal paycheck.**

For Seasonal Employees**:**

- **If the employee is unable to work because the facility is closed in observance of the holiday, (s)he is paid according to "For Union Standard Employees, Union Non-Standard Employees and EPOs" section.**
- **If the employee's facility is open and (s)he works, the employee receives compensation for the day at the straight time rate (1X), plus the overtime rate (1½ X) for actual hours worked.**
- **If the employee's facility is open and (s)he does not work, the employee is not compensated.**

For Part Time Employees**:**

- **The above is applied on a pro-rata basis.**

Overtime and Compensatory Time Provisions

At DEM, when an employee works hours outside of his/her normal work schedule (if (s)he earns overtime, compensatory time, call in time, etc. as defined in the Overtime/Compensatory Time Section), an authorization signed by an Assistant/Associate Director must accompany the card.

Standard (35.0 Workweek) Employees:

- **For the hours worked between 35 & 40, the employee may elect cash payment or compensatory time at the rate of time and one half (1 ½ X).**
- **For the hours worked over 40, the employee must receive cash payment at the rate of time and one half (1 ½ X).**
- **Call In Time: When an employee is called in to report for work after having left his/her place of employment and outside his/her regular scheduled work hours, (s)he receives not less than four hours pay at the overtime rate. Call In Time is credited at the rate of time and one half (1 ½ X). Credit is overtime cash payment.**
- **Compensatory time balance as of May 31 is paid off before the end of the fiscal year.**
- **Hours paid for but not actually worked (vacation, personal leave, deferred vacation, etc., except for sick leave) count as hours worked for determining overtime compensation *[R.I.G.L. § 36-4-63(c)]*.**
- **Within the same week, when sick leave is discharged and hours are worked in excess of the scheduled workday, overtime hours equal to the number of sick leave hours discharged are credited at the straight time rate as cash payment or compensatory time (if applicable) (1 X)*[R.I.G.L. § 36-4-63(b)]*.**

Standard (40.0 Workweek) Employees:

- **For the hours worked beyond 40, the employee is paid overtime cash payment at the rate of time and one half (1 ½ X).**
- **Call In Time: When an employee is called in to report for work after having left his/her place of employment and outside his/her regular scheduled work hours, (s)he receives not less than four hours pay at his/her overtime rate. Call In Time is credited at the rate of time and one half (1 ½ X). Credit is overtime cash payment.**
- **Hours paid for but not actually worked (vacation, personal leave, deferred vacation, etc., except for sick leave) count as hours worked for determining overtime compensation *[R.I.G.L. § 36-4-63(c)]*.**
- **Within the same week, when sick leave is discharged and hours are worked in excess of the scheduled workday, overtime hours equal to the number of sick leave hours discharged are credited at the straight time rate as cash payment or compensatory time (if applicable) (1 X)*[R.I.G.L. § 36-4-63(b)]*.**

Union Non-Standard Employees, Grades 26 and below:

- **For hours actually worked between 35 and 40, the employee is credited compensatory time at the straight time rate (1 X).**
- **For hours actually worked over 40, the employee is credited compensatory time at the rate of time and one half (1 ½ X).**
- **Compensatory time balance may not exceed 70 hours. When the compensatory time balance exceeds 70 hours, employees are paid cash overtime payments for hours as credited above.**
- **Compensatory time balance as of June 30 is paid off in the first quarter of the following fiscal year.**

Union Non-Standard Employees, Grades 27 and 28:

- **For hours actually worked between 35 and 40, the employee receives no compensation.**
- **For hours actually worked over 40, the employee is credited compensatory time at the rate of time and one half (1 ½ X).**
- **Compensatory time balance may not exceed 70 hours. When the compensatory time balance exceeds 70 hours, employees are paid cash overtime payments for hours as credited above.**

- **Compensatory time balance as of June 30 is paid off in the first quarter of the following fiscal year.**

Union Non-Standard Employees grades 29 and greater:

- **Receive no additional compensation for additional hours worked, except for observed holidays.**

Non-Union Non-Standard Employees:

- **Receive no additional compensation for additional hours worked, except for observed holidays.**

DEM Division of Enforcement - Environmental Police Officer 1,2,3:

- **Hours within a specific 24-day period are totaled. Hours worked in excess of 128 hours in a 24 day period are credited as compensatory time at the rate of time and one half (1 ½ X).**
- **Call In Time: When an employee is called in to report for work after having left his/her place of employment and outside their regular work hours, (s)he receives no less than four hours pay at his/her overtime rate. Call In Time is credited at the rate of time and one half (1 ½ X) regardless of any discharge of sick leave in the same week. Credit is compensatory time as identified above.**
- **Compensatory time balance may not exceed 70 hours. When the compensatory time balance exceeds 70 hours, employees are paid cash overtime payments for hours as credited above.**
- **Compensatory time balances as of June 30 are paid off in the first quarter of the following fiscal year.**
- **Special Details are paid at flat rates: Officer details at the rate of $29.50 per hour, and Supervisor details at the rate of $32.50 per hour.**
- **Hours paid for but not actually worked (vacation, personal leave, deferred vacation, etc., except for sick leave) count as hours worked for determining overtime compensation *[R.I.G.L. § 36-4-63(c)]*.**
- **Within the same week, when sick leave is discharged and hours are worked in excess of the scheduled workday, overtime hours equal to the number of sick leave hours discharged are credited at the straight time rate as cash payment or compensatory time (if applicable) (1 X)*[R.I.G.L. § 36-4-63(b)]*.**

Seasonal Employees:

- **For the hours worked beyond his/her scheduled workweek (35 or 40), (s)he is paid overtime cash payment at the rate of time and one half (1 ½ X).**
- **For hours worked less than his/her scheduled workweek (35 or 40), (s)he must report leave without pay up to the scheduled workweek.**

Part Time Employees:

- **Any hours worked more than the scheduled workweek are reported as straight overtime (1 X) up to their standard workweek.**

Rhode Island State Police Overtime and Compensatory Time:

Troopers, Corporals and Sergeants assigned to Patrol Division:

- *The work schedule for a uniformed trooper is three consecutive days or nights on and three consecutive days or nights off. In accordance with FLSA regulations hours within a specific 24-day period are totaled. Hours worked in excess of 147 hours in a 24 day period are credited as compensatory time at the rate of time and one half (1 ½ X).*
- *Overtime at time and one half shall be paid in each or any of the following instances. (a) for all work performed in excess of the established weekly work schedule; (b) court appearances at 4 hours at time and one half.*
- *In the event that a uniformed trooper or detective is either called back to work or placed on standby for call-back, he or she shall be compensated at the rate of time an one half hours for all time incident thereto including time spent traveling to and from home or for a minimum of four hours at time and a half, whichever is greater.*
- *Special Details are paid at flat rates: Trooper details at the rate of $32 per hour, Corporals details at the rate of $34 per hour and Sergeant details at the rate of $36 per hour.*

Troopers assigned to Detective Division:

- *Detectives work a 49.5 hour weekly schedule which is 7.5hours in excess of normal hours of 42.0*

They are compensated 7.5 hours of overtime per week.

Direct Deposit Program

Through a direct-deposit program, employees may have their paychecks electronically deposited in financial institutions that participate in the Automated Financial Clearinghouse. Direct deposit funds are available on payday Fridays. However, if there is a holiday in that week, the funds are not available until the next workday. A state-provided form must be used to arrange direct deposit, and these arrangements must be made through the Office of Human Resources, not at the bank or credit union. A change in your direct deposit can only be made once a year.

The Colonel has mandated that all State Police employees have direct deposit.

END