

**Atascosa County Employee Handbook**  
**Revisions 08/11/2025**

1C-5 County Building Audio and Video Usage:

- Added policy to handbook

2A-6: Timesheets

- Revision to include Public Defenders Office Attorneys back into the policy for TimeClock Plus exemption

2A-13: Overtime Authorization by County Commissioner

- Revised title of the policy to remove Elected Official
- Removed "Elected Official" from policy

2B-4 Vacation Buy Back:

- Revision to include Transition Vacation hours statement
- Revision to schedule for when employees may request vacation buy-back

2B-5: Added statement "sick leave will cease to accrue when an employee becomes eligible for and begins an approved leave of absence under FMLA. Sick leave will resume upon the employee returns to work."

## **1C-5 County Building Audio and Video Usage**

In Atascosa County Buildings, audio and video camera and recording devices may be used for various reasons including for security, compliance, communication purposes, and training. Employees, clients, and visitors have no expectation of privacy except where privacy is necessary such as bathrooms, locker rooms, or lactation rooms. This policy applies to all county building office locations, meeting rooms, lobbies, hallways, and exterior premises.

Only County issued devices are authorized to be used within County buildings and must be installed and managed by the County IT department and County Law Enforcement and Security personnel. Any unauthorized use of county issued devices or personal devices found being used will result in disciplinary action including immediate termination, or legal action by Atascosa County including reporting the individual to law enforcement to pursue investigation and criminal charges, as allowed by state and federal law.

Audio and video recordings may not be obtained or used by unauthorized individuals or for personal gain, public sharing, unlawful surveillance or discriminatory targeting, or where privacy is allowed.

Access to footage is limited to authorized personnel which include Law Enforcement, IT, HR, the County Attorney, or the Elected Official or Department head with a legitimate business need. An Elected Official or Department Head must request access and be approved by the Commissioners' Court, IT department, HR, and County Attorney prior to gaining access to audio and video recordings or live feed footage.

All recordings are considered confidential information and may not be copied, altered, or distributed without prior written approval from Commissioners' Court or other authorized personnel with authority designated by Commissioners' Court.

## 2A-6 TIMESHEETS

Federal and state laws require Atascosa County to keep an accurate record of employee time worked. To ensure compliance with Federal and State laws, adequate staffing, positive employee morale, and to meet expected standards throughout Atascosa County, timely and regular recording of employee attendance and time worked is a condition of employment for all Atascosa County employees. Employees will be held accountable for adhering to their workplace schedule and documenting their time in the Time and Attendance System, i.e. TimeClock Plus. Accurately recording time worked is the responsibility of every employee, exempt or nonexempt. Altering, falsifying, tampering with time records, or falsely reporting time worked or clocking in/out for another employee is grounds for disciplinary action, up to and including termination of employment and legal action including criminal charges being pursued by Atascosa County. TimeClock Plus produces governmental documents and as such requires accurate and truthful input of attendance and time worked information. Falsifying a time sheet, a governmental record, is a criminal offense. Employees shall only use the appropriate available leave to account for time off from their regular weekly work schedule.

Any employee with three (3) or more missed punches, may be required to come before Commissioners Court, along with their department head or elected official to explain the excessive missed punches. Additionally, any supervisor who routinely edits, changes, or adds time for employees may be subject to come before Commissioners Court to account explain these actions.

It is the employee's responsibility to approve their time records to certify the accuracy of all time recorded. Once the employee has approved their time, the elected official, appointed official or department head will review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the department head must verify and approve accuracy.

Once time is approved by both the employee and the department head or elected/appointed official, it is determined that it is a complete and final timesheet, and no further changes may be made. If an employee finds an error has occurred, corrections will be made on the following payroll period. All timesheets are due to be final by the end of day on Monday prior to payroll week. If an extension is needed, a notification must be sent to the Human Resources department by noon on the Monday prior to payroll week or an extension may not be given.

The following positions are exempt from using TimeClock Plus and are paid on a salary basis. The exemptions below are responsible for accurately reporting any time used for personal, sick, or vacation leave to the Human Resources Department:

- Atascosa County Elected and Appointed Officials
- Assistant County Attorney's
- Assistant District Attorney's
- Animal Control Shelter Director
- Emergency Management Coordinator
- Fire Marshal
- Deputy Fire Marshal-Environmental Crimes Officer
- Elections Administrator
- IT Manager
- Chief Juvenile Probation Officer
- Juvenile Detention Center Director
- Human Resources Director
- District Court-Court Reporters
- Public Defenders Office Attorneys

## **2A- 13 OVERTIME AUTHORIZATION BY COUNTY COMMISSIONER**

The following rules are adopted by the Commissioners' Court of Atascosa County, concerning authorization for overtime and compensatory time and on-call duties:

**Emergency Overtime.** The Commissioners' Court hereby authorizes each County Commissioner to declare an emergency and approve emergency overtime. Emergency overtime or compensation time authorized shall be reported to the County Auditor and at the next the Commissioners' Court meeting with a statement that describes the emergency. An emergency is an unforeseeable event that constitutes an immediate threat to life or property.

**Violations of Overtime Rules.** Any violation of these overtime rules shall be reported in writing to the Commissioners' Court.

**Unbudgeted Overtime.** A Commissioner shall not authorize an employee to incur overtime or compensatory time above any budgeted amount in the current county budget. An employee shall not work overtime or compensatory time above any budgeted amount in the current county budget. Before authorizing any overtime or compensatory time, a commissioner or other supervisor shall confirm with the County Auditor that budgeted overtime is available.

### **Procedures/Rules**

Non-exempt employees shall be entitled to earn overtime compensation at one and one-half (1½) times their regular rate of pay for time actually worked in excess of forty (40) hours per week. Such overtime compensation may be paid in cash (subject to the availability of budgeted funds) or in compensatory time upon the agreement of the employee and the Commissioner, the provisions of this section. For purposes of this policy, paid vacation or sick leave, personal leave time and other approved paid leave times **shall not be considered time worked.** Whenever an employee is required to work overtime in a week where he/she has taken sick leave or paid leave time, other than specified above, in excess of the employee's normally scheduled workweek shall be compensated at straight time rates or as compensatory time (if requested by employee and agreed by the Commissioner) until a total forty (40) hours actually worked has been reached.

The Commissioner may, in lieu of cash payments for all actual hours worked in excess of forty (40) hours per week, award compensatory time calculated at one and one-half (1½) times the excess hours worked. The accumulation of compensatory time should not exceed 40 hours for non-law enforcement employees.

Any employee required to work on one of the recognized County Holidays is entitled to receive compensation at the rate of one and one-half (1½) times his or her usual rate of pay for any hours worked on the holiday (not to exceed eight hours), in addition to receiving his or her regular holiday pay. The premium rate of pay (1½ times the regular rate) shall not be

considered in determining an employee's regular rate of pay for the purposes of calculating overtime compensation which may accrue in such workweek.

All accrued compensatory time must be paid out in cash in the following instances:  
When an employee is promoted from a non-exempt position to an exempt position;  
Nothing herein shall prohibit the County from paying out or paying down the compensatory time balance of any employee at any time. Compensatory time earned is not transferable between employees. A Commissioner may require an employee to use accumulated compensatory time when it is in the best interests of the County. Otherwise, an employee may schedule compensatory time off when it is not disruptive to the business interests of the County, and the Commissioner must grant the time off within a reasonable period of time.

All questions concerning hours worked, overtime compensation, exempt/non-exempt status or any other matters covered by the FLSA should be directed to the Human Resources Department.

### **On-Call Duties**

Certain positions as designated by the Commissioners will be on an on-call status. On-call status may require an employee to carry a phone or to leave a number where they can be reached. If the employees designated as on-call are free to pursue their own activities and the only stipulation is that they be available for on-call duties, as required, then they will not be compensated for any time while on-call.

If an on-call status employee is directed to perform their duties, then they will be compensated for all time spent performing their duties from the time they leave their home or other location to the directed area assigned until they return to their home or previous location.

### **Obligation to Work Overtime**

All Atascosa County employees are required to work overtime when requested by management, unless the employee has a valid excuse acceptable to the County.

## **2B-4 VACATION BUY BACK**

All regular full-time employees are eligible for vacation buy-back benefits upon completion of ten (10) years of continuous service with the county.

The amount of vacation buy-back pay, or leave will be determined by the action of the Commissioners' Court (currently, the vacation buy-back pay is forty (40) hours compensation or forty (40) hours vacation time-off).

An eligible employee must notify their supervisor of their intent to buy-back their vacation hours. The employee must then notify human resources at least within thirty (30) days from the payroll date in which they want the buy-back to apply to. Vacation time may be bought back at any point during the employee's anniversary year.

An eligible employee may exercise the privilege of converting the cash payment into forty (40) hours of vacation leave. The earned time-off must be taken during the anniversary year after first becoming eligible. Employees must request the vacation buy-back thirty (30) days prior to the anniversary date. Any subsequent earned vacation leave may be taken during the calendar year. Vacation leave is not cumulative from year to year and will not carry over past the anniversary date to the next year.

Transition leave hours not used by the employee prior to their anniversary date are not eligible for vacation buy-back.

## **B-5 SICK**

Full-time employees are eligible to earn and use vacation time as described in the policy. Part-time, temporary, and seasonal employees are not eligible for vacation benefits. Eligible employees shall accrue sick leave at a rate of twelve (12) hours per month. Accrual of sick leave shall start on the first day of the month following the completion of the employee's ninety (90) day probationary period. Sick leave shall not be accrued while an employee is on leave without pay.

The maximum amount of unused sick leave an employee shall be allowed maintain is three hundred sixty (360) hours.

Sick leave may be used for the following purposes: 1) illness or injury of the employee; 2) appointments with physicians, optometrists, dentists, and other qualified medical professionals; or 3) to attend to the illness or injury of a member of the employee's immediate family. For purposes of this policy, immediate family shall be defined as spouse, child, parent, foster child or other relative living in the employee's home who is dependent on the employee for care.

Where sick leave is to be used for medical appointments, an employee shall be required to notify their supervisor of the intent to use sick leave as soon as the employee knows of the appointment. Where use of sick leave is not known in advance, an employee shall notify their supervisor of the intent to use sick leave as soon as possible but no later than within 15 minutes of the employee's normal time to begin work, when practicable. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify their supervisor as soon as is reasonably practicable. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify their supervisor of the anticipated length of absence. The employee will be placed on FMLA, if event and employee is eligible. If an employee uses three (3) or more consecutive days of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness, for either the employee's own illness or the illness of an immediate family member. Employees who have a pattern of abusing sick leave may be required to provide a physician's statement for those absences as required by their supervisor.

Employees shall not be allowed to borrow sick leave against future accruals. Employees shall not be paid for unused sick leave at separation of employment.

Sick leave may not be used as vacation or any other reason not addressed in this policy. Sick leave will only be paid at the employee's regular rate and cannot be used towards overtime. Sick leave will cease to accrue once an employee becomes eligible for and begins an approved leave of absence under FMLA. Sick leave will resume upon the employee's return to work.