

CURRENT POLICY

2.07 OVERTIME WORK

All employees of the county are subject to be called to work at any time by their supervisor or the Commissioners' Court when such action is required to serve the public properly. Exempt employees, as defined under the FLSA, are expected to render necessary and reasonable overtime services with no additional compensation. In the case of a declared emergency, exempt employees could qualify for overtime compensation.

3.07 OVERTIME COMPENSATION

Overtime compensation (either in the form of pay or compensatory leave) is due to employees as follows:

7-day work weekafter 40 hours
14-day work period.....after 86 hours

Vacation leave, sick leave, personal leave, emergency leave and designated county holidays will not be counted as actual hours worked toward the calculation of overtime, but will be calculated as straight time.

If a full time employee who is subject to the overtime provisions of FLSA is required to work extra hours during a workweek in which he or she has used banked leave, the leave time should be reduced to prevent overtime. Leave time may be counted towards hours worked for overtime purposes in the event of an emergency (safety or security) as determined by the department head.

Flex time or equal time off in the same work period may result in changes to the time record.

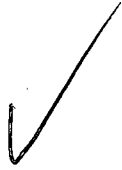
Compensation Options: Non-exempt employees will be compensated for overtime by one of the following methods, at the option of the department head:

- 1) Overtime pay - Employees will be paid at one and one-half times their regular rate of pay for each hour actually worked in a work week or work period above their respective limits as listed above, (all overtime must be approved by the department head ahead of time) or
- 2) Compensatory time - Compensatory time off in lieu of cash payment will be calculated at the rate of one and one-half hours for each hour actually worked.

Maximum Accumulation: Burnet County's policy is that an employee may not accumulate more than 16 hours, 36 hours for shift employees, of compensatory time at any given time. When an employee reaches the maximum allowed accumulation of compensatory time, he/she will automatically receive overtime pay for any excess hours worked until the compensatory time balance is reduced. Any comp time accumulated at the end of each fiscal year will be paid on the last check in September, so it is realized in the current year's budget. NO CARRY OVERS WILL BE GRANTED.

Comp Time Leave. An employee who has accumulated comp time may request to take it, and such comp time leave must be given within a reasonable amount of time so long as it does not unduly disrupt the department's operations. Comp time must be taken in the fiscal year it is earned. Department Heads can dictate employee schedules in order to avoid overtime worked. However, the Department Head is mandated to require employees to fill out time sheets to reflect actual hours worked. At the end of each fiscal year, all accumulated comp time will be paid to the employee and reset for the next fiscal year. NO CARRY OVERS WILL BE GRANTED.

PROPOSED POLICY



5.11 HOLIDAYS

Holidays are determined each year by Commissioners' Court. A schedule of holidays shall be posted in each department and on the County Website.

- A. HOLIDAY WORK – It is not always feasible to grant holidays at the scheduled time to employees assigned shifts of an around-the-clock operation. Any department head who finds it necessary to do so may direct some or all employees of the department to report for work on any holiday. For holiday pay policy, see Sections 3.09.
- B. If an official holiday falls within an employee's vacation, the employee will be granted the holiday and not be charged for a day of vacation leave.
- C. Part-time employees are not eligible for holiday pay.

3.09 HOLIDAY PAY

- A. Normally Scheduled Full Time Employees: On designated county holidays, each employee is paid their hourly rate of pay for an 8 hour work day. Those employees (other than those subject to shift work) who are non-exempt and who are required to work on a designated county holiday will receive compensation at their hourly rate of pay for each hour worked in addition to their holiday pay. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday.
- B. Full Time Shift Employees: Any Department that operates 24/7 and if the employee's regular day off falls on an authorized county holiday or if the employee works the holiday, the employee will be given 8 hours off, to be used within the current fiscal year. Holidays do not accrue and if they are not taken, they will not be paid at termination.
- C. Part-time and temporary employees are not eligible for holiday pay.
- D. Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Burnet County. Each Department Head is responsible for granting this leave based on the needs of their individual departments. Vacation or leave without pay may be used for special leave granted.
- E. If an employee is off work due to FMLA, Worker's Compensation, or other unpaid leave of absence, holiday leave will not be accrued.