

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 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: Non-exempt employees will be compensated for overtime using the following method:

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, (all overtime must be approved by the department head ahead of time).

PROPOSED POLICY

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.

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 for all departments that are open and working twenty-four (24) hours per day and will be calculated at the rate of one and one-half hours for each hour actually worked.

3) 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.**

5.01 DEFINITIONS

Leave Time: Any time off during your normal scheduled work period.

Unauthorized Absence: Any Unauthorized absence is one in which the employee is absent from regular duty without the permission of the department head. Employees are not paid for unauthorized absences, and such absences are cause for disciplinary action, up to and including termination.

Approval of Leave: All leave taken by county employees must be approved by their department head or supervisor.

Sick Leave may be utilized by full-time employees who are absent from work due to:

1. Personal illness or physical or mental incapacity;
2. Medical, dental, or optical examinations or treatments;
3. Medical quarantine resulting from exposure to a contagious disease; or
4. Illness of the following members of the employee's immediate household:
 - a. Children under the age of 19
 - b. Spouse
 - c. Parents.

Employees are required to use all other available accrued leave in the following order:

1. Comp Time
2. Holiday Leave
3. Vacation Leave
4. Personal Leave

For payroll purposes, comp time, holiday leave, vacation leave, sick leave, personal leave, and emergency leave hours granted by the County will not be counted as work hours in the overtime calculation. Leave time is permitted up to a maximum of 40 hours per work week or an employee's normal work schedule.