

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

- F. All employees are required to view and sign their timesheets to ensure accuracy of their official recorded time. An employee should report discrepancies to their supervisor immediately. All employees are required to approve their timesheet at the end of each week.
- G. Supervisors or department timekeepers shall approve their employee's time at the end of each week.
- H. Departmental timekeepers shall ensure that employees and supervisors have accurately completed timesheets. At the end of each pay period, departmental timekeepers will "Sign Off" on all employee timesheets, therefore releasing the recorded data to Payroll for processing.

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.

Non-exempt 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).

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3.08 LONGEVITY PAY

Longevity pay is based on the number of years of unbroken service to the county in a full-time position as defined in section 3.01 of these policies. Any longevity pay is approved by Commissioners' Court. Longevity pay is in addition to COLA, and merit raises. Longevity pay will apply only to full-time employees who are employed on October 1st.

Employees with less than 9 years of service are not eligible for longevity pay. Years served as an elected or appointed official will not be considered a break in service, but will not count toward longevity.

Employees with over 9 years of service receive longevity pay as follows:

-9 through 10 years of service	\$375 annually
-11 through 15 years of service	\$450 annually
-16 through 20 years of service	\$600 annually
-21 + years of service	\$750 annually

Longevity pay is calculated as of July 1 annually, at which time all employees who have earned longevity pay during that period will receive the benefit in November annually. This benefit is subject to standard withholding.

In addition to Longevity Pay long term employees with anniversary dates in increments of five years of service (5, 10, 15, 20, etc) will earn an additional eight (8) hours of Personal Leave, during the one year following the incremental anniversary of five years.

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 one year of accrual. Holidays do not accrue, and unused hours will not be paid at separation.
- 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, Workers' Compensation, or other unpaid leave of absence, holiday leave will not be accrued.

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leave in excess of the maximum allowable, at December 31st of each year, will be forfeited from the employee's leave record, without compensation.

Vacation leave of one hour or more, taken by an exempt non-elected employee, must be documented by completing an Exception Note signed by the department head and employee. The Exception Note is to be turned in to the County Human Resources Office.

5.03 SICK LEAVE

Accruing Sick Leave Upon completion of the initial three-month employment period sick leave benefits, figured from the date of employment, are credited to the employee. Thereafter, earned sick leave is accrued and credited to the employee at the end of each month.

Full-time employees (exempt and non-exempt) accrue sick leave at the rate of 80 hours per year or 6.67 hours/month.

Part-time and temporary employees do not earn sick leave.

Use of Sick Leave Accrued sick leave can be used upon the completion of the initial three-month employment period. Accrued 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.

Medical Statement: An employee's supervisor may request, and employees must provide upon request, written verification by a physician of a medical illness or injury precluding availability for duty at any time that sick leave benefits are requested.

Sick leave of one day or more, taken by an exempt employee, must be documented by completing an Exception Note signed by the department head and employee. The Exception Note is to be turned in to the County Human Resources Office

Accumulation of Sick Leave Sick leave not used during the year in which it accrues accumulates and is available for use in succeeding years up to a maximum allowable accumulation of 90 days (720 hours).

Illness While on Vacation Leave When an illness or physical incapacity occurs during the time an employee is on vacation leave, sick leave may be granted to cover the period of illness or incapacity and the charge against vacation leave reduced accordingly. Application for such substitution must be supported by a medical certificate or other acceptable evidence to supervisor. Supervisor will provide proper documentation to payroll department.

5.04 MILITARY LEAVE

Full-time and part-time employees of the county who are members of the state military forces or members of the reserve components of the armed forces of the United States are entitled to leave of

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The remainder of the leave shall be unpaid.

- B. An employee who is taking leave because of their own serious health conditions, or the serious health condition of an eligible family member shall be required to first use all earned compensatory time, then sick leave, vacation, and any other paid leave, with the remainder of the twelve (12) week leave period being unpaid leave.
- C. An employee taking leave for the birth of a child shall be required to use paid sick leave first, then earned compensatory time, vacation leave, holiday leave and personal leave for the recovery period after the birth of the child and prior to being on unpaid leave.
- D. After the recovery period from giving birth to a child, the employee shall be required to first use all earned compensatory time, then vacation and other available paid leave, except for sick leave with the remainder of the twelve (12) week leave period being unpaid leave.
- E. An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to use first earned compensatory time, then vacation, then other available paid leave, except for sick leave, with the remainder of the twelve (12) week leave period being unpaid leave.
- F. An employee is taking leave for a qualifying exigency for a covered military member shall be required to use first earned compensatory time, then vacation and other available paid leave, except for sick leave, with the remainder of the twelve (12) week leave period being unpaid leave.
- G. An employee taking leave for the care of a covered service member shall be required to first use all earned compensatory time, then sick leave, vacation and any other paid leave, with the remainder of the twenty-six (26) week leave period being unpaid leave.
- H. The maximum amount of paid and unpaid leave that may be used under this policy in any twelve (12) month period is twelve (12) weeks, except for qualifying leave to care for a covered military member with a serious injury or illness with the maximum leave being twenty-six (26) weeks in a single twelve (12) month period.

INSURANCE

- A. While on leave under this policy, Burnet County shall continue to pay the employee's medical insurance premium at the same rate as if the employee had been actively at work.
- B. The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued.
- C. Payment for coverage under section twenty-one (21) of this policy shall be made through regular payroll deduction while the employee is on leave (paid leave).

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EXHIBIT D: BURNET COUNTY EMPLOYEE TIMECLOCK PROCEDURES

11/16/2018

1:31:44 PM

Select Company Burnet County Texas 1

ID Number

CLOCK IN

CLOCK OUT

LEAVE ON BREAK

RETURN FROM BREAK

LOG ON TO DASHBOARD

TO CLOCK IN AND OUT

- Go to Time Clock Plus (<https://time.burnetcountytexas.org/app/webclock/#/EmployeeLogOn>)
- Enter 4 digit Employee ID Number
- To Clock In – Click on “Clock In”
- To Clock Out – Click on “Clock Out”
- Enter 4 digit PIN (Last 4 of your Social Security Number)
- Click on “Log On”
- You should receive a confirmation that you were Clocked In or Clocked Out
- If you forget or are unable to Clock In or Clock Out, contact your Manager.

You may select “Log On To Dashboard” to view your hours and accruals.