

2.06 WORKING HOURS

Full-time county employees have a standard 7-day, 40-hour work week. Usual working hours are 8:00 am to 5:00 pm Monday through Friday. Offices will maintain the above schedule to the extent possible. Working schedules vary by departments and are determined by the department head.

Law enforcement employees who fall under the Fair Labor Standards Act 207k exemption will have a 14-day, 84-hour work period. Those employees who work in shifts will have varying hours of work to be set by the elected official over the department.

All compensable work, including training, should be completed within an employee's regularly scheduled work period.

2.07 OVERTIME WORK

All employees of the county are subject to be called to work at any time by their supervisor of the Commissioners' Court when such action is required to serve the public properly. Exempt employees, as defined under the Fair Labor Standards Act, 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. Except in the case of a declared emergency, overtime pay must not exceed funds budgeted for such purpose.

3.02 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 the Fair Labor Standards Act 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.

Effective 6/1/23, non-exempt employees will be paid at one and one-half times their regular rate of pay accrue compensatory time at a rate of 1.5 hours 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).