

PAY POLICIES

Work Period and Work Hours

The official work period for all County departments is Friday through Thursday. The work schedules of each department are determined by the official responsible for overseeing the department and are established according to their work requirements and pertinent regulations.

Rest Periods/M Meal Periods

Rest Periods of 15 minutes or less are not required by the Fair Labor Standards Act (FLSA) and should not interfere with proper performance of work responsibilities and schedules.

Supervisors will schedule meal periods to accommodate operating requirements. All county offices are encouraged to remain open during the noon hour to better serve the public.

Under the federal healthcare reform law, employers must provide the reasonable rest breaks and suitable space for employees who are nursing mothers to express breast milk for up to one year after the child's birth.

Payroll Procedures

1. All officials and their employees shall be paid every other Friday for the two-week pay period ending on the Thursday 8 days prior to the payday. If that Friday falls on a holiday, payday shall be the last working day prior to the holiday.
2. At the end of each pay period, all employees (including non-elected department heads) must report to their supervisor any authorized paid leave they have taken during the pay period. In addition, all nonexempt employees are to report their actual working hours.
3. Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require Williamson County to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Non-exempt employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split-shift or departure from work for personal reasons. Overtime work must always be approved before it is performed, with the exception of resulting schedules established in department policy. Altering, falsifying or tampering with time records or another employee's time record may result in disciplinary action up to and including termination of employment.
4. It is the employee's responsibility to certify the accuracy of all of their recorded time. The supervisor is also responsible for certifying the accuracy of their subordinate's recorded time before submitting it for payroll processing. These reports shall be in a form acceptable to both the Human Resources Department and the Auditor. The reports are to be reviewed by the department head or their designee and, if approved, forwarded to the Payroll Department which must receive them no later than 9:00 a.m. on the 7th day prior to payday. After this time, any

corrections or additions to Payroll resulting in less than or equal to 16 hours will not be processed until the following pay period.

5. Pay advances are not authorized under any circumstances.

6. In the event that one of these payroll reports is omitted or incorrect, a corrected report should be submitted not later than the end of the following pay period. Except in extraordinary cases, it will not be possible to correct the payroll records at a later date. The burden is equally on the department head and the individual employee to avoid falsification of the government records reflecting hours worked and leave taken.

Tampering with a Governmental Record

As an employee of a political subdivision of the State of Texas, all Williamson County employees' Kronos time records are considered governmental records. When an employee knowingly reports inaccurate information or fails to report accurate information in a governmental record, that employee is Tampering with a Governmental Record as defined in Penal Code Sec.37.10.

Direct Deposit and Payroll Definitions

Direct Deposit shall be mandatory for all employees. If an employee does not have a bank account, they should contact the County Treasurer's office to obtain information regarding personal account options.

Each employee may view and/or print a direct deposit advice using Oracle Self Service. Your direct deposit is listed under "Pay Slip".

All terminating or retiring employees will receive a paper paycheck for their final pay. Final pay is not available by direct deposit.

A final paycheck will be mailed from the Treasurer's Office on the pay date to the employee's address on record in the payroll system and cannot be picked up in person.

Employees are encouraged to submit an address change notice to the Human Resources Department, if necessary, to ensure prompt receipt of the employee's final pay. The County cannot guarantee the date you will receive your final paycheck.

The following Payroll Definitions apply to payroll processing in Williamson County:

Authorized paid leave includes holiday, sick leave, vacation, compensatory time taken, emergency leave, floating holiday, military leave, civil leave, essential personnel leave, and all similar forms of compensation allowed under these employee policies.

Unpaid Leave The Texas Constitution absolutely forbids counties from making a gift. Therefore, Williamson County cannot pay an employee any compensation that is not authorized in its budget. The allowances for authorized paid leave are the exclusive forms of paid leave provided by the County to its employees.

The County cannot legally pay someone for un-worked hours that do not qualify as authorized paid leave, or that exceed the maximum amount allowed from the employee's leave bank(s). The department head may grant employees unpaid leave if they have exhausted their paid leave, but may not agree to make any payments not authorized by the Commissioners' Court.

Any employee's need to report unpaid leave may be the result of attendance problems. The Human Resources Department does not recommend allowing an employee to enter unpaid leave status, unless the employee is on unpaid leave in conjunction with FMLA or Worker's Compensation.

Except as otherwise provided in this policy statement, the Payroll Department and Auditor shall reject any departmental request to pay a full-time employee who has not actually worked 40 hours during a 7-day work period and is not entitled to authorized paid leave.

Exempt employees include all County and precinct officials, department heads, and employees who are not subject to the overtime regulations of the Federal Fair Labor Standards Act, or whose working hours are not restricted by that Act. Exempt employees will be defined as such by the Williamson County Human Resources Department based upon specific job descriptions.

Nonexempt employees include all County and precinct employees who have not been identified as such exempt employees by the Williamson County Human Resources Department.

Officials include district, County and precinct officials and any other officials for which the Commissioner's Court has the authority to adopt a budget, and any official, employee, or agency that receives County funds. The provisions of this policy relating to authorized paid leave do not apply to Elected Officials, the County Auditor or the Chief Juvenile Probation Officer.

Full-time employees include all employees whose positions have been established and authorized by the annual approved County budget filed with the County Clerk.

Part-time employees ≥ 20 includes all employees who are regularly scheduled to work greater than 20 hours per week but less than 30 hours per week but may work for more than 90 days in a calendar year.

Part-time employees ≥ 30 includes all employees who are regularly scheduled to work greater than 30 hours per week but less than 40 hours per week but may work for more than 130 days in a calendar year.

Part-time employees < 20 includes all employees who are regularly scheduled to work less than 20 hours per week but may work for more than 130 days in a calendar year. (This definition includes seasonal staff).

Temporary employees include (1) a person hired to work for a period of no more than 130 days in a calendar year, regardless of the hours worked per day or week; and (2) a person whom the hiring authority does not intend to employ as a regular full-time or part-time employee.

Pay by Position

1. The Commissioners' Court, under statutory budgetary procedures, shall approve the number and salary of all regular salaried positions, and part-time and temporary positions allocated to each department.
2. Most County positions have been assigned a pay group and step range based on a market survey and job analysis of each position. The authority to assign groups and steps rests with the Commissioners' Court.
3. The payroll system uses a calculated five digit hourly rate to process compensation on a pay period basis. This calculated rate is rounded to 2 decimals when printing the hourly rate. The 2-decimal rate is **not** used for processing pay period compensation.
4. The Commissioners' Court has sole authority to determine the availability of funds for across the board cost of living pay increases or merit raises, if any, that may be granted. In some cases, the Court may approve a combination of across the board cost of living pay increases and merit raises. If an across the board cost of living pay increase is approved, the pay increase will be in the form of a percentage rather than a flat dollar amount. When this is done each salary amount on the pay scale and each individual employee's salary are adjusted by the authorized percentage increase, unless a specific employee's salary has been frozen as a result of a determination that the employee is being paid beyond the maximum salary established for the position. Across the board cost of living pay increases are typically not tied to the Consumer Price Index (CPI) determined by the U.S. Department of Labor. Across the board cost of living pay increases will be less than the CPI. Performance based pay, such as merit pay or lump sum incentive pay, may be awarded and is used to allow top performing employees to meet or exceed the consumer price index annual adjustments.

Merit Pay

In fiscal years when Commissioner's Court approves merit pay for each department, all merits should be awarded based upon individual work performance as evaluated by the employee's supervisor and Elected Official or Department Head. Any employee who is demoted will not be eligible for merit money or any type of pay for performance award during the succeeding 12 month period.

Merit awards may go into effect as early as the first day of the first full pay period after October 1st or at any time during the fiscal year prior to March 31st at the discretion of the Elected Official or Department Head.

After at least six months of employment in his/her current position, an employee may receive a merit step increase within the same fiscal year if undistributed annual merit funds are available within the department.

Upon award, a Payroll Action Sheet (PAS) should be processed to allow the merit pay award to be reflected in the employee's pay. The merit award will go into effect the first day of the first full pay period following award.

Any merit award must be calculated on an annual basis amount not the dollar amount that would be expended during the remaining fiscal year should the award be given to an employee.

Individual Merit awards may be made up to two steps per employee, however, the total merit awards may not exceed the annual merit funds available within the department.

The Human Resources Department will determine whether undistributed annual merit funds are available within the department.

Any merit pay shall be awarded to an employee on or before March 31st. No merit pay awards will be processed after that date to facilitate the next FY budget process.

Other Pay Types

Longevity Pay

Eligibility

1. All employees of officials or employees in any other department, including any department head appointed by the Commissioner's Court, shall be paid longevity pay above their regular salary set by the employing official or department head. Longevity pay is related solely to length of total service with the County, which ***excludes*** years of employment with WCCHD and Adult Probation/CSCD/CTTC.
2. Longevity pay shall begin with the pay period following the completion of five years' employment and shall increase with the pay period following each additional five years of employment, to a maximum of twenty-five (25) years. However, all temporary and part-time employees regularly scheduled for less than 20 hours per week shall not earn any longevity credit.

Prior to fiscal year 2009, employees who were eligible for longevity payments, received those payments on a biweekly basis. In fiscal year 2009, those eligible employees could elect either to continue biweekly payments or to accrue payments toward an annual payout each December.

Employees who become eligible for longevity pay during or after fiscal year 2009 accrue bi-weekly beginning with the first pay check in December thru November for a 12 month period. Accrued longevity is paid out annually on the first pay check in December. Any employee who terminates employment and has been accruing longevity pay toward an annual December payout will receive their prorated longevity payment on their last paycheck.

Each November those employees still receiving longevity on a biweekly basis will be given the opportunity to elect an annual payment.

When an employee in a position classified as PT>20 or PT>30 moves (transfers) to a FT position, the longevity credit earned to the date of the transfer shall be credited at ½ one-half the amount of time employed in the PT>20 or PT>30 position. (i.e.; three years in a PT>20 or PT>30 position would equal 1 ½ years longevity credit upon transferring to FT position.)

3. An individual who terminates employment with Williamson County *and is rehired within one year of termination* will be reinstated with longevity at the rate they were receiving upon termination. *However, they will only be able to accrue longevity on the annual payout basis as described in 2. above.* An employee is reinstated with everything earned to the new date of hire just as though they never left employment with the County (break in service does not apply). Longevity and vacation accrual rate is reinstated and keeps accruing from original date of employment less the break in service.

4. The longevity rule as it applies to breaks in service is applicable to all current employees, and those being hired/rehired, after May 23, 2003. If there is a break in service of more than one year, the employee will lose all accrued longevity and must start earning longevity from the new date of hire. For employees whose break in service is directly related active military leave, refer to the Uniformed Services Employment and Re-employment Rights Act (USERRA) section.

Payments

5. Longevity pay shall be accrued twenty-six (26) times per year and paid as noted in 2., as follows for **full-time staff**:

\$24.00 per pay period after completing five years of employment;
 \$48.00 per pay period after completing ten years of employment;
 \$72.00 per pay period after completing fifteen years of employment;
 \$96.00 per pay period after completing twenty years of employment;
 \$120.00 per pay period after completing twenty-five years of employment,
 Shall be the maximum allowable longevity.

6. Longevity pay shall be accrued twenty-six (26) times per year and paid as noted in 2., as follows for current **part-time employees**

\$12.00 per pay period after completing five years of employment;
 \$24.00 per pay period after completing ten years of employment;
 \$36.00 per pay period after completing fifteen years of employment;
 \$48.00 per pay period after completing twenty years of employment;
 \$60.00 per pay period after completing twenty-five years of employment,
 Shall be the maximum allowable longevity.

Overtime

General Provisions on Overtime

1. Statement of Intent

The following rules regarding overtime represent an effort to go over and above the minimum requirements imposed by federal law in the interest of fairness. The examples are designed as

general illustrations of the principles involved, as well as of the sort of situations that the policy is intended to address.

2. Work Period

- a. Except as provided below, the “work period” for purposes of calculations under the Fair Labor Standards Act shall be a 7-day week. Generally, nonexempt employees may only work 40.00 hours during a pay week without incurring an overtime obligation for the County.
- b. Employees who are trained peace or corrections officers primarily involved in law enforcement or corrections activities shall have a 14-day “work period” for purposes of calculations under the Fair Labor Standards Act. Non-exempt employees in these categories may work 85.00 hours during a “work period” without incurring an overtime obligation.
- c. Only hours actually worked count toward the overtime limit for non-exempt employees. Holiday, vacation, sick leave, emergency leave, floating holidays, compensatory time taken and any other forms of paid leave do not contribute to the total number of hours worked in a “work period”.
- d. Although employees who are exempt or not subject to the Fair Labor Standards Act never have any federally-guaranteed right to overtime compensation, a department head may allow such employees flexible hours, even if this occasionally results in full pay for a week in which the employee works less than 40 hours, so long as the average work week of the employee exceeds 40 hours (including authorized paid leave).

Example: A felony prosecutor puts in 60 hours during a jury trial week and the DA lets him/her take 2 days off a few weeks later; he/she gets no extra compensation for the long week, but (at the discretion of the DA) the short week is not charged against his/her accrued paid leave. In an effort to comply with FLSA exempt status, comp time is not granted on an hour for hour basis. NOTE: 20 hours additional time worked and only 16 hours of comp time leave was granted.

3. Explanation of Overtime

If you are in an **exempt** position, you are not eligible for official overtime or compensatory time. Exempt positions are usually professional or executive positions. Examples are attorneys, engineers, department heads, and some supervisors.

If you are a **non-exempt** employee, you are eligible for compensatory time at the rate of 1.5 hours for every hour you work over the normal total for your work period. This usually, but not always, means that if you work more than 40 hours in a one-week work period, you would incur compensatory time. This compensatory time could be taken off in the next work period or, with the approval of your supervisor or department head, at a later time. Compensatory time for non-

exempt employees is officially recorded and is subject to accrual. Only hours actually worked are included in the determination of overtime. Sick leave, vacation leave, holidays, and other absences from the work place do not count towards the accrual of overtime. Non-exempt employees include clerical support personnel, Department of infrastructure crew members, and equipment operators.

Non-exempt Department of Infrastructure Employees will, at the discretion of the Senior Director, earn the equivalent of 1.5 hours of compensatory time for every hour worked over forty in a work period or overtime pay at the rate of 1.5 times their hourly rate for every hour worked over 40 hours in a work period.

Non-exempt Employees working as Juvenile Detention or Academy officers, as Dispatchers and Shift Supervisors in the Department of Emergency Communications or as Emergency Medical Services (EMS) paramedics, lieutenants, captains or commanders will be paid at the rate of 1.5 times their hourly rate for every hour worked over 40 hours in a work period.

Non-exempt Law Enforcement Officers and Corrections Officers employed by the Sheriff's Department and Constable's Offices who work the 85-hour work period may be paid their regular salary for the first 80 hours worked in a work period plus their regular hourly rate "straight" for additional hours up to 85 hours worked; after 85 hours these employees may be paid at a rate of 1.5 their regular hourly rate, although the County Judge and Commissioners' Court may, at their discretion, limit or suspend paid overtime compensation and instead provide compensatory time at the rate of 1.5 times the overtime hours worked in excess of 85 hours in a work period, or provide some combination of paid overtime and compensatory time. The County Judge and the Commissioner's Court may also, at their discretion, limit or suspend the "straight time" compensation for additional hours worked between 80 and 85 hours in a work period.

4. Controls on Overtime

- a. Non-exempt employees may only work on a County holiday or outside normal working hours at the express direction of their supervisor or with the express permission of their department head or designee or as established in departmental policy. Additional hours worked without such authorization will not be compensated, except to the limited extent required by federal law, and may result in discipline or termination. **It is the responsibility of the department head to enforce this policy and to prevent the filing of claims for unauthorized compensation.**

Example: *An employee is sick on Monday, then gets permission to work 8 extra hours later in the week; under the policies described below, the employee will not be charged with any expenditure of sick leave.*

Example: *Another employee is sick the same day, and then works 8 extra hours without permission; the employee is charged with 8 hours sick leave and accrues no compensatory time.*

- b. Department heads are responsible for controlling overtime so as to avoid creating an excess liability for the County. The Commissioners' Court is not required to amend the budget or approve line-item transfers to allow for the payment of unnecessary overtime compensation, or for hiring any additional employees required to keep an office open while the regular employees are taking their compensatory time. Employees are encouraged to take any accrued compensatory time as soon as they possibly can, rather than allowing it to accumulate.

Example: Five employees, each with 80 hours of accrued compensatory time, quit a department at once; the department head may have to do without any replacements for 10 employee-weeks or risk running out of salary money before the end of the fiscal year.

5. Adjustments to Working Hours

- a. For employees who have a regular schedule of 40 hours per work period (or 85 hours in a 14 day work period, if applicable), sick leave, holiday time, vacation, compensatory time and other authorized paid leave shall be charged against an employee only to the extent that the employee actually works less than 40 hours during a 7-day work period (or 85 hours in a 14 day work period, if applicable). This policy shall be administered so as to preserve accrued sick leave as the highest priority, with the other categories following in the order set out above.

Example: An employee with a regular 8 hour daily schedule takes vacation leave all day Monday, but works 6 extra hours (with Permission) before Thursday; the employee is only charged for 2 hours leave, not 8.

Example: An employee with a regular 8 hour daily schedule takes a Friday vacation day, is called out on an ice storm emergency for 10 hours on Sunday, and has the flu on Tuesday; the employee is charged with no sick leave and only 6 hours of vacation leave.

For employees who have a regular schedule of more than 40 hours per work period, sick leave, holiday time, vacation, compensatory time and other authorized paid leave shall be charged against an employee for the actual hours not worked during their regularly scheduled shift(s).

Example: An EMS employee with a regular 24 hour shift takes leave time (vacation, sick, holiday or essential pay (EP) leave) of 24 hours for that shift and then, within the same pay week, accepts a 24 hour shift that is not regularly assigned to them. The employee reports 24 hours of the applicable leave time for the regular shift and 24 hours of time worked for the non-regular shift. The leave time is paid at straight time regardless of the number of actual hours worked in the work period and overtime at time-and-one-half is paid for any hours actually worked over a total of 40 hours in a work period.

- b. Whenever possible, an employee who works on a holiday with permission is to be given another day off within the same 14-day pay period. County holiday

hours that the department head determines cannot be taken off during the current pay period shall be banked and used at a later date as provided below.

6. Except as required by federal law or allowed by this policy, employees shall receive only compensatory time in lieu of overtime payments. The maximum accrual for compensatory time is 240 hours. Any compensatory time accrued over 240 hours will be paid at time-and-a-half.
7. County holiday hours worked by an employee that the department head determines cannot be taken off during that pay period shall be converted hour-for-hour to flat-rate holiday time by the Payroll Department's payroll processes and the employee's holiday time will be reflected in their holiday bank for use at a later time.
8. Nonexempt law enforcement officers and corrections officers employed by the Sheriff's Department and Constable's Offices who work the 85-hour work period may be paid their regular salary for the first 80 hours worked plus their regular hourly rate "straight" for additional hours up to 85 hours worked; after 85 hours these employees may be paid at a rate of 1.5 their regular hourly rate, although the County Judge and Commissioners' Court may at their discretion limit or suspend paid overtime compensation and provide compensatory time at the 1.5 times the overtime hours worked in excess of 85 hours in a work period, or provide some combination of paid overtime and compensatory time. The County judge and the Commissioners' Court may also, at their discretion, limit or suspend the "straight time" compensation for additional hours worked between 80 and 85 hours in a work period.
9. Employees in the Elections Department who are eligible for payment under elections services contracts will be paid at 1.5 their hourly rate for every hour worked over 40 hours in a work period, if such hours were for services performed under contract on behalf of another political subdivision.

Outside Employment for Off Duty Peace Officers

Background:

The intentional or knowing use of County-owned or controlled assets to assist in the production of private income for a County officer or employee (or knowingly allowing such use by a subordinate) is generally prohibited by state law and could result in criminal prosecution, adverse employment action, or removal from office.

As a limited traditional exception recognized by law and as an approved employee benefit for County peace officers, equipment (including without limitation uniform items, radios, and vehicles) owned by Williamson County may be used in connection with special duty work in fire protection, law enforcement, or related activities for a separate and independent employer (public or private) during a County employee's off-duty hours in accordance with the following policy. Elected officials may regulate, at their own discretion, other forms of outside employment that do not involve work for the County or the use of County equipment (for example, by an officer wearing a privately-owned uniform and driving a vehicle owned by the outside employer). Use of County property except in accordance with this policy is prohibited.

I. Additional Patrol Services by Williamson County Law Enforcement Employees:

Elected officials are free to control the use by on-duty employees of County equipment assigned to their department, but on-duty employees must be paid from the departmental budget. Work in the following categories performed by a non-exempt employee is considered on-duty time that must be compensated at the employee's regular or overtime rate, as applicable.

A. Work performed for the County itself or for its benefit (unless the duties are performed for another County department and have no connection with the employee's regular duties);

B. Work performed at the direction of the employee's department or supervisors (including policing services provided by the department for a community event); or

C. Work performed pursuant to an inter-local or intergovernmental agreement between Williamson County and an agency or political subdivision of the State of Texas in which the County agrees to provide additional law enforcement services for the other party, using on-duty officers, on payment of due compensation by that party. Payment to the County shall be \$45.43 per hour (including both an officer and a vehicle), unless provided otherwise in the individual agreement approved by Commissioners Court. Exempt employees who provide additional on-duty services pursuant to such an agreement during a given pay period, and who have performed their regular duties during that pay period to the satisfaction of their department head, shall be entitled to additional compensation from the County at the rate of \$35.00 per hour while providing those additional patrol services and payment of a stipend for coordinating services involved with these additional patrol services.

II. Additional Patrol Services Provided thru Off-Duty Employment:

The policy described in the following paragraphs applies only to off-duty law enforcement or related work performed for a separate and independent employer at the sole option of the employee. Pursuant to the U.S. Department of Labor Regulations contained in 29 C.F.R. Part 553, Sec. 553.227, peace officers and other public safety employees may be permitted (solely at the employee's option, with the consent of the elected department head) to engage in special duty work for a separate and independent employer (public or private) during their off-duty hours. Since this is separate employment, the rate of compensation for such work may differ from the employee's regular pay and the hours of work for the second employer are not combined with the hours worked for the primary public agency employer for purposes of overtime compensation.

A. Payroll Processing for Off-Duty Employment:

Pursuant to the stated position of the U.S. Internal Revenue Service in auditing other agencies, any outside employer who wishes to hire an off-duty officer for special duty work permitted by this policy must allow a County agency to facilitate the employment and process payroll, including federal withholding. The outside employer must agree to make payment of the fee for such services directly to the County, which will establish procedures for the officers to receive their pay for the special detail through the agency's payroll system. The County will retain a fee for administrative expense.

B. Contractual Requirements:

Prior to the commencement of outside employment under this policy, the following documents must be executed:

1. A written agreement between the authorized agent of the department and the separate and independent outside employer defining the nature of the special duty work to be performed, giving the consent of the department to the performance of the work, and providing that the outside employer will pay a fee directly to Williamson County in accordance with the payment schedule in Section C below for each employee/hour of services. The agreement should also provide for a coordinator to be responsible for managing the special duty work.
2. A written acknowledgment by the officer that he or she is undertaking the special duty work at the employee's sole option and not as an assignment from the department, and that payment to the employee in the amount set out in paragraph 7 below through the County payroll system will be contingent on payment by the outside employer; and
3. Written acknowledgment from both the employee and the outside employer that the County is providing only administrative services and is not a party to the agreement for special duty services between the officer and the independent employer. Thus, all issues relating to the scope, manner, or means of performance shall be strictly between the parties to the separate employment.

C. Fee Schedule:

1. The rate paid to the deputy by the independent outside employer shall be as negotiated between the parties. The outside employer shall also pay an additional 12.65% fringe (to cover employment taxes and the County's required workers compensation payments). Private employers (not political subdivisions) shall furthermore pay an additional \$4.00 per hour to the County to cover its administration expenses.
2. If the deputy is on 24-hour call and has a take-home marked vehicle which he is required by his agency to use for commuting, and he uses that vehicle in connection with providing direct services to the outside employer (such as patrolling or traffic control, but not including merely commuting to or from the job site), the outside employer shall reimburse Williamson County at the rate of \$6.00 per hour (for political subdivisions) or \$12.00 per hour (for private employers). Internal Revenue Service regulations consider the use of an unmarked vehicle for private use to be additional taxable compensation.

All officers permitted outside employment under this policy must observe their normal standards of conduct during such employment and are subject to disciplinary action from their department if they fail to do so.

If an officer performing special work duties should observe the commission of a crime that requires response in the employee's official capacity as a Williamson County peace officer and outside the scope of the secondary employment (or if the officer is otherwise called to duty in an official capacity), the officer's performance in that capacity will be treated for payroll purposes as on-duty time and will not be billed to the outside employer.