

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 5. WORK SCHEDULE AND TIME REPORTING

5.3 HOURS WORKED AND OVERTIME

HOURS WORKED

OVERTIME IS PROVIDED IN CASES OF EMERGENCIES AND/OR SPECIAL CIRCUMSTANCES AND IS SPECIFICALLY AUTHORIZED IN ADVANCE BY THE DEPARTMENT HEAD. HOURS WORKED SHALL INCLUDE ALL TIME ACTUALLY WORKED IN THE SERVICE OF THE COUNTY AS DEFINED IN THE FAIR LABOR STANDARDS ACT (FLSA) AND ITS REGULATIONS.

OVERTIME APPLICATION

OVERTIME, AS DEFINED BY THE POLICY, SHALL APPLY TO ALL EMPLOYEES ELIGIBLE FOR OVERTIME COMPENSATION UNDER THE FLSA, EXCEPT FOR LAW ENFORCEMENT EMPLOYEES.

FLSA REQUIRES CLASSIFICATIONS OF POSITIONS AS EXEMPT OR NOT EXEMPT FROM OVER TIME ELIGIBILITY (see Procedures Manual for more detail).

A NONEXEMPT EMPLOYEE IS ONE WHOSE POSITION IS COVERED UNDER THE OVERTIME PAY PROVISIONS OF THE FAIR LABOR STANDARDS ACT (FLSA) AND WILL BE COMPENSATED FOR OVERTIME AS REQUIRED BY LAW.

AN EXEMPT EMPLOYEE IS ONE WHO HOLDS A POSITION THAT IS EXEMPT FROM THE OVERTIME PROVISIONS OF THE FLSA AND IS EXPECTED TO RENDER NECESSARY AND REASONABLE SERVICES BEYOND 40 HOURS PER WEEK WITH NO ADDITIONAL COMPENSATION. EXEMPT EMPLOYEES' SALARIES ARE SET WITH THIS CONSIDERATION IN MIND. COUNTY EMPLOYEES WHO ARE IN EXEMPT POSITIONS MOST OFTEN QUALIFY UNDER FLSA TESTING CRITERIA AS EXECUTIVE, ADMINISTRATIVE, OR PROFESSIONAL EXEMPTIONS OR A COMBINATION OF THESE EXEMPTIONS.

OVERTIME FOR LAW ENFORCEMENT EMPLOYEES IS DEFINED IN THE POLICY ADDRESSING LAW ENFORCEMENT OVERTIME IN THE SHERIFF'S DEPARTMENT IN ACCORDANCE WITH FLSA REGULATIONS AS DEFINED BY TIME WORKED IN EXCESS OF 171 HOURS (see overtime definition below). TIME WORKED INCLUDES NON SCHEDULED TIME.

OVERTIME DEFINITION

OVERTIME SHALL INCLUDE ALL TIME ACTUALLY WORKED FOR THE COUNTY IN EXCESS OF 40 HOURS IN A WORK WEEK. TIME ACTUALLY WORKED WILL NOT INCLUDE HOLIDAYS, OTHER BENEFIT HOURS USED DURING THAT WEEK (SUCH AS VACATION, SICK, COMPENSATORY OR PERSONAL TIME) OR TIME OFF WITHOUT PAY.

EXCEPT IN EMERGENCY SITUATIONS, AN EMPLOYEE SHALL BE REQUIRED TO HAVE AUTHORIZATION FORM HIS/HER SUPERVISOR BEFORE WORKING OVERTIME.

(see also policies on work schedule and hours worked, and overtime compensation)