

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 5. WORK SCHEDULE AND TIME REPORTING

### 5.2 WORK SCHEDULE AND WORKWEEK

#### WORK SCHEDULE

THE NORMAL HOURS OF WORK FOR MOST POSITIONS IN THE COUNTY SHALL BE FROM 8:00 A.M. UNTIL 5:00 P.M., MONDAY THROUGH FRIDAY. THESE HOURS ARE 40 HOURS PER SEVEN DAY WORKWEEK FOR NON LAW ENFORCEMENT PERSONNEL OR AS DEFINED UNDER THE FAIR LABOR STANDARDS ACT.

#### EXCEPTIONS

IN ORDER TO MEET THE NEEDS OF THE COUNTY, CERTAIN DEPARTMENTS OR EMPLOYEES MAY BE REQUIRED TO WORK A SCHEDULE THAT VARIES FROM THE NORMAL WORK SCHEDULE, OR THEY MAY BE SUBJECT TO CALL BACK IN CASE OF EMERGENCY OR SPECIAL NEED.

THE NEED FOR SCHEDULES THAT VARY FROM THE NORMAL SCHEDULE SHALL BE DETERMINED BY EACH DEPARTMENT BY EACH DEPARTMENT HEAD.

#### WORK DAY

THE WORK DAY FOR THE COUNTY SHALL BEGIN AT 12:01 A.M. EACH DAY AND END 24 CONSECUTIVE HOURS LATER. LUNCH BREAK IS ONE HOUR WITH ANY OTHER SHORT BREAK PERIOD TO BE DETERMINED BY THE DEPARTMENT HEAD.

LAW ENFORCEMENT WORK DAY IS DETERMINED BY THE DEPARTMENT HEAD IN ACCORDANCE WITH THE FAIR LABOR STANDARDS ACT AND RELATED STATUTES.

#### WORK WEEK

FOR THE PURPOSES OF RECORDKEEPING AND TO DETERMINE OVERTIME IN COMPLIANCE WITH THE FAIR LABOR STANDARDS ACT (FLSA), THE WORKWEEK FOR LAMPASAS COUNTY SHALL BEGIN AT 12:01 A.M. ON EACH TUESDAY AND END SEVEN (7) CONSECUTIVE DAYS LATER (168) HOURS. (TWO MONTHS IN EACH YEAR CONTAIN 3 PAY PERIODS TO EQUATE TO 26 PAY PERIODS IN A CALENDAR YEAR).

LAW ENFORCEMENT. FOR PURPOSES OF CALCULATING OVERTIME, TWO CONSECUTIVE PAY PERIODS ARE INCLUDED. OVERTIME IS BASED ON 171 HOURS IN TWO CONSECUTIVE PAY PERIODS (SEE PROCEDURES FOR MORE DETAIL).

(see also policies on hours worked and overtime)