

their pay covers that time because the salary covers up to 86 hours worked; however, Titus County will provide non-FLSA comp time at straight time for hours worked between 80 and 86 hours.

2A-11 OVERTIME CALCULATIONS AND RULES

Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek, with the exception of law enforcement (**See policy on “Law Enforcement Pay and Overtime” – 2A-10**). Holiday hours shall not contribute to total hours worked. For example, if a County holiday falls on Friday, and the employee works a total of 34 hours in the preceding Monday through Thursday, there is no overtime as the 8 hour holiday is not actual time worked. In all cases overtime must be approved by the elected official.

Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, an employee shall be required to have authorization from his or her supervisor before working overtime.

Overtime compensation shall be paid in the form of compensatory time off in accordance with the provisions of the FLSA. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1½) times the amount of overtime worked.

The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is 40 hours for regular employees and 80 for law enforcement. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be paid at a rate of one and one-half (1½) the employee’s regular rate of pay until compensatory time has been used to bring the balance below the maximum.

Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee’s absence will not place an undue hardship on the operations of the department in which the employee works. Compensatory time may be used for any purpose desired by the employee with the supervisor approval. Titus County shall have the right to require employees to use earned compensatory time at the convenience of the County.

If an employee terminates employment, for any reason, prior to using all earned FLSA compensatory time, they shall be paid for all unused compensatory time in accordance with the requirements of the FLSA.

Titus County shall retain the right to “buy back” all or part of an employee’s unused compensatory time by paying the employee for that time at the employee’s current regular rate. Titus County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1½) the employee’s regular rate of pay.

Each employee shall be responsible for recording any compensatory time used within a pay period on the time sheet for that pay period.