

**SUBJECT: OVERTIME AND COMPENSATORY TIME**

**TITLE: OVERTIME (NON-EXEMPT)**

**I. PURPOSE**

Employees may be required to work overtime in addition to the hours worked during their regularly scheduled work periods. This policy will establish how pay will be administered when employees work overtime.

**II. POLICY**

Compensatory time is the method of payment for time worked in lieu of overtime payment. In such cases, when employees work overtime, employees will be given time and one-half compensatory time in lieu of overtime payment.

Non-exempt employees **must have prior approval** from their Elected/Appointed Official or Department Head before working overtime. Any non-exempt employee who works overtime without obtaining prior approval may be subject to disciplinary action.

Exempt employees are not eligible to earn compensatory time.

Section B. of this policy, concerning non-exempt law enforcement personnel, only applies to eligible law enforcement personnel working for the Sheriff's Department and will be in force with the pay period beginning July 13, 2014.

**III. PROCEDURE**

**A. COMPENSATION FOR OVERTIME WORKED:  
(NON-LAW ENFORCEMENT)**

1. All non-exempt employees, other than law enforcement personnel, may accumulate up to 240 hours of compensatory time. After this time, they must be paid for overtime worked.

Example: An employee actually works forty-five (45) hours. The employee is granted five (5) hours overtime at time and one-half rates ( $5 \times 1.5 = 7.5$  hours).

2. When an employee uses benefit time as well as time worked to accumulate more than forty (40) hours of compensatory time, the hours shall be accumulated at straight time. (36 hours worked + 8 hours holiday = 44 hours. Compensatory time would be four (4) hours.

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B. COMPENSATION FOR OVERTIME WORKED:  
(NON-EXEMPT LAW ENFORCEMENT)

1. Overtime will be paid in either compensatory time or pay when required
2. All hours worked up to eighty (80) hours during a 14-Day work period shall be compensated at straight time.
3. Hours worked from eighty-one (81) through eight-six (86) during the 14-Day work period shall be compensated with compensatory time on a straight time basis.
4. Hours worked in excess of eighty-six (86) hours shall be compensated on a time and a half basis.
5. This section of the policy only applies to eligible law enforcement personnel working for the Sheriff's Department and will be in force with the pay period beginning July 13, 2014.
6. Time not worked but compensated, such as sick leave, holiday, vacation, etc., shall be calculated at straight time.

C. COMPENSATORY TIME BALANCES

1. When a non-exempt employee accumulates 240 hours of compensatory time, all time in excess of 200 hours shall be paid in that payroll period.
2. When a non-exempt law enforcement employee accumulates 480 hours of compensatory time, all time in excess of 400 hours shall be paid in that payroll period.
3. Elected/Appointed Official and Department Heads are strongly encouraged to allow their employees to use their accrued compensatory time to avoid the 240 and 480 hour ceilings.
4. All compensatory time shall be carried over from year to year.
5. All accrued compensatory time shall be paid to an employee upon separation of employment, transfer to an exempt, excluded, or elected position, including the transfer to the supervision of another Department Head or Elected/Appointed Official.

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