



## Galveston County Human Resources Policy Manual

### *Policy HR009-Salary Administration Policy*

*Page 9 of 26*

#### J. Merit Pay

1. ~~A Merit Pay program currently does not exist. One will be inserted at the time of adoption.~~

The Merit Pay program is defined yearly by Commissioner's Court during the budget cycle.

#### K. Fair Labor Standards Act

##### 1. Applicability

The County is subject to the Federal Fair Labor Standards Act (FLSA). The basic requirements of this Act are the basic standards of the County's wage and salary program.

##### 2. Status of Positions

FLSA and the Department of Labor publish regulations which govern which Employees are exempt or non-exempt from payment of overtime or compensatory time. Each Employee shall be designated as exempt or non-exempt in accordance with these regulations by the Human Resources Department. ~~Each Department Head shall maintain a list of all exempt and non-exempt Employees.~~

##### 3. Overtime Policy

- a. Department Heads must stay within their overtime budget. Department Heads may not allow Employees ~~to suffer or permit~~ to work overtime beyond budgetary constraints.
- b. Employees must request and receive authorization from their Department Head prior to working overtime. Any Employee who works overtime without obtaining prior authorization is subject to disciplinary action.

~~c. Department Heads must specify prior to commencement of such additional work whether overtime or compensatory time will be given any Employee.~~

- d. Any over-time line item in which expenditures exceed or are projected to exceed the approved budget amount shall have a budget amendment prepared by the Budget Office and approved by Commissioners Court. Additional funds will be taken out of other existing line items or by deleting positions in that budget to transfer funds to the over-time line item.



## Galveston County Human Resources Policy Manual

### *Policy HR009-Salary Administration Policy*

*Page 10 of 26*

#### 4. Timekeeping and Time Records

- a. Accurately recording time worked is the responsibility of every Employee. Federal and State laws require the County to keep accurate time records in order to calculate Employee pay and benefits.
- b. Time worked is all the time actually spent on the job performing assigned duties. All employees shall be responsible for submitting complete and accurate time records in the County's timekeeping system.
- c. Nonexempt employees must accurately record the time they begin and end their work in the County's timekeeping system. ~~The Department Head will determine the device for their nonexempt employees to use for clocking in and out, as well as whether the employee will be required to clock in and out at the beginning and ending of each meal period and/or break period.~~
- d. Rounding Employee time is only permitted if there is a business necessity (i.e., shift work) determined by the Department Head. If permitted, Employee time may be rounded down from 1 to 7 minutes, and thus not counted as hours worked, but employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time.
- e. Exempt employees will not clock in and out of the County timekeeping system, unless required to do so by their Department Head in a disaster or emergency situation or for timekeeping purposes.
- f. Nonexempt and exempt employees are required to approve their time record in the County timekeeping system on the date set by their Department Head. An Employee's approval of his time record in the County timekeeping system is a certification by the Employee that the time record for that time period is true and accurate.
- g. The Supervisor, Department Head, or designated timekeeper will review and approve the time record in the County timekeeping system.
- h. In the event of an error in reporting time, Employees must immediately report the problem to their Supervisor or Department timekeeper. Employees are not permitted to change records in the timekeeping system after submitted to their Supervisor. Supervisors are not permitted to make changes to time records after submission to ~~the Treasurer unless permitted by the Treasurer. Payroll, unless approved by the Chief Financial Officer.~~
- i. Altering, falsifying, tampering with time records or recording time on another employee's time record or device used for clocking into the County timekeeping system may result in disciplinary action, up to and including dismissal.
- j. Failure to record and approve time in the County timekeeping system may result in a delay in pay or disciplinary action, up to and including dismissal.



## Galveston County Human Resources Policy Manual

### Policy HR009-Salary Administration Policy

Page 11 of 26

#### 5. Record Keeping

- a. Department Heads must keep the following records in accordance with FLSA requirements:
  - 1) Full name of Employee and Home address, including zip code
  - 2) Date of birth, if under age 19
  - 3) Sex
  - 4) Occupation
  - 5) Time and day workweek begins
  - 6) Regular hourly rate of pay in any workweek in which overtime premium is due
  - 7) Daily and weekly hours of work
  - 8) Total daily or weekly straight-time earnings
  - 9) Total overtime compensation for the workweek
  - 10) Total additions to or deductions from wages paid
  - 11) Total wages paid each pay period
  - 12) Date of payment and the pay period covered

#### 6. Overtime/Compensatory Time

- a. ~~Non-exempt Employees, with the exception of Law Enforcement Employees, and Mosquito Control Employees may~~ will receive overtime pay at one and one-half times their regular hourly rate for hours worked beyond 40 hours per week. Law Enforcement Employees shall accrue compensatory time off in lieu of overtime pay at one and one-half times their regular hourly rate for all hours worked beyond 86 hours in a 14-day work period. ~~may receive overtime pay or compensatory time for time worked beyond 86 hours in a 14 day work period. Mosquito Control Seasonal Employees may accumulate up to 160 hours compensatory time.~~ Time away from the job during the workweek, such as vacation, holidays, illness, approved absences, etc., are deducted from the calculation.
- b. Overtime pay is calculated at one and one half time the regular hourly rate. Compensation earned in a workweek will be paid on the regular payday for the pay period in which the workweek ends if possible.
- c. Compensatory time is accumulated at one and one-half times the overtime hours worked. Law Enforcement employees who exceed a compensatory accrual of 160 hours ~~(40 hours for Temporary Employees; 160 hours (80 Temporary) for Law Enforcement Employees; and 160 hours for Mosquito Control Seasonal Employees)~~ will be paid for overtime for such overage.
- d. Department Heads should approve use of compensatory time within a reasonable time period after a request is made. Department Heads may consider the effect on other Employees and the Department in granting the



## Galveston County Human Resources Policy Manual

### *Policy HR009-Salary Administration Policy*

*Page 12 of 26*

request. However the request must be granted if the use of the compensatory times does not unduly disrupt the operations of the County.

- e. Department Heads are to record all earned and used compensatory time in the County timekeeping system for each pay period.
- f. Terminating non-exempt Employees are compensated for unused compensatory time in accordance with FLSA regulations and County policy as set forth in this manual.
- g. Exempt Employees are not eligible for overtime pay or compensatory time off except as set forth in the Emergency Operations portion of this manual; and those exempt employees who work elections after normal working hours.
- h. All non-exempt employees who are receiving a pay increase based on a promotion or reclassification will be paid in full for any Compensatory time accrued in the payroll system before the new pay rate becomes effective. This will pay the Compensatory Time at the same pay rate at which it was earned.

#### 7. Election Differential

Commissioner's Court may, prior to an election, approve a bonus to be paid to exempt County Clerk and exempt Tax Office employees who work elections on Election Day after normal working hours.

#### 8. FLSA Holiday Pay

- a. Regular Employees on Salary Basis: Regular Employees who are paid on a salary basis and who work Monday – Friday have the holiday automatically calculated in their base pay for the week in which the holiday occurs.
- b. Regular Employees on Hourly Basis: Regular Employees who are paid on an hourly basis must have a plus adjustment for holidays. Holidays are not automatically calculated in their base pay for the week in which the holiday occurs.
- c. Regular Employees on Fluctuating Schedules: Regular Employees who have fluctuating schedules may have to be plus adjusted for the holiday.
- d. Examples:

The following examples apply to benefit eligible Employees only:

Example 1: Regular Schedule Thursday-Wednesday = 40 hours  
Hours worked Thursday-Tuesday = 32  
Wednesday (holiday) Employee works 8 hours  
Total hours worked for the week = 40 hours



## Galveston County Human Resources Policy Manual