

Elizabeth McGill

From: Dianna Spieker
Sent: Monday, April 06, 2009 2:08 PM
To: Commissioners' Court
Cc: Terry Mobley; Nathan Cradduck; Truman Richey; Elizabeth McGill
Subject: Suggested Options Policy
Importance: High

Commissioners Court Members:

Nathan and I respectfully submit the below three options for a possible policy addition.

Option 1- Maintains current leave cap while placing the burden of correct entry on the Department Head.

Option 2- Maintains current leave cap while placing the burden of correct entry to leave balances on the Treasurer's Office.

Option 3- By passes current leave cap while placing the burden of correct entry to compensatory time on the Treasurer's Office.

From: Dianna Spieker
Sent: Monday, April 06, 2009 10:08 AM
To: Nathan Cradduck
Subject: Please review

Option 1:

"Non-Law Enforcement Full-Time Personnel are scheduled for a 40 hour work week. All hours worked must be posted into the electronic time keeping data base. Available leave time should be posted for any time off to ensure that a total of 40 hours is reflected during any work week. If actual hours meet or exceed the required 40 hours no leave adjustment should be included on timesheet submittal."

"Law Enforcement Full-Time Personnel are scheduled for an 80 hour 14-day work period. All hours worked must be posted into the electronic time keeping data base. Available leave time should be posted for any time off to ensure that a total of 80 hours is reflected during the specified 14-day work period. If actual hours exceed the required 80 hours no leave adjustment should be included on timesheet submittal."

Example 1: Employee works eight hours the first day, takes eight hours vacation the second day, works eight hours the third day, works 12 hours on each of the fourth and fifth days, and works normal eight hour days for the remainder of the work period. The employee has actually worked only 80 hours so no compensable overtime under FLSA is incurred. Hours actually worked (80) and paid leave (8) exceed 80 hours. The employee reports the 80 hours worked on the timesheet with no leave time since it is not necessary to complete the work period. No leave time is deducted from the employee's vacation hours balance.

Example 2: Employee works eight hours the first day, takes eight hours vacation the second day, works 12 hours the third day, and normal eight hour days for the remainder of the work period. Hours actually worked (76) and paid leave (8) exceed 80 hours. The employee reports 76 hours worked and four of the eight leave hours to complete the work period (80). Only these four hours are deducted from the employee's vacation hours balance.

4/7/2009

Option 2:

“Non-Law Enforcement Full-Time Personnel are scheduled for a 40 hour work week. All hours worked must be posted into the electronic time keeping data base. Available leave time should be posted for any time off to ensure that a total of 40 hours is reflected during any work week. If actual hours meet or exceed the required 40 hours; the Treasure will add back the hours in excess to the appropriate leave accrual.”

“Law Enforcement Full-Time Personnel are scheduled for an 80 hour 14-day work period. All hours worked must be posted into the electronic time keeping data base. Available leave time should be posted for any time off to ensure that a total of 80 hours is reflected during the specified 14-day work period. If actual hours exceed the required 80 hours; the Treasure will add back the hours in excess to the appropriate leave accrual.”

Example 3: Employee works eight hours the first day, takes eight hours vacation the second day, works eight hours the third day, works 12 hours on each of the fourth and fifth days, and works normal eight hour days for the remainder of the work period. The employee has actually worked only 80 hours so no compensable overtime under FLSA is incurred. Since hours actually worked (80) and paid leave (8) exceed 80 hours, the eight hours of paid leave are not necessary to complete the work period and the Treasurer’s office will add them back to the employee’s vacation hours balance for later use.

Option 3:

“Non-Law Enforcement Full-Time Personnel are scheduled for a 40 hour work week. All hours worked must be posted into the electronic time keeping data base. Available leave time should be posted for any time off to ensure that a total of 40 hours is reflected during any work week. If actual hours meet or exceed the required 40 hours; the Treasure will convert excess leave to straight hour for hour compensatory time for those hours in excess of the time required for that reporting week.”

“Law Enforcement Full-Time Personnel are scheduled for an 80 hour 14-day work period. All hours worked must be posted into the electronic time keeping data base. Available leave time should be posted for any time off to ensure that a total of 80 hours is reflected during the specified 14-day work period. If actual hours meet or exceed the required 80 hours; the Treasure will convert excess leave to straight hour for hour compensatory time for those hours in excess of the time required for that reporting period.”

Example 4: Employee works eight hours the first day, takes eight hours vacation the second day, works eight hours the third day, works 12 hours on each of the fourth and fifth days, and works normal eight hour days for the remainder of the work period. The employee has actually worked only 80 hours so no compensable overtime under FLSA is incurred. Since hours actually worked (80) and paid leave (8) exceed 80 hours, the employee is entitled to eight hours equivalent time off as compensatory time. Eight hours of leave are deducted from the employee’s vacation hours balance and added to the employee’s comp time balance.