

17,746

SUBJECT: ATTENDANCE/LEAVE TIME

TITLE: OVERTIME (NON-EXEMPT)

FILED FOR RECORD  
at 1:30 o'clock P M

SEP 27 2022

BECKY LANDRUM  
County Clerk, Hunt County, Tex.  
By \_\_\_\_\_

**I. POLICY**

Overtime is the method of payment for time worked more than forty (40) hours a week or eighty-six (86) hours every 2 weeks for law enforcement. (Effective October 1, 2022)

**II. PROCEDURE**

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

1. All non-exempt, non law enforcement employees will be compensated for overtime worked more than forty (40) hours in a workweek by receiving pay at a rate of one and one-half (1 ½) times the number of overtime hours worked.
2. When a holiday is worked, the employee shall be paid for the hours worked plus eight (8) hours of straight time for holiday.

*Example:* The employee worked five (5) days, one of which was a holiday. The employee would be paid for forty (40) hours and paid for eight (8) hours holiday time.

3. When an employee uses Holiday time as well as time worked to accumulate more than forty (40) hours during a holiday week, the hours over 40 will be paid at straight time.

*Example:* The employee works 34 hours during the week of holiday. The employee will be paid for 34 hours of straight time and 8 hours holiday pay at straight time for a total of 42 hours straight time.

**B. COMPENSATION OF OVERTIME WORKED: (LAW ENFORCEMENT-29 U.S.C. 207 (k))**

1. Overtime will be paid in cash at one and one-half (1 ½) times the regular rate of pay for each overtime hour worked more than eighty-six (86) hours in a fourteen (14) day work period.
2. Straight time will be paid for all hours worked from eighty-one (81) through eighty-six (86) in a fourteen (14) day work period.
3. Hours worked more than eight-six (86) in a fourteen (14) day work period will be paid at a rate of one and one-half (1 ½) times the number of overtime hours worked.

4. Time not worked but compensated such as sick leave, holiday, vacation, etc., shall be calculated at straight time.

**C. APPROVAL OF OVERTIME**

All overtime work must be approved by the Supervisor.

**D. EXEMPT EMPLOYEES**

Exempt employees do not qualify for overtime.