

6.3 OVERTIME WORKED

The policy of the county is to allow overtime/compensatory time only in cases of emergencies, special circumstances, or when specifically authorized by the Commissioners Court or the appropriate budget authority if different from the Commissioners Court. Employees may be required in emergencies to provide services in addition to normal hours or on weekends or holidays. If disaster recovery is needed, employees will work as assigned.

Overtime/compensatory time is defined as hours worked in excess of the allowable number of hours under the Fair Labor Standards Act (FLSA) (40 hours per seven- day workweek for non-law enforcement employees; 86 hours per 14-day work period for certified law enforcement officers and certified jailers).

For non-law enforcement employees, overtime/compensatory time begins to accrue after the 40th hour worked during the seven-day workweek. For law enforcement employees, overtime begins to accrue after the 86th hour worked during the 14-day work period.

All overtime/compensatory time services by employees covered under FLSA must be authorized in advance by the employee's supervisor and approved by the elected or appointed Department Head.