

5.0 EMPLOYEE COMPENSATION AND ADVANCEMENT

5.1 PAY

Pay for county elected and appointed officials and employees who are paid from county funds is set each year by the Commissioners Court in the adopted county operating budget. Salaries for County Auditors, assistant County Auditors, and district court reporters are set by district judge(s). Rules governing salary administration and pay increases are also established by the Commissioners Court.

Commissioners Court will enter an order adopting annual compensation of elected and appointed officials and employees for the fiscal year; bi-weekly compensation in amounts set during the budget and adoption proceedings, and any future budget amendments as provided by Local Government Code 152.011; and providing for clerical entry-level salaries or wages, successful introductory level (60 days) compensation or wages.

Except for deputies and jailers in the County Sheriff's Department, all non-exempt employees' regular hourly rate is equal to the employee's annualized salary, divided by 26 pay periods, and then divided by 80 hours. The regular hourly rate for deputies and jailers in the County Sheriff's Department is equal to the employee's annualized salary, divided by 26 pay periods, and then divided by 86 hours, pursuant to Section 207(k) of the FLSA. See also Sections 6.01, 6.03, and 6.05.

Each employee has an obligation to make a record of all hours worked (Section 6.08). Upon being paid, each employee also has an obligation to review his or her pay records, to ensure he or she has been properly compensated. Any questions or concerns must be promptly reported to the employee's Department Head. If any such question or concern is not resolved to the employee's satisfaction, it must be reported to the County Judge.

CLERICAL – Maximum Entry and Introductory Level Compensation and Wages – After a successful review, a raise can be given not to exceed the compensation order up to the maximum compensation as set out for the position in the budget.

OTHER DEPARTMENTS - All other County Departments, after a successful review a raise can be given not to exceed the compensation order until the maximum compensation as set out for the position is achieved as provided for in the budget.

SHERIFF'S OFFICE – Maximum Introductory Level Compensation and Wages - After successful completion of two month (60 days) introductory period a raise can be given up to the maximum compensation as set out for the position and provided for in the budget.

EMS Full Time - EMS employees are compensated an additional 848 hours at the overtime rate as reflected in the total pay (as set out for the position and provided for in the budget). The work schedule consists of 2 weeks working 48 hours and 1 week working 72 hours.

Part Time - EMS employees are compensated at the rate set out depending on their qualifications and experience.

ROAD & BRIDGE – Maximum Entry Level Compensation and Wages –
After a successful completion of a two month (60 days) introductory period a raise can be given not to exceed the maximum compensation as set out for the position and provided for in the budget.