

6.0 WORK SCHEDULE AND TIME REPORTING

6.1 WORK HOURS

NUMBER OF HOURS WORKED: The Commissioners Court determines the number of hours worked by an employee for the compensation to be received subject to laws governing pay and working hours and to the provisions of the county's budget.

Normal working hours for most county employees are Monday through Friday, 8:00 a.m. to 5:00 p.m., with one hour for lunch, for a total of 40 hours per workweek.

Working hours for Road & Bridge employees may vary in the precincts, with lunch, for a total of 40 hours per workweek.

Sheriff's Department Officers, Deputies, Jailers, Dispatchers, and EMS field personnel work varying shifts in order to provide services 24 hours each day.

Elected Officials and Department Heads may, within the limits of state and federal law, make adjustments to these schedules. The Commissioners Court encourages that offices remain open from 8:00 a.m. to 5:00 p.m. and during the noon hour to serve the public better. Some employees may have their lunch hours staggered so that the county can provide this service.

Employees are expected to report punctually for duty at the beginning of each assigned workday and to work the full work schedule established.

Deputies, Jailers and Dispatchers with the County's Sheriff's Department and Jail often work in shifts, and specific rules regarding their pay shall apply. For details regarding their pay structure, deputies, jailers and dispatchers should consult with their Supervisor, Department Head or Elected Official.

All other County Sheriff's Department employees shall be paid in the same manner provided for other County employees.