**OVERTIME AND COMPENSATION POLICY**

Goliad County’s policy is to give compensatory time off for overtime worked as allowed by the Fair Labor Standards Act (FLSA)

All non-exempt, non-law enforcement employees are on a 40-hour, 7-day work week. Each work week or work periods stand alone for purpose of computing overtime hours.

1. Deputies are paid overtime after 40 hours in a 7-day work week period.
2. Jailers are paid overtime after 40 hours in a 7-day work week period.
3. Dispatchers are paid overtime after 40 hours in a 7-day work week period.
4. All full-time EMS employees are paid overtime after 40 hours.
5. All part-time EMS employees are paid their regular hourly wage and overtime after 40 hours.
6. The EMS director is salaried but in cases of emergency is also paid hourly.
7. Once First Responders (EMS, Sheriff’s Office, Judge, EMC, and who is delegated) have been activated for disaster duty, they are paid hour for hour until deactivated.

**Sheriff Deputies and Jailers**

Overtime for deputies and jailers is based on 1.5 x their regular rate, made up of the employees’ total compensation, including hourly and grant funding (Elevated Rate)

**Non-Sheriff Office Employees**

When emergency circumstances necessitate overtime work, employees are compensated for the overtime worked by being given (listed in order of the County’s policy preference)

1. Compensatory time off at one- and one-half times the number of overtime hours worked.
2. Payment at the rate of one- and one-half times the employee’s regular rate.

Compensatory time off should be scheduled by the supervisor:

1. At the employee’s request;
2. If asked within a reasonable time frame;
3. And does not create unduly disruption of department operations.

Compensatory time may be accrued up to a maximum of:

1. 240 hours (160 overtime hours worked) for 40 hours, 7-day non-exempt employees.

Upon termination of employment, an employee shall be paid for unused compensatory time in accordance with the requirements of the FLSA.

Each employee shall be responsible for recording compensatory time used on his/her time sheet for the pay period.

Any issues on overtime compensation not addressed in this policy shall at least meet the minimum requirements of the FLSA and the regulations issued by the Department of Labor administer that Act.

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