

SUBJECT: ATTENDANCE/LEAVE TIME

TITLE: ATTENDANCE

I. POLICY

Employees are expected to be at their assigned work stations as prescribed by their respective department in order to provide consistent, dependable service to all citizens of Denton County.

II. PROCEDURE

A. Scheduling

Each Department Head/Elected Official shall establish a work schedule for his/her department that provides for maximum operating efficiency. It shall be the responsibility of the Department Head or designated Supervisor to ensure that all employees are informed of existing work schedules.

B. Reporting

Each employee is personally responsible for notifying his/her Supervisor or Department Head prior to being late or absent. Any employee who does not call or report within fifteen (15) minutes prior to his/her regularly scheduled time or as soon as reasonably possible may be carried absent without pay. The Department Head shall review all situations for extenuating circumstances.

C. Unexcused Absences

Unexcused absence will result in disciplinary action by the Department Head/Elected Official.

D. Abandonment of Duties

Any employee who fails to call in during the specified reporting time or report to work for three (3) consecutive days may be deemed to have abandoned his/her duties and his/her employment may be terminated.

E. Inclement Weather or Disaster

It is the policy of Denton County to remain open unless it is determined that the majority of citizens traveling to or doing business in County offices or on County property would present an unreasonable safety risk to themselves. Denton County may also close if a critical shortage of energy occurs. The County Judge, or a designated representative, based upon recommendations from the Office of Emergency Management, will decide whether the County will remain open, delay opening, or close.

1) Notification of Closings and/or Delayed Openings:

In the event that the County plans to close or delay opening of offices, the County Judge's office will notify area news media of the decision no later than 6:00 A.M. All essential personnel must make every effort to report to duty.

The following media will be notified of delays or closing of Denton County offices:

KDFI/FOX-TV	CHANNEL 4
KXAS/NBC-TV	CHANNEL 5
WFAA/ABC-TV	CHANNEL 8
CBS11-TV	CHANNEL 11
TXA21-TV	CHANNEL 21
WBAP-RADIO	820 AM
KRLD-RADIO	1080 AM
KNTU-RADIO	88.1 FM

When the Denton County Judge closes the County, announcements will be posted to the County's website at www.dentoncounty.com and provided via text message to employees who have registered with NIXLE to receive weather or other emergency announcements on their mobile devices.

2) Denton County Office Closures and Delayed Openings:

When an official closure or delayed opening is issued by the Denton County Judge, work time lost shall be coded in Kronos using the pay code "County Closure Paid Time Off (County Closure PTO)".

County Closures PTO will not exceed 40 hours annually without Commissioners Court approval.

Part-time employees who are eligible for benefits will receive either ½ or ¾ of a full-time employee accrual based upon the number of budgeted hours.

Part-time employees who are not eligible for benefits are not eligible for County Closure PTO.

County Closure PTO balances expire after 12 months and are not paid upon termination.

If County Closure PTO needed exceeds the amount of the annual award, then Commissioners Court may consider additional hours.

a. For full day closures:

Employees not reporting for their scheduled shift the day of closure shall claim no more County Closure PTO hours than necessary to make their shift whole.

County Closure PTO hours claimed shall not cause the employee's total hours to exceed that of the employee's regularly scheduled shift.

b. For partial day closures:

Employees leaving early, or not reporting for their scheduled shift, shall claim no more County Closure PTO hours than the amount of hours necessary to make their shift whole.

County Closure PTO hours claimed shall not cause the employee's total hours to exceed that of the number of hours by which the employee's shift was impacted by the closure or delayed opening.

c. All closures:

Employees shall not claim more than the number of scheduled hours impacted by the closure, delayed opening, or early closure of the County offices.

d. Employees not scheduled to work at the impacted time(s) are not eligible to claim County Closure PTO hours.

e. Employees who received prior approval to take a scheduled day off using benefit time or unpaid leave on the impacted day(s) are not eligible to claim County Closure PTO hours.

f. Employees who are required to work within any shift on the day of the closure or delayed opening may use their County Closures PTO on a scheduled day in the future, but it must be taken within twelve months of when it is accrued.

1. Managers should ensure that employees that were required to work on the closure are scheduled soon thereafter for their day off in the future.

2. Full Day Closures - The amount of hours taken in the future shall not exceed the number of regularly scheduled hours the employee normally works.

3. Partial Day Closures – The amount of hours taken in the future shall not exceed the number of hours that would have been affected during the actual closure when it occurred in real time.

g. If an employee exhausts the awarded accrual balance prior to Commissioners Court's approval of additional County Closure PTO, then the employee may be required to use other appropriate accrued benefit leave.

h. For departmental closures that occur outside of the official closure by the County Judge will require the employee to use appropriate benefit accruals such as vacation, comp time or personal time.

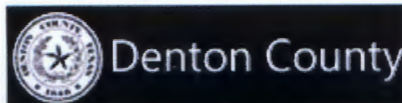
3) Examples:

- a. For an 8:00am-5:00pm shift with a delayed opening at 10:00am, an employee shall not claim more than two (2) hours of County Closure PTO.
- b. For a 6:00am-2:00pm shift with a delayed opening at 10:00am, an employee shall not claim more than four (4) hours of County Closure PTO.
- c. For an 8:00am-5:00pm shift with an early closure at 3:00pm, an employee shall not claim more than two (2) hours of County Closure PTO.

4) Not Reporting for Scheduled Shift:

- a. Employees who are unable to report to work must contact their respective Department Head/Supervisor and review their circumstances.
- b. Such notification and review must be made no later than fifteen (15) minutes prior to their regularly scheduled shift or as soon as reasonably possible.
- c. Time lost from work when not approved may result in leave without pay or other disciplinary action.
- d. Final timecard documentation decisions will be determined by the Department Head/Elected Official, in compliance with this policy.

Approved By:	<u>Commissioners Court</u>	Date: <u>01-01-89</u>
Revised By:	<u>Commissioners Court</u>	Date: <u>01-21-97</u>
Revised By:	<u>Commissioners Court</u>	Date: <u>01-09-01</u>
Revised By:	<u>Commissioners Court</u>	Date: <u>04-03-01</u>
Revised By:	<u>Commissioners Court</u>	Date: <u>04-11-06</u>
Revised By:	<u>Commissioners Court</u>	Date: <u>03-16-10</u>
Revised By:	<u>Commissioners Court</u>	Date: <u>12-06-11</u>
Revised By:	<u>Commissioners Court</u>	Date: <u>11-04-14</u>
Revised By:	<u>Commissioners Court</u>	Date: <u>03-10-15</u>



Denton County IntraSite

Denton County IntraSite

Applications Departments

Help Desk Internet

Policies Projects

Training Useful Stuff

SUBJECT: ATTENDANCE/LEAVE TIME

TITLE: OVERTIME (NON-EXEMPT)

Policy #3.3

I. POLICY

Compensatory time is the method of payment for time worked in lieu of overtime payment.

II. PROCEDURE

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

1. All non-exempt employees, other than law enforcement personnel, may accumulate up to 240 hours of compensatory time. After this time, they must be paid for overtime worked.

Example: An employee actually works forty-five (45) hours. The employee is granted five (5) hours overtime at time and one-half rates (5 X 1.5 = 7.5 hours.)

2. When an employee uses benefit time as well as time worked to accumulate more than forty (40) hours of compensatory time, the hours shall be accumulated at straight time (36 hours worked + 8 hours holiday = 44 hours. Compensatory time would be 4 hours.)

When a holiday is worked, the employee shall be paid for the hours worked plus accrual of eight (8) hours compensatory time.

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

B. COMPENSATION OF OVERTIME WORKED: (NON-EXEMPT LAW ENFORCEMENT)

1. Overtime will be paid in either compensatory time or pay when required.

2. All hours worked up to eighty (80) hours during a 14-Day Work Period shall be compensated at straight time.
3. Hours worked from eighty-one (81) through eighty-six (86) during the 14-Day Work Period shall be compensated with compensatory time on a straight time basis. Hours worked in excess of eighty-six (86) hours shall be compensated on a time and a half basis.
4. Time not worked but compensated, such as sick-leave, holiday, vacation, etc., shall be calculated at straight time.
5. All law enforcement personnel shall be compensated for all overtime accumulated in excess of four-hundred-eighty (480) hours upon completion of the 14-Day Work Period.

C. ALTERNATE COMPENSATION FOR OVERTIME WORKED (NON-EXEMPT, COUNTY FUNDED EMPLOYEES)

1. Denton County budgets limited funds in order to pay overtime wages. Individual departments will be allotted the portion of the sum that is proportionate to the percentage of non-exempt, county funded positions in the department. Funds cannot be transferred out of this line item. Compensatory time rules will be suspended and overtime will be paid for hours actually worked in excess of 40 hours per week (or 86 hours per pay period for law enforcement personnel) when all of the following are true:
 - a. The department head or elected official of the department to which the employee is assigned determines that the department has sufficient budgeted funds to pay for the overtime hours worked; and,
 - b. The employee requests overtime pay in writing and has the supervisor's written approval.
2. A department may not transfer more than the original budgeted amount for the fiscal year for overtime funds into this line item.

D. COMPENSATORY TIME BALANCES

All compensatory time shall be carried over from year to year and any balance shall be paid upon separation, transfer to an exempt position, or transfer to the supervision of another department head or elected official.

E. APPROVAL OF OVERTIME

All overtime worked must be approved by the Supervisor.

F. APPROVAL OF TIME OFF

Compensatory time off is to be approved by the Supervisor in compliance with the Fair Labor Standards Act.

Approved by the Denton County Commissioners
Court:
Revision #1:
Revision #2:

Date: 01-01-89
Date: 05-11-99
Date: 06-10-08
