

POLICY ON HOURS OF WORK, WORKDAY AND WORKWEEK

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| Hours of Work | 1.  | 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.   |
|               | 2.  | Sheriff's Office officers and jailers work varying shifts in order to provide services 24 hours each day.   |
| Exceptions    | 3.  | In order to meet the needs of the County, certain departments or employees may be required to work a schedule that varies from the normal work schedule of the county or they may be subject to call in case of emergency or special need.                  |
|               | 4.  | Elected officials and department heads may, within the limits of state and federal law, make adjustments to these schedules.  |
| Workday       | 5.  | A workday for the County shall be defined as the period beginning at midnight and ending exactly 24 consecutive hours later.  |
| Workweek      | 6.  | For purposes of record-keeping and compliance with the Fair Labor Standards Act (FLSA), a workweek for Matagorda County shall be defined as the period beginning at 12:01 a.m. each Sunday and ending seven consecutive 24 hours periods later (168 hours). |
| Time Sheets   | 7.  | All employees except elected officials shall complete an official time sheet that is a true record of hours worked.   |
|               | 8.  | Employees exempt from FLSA need not report hours worked, but shall report hours taken for vacation and sick leave.  |
|               | 9.  | Time sheets signed by the employee and the supervisor are due in the Treasurer's office within one week after month/cycle ending date.  |
| Lunch Time    | 10. | The Commissioners Court encourages county offices to remain open during the noon hour to better serve the public. Some employees may have their lunch staggered so that the county can provide this service.  |

POLICY ON HOURS OF WORK, WORKDAY AND WORKWEEK

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| Attendance                      | 11. | Employees will be required to be at their places of work or on official duty during County Office work hours, or to be officially excused by the department head or a delegated supervisor.   |
| Absences                        | 12. | Absences will be reported as early as possible, preferably thirty (30) minutes to one (1) hour prior to regular work time.  |
| Absences                        | 13. | Employees absent more than three (3) consecutive days may be required to submit a written statement from a medical doctor, minister, or funeral director upon returning to work.  |
| Tardiness                       | 14. | Any employee who fails to regularly report to work, is habitually tardy, leaves the work place without proper authorization, misuses leave or falsifies reasons for absences, may be subject to disciplinary action or termination.   |
| Special One-day Seminars        | 15. | When an employee attends a special one-day meeting in another city from his normal work location, time spent on travel is not considered working time. If, however, the employee is transporting other employees to the seminar, then he/she is paid for travel time to and from the seminar. |
| Travel Away from Home Overnight | 16. | Travel that keeps an employee away from home overnight is considered work time only when it cuts across the employee's normal workday. Regular meal period time is not counted.   |

POLICY ON PAY PERIODS

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| Pay Period     | 1. | The pay period for Matagorda County shall begin on the first day of each month and end on the last day of the same month.  |
| Pay Days       | 2. | Payroll checks are issued at 10:00 a.m. on the 28 <sup>th</sup> day of each month, or in case of scheduled holidays or other non-work days, the nearest work day before the holidays or non-work days begin. |
| Pay Checks     | 3. | Paychecks are delivered to, or can be picked up by, the department head or an individual designated by the department head, and distribution within the Department is determined by the department head.     |
| Termination    | 4. | Employees whose employment with Matagorda County has been terminated, either voluntarily or involuntarily, will receive their final paycheck at the time of the next regularly scheduled pay period.         |
| Discrepancy    | 5. | An employee must bring any discrepancy in a paycheck (such as overpayment, underpayment, or incorrect payroll deductions) to the attention of the county treasurer.  |
| Direct Deposit | 6. | Any employee may elect direct deposit of their paycheck by submitting the required form to the Treasurer's office. No department head signature is required to make a direct deposit election.               |

POLICY ON MINIMUM WAGE, OVERTIME PAY  
AND COMPENSATORY TIME

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| FLSA Compliance       | 1. In administering its wage and salary program, the minimum standards of Matagorda County shall be the basic standards set forth in the Fair Labor Standards Act (FLSA) and its amendments as it applies to county governments.   |
| Applicability         | 2. This policy shall apply to all employees of Matagorda County who are not specifically exempt from the provisions of the FLSA.   |
|                       | 3. The Commissioners Court shall be responsible, with the assistance of other elected officials and department heads, for identifying the positions exempt under the FLSA.   |
| Overtime              | 4. In calculating “hours worked” for purposes of overtime computation, hours worked shall include only hours spent in the service of the county (as defined in the FLSA) and shall exclude all paid leave.   |
|                       | 5. Overtime shall be all hours actually worked in excess of forty (40) during the workweek which is defined in the Policy on Hours of Work, Workday and Workweek.  |
|                       | 6. To avoid accruing overtime, a non-exempt employee who works excess hours on a given day should discuss the matter with the supervisor and arrange to take equal time off within the same workweek or law enforcement work cycle.  |
|                       | 7. All overtime must be approved by the department head in advance.  |
| Overtime Compensation | 8. A non-exempt employee who accrues overtime will normally be paid for that work in the form of compensatory time off at a later date. In agreeing to work overtime, the employee agrees to take compensatory time at a rate of one and one-half (1½) hours of compensatory time for each overtime hour worked. |
|                       | 9. When the department budget allows, a department may compensate overtime with pay at a rate of one and one-half (1½) times the employee’s regular rate for overtime hours worked.  |

POLICY ON MINIMUM WAGE, OVERTIME PAY  
AND COMPENSATORY TIME  
(continued)

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| Accumulation<br>Limit          | 10. | The maximum amount of compensatory time that an employee may accumulate is 200 hours for law enforcement personnel and 100 hours for non-law enforcement personnel.   |
| Use of<br>Compensatory<br>Time | 11. | Use of compensatory time shall be subject to approval by the employee's supervisor and will be allowed within a "reasonable period" after the request is made if it will not unduly disrupt departmental operations.  |
|                                | 12. | Compensatory time shall be used no later than six (6) months after the date it was earned.  |
|                                | 13. | Compensatory time may be used as vacation, sick leave or for any other reason as leave with pay.  |
|                                | 14. | If an individual's employment terminates before all of his/her earned compensatory time is used, he/she will be paid for all unused time at his/her regular rate on his/her final paycheck.                           |
| Record Keeping                 | 15. | Each employee shall be responsible for recording any compensatory time taken within a pay period on the time sheet for that period.   |
|                                | 16. | Each supervisor shall be responsible for notifying the County Treasurer if overtime worked by his/her employee is to be paid in wages or accumulated as compensatory time.  |
|                                | 17. | If a supervisor fails to notify the County Treasurer as to how each of his/her employees' overtime is to be compensated, the Treasurer shall assume that overtime is to be paid in wages.                             |
|                                | 18. | The County Treasurer shall be responsible for keeping records of all compensatory time earned and used by eligible County employees and shall update the balance due for each employee at the end of each pay period. |
| Compensatory<br>Time           | 19. | The employee's monthly payroll check attachment shall report the employee's compensatory time accrual as on record with the County Treasurer.   |

POLICY ON MINIMUM WAGE, OVERTIME PAY  
AND COMPENSATORY TIME  
(continued)

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|                 | 20. | Employees may check their current compensatory time balance at the County Treasurer's Office at any time during normal working hours.  |
| Law Enforcement | 21. | Overtime compensation for law enforcement employees of the County shall follow the minimum standards set forth in the Fair Labor Standards Act and any other federal or State Legislation which applies. |
|                 | 22. | Overtime for Law Enforcement personnel shall be all hours actually worked in excess of 171 hours during a 28-day cycle.  |

POLICY ON TRAVEL ALLOWANCES

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| Authorization    | 1. | All county travel (except specific budgeted allowances for department heads) by employees of the County must be authorized in writing by the department head.   |
| Transportation   | 2. | Transportation costs for County employees duly authorized to travel on official County business will be paid by the County on a reimbursable /emergency-advance basis.  |
| Incidental Cost  | 3. | Incidental costs of travel, e.g., tips, cab fares, business telephone calls, etc., will be reimbursed by the County upon presentation of documentation of costs.  |
| Meals/Hotels     | 4. | In addition to transportation and incidental reimbursable costs outlined above, cost for meals and hotels or motels will be paid in accordance with the Matagorda County Texas Travel Reimbursement Policy. (A copy of this policy is included at the end of this policy).  |
| Private Vehicles | 5. | Any County employee who uses his/her privately owned vehicle for authorized County travel will be paid for mileage on a set fee per mile basis as designated by the Commissioners Court, which is the mileage rate set by the I.R.S. Detailed mileage records must be maintained and proof of automobile liability insurance coverage must be presented prior to an payment made by the County. |

POLICY ON EMPLOYEE PAY DEDUCTIONS

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| Authorization | <ol style="list-style-type: none"><li>1. Deductions, other than withholding taxes and retirement contributions, will be withheld from an employee's pay only when the employee gives the County Treasurer written authorization to make the deductions as approved by Commissioners Court.</li><li>2. Written authorization shall be on the Payroll Change Notice forms available in the County Treasurer's Office.</li></ol>  |
| Exceptions    | <ol style="list-style-type: none"><li>3. Exceptions to the above policy are:<ol style="list-style-type: none"><li>a. if an employee terminates and owes the County, the amount owed the County will be deducted from the final paycheck; and</li><li>b. if the County Treasurer is served a Court Order, an order of the Internal Revenue Service or a federal student loan "Order of Withholding from Earnings" for garnishment of an employee's wages, that order will be implemented.</li></ol></li></ol> |
| Indebtedness  | <ol style="list-style-type: none"><li>4. If notice of indebtedness of a county employee or county official has been filed with the County Auditor and County Treasurer evidencing indebtedness of an employee or county official to the State, County, or Salary Fund, no paycheck or reimbursement check may be issued in favor of such employee until the employee owing the debt is notified that the debt is outstanding and the debt is paid.</li></ol>   |



POLICY ON CREDIT UNION

Payroll  
Deductions

1. Matagorda County employees are allowed payroll deduction privileges for the Matagorda County Teachers' Credit Union.

POLICY ON NON-DISCIPLINARY SEPARATION

Resignation

1. The County prefers receiving a two week advance notice when an employee is planning to retire or terminate his/her employment.
2. Texas County and District Retirement System requests that all forms be complete at least thirty (30) days prior to retirement.
3. An employee resigning without the required notice will be ineligible for reinstatement.

Layoff

4. An employee may be laid off because of changes in duties or organization, or for lack of work or funds.
5. Whenever possible, at least two weeks notice will be given an employee prior to layoff.
6. Layoffs will be carried out on the basis of demonstrated job performance and efficiency, with the most proficient employee being retained the longest.
7. Seniority with the County may be used to determine the order of layoffs among employees with substantially equivalent records of job performance and efficiency, with the most senior employees being retained the longest.
8. Temporary employees will be laid off before regular employees performing similar duties.
9. Layoffs will not be considered disciplinary actions.
10. A newly elected official has the right to staff his or her offices as he/she sees fit. Employees should realize that this could result in a layoff.

POLICY ON NON-DISCIPLINARY SEPARATION

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| Disability | 11. In cases of long-term disability, where an employee is unable to return to work for a period of time which would cause an undue hardship to the county to hold the position open, and if no position is available which the employee could perform with a reasonable accommodation by the county, the employee will be separated from employment with the county. |
| Incapacity | 12. Separation for disability will not be considered disciplinary action and will not operate to deny an employee the use of any accrued illness, injury disability, or other benefits.   |
| Retirement | 13. Eligible employees may be separated by retirement in accordance with applicable programs.   |

POLICY ON TERMINATION AND DISCIPLINARY ACTION

“At Will”  
Employment

1. Employees of the county serve “at will” and, within the provisions of state and federal law regarding public employment, can be dismissed at any time, with or without notice for any reason or no reason. Some of the actions that may result in discipline, up to and including termination, include, but are not limited to the following:
  - a. Insubordination;
  - b. Absence without leave, including absence without permission, failure to notify a supervisor of sick leave, and repeated tardiness or early departure;
  - c. Endangering the safety of the employee and/or other persons through negligent or willful acts;
  - d. Use of alcohol or illegal drugs while on duty or in a county vehicle;
  - e. Alcohol or drug abuse while on duty which may affect the performance or safety of the employee or other persons;
  - f. Involvement with alcohol or drugs in the workplace in violation of the county’s Drug-Free Workplace Policy;
  - g. Unauthorized use or theft of public funds or property;
  - h. Conviction of a felony;
  - i. Conviction of official misconduct, oppression, or perjury;
  - j. Falsification of documents or records;
  - k. Unauthorized use of official information or unauthorized disclosure of confidential information;
  - l. Unauthorized use or abuse of official authority;
  - m. Violation of harassment policy;
  - n. Incompetence or neglect of duty;
  - o. Disruptive behavior which impairs the performance of others;
  - p. Violation of any of the requirements of these personnel policies or any departmental policies not in conflict with these policies;
  - q. Sleeping on the job; and/or
  - r. Fighting on the job.

POLICY ON PROGRESSIVE DISCIPLINARY ACTION

Progressive  
Discipline

1. An elected or appointed department head may take disciplinary action, including dismissal, against an employee at any time. Normally, the severity of the discipline will depend upon the nature of the infraction. The county may, but not necessarily will, use a progressive discipline system as follows:
  - a. Oral Warnings. Oral warning with records of each warning maintained by the appropriate elected official or department head;
  - b. Conference with Elected Official, Department Head or Supervisor. The elected official, department head, and/or supervisor will meet and counsel with the employee, a written summary of the conference will be prepared by the department head or supervisor, with one copy to the employee and one copy to the employee's personnel file;
  - c. Written Reprimands. Written reprimands will be transmitted through the elected official or department head to the employee's personal file;
  - d. Reduction in Pay without demotion;
  - e. Suspension from duty, with or without pay, for up to 30 days and renewable after informal review of the circumstances;
  - f. Demotion with reduction in pay; and/or
  - g. Separation/Termination by involuntary dismissal.
2. A department head or elected official may authorize supervisors to administer discipline up to and including demotion.

POLICY ON EXIT INTERVIEW

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| Instrument | <ol style="list-style-type: none"><li>1. Department heads will hold an "Exit Interview" resulting in completion of an official Matagorda County Exit Interview instrument.</li><li>2. The instrument, upon completion, shall include but not be limited to:<ol style="list-style-type: none"><li>a. an employee statement for the resignation or termination;</li><li>b. department head's statement;</li><li>c. current mailing address and telephone number of the employee, etc.; and</li><li>d. accrued vacation, holiday, and compensation-time leave for which the employee is entitled payment.</li></ol></li><li>3. The Exit Interview form will be forwarded to the County Treasurer for payroll processing.</li></ol> |
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POLICY ON COMPLAINT PROCEDURE

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| Situations | 1. It is recognized that occasions or events may occur when an employee believes, rightly or wrongly, that a condition of employment or decision affecting him or her is unjust or inequitable. If the situation involves Harassment, the employee should follow the complaint procedure outlined in Policy 2.09. If the situation involves ethical violations, fraud, illegal acts or abuse, the employee should follow the complaint procedure outlined in Policy 2.13.  |
| Procedure  | <p>2. It is important that these situations be resolved quickly and fairly. Any member of management is always willing to discuss any subject or concept; however, an employee should never hesitate to make use of the Complaint Procedure.</p> <p>3. The intent of this procedure is to make it easy for an employee to voice his/her feelings, complaints, and/or desires.</p> <p>4. Steps for employees:</p> <ul style="list-style-type: none"><li>a. Talk with your supervisor. If you have a complaint, within three (3) days of the incident, present the situation to your supervisor. Experience has shown that most complaints can be settled by a frank discussion of the facts. Your supervisor will respond to your problem during your initial discussion or submit an answer to you within five days. If the supervisor is personally involved, you may begin with Step b;</li><li>b. Talk with your supervisor's immediate superior. Should the complaint fail to be settled in the first step or if the complaint involves your supervisor, you should discuss the matter with your supervisor's immediate superior within five (5) days of the incident. All facts will be carefully examined and evaluated in an effort to settle the complaint; the second level supervisor will attempt to respond within five (5) days;</li><li>c. Carry the complaint further. If no solution is reached in Step b, continue to carry the complaint to higher levels of management, this being the department head. An employee who is not satisfied with this result may continue to present the matter to the next level of management. If this still is unresolved, present the case to the Commissioners Court in closed session, understanding that in most situations the Commissioners Court is limited to making a recommendation to the elected or appointed official who serves as department head.</li></ul> |