

6.04 Number of Hours Worked

Department heads must submit the number of hours worked by all employees of the department for the compensation to be received through the system of record herein, Time Clock Plus Bio-Metric System, subject to laws governing working hours and subject to the provisions of the County budget and approved salary schedules.

Any department head or elected official not in compliance with section 6.01 and 6.04 of this policy will not be allowed to accrue additional hours or receive an electronic paycheck.

Result: Webb County will comply with DOL recordkeeping requirements in which Time Clock Plus Bio-Metric System is the County's timekeeping system and all of its employees are required to use it. This will enable Webb County to uniformly, completely and accurately account for all the hours worked for non-exempt (hourly) employees.

6.05 OVERTIME AND COMPENSATORY TIME

Compensatory Time: Webb County employees who are non-exempt from the provisions of the Fair Labor Standards Act (commonly known as "hourly paid" employees) will earn compensatory time for overtime hours worked. For purposes of computing overtime and/or compensatory time, time away from the job during the work week, such as annual leave, holidays, sick leave, personal days, and other absences, will not be included in a work week.

Accrual of Compensatory Time: Accrual of excessive compensatory time is discouraged. **Accrued compensatory time shall not exceed 80 hours.**

Use of Compensatory Time: **Accruals of compensatory time must be used before any other accruals.** An employee may request the use of compensatory time in the same manner as annual leave. Additionally, an elected official or department head has the authority to direct an employee to use compensatory time in accordance with the needs of the department and as a means of managing leave balances and/or department's budget.

Non-Exempt / Non-Bargaining Unit personnel: Employees who are non-exempt under the Fair Labor Standards Act (commonly referred to as "hourly paid" employees) will receive compensatory time in lieu of overtime for time worked in excess of forty hours in a workweek, which runs from Friday to the following Thursday. Compensatory time calculated at one and one-half (1-1/2) times the hours worked in excess of forty hours. Employees may receive a cash payment for compensatory time only if there is a line item for that purpose in the department's budget and the County Auditor certifies that funds are available and the Elected Official or Department Head approves such request. When a grant allows overtime pay for hourly paid employees, the County will allow the overtime payment subject to the Grant's provisions.

Bargaining Unit Personnel: Compensatory time for Bargaining Unit Personnel shall be determined by the provisions of their collective bargaining agreement.

Overtime pay for First Responders: Exemptions under the FLSA rules specifically 13(a)(1) as defined by regulation, 29 CFR Part 541 regarding exemptions from the minimum wage and overtime

requirements do not apply to first responders as defined under the Department of Labor/ Wage and hour division regardless of rank or pay. However, for workweeks when exempt employees (commonly referred to as “salaried” employees) fall under the definition of “first responders”, they will be required to submit a time sheet to their respective department for approval. The County will only permit employees qualified as “first responders” to earn overtime pay but only from grant funds and only when grant funds are available.

Change of Classification: A classification change may be recommended by the elected official/department head but the change will not be official until it is certified as to correctness by the County Attorney AND the head of Human Resources. Compensatory time accrued prior to the official classification change must be taken in the same manner as annual leave but may be paid at the rate of pay for the non-exempt position but only when and only if it is approved by Commissioners Court.

Transfer Employees: An employee who is transferred from one department to another will be allowed to transfer his or her, accrued annual leave, sick leave, and personal days only if the new Department Head is in agreement. If there is no such agreement, the employee must use all accumulated accrued leave and personal days prior to the transfer, but the employee’s sick leave will be transferred with him/her to the new department. The foregoing shall be a condition of the employee’s transfer. **Compensatory time is non-transferable and must be used before transfer occurs.**

Transfer of Grant Employees to Non - Grant Funded Positions: No accruals can be transferred from a grant funded position. All accruals must be paid by the funding grant.

Transfer of Employee from Hourly to Salary Position: Hourly employees elected to, promoted or transferred to a salaried position, shall have annual leave and compensatory time paid out prior to transfer. Sick leave is retained except when elected.

Approved June 10, 2013

7.00 EMPLOYEE COMPENSATION AND ADVANCEMENT

Any and all new hires, promotions, demotions and transfers, shall not be eligible to start at the new position until all requisite pre-employment screening and/or paperwork is completed by Human Resources (HR) and approved by the Budget Officers (BO).

This applies to any and all employees whether employed by an elected official or department head, whether subject to the Wage Plan or exempted therefrom.

The Mandatory Probationary Period for **Civil Service and Non-Civil Service Employees is six months from the effective start date.**

No transfer shall be effective until both departments have agreed upon the transfer of annual leave, sick leave, compensatory time and personal holidays, and all other requisites have been completed and approved by HR and BO.

Each Department Heads, Elected or Appointed Officials, under the Wage and Classification Plan, seeking to change titles and significant job duties for positions approved and budgeted by Commissioners Court, is required to obtain Commissioners Court approval prior to item being presented to the Civil Service Commission.

Approved February 9, 2015

7.01 WEBB COUNTY GOVERNMENT CLASSIFICATION/ STEP INCREASE POLICY

The county maintains a classification plan, which assigns each class of positions to pay group based on the principle of equity among positions requiring similar levels of responsibility. Classification of jobs is done for the position and not for the person currently filling or being considered for a job. For purposes of classification/pay administration, the definitions are as follows:

1. A job description is a written description of the duties, responsibilities, and requirements for a position **that has been approved by Commissioners Court and Civil Service Commission.**
2. A pay plan is a document that assigns dollar values to each job class, groups classes into pay grades, and creates a pay schedule showing the salary, wage steps and ranges for each grade.
3. Equity was a “one - time” adjustment given to the employee and was included in the initial implementation of the new pay system.

The compensation plan developed for the county is based on an internal value system reflected in the classification plan and on a salary survey of comparable organizations to help assure an equitable and competitive pay system.

The pay plan consists of twenty-eight grades and 34 steps. The range is deliberately broad so that problems associated with employees reaching the top of their pay range will be minimized.

I. At Hire Discretionary Steps

- ❖ Department Heads, Elected or Appointed Officials have the discretion to adjust the minimum entry rate as follows, subject to any probationary periods:

Salary Review Dates below. The adjustment may be one step, or multiple steps, but shall never exceed the steps identified in **Figure 1** and/or **Figure 2**. There is no limit to the times a salary may be adjusted as long as it does not exceed the discretionary limit in **Figure 1** and/or **Figure 2**.

Additional steps granted by Commissioners Court as a one-time County wide raise shall not be counted against the discretionary steps in **Figure 1** and **Figure 2**.

Any salary adjustments regarding discretionary steps must first be submitted to Human Resources for review and evaluation prior to Commissioners Court consideration for approval. The deadline for submission for salary changes are:

- December 1st for the first pay period in January
- April 1st for the first pay period in May
- September 1st for the first pay period in October

On July 28, 2014 the Commissioners Court approved a Step Discretion as follows:

Figure 1

Grade		Steps
5-20	Discretion to Hire up to 5 Steps into the Grade	A,B,C,D,E
21-28	Discretion to Hire up to 10 Steps into the Grade	A,B,C,D,E,F,G,H,I,J

- ❖ For Attorneys Only (Public Defender, County Attorney, and District Attorney), the Department Heads, Elected or Appointed Officials have the discretion to hire or promote above the minimum entry rate as follows:

Figure 2

Grade	Experience	Steps
22	0-2 years	K-M
	3-4 years	N-P
	5 years or more	Q-S
23	0-2 years	N-P
	3-4 years	Q-S
	5 years or more	T-V
24-26		N-W
27-28		K-M

II. New Full Time Employees in Civil Service Positions

Department Heads, Elected or Appointed Officials and shall pay at *Step A* for the mandatory probationary period as stated in the Civil Service Rules & Regulations for the grade which the employee was hired.

Human Resources will notify departments when the probationary period is about to end. At that time, the Department Heads, Elected or Appointed Officials will have the option to consider a salary adjustment to place the employee at a higher step within the Department Head's, Elected or Appointed Official's discretion for that slot as shown in *Figure 1*.

Note: This is NOT subject to the "Salary Review Dates" in section VI.

III. Promotions

An employee, excluding Attorneys, shall be promoted when:

- ❖ The employee moves to a position classified in a higher pay grade and meets the minimum requirements of that position.
- ❖ Effective Pay Start Date section.
- ❖ Promotions may occur intra/interdepartmental (within and between departments).

At the time an employee is promoted to a previously established position in a classification with a higher pay grade, the step within the pay grade will be based on the higher of:

A. 5% percent above the employee's current grade and step (pre-promotion); *please note that when calculating the amount of the 5% percent pay, IF the proposed salary amount falls between steps on the scale, then the amount of pay will be rounded up to the next higher step on the scale.*

or

B. The entry rate discretionary steps of the new paygrade

Figure 3

Examples of		
Employee's Current Grade/ Step: 12/U		Salary: \$ 40, 408.21
Promotion 5% of current Salary		<u>\$ 2,020.41</u>
Salary with 5%		\$ 42,428.62
Grade of new position: 16 (Discretionary Steps A-E)		
Salary: \$40,358.97 (E)		
5% being higher, salary falls between these steps:		
Step I: is \$ 42, 415.07 Step J: \$42,945.26		
Therefore, 5% promotion (with round up, per policy)		
New Salary → \$42,945.26		

IV. Transfers:

Transfers can only occur within the same pay grade. A lateral transfer occurs when a full-time employee moves to another position within the same pay grade (whether in the same department or another). An employee who laterally transfers shall be paid the same step he/she received prior to transferring.

V. Demotion:

A demotion is the movement of an employee from a higher pay grade to a lower pay grade. This occurs when an employee is transferred or accepts a vacant position that is at a lower pay grade from his/her current position. In the case of a vacant position not being available, the Department Head, Elected or Appointed Official may revert the employees' slot/pay to discretionary entry rates (A-E or A-J).