

of public health and safety or at the direction of the Department Head to meet the needs of the County. JJAEP employees shall work the schedule established by JJAEP and according to the academic calendar adopted by the Juvenile Board.

Offices may remain open during the noon hour, and lunch periods may be staggered according to the requirements of the office and the decisions of the Department Head.

6.03 OFFICIAL CLOSINGS OF COUNTY OFFICES

County offices may be closed at any time during the regular work week only by order of the Commissioners Court or the County Judge for reasons such as bad weather or other extenuating circumstances. Work time lost by employees due to official closings of county offices will not be charged to paid leave, unless the employee was already on some other type of leave, e.g., annual, sick leave, etc., in which case that particular leave status remains in effect.

6.04 NUMBER OF HOURS WORKED

Department heads may determine the number of hours worked by an employee for the compensation to be received subject to laws governing working hours and subject to the provisions of the County budget and approved salary schedules.

6.05 OVERTIME AND COMPENSATORY TIME

Webb County employees will receive compensatory time for overtime hours worked but may receive cash payment if money is available for this purpose in their department budget and the Elected Official or Department Head approves such request. Requests to work overtime must be approved by the Department Head in advance.

For the purpose of computing overtime, time away from the job during the workweek, such as annual leave, holidays, illness, or approved absences, will not be included in a work week.

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 the department's budget.

Non-Law Enforcement Personnel: Employees who are non-exempt under the Fair Labor Standards Act will receive compensatory time off for time worked beyond the forty (40) hour workweek, which runs from Friday to the following Thursday, but may receive cash payment if there is money in the department budget for this purpose, and the Department Head has approved the cash payment. Compensatory time is paid at the regular rate of pay. Where overtime is to be paid in cash, the rate of overtime pay is calculated at one and one half (1-1/2) times the regular hourly rate for each hour worked over forty in a given work week.

Law Enforcement; Personnel: Compensatory time for Law Enforcement Personnel shall be determined by the provisions of their collective bargaining agreement.

Transfer Employees: An employee who is transferred from one department to another will be allowed to transfer his or her compensatory time, 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 compensatory time, accrued annual 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.

7.00 EMPLOYEE COMPENSATION AND ADVANCEMENT

7.01 PAY PERIOD

Webb County will pay employees biweekly on Friday for the two week period ending the Thursday of the previous week. In the event that a payday falls on a County holiday, wages will be paid on the previous working day. Wages will be direct deposited into an employee's bank account. If the employee has no bank account, a pay card will be issued.

Exempt JJAEP employees shall have the option of receiving their annual salaries paid on a bi-weekly basis spread over the course of the fiscal year rather than being paid only during the academic year. A request to be paid in this manner shall be made in writing by such employee to the Webb County Treasurer's Office.

7.02 PAYROLL DEDUCTIONS

Deductions will be made from each employees pay for the following:

1. Federal Income Taxes;
2. Social Security (FICA); and
3. Employee's contribution to the County and District Retirement System.

In accordance with policies and general procedures approved by the Commissioners Court, and as modified with approval of Commissioners Court, approved deductions from an employee's pay may be authorized by the employee for:

1. Deferred Compensation;
2. Group Health/Medical Insurance for dependents;
3. Credit Union Deposits;