

# Analysis Report with OT due to County Election Workers

# 18

DATE	ID #	DEPT.	Dept. Name	NAME	Diff.
11/4/2014	9227	0102	Planning	Melany Medina	\$ 37.10
	5914	0114	Admin. Services	Elizabeth Araiza	\$ 49.01
	5113	0114	Admin. Services	Alejandra Villarreal	\$ 52.74
	5172	0202	Comm. Pct. 2	Alicia Herrera	\$ 42.62
	8503	0500	MIS	Ramon Alcala	\$ 58.82
	4551	0600	Purchasing	Liliana Maldonado	\$ 53.63
	9155	0600	Purchasing	Rosalinda Moncivais	\$ 28.69
	3404	1301	Juvenile	Gabriela Flores	\$ 51.57
	6210	1301	Juvenile	Sonya Lee Rocha	\$ 45.01
	5791	1302	Juvenile	Maria E. Rubio	\$ 46.85
	8687	2001	Sherriff's	Gabriel Andres Gonzalez	\$ 118.76
	3997	4201	Headstart	Margarita Gonzalez	\$ 49.72
	4263	4208	Headstart	Marbella Elizondo	\$ 37.37
	5322	4208	Headstart	Ruby Negrete	\$ 35.00
	4885	4208	Headstart	Terestia Ramirez	\$ 41.93
	4356	4208	Headstart	Veronica Rangel	\$ 39.81
					<u>\$ 788.63</u>
12/20/2014	3404	1301	Juvenile	Gabriela Flores	\$ 19.23
					<u>\$ 807.86</u>

Elections Administration  
Department 0107  
Oscar L. Villarreal



The Elections Administration Department is responsible for providing a secure and impartial system for all elections, including early voting and providing security for the ballots as well as the optical scanners used in tabulating the results of elections. The Department must maintain the register of voters and must comply with all mandated federal and state statutes that govern election activities. The Elections Administrator is appointed by the Elections Commission.

Account	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Actual	2015 Budget
<b>3000 Personnel Cost</b>						
5001 Payroll Cost	212,670	219,053	230,043	230,043	228,182	241,969
5301 Fica County Share	17,871	15,895	17,599	27,109	27,109	18,511
5303 Retirement County Share	22,040	22,974	24,730	26,606	26,605	26,012
5304 Health Life Insurance	25,115	27,198	29,050	29,050	28,183	29,250
5305 Worker Compensation	1,575	1,512	1,542	3,487	3,486	1,622
5306 Unemployment Tax	3,015	2,826	3,796	3,796	1,634	3,993
	282,286	289,457	306,760	320,091	315,199	321,357
<b>3100 Operating Expenditures</b>						
6005 Postage & Courier Service	30,195	6,392	31,260	31,365	31,364	8,500
6204 Fuel & Lubricants	469	388	500	500	500	600
6205 Materials & Supplies	3,161	4,494	4,500	4,500	4,498	4,500
6402 Repairs & Maintenance - Equipment	47,269	59,849	65,000	64,902	55,552	70,750
6403 Repairs & Maintenance - Vehicles	166	120	1,000	993	90	750
6705 Election Expense	124,970	114,393	130,000	116,669	116,669	126,000
	206,230	185,638	232,260	218,929	208,673	211,100
<b>Department Total</b>	<b>\$488,516</b>	<b>\$475,095</b>	<b>\$539,020</b>	<b>\$539,020</b>	<b>\$523,872</b>	<b>\$532,457</b>

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.

<sup>(424)</sup>  
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.

*Reimbursed by...*

**PROCESSING NEW PERSONNEL** will require the following documentation to be filed with the department of Human Resources before a payroll check can be processed:

- Copy of the employment application form;
- Health insurance and retirement system enrollment forms;
- W-4 employee withholding allowance certificate;
- I-9 employment eligibility verification form with official documents as required; and
- Copy of minutes approving the hiring and salary of the new employee, if applicable.

**DATES FOR EMPLOYMENT** will begin on the day a pay-period begins unless that day is a holiday.

**DATES FOR TERMINATION OF EMPLOYMENT** can be on any weekday unless that day is a holiday. Employees paid from grants or special funds that are expected to continue shall be paid at the beginning of the fiscal year when there is official written notice of the grant renewal even though the grant/special funds contract may not have been received.

**OVERTIME** is restricted for non-exempt or hourly paid employees. Overtime must be approved by the department head and will be paid by means of compensatory time and not overtime pay and must be properly documented as per County Policy. If a department has an overtime line item in their budget, overtime may be paid in accordance with County policy but only as may be restricted in the department's budget and approved by the County Auditor. Compensatory time will be paid in accordance with FLSA but requires the approval of the County Auditor and Commissioners Court. Funds in overtime line items in departments under the County Sheriff are restricted for members of the Collective Bargaining Unit and for nurses assigned to the County Jail. Civilians under the County Sheriff will be paid by means of compensatory time comparable to other county employees.

**PART-TIME** employees may be hired by departments that have a part-time line item and part-time funds in their adopted budgets. A part-time employee can be hired without Commissioners Court approval but must be processed and screened for acceptance by the department of Human Resources. Pay for part-time employees cannot exceed \$15 per hour and hours worked cannot be more than twenty five (25) per week unless approved by Commissioners Court.

**CONTINUATION PAY FOR MILITARY ACTIVE DUTY** was authorized by Commissioners Court on November 22, 2004, for employees who are members of a reserve component of the armed forces of the United States, including any appropriate part of the State military forces, called to active duty under the circumstances identified in Chapter 173, Local Government Code. Departments will be responsible for assuring that salary continuation funds are available for affected employees from within their own departmental funds. Employees called to active duty will not earn or accrue annual leave or sick leave while on active duty.

**RESERVE DEPUTIES FOR SHERIFF AND CONSTABLES** must be authorized by Commissioners Court and the number of reserve deputies appointed will be determined by Commissioners Court.

**A DRUG AND ALCOHOL TESTING POLICY** was adopted by Commissioners Court and provides for random drug testing of any County employee. To the extent that positions funded by grants or special revenue funds have differing policies, those policies will be followed for those positions.