

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
5.0 WAGE AND SALARY ADMINISTRATION**

5.0 PAY PRACTICES AND WORK HOURS

- PAY PERIODS** 5.0-1 All Montgomery County employees will be paid on Fridays on a bi-weekly basis. There is a seven day lag between the close of the pay period and the issuance of the pay check (i.e., the check covers the two-week period ending at midnight on the Friday before the check is issued).
- HOLIDAYS** 5.0-2 When a County holiday falls on a Friday or, in the case of Thanksgiving Thursday and Friday, every effort will be made to issue pay checks the day prior to the holiday, however there may be situations that delay issuance of checks until the first normal working day following the holiday.
- WORK HOURS** 5.0-3 Most Montgomery County employees work Monday through Friday from 8 a.m. to 5 p.m. In an effort to allow employees to work schedules which meet their personal needs while at the same time ensuring that County government will operate as efficiently as possible, elected officials and department heads are encouraged to allow their employees to adopt alternative work schedules: A suggested option is four 10-hour days each week or some other modified work schedule which is mutually beneficial.
- 5.0-4 The need for or desirability of schedules which vary from the normal 8 a.m. to 5 p.m. workday will be determined by each elected official or department head. Employees within the same department may adopt different work schedules with the approval of the elected official or department head.
- EXCEPTIONS** 5.0-5 In order to meet the needs of the County, certain departments or employees may be required to work a schedule that varies from any described in Section 5.0-1, e.g., those departments that are staffed 24 hours per day. In addition, all employees are subject to being called in to work in case of emergency or special need.
- WORKDAY** 5.0-6 A workday for the County shall be defined as the period beginning at midnight and ending exactly 24 consecutive hours later.
- WORKWEEK** 5.0-7 For purposes of record keeping and compliance with the Fair Labor Standards Act (FLSA), a workweek for all employees of Montgomery County shall be defined as beginning on Friday at midnight and ending the following Friday at midnight. For certified peace officers the work period begins Friday at midnight and ends Friday at midnight 14 days later.
- MEAL PERIODS** 5.0-8 Employee meal periods will be scheduled by the elected official or department head or his/her designee, depending on the needs of the department. Most County departments are open to the public during the noon hour which requires that meal periods be staggered.

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5.0-9 The normal length of the meal period will be one hour, however some departments schedule 30-minute meal periods. Unless instructed otherwise, the employee is to perform no work during this time and, as specified in the Fair Labor Standards Act, the time does not count as hours worked.

BREAKS

5.0-10 Some departments have scheduled breaks, one in the morning and another in the afternoon. Like meal periods, these too may be scheduled by the elected official or department head or his/her designee, depending on the needs of the department. Other departments may prefer to take a more informal approach to an employee's short time away from his/her station.

5.0-11 The number of breaks or periods of time away from the work station should be reasonable (as defined by the employee's supervisor), and each should last no longer than 15 minutes: Total break time during an 8-hour work day should not exceed 30 minutes. Time spent "on break" qualifies as time worked as specified in the Fair Labor Standards Act, and it should be recorded as such on employees' time sheets.

TIME SHEETS

5.0-12 All employees, both exempt and non-exempt under the FLSA, shall complete time sheets documenting hours worked. On the last day of the pay period that is physically worked, the employee will complete his time sheet to reflect hours worked and accrued benefit hours used through the end of the pay period. The time sheet should reflect the date it is actually completed.

5.0-13 There are occasions when time sheets must be turned in prior to the end of the pay period (e.g., in the case of holidays). Because of the number of employees in the Sheriff's Department it is usually necessary for those employees to submit their time sheets to supervisors on Wednesday of the second week of the pay period so that paychecks will be available on scheduled pay dates.

BENEFITS

5.0-14 No matter what schedule the employee is working, each full-time employee (40 hours per week) must account for 40 hours each workweek (or in the case of law enforcement, 80 hours each two-week period), i.e., an employee working four ten-hour days who takes a day of vacation after working 30 hours that week would deduct ten hours from his accrued vacation leave.