

1B-15 WEATHER CLOSINGS AND EMERGENCIES

As a general practice, Hopkins County does not close its operations unless the health, safety, and security of county employees are seriously brought into question. When this happens, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing.

The County Judge will notify the following entities for a public announcement: local public radio or local TV Channel 18. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing. However, each elected official controls the working hours of their employees, even in an emergency situation.

Many county departments are continuously operating public safety and service departments. Many county personnel will be required to work during emergency closings. Each department head is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

In an emergency closing all full and scheduled part time employees will receive their regular scheduled hours paid at the employee's base pay rate. No additional hours will be paid to employees who work during hours designed as an emergency by the County Judge.

If an employee takes off due to an emergency when the County Judge has not officially closed the facility or out on leave during a previously scheduled vacation or appointment, the employee will be expected to use accrued vacation or compensatory, sick leave or leave without pay if they do not have vacation or compensatory leave available. Time off for an emergency is paid at the employee's base pay rate at the time of the leave. It does not include overtime or any special forms of compensation. Paid time off for an emergency will not be counted as hours worked for the purposes of determining overtime. Employees must show all leave taken for emergencies on their timesheet as emergency leave.

1E-1 TRAVEL POLICY

Attendance by county employees at conferences and seminars shall be at the discretion of the county officials and department heads. The travel expense must be related to the duties and responsibilities of the county office incurring the expenses and there must be adequate funds budgeted to cover the expenses to be reimbursed.

Conference registration fees will be paid for by Hopkins County. Payment of registration fees must be submitted to the Court Administration Office along with completed registration and conference agenda.

Lodging for the host hotel will be paid for by issue of a county credit card or by reimbursement to the employee if paid personally. Out of county travel will be by rental vehicle or personal vehicle, whichever option is the most economical and feasible.

When traveling by rental vehicle, the rental should be procured through the Hopkins County account with Enterprise. Mileage will not be reimbursed for travel by rental vehicle. When the most economical option is traveling by rental vehicle but the traveler chooses to travel by personal vehicle, the employee will be reimbursed the cost of a standard rental vehicle on the Hopkins County Enterprise rental account or by actual mileage at a rate set by the IRS. When taking your personal vehicle the traveler will be reimbursed the lesser of these two options.

Fuel for any form of travel will be reimbursed at actual costs shown on personal receipts supplied by the employee or be purchased using a county issued credit card.

Traveling employees may elect per diem or taking the county issued credit card for meal expenses. *Per Diem rates will be based off of the General Administration Meal and Incidentals set rates per zip code OR the standard per diem rate set by Hopkins County for meals of \$60 per overnight stay and \$40 for travel days. It is the responsibility of the employee and their elected or appointed official to turn in the travel forms with the rate included to the Auditor's office. Receipts are not required to be turned in when using per diem.*

When using the county issued credit card the rate will be the county set amount of ⁶⁰~~\$45~~ per overnight stay and ⁴⁰~~\$30~~ for travel days. No tips, alcoholic beverages or tobacco will be allowed to be charged. All receipts are required to be turned in if using the county issued credit card. In the event the county credit card is used and a receipt has been misplaced or lost the Auditor may request a missing receipt affidavit be filed out by the employee.

Mileage for day travel in a personal vehicle will be reimbursed using the current IRS mileage rate. Mileage will be calculated using Google maps. Any day meals will be reimbursed through payroll per IRS guidelines. Day meals are not allowed to be purchased on the county credit card with the exception of on duty Extradition officers transporting out of county.

per diem
60 overnight
& 40 travel
days

2B-5 HOLIDAY

The following employee classifications shall be eligible for the holiday benefit: full time, regular scheduled part time. These employee classifications shall not be eligible for the holiday benefit: seasonal, temporary, on call, as needed part time. Full time shall receive 8 regular straight hours and regular scheduled part time employees shall receive their regular scheduled hours paid at straight time.

The County holidays shall be determined by the Hopkins County Commissioners' Court. *If the holiday falls on a work day that requires a department to attend work, the Commissioner's Court and Elected Official can designate the following business day as a holiday in lieu of the approved holiday.*

If a paid holiday occurs during the vacation of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's vacation balance. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday. Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Hopkins County. Each supervisor is responsible for granting this leave based on the needs of their individual departments. Vacation, compensatory time, or leave without pay may be used for special leave granted.

An eligible regular full time employee (non 207k exempt or dispatch) called in to work on a holiday because of an emergency, or other special need of the County shall be paid straight hours worked in addition to holiday pay. These hours will not count towards comp time or overtime hours.

Shift employees classified as "fire or law enforcement" who fall under the 207k exemption per FLSA, as well as dispatch employees will be compensated for the county's holidays in lieu of time off. Depending on the number of approved county holidays, each eligible employee will be paid the equivalent of a day's pay over the course of 26 pay periods. This will be calculated off of the employee's base pay. No additional compensation will be paid.

Example: number of county approved holidays x hourly base rate paid over 26 pay periods.

If an employee is off due to worker's compensation the holiday pay will not be paid. If the employee is off due to FMLA leave the holiday will not be paid.

TIME CLOCK POLICY

As a Hopkins County employee, your primary responsibility is to serve the people of Hopkins County and to assure our tax payers that your time is well managed.

All employees classified as non-exempt under the Fair Labor Standards Act (FLSA) shall clock in using the county's automated time keeping system; employees classified as exempt under FLSA are not required to do so. However, an elected official or department head may instruct employees classified as exempt under FLSA to clock in using the county's automated time keeping system so long as the employee's compensation is not reduced.

Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.

Employees must clock in and out at their designated duty station. Each employee is required to submit their time at the end of each pay cycle. If for any reason you do not clock in and out, you must provide a signed time sheet of your hours.

By submitting your Kronos time sheet each pay period, you are stating that these are the hours that you worked and this should count as your signature that you approve your time and that it is true and correct. Hopkins will not tolerate time sheet fraud and department heads, elected officials as well as the employee may be filed on for theft of time.

Depending on the department procedures, time recorded will be the work-time paid or employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor. Managers will be accountable to their department head for any manual changes submitted.

Unless a department is utilizing a system with an automatic lunch deduction, employees must clock out for their designated lunch time

Except in emergency circumstances, prior permission to work overtime should be approved by the department manager.

If you work within a department that does not utilize Kronos software, you must turn in a signed time sheet. (Road & Bridge)

Employees that report to duty where there is a computer to clock in and out on, MUST clock themselves in and out. Should you forget to clock in, the treasurers office will need something in writing as to why the time had been edited or altered.

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. Unbudgeted overtime and compensatory time must be strictly limited and controlled by each department head. Any failure to properly control employee time within budgetary constraints will be viewed with disfavor in the setting

of future budgets. All non-exempt full time employees must use benefit time as needed to meet the required hours. No leave without pay will be granted unless all benefit time is exhausted.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee.

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