SECTION 3. EMPLOYEE COMPENSATION

3.1 PAYROLL, PAY PERIODS AND TIME SHEETS

PAY PERIOD

THE PAY PERIOD FOR LAMPASAS COUNTY SHALL BE BIWEEKLY WITH CHECKS BEING ISSUED EVERY TWO WEEKS ON ALTERNATE THURSDAYS.

IF A PAYDAY FALLS ON A HOLIDAY, PAYCHECKS SHALL BE ISSUED ON THE LAST WORKDAY IMMEDIATELY PRECEDING THE HOLIDAY.

TIME SHEETS

EACH EMPLOYEE SHALL BE REQUIRED TO FILL OUT A TIME SHEET TO BE TURNED IN TO HIS/HER SUPERVISOR ON THE LAST DAY OF EACH PAY PERIOD.

THE TIME SHEET PREPARED BY THE EMPLOYEE SHALL SHOW AN ACCURATE RECORD OF ALL TIME WORKED AND LEAVE TAKEN, WHETHER PAID OR UNPAID, FOR THE PAY PERIOD.

PAY ADVANCES

ADVANCES IN PAY SHALL NOT BE MADE TO ANY EMPLOYEE FOR ANY REASON.

SECTION 3. EMPLOYEE COMPENSATION

3.2 COMPENSATION

APPLICATION

THIS POLICY SHALL APPLY TO ALL COUNTY EMPLOYEES. COMPENSATION FOR LAW ENFORCEMENT EMPLOYEES SHALL BE HANDLED IN ACCORDANCE WITH THE POLICIES ESTABLISHED IN THE SHERIFFS DEPARTMENT WITH THE APPROVAL OF THE COMMISSIONER'S COURT.

SALARY EMPLOYEES

ALL COUNTY EMPLOYEES SHALL BE PAID BI-WEEKLY AT 1/26TH OF THEIR ANNUAL SALARY BASIS.

FOR FULL TIME REGULAR EMPLOYEES, THE BI-WEEKLY SALARY COMPENSATES THE EMPLOYEE FOR EACH HOURS WORKED UP TO 40 IN ANY WORKWEEK.

FOR PART-TIME REGULAR EMPLOYEES, THE HOURLY SALARY COMPENSATES THE EMPLOYEE FOR EACH HOUR WORKED IN A WORKWEEK UP TO THE AMOUNT DESIGNATED BY THE COUNTY FOR THEIR POSITION.

SALARIED EMPLOYEES SHALL BE PAID 1/26TH OF THEIR ANNUAL SALARY ON EACH PAY DAY.

TEMPORARY

TEMPORARY EMPLOYEES SHALL BE PAID HOURLY AT THE MINIMUM WAGE ESTABLISHED BY THE FAIR LABOR STANDARDS ACT, AS AMENDED.

NEW HIRE PLACEMENT

PLACEMENT IN THE PAY PLAN OF NEW HIRES WILL CONSIDER PREVIOUS JOB RELATED EXPERIENCE OF THE APPLICANT IN ADDITION TO THE CURRENT DEPARTMENT EMPLOYEE PAY PLACEMENT.

SECTION 3. EMPLOYEE COMPENSATION

3.3 PAYROLL DEDUCTIONS

DEDUCTIONS SHALL BE MADE FROM EACH EMPLOYEES PAYCHECK FOR FEDERAL WITHHOLDING AND ANY OTHER DEDUCTIONS REQUIRED BY LAW.

RETIREMENT

EMPLOYEES ELIGIBLE FOR MEMBERSHIP IN THE TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM WILL MAKE CONTRIBUTIONS TO THE RETIREMENT SYSTEM THROUGH PAYROLL DEDUCTION IN ADDITION TO THE COUNTY CONTRIBUTION AS APPROVED BY COMMISSIONERS COURT.

OPTIONAL DEDUCTIONS

ANY OPTIONAL DEDUCTIONS AUTHORIZED BY THE COMMISSIONER'S COURT AND APPROVED BY THE EMPLOYEE SHALL ALSO BE MADE FROM THE EMPLOYEE'S PAYCHECK.

NO OPTIONAL DEDUCTIONS SHALL BE MADE FROM AN EMPLOYEE'S PAYCHECK UNLESS THE EMPLOYEE TURNS IN WRITTEN AUTHORIZATION FOR THE DEDUCTION TO THE HUMAN RESOURCES OFFICE.

SECTION 3. EMPLOYEE COMPENSATION

3.4 LONGEVITY PAY

LAMPASAS COUNTY RECOGNIZES ITS LONG TERM EMPLOYEES WITH AN INCENTIVE TO REWARD THE EMPLOYEE FOR LOYALTY TO THE COUNTY. LONGEVITY PAY IS PAID TO THE EMPLOYEE DURING THE FIRST TEN DAYS OF DECEMBER OF EACH YEAR. A RECIPIENT OF LONGEVITY PAY MUST BE AN EMPLOYEE OF THE COUNTY ON DECEMBER 1 OF EACH YEAR. APPOINTED AND ELECTED OFFICIALS ARE NOT ELIGIBLE FOR LONGEVITY PAY (see Personnel Procedures Manual for a list of ineligible county officials/ job titles).

EACH EMPLOYEE WITH FIVE OR MORE YEARS OF DOCUMENTED AND APPROVED FULL TIME STATUS (DOES NOT INCLUDE HOURS WORKED IN TEMPORARY OR PART TIME STATUS) BY DECEMBER 1 OF EACH YEAR WILL BE ELIGIBLE TO RECEIVE A PAYMENT OF $120 PER YEAR FOR EACH YEAR OF SERVICE. THIS PAYMENT IS BASED ON FULL YEARS OF SERVICE (NOT PARTIAL YEARS). THE EMPLOYEE'S DATE OF HIRE WILL BE USED TO CALCULATE THE YEARS OF SERVICE WITH THE COUNTY. LONGEVITY PAY DOES NOT INCREASE AN EMPLOYEE'S BASE PAY.

YEARS OF SERVICE	LONGEVITY PAYMENT
5 YEARS	$600
6 YEARS	$720
7 YEARS	$840
8 YEARS	$960
9 YEARS	$1,080
10 YEARS	$1,200
11 YEARS	$1,320
12 YEARS	$1,440
13 YEARS	$1,560
14 YEARS	$1,680
15 YEARS	$1,800
16 YEARS	$1,920
17 YEARS	$2,040
18 YEARS	$2,160
19 YEARS	$2,280
20 YEARS AND MORE	$2,400

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SECTION 3. EMPLOYEE COMPENSATION

3.5 DOCUMENTATION

DOCUMENTATION OF EMPLOYEE COMPENSATION AND OTHER EMPLOYMENT INFORMATION WILL BE MAINTAINED IN THE EMPLOYEE PERSONNEL FILE IN THE HUMAN RESOURCES DEPARTMENT. PAYROLL WILL MAINTAIN COPIES OF RECORDS FOR PAYROLL PROCESSING PURPOSES WITH ORIGINALS IF REQUIRED BY LAW.

INFORMATION WILL BE DOCUMENTED REGARDING NEW EMPLOYEES, TERMINATING EMPLOYEES AND ANY CHANGES AFFECTING EMPLOYMENT OF COUNTY EMPLOYEES. WRITTEN DOCUMENTATION WILL REFLECT ACTIONS AFFECTING EMPLOYMENT AND PAYROLL AND WILL CONTAIN SIGNATURES OF THE AFFECTED EMPLOYEE WITH APPROVAL BY THE SUPERVISOR AND DEPARTMENT HEAD, HUMAN RESOURCES DIRECTOR AND PAYROLL MANAGER. NO CHANGES WILL BE MADE WITHOUT SAME APPROVAL SIGNATURES.

THE HUMAN RESOURCES DIRECTOR IS THE RESPONSIBLE PARTY FOR APPLICATION AND INTERPRETATION OF PERSONNEL POLICIES AND EMPLOYMENT PRACTICES. NEW OR CHANGES IN POLICY INTERPRETATION AND REQUESTS FOR NEW POLICY WILL BE FORWARDED TO COMMISSIONERS' COURT FOR CONSIDERATION. COMMISSIONERS COURT IS THE FINAL AUTHORITY FOR SETTING POLICY.

New 12-4-12