

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 4. JOB/CLASS DESCRIPTIONS AND PERSONNEL FILES

### 4.1 CLASSIFICATION OF EMPLOYMENT

FOR PURPOSES OF SALARY ADMINISTRATION AND ELIGIBILITY FOR OVERTIME PAYMENTS AND EMPLOYEE BENEFITS, THE COUNTY CLASSIFIES THE WORK STATUS OF ITS EMPLOYEES AS FOLLOWS:

1. FULL-TIME REGULAR EMPLOYEES. EMPLOYEES HIRED TO WORK THE COUNTY'S NORMAL, FULL-TIME, FORTY (40) OR MORE HOUR WORKWEEK ON REGULAR BASIS. SUCH EMPLOYEES MAY BE "EXEMPT" OR "NONEXEMPT" AS DEFINED BELOW.

2. PART-TIME REGULAR EMPLOYEES. EMPLOYEES HIRED TO WORK FEWER THAN FORTY HOURS PER WEEK ON A REGULAR BASIS. SUCH EMPLOYEES MAY BE "EXEMPT" OR "NONEXEMPT" AS DEFINED BELOW. PART TIME EMPLOYEES ARE NOT ELIGIBLE FOR ANY BENEFITS OF EMPLOYMENT, INCLUDING GROUP HEALTH, LIFE, BENEFIT HOUR ACCRUAL, PAID HOLIDAYS OR SENIORITY RELATED BENEFITS.

3. TEMPORARY EMPLOYEES. EMPLOYEES ENGAGED TO WORK FULL TIME OR PART TIME ON THE COUNTY'S PAYROLL WITH THE UNDERSTANDING THAT THEIR EMPLOYMENT WILL BE TERMINATED NO LATER THAN ON COMPLETION OF A SPECIFIC ASSIGNMENT (NOTE THAT A TEMPORARY EMPLOYEE MAY BE OFFERED AND MAY ACCEPT A NEW TEMPORARY ASSIGNMENT WITH THE COUNTY AND THUS STILL RETAIN TEMPORARY STATUS). NO BENEFITS OF EMPLOYMENT OR SENIORITY RELATED BENEFITS APPLY TO THIS STATUS.

SUCH EMPLOYEES MAY BE "EXEMPT" OR NONEXEMPT" AS DEFINED BELOW. (NOTE THAT EMPLOYEES HIRED FROM TEMPORARY EMPLOYMENT AGENCIES FOR SPECIFIC ASSIGNMENTS ARE EMPLOYEES OF THE RESPECTIVE AGENCY AND NOT OF THE COUNTY).

4. NON-EXEMPT EMPLOYEES. EMPLOYEES WHO ARE REQUIRED TO BE PAID OVERTIME, AT THE RATE OF TIME AND ONE HALF (I.E., ONE AND ONE-HALF TIMES) THEIR REGULAR RATE OF PAY FOR ALL HOURS WORKED BEYOND FORTY HOURS IN A WORKWEEK, IN ACCORDANCE WITH APPLICABLE FEDERAL WAGE AND HOUR LAWS.

5. EXEMPT EMPLOYEES. EMPLOYEES WHO ARE NOT REQUIRED TO BE PAID OVERTIME, IN ACCORDANCE WITH APPLICABLE FEDERAL WAGE AND HOUR LAWS, FOR WORK PERFORMED BEYOND FORTY HOURS IN A WORKWEEK. EXECUTIVES, PROFESSIONAL EMPLOYEES, OUTSIDE SALES REPRESENTATIVES, AND CERTAIN EMPLOYEES IN ADMINISTRATIVE POSITIONS ARE TYPICALLY EXEMPT.

6. APPOINTED OFFICIAL. AN EXEMPT EMPLOYEE WHO MAY OR MAY NOT BE A DEPARTMENT HEAD AND IS APPOINTED BY COMMISSIONERS COURT OR UNDER OTHER STATUTORY AUTHORITY AS AN EXEMPT EMPLOYEE, THE ACCRUAL AND USE OF BENEFIT HOURS AND TIME RECORDS ARE SUBJECT TO FEDERAL LABOR STANDARDS AND TREATED SIMILARLY TO AN ELECTED THE STATUS OF AN OFFICIAL FOR THESE PURPOSES AND FOR GROUP INSURANCE BENEFITS.

7. ELECTED OFFICIAL. POSITION IS ELECTED AND EXEMPT FOR PURPOSES OF RECORDKEEPING AND TIME RECORDS AND FOR GROUP INSURANCE BENEFITS, AN ELECTED OFFICIAL HAS THE DISCRETION TO REVIEW STAFFING UPON TAKING OFFICE OR AT ANY TIME DURING THE TERM OF OFFICE.

YOU WILL BE INFORMED OF YOUR INITIAL EMPLOYMENT CLASSIFICATION AND OF YOUR STATUS AS AN EXEMPT OR NONEXEMPT EMPLOYEE DURING YOUR ORIENTATION SESSION. IF YOU CHANGE POSITIONS DURING YOUR EMPLOYMENT AS A RESULT OF A PROMOTION, TRANSFER, OR OTHERWISE, YOU WILL BE INFORMED BY THE HUMAN RESOURCES DIRECTOR OF ANY CHANGE IN YOUR EXEMPTION STATUS.

PLEASE DIRECT ANY QUESTIONS REGARDING YOUR EMPLOYMENT CLASSIFICATION OR EXEMPTION STATUS TO THE HUMAN RESOURCES DEPARTMENT.