

## VII. REGULARLY SCHEDULED HOURS OF WORK

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All sections of the Salary Administration Guidelines are specially designed to ensure compliance with the Fair Labor Standards Act (FLSA). No one has the authority to enter into any arrangement or agreement that would deny County employees their rights under the Act. Anyone who violates the provisions of the Act will be subject to disciplinary action up to and including termination.

### A. WORKWEEK

The workweek for Tarrant County is a fixed period of 168 hours (7 consecutive 24-hour periods) that begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on the following Friday. The normal workweek for County employees consists of 40 hours. To address exigent situations, an employee's supervisor may temporarily adjust the workweek of any individual employee or group of employees to require overtime in addition to regular work hours, resulting in a normal workweek of over 40 hours. Hours physically worked in excess of 40 hours per week **by non-exempt employees** shall be compensated in accordance with federal and state law and consistent with the policies established by the Tarrant County Commissioners Court. A reduction or change in the normal workweek requires the approval of the Appointing Authority.

### Q. JOINT EMPLOYMENT

All employees are prohibited from working in two (2) or more positions concurrently for Tarrant County. Employees are also not allowed to work occasional or sporadic part-time employment in a different capacity for the County.

**Exception to Joint Employment:** Deputy Constables will be permitted to perform in a Sheriff's Office S.W.A.T. law enforcement capacity and other occasional roles caused by an emergent need and a deficit in Sheriff's Office licensed personnel. The aforementioned assignments shall receive prior approval from the Sheriff.

### X. USE OF DISCRETIONARY LEAVE

Discretionary leave may not be utilized in a manner to exceed the number of hours an employee is scheduled to work in a normal workweek (e.g. 40, 52). Discretionary leave includes:

Vacation	Military Leave	Sick Pool
Sick/Personal Leave	Inactive Leave	FML – Vacation/Sick
Absent without Paid Leave	Absent without Paid Leave-FML	FML - Unpaid

### Y. USE OF NON-DISCRETIONARY LEAVE

Non-discretionary leave may increase the number of hours reported for a workweek above forty (40) for non-exempt employees. Non-discretionary leave includes:

Jury Duty	Emergency Leave	FML Tracking (TFML)
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