

**AGENDA ITEM 17**

Consider correcting action taken on March 4, 2003 agenda item #31 in regards to amending the Budget Order for payroll clarifications.

Moved: **Commissioner Hays**

Seconded: **Judge Doerfler**

Motion: To correct the action taken on March 4, 2003 agenda item #31 in regards to amending the Budget Order for payroll clarifications by changing the effective date for the addendum to May 23, 2003.

Vote: **5 - 0**

< Attachment >

**ADDENDUM APPROVED: MARCH 4, 2003  
EFFECTIVE: MAY 9, 2003**

**PAYROLL DEFINITIONS**

7. "Part-time employees, >=20" includes all employees who are scheduled to work greater than 20 hours per week but less than 40 hours per week. The elected official or other department head must identify all such employees to the Human Resources Department to assure that their compensation and benefits will be properly calculated and paid.
8. "Part-time employees, >=30" includes all employees who are scheduled to work greater than 30 hours per week but less than 40 hours per week. The elected official or other department head must identify all such employees to the Human Resources Department to assure that their compensation and benefits will be properly calculated and paid.
9. "Part-time employees, <20" includes all employees who are scheduled to work less than 20 hours per week (this definition includes seasonal staff).
10. "Full-time employees", includes all employees whose positions have been established and authorized by the annual approved county budget filed with the county clerk.

**OVERTIME POLICY****2. Provisions only applicable to employees not subject to the plan.**

- b. In the event that a nonexempt employee not subject to the plan is required or requested to work outside his or her normal working hours or on a county holiday, the employee shall be entitled to compensatory time at the rate of time-and-a-half, but only to the extent that hours actually worked exceed 40 in a week or 85 (as the case may be) during the work period.

Examples 7 and 8 are omitted.

**HOLIDAYS**

4. Only full time, 40 hour per week employees, are entitled to full holiday pay. Those employees defined as being PT>=20 hours and PT>=30 hours are entitled to holiday pay at half the rate of a full time employee. Those employees defined as PT<20 (this includes seasonal staff) are not entitled to holiday pay.

5. Unused holiday time will be banked to a maximum of 200 hours. All accrued/banked holiday balances below the maximum will be paid out upon termination/resignation of employment.

#### VACATION

1.b. Part-time  $\geq 20$  employees may accrue vacation equivalent to HALF the accrual for full time employees. For example, anyone working greater than 20 hours but less than 30 hours per week will accrue vacation at 1.54 hours per pay period, no more and no less.

Part-time  $\geq 30$  employees may accrue vacation equivalent to THREE-FOURTHS accrual for full time employees. For example, anyone working greater than 30 hours but less than 40 hours per week will accrue vacation at 2.31 hours per pay period, no more and no less.

However, part-time employees who are regularly scheduled for less than 20 hours per week (including seasonal staff) shall not accrue any vacation.

#### SICK

1.b. Part-time  $\geq 20$  employees may accrue sick leave equivalent to HALF the accrual for full time employees. For example, those employees working greater than 20 hours but less than 30 hours per week are entitled to an accrual of 2.0 hours per pay period of sick leave, no more and no less.

Part-time  $\geq 30$  employees may accrue sick leave equivalent to THREE-FOURTHS the accrual for full time employees. For example, those employees working greater than 30 hours but less than 40 hours per week are entitled to an accrual of 3.0 hours per pay period of sick leave, no more and no less.

However, part-time employees who are regularly scheduled for less than 20 hours per week (including seasonal staff) shall not accrue any sick leave.

**May 6, 2003: Effective Date was changed to May 23, 2003**

approved 5-6-03  
John C. Daefler

**AGENDA ITEM 18**

Consider revisions to county personnel Policy Manual.

John Willingham addressed the court regarding the revisions to the county personnel policy manual.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Boatright**

Motion: To table this agenda item until next week.

Vote: 5 - 0

**AGENDA ITEM 19**

Consider and approve Work Authorization No. 2 for Malone/Wheeler on CR 276.

This item was tabled until next week.

**AGENDA ITEM 20**

Discuss and take appropriate action on road bond program.

No action was taken on this agenda item.

**AGENDA ITEM 21**

Discuss and take appropriate action on jail/courthouse annex expansion.

Ed Lee addressed the court with an update on the jail/courthouse annex expansion.

Jack Hall, Assistant Chief Deputy for the Sheriff's Office, addressed the court regarding the future plans for the staffing of the new jail. He said the Sheriff has five different proposals he is reviewing. He stated that the first floor support operations is where the majority of additional personnel is needed.

No action was taken on this agenda item.

**AGENDA ITEM 22**

Discuss and take appropriate action on interim concessions at the Williamson County Regional Park.

This item was tabled until next week.

**AGENDA ITEM 23**

Discuss and take appropriate action on fees for Williamson County Regional Park.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To approve the fees for the Williamson County Regional Park outlined in the April 30, 2003 memorandum from Jim Rodgers, Director of Parks and Recreation.

Vote: 5 - 0

<Attachment>