



COLLIN COUNTY

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DATE: December 28, 2015
FROM: Cynthia Jacobson, Director of Human Resources
TO: Commissioners' Court
SUBJECT: Office Closure Calculation

10

Human Resources respectfully requests Commissioners' Court consider updates to the policy for calculation of Office Closure pay as outlined below:

- Office Closure pay will be calculated according to a pre-determined number of hours regardless of individual employee schedules.
 - Full Day – 8 hours
 - Half day – 4 hours (early closing at noon OR delayed opening to between noon – 1:00pm)
 - Variations of late opening or early closing times will be calculated based on an 8:00am – 5:00pm schedule, with a 1 hour lunch break (i.e. 8 hour work day).*
- Employees who have requested time off on the day of Office Closure are only eligible to receive Office Closure pay if the amount of time off entered is less than the amount of approved Office Closure for the day. In this case, an employee would be eligible for pro-rated Office Closure.*
- Employees who work over 40 hours for the week in conjunction with an Office Closure event will be granted Straight Compensatory Time up to the amount of approved Office Closure hours. Additional hours worked will be paid in accordance with Overtime and/or Premium Compensatory Time policy.*
- Shift Differential will not be paid on Office Closure hours.
- Employees in essential, emergency, or detention operations are required to work as scheduled to meet the needs of the operation and/or emergency conditions. Employees who hold a position that requires them to work during inclement weather or an emergency, who do not report to work, may be subject to disciplinary action.

*See attached document for examples.

Office Closure Calculation Examples

LATE OPENING/EARLY CLOSING

- Variations of late opening or early closing times will be calculated based on an 8:00am – 5:00pm schedule, with a 1 hour lunch break.
 - Late opening at 10:00am – 2 hours
 - Late opening at noon – 4 hours (half day)
 - Early closing at 3:00pm – 2 hours
 - Early closing at 11:00am – 5 hours
- For most departments, employees who work on an Office Closure day are able to have the same number of payable hours for the day as they would normally, with some schedule adjustments.
 - Example 1 – Employee with normal working hours of 8:00am – 5:00pm, with 1 hour lunch, for a total of 8 hours per day.
 - If 4 hours of Office Closure pay will be applied for a half day, with County offices officially opening at noon, and this employee works from noon until 5:00pm, they would have 9 hours of payable time for the day rather than 8.
 - This situation could be resolved by the employee reporting to work at 1:00pm instead of at noon, or by allowing them to leave after working 4 hours that day.
 - Example 2 – Employee with normal working hours of 6:30am – 3:00pm, with 30 minute lunch, for a total of 8 hours per day.
 - If 4 hours of Office Closure pay will be applied for a half day, with County offices officially opening at noon, and this employee works from noon until 3:00pm, they would have 7 hours of payable time for the day rather than 8.
 - This situation could be resolved by the employee either working from noon to 4:00pm, or working from noon to 3:00pm and using a leave accrual such as PTO for one hour of payable time.

TIME OFF ENTRIES

- Employees who have requested time off on the day of an Office Closure are only eligible to receive Office Closure pay if the amount of time off entered is less than the amount of Office Closure for the day. In this case, the employee will be eligible for pro-rated Office Closure.

8 hours Office Closure approved (full day)
<u>-2 hours of PTO entered</u>
6 hours Office Closure pay

OVER 40 HOURS WORKED

- Employee worked 42 hours during the week of the Office Closure event, for which 4 hours of Office Closure pay was approved, resulting in a total of 46 payable hours.
 - 40 hours – paid at standard rate
 - 4 hours – converted to Straight Compensatory Time (4 x 1 = 4 hours Straight Comp Time earned).
 - 2 hours – converted to Premium Compensatory Time (2 x 1.5 = 3 hours Premium Comp Time earned).