

paycheck. These mandatory deductions include federal income tax and FICA withholding as well as any garnishments and levies.

You may authorize other deductions to be withheld from your paycheck, such as deductions for health insurance, supplemental coverages, and uniforms.

Regular employees, including those working part-time, are required to contribute 7% of wages to their Texas County and District Retirement System (TCDRS) retirement savings account. This contribution will automatically be withheld from your paycheck each payday. The amount of the county match is determined each year by Commissioners' Court. The county match becomes vested after eight years of service.

Regular full-time employees who transition to an elected position will not be paid for previously accrued time, such as paid time off.

No Pay Status

In some instances, you may take an unpaid leave of absence. Except when regulated by state, federal, or local laws, or for time off of less than eight hours, you must use eligible earned time off before you may be placed on unpaid leave of absence.

A suspension is not considered a leave of absence. If you are put on an unpaid suspension, you may not be eligible to use accrued time off benefits.

Breaks

Employees scheduled to work at least an eight-hour day generally receive two 15-minute breaks when feasible. However, there may be times when departmental workload or deadlines may necessitate working through a normal rest break. There are no State of Texas or federal laws requiring a break, and all breaks are at the discretion of your management.

Breaks are designed to provide you a chance to relax and unwind so that you can return to work refreshed. They are not intended to allow you to come to work later

or leave earlier. To maximize the benefit, break times generally occur midway between your start time and meal break and again between your meal break and your departure. In order to ensure the department functions smoothly, some departments may have assigned break periods.

Since breaks are considered paid time, you may not leave the premises without your supervisor's approval.

Overtime and Compensatory Time

Collin County administers overtime and compensatory time in accordance with the requirements of state and federal laws. As a government employer, Collin County is exempt from some of the requirements that are traditionally seen in private employment.

Collin County will generally award compensatory time off rather than overtime compensation. However, in some situations, overtime compensation may be paid to non-exempt employees when approved, in writing, by the County Judge.

Approval must be obtained from your manager before working overtime or compensatory time or taking compensatory time off.

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Overtime

Exempt employees are generally not eligible for overtime pay. Exceptions must be approved in advance, in writing, by the County Judge.

Approved non-exempt overtime is paid at 1.5 times your hourly pay rate if you have actual hours worked of more than 40 hours in the week (or 84 hours per pay period if you are a Juvenile Detention Officer).