

Collin County Commissioners Court Overtime Policy

Pursuant to Section 157.021, Tex. Local Gov't Code, the Commissioners Court adopts and will enforce rules on overtime. Overtime compensation is only to be used in order to meet minimum staffing levels as required by statute and to handle unexpected emergency situations. Any overtime incurred will be paid from a department's budget. If the elected official or department head has funding available in the overtime line item, he or she may approve overtime, and payroll will pay overtime on the next pay period. Should there be anticipation that overtime will exceed the amount budgeted, a department head or elected official is required to come to Commissioners Court before the overtime is incurred for approval of payment of the overtime exceeding the budget. If funding is not available, the elected official or department head is prohibited from authorizing overtime.

Court members will receive a monthly update on authorized overtime.

This policy is effective on October 1, 2024.

Approved, July 31, 2024

Amended, August 5, 2024