



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

To: Judge KP George
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner Ken DeMerchant

From: Kathy Novosad
Sr. Human Resources Generalist

Date: June 17, 2020

Subject: Exception to Policy 404, Pay Procedures

Human Resources, on behalf of various Fort Bend County law enforcement offices, is requesting an exception to *Policy 404, Pay Procedures*, specifically *Section 404.06 Non-Exempt Compensatory Time and Overtime Pay*. The policy provides that non-exempt employees will accrue compensatory time in lieu of receiving overtime pay.

Due to the ongoing need for law enforcement officers to provide security at Fort Bend County facilities and COVID-19 testing sites, among other COVID-19 special duties, we are requesting that where these duties result in overtime hours, **the time be compensated with overtime pay**. This exception will be beneficial in encouraging the officers to work these assignments, and prevent them from accruing additional time off that they are not able to utilize due to scheduling constraints.

According to the County Auditor, the cost of the overtime should not exceed \$50,000, and may be eligible for by FEMA or CARES Act funding. Further details on cost and reimbursement can be provided on request.

Policy 404, Pay Procedures, is attached for your reference.