

Section 3.5 of the Madison County Employee Handbook will be changed as follows:

All supervisors, department heads, and elected officials are urged to make every effort to schedule work during regular hours and to arrange schedules in order to avoid overtime costs. Similarly, employees are expected to complete their duties during their regular working hours without the necessity of working overtime when possible. In non-emergency situations, prior authorization for overtime work should be secured from your supervisor, department head, or elected official before starting the overtime. Please keep in mind that, regardless of the situation and regardless of whether approval was obtained, you must include all time worked—including overtime—on your time record.

Nonexempt employees will receive compensation for overtime. Overtime is all actual hours worked over 40 hours during a workweek. For overtime purposes, a “workweek” is defined as the seven consecutive day period commencing at 12:00 a.m. on Sunday and ending the following Saturday at 11:59 p.m. Hours paid for but not actually worked (such as vacation, sick days, comp time, holidays, and leave time) are not considered as actual hours worked for the purpose of calculating overtime. If daylight savings time affects a time change, employees will be paid only for actual hours worked.

Certain nonexempt employees in the Sheriff’s Department who are engaged in “law enforcement” (as defined under the FLSA) are subject to special provisions of the FLSA. In general, overtime for employees in this category is based on an established 14-day work period, and overtime compensation is due for all time worked over 86 hours during this work period.

Overtime Compensation: Overtime compensation is issued in the form of cash payment or compensatory time at the rate of one-and-one-half times the amount of overtime worked. In accordance with applicable law, the County’s preference is to compensate nonexempt employees for overtime by crediting the employee with compensatory time (“comp time”) at the rate of one-and-one-half times the amount of overtime worked, in lieu of paying the employee a cash payment for the overtime, which would be calculated at one-and-one half times the employee’s regular rate of pay. For applicable employees, an employee’s acknowledgement of the FLSA Compensatory Time Agreement will be construed as an agreement to accept comp time in lieu of cash for overtime unless the employee states otherwise on the acknowledgement. The county administrator is authorized to make exceptions when he deems it necessary.

The Road Department employees and Emergency Management employees, when officially assigned ~~in writing~~ to emergency duties (such as operational emergencies and natural disasters) by their department manager, will be paid cash payments for all compensable overtime worked, i.e., all actual hours worked over 40 in a workweek, while performing their emergency duties. Also, nonexempt Sheriff’s Department employees will be paid cash payments for all compensable overtime worked.

Strikethrough represents removed language. Underline represents added language.

Section 4.7 of the Madison County Employee Handbook will be changed as follows:

Bona-fide, business-related travel expenses incurred by a County employee may be eligible for reimbursement when appropriate under, and in accordance with, the Mississippi Department of Finance and Administration (“DFA”) guidelines and the following County travel expense reimbursement policy.

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7. Upon return, for any traveler using their personal vehicle, actual mileage will be reimbursed at the ~~then-current approved rate~~ established by DFA for travel. Per state law, travelers may not be reimbursed for mileage to travel to tourist attractions away from their hotel.

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