



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145248

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DATE: 5/20/2025

**SUBJECT: CONSIDERATION OF SALARY ADMINISTRATION GUIDELINES
REVISIONS**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a revision to the Salary Administration Guidelines (SAG).

BACKGROUND

The SAG provides written salary administration policies and procedures designed to ensure consistency in policy application and salary administration throughout Tarrant County.

On December 3, 2024, the Commissioners Court, through Court Order #144374, approved the current version of the SAG.

The following revision is being proposed:

Section VII. V. Holidays, which sets forth holiday pay guidelines, is being revised to ensure that employees working alternative work schedules are compensated according to their work schedule. If approved, this proposed change will take effect May 20, 2025.

FISCAL IMPACT

There is no additional fiscal impact to Tarrant County associated with these changes.

SUBMITTED BY	Human Resources	PREPARED BY:	Rochelle Neal
		APPROVED BY:	Roxie Held

REVISED TEXT

VII. REGULARLY SCHEDULED HOURS OF WORK

V. HOLIDAYS

The County observes the following holidays:

New Year's Day	Martin Luther King Jr Day	Presidents' Day Cesar
Chavez Day	Good Friday	Memorial Day
Juneteenth	Independence Day	Labor Day
Thanksgiving Day	Day After Thanksgiving	Christmas Eve Christmas Day

Holidays are approved by Commissioners Court on an annual basis and are subject to change. All holidays, for payroll purposes, are equivalent to an eight-hour workday for non-exempt employees. A holiday is equivalent to a day for exempt employees.

1. **Non-exempt:** non-exempt employees who are required by their supervisor to work on a County observed holiday that falls on a regular workday will be paid eight (8) hours of holiday pay at their regular rate of pay in addition to the pay earned for hours physically worked on the holiday. Employees on leave without pay status (LWOP) are not entitled to holiday pay.

When a regular holiday that is observed by Tarrant County falls on a scheduled day off and the employee does not work, non-exempt employees will be paid eight (8) hours of holiday pay at their normal rate of pay for the holiday. Non-exempt employees will be paid holiday pay of eight (8) hours at their normal rate of pay if they have worked or had a paid absence either the day before or the day after the holiday.

Holiday pay is not included in time worked calculations for overtime as it does not represent hours physically worked. Holiday pay is not included in overtime pay rate calculations.

Alternate Work Schedules:

Employees on alternative work schedules who need to use benefit time during a holiday week to reach 40 hours will have those benefit hours restored. However, only the benefit time used to supplement hours due to the holiday will be eligible for restoration. To receive the restoration of benefit time, personal time must be used; if no personal time is available, vacation time may be substituted.

REDLINED TEXT

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Holiday pay is not included in time worked calculations for overtime as it does not represent hours physically worked. Holiday pay is not included in overtime pay rate calculations.

Alternate Work Schedules: ~~during workweeks containing a holiday, those non-exempt employees who work four (4) ten-hour (10) days will need to charge the time not worked to a benefit account or work extra hours to add to their regular schedule and holidays (eight-hour [8] day) to equal forty (40) hours.~~ Employees on alternative work schedules who need to use benefit time during a holiday week to reach 40 hours will have those benefit hours restored. However, only the benefit time used to supplement hours due to the holiday will be eligible for restoration. To receive the restoration of benefit time, personal time must be used; if no personal time is available, vacation time may be substituted.