



EXEMPTIONS

County employees that work "Elections" under the direction of the Election Administration shall be paid at an hourly rate of their normal salary. Overtime pay will begin once regular required hours have physically been worked. This shall be considered as overtime pay in lieu of compensation time. The expense of the "Elections Workers" will be charged to the ELECTION.

Any changes to pay for election workers will be presented for approval to the Commissioner's Court.

DRESS CODE

Hopkins County expects all employees to be well groomed, clean, and neat at all times. All clothes must be work-appropriate. All garments shall be properly fitted and convey a dignified and professional appearance. No crop tops, excessively short skirts, or visible undergarments. Tops must cover the entire midsection. Warm-ups, sweats or gym attire shall not be worn. All clothes must be clean and in good shape. No offensive attire such as racial, sexual, ethnic or other characteristics or attributes of a sensitive or legally protected nature. Employees who choose to wear beards and/or mustaches must keep them well-groomed and neatly trimmed. For those working around office or mechanical equipment, hair should not be worn in such a style as to create a safety hazard, i.e. hair should not block vision or have the potential of getting caught in equipment. Each department head will determine the type of attire that is acceptable.

You are required to act in a professional manner at all times and extend the highest courtesy to co-workers and to the public being served. A cheerful and positive attitude is essential to our commitment to customer service.

2A-4 LONGEVITY PAY

ELIGIBILITY

All full-time regular employees and elected officials shall be eligible for the longevity pay benefit.

An employee shall be required to work a minimum of two continuous years in an eligible position before receiving longevity pay with no break in service time.

AMOUNT

The schedule for Longevity pay is: \$100 per year of service after completing two years of service. The formula is as follows:

Number of years x \$100 = amount of payment – to be paid toward the end of the year.

Example follows:

Minimum number of years:

$$2 \text{ years} = \$100 \times 2 \text{ years of service} = \$200.00$$

If an employee terminates or gives notice of termination of employment with the county prior to the established lump sum payment date, s/he will not receive a longevity payment. No pro-rated payments will be given.