

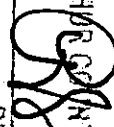
**Time reporting by Exempt Employees;**

All employees, including Exempt Employees are required to accurately record their work hours in order to determine available vacation and sick time. (see how earned in policy manual).

If you are exempt your pay will not be reduced in any work week in which you perform any work for the following reasons: 1. Partial day absences for personal reasons, sickness or disability. 2. Absence because the county is closed. 3. Your absence because of county's operating requirements. 4. Absences for jury duty, attendance as a witness or military leave in any week you have worked. 5 Or any other deductions prohibited by state or federal law. Any hours worked over 40 in a work week does not increase pay, vacation or sick time.

In any workweek in which you perform any work, your pay may be reduced for any of the following reasons: 1. Absence from work for one or more full days for personal reasons other than sickness of the employee. (If accrued vacation or sick leave is available you may use it for this absence). 2. Full day for disciplinary suspensions for infractions of written policies and procedures. 3. Full day suspension for violation of safety policies of a major significance. 4. Family and Medical Leave or Military Leave absences. 5. The first or last week of employment. All leave time should be noted to be drawn either from vacation or sick time.

It is not an improper deduction to reduce any employees accrued sick, vacation or other forms of paid leave for full or partial days absences.

FILED  
TERRI ROSS  
COUNTY CLERK  
2018 SEP 14 AM 10:02  
UPSHUR COUNTY, TX.  
BY:   
DEPUTY