

# 968707



P. 4386-4387

**AMENDMENTS TO  
ORDINANCE #95-12  
TORRANCE COUNTY PERSONNEL POLICY MANUAL**

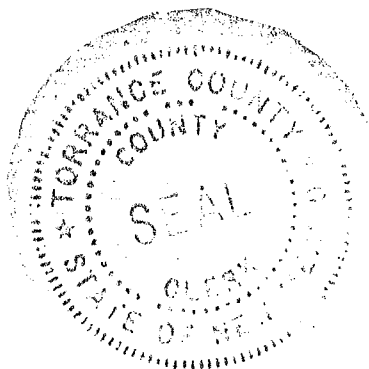
**SECTION 2. DEFINITIONS**

**2.6. APPOINTED EMPLOYEE.** Appointed employees include: the Chief Deputy appointed by the County Assessor, Clerk, and Treasurer; the Undersheriff and Executive Secretary appointed by the Sheriff; the County Manager and the Road Superintendent appointed by the County Commission.

**2.14. EXEMPT EMPLOYEE.** All executive, administrative, and professional employees as defined in Department of Labor regulations relating to the Fair Labor Standards Act, and whose compensation is based on a fixed annual salary. Exempt employees are not entitled to overtime pay or compensatory time off. Exempt employees include: Administrative Assistant to the County Manager, Communications Director, Senior Citizen Coordinator, Lieutenant and above in the Sheriff's Department.

**SECTION 3. EMPLOYMENT STATUS**

**3.3. APPOINTED EMPLOYEE.** The appointees of elected officials are as follows: the County Manager and the Road Superintendent to the County Commission, the Undersheriff and Executive Secretary to the Sheriff, and the Chief Deputies to the County Assessor, Clerk and Treasurer. Appointees of Elected Officials shall receive a salary set by the County Commission. Appointed employees are considered exempt employees as defined in the Department of Labor regulations relating to the Fair Labor Standards Act. Appointed employees are terminable-at-will and cannot avail themselves of the grievance procedure set forth herein, but are entitled to all other benefits provided by the County, unless otherwise provided.



STATE OF NEW MEXICO  
County of Torrance

I hereby certify that this instrument was  
filed for record on the 11 day  
of Sept A.D. 1996  
at 4:31 o'clock P M and duly  
recorded in book 274 at page 4386-4387

Witness my hand and Seal of office

Carol Clayton  
County Clerk, Torrance Co., N.M.  
W. J. Luce Deputy



P. 4387

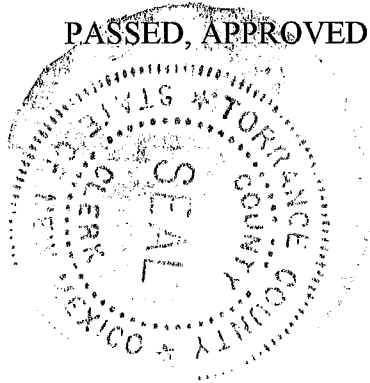
**SECTION 9. COMPENSATION AND BENEFIT PROGRAM**

**9.3. PAY PERIODS AND TIME SHEETS.** Employees shall be paid bi-weekly, every other Tuesday. (In the event that the Monday preceding pay day is a holiday, then pay day will be on Wednesday instead of Tuesday.) Time sheets must be submitted correctly prior to the issuance of pay checks.

**B. Department Head's Responsibilities**

- 4. To deliver their department's time sheets to the Payroll Officer no later than 9:00 a.m. on the Monday preceding pay day. (In the event that the Monday preceding pay day is a holiday, then time sheets are due by 9:00 a.m. on Tuesday.)

PASSED, APPROVED AND ADOPTED THIS 11<sup>th</sup> DAY OF SEPTEMBER, 1996.



BOARD OF COUNTY COMMISSIONERS  
TORRANCE COUNTY, NEW MEXICO

*Bill R. White*

Chairman of the Board

*Roy Spencer*

Member

*Rodger Raymer*

Member

ATTEST

*Carla Clayton*  
Clerk of the Board