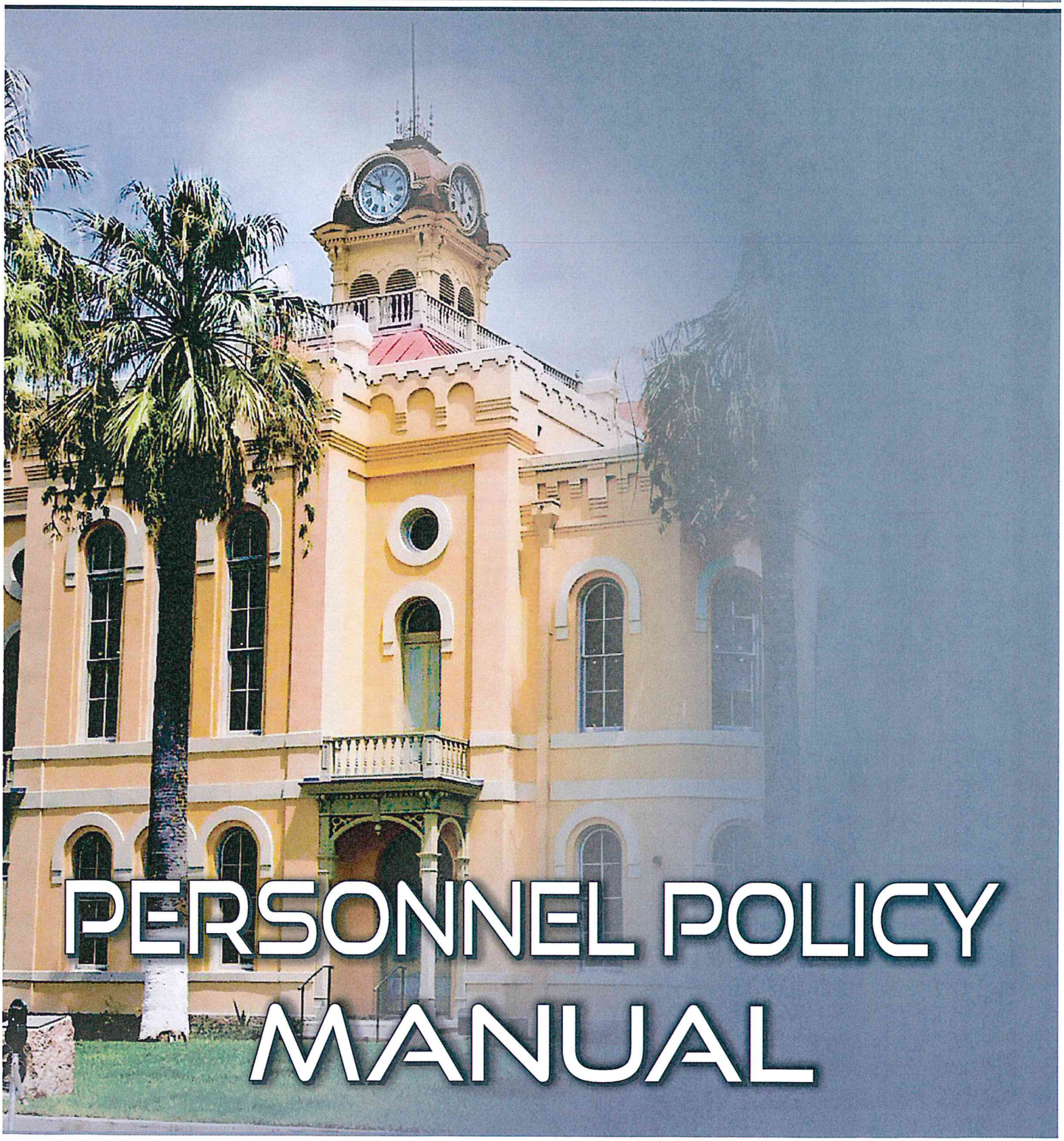
MAVERICK
COUNTY



PERSONNEL POLICY MANUAL

MAVERICK COUNTY

WELCOME

Welcome to employment with Maverick County. We are happy to have you as one of the team of employees that serve the people of our County. You will find public service a rewarding career.

As taxpayers ourselves, we expect nothing less than the highest quality of service from our government. As public servants, our objective is to provide the best possible service to the citizens of the County in a fair, efficient, and courteous manner. Your job is important to our overall success.

As a County employee you have a responsibility to the citizens of Maverick County. How well you do your work and how you conduct yourself on the job are both subject to public approval. Often your contacts with citizens will be the only basis on which the County government will be judged; therefore, you owe it to both the County and yourself to serve the public to the very best of your ability. The county has proven to be a good place to work, but it is up to each individual employee to maintain his or her position as a result of good performance, proper attitude, and responsible action to the tax dollar.

Sincerely,

Maverick County Judge and

Commissioners Court

MAVERICK COUNTY

ACKNOWLEDGEMENT

I have received my copy of the MAVERICK COUNTY PERSONNEL MANUAL, which outlines my privileges and obligations as an employee, the County's Drug and Alcohol Policy and a summary of my benefits. I acknowledge that the provisions of these policies are part of the terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the policies in this manual. I understand that it contains general personnel policies of the county. If I need clarification on any of the policies in this manual, I will contact my supervisor or Human Resources Director.

Since this information is necessarily subject to change, it is understood that any changes will be communicated to me by my supervisor through official notices and /or through postings on employee bulletin boards.

I further understand that my employment is terminable at will so that both the county and its employees remain free to choose to end their relationship at any time, for any legal reason or no reason at all.

I also acknowledge that as a county employee, I have a personal responsibility to provide quality service to the public, to achieve the highest degree of safety possible for my fellow workers and for myself, to continually make suggestions for improvement and to demonstrate a spirit of team work and cooperation. If at any time my immediate supervisor or my department head has reasonable suspicion that I am experiencing health problems, which may affect my ability to do my job without endangering myself, my fellow, workers, or the citizens of the county, then I agree to undergo a "fit for duty" physical at the county's expense.

It is further understood that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law.

If I leave the employment of the county, I agree to return my personnel manual to my supervisor.

I HAVE READ AND UNDERSTOOD THE **MAVERICK COUNTY POLICY MANUAL**

_____

Signature of Employee

_____

Printed Name of Employee

_____

Date Signed

RESOLUTION

WHEREAS, Maverick County officials desires to have a clear and understanding personnel policy manual for their employees, and;

WHEREAS, the new policy manual will help Maverick County comply with current employment laws and standards, and;

WHEREAS, the new personnel manual will allow for the implementation of a more effective county government which will benefit the citizens of Maverick County through more efficient standards, and;

WHEREAS, the following elected officials and department heads agree to abide by and, fully implement the policies contained therein,

County Clerk	County Attorney	County Auditor
Tax/ Assessor / Collector	Sheriff	County Judge
County Treasurer	Justice of Peace	District Clerk
Commissioner, Pct. 1	Commissioner, Pct. 2	Commissioner, Pct. 3
Commissioner, Pct. 4	District Judges	Dir. Of Human Serv.

WHEREAS, any and all previous personnel policy manuals, implied policies, informal policies, verbal policies and written contracts whether known or unknown, are hereby rescinded and declared null and void,

NOW, THEREFORE BE IT, RESOLVED, that on this 12 day of January, 20 15, the Maverick County Commissioners Court does hereby adopt, accept, and place into effect this manual called the Maverick County Personnel Policy Manual and it shall be in effect from this day forward until rescinded by official order or resolution of the Maverick County Commissioners Court.

Commissioner, Pct. 1	Commissioner, Pct. 2
Commissioner, Pct. 3	Commissioner, Pct. 4
County Judge	

MAVERICK COUNTY

PERSONNEL POLICY MANUAL

MAVERICK COUNTY

PERSONNEL POLICIES

Introduction

Section 1 – General Information

Maverick County's governmental organization was established by the Constitution of the State of Texas and by state and federal law and by actions of the Commissioners Court. The County was organized by Acts of the Texas Legislature in 1871.

The Commissioners Court, consisting of four County Commissioners elected from the four commissioners' precincts and the County Judge elected at large, is the policy making body of Maverick County. In addition to the Commissioners Court, there are twenty nine (29) departments in the County organization, each headed by a department head. They are as follows:

- County Judge's Office
- County Attorney's Office
- County Clerk's Office
- County Auditor's Office
- County Treasurer's Office
- Justices of the Peace
- District Clerk's Office
- Tax Collector's Office
- Sheriff's Department
- Detention Center
- Veteran's Service Office
- Road and Bridge Department
- Agriculture Department
- County Planner
- Juvenile Probation
- Adult Probation
- District Attorney's Office
- Elderly Nutrition Program
- Human Services Department
- Information Services Department
- District Courts
- Precinct 1 Administrative Office
- Precinct 2 Administrative Office
- Precinct 3 Administrative Office
- Precinct 4 Administrative Office
- Election Department
- Food Bank & Family Services

- Collection Department

Maverick County also provides for Courthouse maintenance and support for the District Court.

Section 2 – Authority

These policies are established by the Commissioners Court of Maverick County. Amended, revised or new policies must be approved by the Commissioners Court. The personnel benefit programs hereby adopted are contingent upon available funds in each County department's budget and in the general Maverick County operating budget.

Section 3 – Responsibility for Implementation of Personnel Policies

Each department head is responsible for the administration of the personnel policies within his or her department and may issue detailed procedures to implement adopted county policies.

Section 4 – Dissemination

Each employee will be given a copy of these policies and it will be mandatory that they sign an acknowledgement that they will read and abide by all policies.

EMPLOYEE RESPONSIBILITIES

Section 5 – General Information

Maverick County is a public tax-supported organization. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearances of illegal or unethical conduct. Employees are expected to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with the public, with other governmental employees and officials, with their supervisors, and with fellow employees.

Maverick County expects all employees to be well groomed, clean, and neat at all times. 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.

MAVERICK COUNTY
PERSONNEL POLICY DRAFT

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MAVERICK COUNTY

DISCLAIMER

The Personnel Policy Manual sets forth general policies and procedures, the County does not intent for the manual to restrict its flexibility in addressing particular circumstances. The policies and procedures contained within this Manual are only general guidelines. Employment with the County is "at will", meaning that employment can be terminated by the County at any time and for any reason, regardless of the specific policies and procedures in this Manual. The policies and procedures in this Manual do not in any way establish or imply an employment contract, and they should not be relied upon by employee or job applicant under any circumstances as assuring or implying continued employment or superseding the County "at will" employment policy.

Any oral statement, promises, or assurances to the contrary are not binding on the County and should not be relied upon by the employee or job applicant. Any written agreement must be approved by Commissioners' Court to be valid and binding upon the County.

MAVERICK COUNTY

POLICY ON EMPLOYMENT AT WILL

EMPLOYMENT AT WILL

1. All employment with Maverick County shall be considered "at will" employment.

2. No contract of employment shall exist between any individual and Maverick County for any duration, either specified or unspecified.

3. Maverick County shall have the right to terminate the employment of any employee for any legal reason, or no reason, at any time either with or without notice.

4. Maverick County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, for any reason with or without notice.

5. Employees of Maverick County shall have the right to leave their employment with the County at any time, with or without notice.

MAVERICK COUNTY

POLICY ON EMPLOYEE STATUS

FULL TIME

1. A full time employee shall be any employee in a position which has a normal work schedule of at least 40 hours per week.

PART TIME

2. A part time employee shall be any employee in a position which has a normal work schedule of less than 40 hours per week.

TEMPORARY

3. A temporary employee shall be any employee who is hired into a position which is expected to last for some specific duration (usually not more than 6 months) or until a specific project is completed.

4. Temporary employees may be either full time or part time.

REGULAR

5. A regular employee shall be any employee hired into a position which is not considered to be temporary.

6. Regular employees may be either full time or part time.

EMPLOYMENT AT WILL

7. All employees are considered to be "at will" employees as defined in the POLICY ON EMPLOYMENT AT WILL and employee status shall not be considered a contract of employment.

MAVERICK COUNTY

POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

EQUAL OPPORTUNITY

1. It shall be the policy of Maverick County to be an equal opportunity employer.

2. Race, color, religion, national origin, sex, age, and disability shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefits, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists.

REASONABLE ACCOMMODATION

3. The County shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.

4. Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

MAVERICK COUNTY

POLICY ON APPLICATION FOR EMPLOYMENT

JOB ANNOUNCEMENTS

1. Announcements for job openings with Maverick County may include, but not be limited to, advertisements in local newspapers, registration with the Texas Workforce Commission, or postings on Maverick County Courthouse bulletin boards and Maverick County website.

2. Each official having a job opening shall be responsible for submitting a request for advertising of his/ her department vacancy to the Human Resources Department.

APPLICATION PROCEDURE

3. Before an individual can be considered to be an applicant for employment with Maverick County, he/ she shall be required to complete the steps outlined in the "Maverick County Application Procedure", and furnish a resume of work experience and education, if available by applicant.

4. Copies of the "Maverick County Application Procedure" are available at the Maverick County Human Resources Office and may be picked up at any time during the normal working hours for that office.

SELECTION

5. Each elected or appointed official, or his/ her designee, shall be responsible for selection of the applicants to be interviewed. Once interviews are completed, name of recommended applicant is submitted for appropriate action by Commissioner's Court.

PROCESSING

6. The Treasurer's Office must be notified of who is hired, the starting date, hourly pay rate and provided with the original employment application prior to the employee's start date. The employee should be told to report to the Treasurer's Office for processing at 8:00 a.m. on their first day of employment.

DISQUALIFICATION

7. Reasons for which an applicant shall be disqualified for consideration for employment shall include, but not be limited to, the following:
   a) The applicant does not meet the minimum qualifications necessary to perform the duties of the position for which he/ she is applying;

b) The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
c) The applicant has committed or attempted to commit a fraudulent act at any stage of the application process; or
d) The applicant is not legally permitted to hold the position.

MAVERICK COUNTY

AMERICANS WITH DISABILITIES ACT

It is the policy of Maverick County to prohibit any harassment of, or discriminatory treatment of employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he/ she has been subject to such treatment, or has witnessed such treatment, the situation should be reported to your elected official, appointed official, department head or the County Attorney. All elected officials, appointed officials, department head and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Maverick County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the county. In accordance with the Americans with Disabilities Act, as emended (ADAAA), reasonable accommodations are necessary to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment, and all employees. If you require accommodation, please contact your elected official, appointed official, department head or the County Attorney. Reasonable accommodation shall be determined through an interactive process of consultation.

MAVERICK COUNTY

POLICY ON PERSONNEL FILES

The Maverick County Treasurer's department will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, as well as records concerning performance, discipline, and compensation.

It is important that the personnel records of Maverick County be accurate at all times. In order to avoid issues, compromising your benefit eligibility or having W2's returned, Maverick County requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information.

The Public Information Act allows county employees to keep their home address and telephone numbers confidential. You may keep this information private by requesting in writing not to allow this information to be released to the public no later than 14 days after your first day of employment.

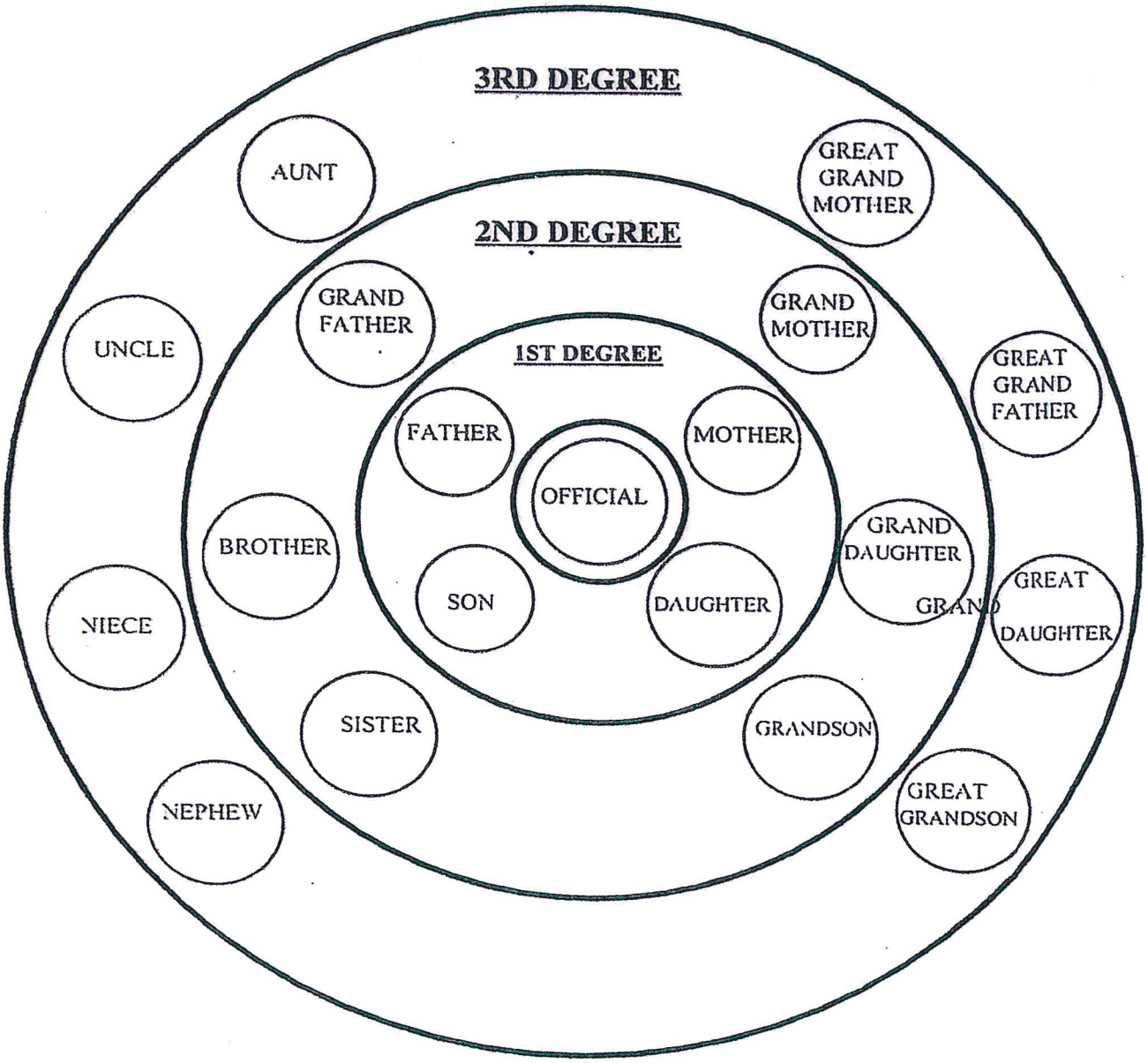
MAVERICK COUNTY

POLICY ON NEPOTISM

HIRING OF RELATIVES

1. In accordance with the Texas Nepotism Statutes, an elected or appointed official of Maverick County shall not hire a relative related in the second degree of affinity (marriage) to work in a department which he or she supervises.

2. The civil law method, as approved by the Texas Legislature in 1991 to be effective in August of that year, shall be used for determining degree of relationship. (See the charts that follow.)

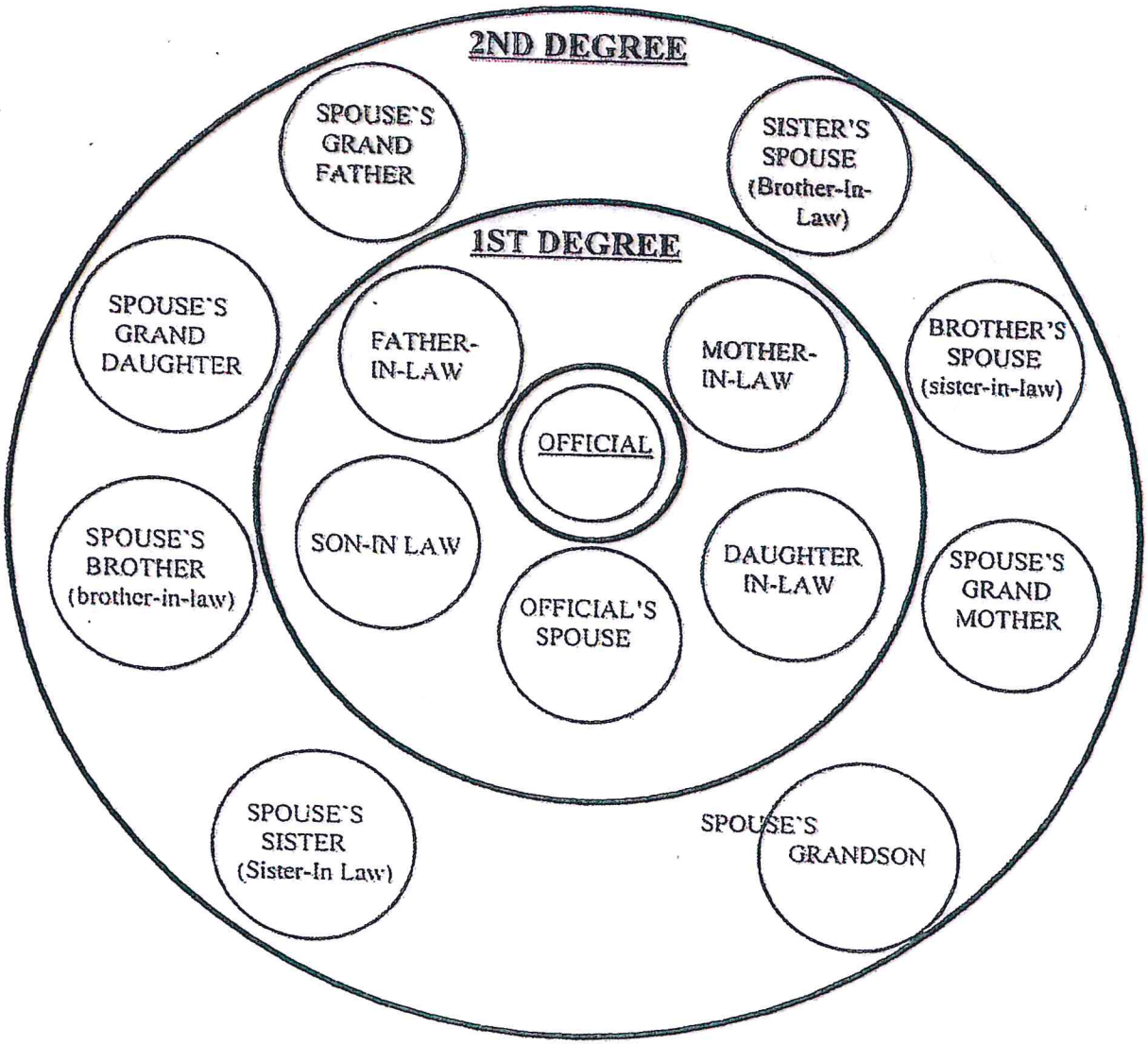


Consanguinity Kinship Chart

(Blood)

TEXAS NEPOTISM CHART

CIVIL LAW METHOD



Affinity Kinship Chart

(Marriage)

TEXAS NEPOTISM CHART

CIVIL LAW METHOD

MAVERICK COUNTY

POLICY ON VACATION

ELIGIBILITY

1. All full-time regular employees shall be eligible for vacation benefits.

2. Part- time and temporary employees shall not be eligible for vacation benefits.

ACCRUAL RATE

3. Employees who have worked for more than one year but less than five (5) years in a position eligible to receive vacation shall earn 80 hours of vacation per year, which is equivalent to 10 working days per year.

4. Employees who have worked for five (5) or more years in a position eligible to receive vacation shall accrue 120 hours of vacation per year, which is the equivalent to 15 working days per year.

5. Employees who have worked for ten (10) or more years in a position eligible to earn vacation shall accrue 160 hours of vacation per year, which is equivalent to 20 working days per year.

6. For purposes of this policy, a working day shall be defined as the regular number of hours that an employee would be expected to work on a day that he/ she is scheduled to work.

7. Vacation shall not be accrued while an employee is on leave without pay.

INITIAL AND WAITING PERIOD

7a. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of one full year in such a position before being eligible to take any vacation.

MAXIMUM ACCRUAL

8. The maximum amount of unused vacation an employee shall be allowed to have at one time is the amount the employee would normally earn in one (1) year at his or her current accrual rate plus five (5) additional workdays. (This would be 15 working days for employees with less than five (5) years' work in a position eligible to accrue vacation and 20 working days for employees with five (5) or more years in such a position.)

9. When an employee reaches the maximum accrual, he/ she shall not be allowed to accrue additional vacation time until sufficient time has been used to bring the balance below the maximum allowed under this policy.

10. Accrual over the maximum may be allowed if an employee is unable to take vacation because of the needs of the county and:
    a. The employee's supervisor prepares a request for accrual above the maximum explaining why the employee was unable to take vacation; and
    b. The request is approved by the Commissioners' Court.
    c. The employee must take the amount carried over in the next three (3) months or lose it.

SCHEDULING

11. Scheduling of vacations shall be at the discretion of the individual department heads.

USAGE

12. Vacation Time may be used for any purpose desired by the employee with no minimum amount of time.

BORROWING

13. Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals.

PAY IN LIEU OF VACATION

14. Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

HOLIDAY DURING VACATION

15. If a holiday falls during an employee's vacation, the holiday shall be charged in accordance with the POLICY ON HOLIDAYS and shall not be charged against the employee's vacation balance.

PAY AT TERMINATION

16. If an employee has worked for at least one year in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy.

POLICY ON VACATION (cont.)

17. An employee who has not worked for a minimum of one year in a position which accrues vacation shall not be eligible for any vacation pay upon termination of employment.

RECORD KEEPING

18. ALL EMPLOYEES both exempt and non-exempt must accurately record all vacation time used on his or her time sheet.

MAVERICK COUNTY

POLICY ON SICK LEAVE

ELIGIBILITY

1. All full-time regular employees shall be eligible for the paid sick leave benefit.

ACCRUAL RATE

2. Eligible employees shall accrue sick leave at a rate of one work day per month.

3. For purposes of this policy, a workday is defined as the normal number of hours an employee would be expected to work on a day he/she is scheduled to work.

4. Accrual of sick leave shall start at the time an individual begins work for the County in a position eligible for the sick leave benefit.

MAXIMUM ACCRUAL

5. The maximum amount of unused sick leave an employee shall be allowed to have at any time is 60 work days. (480 work hours)

USE OF SICK LEAVE

6. Sick leave may be used for the following purposes:

    a. Illness or injury of the employee;
    b. Appointments with physicians, optometrists, dentists, and other qualified medical professionals; and
    c. To attend to the illness or injury of a member of the employee's immediate family.

7. For purposes of this policy, immediate family shall be defined as spouse, child, parent, or other relative living in the employee's home who is dependent on the employee for care.

8. Sick leave may not be used as vacation or any other reason not addressed in this policy.

NOTIFICATION

9. Where sick leave is to be used for medical appointments, an employee shall be required to notify his/ her supervisor of the intent to use sick leave as soon as the employee knows of the appointment. Employees are to schedule their appointments as early as possible in the day or as late as possible in the afternoon to minimize business disruption.

10. Where use of sick leave is not known in advance, an employee shall notify his/ her supervisor of the intent to use sick leave within 15 minutes of the employee's normal time to begin work, when practicable.

11. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify his/ her supervisor as soon as is reasonably practicable.

12. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee must notify his/ her supervisor of the anticipated length of absence.

DOCUMENTATION

13. If an employee uses three (3) or more consecutive days of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness.

14. Documentation requirements under Section 13 of this policy shall also apply in situations where the absence is for the care of a member of the immediate family.

15. Documentation of illness or injury shall be required for any sick leave used during the two (2) weeks prior to resignation of employment with the County or at any time the supervisor has reason to believe the employee is not sick and abusing the sick leave policy.

USAGE

16. Employee may use sick leave with no minimum amount of time.

BORROWING

17. Employees shall not be allowed to borrow sick leave against future accruals.

PAY AT TERMINATION

18. Employees shall not be paid for unused sick leave at the termination of employment, including retirement and demise during employment.

RECORD KEEPING

All employees, both exempt and non-exempt are required to accurately reflect on their time sheet all absences due to illness or accidents as specified in this policy.

MAVERICK COUNTY

SICK LEAVE POOL

SICK LEAVE POOL

1. This policy is to establish guidelines for the creation and operation of a sick leave pool to benefit certain employees who suffer a catastrophic injury or illness. A catastrophic injury or illness is defined as: A severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to lose compensation from the county for the employee. A prolonged period is that in excess of 30 days.

- "Employee" is defined as: A full-time county employee with 6 months or more months of continuous employment with the county who is paid from the general fund of the county, from a special fund of the county, or from special grants paid through the county

- "Licensed practitioner" means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/ her license.

- "Immediate family" is defined as an employee's spouse, mother, father, brother, sister, son, daughter, step-mother, step-father, step-son, or step-daughter.

ADMINISTRATION OF THE POOL

2. Commissioners Court shall adopt rules, prescribe procedures and forms, and appoints the Pool Administrator. The Pool Administrator shall be responsible for developing mechanisms to transfer accrued sick leave into and out of the pool; developing rules and procedures for the operation of the pool; developing forms for contributing leave to, or using leave from, the pool; communication pool operating procedures to all employees; and interpreting the procedures and rules on request.

3. The Pool Administrator will be responsible for receiving and reviewing all applications for use of leave from the pool.

GENERAL PROVISION

4. Employees are required to enroll in the sick leave pool as a condition for eligibility. Employees are eligible to enroll in the pool after completion of 6 months of continuous employment.

5. All full-time enrolled employees, as defined above, of Maverick County may apply to use sick leave from the sick leave pool.

6. Employees may use pool leave for their own catastrophic illness or injury or for catastrophic illness or injury in their immediate family, as defined above.

7. Employees must exhaust all accrued sick, vacation, holiday, and compensatory leave before they are eligible to use leave from the pool. In no case may sick leave pool time be used in conjunction with a Workers Compensation claim.

8. Employees on pool sick leave accrue paid leave when using pool sick leave, provided the employee returns to work following the leave.

9. Employees who use pool leave are not required to pay back time used from the pool.

10. Participation in the pool is strictly voluntary.

CONTRIBUTING SICK LEAVE TO THE POOL

11. "Day" is defined as eight hours.

12. Employees are required to transfer at least one day of accrued sick leave time as a condition of enrollment.

13. Employees who choose to enroll in the pool at the completion of 6 months of continuous service must contribute one day of accrued sick leave to the pool. At the time of initial enrollment, the contribution of one day may not reduce the employee's available sick leave below five days. If the employee does not have six days of accrued sick leave at the time of enrollment, the employee will be admitted to the pool without contribution; however, at such time as the employee accumulates six days of sick leave, one day will automatically be contributed to the pool.

14. Enrolled employees who have sick leave must contribute not less than one or more than five days of sick leave to the pool each calendar year, in increment of one day.

15. Enrolled employees with less than 48 hours of sick leave may contribute no more than one day to the pool.

16. Employees who make contributions to the pool may not stipulate who is to receive their contributions.

17. Employees who contribute leave to the pool cannot get it back unless they are eligible to use it.

18. Contributions to the pool can only be made in December, except for those employees that complete 6 months of continuous service during any other month, or at the time of employment termination, as described below.

19. An employee who resigns or retires may donate not more than 1 days of accrued sick leave time earned by the employee to take effect immediately before the effective date of resignation, or retirement.

REQUESTING TO USE LEAVE FROM THE POOL

20. Requests for pool leave will be forwarded to the Pool Administrator through appropriate supervisory channels, and will be considered on a first-come, first-served basis. The Pool Administrator will have five working days from date a request is received in which to approve all or part of the request, or deny the request.

21. Any unused balance of pool leave granted to an employee shall be returned to the pool.

22. An employee may request to use pool leave only once per calendar year, per catastrophic illness, unless the employee does not use the maximum leave granted on the first request.

GRANTED LEAVE

23. An eligible employee may not use time in the county sick leave pool in an amount that exceeds the lesser of one-third of the total amount of time in the pool or 60 days.

EQUAL TREATMENT

An employee absent on sick leave through the sick leave pool will be treated for all purposes as if the employee were absent on earned sick leave.

All eligible employees will have equal access to the pool. Further, decisions to allocate pool resources to eligible employees will be equitable, consistent, and without regard to employee classification or any other legally impermissible reason.

ESTATE ENTITLEMENT

The estate of a deceased employee is not entitled to payment for sick leave previously donated by that employee to the pool or for sick leave previously donated by that employee to the pool or for unused sick leave acquired by that employee from the sick leave pool (such leave will be returned to the pool.)

ESTABLISHMENT

The Maverick County Sick Leave Pool became effective.

Amended – March 11, 2004.

MAVERICK COUNTY REQUEST FOR POOL LEAVE FORM

This form is to make application for the use of paid leave time from the Maverick County Sick Leave Pool.

SECTION I: TO BE COMPLETED BY REQUESTING EMPLOYEE

_____	_____	_____
Employee Name	Social Security No.	Department

Last day employee was physically on duty _____

Date and time employee was exhausted all paid leave _____

Sick leave pool time requested _____

Leave without pay From _____ To_____

This request must be accompanied by a Certificate of Illness/ or Injury.

_____ _____

Signature of Requesting Employee Date

SECTION II: TO BE COMPLETED BY OFFICIAL OR DEPARTMENT HEAD

The above-named employee has met job performance requirements, observed work rules and used sick leave appropriately.

_____Yes _____ No _____

Signature of Appropriate Official or Department Head

SECTION TO BE COMPLETED BY POOL ADMINISTRATOR

Request Approved _____

Request Denied _____

Amount of time approved _____

_____ _____

Signature of Pool Administrator Date

CERTIFICATION OF ILLNESS/ INJURY
SICK LEAVE POOL

TO BE COMPLETED BY EMPLOYEE

_____ _____ _____
Employee Name (Print or Type) Social Security # Department

I authorize the physician or other licensed practitioner to provide medical information about the patient to Maverick County.

_____ _____
Patient's Signature Date

TO BE COMPLETED BY PHYSICIAN OR OTHER LICENSED PRACTITIONER

Date of Onset of Illness or Injury _____

Date on which employee was first unable to work due to this illness or injury _____

If surgery was required, give date _____

Describe illness or injury (describe surgical procedure, if applicable): _____

_____

_____

_____

Prognosis _____

_____

Date this employee should be able to return to regular duties _____

Restrictions (if any) _____

_____

_____ _____
Practitioner's Name (please print or type) Address (street, city, state, zip)

_____ _____ _____
Signature-Physician/ Other Licensed Practitioner Date Telephone No.

This form must accompany an application with a request for pool leave.

MAVERICK COUNTY

POLICY ON HOLIDAYS

ELIGIBILITY

1. All full time regular employees shall be eligible for the paid holiday benefit.

HOLIDAYS

2. The County holidays for the following calendar year shall be determined by the Maverick County Commissioners' Court at its first meeting of each November.

HOLIDAY DURING VACATION

3. If a paid holiday occurs during the vacation of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's vacation balance.

HOLIDAY ON DAY OFF

4. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay during the following 30 days.

5. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday.

EMERGENCIES

6. An eligible employee called in to work on a holiday because of an emergency, or other special need of the County, shall be given paid time off during the next 30 days equivalent to the amount of time worked on the holiday.

SPECIAL OBSERVANCES

7. Special consideration shall be given to employee requesting time off for religious or other special observances which are not designated as paid holidays for the County.

8. Determination of granted leave under Section 7 of this policy shall be made by the supervisor of the department in which the employee works, based on the needs of the department.

9. Vacation, compensatory time, or leave without pay may be used for leave granted under Section 7 of this policy

MAVERICK COUNTY

POLICY ON JURY DUTY LEAVE

JURY DUTY

1. Employees of Maverick County who are called for jury duty shall receive their regular pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time they actually serve on the jury. Jury summons shall be attached to timesheets.

2. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.

3. Any fees paid for jury service may be kept by the employee.

OFFICIAL COURT ATTENDANCE

4. Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the County shall be entitled to leave with pay for such period as his/ her court attendance may require.

PRIVATE LITIGATION

5. If an employee is absent from work to appear in private litigation in which he/ she is a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.

MAVERICK COUNTY

POLICY ON MILITARY LEAVE

GUARD AND RESERVES

1. County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per year with pay to attend authorized training sessions and exercises.

2. The fifteen (15) day paid military leave shall apply to the fiscal year and any unused balance at the end of the year shall not be carried forward into the next fiscal year.

3. Pay for attendance at Reserve or National Guard Training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule.

4. An employee may use annual leave, earned compensatory time, or leave without pay if he/ she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen day maximum.

ORDERS

5. An employee going on military leave shall provide his or her supervisor with a set of orders within two (2) days after receiving them.

ACTIVE

6. County employees who leave their positions as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from duty.

MAVERICK COUNTY

POLICY ON FUNERAL LEAVE

FAMILY FUNERAL LEAVE

1. Employees shall be allowed up to three working days leave with pay for a death in the immediate family.

2. For purposes of this policy, immediate family shall include the employee's spouse and the child, parent, brother or sister of the employee or the employee's spouse.

OTHER LEAVE

3. Employees may be allowed time off with pay, up to a maximum of four hours, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend.

ADDITIONAL LEAVE

4. If a leave is needed beyond the limits set in this policy, it may be charged to available vacation or compensatory time or to leave without pay.

RECORD KEEPING

5. All eligible funeral leave will be shown as funeral leave on your time sheet.

MAVERICK COUNTY

POLICY ON MEDICAL INSURANCE

ELIGIBILITY

1. All full time regular employees of Maverick County shall be eligible for the group medical insurance benefit.

2. Premium for the coverage for eligible employees shall be paid by the County.

DEPENDENT COVERAGE

3. Eligible employees may cover their qualified dependents by paying the full premium for the dependents.

4. Deductions for dependent coverage shall be made through payroll deduction from the employee's paycheck each pay period.

EXTENSION OF COVERAGE

5. Employees who leave the employment of Maverick County may be eligible for an extension of the medical coverage for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

   Loss of coverage may occur due to termination, lay-off, death of employee, divorce or loss of coverage due to children ceasing to be a dependent child under the terms of our plan.

   The maximum length coverage can be extended is 18 months for an employee and 36 months for a dependent.

6. Upon notification from you that a qualifying event has occurred treasures will health insurance carrier to mail you a "COBRA" package, which will include the rates, premium due, due dates and forms to be completed and returned.

LIFE INSURANCE

7. Employees shall have a limited amount of life insurance on themselves as part of their group medical insurance coverage.

INFORMATION

8. Details of coverage under the group medical insurance plan are available in the County Treasurer's Office and may be obtained during the normal working hours for that office.

MAVERICK COUNTY

POLICY ON WORKERS' COMPENSATION

I Workers' Compensation Medical Leave

1. Injury and Illness Reporting

    a. Any duty-related injury or illness which requires medical treatment shall be reported to the appropriate immediate supervisor by an injured or ill employee as soon as physically possible. Failure to report job-related injuries or illnesses in a timely manner may affect an employee's eligibility to receive workers' compensation benefits or may delay benefit payments.

    b. Any duty-related injury or illness which does not require medical treatment shall be reported to the appropriate immediate supervisor by any injured or ill employee by the end of the work-day schedule in which the injury or illness occurred.

2. Accident Reporting

    a. Any duty- related accident which results in any injury or property damage shall be reported to the appropriate immediate supervisor by any accident-involved employee by the end of the work-day schedule in which the accident occurred.

    b. Any duty-related accident which does not result in an injury or property damage shall be reported to the appropriate immediate supervisor by any accident-involved employee by the end of the work-day schedule in which the accident occurred.

3. Any employee suffering any duty-related injury or illness which requires immediate or continued medical treatment shall immediately seek such treatment from a county-approved physician or medical facility, except as provided by state law.

4. Compensation During Leave of Absence: Any employee granted a leave of absence for industrial accident or illness may receive full salary (Deputy Sheriff's and Jailers only) from the county for the duration of any such leave, as delineated in 4a below, provided that the county shall receive any temporary disability payments which are also received by the employee.

a. The total amount paid an employee while absent from work due to a job related injury or illness, which includes any combination of workers' compensation, sick leave pay, or vacation payments shall not exceed one hundred (100%) of the employee's normal gross pay.

b. An employee with a physical injury who is able, as determined by the attending physician, to perform limited light duty may be required to do so for a county department.

c. Deputies or jailers who sustain injuries while on the job will receive their full salary (off set against any workers' compensation wages) until the end of the Sheriff's term of office under which the injury occurred. Their leave of absence expires with the last day of office of the sheriff and they will be terminated effective 12:00 midnight December 31st, provided they have been off for 12 consecutive weeks.

d. Prior to returning to work, an employee who has been hospitalized or is absent for three or more days must bring a doctor's release being allowed to resume work.

MAVERICK COUNTY

POLICY ON RETIREMENT

ELIGIBILITY

1. Regular employees who are expected to work a normal schedule of 900 or more hours per year must participate in the retirement benefit plan administered through the Texas County and District Retirement System.

CONTIBUTIONS

2. Eligible employees shall make contributions to the retirement program through a system of payroll deduction.

3. Maverick County shall make a contribution to each eligible employee's retirement account. The current contribution required is 6% of your wages.

INFORMATION

4. Information on the retirement program may be obtained at the County Treasurer's Office during the normal working hours for that office.

MAVERICK COUNTY

POLICY ON SOCIAL SECURITY

SOCIAL SECURITY

1. All County employees shall participate in the Federal Social Security program which provides certain retirement, disability, and other benefits.

CONTIBUTIONS

2. Contributions to this program shall be made by deductions from each employee's pay check in accordance with the requirements of this program.

3. The County shall contribute an amount equal to the employee's contribution in accordance with the requirements of the program.

MAVERICK COUNTY

POLICY ON FAMILY AND MEDICAL LEAVE

ELIGIBILITY

1. To be eligible for benefits under this policy, an employee must:

    a. Have worked for Maverick County at least 12 months (it is not required that these 12 months be consecutive; however a continuous break in service of 7 years or more will not be counted toward the 12 months); and

    b. Have worked at least 1250 hours during the previous 12 months.

QUALIFYING EVENTS

2. Family or medical leave under this policy may be taken for following situations:

    a. The birth of a child and in order to care for that child;

    b. The placement of a child in the employee's home for adoption or foster care;

    c. To care for a spouse, child, or parent with a serious health condition; or

    d. The serious health condition of the employee that make the employee unable to perform the essential functions of their job

    e. A qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a covered military member of the Armed Forces (Regular, Reserve, or National Guard), deployed to a foreign country or has been notified of an impending call or order to active duty in a foreign country

    f. To care for a covered service member (Regular, Reserved, or National Guard) with a serious injury or illness of the service member; or

g. To care for a covered veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member or the Armed Forces (Regular, Reserved, or National Guard) at any time during the period of 5 years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

SERIOUS HEALTH CONDITION

3. Serious health condition of the employee shall be defined as a health condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility or continuing treatment by a health provider.

4. Serious health condition of a spouse, child, or parent shall be defined as a condition which requires overnight inpatient care at a hospital, hospice, or residential care medical facility, or a condition which requires continuing care by a licensed health care provider.

5. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

    a. A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves
        1. Treatment two or more times within 30 days of incapacity, or
        2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment by a health care provider. This treatment must occur within the first seven days of incapacity
    b. Any period of incapacity due to pregnancy or prenatal care
    c. Any period of incapacity or treatment due to a chronic serious health condition that requires periodic visits to a health care provider and continues over an extended period of time
    d. Any period of incapacity which is permanent or long term due to a condition that treatment is not effective

e. Any period of incapacity or absence to receive multiple treatments by a health care provider

EXIGENCY LEAVE

6. Eligible employees may take FMLA leave when an employee's covered military member (spouse, child of any age or parent) is on active duty or called to active duty status in a foreign country. The following qualify as exigency leave:

   a. Leave may be taken to address any issue that arises because the covered military member was given seven or less days' notice for active duty deployment in support of a contingency operation. Eligible employee may take up to 7 days beginning on the date the covered military member receives the call or order to active duty.
   b. Leave may be taken to attend any official ceremony, program or event sponsored by the military that is related to the active duty or call to active duty status in a foreign country of a covered military member.
   c. Leave may be taken to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to active duty or call to active duty status in a foreign country of a covered military member.
   d. Leave may be taken to arrange for alternative childcare, provide childcare on an urgent basis (not as routine), to attend school or daycare meetings, to enroll or transfer covered children under age 19 when it is necessitated by the active duty or call to active duty status of a covered military member.
   e. Leave may be taken to make or update financial or legal arrangements to address the covered member's absence while on active duty or call to active duty status in a foreign country.
   f. Leave may be taken to act as the covered military member's representative before a governmental agency for obtaining, arranging, or appealing military service benefits while the covered military member is on active duty or call to active duty status in a foreign country and for a period of 90 days following the termination of the covered member's active duty status.

g. Leave may be taken to attend counseling provided by someone other than a health care provider for oneself, for the covered military member or covered child provided the need for counseling arises from the active duty status or call to active duty status in a foreign country or a covered military member.

h. Leave may be taken to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 days of leave for each instance or rest and recuperations.
i. Leave may be taken to attend post-deployment activities for the covered military member for a period of 90 days following the termination of the covered member's active duty status.
j. Leave may be taken to address issues that arise from the death of a covered military member while on active duty status in a foreign country.
k. Certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty or
l. Leave may be taken to address any other additional events that may arise out of the covered military member's active duty or call to active duty status in a foreign country provided the County agrees the leave shall qualify as an exigency and agree to both the timing and the duration of such leave

LEAVE AMOUNT

7. Up to 12 weeks per 12 month period may be used under this policy. The County will measure the 12 month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy. All leave taken under this policy during the prior 12 month period shall be subtracted from the employee's 12 week leave eligibility and the balance is the leave the employee is entitled to take at that time.

8. If a husband and wife both work for the County, the maximum combined leave they shall be allowed to take in any 12 month period for the birth or placement of a child, or care for a parent with a serious health condition is 12 weeks. The combined limit is 26 weeks in a single 12-month period if leave is to care for a covered service member or covered veteran with a serious injury or illness.

9. An eligible employee is entitled up to 26 workweeks of leave to care for a covered service member or covered veteran with a serious injury or illness during a single 12-month period:
   a. The single 12 month period begins on the first day the eligible employees takes FMLA to care for covered service member or covered veteran and ends 12 months after that date;
   b. If an eligible employee does not take all of their 26 workweeks during this 12 month period, the remaining part of the 26 workweeks of leave entitlement to care for the covered service member or covered veteran is forfeited.
   c. This leave entitlement is applied on a per-injury basis such that an eligible employee may be entitle to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or covered veterans or to care for the same covered service member or covered veterans or to care for the same covered service member or covered veteran with a subsequent serious illness or injury, except that no more than 26 workweeks may be taken within any single 12 month period.

PAID AND UNPAID LEAVE

10. If an employee has accrued leave, the employee shall be required to use the following paid leave as detailed below:
    Compensatory time, vacation, holiday and sick. The remainder of the leave shall be unpaid.

11. An employee taking leave because of their own serious health condition, or the serious health condition of an eligible family member shall be required to first use all earned compensatory time, then sick leave, vacation, and any other paid leave, with the remainder of the 12 week leave period being unpaid leave.

12. An employee taking leave for the birth of a child shall be required to use paid sick leave first, then earned compensatory time, vacation and holiday leave for the recovery period after the birth of the child and prior to being on unpaid leave.

13. After the recovery period from giving birth to a child, the employee shall be required to first use all earned compensatory time, then vacation and other available paid leave, except for sick leave with the remainder of the 12 week leave period being unpaid leave.

14. An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to first use earned compensatory time, then vacation, and other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

15. An employee taking leave for a qualifying exigency for a covered military member shall be required to use first earned compensatory time, then vacation and other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

16. An employee taking leave for the care of a covered service member or covered veteran shall be required to first use all earned compensatory time, then sick leave, vacation, and any other paid leave, with the remainder of the 26 week leave period being unpaid leave.

17. The maximum amount of paid and unpaid leave that may be used under this policy in any 12 month period is 12 weeks, except for qualifying leave to care for a covered military member with a serious injury or illness with the maximum leave being 26 weeks in a single 12 month period.

INSURANCE

18. While on leave under this policy, the County shall continue to pay the employee's medical insurance premium at the same rate as if the employee had been actively at work.

19. The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued.

20. Payment for coverage under Section 16 of this policy shall be made through regular payroll deduction while the employee is on leave with pay.

21. While on leave without pay, the employee shall be required to pay for premiums due to the County under Section 16 of this policy no later than 30 days after the due date which the County sets or the coverage shall be discontinued.

22. At the end of the 12 weeks leave, all eligible employees will be offered COBRA if they are unable to return to work, except for the care of an injured covered military member where the eligible employee will be offered COBRA at the end of 26 weeks in a single 12 month period.

INTERMITTENT LEAVE AND REDUCED SCHEDULE

23. Intermittent leave under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee, the employee's eligible family member or covered veteran.

24. A reduced schedule under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee or the employee's eligible family member, or the care of a covered military member or covered veteran.

25. All work time missed as the result of intermittent leave or a reduce work schedule under this policy shall be deducted from the employee's 12 week leave eligibility. If the time missed is for the care of a covered military member or covered veteran with a serious injury or illness the time will be deducted from the employee's 26 week leave eligibility in a single 12 month period.

PHYSICIAN'S STATEMENT

26. The County shall have the right to ask for certification of the serious health condition of the employee or the employee's eligible dependent when the employee requests or is using leave under this policy.

27. The employee must respond to the request within 15 days of the request or provide a reasonable explanation for the delay. If an employee does not respond, leave may be denied.

28. Certification of the serious health condition of the employee shall include:
    a. The date of condition began;
    b. Its expected duration;
    c. The diagnosis of the condition;
    d. A brief statement of the treatment; and
    e. A statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.

29. Certification of the serious health condition of an eligible family member shall include:
    a. The date the condition began;
    b. Its expected duration;
    c. The diagnosis of the condition;
    d. A brief statement of treatment; and
    e. A statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

30. Certification for leave taken because of a qualifying exigency shall include:

    a. A copy of the covered military member's active duty orders or other documentation issued by the military member's active duty orders or other documentation issued by the military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or called to active duty status in a foreign country;
    b. The dates of the covered military member's active duty service;
    c. A statement or exigency, sufficient to support the need for leave;
    d. The approximate date on which the qualifying exigency will start and end;
    e. If the request is for an intermittent leave or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency;
    f. If the qualifying exigency involves meeting with a third party, appropriate contact information such as: name, title, organization, address, telephone number, fax number and e-mail address and a brief description of the purpose of the meeting.

31. Certification for leave taken for a serious injury or illness of a covered military member or covered veteran shall include:

    a. If the injury or illness was incurred in the line of duty while on active duty;
    b. The approximate date on which the illness or injury occurred and the probable duration;
    c. A description of the medical facts regarding the covered military members or covered veteran's health condition, sufficient to support the need for care;
    d. If the covered military member is a current member of the Regular Armed Forces, the National Guard, or Reserves and the covered military member's branch, rank and unit currently assigned to;
    e. The relationship of the employee and the covered military service member or covered veteran; or

f. In lieu of certification, a ITO (invitational travel orders) or and ITA (invitational travel authorizations) issued is sufficient certification for an eligible employee to be allowed to take FMLA to care for a covered military member. The employee may be required to provide confirmation of the family or next of kin relationship to the serious injured or ill covered military member or covered veteran.

32. If the employee plans to take intermittent leave or work a reduced schedule, the certification shall also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. Certification for intermittent or reduced schedule leave may be requested every 6 months in connection with an eligible absence.

33. The County shall have the right to ask for a second opinion from a physician of the County's choice, at the expense of the County, if the County has reason to doubt the certification, except FMLA to care for a seriously injured or ill covered service member supported by an ITO or ITA.

34. If there is conflict between the first and second certifications, the County shall have the right to require a third certification, at the expense of the County, from a health care practitioner agreed upon by both the employee and the County, and this third opinion shall be considered final.

REQUESTING LEAVE

35. Except where leave is unforeseeable, an employee shall be required to submit, in writing, a request for leave under this policy to his or her immediate supervisor.

36. Where practicable, an employee should give his or her immediate supervisor at least a 30 day notice before beginning leave under this policy.

37. Where it is not reasonably practicable to give 30 day notice before beginning leave, the employee shall be required to give as much notice as is reasonably practicable.

38. If an employee fails to provide 30 day notice for foreseeable leave, the leave request may be denied until at least 30 days from the date the County receives notice.

39. Employees returning from leave under this policy and who have not exceeded the 12 week maximum allowed under this policy, shall be returned to the same job equivalent to the one that the employee held prior to going on leave. Employees who have not exceeded the 26 weeks maximum, in a single 12 month period, allowed to care for a seriously ill or injured covered military member, shall be returned to the same job or a job equivalent to the job they held prior to going on leave.

40. Where an employee is place in another position, it will be one which has equivalent status, pay, benefits, and other employment terms and one which entails substantially equivalent skill, effort, responsibility, and authority.

41. The County shall have no obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum 12 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave; this includes employees who may still have sick leave or vacation leave still available.

REPAYMENTS OF PREMIUMS

42. Except in situations where the employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or other situations beyond the control of the employee, who does not return to work after using the 12 weeks maximum leave allowed under this policy shall be required to reimburse the County for all medical premiums paid by the County while the employee was on leave without pay.

OTHER BENEFITS

43. While on leave without pay under this policy, an employee shall not earn vacation, sick leave, be eligible for holidays, or earn other benefits afforded to employees actively at work, except for those stated in this policy.

44. Employees who are out on approved FMLA may not take trips outside of the county unless the travel is related to the employees own serious health condition, the serious health condition of the child, spouse or parents of the employee or to attend qualifying military events. Employees may ask for permission from their immediate supervisor to take other trips outside of the county and supervisors may grant employee requests at their discretion.

OTHER ISSUES

45. Any areas or issue regarding family and medical leave which is not addressed in this policy shall be subject to the basic requirements of the Federal Family and Medical Leave Act (FMLA) and the regulations issued to implement it.

46. The County may send out to an employee who has been out for 3 or more days a Medical Certification to determine the employees FMLA eligibility. The employee should have their physician complete and return the certification within 15 days of receipt to be eligible for FMLA. Failure to return the medical certification may result in denial of FMLA. Employees will be required to provide a Fitness-for-Duty certification prior to returning to work.

MAVERICK COUNTY

LEAVE OF ABSENCE

I General Policy

1. It is Maverick County's policy to grant a leave of absence to all eligible employees on a non-discriminatory basis. A leave of absence may be granted for medical reasons, workers' compensation injuries/ illnesses, personal emergency, to run for an elective office, educational purposes, military duty, jury duty or witness duty. A leave of absence may not exceed 12 weeks in a 12 month period unless required by federal or state law or as specified within this policy and may be with or without pay to the extent the employee has paid vacation, sick or comp time leave accrued.

2. All regular, full time and part time employees may request a leave of absence at any time.

3. Subject to any applicable legal restrictions, requests for leave of absence will be considered on the basis of the employee's performance, responsibility level, length of service, reason for the request, and the county's ability to obtain a satisfactory replacement during the time the employee would be away from work. If an employee accepts other employment or fails to return to work on the next regularly scheduled workday following the expiration of his/ her leave, it will be considered that the employee has voluntarily terminated his/ her employment. (Employees who qualify for FMLA leave must refer to FMLA policy.)

4. Group Insurance Benefits During Unpaid Leave

    a. Employees on unpaid leave scheduled to extend beyond the calendar month in which the leave begins will be eligible to continue coverage in the county's group insurance plan at their own cost through their rights under COBRA. Those employees whose leave qualifies for the FMLA will have their insurance continued by the county under the conditions set forth in the FMLA (29 C.F.R. Part 825). The procedures for continuing coverage on you and/ or your dependents will be fully explained at the time the leave is granted.

    b. Unless otherwise stated in the policies, group insurance coverage will not be interrupted for a leave of absence scheduled for thirty (30) days or less and which begins and ends in the same calendar month.

    c. Before returning to work following any medical leave, including a leave granted for workers compensation injuries or illnesses, an employee must submit a physician's verification stating the employee's ability to return to work and the date there of.

General Policy (cont.)

5. Accrual of Seniority and Benefits

   Employees will not accrue benefits e.g. vacation, sick leave, holidays, etc., during a unpaid leave of absence. Employees who return to active employment at the end of their leave (not to exceed 12 weeks) will be reinstated without loss of seniority earned prior to the commencement of their leave.

6. Coordination of Benefits

   All leave of absence, regardless of reason, require the use of all accrued paid sick leave (for illness, injury and/ or FMLA) and/ or vacation (illness, injury, FMLA, personal) to minimize the impact of a leave of absence for both the county and the employee.

7. Notification Requirements

   It is the employee's responsibility to provide his/ her immediate supervisor and department head all the following information in writing as soon as he/ she becomes aware of the need for a leave of absence:

   a. The reason the leave of absence is being requested.
   b. The anticipated dates the leave of absence will begin and end.
   c. A physician's certificate or other medical proof acceptable to the county indicating the nature of the illness or injury, if applicable.
   d. In addition, during the leave of absence, the employee must provide:
      Periodic updates to the employee's supervisor and/ or department head at least every 15 days concerning the employee's status, expected date of return, and continued intent to return to work upon expiration of the leave.
   e. Immediate notification of the employee's supervisor or department head of a need to request a change in the duration of the leave of absence.
   f. If an employee desires a leave of absence for elective medical procedures, he/ she must submit the request for a leave at least two weeks prior to the date he/ she wishes such leave to commence.

General Policy (cont.)

II Maternity Leave

1. Maternity is treated as any other illness. The employee is expected to perform her duties up to such time that her doctor states in writing that she may no longer work and she must return to her position as soon as the doctor releases her. The maximum time she may be absent from her job is up to the point that her doctor determines she may return to her job (usually 4 to 6 weeks and may not exceed 12 weeks) or that which is required by the FMLA, provided she is eligible under the act.

III Leave for Personal Reasons

1. Each department head shall have the authority to grant an employee up to ten (10) days leave without pay for personal reasons other than in conjunction with family leave, provided that no problems will be created by leaving the employee's job unfilled for the period of the requested leave.

2. An employee on family leave or personal leave without pay shall not accrue vacation or sick leave during the period of personal leave. An employee on personal leave with or without pay may continue medical and life insurance coverage for self and dependents by paying the premiums for such coverage on or before the due date set by the county.

IV Termination of Leave of Absence

1. If the employee is unable to return to work at the end of the leave of absence (not to exceed 90 days {except if a deputy/ jailer} then the employee will be terminated with no exception.

2. If it is determined that the employee is performing a service for money or other remuneration while on a leave of absence, he/ she will be terminated.

3. If the employee is found to have misrepresented the reason for the leave of absence, the he she will be terminated.

V Reinstated

1. Should a terminated employee be rehired within 365 days of termination, he/ she will not be required to go through and introductory period. They will be immediately eligible for benefits and will accrue vacation according to an adjusted hire date.

MAVERICK COUNTY

POLICY ON ATTENDANCE AND TIMELINESS

ATTENDANCE

1. Each employee shall report to work on each day he or she is scheduled to work unless prior approval for absence is given by the employee's supervisor or the employee is unable to report for work because of circumstances beyond the control of the employee.

TARDINESS

2. Each employee shall be at his or her place of work at the starting time set by his/ her supervisor unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.

3. Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

NOTIFICATION

4. If an employee is unable to be at work at his/ her normal reporting time, the employee shall be responsible for notifying his/ her supervisor as soon as is reasonably practicable of the circumstances causing the tardiness or absence.

EXCUSED AND UNEXCUSED

5. Each supervisor shall be responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness.

6. Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.

ABANDONMENT

7. An employee who does not report for work for three consecutive scheduled work days, and who fails to notify his/ her supervisor, shall be considered to have resigned his/ her position by abandonment.

MAVERICK COUNTY

POLICY ON COUNTY PROPERTY

RESPONSIBILITY

1. Each County employee shall be responsible for the care, maintenance, proper use, and upkeep of any vehicle, tool, or other County equipment assigned to him/ her.

2. County employees shall only use equipment, vehicles, tools, and other County property that they are authorized to use.

PERSONAL USE

3. Personal use of County vehicles, equipment, supplies, tools, and any other County property shall not be permitted and may result in discipline up to and including termination. Improper use may subject you to criminal prosecution.

LICENSES AND CERTIFICATES

4. A County employee who operates any County equipment or vehicle which requires a license or certificate shall be required to have a current active license or certificate for that vehicle or equipment any time he/ she operates it.

5. Any employee who operates a vehicle or equipment which requires a license for legal operation shall notify his or her supervisor of any change in the status of that license.

6. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation shall be subject to possible job change or termination if that license is suspended or revoked.

7. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

ACCIDENTS

8. Any employee involved in an accident while operating County equipment or vehicle shall immediately report the accident to his/ her supervisor and to the proper law enforcement or other authority immediately.

9. A copy of all accident and incident reports prepared by the employee shall be sent to the supervisor and the County Loss Control Officer.

MAVERICK COUNTY

POLICY ON CONFLICT OF INTEREST

CONFLICT OF INTEREST

1. Employees of the County shall not engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of the potential or appearance of affecting the employee's job efficiency, or which would reduce his/ her ability to make objective decisions in regard to his/ her work and responsibility as a County Employee.

2. Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination.

PROHIBITED

3. Activities which constitute a conflict of interest shall include but not limited to:

   a. Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County, that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance;
   b. Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
   c. Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;
   d. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his or her duties for the County;
   e. Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a County employee in favor of that person.

MAVERICK COUNTY

POLICY ON POLITICAL ACTIVITY

POLITICAL

1. Employees of the County shall have the right to support candidates of their choice and to engage in political activity during their personal time.

2. County employees shall not:

    a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
    b. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
    c. Use any equipment, property or material owned by the County for political activity or engage in a political activity while on duty for the County.

3. In the event that an employee chooses to run for an elected position in the office for which they work, they must resign at the time they file for running for the office.

MAVERICK COUNTY

POLICY ON SAFETY

SAFETY STANDARDS

1. Each County employee shall be required to adhere to the general safety standards established for all employees and to all additional safety standards for their job or the department in which he/ she works.

VIOLATIONS

2. Failure to follow the safety standards set by the County shall make an employee subject to disciplinary action up to and including termination.

3. An employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.

REPORTING

4. Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to the department head.

Each department head will be responsible for providing safety standards and training to each employee according to job function or as determined by department head.

MAVERICK COUNTY

POLICY ON SEXUAL HARASSMENT

POLICY

1. It shall be the policy of Maverick County to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

2. Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment.

DEFINITION

3. Sexual harassment shall include, but not be limited to, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

   a. Submission to such conduct is either an expressed or implied condition of employment;
   b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or
   c. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

CLAIMS

4. All claims on sexual harassment shall be taken seriously and investigated.

5. While all clams of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

6. No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment.

REPORTING

7. Employees who feel they have been sexually harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work.

8. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the County Judge, another member of the Commissioners' Court, or the County Attorney.

9. The official or department head to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

10. Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

11. Use the following procedures so that your complaint may be resolved quickly and fairly.

    a. When practical, confront the harasser and ask them to stop the unwanted behavior.
    b. Record the time, place and specifics of each incident, including any witnesses.
    c. Report continuing sexual harassment to the Elected Official or Appointed Official who is responsible for your department or to the County Judge or the County Attorney.
    d. If a thorough investigation reveals that unlawful sexual harassment has occurred, Maverick County will take effective remedial action in accordance with the circumstances, up to and including termination.

    Retaliation against an employee who reports sexual harassment or who cooperates as a witness in the investigation is prohibited by law as well as this policy.

    Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the department head may not be the best course of action, the report should be made to the County Judge or the County Attorney.

    Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to sexual harassment charges.

MAVERICK COUNTY

POLICY ON SMOKE FREE WORKPLACE

Maverick County endeavors to provide a healthy environment. Therefore, any form of tobacco consumed in county buildings is strictly prohibited. Additionally, no smoking is allowed within twenty two (22) feet of the exterior entranceways.

MAVERICK COUNTY

POLICY ON OUTSIDE EMPLOYMENT

Maverick County Employees are expected to give their full and undivided attention to their job duties. They should not use Maverick County facilities or equipment or their association with Maverick County to carry on a private business or profession. Unless expressed approval is obtained in advance and in writing from their employment with Maverick County that interferes with the employee's assigned duties with Maverick County.

MAVERICK COUNTY

POLICY ON WEATHER CLOSINGS AND EMERGENCIES

As a general practice, Maverick County does not close its operations unless the health, safety, and security of county employees are seriously brought into question. When this happens, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing.

The County Judge will notify the following entities for a public announcement:

Direct contact with employees, Maverick County website, and the news media. Announcements of an emergency closing will to the extent possible, specify the starting and ending times of the closing. However, each elected official controls the working hours of their employees, even in an emergency situation.

Many county departments are continuous operating public safety and service departments. Many county personnel will be required to work during emergency closings. Each department head is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

MAVERICK COUNTY

POLICY ON CONFIDENTIALITY

Maverick County is a public entity, however, some county employees acquire confidential (confidential, non-public) information as a result of their position with the county. This information must be protected. Employees who reveal confidential (confidential, non-public) information they have received as a result of their position may be subject to discipline up to and including termination.

MAVERICK COUNTY

POLICY ON CELL PHONE USAGE

Maverick County determines on a case by case basis the need for county provided cell phones. County cell phones are to be used for business purposes only.

Maverick County strongly discourages the use of any cell phone while operating any vehicle. Employees should plan calls to allow placement of call either prior to traveling or while on rest breaks.

Maverick County bans all employees from texting while operating any county owned vehicle. County employees who are driving their own personal vehicle are also banned from texting while driving on county business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of CDL.

Employees in possession of a Maverick County owned cellular phone are required to take appropriate precautions to prevent theft and vandalism.

Each department may set their own rules and regulations on personal cell phone usage while at work.

Each employee will follow an EMPLOYMENT AGREEMENT AND RESPONSIBILITIES FOR CELLULAR USE given by auditors office for cell phones provided.

MAVERICK COUNTY

POLICY ON COMPUTER AND INTERNET USAGE

The use of Maverick County information systems, including computers, fax machines, smart phones, tablet computers and all forms of internet/ internet access, is for Maverick County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in any expense to the County.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Maverick County computer, networks, and internet access is a privilege granted by department heads and may be revoked at any time for inappropriate conduct carried out on such systems. Improper use may result in discipline up to and including termination.

Maverick County owns the rights to all data and files in any computer, network, or other information system used in the county. Maverick County also reserves the right to monitor electronic mail messages (including personal/ private/ instant messaging systems, facebook, twitter, etc.) and their content, as well as any and all use of the internet and of computer equipment used to create, view, or access e-mail and internet content. Employees must be aware that the electronic mail messages sent and received using county equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by county officials at all times. Maverick County has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic messages without prior authorization from either the employee or an appropriate county official. No employee shall break any copy right laws, download any illegal or unauthorized downloads. Maverick County monitors its entire informational system and employees may be subject to discipline up to and including termination for any misuse of county informational systems.

Employees should not bring personal computers to the workplace or connect them to Maverick County electronic systems, unless expressly permitted to do so by their supervisor and or IT department. Violation of this policy, may result in disciplinary action, up to and including termination of employment.

MAVERICK COUNTY

POLICY ON WHISTLE BLOWER

An employee may, in good faith, report an alleged violation of a Maverick County Policy or federal or state law to his or her supervisor, department head, or elected official, unless all of these persons are the alleged perpetrator of the alleged violation of policy or law. If all of the listed persons are alleged to be involved in the violation, the employee may report the allegation to the County Attorney, District Attorney, or Sheriff. The county will investigate the reported activity.

MAVERICK COUNTY

POLICY ON PAY PERIODS AND TIME SHEETS

PAY PERIOD

1. The pay period for the County shall be a bi-weekly pay period with the pay period dates established by the Commissioners' Court.

2. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

TIME SHEETS

3. Each nonexempt employees shall be required to fill out a time sheet to be turned in to his/ her supervisor on the last day of each pay period. All exempt employees are required to complete and turn in to the treasurer all full day absences.

4. The time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.

PAY ADVANCES

5. Advances in pay shall not be made to any employee for any reason.

MAVERICK COUNTY

POLICY ON COMPENSATION

APPLICATION

1. This policy shall apply to all County employees except law enforcement employees.

2. Compensation for law enforcement employee shall be handled in accordance with the policies established in the Sheriff's Department as directly by the Commissioners' Court.

3. All County employees will be paid on an hourly rate except those in the Sheriff's office who are scheduled under the 207 (k) plan. As per Fair Labor Standards Act (FLSA) law enforcement personnel work under the provision of 86 hours worked within a 14-day work period.

4. Deputies and jailers are compensated the regular premium pay on hours worked within a 14-day work period up to the amount designed by the County which is 86 hours.

TEMPORARY

5. Temporary employees shall be paid hourly at the minimum wage established by the Fair Labor Standard Act, as amended.

MAVERICK COUNTY

POLICY ON PAYROLL DEDUCTIONS

REQUIRED DEDUCTIONS

1. Deductions shall be made from each employee's paycheck for federal withholding, social security, Medicare, and any other deductions required by law.

RETIREMENT

2. Employees eligible for membership in Texas County and District Retirement System shall have their contributions to that system deducted from each paycheck.

OPTIONAL DEDUCTIONS

3. Any optional deduction authorized by the Commissioners' Court and approved by the employee shall also be made from the employee's paycheck.

4. No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Treasurer's Office.

MAVERICK COUNTY

POLICY ON WORK SCHEDULE AND WORKWEEK

WORK SCHEDULE

1. The normal hours of work for most positions in the County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday.

EXCEPTIONS

2. In order to meet the needs of the County, certain department or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.

3. The need for schedules that vary from the normal schedule shall be determined by each department head.

WORKDAY

4. The workday for the County shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

WORKWEEK

5. For purposes of record keeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for the County shall begin at 12:01 a.m. on each Tuesday and end Monday, seven (7) consecutive work days later (168 hours).

POLICY ON HOURS WORKED AND OVERTIME

HOURS WORKED

1. Hours worked shall include all time actually spent in the service of the County as defined in the Fair Labor Standards Act (FLSA) and its regulation.

OVERTIME APPLICATION

2. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA, except for law enforcement employees (Jailers and Deputy Sheriff's) who will be based on an hourly rate and a fourteen day work period of 86 hours. All hours in excess of 86 hours per work period will be earned at the rate of 1 ½ times the hourly salary, in accordance with section 207 (k) of the FLSA.

OVERTIME

3. Overtime for law enforcement employees is defined in the policy addressing law enforcement overtime in the Sheriff's Department.

4. Paid leave shall not be counted in determining if overtime has been worked in any workweek.

5. Except in emergency situations, an employee shall be required to have authorization from his/ her supervisor before working overtime.

POLICY ON OVERTIME COMPENSATION

POLICY APPLICATION

1. This policy shall apply to all County employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA) except for law enforcement employees.

2. Overtime for law enforcement employees shall be handled in accordance with the policy for overtime compensation established by the Commissioner's Court.

OVERTIME COMPENSATION

3. Overtime compensation shall be paid in the form of compensatory time off in accordance with the provisions of the FLSA.

4. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked.

MAXIMUM COMPENSATORY TIME

5. The maximum amount of unused compensatory time an employee other than a Deputy Sheriff or Jailer shall be allowed to have at any one time is 240 hours. Deputy Sheriff's and Jailer's may accrue up to 480 hours.

6. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1 ½) the employee's regular rate of pay until compensatory time has been used to bring the balance below the maximum.

USE OF COMPENSATORY TIME

7. Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works.

8. Compensatory time may be used for any purpose desired by the employee.

TERMINATION

9. If an employee terminates employment, for any reason, prior to using all earned FLSA compensatory time, he/ she shall be paid for all unused compensatory time in accordance with the requirements of the FLSA.

BUY BACK OF COMPENSATORY TIME

10. The County shall retain the right to "buy back" all or part of an employee's unused compensatory time by paying the employee for that time at the employee's current regular rate.

CASH PAYMENT FOR OVERTIME

11. The County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 ½) the employee's regular rate of pay.

RECORD KEEPING

12. Each employee shall be responsible for recording any compensatory time used within a pay period on the time sheet for that pay period.

13. The Treasurer shall be responsible for keeping records of all compensatory time earned and used by each eligible County employee and shall update the balance due to each eligible County employee and shall update the balance due to each employee at the end of each pay period and it will be shown on a separate sheet of record.

OTHER ISSUES

14. Any issues on overtime compensation not addressed in this policy shall at least meet the minimum requirements of the Fair Labor Standards Act and regulations issued by the Department of Labor to administer that Act.

MAVERICK COUNTY

POLICY ON FAIR LABOR STANDARDS ACT SAFE HARBOR (FLSA)

Maverick County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the immediate supervisor's attention, Maverick County will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below. If you are overpaid, the county will make the necessary corrections at the next payroll.

Employees who are classified as non-exempt employees must maintain an accurate record of the total hours you work each day. It is the responsibility of each employee to verify that their time sheets are correct. Your time card must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures, and meal breaks. Do not sign your time card if it is not accurate. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Non-exempt employees, unless authorized by your supervisor, should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless you are authorized to do so. That time worked is to be recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of Maverick County policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of County policy for any employee, supervisor or official to instruct another employee to, incorrectly or falsely report hours worked, or to alter another employee's time card to under- or over-report hours worked. If anyone instructs you to: (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately in writing to:

Human Resources Director
500 Quarry Street, Suite 1
830-752-4489

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours worked for the County. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a pre-determined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

For exempt employees, your salary may also be reduced for certain types of deductions such as your portion of health, dental or life premiums; state, federal, or local taxes, social security, retirement; or, voluntary contributions to a deferred compensation plan. In any workweek in which you performed any work, your wages 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 or disability; or 2) full day disciplinary suspensions for infractions of our written policies and procedures; or 3) full day for violating safety rules of a major significance; or 4) Family and Medical Leave or Military Leave absences; or 5) to offset amounts received

as payment for jury and witness fees or military pay; or 6) the first or last week of employment in the event you work less than a full week.

If you are an exempt employee, in any workweek in which you performed any work, your salary will not be reduced for any of the following reasons: 1) partial day absences for personal reasons, sickness or disability; or 2) your absence because the facility is closed on a scheduled work day; or 3) your absence because of the County's operating requirements; or 4) absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or 5) any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

If you have questions about deductions from your pay, please immediately contact your supervisor. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to:

County Treasurer's Office
370 N. Monroe Street, Suite 2
830-773-2413

If you are unsure of who to contact or if you have not received a satisfactory response within five business days after reporting the incident, please immediately contact the County Attorney. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.