

COUNTY OF BURNET

PERSONNEL POLICIES

Adopted February 13, 2006

**Last Revision
January 11, 2010**

NOTICE TO EMPLOYEES

The contents of the Employee Personnel Policy Manual are not a contract of employment of any covenant of such a contract. Specifically, employment at Burnet County is “at-will” employment. Your employment may be terminated by either yourself or the County, at any time, with or without cause, and with or without notice.

This statement of your employment relationship represents the entire agreement between you and the county of the circumstances under which your employment can be terminated. No one in Burnet County has the authority to make any agreement for employment other than employment “at-will.” This policy manual is intended only to provide guidance in understanding Burnet County policies, practices and benefits. Except for the policy of “at-will employment, Burnet County retains the right to change this policy manual, and to modify or cancel any of its employee benefits when the need for change is recognized. The policies contained in this policy manual supersede any and all existing or previously issued policies not longer in effect.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

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PERSONNEL POLICIES FOR THE COUNTY OF BURNET

1.00 INTRODUCTION

1.01 AUTHORITY

These policies are adopted by the Commissioners' Court of Burnet County. Amended, revised, or new policies must be adopted by said court.

1.02 RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICIES

Each elected or appointed official or department head of Burnet County is responsible for the administration of the personnel policies and procedures.

With the exception of matters of appointments and personnel actions restricted by statute, final authority on personnel decisions is reserved to each official.

Burnet County Human Resource Department (Treasurer's Office) is responsible for insuring compliance of these policies. (Added: 10/14/02)

1.03 PURPOSE

These policies set forth the primary rules governing employment with the County of Burnet. These policies inform employees of the benefits and obligations of employment. They have been prepared and adopted in order to promote consistent, equitable, and effective practices by employees and supervisors to achieve high quality public service.

These policies are not intended to imply any contract or contractual rights. Burnet County Commissioners' Court reserves the exclusive right to modify these policies at any time without prior employee notification.

1.04 APPLICABILITY OF PERSONNEL POLICIES (Revised 10/14/02)

The personnel policies apply equally to all employees paid through Burnet County's payroll system unless specifically exempted by law.

In cases where federal or state law or regulations supersede local policy, such laws or regulations will substitute for these personnel policies only insofar as necessary to comply.

Departments specifically exempted from the Burnet County Personnel Policy due to federal or state law or regulations include:

CSCD: Adult Probation and Intermediate Sanction Facility (ISF):
Section 76.006 and 76.008 of the Texas Government Code establishes the relationship between the County and the CSCD. Section 76.006 requires only that the CSCD contract with the County for all employee benefits, and section 76.008 requires that the County provide adequate facilities, utilities and equipment for the CSCD. The 33rd Judicial District CSCD has a policy and procedures manual which

outlines and defines operations of the 33rd Judicial District CSCD.

Intermediate Sanction Facility is a program operated by the CSCD, and is a division of CSCD. The ISF also has a policies and procedures manual which is a subsection of the CSCD manual, incorporating all of the basic CSCD personnel policies, but which contain some procedures specific to the operation of the ISF.

Juvenile Probation Department:

152.0031 of the Human Resource Code established the Burnet County Juvenile Board. Chapter 341 of the Texas Administrative Code requires that the Burnet County Juvenile Board have written Policy and Procedures that outline the operations for the Juvenile Probation Department.

In the event that any policy of Burnet County is not addressed in the aforementioned federal or state law or regulations, then Burnet County Policies and Procedures shall apply.

A copy of the Policies and Procedures of the aforementioned departments will be kept on file in the Burnet County Human Resource Department (Burnet County Treasurer).

33rd Judicial District Court:

On May 28, 2003, the matter of personnel policies to be followed by employees of the District Judge's Office came to be considered. Whereas pursuant to the constitution and law of the State of Texas the Judge of the District Court is responsible for hiring court reporters and setting their compensation after public hearing, and is further authorized by statute to determine the compensation of the Court Administrator and staff; and whereas the 33rd Judicial District encompasses four counties for whom Burnet County administers the payroll of the reporters and Court's office staff and it is appropriate that the Court adopt a personnel policy to be followed by the employees under its control: The Court therefore enters the following orders and, accordingly, it is ordered and decreed that the personnel policy as promulgated by the Commissioners' Court of Burnet County (Policy) is hereby adopted as the personnel policy of the Official Court Reporter, the Deputy Official Court Reporter, the Court Administrator and the Court's administrative staff. Because state law provides otherwise for the Court to determine the compensation of these employees, this adoption does not include the pay grade schedule of the Policy. The Reporters and Court Administrators are hereby designated as "exempt: employees for purposes of the Fair Labor Standard Act.

Adopted 5/29/03

1.05 DISSEMINATION OF PERSONNEL POLICIES

Employees receive a copy of the Personnel Policies at the time of employment. Employees are required to sign an acknowledgment and receipt statement which is kept in their personnel file.

Each official or department head shall maintain a complete up-to-date set of the personnel policies, which will be available at all times to employees for their information. An official record copy shall be filed with the County Clerk and Human Resource Department (Treasurer's Office)

1.06 COMMUNICATION

Employees are encouraged to make constructive suggestions for improvement in these policies or procedures.

**PERSONNEL POLICIES
FOR
THE COUNTY OF BURNET**

2.00 EMPLOYEE RESPONSIBILITIES

2.01 GENERAL

The County of Burnet 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 appearance 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 government employees and officials, with their supervisors, and with fellow employees.

2.02 TIMELINESS

Employees are to be punctual in maintaining work hours, keeping appointments and meeting schedules for completion of work.

An employee who expects to be absent from work must report the expected absence to his\her supervisor as far in advance of the time to be absent as is practical.

2.03 OUTSIDE ACTIVITIES

Employees may not engage in any outside employment, activity, or enterprise determined by the Commissioners' Court to (1) be inconsistent or incompatible with employment with Burnet County or (2) adversely affect the employee's job performance.

2.04 GIFTS

Employees shall not accept gifts from contractors, vendors, or other persons who have business dealings with the county.

2.05 CONFLICT OF INTEREST

An official of the county shall not have financial interests in the profits of any contract, service, or other work performed by the county or personally profit directly or indirectly from any contract, purchase, sale, or service between the county and any person or company.

An official or employee may not: (1) solicit or accept or agree to accept a financial benefit, other than from the county, that might reasonably tend to influence his/her performance of duties for the county or that he/she knows or should know is offered with intent to influence employee's performance; (2) accept employment or compensation that might reasonably induce him/her to disclose confidential information acquired in the performance of official duties; (3) accept outside employment or compensation that might reasonably tend to impair independence of

judgment in performance of duties for the county; (4) make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the county; or (5) in exchange for having performed duties as a county employee in favor of that person.

2.06 POLITICAL ACTIVITY

Employees of the County of Burnet are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies.

A county employee may not use his/her official authority or influence to directly or indirectly coerce, attempt to coerce, or command any employee to campaign for or against or to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose.

2.07 WORKING HOURS

County employees have a standard 40-hour work week. Usual working hours are 8:00 am to 5:00pm Monday through Friday. Offices will maintain the above schedule to the extent possible. Working schedules vary by departments and are determined by the department head. Those employees who work in shifts will have varying hours of work to be set by the department head.

2.08 OVERTIME WORK

All employees of the county are subject to be called to work at any time by their supervisor or the Commissioners' Court when such action is required to serve the public properly. Officials, department heads, and other Exempt employees, as defined under the FLSA, are expected to render necessary and reasonable overtime services with no additional compensation.

2.09 WORK BREAKS

Work breaks are a privilege, not a right, and shall be regulated by the department head.

2.10 PROOF OF AUTOMOBILE LIABILITY INSURANCE

Every employee who uses a private vehicle for county business must be able to furnish proof of automobile liability insurance.

2.11 DRUG AND ALCOHOL POLICY: DRUG-FREE WORKPLACE REQUIREMENTS

PURPOSE

The purpose of this policy is to develop and maintain a drug and alcohol free workplace, remove the adverse effects of alcohol and drugs on job performance, and to protect the health and safety of all employees.

Use and misuse of alcohol or drugs can and does impair the ability of an employee to perform his/her duties and may endanger the employee, his/her coworkers, and the public as well as property. The county seeks to prevent the use/misuse/abuse of drugs and alcohol which in any way impair employees' ability to perform their duties.

POLICY

The manufacture, distribution, dispensing, unauthorized possession, sale, purchase, or use of a controlled substance or drug paraphernalia; or unauthorized use or possession of prescription drug on county property or while on duty on county property is prohibited.

Being under the influence of alcohol or illegal drugs on county property is prohibited.

Employees who violate this policy are subject to appropriate disciplinary action, including termination.

This policy applies to all employees of the County regardless of rank or position and includes temporary and part-time employees.

DEFINITIONS

- A. County premises - All County property including vehicles, lockers, and parking lots.
- B. County Property - All County owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.
- C. Controlled Substance - Any substance that is illegal under Texas Law.
- D. Drug - As defined in the Texas Controlled Substance Act.
- E. Drug Paraphernalia - As defined in the Texas Controlled Substance Act.
- F. Fitness for Duty - To work in a manner suitable for the job. To determine "fitness", a Medical evaluation may include drug and/or alcohol testing.
- G. Illegal Drug - An illegal drug is any drug or derivative thereof for which the use, possession, sale, transfer, manufacture or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to), a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.
- H. Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a policy violation has occurred.
- I. Testing - Is generally defined as urine, breath or blood test to determine chemical or drug content.
- J. Under the Influence - A state of having an alcohol concentration of the current applicable state laws or more, where "alcohol concentration" has the meaning assigned to it in Article 67011-1, Revised Statutes; or the state of not having normal use of mental or physical faculties resulting from the voluntary introduction into the beverage or a controlled substance.

GENERAL POLICY PROVISIONS

Any of the following actions constitutes a violation of the policy and may subject an employee to disciplinary action to include immediate termination:

- A. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a county sponsored activity, on premises, in owned, leased rented vehicles, or on business.
- B. Working or reporting to work, conducting County business or being on county premises or in a county-owned, leased, or rented vehicle while under the influence of an illegal drug, alcohol or in an impaired condition, caused by voluntary ingestion of an illegal drug or alcohol.

PREVENTIVE ACTS

- A. Employees taking drugs prescribed by an attending physician must advise their direct Supervisor of the possible effects of such medication; if such usage would cause a risk or harm to the employee or other employees. All medical information will be kept confidential and the employer, without exception, will punish any breach of privacy and confidentially in this regard. All prescription drugs must be kept in the original manufacturer's container.
- B. Any employee involved in a work related accident where alcohol or drugs are believed to be a contributing factor or if any reasonable suspicion/cause to believe that any employee is under the influence of drugs or alcohol, the employee shall be required to submit to blood, urine, or breath testing for drug or alcohol use, in addition to any other accident investigation activities.
- C. Burnet County reserves the right to a post offer pre-employment drug or alcohol test.

EMPLOYEE OBLIGATION

All employees must notify their immediate supervisor in writing of any criminal drug or alcohol violation occurring in the workplace.

TREATMENT

Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals.

Information on benefits provided for treatment of alcohol and drug problems through the County's medical insurance program is available in the employee's insurance coverage handbook.

COORDINATION WITH LAW ENFORCEMENT

The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The county will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of the law enforcement officials any such substances found. The county will cooperate fully in the prosecution and/or conviction of any violation of the law.

RESERVATION OF RIGHTS

The County reserves the right to interpret, change, suspend, cancel or dispute, with or without notice, all or any part of this Policy, or procedures or benefits discussed

herein. Employees will be notified before implementation of any change.

OTHER LAWS AND REGULATIONS

The provisions of this policy shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state, or local laws, regulations, or judicial decisions. Unenforceable provisions of this policy shall be deemed to be deleted.

The Federal Highway Administration has issued regulations that require the County to implement a controlled substance testing program. Those employees required by this mandate to be tested for drugs and alcohol will be furnished a copy of the "Burnet County Controlled Substance Abuse and Alcohol Misuse Policy" and Alcohol & Drug Testing - Employee Information Handbook. Employees are required to sign an acknowledgment and receipt statement which is kept in their personnel file.

GOOD-FAITH EFFORTS TO REMAIN DRUG FREE

Burnet County will make a good faith effort to continue to maintain a drug-free environment through the implementation of this policy and ensures that all new employees are informed of the policy.

2.12 SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT:

1. 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 term or condition of employment;
 - b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the person being harassed; 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.
2. It is the policy of the county to provide a workplace for all employees which is free from sexual harassment.
3. All claims of sexual harassment shall be taken seriously and shall be investigated promptly and thoroughly and as is consistent with the investigation, confidentially.
4. Employees engaging in sexual harassment shall be subject to discipline up to and including termination. Remedial action may be taken in accordance with the circumstances when the County determines unlawful harassment has occurred.
5. The County shall attempt to keep all claims of sexual harassment confidential, limiting the information to those who have involvement in the claim, the investigation process or the decision or action that should be taken.

6. **No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment, or who cooperates in the investigation of a complaint.**
7. **Non-County employees are subject to the same guideline as county employees.**

REPORTING:

1. **Employees who feel that they have been sexually harassed, when practical, confronts the harasser and asks him/her to stop the harassing behavior. If the employee is uncomfortable confronting the harasser or the harasser continues the behavior, the employee should immediately report the situation to the elected or appointed official who is responsible for the department in which they work.**
2. **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.**
3. **The person to whom the harassment claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim, by documenting in writing and forwarding a copy to the County Attorney.**
4. **Once the investigation is complete, the employee making the claim shall be notified of the result of that investigation and the actions which are to be taken.**

OTHER RIGHTS:

Reporting or failing to report claims in accordance with the procedures given in this policy shall in no way limit other legal recourse an employee may have in regard to sexual harassment charges.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

3.00 HIRING PRACTICES

3.01 EQUAL EMPLOYMENT OPPORTUNITY

There shall be no discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation, belief, veteran status or other protected factors. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform a specific job.

Equal Employment Opportunity Plan adopted 11/99, attached. If a department has more than 50 employees it must adopt a separate Equal Employment Opportunity Plan.

3.02 EMPLOYMENT OF RELATIVES

The practice of nepotism in hiring personnel or awarding contracts is forbidden by the County. The intention is to discourage hiring and direct supervision of relatives by blood or marriage.

No person may be hired who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to the official or department head who is in charge of hiring and supervision of the employee.

See Figure 1 for definitions of the prohibited degrees of relationship.

3.03 AGE REQUIREMENTS

Persons under 18 years of age will not be employed in any full time position.

Temporary employees may not be less than 16 years of age.

Other age limitations will be only as required by state or federal law applicable to the county.

3.04 VACANCIES

Vacancies are filled on the basis of merit, whether by promotion or by initial appointment. Selections of the best qualified persons are made collectively on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform the specific job.

3.05 QUALIFICATIONS

Each Department will maintain a class (job) description which establishes the required knowledge, skills, and abilities for each position, the acceptable levels of experience, training for each, and essential job functions. The job description sets forth the minimum acceptable qualifications to fill the position. Any employee handling County cash funds will be bonded within 90 days of employment and shall remain bonded for entire period of employment.

3.06 METHODS OF RECRUITMENT AND SELECTION (Effective 4/14/03)

The Human Resource Department (County Treasurer's Office) is to be notified of all employee position vacancies to insure that the proper posting procedures are followed. The HR Department will post all employment opportunities in the Burnet County Courthouse, Burnet County Annexes in Burnet and Marble Falls and on the County's website for a minimum of 7 days. Postings may be made by the HR Department (Treasurer's office) at the request of a newly elected official prior to their taking office.

(Revised March 18, 2008)

Burnet County recruits and selects persons to fill employment vacancies by using the following methods:

- 1) Promotion of lateral transfer from within the same department does not require position posting.
- 2) All other employee position vacancies requires Department Head to post vacancy at the Burnet Courthouse, Burnet Annex, Marble Falls Annex and Burnet County's HR website (through the Treasurer's office) by submitting a job description to the Treasurer's office.
- 3) Department Head may choose to advertise position in local newspapers of his/her choice. The Treasurer's office will place the employment advertisement.
- 4) In the event in which a newly elected official does not take office until Jan. 1 and is aware of a position vacancy on that date, the newly elected official will submit the job description to the Human Resource Department (Treasurer's Office) for appropriate posting. The newly elected official cannot take action on hiring employees until he/she is sworn into office.

Commissioner's Court determines the method of selection for staff positions for which it has responsibility. Each Department Head determines the method of selection for positions within his/her department.

3.07 PUBLIC ANNOUNCEMENTS

Public announcements of position openings are disseminated by the Human Resource Department (County Treasurer's Office) as instructed by the Department Head.

3.08 APPLICATION FOR EMPLOYMENT

Each applicant is required to submit a written application for employment with pertinent information regarding training and experience. Each department head will make appropriate inquiries to verify experience, character, and suitability of any applicant. Each employee will have an application form in his/her personnel file.

3.09 CONSIDERATION OF CURRENT EMPLOYEES

Employees of Burnet County will be permitted to apply for positions for which they believe themselves to be qualified.

3.10 DISQUALIFICATION

An applicant is automatically disqualified from consideration for employment by the county if he/she: (1) does not meet the minimum qualifications for performance of the duties of the position involved, (2) knowingly has made a false statement on the application form, (3) has committed fraud during the selection process, (4) is not legally permitted to hold the position.

The HR Department (Treasurer's Office) shall conduct a criminal background check on all new prospective county employees prior to being offered the position. Findings will be given to the department head for consideration in final hiring decision. Exception: Sheriff's Office will perform their background checks. (Revised March 18, 2008)

3.11 SELECTION

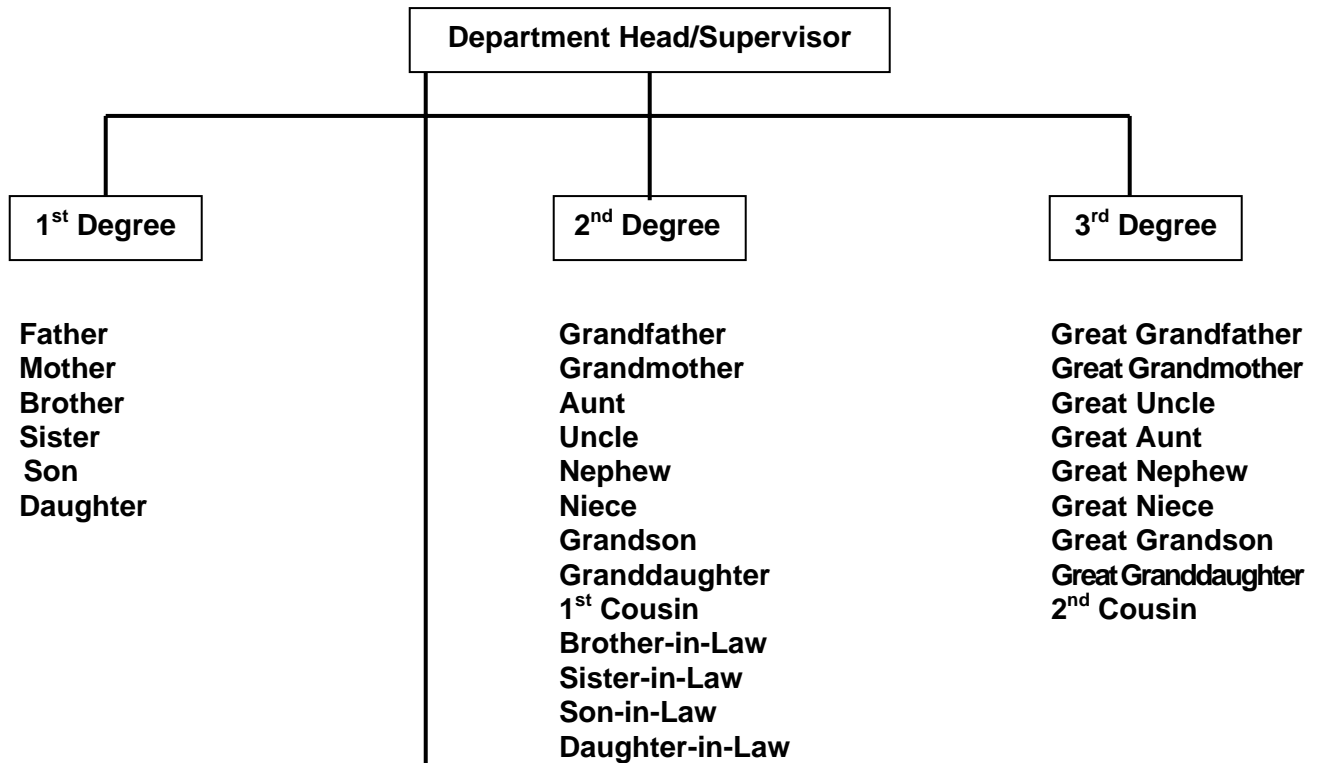
Except for appointments reserved to the District Judge or the Commissioners' Court by statute, the official or department head has exclusive authority to select and employ personnel within the limits of the overall comprehensive budget.

3.12 NEW EMPLOYEES

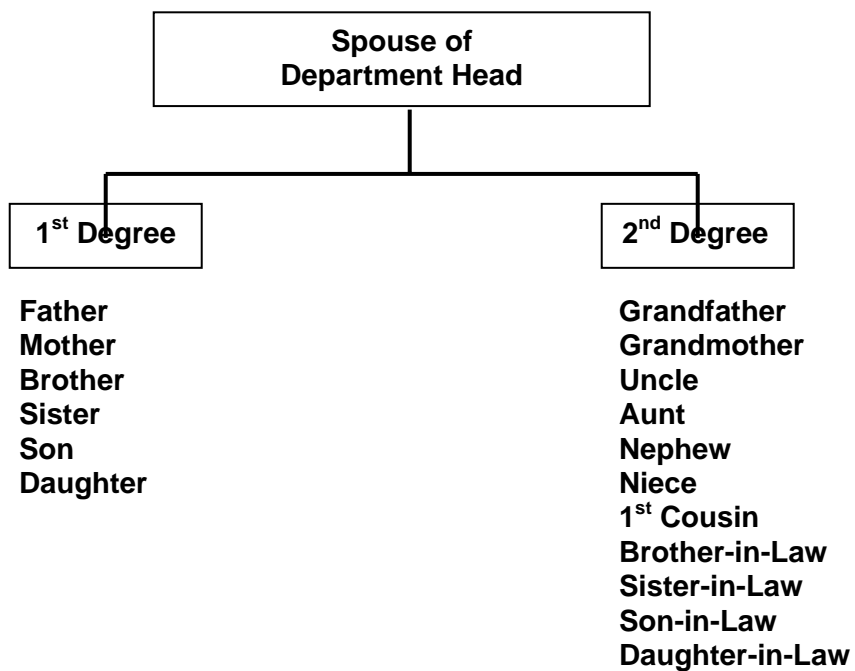
All new employees will report to the Treasurer's office for completing necessary paperwork on or before their first day of employment.

NEPOTISM CHARTS

**CONSANGUINITY KINSHIP CHART
(FIGURE 1)**



**AFFINITY KINSHIP CHART
(FIGURE 2)**



PERSONNEL POLICIES FOR THE COUNTY OF BURNET

4.00 TYPES OF EMPLOYMENT

4.01 CATEGORIES

There are three categories of employment with the County of Burnet:

Full-time A full-time employee is employed to hold an authorized position that involves a standard 40 hours per week or an authorized position in law enforcement that involves 144 hours in a 24-day work period or up to 160 hours of work during a 28-day work period in accordance with paragraph 207(k) of the Fair Labor Standards Act.

Part-time A part-time employee is employed to hold an authorized position that involves fewer than 40 hours per week.

Revised January 29, 2008

Temporary A temporary employee is an employee hired to complete a specific project within a specified period of time. Temporary employees may be full-time or part-time. They are not entitled to annual leave, sick leave, or personal leave benefits. The only benefits given are those required by law.

4.02 NONCOVERED AND EXEMPT POSITIONS

The Fair Labor Standards Act does not apply to the employees who hold public elective office. These **uncovered** employees for Burnet County are:

- County Judge
- County Commissioners
- County Attorney
- County Sheriff
- County Clerk
- District Clerk
- County Treasurer
- County Tax Assessor-Collector
- Justices of the Peace
- Constables

Depending on the nature of an employee's job duties, he/she may be exempt from the overtime requirements of the FLSA. Exempt employees include executives, administrative employees, and professionals. The FLSA regulations are keyed to actual job duties of the employee, and an employee does not qualify merely because of the job title.

The following employees are considered exempt under the “professional” umbrella:

**County Auditor
Agricultural Extension Agents
Assistant County Attorney
Flood Plain Administrator/Fire Marshal**

The following employees are considered exempt under the “administrative” umbrella because of their job duties:

**Sheriff’s Department Enforcement Section -
Chief Deputy
Captains
Administrative Captain**

**Jail-
Captain
Jail Administrative Sergeants**

**Library System-
County Librarian
County Library Directors**

**County Attorney's Office
County Attorney Office Administrator/Investigator**

**District Attorney's Office
Victims Services Coordinator
Victims Services Assistance Coordinator
SPU Special Prosecutor**

**District Judge
Court Coordinator
Adult Probation-
Director
Deputy Director
Juvenile Probation-
Chief
Counselor
Intermediate Sanction Facility
Facility Director
Assistant Director**

**Building & Equipment Maintenance Supervisor
Collections Supervisor
Elections Administrator**

**PERSONNEL POLICIES
FOR
THE COUNTY OF BURNET**

5.00 EMPLOYEE COMPENSATION AND ADVANCEMENT

5.01 PAYDAYS

Paychecks for county employees and elected officials are issued on a 26-week pay period per year system, as advised by the US Labor Department. Any deviation from this pay schedule will be at the sole discretion of Commissioners Court.

A Pay Schedule will be issued by the Treasurer's office each year noting: End of Pay Periods, Time Sheet Due Dates and Pay Days.

5.02 CHECK DELIVERY

Pay checks will not be issued other than on the days set out above.

No pay advance loans will be made to any employee for any reason.

5.03 PAYROLL DEDUCTIONS

Deductions will be made from each employee's pay for the following:

- Federal income taxes;
- Social Security;
- Retirement Systems
(all employees except temporary); and
- Other deductions required by law.

In accordance with policies approved by the Commissioners Court, deductions from an employee's pay may be authorized by the employee for;

- Group health/medical insurance for dependents;
- Group dental insurance for dependents; and
- Such other deductions as may be authorized by Commissioners Court.

5.04 PAYROLL CHANGES

Any changes in an employee's payroll status (such as merit increases, longevity increases, and promotions) will become effective at the beginning of the pay period following the date of the change if such change occurs at any time other than the beginning of a pay period.

5.05 CLASSIFICATION & COMPENSATION PLAN

The county maintains a classification and compensation plan by which each class of positions is assigned to a pay grade based on the principle of equal pay for equal

work.

5.06 PERFORMANCE EVALUATIONS

“Employee Performance Evaluations” will be completed in June of each year for each employee by Department Head or Supervisor, as described in the Burnet County Compensation Plan. Copy of the Evaluation is to be filed in the Employee's Personnel file in the Treasurer's office and/or in each Department's Personnel file.

5.07 OVERTIME COMPENSATION

Overtime compensation (either in the form of pay or compensatory leave) is due to employees as follows:

7-day work weekafter 40 hours
14-day work period.....after 86 hours

Vacation leave, sick leave, personal leave, emergency leave and designated county holidays will not be counted as actual hours worked toward the calculation of overtime, but will be calculated as straight time.

Compensation Options: Non-exempt employees will be compensated for overtime by one of the following methods, at the option of the department head:

- 1) **Overtime pay** - Employees will be paid at one and one-half times their regular rate of pay for each hour actually worked in a work week or work period above their respective limits as listed above, or
- 2) **Compensatory time** - Compensatory time off in lieu of cash payment will be calculated at the rate of one and one-half hours for each hour actually worked.

Maximum Accumulation: Burnet County's policy is that an employee may not accumulate more than 16 hours, 36 hours for shift employees, of compensatory time at any given time. When an employee reaches the maximum allowed accumulation of compensatory time, he/she will automatically receive overtime pay for any excess hours worked until the compensatory time balance is reduced. Any comp time accumulated at the end of each fiscal year will be paid on the last check in September, so it is realized in the current year's budget. **NO CARRY OVERS WILL BE GRANTED.**

Comp Time Leave. An employee who has accumulated comp time may request to take it, and such comp time leave must be given within a reasonable amount of time so long as it does not unduly disrupt the department's operations. Comp time must be taken in the fiscal year it is earned. Department Heads can dictate employee schedules in order to avoid overtime worked. However, the Department Head is mandated to require employees to fill out time sheets to reflect actual hours worked. At the end of each fiscal year, all accumulated comp time will be paid to the employee and reset for the next fiscal year. **NO CARRY OVERS WILL BE GRANTED.**

5.08 LONGEVITY PAY

Longevity pay is based on the number of years of unbroken service to the county. Any longevity pay is approved by Commissioners Court. Longevity pay is in addition to normal step in grade, COLA, merit raises and other compensation. Longevity pay will apply only to full-time employees.

Burnet County follows the Step in Grade raise program, which increases employee base salaries during years 2 – 8 of employment, calculated as of the date of employment through September 30 of each year to be effective October 1 of each year. Nine months of employment advances to one year of employment. Because of the cap on the “step in grade” raise process at year 8, which would make those employees only eligible for COLA increase, Burnet County has adopted the following policy to encourage long term employment:

Effective 12-1-04:

In an effort to not take away any current benefits, employees with 5-8 years as of 12-1-03, will remain on the current system until they reach 9 years of service. Longevity pay will be equal to the rate of benefits as of 12-1-03 until they reach the end of year 8 of employment.

Employees with 0-4 years and 9 years and more as of 10-1-04 will receive the following Longevity Pay Gross:

-9 to 10 years of service	\$375
-11 to 15 years of service	\$450
-16 to 20 years of service	\$600
-20 + years of service	\$750

Longevity pay is calculated as of October 1 annually, at which time all employees who have earned longevity pay during that period will receive the benefit in December annually. This benefit is subject to standard withholding.

The intent of this policy is for employees to receive a “step in grade” during years of employment 2-8, and to then receive an elevated longevity pay thereafter.

5.09 HOLIDAY PAY

On designated county holidays, each employee is paid their regular rate of pay for a normal work day. Those employees (other than those subject to shift work) who are neither exempt nor non covered who are required to work on a designated county holiday will receive compensation at their regular rate of pay for each hour worked in addition to their holiday pay.

Part-time employees are not eligible for holiday pay.

5.10 HOLIDAY PAY FOR SHIFT EMPLOYEES

Any Department that operates 24/7 employee’s regular day off falls on an authorized county holiday or if the employee works the holiday, the employee will be given another day off within 180 days or will be paid for that holiday at the end of 180 days.

(Revised

4/14/03)

If an employee is off work due to Worker's Compensation, holiday leave will not be accrued. Holiday time worked will be carried on county records as actual numbers of hours worked, i.e., twelve hours or eight hours as the case might be.

Any special extenuating circumstances must be approved by the Court Appointed Human Resource Committee, on a case by case basis.

Any terminating employee, who has completed one year of continuous service with Burnet County will be paid for the holiday hours at his/her regular rate of pay.

(Revised March 18, 2008)

5.11 TERMINATION PAY

Upon termination, an employee who has completed one year of continuous service to Burnet County is entitled to be paid at his regular rate of pay for any annual leave on the books up to the maximum accumulation. (See Section 7.04)

Upon termination, an employee who has completed one year of continuous service to Burnet County, and who has "holiday leave" on the books will be paid at his regular rate of pay up to maximum (See Section 5.10).

Upon termination, any employee who has accrued longevity pay for that fiscal year will be paid for such longevity accrual.

Approved 10/9/06

No compensation will be paid upon termination for sick leave or personal leave still carried on the books.

Termination pay shall be paid from the same budget line item that the individual's regular pay was charged to.

Time equivalent to the total hours paid in termination pay must elapse prior to filling the vacancy created, unless otherwise authorized by Commissioner's Court.

In the event of an employee resignation, payment of annual leave and holiday leave is contingent upon two weeks notice, and the completion of all scheduled work days in the notice period unless prior approval is received from the Department Head.

5.12 PROMOTIONS

Promotions are changes in the duty assignment of any employee from a position in one classification to a position in another classification in a higher pay grade. A promotion recognizes advancement to a higher classification requiring higher qualifications and involving greater responsibility. A promoted employee will receive a pay increase within budgetary constraints commensurate with qualifications and responsibility in accordance with the Burnet County Compensation Plan.

Promotions are at the discretion of the department head and approval of Commissioner's Court. Upon promotion, an employee is in training in the new position for a period of 90 days and may be returned to a lower job classification at any time during the training period if performance is inadequate.

Any reclassification of positions must have prior approval of Commissioner's Court before affecting any change.

Any employee promoted to an exempt position from a non-exempt position will be paid

for any accrued compensatory time at the time of the promotion. Time equivalent to the total hours paid must elapse prior to filling the vacancy created by the promotion, unless otherwise authorized by Commissioner's Court.

Promotions will result in a new "date in position" for Longevity Increase purposes.

5.13 LATERAL TRANSFERS

Lateral transfers are movements of an employee between positions in the same pay grade. Lateral transfers may be made within the same department or among departments with the approval of Commissioner's Court.

Lateral Transfers will result in the retention of employee's "date in position" for Longevity Increase purposes.

5.14 "POSITION" GRADE CHANGE

Positions may experience a significant change in duties and responsibilities. When a position's duties and responsibilities change significantly, an evaluation of the job is necessary. The supervisor should initiate an evaluation be done by the Court Appointed Human Resource Committee. A re-evaluation is appropriate only when a job changes substantially.

A change in classification may occur as a result of a re-evaluation when:

- the position grades out at a higher position grade.
This change would be a promotion.
- the position grades out at a lower position grade.
This change would be a demotion or reduction in pay grade.

5.15 DEMOTIONS

A demotion is a change in duty assignment of an employee from a position in one classification to a position in another classification in a lower pay grade. An employee who is demoted will have his/her pay reduced. Demotions may be made for the purpose of voluntary assumption of a less responsible position, as a disciplinary measure, because of unsatisfactory performance in a higher position, or as a result of a reclassification of the employee's position.

Demotions will result in a new "date in position" for Longevity Increase purposes UNLESS the demotion was a result of changes required by the department.

5.16 PAY REDUCTION FOR DISCIPLINARY REASONS

An employee's pay for continued performance in the same position may be reduced as a disciplinary measure to a lower rate in the pay grade for that position or to a rate in the next lower pay grade.

5.17 APPROVING AUTHORITY

The Commissioner's Court is the approving authority for all payrolls under the terms of (1) these policies, (2) the classification and compensation plan or, (3) the annual budget.

5.18 GRANT FUNDED POSITIONS

Any employee whose salary is funded by grant revenues must take any and all accrued leave during the period funded by the grant.

Employees whose salaries are funded by grants are subject to all Personnel Policies and Procedures and Compensation Program. Those employees, whose salaries and benefits are funded 100% by the grant and understood to possibly be a short term employment, will follow the terms of the grant and will not be eligible for salary increases. If the County funds the position in the future, the position will then go before the Human Resource Committee for review of grade and salary, with the understanding that the position could receive a decrease in salary.

5.19 INTERGOVERNMENTAL CONTRACTS

Any payment for work performed in accordance with an Intergovernmental Contract will supersede Section 6.09 of this policy.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

6.00 BENEFITS

6.01 MEDICAL AND LIFE INSURANCE

After 90 days of non-interrupted employment, the County of Burnet will provide group hospitalization, medical, life, and dental insurance for full-time employees. Premiums for employees are paid by the county. An eligible employee may add dependant coverage for family members at his/her expense. Each employee will be provided with coverage documentation.

6.02 SOCIAL SECURITY & MEDICARE TAX

All employees of the County of Burnet are covered by Social Security and Medicare tax. The county contributes to each employee's account Social Security and Medicare taxes as required by the federal government.

6.03 RETIREMENT

The County of Burnet is a member of the Texas County and District Retirement System. Membership in the retirement system is mandatory for all full-time employees having a normal work year of at least 900 hours or part-time employees who work 900 hours or more per year. Only temporary employees with no prospects for continuation of employment beyond six months or an individual contractor may be excluded from TCDRS. Both the employee and the county contribute to the employee's retirement account. Employees who terminate prior to retirement will, upon request, be refunded their portion of the retirement account plus the interest earned on their portion. Forms are available in the County Treasurer's Office.

Since January 1986, the employee's portion of the retirement contribution has been tax deferred. Beginning January 1, 1993, you may have your deposits refunded to you or choose a Direct Rollover into an I.R.A. account or some other account approved by the IRS. If you do not choose a Direct Rollover, you will receive only 80% of the payment, because the Plan Administrator (TCDRS) is required to withhold 20% of the payment and send it to the IRS as income tax withholding to be credited against your taxes.

Any member is eligible for service retirement if the member satisfies either of the following requirements.

- (1) The member has completed at least eight (8) years of creditable service and has attained the age of at least sixty (60); or
- (2) The member has completed at least eight (8) years of creditable service and the member's attained age and total accumulated credited service equals 75 (referred to as "rule of 75") or you have accumulated 20 years credited service, whichever comes first.

Burnet County also makes employer contributions to the TCDRS Supplemental Death Benefits Fund. The beneficiary of a deceased employee would receive a lump-sum payment equal to a year's salary in addition to a return of the deceased's personal deposits and interest earnings. A retired member's beneficiary would receive a lump-sum payment equal to \$5,000.00.

For more detailed information the TCDRS information Handbook is available in the County Treasurer's Office.

6.04 WORKERS COMPENSATION

All employees of the County of Burnet are covered under the Texas Workers Compensation Insurance program, and the county pays the premium. This coverage provides medical and salary continuation payments to employees who receive bonafide on-the-job injuries. (This does not apply to Adult Probation Department and the Intermediate Sanction Facility. They are covered by the State.)

6.05 UNEMPLOYMENT INSURANCE

All employees of the county are covered under the Texas Unemployment Compensation Insurance program, and the county pays the expense. This program provides payments for unemployed workers in certain circumstances.

6.06 ANNUAL LEAVE

Effective October 1, 2003 only full-time employees of the county are eligible for annual leave. Detailed information on annual leave is found in section 7.03 of these policies.

Revised 4/14/03

6.07 SICK LEAVE

Effective October 1, 2003 only full-time employees of the county are entitled to sick leave. Detailed information on sick leave is found in section 7.05 of these policies.

Revised 4/14/03

6.08 PERSONAL LEAVE

Effective October 1, 2003 only full-time employees of the county are granted 16 hours of personal leave each calendar year to be used as the employee desires. Details of personal leave are found in section 7.12 of this policy.

Revised 4/14/03

6.09 LEAVE DAYS FOR PAYROLL PURPOSES

For payroll purposes, annual leave, sick leave, personal leave, emergency leave, and holidays hours granted by the County will not be counted as work hours in the overtime calculation. Leave time is permitted up to a maximum of 40 hours per work week or employees normal work schedule.

Revised 1/29/08

6.10 COBRA

The federal government enacted the Consolidated Omnibus Reconciliation Act of 1985 (COBRA) which allows certain individuals the option of continuing their group health insurance under specified conditions.

Covered employees and their dependents are eligible to continue their coverage for up to 18 months if termination of coverage is due to:

- 1) Loss of coverage due to reduction of employee work hours
- 2) Voluntary employee termination including retirement
- 3) Employee layoff for economic reasons
- 4) Employee discharged, except for gross misconduct

Covered employees and their dependents are eligible to continue their coverage for up to 29 months if the participant is deemed disabled by Social Security within the first 60 days of COBRA continuation of coverage.

COBRA coverage for covered employees and dependents up to 36 months is permitted if termination of coverage is due to:

- 1) Death of the covered employee
- 2) Divorce or legal separation from the covered employee
- 3) Medicare eligible employee (employee becomes eligible for Medicare, leaving dependents without group coverage)
- 4) Children who lose coverage due to certain contractual eligibility limitations

The coverage cannot be continued beyond the following dates:

- 1) The date on which the employer ceases to provide any group health plan to any employee. If a group health coverage policy ceases to be in force with regards to the employee of the employer, it would be your employer's obligation to allow you or your dependents to continue under any replacing group policy or policies.
- 2) The date the full premium is not paid by the participant.
- 3) When the individual becomes covered under any other group health plan, or is entitled to Medicare benefits.
- 4) In the case of a spouse, when the spouse remarries and becomes covered under another group health plan.

Your election to continue coverage must be done within 60 days of the date of the Continuation of Coverage Election Form, or your termination date, whichever occurs last. Benefits provided shall be identical to coverage provided for active full-time employees and dependents that have insurance under the plan but have not yet terminated their coverage. The cost to continue coverage is paid by the individual. Within 180 days before expiration of your continuation of coverage, you shall have the right to convert to a conversion plan at the time of your termination if it is being offered to other active full time employees under the plan.

Questions regarding your right to continue insurance after your termination date should be addressed to the Burnet County Human Resource Department.

6.11 DEFERRED COMPENSATION

If you are interested in additional retirement, you may become a member of Nationwide Retirement Solutions and have an additional amount deducted from you paycheck for this purpose. There are brochures included in the Treasurer's Office.

6.12 PUBLIC EMPLOYEES CREDIT UNION

All Burnet County employees are eligible to join the Public Employees Credit Union. You can get a membership form from the Treasurer's Office. If you join the credit union, the amounts you request may be deducted from you pay check and sent directly to the credit union.

**PERSONNEL POLICIES
FOR
THE COUNTY OF BURNET**

7.00 ABSENCES AND LEAVES

7.01 DEFINITIONS

Leave Time Leave time is time during working hours of a regular business day when an employee does not engage in the performance of job duties by virtue of an authorized absence.

Unauthorized Absence An Unauthorized absence is one in which the employee is absent from regular duty without permission of the department head. Employees are not paid for unauthorized absences, and such absences are cause for disciplinary action.

7.02 APPROVAL OF LEAVE

No sick leave benefits vest with a new county employee during the initial three months of employment.

Upon completion of the initial three month employment period sick leave benefits, figured from the date of employment, are credited to the employee. Thereafter, earned sick leave is accrued and credited to the employee at the end of each month at a rate of 6.7 hours.

All leave taken by county employees must be approved by their department head.

Sick Leave Approval of sick leave for non-emergency medical, dental, or optical appointments must be secured in advance. In all other instances of use of sick leave, the employee must notify his/her supervisor as early as practical on the first day of absence and request that approval of sick leave be granted.

Supervisors' Responsibility for Verification Supervisors are responsible for determining that leave time is accrued and available for use in the amounts requested by an employee. Information is available in County Treasurer's Office.

7.03 ANNUAL LEAVE

No annual leave benefits vest with a new county employee during the initial three months of employment.

Upon completion of the initial three month employment period annual leave benefits, figured from the date of employment, are credited to the employee. Thereafter, earned annual leave is accrued and credited to the employee at the end of each month.

Full-time employees (exempt and non-exempt) accrue annual leave as follows:

- * First through ninth year of employment: 80 hours/year (6.7 hours/month)
- * Tenth year and beyond: 120 hours/year (10 hours/month)

Effective October 1, 2003, Part-time and temporary employees do not earn annual leave.

Accrued annual leave can be used upon the completion of the initial three-month employment period. No more than 80 hours can be carried forward from one calendar year to the next. Any annual leave in excess of 80 hours, at December 31st of each year, will be deleted from the employee's leave record, without compensation.

Annual leave of one day or more, taken by an exempt non-elected employee, must be documented by completing an Exception Note signed by the department head and employee. The Exception Note is to be turned in to the County Treasurer's office at the end of each month and will be retained in the employee's personnel file.

7.04 TERMINATION LEAVE

Upon termination from county employment, employees who have completed one year of continuous service to Burnet County will be paid for accrued and unused annual leave up to a maximum of 80 hours. Refer to section 5.11.

In the event of an employee resignation, payment of annual leave and holiday leave is contingent upon two weeks notice, and the completion of all scheduled work days in the notice period unless prior approval is received from the Department Head.

7.05 SICK LEAVE

Accrued sick leave may be utilized by full-time and part-time employees who are absent from work due to:

1. Personal illness or physical or mental incapacity;
2. Medical, dental, or optical examinations or treatments;
3. Medical quarantine resulting from exposure to a contagious disease; or
4. Illness of a member of the employee's immediate household who requires the employee's personal care and attention.

Effective October 1, 2003 Part-time and temporary employees do not accrue sick leave.

All permanent, full-time employees are eligible to use sick leave from the Sick Leave Pool. For more information see 7.13 in this section.

Medical Statement: An employee's supervisor may request, and employees must provide upon request, written verification by a physician of medical disability precluding availability for duty at any time that sick leave benefits are requested.

Accruing Sick Leave Upon completion of the initial three-month employment period, sick leave benefits (figured from the date of employment) are credited to the employee.

Thereafter, accrued sick leave is credited to the employee at the end of each month. Employees (exempt and non-exempt) accrue sick leave at the rate of 80 hours per year.

Use of Sick Leave Sick leave can be used after three months of employment for the authorized purposes.

Sick leave of one day or more, taken by an exempt employee, must be documented by completing an Exception Note signed by the department head and employee. The Exception Note is to be turned in to the County Treasurer's office at the end of each month and will be retained in the employee's personnel file.

Accumulation of Sick Leave Sick leave not used during the year in which it accrues accumulates and is available for use in succeeding years up to a maximum allowable accumulation of 90 days (720 hours).

Exhaustion of Sick Leave An employee who has exhausted earned sick leave, annual leave and leave from sick leave pool benefits may request leave of absence without pay.

Illness While on Annual Leave When an illness or physical incapacity occurs during the time an employee is on annual leave, sick leave may be granted to cover the period of illness or incapacity and the charge against annual leave reduced accordingly. Application for such substitution must be supported by a medical certificate or other acceptable evidence to supervisor. Supervisor will provide proper documentation to payroll department.

Cancellation Upon Termination Unused sick leave is canceled upon termination of employment without compensation to the employee.

7.06 MILITARY LEAVE

Full-time and part-time employees of the county who are members of the state military forces or members of the reserve components of the armed forces of the United States are entitled to leave of absence from their duties, without loss of time or efficiency rating or annual leave or salary, on all days during which they are engaged in authorized training or duty ordered by proper authority, not to exceed 15 days in any one calendar year. Requests for approval of military leave must have copies of the relevant military orders attached. Military leave in excess of 15 days will be charged to annual or leave without pay.

Any employee called to active duty to the armed forces of the United States, will continue to receive insurance benefits, without loss of time, efficiency rating, annual leave or salary for the duration of the military leave and immediate return to employment at the end of active duty status. Effective 10-1-03

7.07 CIVIL LEAVE

Employees will be granted civil leave with pay for jury duty on a scheduled workday. Employee Payment for jury services shall be returned to the Burnet County General Fund.

7.08 LEAVE OF ABSENCE

Leave of absence is an approved absence from duty in a non-pay status. Granting a leave of absence is at the discretion of the department head with the approval of the Commissioners Court. Such leave of absence shall not be granted unless there is a reasonable expectation that the employee will return to employment with the county at the end of the approved period.

Employees on leave of absence receive no compensation and accrue no benefits. However, previously accrued benefits are retained during leave of absence unless otherwise prohibited by the terms or provisions of the benefit programs. Medical insurance can be continued if paid for in advance by the employee.

A leave of absence is appropriate for the following reasons:

- * Recovery from extended illness or temporary disability;
- * Educational purposes when successful completion will contribute to the work of the county;
- * Public service assignments; or
- * Personnel exchange programs which emphasize Intergovernmental relations.

7.09 EXTENDED LEAVE FOR ILLNESS OR TEMPORARY DISABILITY

Employees may request approval to use accumulated sick leave and annual leave for the purpose of paid release time to recover from an extended illness or temporary disability or may request approval for an unpaid leave of absence for these purposes. A request for leave for an extended illness or disability must be filed at least ten working days prior to the first day of leave unless emergency conditions exist. An employee also must provide a statement concerning his/her intentions about returning to work.

Pregnancy Pregnancy will be treated in the same manner as any other extended illness or temporary disability.

Paid Leave Upon written approval of the department head, an employee may use accrued sick leave, comp time and annual leave for the purpose of paid absence from duty during an extended illness or temporary disability.

Unpaid Leave of Absence Upon written approval of the department head and approval of Commissioners Court, an employee may be granted up to six months of unpaid leave of absence for the purpose of recovery from an extended illness or temporary disability. During this time, an employee accrues no additional annual leave, sick leave, or longevity benefits, but retains those already accrued. Other benefits are retained during unpaid leave of absence unless otherwise prohibited by the terms or provisions of the benefit program.

Conditions The department head may require an employee requesting a paid or unpaid leave for extended illness or temporary disability to provide a medical doctor's statement as to the date upon which the employee is no longer able to perform his/her duties and the expected length of the recuperation period. The employee may also be required to provide periodic statements from a medical doctor as to whether or not the employee is able to return to work. Failure to provide required medical status reports

or to contact the office on the schedule required is grounds for revoking the leave and for taking disciplinary action.

7.10 USING LEAVE IN COMBINATION

Unless an employee who is absent on sick leave requests leave without pay upon exhaustion of sick leave, he/she will automatically be placed on annual leave status until annual leave is exhausted. Sick leave cannot be used for annual leave purposes when annual leave is exhausted.

With the approval of the department head, other types of leave and holidays may be used in any combination if it is determined to be in the best interest of the employee and the county.

7.11 EMERGENCY LEAVE

Emergency leave with pay may be granted by the department head for reasons of serious illness, accident, or death in an employee's family.

Emergency leave limitations: (per occurrence)

Spouse, Child, Parent..... 5 days (40 hours)

Brother, Sister, Grandparents, Uncle, Aunt,
And In-laws..... 2 days (16 hours)

7.12 PERSONAL LEAVE

All Full-time, including exempt employees, will be granted 16 hours of personal leave per year. Personal leave may be used as the employee desires, with department head approval.

Employees starting after January 1st of each year will be granted personal leave on a Pro-rated basis.

7.13 SICK LEAVE POOL

GENERAL

All permanent, full-time employees including those hourly or other types of appointments may apply to use sick leave from the sick leave pool subject to provisions. (The only exceptions are elected or appointed officials and other agency heads, or any employee being paid Worker's Compensation, who is excluded from participating).

The Commissioners Court shall appoint a Pool Administrator; a 3-member committee to evaluate, approve or disapprove requests for use of the pool; establish a program for transferring accrued sick leave into the sick leave pool; and adopt rules and prescribe procedures for the operation of the pool, to include prescribing the form for contributing time to the pool.

An employee does not have to contribute to the pool in order to use from the pool, and no payback of pool sick leave is required.

The Pool Administrator will develop a form for contributing to, or using from, the sick leave pool. The form should include a means for coding "pool" sick leave to identify it from other sick leave, in order to determine utilization, costs or cost savings, which benefit from the program, etc.

Requests will be processed on a first-come, first-served basis. The Pool Administrator will have (5) workdays from the date they receive a request in which to approve or deny the request. The supervisor of an employee requesting to use pool leave will ensure that an appropriate physician's statement regarding the illness or injury accompanies the request.

An employee may request to use pool leave only once per fiscal year per catastrophic (life-threatening) illness, unless he/she does not use his maximum entitlement on the first request. An employee who is on pool leave at the end of the fiscal year and still cannot return to work does not have to reapply to continue using pool leave in the next fiscal year. However, he/she may still only receive the maximum entitlement per illness.

CONTRIBUTING SICK LEAVE TO THE POOL

An active employee may contribute 1-3 days of sick leave to the pool each fiscal year in increments of 8 hours.

Employees will not be allowed to contribute sick leave to be used only by a particular person.

Once an employee contributes sick leave to the pool, he/she cannot get it back unless he/she is eligible to use leave from the pool.

REQUESTING TO USE SICK LEAVE FROM THE POOL

An employee must have completed one year of continuous service with the County before he/she is eligible to use leave from the pool.

Employees must exhaust all paid leave before they are eligible to use any leave from the pool.

An employee who has exhausted all sick leaves to which he/she is entitled may apply to use sick leave hours from the pool.

The amount of hours available from the pool is determined by the number of years of continuous service with the County and shall be pro-rated for part-time employees. The following will be used to determine the number of hours available:

- * 1 year - 5 years 1/9 balance of pool/or 30 work days, whichever is less
- * 6 years - 10 years 1/6 balance of pool/or 60 work days, whichever is less
- * over 10 years 1/3 balance of pool/or 90 work days, whichever is less

In no event can the amount of sick leave used from the pool exceed 1/3 of the balance of hours in the pool or 90 work days, whichever is less.

An employee can use pool sick leave for his own catastrophic illness or injury or for

one in his immediate family. Immediate family is defined as child, spouse, or parent.

An employee may also apply to receive sick leave from the pool if he/she gave sick leave to the pool and then exhausted his sick leave balance in the same fiscal year. Such employees may receive only the number of hours they contributed to the pool unless their illness or injury is catastrophic (life-threatening).

An employee on pool leave does not accrue paid leave.

Any unused balance of pool leave hours granted to an employee returns to the pool at the end of the illness. The estate of a deceased employee is not entitled to payment for unused pool sick leave.

7.14 FAMILY AND MEDICAL LEAVE

Policy

It shall be the policy of the county to provide eligible employees with all benefits and privileges required under the Federal Family and Medical Leave Act (FMLA) of 1993 (P.L. 103-3).

Eligibility

To be eligible for benefits under FMLA, an employee shall be required to:

- A. Have worked for the county at least one year prior to the beginning of requested leave under this policy; and
- B. Have worked at least 1250 hours for the county during the last 12 months.

Leave

An eligible employee shall be entitled to up to 12 weeks leave per 12 month period. 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.

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 is 12 weeks.

An eligible employee shall be entitled to FMLA leave for one or more of the following:

- A. The birth of a child to the employee;
- B. The placement of a child with the employee for adoption or foster care;
- C. To care for the spouse, child or parent of the employee who has a serious health condition; or

- D. Because of the serious health condition of the employee that makes the employee unable to perform the essential functions of the position in which employed.

Leave given under this policy shall not be paid leave except as is indicated under the Paid Leave section of this policy.

If the leave request is based on the employee's own serious health condition or the serious health condition of the employee's family member, the employer can require that request to be supported by certification from a health care provider. The employer can require the employee to obtain a second opinion (at the employer's expense) if the validity of the certification is in doubt. If the two opinions conflict, the employer may pay for a third opinion from a provider who must be jointly approved by the employer and employee. The third opinion will be final. (FMLA)

Paid Leave

Employees given leave under this policy shall be required to use any accrued paid leave appropriate to the type of absence before going on leave without pay.

Maximum Leave

Any combination of paid and unpaid leave used under this policy shall not exceed 12 weeks in any 12 month period.

Husband and Wife Employed

If a husband and wife are both employed by the county, the total leave that will be given between them under this policy for the birth or placement of a child, or to care for a seriously ill parent is 12 weeks in any 12 month period.

Reinstatement

Upon return from leave under this policy, an employee will be reinstated to the position held at the beginning of leave or to a position with equivalent pay status, privileges, and benefits.

Insurance Continuation

While on leave under this policy, an employee shall have his/her medical insurance paid at the same level as if the employee had been at work.

To maintain dependent medical coverage while on leave under this policy, an employee shall be required to pay at the same level he/she would have paid if the employee had been at work.

If the employee does not return to work at the end of a leave period under this policy, the employee shall be required to reimburse the county for any medical insurance premiums paid by the county unless the employee is unable to work because of:

- A. The serious illness of a spouse, child or parent;

B. The serious illness of the employee; or

C. Other circumstances beyond the control of the employee.

Notification of Leave

Where practical, an employee shall be required to give his/her department head at least 30 days notice before using leave under this policy.

Where it is not practical to give 30 days notice, an employee shall be required to give as much notice as possible prior to using leave under this policy.

Other Benefits

An employee on leave under this policy shall not be entitled to any right, benefit, or position other than one to which he/she would have been entitled if the leave had not been taken.

An employee shall not lose any accrued benefits while taking leave under this policy except those which may be used while on leave.

Employees shall not accrue any benefits or seniority while on leave under this policy.

7.15 LEAVE BENEFITS FOR GRANT FUNDED POSITIONS

An employee whose position is funded by grant revenues should refer to section 5.18 GRANT FUNDED POSITIONS.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

8.00 HOLIDAYS

8.01 GENERAL POLICY

Holidays are determined each year by Commissioners Court. A schedule of holidays shall be posted in each department.

8.02 HOLIDAY WORK

It is not always feasible to grant holidays at the scheduled time to employees assigned shifts of an around-the-clock operation.

Any department head who finds it necessary to do so may direct some or all employees of the department to report for work on any holiday.

For holiday pay policy and shift bonus pay policy, see Sections 5.10 and 5.11 respectively.

8.03 HOLIDAY DURING VACATION

If an official holiday falls within an employee's vacation, the employee will be granted the holiday and not be charged for a day of annual leave.

8.04 PART-TIME EMPLOYEES

Part-time employees are not eligible for holiday pay.

8.05 BAD WEATHER DAYS

Any full-time employee who, by his/her own choice, misses work because of bad weather shall show time missed as annual leave, personal leave, or compensatory time used.

Part time employees will not receive any compensation for bad weather days as they are paid hourly for their actual hours worked.

Bad weather/emergency days mandated by court will be paid. Hours will not be used to compute overtime or compensatory time.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

9.00 HEALTH AND SAFETY

9.01 SAFETY POLICY

It is the policy of the county to make every effort to provide healthful and safe working conditions for all of its employees.

9.02 EMPLOYEE RESPONSIBILITIES AND REPORTS

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees.

All employees are to adhere to the policies set forth in the safety manual, failure to do so could result in disciplinary action. A copy of the safety manual is available from the employee's respective department head.

An employee must report every accident, no matter how minor, to his/her supervisor. Employees or supervisors are responsible for immediately reporting injuries to the County Treasurer's office within 10 days of injury.

9.03 EMPLOYEE SUGGESTIONS

Employees shall report immediately to their supervisors any conditions that in their judgment threaten the health and safety of employees or visitors. Employees are encouraged to make suggestions to their supervisors of improvements that would make the county work place safer or more healthful.

9.04 ON-THE-JOB INJURIES

Insurance: The county provides Workers' Compensation insurance for all of its employees. This insurance assures that an employee will continue to be paid even though absent from work because of a bonafide on-the-job injury.

As an employee benefit, the county pays the difference between Worker's Compensation Temporary Income Benefits and the employee's normal pay up to a maximum of six months from the date of injury. However, County compensation will cease at the same time Temporary Income Benefits (TIBs) permanently end, which is when the employee reaches Maximum Medical Improvement (MMI). In the event of overpayment by the county, such overpayment will be reimbursed by the employee.

The Texas Constitution, Article 3, Section 52e dictates salary continuation with regard to law enforcement officials who are injured in the course of their official duties providing they are hospitalized or incapacitated. The County shall continue pay the employee's maximum salary; providing, however, that the payment of the salary shall cease on the expiration of the term of office to which official was elected or appointed.

Medical Attention: An employee who sustains an on-the-job injury may seek medical attention from the medical facility or doctor of his choice. The county requires statements of medical condition and of release to return to work from the attending doctor.

Reporting: The county requires that an employee on leave due to an on-the-job injury periodically contact his/her supervisor to report on his condition. Failure to provide the required medical status reports or to contact the supervisor on the schedule required by the supervisor is grounds for taking disciplinary action.

9.05 CHILDREN IN THE WORKPLACE

Children can cause distraction and disruption, and can present a liability for the county. Therefore, children of employees are not allowed in the workplace.

9.06 HIV/AIDS WORKPLACE POLICY

Policy: Burnet County treats AIDS and HIV infection as disabilities in accordance with the policy on Equal Employment Opportunity (EEO) and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. Burnet County does not unlawfully discriminate against employees or applicants living with or affected by HIV (Human Immunodeficiency Virus) or AIDS (Acquired Immune Deficiency Syndrome).

Procedures:

- A. The County will treat HIV infection and AIDS the same as other illnesses in terms of all of our employee policies and benefits, including health and life insurance, disability benefits and leaves of absence.**
- B. An employee's health condition is private and confidential. An employee with AIDS or HIV infection is under no obligation to disclose his or her condition to an elected official, department head or any other employee of the County.**
- C. Employees living with or affected by HIV infection and AIDS will be treated in the same manner as employees with other disabling conditions.**
- D. Burnet County will respond to the changing health status of employees by making reasonable accommodations.**
- E. Co-Workers, who harass, refuse to work with, or who otherwise discriminate against an employee with HIV infection or AIDS will be subject to the same disciplinary procedures that apply to other policy violations.**
- F. The County will make information and educational materials regarding HIV and AIDS available.**

**PERSONNEL POLICIES
FOR
THE COUNTY OF BURNET**

10.00 USE OF COUNTY PROPERTY

10.01 GENERAL POLICY

The county attempts to provide each employee with adequate tools, equipment, and vehicles for the job being performed and expects each employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all municipal, county, and state regulations.

10.02 USE OF TOOLS, EQUIPMENT, PROPERTY AND VEHICLES

Employees who are assigned tools or equipment or vehicles by their departments are responsible for them and for their proper use and maintenance.

All county property shall be returned upon termination of employment.

No personal use of any county property, money, materials, supplies, tools, equipment or vehicles is permitted. Violations may result in discharge and possible prosecution.

10.03 VALID DRIVER'S LICENSE

All operators of county vehicles and equipment are required to have the valid State of Texas driver's license necessary for that vehicle or equipment and to keep supervisors informed of any change of status in their license.

Suspension or revocation of the driver's license of an employee who is assigned as a vehicle or equipment operator may result in a demotion or discharge.

10.04 ACCIDENT REPORTING

Any employee operating county equipment or vehicles must report all equipment or vehicular accidents and property damage or liability claims to his/her supervisor and the proper law enforcement agency immediately.

Each vehicular accident, no matter how minor, must be reported to the county in order that an official accident report can be filed. Reports should be made to the County Auditor's office. Failure to report accidents may lead to disciplinary action.

10.05 COUNTY TELEPHONES

No personal long distance telephone calls shall be charged to the county telephones. Personal long distance calls shall be charged to credit cards, charges reversed, or charges made to a third number. Personal calls shall be kept to a minimum.

Where job needs demand immediate access to an employee, the county may issue a County-owned cellular telephone to an employee for work-related communications. These phones are intended to be used for business purposes and incidental personal Calls should be as brief as possible.

If personal cellular calls are made which result in a charge to the county the employee shall reimburse the county within 10 days after notification from the Auditor's Office. Abuse of county issued cellular phones can result in disciplinary actions, up to and including termination.

If an employee uses their personal cellular phone on a regular basis for county calls, the employee may turn in a copy of their monthly bill for partial reimbursement. Department Head must give prior approval for reimbursement. The amount reimbursed will be set by Commissioner's Court and the reimbursement will be included on the employee's next paycheck after receipt of approved bill by the Auditor's office.

(Revised April 1, 2008)

10.06 COUNTY VEHICLE USAGES – GENERAL GUIDELINES

(Effective June 28, 2008)

I. PURPOSE

To increase efficiency in County governmental operations, the Burnet County Commissioner's Court has adopted a policy which will maximize the County's vehicle resources. The purpose of this policy is to establish the County's guidelines in the assignment and use of County-owned vehicles, the designation of vehicle allowances, authorized mileage reimbursement.

II. ROLE OF THE COMMISSIONERS COURT

The Commissioners Court, being the policy development and budgetary control unit of County government, shall be the final authority in determining the method of acquisition and the number of County vehicles. The Commissioners Court shall also be the final authority in determining the utilization of such vehicles assigned to their departments by the Court. The vehicle allowance and mileage reimbursement rates shall be reviewed annually by the Commissioners Court during the budgetary process and set at the beginning of each fiscal year. Budgeted replacement vehicles will not be added to a department's Fixed Asset inventory until the disposition of the vehicles that are being replaced is determined by Commissioners Court.

III. CATEGORIES OF VEHICLES

There are five (5) categories of County vehicles:

1. **PRECINCT SUPPORT VEHICLES.** Precinct support vehicles are those vehicles used principally to support road construction and maintenance at the precinct level. These vehicles include but are not limited to, dump trucks, fuel trucks and other vehicles.
2. **DEPARTMENTAL SUPPORT VEHICLES:** Departmental support vehicles are vehicles which County departments utilize to accomplish the departments' objectives. These vehicles include, but are not limited to, transport vehicles, Law enforcement vehicles, supply vehicles, probation vehicles, pickups not Utilized as precinct support vehicles, and other such vehicles
3. **ELECTED OFFICIALS AND SUPPORT STAFF VEHICLES.** Elected officials and support staff vehicles are those vehicles which are utilized by elected officials and their immediate staff in the performance of their duties.
4. **FORFEITED VEHICLES.** Vehicles seized by County law enforcement agencies are those vehicles which are legally seized and forfeited to the seizing County law enforcement agency by the appropriate judicial body.

5. **GRANT VEHICLES.** Grant vehicles are those vehicles which are purchase or leased solely by non-County grant funds and whose operation, upkeep, and insurance are paid for entirely by grant funds.

IV. ACQUISITION AND ASSIGNMENT OF VEHICLES

1. The method of acquisition of vehicles, and the number of vehicles to be acquired using the general funds of the County shall be strictly controlled by the Commissioners Court through the budgetary process. Upon acquisition, the Purchasing Department will reflect the acquisition of the vehicles in the County's fixed asset inventory records. The number of vehicles assigned to County departments, including those departments/offices headed by an elected official, shall be determined by the Commissioner's Court through the annual budgetary process.
2. County-owned vehicles will be assigned only to those departments and officials/employees who must have access to an automobile in order to carry out their duties. All departments/elected officials with County-owned vehicles will provide Commissioners Court (or its designee) with a list of all departmental vehicles and vehicle assignments. Commissioners Court will make the final determination regarding the utilization of County-owned vehicles for the departments under its direct control and/or supervision and may require justification for the use of those vehicles at intervals to be established by the Court. The Commissioners Court shall determine the number of vehicles to be assigned to a department headed by an elected official during the annual budget process, but once assigned County-owned vehicles, the elected official shall determine the utilization of the vehicles in the department under the elected official's control, subject to this policy.
3. All officials/employees driving a County-owned vehicle must have a valid Texas Driver's License with a classification which allows for operation of the assigned vehicle. If during the course of employment an official/employee loses his/her driver's license due to suspension or non-renewal, the official/employee shall immediately notify his/her department head/elected official. It shall be the elected official/department head's responsibility to ensure that each of his/her employees possess a valid Texas Driver's License with the proper classification to operate the employee's assigned vehicle. Improper use of a County vehicle shall be subject to disciplinary action. If any employee is excluded from the County's liability insurance coverage due to their driving record, they will become ineligible to drive a County vehicle.
4. Vehicles which are assigned to individual officials/employees may be taken to the employee's primary residence only if:
 - a. The department head/elected official has approved the assignment; and
 - b. The official/employee utilizes the vehicle at least 40% of the time during his normal working hours; and
 - c. The official/employee's residence is no further than five (5) miles outside Burnet County.All other vehicles must be parked at a County facility at the end of the day.
5. All assignments of County vehicles to a department under the direct control and/or supervision of the Commissioner's Court shall be considered temporary subject to review and revocation at any time. The number of

County vehicles assigned to a department headed by an elected official shall be reviewed during each annual budget process. Each department/ elected official will submit to Commissioners Court for approval, a listing of those officials/employees authorized to take a County vehicle to the employee's primary residence and a copy shall be furnished to the County Auditor and Treasurer. Vehicles may be used only for work-related duties and to drive to and from work. They may be used for no other purpose except in an emergency or for trips completely incidental to County employment while driving to and from a County-related job site. During this commute, the official/employee is fully covered by the County's self-insurance program and is not required to carry supplemental insurance.

6. UNDERLINED POLICIES EFFECTIVE JANUARY 1, 2006: If an official/employee uses a County vehicle to commute to and from their primary residence, the fringe benefit use of said vehicle shall be included as taxable income of the official/employee in accordance with Internal Revenue Service Commuting Valuation Rules. Marked vehicles used by law enforcement officers used to commute to and from work are considered as qualified non-personal vehicles and the use of such vehicles is not considered taxable income. Unmarked vehicles used by law enforcement officers are also considered as qualified non-personal vehicles and the use of the vehicles by such personnel to commute to and from work is not considered as taxable income. The term "law enforcement officer" means an individual who is employed on either a full-time or part-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crime), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work). Use of either a marked or unmarked vehicle by a person who is not a law enforcement officer would be considered as taxable income. Only County officials/employees, duly commissioned reserve officers authorized by the County Sheriff or Constable, Fire Marshal, or officers assigned to special operations and/or task force units approved by Commissioners Court, are authorized to drive a County vehicle. A list of duly commissioned reserve officers authorized by the County Sheriff, Constable, or Fire Marshal to drive a County vehicle shall be maintained by the respective department head/elected official and a copy kept by the Treasurer's office.
7. Personal Use
 - a. At no time may a County vehicle be used for personal gain, personal business, to drive to a place of secondary or part-time employment not related to County business, or for any other non County-related use.
 - b. Law Enforcement vehicles may be used for special events provided the County is reimbursed at a rate approved annually by Commissioner's Court.
 - c. County vehicles may not be used as tow vehicles, unless it is for official County business.
8. Allowed passengers in County vehicles are: a) anyone in the care and custody of a law enforcement official; b) County employees; c) a non-employee on County- related business; and d) any person in need of transport due to an emergency.

9. In the event of an accident involving a County-owned vehicle being used by County official/employee for personal reasons, the County official/employee will be fully liable for all damage and/or injuries sustained to all parties in the accident.
10. All drivers of County-owned vehicles, and those using their personal vehicles on County business, shall comply with all applicable State and local laws. It will be the responsibility of the driver to pay any fines imposed for not complying with such laws.

V. VEHICLE ALLOWANCES

The Commissioner Court may grant a vehicle allowance to any official/employee deemed appropriate. Generally, a vehicle allowance shall be granted as additional compensation for the official/employee. A vehicle allowance is a fixed monthly monetary payment to an elected official/employee for which the elected official/employee does not have to account or refund any portion thereof to the County.

1. In order to receive a vehicle allowance, the official/employee must furnish the Auditor the following information:
 - a. A copy of a current Texas Driver's License.
 - b. A certificate of insurance or copy of currently in-force insurance policy showing the minimum State requirements for liability coverage have been met.
 - c. Subsequent renewals must be forwarded to the Auditor's Office by the employee's department head/elected official to replace outdated information for items a. and b. above.
2. The vehicle allowance will be paid on one payday of the month.

VI. VEHICLE SAFETY

1. Each person assigned a County vehicle shall maintain a copy of this policy in his/her assigned vehicle for reference.
2. Employees shall operate all vehicles in accordance with its designed use, taking into consideration traffic and conditions surrounding the use of the vehicle, and the safety of others.
3. All drivers of County vehicles shall comply with all State, County and local rules and regulations governing the safe and legal operation of vehicles.
4. Seat belts shall be worn and secured at all times when vehicle is moving.
5. The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles, or any place not designed for passengers. Employee drivers are responsible to secure all doors and check seat belts prior to moving the vehicles. Extra caution should be used when closing sliding doors on vans or other vehicles.
6. Trucks transporting materials shall secure said material tightly to prevent movement in transport. All cargo that extends beyond the end of the bed shall be clearly marked with a red cloth not less than sixteen (16) inches square. At night, red lights shall be used.
7. Lights, brakes and other vehicle equipment shall be checked regularly to verify proper working order. Any malfunction of the vehicle shall be

reported to the immediate supervisor and arrangements made for repairs shall be made immediately.

8. If a vehicle is found to be unsafe, proper repairs shall be made before it is placed back in service no matter how urgent the need for such vehicle.
9. All County employees/drivers are required to drive defensively and observe all traffic laws.
10. Vehicles and/or equipment shall not be parked where they obstruct traffic unless it is absolutely necessary.
11. Whenever backing up, be positive about what is behind you even if it requires getting out of the vehicle to look.
12. Remember that a driver is held responsible for the vehicle he/she is any passengers riding with the driver, and the load he/she is carrying.
13. During any hauling operations, loads shall have a tarp.
14. Operators must constantly be aware of surrounding conditions, (i.e. ground personnel, overhead lines, pedestrians and other hazardous conditions).
15. All vehicles shall be properly parked and secured before being left unattended at the end of the day. Keys shall not be left in any unattended vehicle.-

10.07 AUTOMOBILE GASOLINE POLICY

(Effective August 8, 2005)

The purpose of this policy is set forth requirements regarding the purchase of fuel for county owned vehicles.

1. Burnet County has made arrangements for discount purchases of fuel for county vehicles. Employees who have vehicles assigned to them are issued a PIN number and each vehicle has a card assigned to it. When fuel is required, employees are required to use either our bulk supply at the Precinct
2. One barn, or to purchase fuel at one of the stations offering the discount from our supplier.
3. The card assigned to a vehicle must be used only for that vehicle.
4. The PIN number assigned to an employee must be used only by that employee.
5. Each time fuel is purchased the correct vehicle mileage must be entered into the system.
6. It is a violation of county policy:
 - a. Swap a PIN number with another employee or allow a PIN to be used by anyone other than the employee to whom it was issued.
 - b. Use the county fuel purchase system for any person use.
 - c. Fail to enter the correct mileage into the system when refueling.
7. Each employee is responsible for maintaining the confidentiality of the PIN number and will be required to sign a statement asserting that responsibility.
8. Failure to adhere to the above policy may result in a payroll deduction in the amount of fuel purchased.

10.08 CAR WASH POLICY:

(Effective July 15, 2008)

Burnet County wishes to encourage all vehicles to be kept in a neat and clean appearance at all times. With regards to this all vehicles may be washed at any point in time by jail inmates and/or probationers subject to availability of personnel and supplies. In lieu of this a county employee or elected official may be reimbursed up to \$20.00 maximum in any given month for county vehicle washes. Proof of payment must be submitted to the Burnet County Treasurer's office on the appropriate county

reimbursement forms with Supervisor approval to be paid out of each department's budget.

10.09 Fuel Man Card:

(Effective July 15, 2008)

Fuel Man Cards are to be used for the purchase of fuel for county vehicles only. No other expenditures are permitted on the Fuel Man Card (No Exceptions). Any expenses charged on the Fuel Man Card other than for the purchase of fuel will be the responsibility of the individual who will also be subject to criminal prosecution.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

11.00 DISCIPLINE

11.01 DISCIPLINE

All elected officials are strongly recommended and all department heads, supervisors and anyone responsible for hiring/firing and supervising employees are required to attend an annual HR Seminar provided by the County or by other professional organization.

Each department head shall have the authority to take disciplinary action against an employee when, for whatever reason, the department head feels that such action is necessary to ensure the effective operation of the department or to protect the interests of the county. While all county employees are at-will employees and may be terminated at any time, a department head may choose to take other disciplinary action, depending on the nature and severity of the problem, prior to considering termination of employment. Examples of the disciplinary steps that may be taken include:

1. Oral Warnings; Prepare written account of "oral warning" and file in Personnel file.
2. Written Reprimand;
3. Reduction in Pay;
4. Suspension without Pay; or deduction from pay of exempt employees may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules violation of safety rules.
5. Demotion
6. Termination

While it would not be possible to list every situation for which disciplinary action would be taken, the following is a brief list of some of those situations for which disciplinary steps would normally be used.

- * Insubordination;
- * Absence without leave, including failure to notify a supervisor of sick leave and repeated tardiness or early departure;
- * Endangering the safety of other persons through negligent or willful acts;
- * Intoxication or drug abuse while on duty;
- * Unauthorized use of public funds or property;
- * Violation of the requirements of these personnel policies;
- * Conviction of a felony;
- * Falsification of documents or records;
- * Unauthorized use of official information or unauthorized disclosure of confidential information;
- * Unauthorized or abusive use of official authority;
- * Incompetence or neglect of duty; or
- * Disruptive behavior which impairs the performance of others.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

12.00 SEPARATIONS

12.01 TYPES OF SEPARATIONS

All separations of employees are designated as one of the following types:

Resignation;
Dismissal;
Retirement;
Disability;
Reduction in force; or
Death

12.02 RESIGNATION

An employee who intends to resign is encouraged to notify his supervisor in writing at least two weeks prior to the last day of work.

12.03 RETIREMENT

The same notice requirements for resignation apply in the case of retirement. Retirement packages are available in the County Treasurer's Office.

More detailed information is available in the TCDRS Member Information Guide.

12.04 REDUCTION IN FORCE

An employee may be separated when his position is abolished or when there is either a lack of funds or lack of work.

When reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative necessity of each position to the organization, (2) the performance record of each employee, and (3) qualifications of the employee for remaining positions.

12.05 DISMISSAL

Burnet County is an "at will" employer, which means that Burnet County can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute.

12.06 DISABILITY

Burnet County adheres to the Americans with Disabilities Act.

12.07 DEATH

If a county employee dies, his/her estate receives all earned pay and any accrued and payable benefits.

12.08 EXIT RECORDS AND FINAL PAYCHECK

The supervisor of an employee who is separated for any reason shall complete or be responsible for the completion of personnel action forms in the County Treasurer's Office.

Final paycheck may not be held pending return of items or payments on accounts.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

13.00 PERSONNEL FILES

13.01 GENERAL

Personnel files are maintained by Human Resource Department. The record copy of all personnel information related to an employee shall be filed in the employee's personnel file. Department heads may also keep employee files.

Information in an employee's personnel file must be disclosed upon request unless specific items are accepted from disclosure by law. No information from any record placed in an employee's file will be communicated to any person or organization except by the employee's department head or designated personnel in the Human Resource Department.

Employees are expected to inform their supervisors of any changes in or corrections to information recorded in their individual personnel file such as home address, telephone number, person to be notified in case of emergency, or other pertinent information. All supervisors are required to send updates to personnel files to the Human Resource Department.

13.02 PERSONNEL ACTION FORM

The Personnel Action Form is the official document for recording and transmitting to the personnel file each personnel action. This form is used to promote uniformity in matters affecting:

- * Position title and classification,
- * Grade and pay rate,
- * Hourly salary, and
- * Other actions affecting the employee's status.

Each Personnel Action Form becomes a permanent part of the employee's personnel file, and a copy is given to the employee.

13.03 CONTENT OF PERSONNEL FILES

An employee's personnel file contains: a copy of the employee's application for employment, a signed copy of the employee's acknowledgment of having received a copy of the personnel policies and procedures, the class (job) description for the position he/she currently occupies, personnel action forms, performance evaluation records, records of any citations for excellence or awards for good performance, records of any reprimands or other disciplinary actions, and any other pertinent information having a bearing on the employee's status.

13.04 LEAVE RECORDS

Official records of annual, sick, personal leave, holiday, compensatory time accrual and usage will be kept for each employee by the Human Resource Department. Leave records will be updated at the end of each month. Leave balances are shown on the official record to reflect any remaining leave to which an employee is entitled. It is the responsibility of each department head to provide this information to be recorded.

13.05 TIME SHEETS

Employees are responsible for filling out their own time sheets, using actual hours worked. Employees must sign all time sheets verifying the hours worked are true and correct to the best of their knowledge. Falsifying a time sheet, a governmental record, is a Class "A" Misdemeanor under Texas Penal Code 37.10. Supervisors are responsible for verifying leave time taken and approving time sheets of each employee. Time sheets are to be received by the Human Resource Department by the scheduled due dates or paychecks will be docked 10 hours. The 10 hours will be paid on the first paycheck after receipt of the timesheet.

13.06 OPEN RECORDS ACT

The names, sex, ethnicity, salaries, titles, and dates of employment of all public employees are expressly made public by Section 6(2) of the Open Records Act. Home addresses (except for peace officers), and Social Security numbers are also made public information unless "special circumstances" and a history of affirmative action by the individual to restrict public access can be shown. Employees may request that their home address and phone number be excluded from the Open Records Act.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

14.00 TRAVEL EXPENSES

14.01 ELIGIBILITY

Any employee of Burnet County required to travel in the performance of county business shall be reimbursed as provided for in these policies. Such travel shall be at the discretion of the department head. Use of county vehicles is encouraged whenever possible.

14.02 TRANSPORTATION COST

Effective, November 1, 2001, an employee using a private motor vehicle for transportation shall be reimbursed at the rate per mile allowable by IRS guidelines for actual mileage traveled using the shortest route to and from his/her destination.

When two or more employees travel in the same vehicle, only one may claim mileage reimbursement. This provision, however, shall not preclude any employee from receiving reimbursement for other eligible expenses incurred.

When an employee or official uses another mode of transportation, such as a bus, air or train, reimbursement shall be for the actual cost of the transportation. A ticket receipt must accompany the expense report. Employees and officials shall not be reimbursed for use of a rental car except where the cost of other transportation would exceed the cost of a rental car or is not available.

Effective January 13, 2003

Travel allowances are approved by Commissioner's Court for the County Administrative Judge, Constables, Agricultural Extension Office and any others as approve by Commissioner's Court in lieu of mileage reimbursement. Travel allowance is regarded as income to employee. The employee is responsible for reporting income received from travel allowances to the IRS. Travel allowance amounts are budgeted and set by Commissioner's Court on an annual basis.

14.03 LODGING COST

Reimbursement for lodging shall be made, upon presentation of a room receipt, for actual expenses and will be paid upon approval of the Department Head. Maximum amount is to be set by the Department Head.

For official conferences, conventions, seminars and other such official functions, reimbursement will be made at the actual rate charged by the basic hotel or overflow hotel where the meeting is held upon presentation of room receipt.

14.04 MEALS

Employees or officials traveling outside the county may be reimbursed meal expenses. A per diem of \$50.00 per day for meals will be provided for employees and officials traveling over night on official business. (Revised 2/24/09)

The per diem for travel days will be prorated. For the purposes of this policy, meal periods are defined as 6:30am to 7:30am for breakfast, 12:00pm to 1:00pm for lunch and 7pm to 8pm for dinner. Amounts for each meal are as follows: breakfast may be reimbursed at \$10.00, lunch may be reimbursed at \$15.00 and dinner will be reimbursed at \$25.00. (Revised 2/24/09)

14.05 INCIDENTAL EXPENSES

Employees or officials shall be reimbursed for the actual cost of the following incidental expense incurred during official travel:

- * Taxi service;
- * Parking fees;
- * Bus fares;
- * Toll charges; or
- * Gratuities.
- * Hotel/Motel
- * Food Meal Only
- * Registration
- * Transportation Costs

Receipts for these expenses shall be attached to the report for reimbursement.

Burnet County will not reimburse purchases of alcoholic beverages. (Added: 10/14/02)

14.06 EXPENSE REPORT

All officials and employees filing an expense report shall do so within 30 days after the last date of travel. The expense report must be properly filled out, accompanied by the pertinent receipts, and signed by the department head. Reports are to be filed with the County Treasurer Office.

14.07 TRAVEL EXPENSE ADVANCES

In order to receive an advance on travel expenses, a Request for Advance Travel Expenses form must be submitted to the County Treasurer at least three days prior to departure. Upon return to Burnet County, a Travel Expense Report form must be completed and submitted to the County Treasurer. Any refund due the county will be paid to the County Treasurer.

14.08 OUT-OF-STATE TRAVEL

All out-of-state (with the exception of emergencies) travel shall be approved in advance by Commissioners Court.

THE COUNTY OF BURNET

15.00 INTERNET, EMAIL

The email and internet are great tools in today's workplace. They help us communicate faster, be more productive, and to have access to greater resources. However, like any other tool, they can be misused and cause severe harm. Therefore, it is important that we provide employees information on how to use these tools responsibly.

15.01 PROPERTY

All messages or documents, including emails, created or received on the county's email system are the property of the county and subject to review without notice. Any message needed for the effective operation of the county is acceptable. The internet is provided by the County for county business use and is also subject to review and/or monitoring without notice.

15.02 PERSONAL USE AND PRIVACY ISSUES

Reasonable limited personal use is allowed as long as it does not interfere with the employee's work and all the guidelines for responsible use are followed. Employees cannot expect such documents to remain private, including personal communications.

County Email signatures should contain only information related to county business, i.e. name, title, contact information and not personal beliefs or mottos, i.e. religious, political or humorous references.

Email can be monitored by the Technology Department and may be intercepted during the ordinary course of business.

15.03 PUBLIC RECORDS

Email is subject to the discovery process during litigation and is considered a public record subject to the Open Records Act, just as are other county documents.

Information that should be viewed as confidential should not be included in email.

15.04 NETWORK ACCESS AND TECHNICAL SUPPORT

County network, internet access and technical support is provided to 'county funded' departments. Technical support provided by the county Technology Department shall include configuration of network access, email setup and installation of approved software as well as troubleshooting of issues arising from normal business operations on county owned equipment. Repair costs arising from misuse of county equipment, i.e. downloading viruses, spyware infection from non-business related web browsing, installation of unapproved hardware or software, will be paid by the department requesting service or employee who caused the damage. Safety of the county network can be compromised due to these unauthorized activities possibly bringing the entire network system down.

Departments funded by other entities, i.e. state or district, will be provided internet connection only after verifying those departments have adequate virus protection on the attached computers. Computers may not be added to the County network without prior written approval of the Technology Department. Technical support for non-county funded departments shall include internet access if located in County Offices, as available, network connectivity, if applicable and email setup on county email system. Troubleshooting support will be limited to connectivity and email issues on non-county owned equipment.

Use and installation of personal hardware or software (i.e. laptops, pda's, cell phone chargers and applications, mp3 players) on county equipment or county network must be approved by the Technology Supervisor. Approved equipment must be verified to have adequate virus protection and/or configuration prior to connection on county network.

15.05 BANDWIDTH USAGE

Bandwidth is limited to a fixed amount supplied to the county by the internet service provider. Following are examples that reduce bandwidth resulting in slower network speeds and productivity and should be restricted:

- Viewing online videos
- Listening to internet radio
- Downloading music or videos

15.06 NETWORK AND WORKSTATION MONITORING

Bandwidth usage and network activity will be monitored to check network traffic and determine efficiency by the Technology Department. Concerns will be addressed with the Elected Officials or Department Heads and County Judge. Elected Officials or Department Heads may request review of any computer in their department to insure proper usage.

NOTICE: Information accessed on county computers is available by report from Technology Department. i.e. report showing websites visited, date and time of activity, attempts to access prohibited sites. Monitoring of computer activity must be requested in writing by Elected Official, Department Head or Supervisor to the Technology Supervisor. Monitoring will not begin until request has been made. Be advised that many websites will place unauthorized 'markers' on computer even if not directly opened.

15.07 EXAMPLES OF EMAIL AND/OR INTERNET USES THAT ARE ACCEPTED:

- Conducting county business;
- Research for county business;
- Information gathering for county business

15.08 EXAMPLES OF EMAIL AND/OR INTERNET USE THAT ARE PROHIBITED:

- Accessing, sending or forwarding email that violates county policy or is not in the county's best interest;
- Engaging in an activity that is fraudulent, illegal, or malicious;
- Accessing, sending, forwarding, receiving or storing anything

offensive, obscene, or defamatory or that tends to interfere with the productivity of other employees;

- Sending email to harass or annoy other individuals;
- Using email for personal gain.
- MySpace, Facebook or other social networking websites
- Streaming audio or video websites, including YouTube and internet radio sites
- On-line personal shopping
- On-line gaming or gambling
- Instant messaging for other than work related communication

Access for work related purposes to the prohibited sites mentioned above shall be made in writing to the Technology Supervisor and must include approval by Department Head or Department Supervisor and will be allowed only for official investigations or training by Law Enforcement or legal departments. Request must include name of employee to allow access, IP address of their computer, sites to allow access and date range that sites will need to be accessed.

15.09 DOWNLOADING INFORMATION/COPYRIGHT

It is prohibited to download software without approval from Technology Supervisor.

Most information is subject to federal copyright laws just as written and recorded copyrighted material is protected. Just because information is found on the Internet, the user is not necessarily given the right to free, unlimited use of that information unless a disclaimer provides that right. Generally, an Internet user is allowed to download one copy of copyrighted material for personal use. Any other use, without the permission of the copyright owner, could lead to legal action by the copyright owner. Downloading files or software from unauthorized sites can also lead to spyware or viruses being installed on workstations and infecting the network.

15.10 DOCUMENT RETENTION

Email and Internet information should be deleted from computers as soon as it is no longer needed. It is the content and function of an e-mail message that determines the retention period for that message. The State of Texas has guidelines for all documentation. Examples:

Administrative Correspondence - 3 years

General Correspondence - 1 year

Transitory Information - After purpose of record has been fulfilled

For more information regarding State retention policies visit the TSLAC website. <http://www.tsl.state.tx.us/slrmlgschedules/index.html>

If the information must be stored for an extended period, it should be moved to disk or other external storage system.

15.11 PASSWORD

Each user should have a unique logon name and password. The importance of keeping the logon name and password confidential is stressed and should never be given to anyone except the Technology Supervisor or designee and, where deemed

necessary, to a department head who may need access to the employee's files in the absence of the employee. **Reminder that even though passwords are used, this is not a guarantee of privacy.

15.12 VIOLATIONS OF TECHNOLOGY POLICY

Violations found will be reported immediately to the Department Head and County Judge, with a copy to employee's personnel file, for investigation and consultation with the Information Technology Department to determine severity. Depending on the severity of the violation, discipline could range from a simple warning up to termination determined by Elected Official. On third misuse offense, county will block all internet use for said employee.

15.13 EQUIPMENT SPECIFICATIONS AND MINIMUM SYSTEM CONFIGURATION

All technology equipment purchased with county funds, grants or other special funds and requiring approval by Commissioner's Court should be pre-approved by the Technology Department to verify compatibility prior to presenting to the court.

All computers on the network must meet minimum system requirements as follows unless approved by the Technology Department. These requirements will be reviewed annually:

Pentium 4 processor, 512 MB ram, 80 GB hard drive, Windows XP SP3 operating system

15.14 REQUEST FOR TECHNICAL SERVICE

If you need Technical Support, Equipment Repairs or have other Technology Issues, please make the request in writing, either by email or use the Online Technical Request link on our website to submit the request as follows:

1. Go to www.burnetcountytexas.org to log in to the Staff page. (User name and password required, contact technology dept if you do not have one.)
2. Once on the staff page, click the Online Technology Request
3. Complete the form online and click Submit

Your request will be directed immediately to the Technology Department and the Network Contractor. If you are unable to use your computer or another one in your office, please call the Technology Department at 715-5286 or extension 2386 to report the problem.

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

16.00 BURNET COUNTY FRAUD POLICY

(Effective February 13, 2006)

BACKGROUND	The County fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against Burnet County. It is the intent of the County to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.
SCOPE OF POLICY	<p>This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other related parties with a business relationship with Burnet County.</p> <p>Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the County.</p>
POLICY	<p>Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of management will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.</p> <p>Any fraud that is detected or suspected must be reported immediately to the County Attorney, who coordinates all investigations both internal and external.</p>
ACTIONS CONSTITUTING FRAUD	<p>The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:</p> <ul style="list-style-type: none"> • Any dishonest or fraudulent act • Forgery or alteration of any document or account belonging to the County • Forgery or alteration of a check, bank draft, or any other financial document • Misappropriation of funds, supplies, or other assets • Impropriety in the handling or reporting of money or financial transactions • Profiteering as a result of insider knowledge of County activities • Disclosing confidential and proprietary information to outside parties

	<ul style="list-style-type: none"> • Disclosing to other persons securities activities engaged in or contemplated by the county • Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the County. Exception: Gifts less than \$20 in value. • Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or • Any similar or related inappropriate conduct
OTHER INAPPROPRIATE CONDUCT	<p><i>Suspected improprieties</i> concerning an employee's moral, ethical, or behavioral conduct, should be resolved by departmental management.</p> <p>If there is any question as to whether an action constitutes fraud, contact the County Attorney for guidance.</p>
INVESTIGATION RESPONSIBILITIES	<p>The County Attorney has the primary responsibility for the initial investigation of all suspected fraudulent acts as defined in the policy. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the County Attorney, who shall report said findings and conclusions to the Commissioners Court.</p>
CONFIDENTIALITY	<p>Burnet County treats all information received <i>confidentially</i>. Any employee who suspects dishonest or fraudulent activity will notify the County Attorney immediately, and <i>should not attempt to personally conduct investigations or interview/interrogations</i> related to any suspected fraudulent act (see REPORTING PROCEDURE section below).</p> <p>Investigation results <i>will not be disclosed or discussed</i> with anyone other than those who have legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the County from potential civil liability.</p>
AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD	<p>Members of the Investigation Unit will have:</p> <ul style="list-style-type: none"> • Free and unrestricted access to all County records and premises, whether owned or rented; AND • The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.
REPORTING PROCEDURES REPORTING (Cont.)	<p>Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. An employee who discovers or suspects fraudulent activity will <i>contact the County Attorney immediately</i>. The employee or other complainant may remain anonymous. All inquires concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to</p>

	<p>the County Attorney. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." <i>Under no circumstances</i> should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.</p> <p>The reporting individual should be informed of the following:</p> <ul style="list-style-type: none"> • Do not contact the suspected individual in an effort to determine facts or demand restitution. • Do not discuss the case, facts, suspicions, or allegations with <i>anyone</i> unless specifically asked to do so by the County Attorney.
TERMINATION	<p>If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the department head and, if necessary, by outside counsel, before any such action is taken. The County Attorney does not have the authority to terminate an employee. The decision to terminate an employee is made by the employee's management. Should the County Attorney believe the management decision inappropriate for the facts presented, the facts will be presented to Commissioners Court for a decision.</p>
ADMINISTRATION	<p>The Commissioners Court is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.</p>

Merit System Policy and Procedure
Approved by Commissioner's Court, 9/11/06

Burnet County Commissioner's Court has adopted the annual COLA increase. This increase moves the pay scale across the board.

Burnet County may provide a merit increase to recognize an employee for performance and achievements of objectives. Merit increases may be budgeted annually and will be kept in a separate pool. Individual employee Merit increase % cap to be determined annually by Commissioner's Court. Departments with one employee will be budgeted individual employee merit % cap annually.

The employee's annual performance appraisal serves as the basis for a merit increase. Performance appraisals are completed by the Elected Official/ Department Head. Merit increases can be awarded anytime October 1, - May 31 each fiscal year at the discretion of the Elected Official/Department Head after submission of the Burnet County Employee Appraisal and Personnel Action form to the HR Department AND after it has been presented to Commissioner's Court for budget transfer approval only.

Employee evaluations will be kept confidentially in Personnel Files.

Once the Elected Official/Department Head receives final budget transfer approval from Commissioner's Court, they meet briefly with each employee informing him/her of the increase decision and effective date.

Elected Official/Department Head considers the employee's performance, including increased responsibilities and achievement of objectives and goals since the last appraisal in determining a merit increase. Elected Official/Department Head are advised to set performance review schedule.

Suggested guidelines for merit increases:

*Rating of "clearly outstanding" = Individual Merit Cap

*Rating of "does not meet expectations" = no merit increase

Employees eligible for merit increase after 90 days of employment.

Reclassification of Position

Reclassification of current positions or newly created positions by Commissioner's Court requires:

- 1) Elected Official / Department Head completion of the Burnet County Job Analysis Form
- 2) Submit Job Analysis Form to Burnet County Human Resource Committee for recommendation. HR Committee may seek services of outside HR Consultant upon approval of Commissioner's Court.
- 3) Must be submitted for approval by March 1 of each year or as designated annually by Commissioner's Court for budget purposes.
- 4) Final approval of Reclassification of current position or Establishment of new position is upon adoption of County budget.
- 5) New Classification of current position or Establishment of new position takes effect on October 1 of each year.

Examples of Reasons to Reclassify a current position or create a new position include but are not limited to:

- 1) Unfunded State or Federal mandates
- 2) Court required licenses, certification, education, etc.
- 3) New Department established by County

Placement of NEW HIRES

Placement of new hires. Rules for the placement of new hires in the County's salary structure are necessary, for consistency and fairness.

Prior to posting positions. Elected Officials should review salary posting with Human Resource Department AND budget with Auditor.

Placement on the Salary Schedule (non-exempt). The assumption is that most new non-exempt employees will be placed in the appropriate salary grouping at the beginning level. New hire salary cap should not exceed market average or be below the beginning level. However, because of the employee's previous experience, some new non-exempt employees may be considered for salary placement as described below.

Elected Officials/ Department heads should use the following guidelines of new hire salary placement:

Employee's previous experience (to be considered, has to be comparable)

Zero to two years:	Beginning level
Three to five years:	Mid level
More than five years:	Market level or higher*

Placement on the Salary Schedule (exempt). Elected Officials/ Department Heads in consultation with the Director of Human Resources, determine the placement of new employees who are considered to be exempt. Those employees will be placed in an appropriate pay group. **Consideration may be given to the previous experience of the employee when negotiating for salary placement; however the salary placement may not exceed the limits of the budget for the position.**

***Hiring above Market Level:** There will be times when an Elected Official / Department Head has the opportunity to hire an individual with expertise or with a very high level of experience which is **required not desired** for the available position.

Before making salary offer, Elected Official/Department head should verify available budget with the Auditor Department. If there is not sufficient budget for hiring such experienced individual, Elected Official / Department Head has the opportunity to take such requests to Commissioners Court to review for decision, again, PRIOR TO OFFERING the position to the applicant.

September 7, 2006

BURNET COUNTY PERSONNEL POLICY

I have received a copy of the Burnet County Personnel Policy. I understand that I am responsible for reading and understanding the issues covered in this policy. I further understand that the Burnet County Personnel Policy is not a contract of employment or any covenant of such a contract. Specifically, employment of Burnet County is “at-will” employment. I understand my employment may be terminated by either myself or the County, at any time, with or without cause, and with or without notice.

I understand that this policy is intended only to provide guidance in understanding Burnet County policies, practices and benefits. Except for the policy of “at-will” employment, I understand that Burnet County retains the right to change this policy, and to modify or cancel any of its employee benefits when the need for change is recognized.

If I have any questions about any policy or rules, I will ask my department head, or contact the Burnet County Treasurer's Office for clarification.

Employee Signature

Date

COMMISSIONERS' COURT APPROVAL:

We, the undersigned, County Judge and Commissioners in and for Burnet County, Texas, hereby certify that we have on this date received and have approved the revisions to the Burnet County Personnel Policies through February 13, 2006.

WITNESS OUR HANDS, Officially this 13th day of February, 2006.

Donna Klaeger
Burnet County Judge

Bill Neve
Commissioner, Precinct #1

Russell Graeter
Commissioner, Precinct #2

Ronny Hibler
Commissioner, Precinct #3

Joe Don Dockery
Commissioner, Precinct 4

ATTEST: _____
Janet Parker
Burnet County Clerk