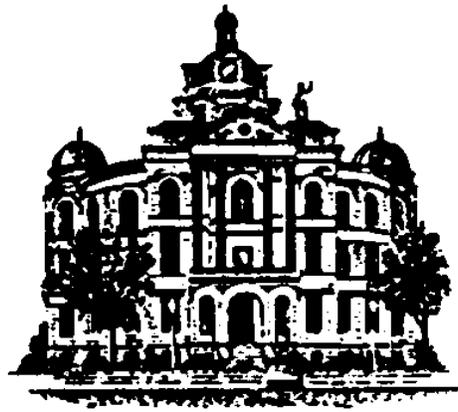
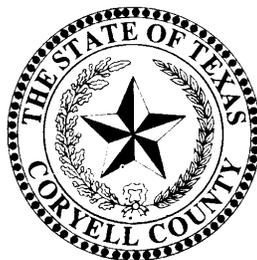


COUNTY OF CORYELL



PERSONNEL POLICY

October 1, 2008



A MESSAGE TO CORYELL COUNTY EMPLOYEES

Coryell County welcomes you to the team of public servants. From elected officials to temporary employees, our purpose is to serve the citizens of Coryell County. The Personnel Policy and procedures are adopted by the Commissioners' Court and are subject to constant review and may be updated or revised from time to time.

The contents of the Personnel Policy Manual is a brief reference on how we work as a team to provide public service. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract between the County and anyone or all of its employees. Specifically, employment at Coryell 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 Coryell 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 Coryell County policies, practices and benefits. Except for the policy of "at-will" employment, Coryell 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 The policies contained in this policy manual supersede any and all existing or previously issued policies no longer in effect.

Sincerely,

The Coryell County Commissioners' Court

CORYELL COUNTY - PERSONNEL POLICY

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SECTION 1.0 INTRODUCTION

1.1 AUTHORITY

This Policy is adopted by the Commissioners' Court of Coryell County. Amended, revised, or new policies must be adopted by said court.

1.2 RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICY

Each elected or appointed official or department head of Coryell 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.

1.3 PURPOSE

These policies set forth the primary rules governing employment with the County of Coryell. 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. Coryell County Commissioners' Court reserves the exclusive right to modify these policies at any time without prior employee notification.

1.4 APPLICABILITY OF PERSONNEL POLICY

The Personnel Policy applies equally to all employees paid through Coryell 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 Coryell County Personnel Policy due to federal or state law or regulations include: Juvenile Probation Department: 152.0031 of the Human Resource Code established the Coryell County Juvenile Board. Chapter 341 of the Texas Administrative Code requires that the Coryell County Juvenile Board have written Policy and Procedures that outline the operations for the Juvenile Probation Department.

In the event that any policy of Coryell County is not addressed in the aforementioned federal or state law or regulations, then the Coryell County Personnel Policy shall apply.

1.5 DISSEMINATION OF PERSONNEL POLICY

Employees receive a copy of the Personnel Policy 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 Personnel Policy, which will be available at all times to employees for their information. An official record copy shall be filed with the County Clerk and County Auditor's Office.

1.6 COMMUNICATION

Employees are encouraged to make constructive suggestions for improvement in this policy.

SECTION 2.0 EMPLOYEE RESPONSIBILITIES

2.1 GENERAL

The County of Coryell 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.

2.2 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.

2.3 GIFTS

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

2.4 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.

2.5 POLITICAL ACTIVITY

Employees of the County of Coryell 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.

2.6 WORKING HOURS

County employees have a standard 40-hour workweek. Usual working hours are 8:00 am to 5:00 pm, 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.

A separate policy pertaining to law enforcement and jail employees is maintained and administered by the Sheriff's Department.

2.7 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.

2.8 WORK BREAKS

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

2.9 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.

2.10 DRUG AND ALCOHOL POLICY: DRUG-FREE WORKPLACE REQUIREMENTS

2.10.1 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 except as discussed in "Preventive Acts, 2.10.5.

2.10.2 Policy. In compliance with the Drug Free Workplace Act of 1988, the unlawful or improper 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.

2.10.3 Definitions.

- **County premises:** All County property including vehicles, lockers, and parking lots.
- **County Property:** All County owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.

- **Controlled Substance:** Any substance that is illegal under Texas Law.
- **Drug:** As defined in the Texas Controlled Substance Act.
- **Drug Paraphernalia:** As defined in the Texas Controlled Substance Act.
- **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.
- **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.
- **Reasonable Cause/Reasonable Suspicion:** Supported by evidence strong enough to establish that a policy violation has occurred.
- **Testing:** Is generally defined as urine, breath or blood test to determine chemical or drug content.
- **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.

2.10.4 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:

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.

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.

2.10.5 Preventive Acts. 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.

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. Coryell County reserves the right to a post offer pre-employment drug or alcohol test.

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

2.10.7 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.

2.10.8 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.

2.10.9 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.

2.10.10 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.

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 "Coryell 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.

2.10.11 Good Faith Efforts to Remain Drug Free. Coryell 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.

2.11 PREVENTION OF SEXUAL HARASSMENT POLICY

2.11.1 Policy. Coryell County is committed to providing a work environment where women and men can work together comfortably and productively, free from sexual harassment. In compliance with state and federal law, Title VII of the 1964 Civil Rights Act, as amended, sexual harassment in the workplace is unlawful and will not be tolerated.

2.11.2 Prohibited behavior includes but is not limited to: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

2.11.3 Complaints. All claims of sexual harassment shall be taken seriously and shall be investigated promptly and thoroughly and as is consistent with the investigation, confidentially.

2.11.4 Discipline. 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.

2.11.5 Confidential Information. 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.

2.11.6 Retaliation. It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII. 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.

2.11.7 Reporting. Employees who feel that they have been sexually harassed, when practical, should confront the harasser and ask 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.

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.

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.

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.

2.11.8 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.

SECTION 3.0 HIRING PRACTICES

3.1 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.

3.2 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 third degree by consanguinity (blood), Figure 1, or within the second degree by affinity (marriage), Figure 2, to the official or department head who is in charge of hiring and supervision of the employee.

See Figures 1 and 2 for definitions of the prohibited degrees of relationship.

3.3 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.

3.4 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.

3.5 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.

3.6 METHODS OF RECRUITMENT AND SELECTION

The Commissioners' Court Administrative Assistant (CCAA) is to be notified of all employment position vacancies to insure that the proper posting procedures are followed. The Department Head will post all employment opportunities in the Coryell County Courthouse, Coryell County Annexes in Gatesville and Copperas Cove and on the County's website.

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

A promotion of lateral transfer from within the same department does not require position posting. All other employee position vacancies requires Department Head to post vacancy at the

Courthouse, Gatesville Annex, Copperas Cove Annex and the County's website (through the CCAA's office) by submitting a job description to the CCAA.

Department Head may choose to advertise position in local newspapers of his/her choice. The CCAA office will place the employment advertisement.

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 CCAA for appropriate posting. The newly elected official cannot take action on hiring employees until he/she is sworn into office.

Commissioners' 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.

3.7 PUBLIC ANNOUNCEMENTS

Public announcements of position openings are disseminated by the CCAA as instructed by the Department Head.

3.8 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.

3.9 CONSIDERATION OF CURRENT EMPLOYEES

Employees of Coryell 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, or (5) has been found guilty of a crime against the County.

3.11 SELECTION

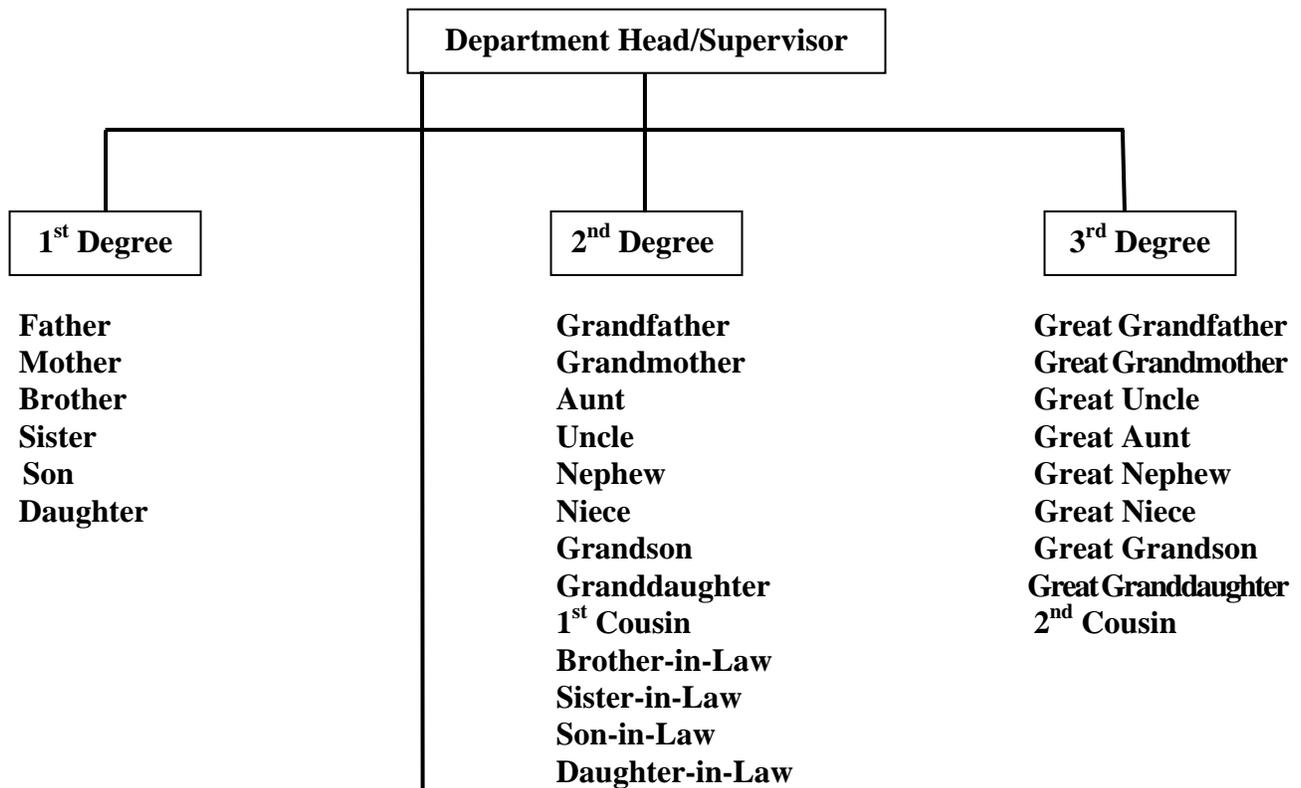
Except for appointments reserved to the District Judge or the Commissioners' Court by statute, the official or department head has exclusive authority to select and employ personnel within the limits of budget and salary administration approved by Commissioners' Court.

3.12 NEW EMPLOYEES

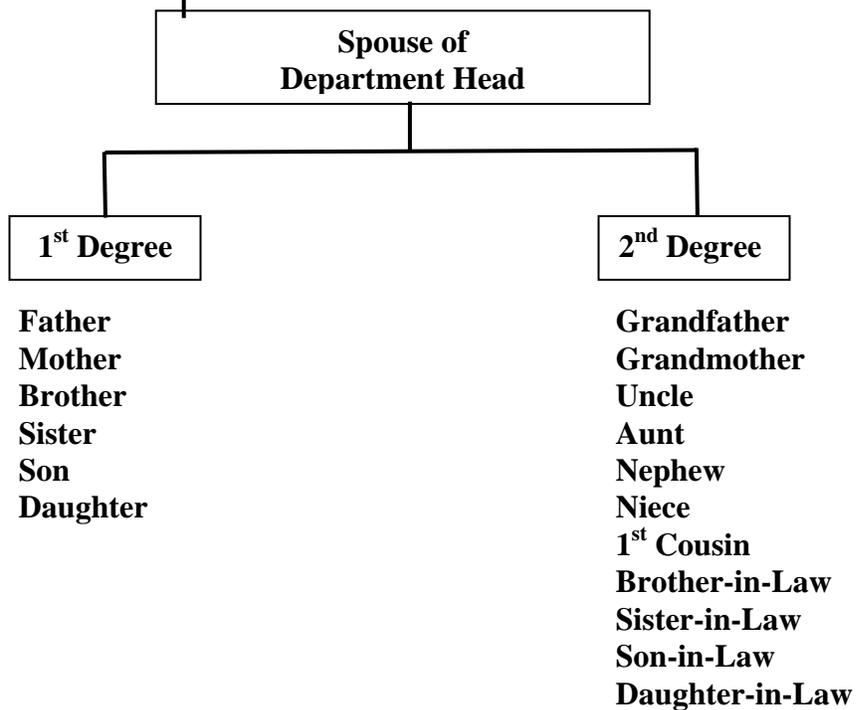
All new employees will report to the County Auditor's office for completing necessary paperwork on or before their first day of employment.

NEPOTISM CHARTS

CONSANGUINITY KINSHIP CHART (FIGURE 1)



AFFINITY KINSHIP CHART (FIGURE 2)



SECTION 4.0 TYPES OF EMPLOYMENT

4.1 CATEGORIES

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

Full-time. A full-time, salaried 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, hourly employee is employed to hold an authorized position that involves fewer than 900 hours per year. Part-time employees working in excess of 900 hours annually can participate in the Texas County and District Retirement System. They are not entitled to vacation leave or sick leave benefits. The only benefits given are those required by law.

Temporary. A temporary, hourly 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 vacation leave or sick leave benefits. The only benefits given are those required by law.

4.2 NONCOVERED AND EXEMPT POSITIONS

The Fair Labor Standards Act (FLSA) does not apply to the employees who hold public elective office. These uncovered employees for Coryell County are:

County Judge	District Clerk
County Commissioners	County Treasurer
County Attorney	County Tax Assessor-Collector
County Sheriff	Justices of the Peace
County Clerk	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	Assistant County Attorney
Internal Auditor	Assistant District Attorney
Agricultural Extension Agents	Road Administrator
Court Reporters	Indigent Health Administrator

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

Sheriff's Department Enforcement Section: Chief Deputy, Patrol Lieutenant
Jail: Jail Administrator (Lieutenant)
District Attorney's Office: Victims Services Coordinator
Other Departments: Building Maintenance Supervisor

SECTION 5.0 EMPLOYEE COMPENSATION AND ADVANCEMENT

5.1 PAYDAYS

Salary payments for County employees and elected officials are issued semi-monthly. Any deviation from this pay schedule will be at the sole discretion of Commissioners' Court.

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

5.2 CHECK DELIVERY

County employees and elected officials pay will be made by direct deposit into the individual's personal checking account on the payday described above (5.01).

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

5.3 PAYROLL DEDUCTIONS

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

- Federal income taxes
- Social Security and Medicare
- Retirement Systems (members)
- 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 the following:

- Group health/medical/dental insurance for dependents
- Other deductions as authorized by Commissioners' Court

5.4 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.

Any changes of name, address, telephone number, number of eligible dependents (for Federal Withholding and insurance purposes) should be promptly reported to the elected official/department head. It will be the responsibility of the elected official/department head to report the changes to the County Auditor's Office.

5.5 CLASSIFICATION AND COMPENSATION PLAN

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

5.6 OVERTIME COMPENSATION

5.6.1 Work Weeks and Work Periods. In accordance with the Fair Labor Standards Act, the work week for Coryell County employees who are neither exempt nor non-covered is a period of seven consecutive 24-hour periods beginning with Saturday and ending with Friday.

Overtime compensation is in the form of compensatory leave due to employees for a seven day work week after 40 hours. Annual leave, sick leave, personal leave, emergency leave and holidays guaranteed by the County will not be counted as time and a half work, but straight time on the overtime calculation.

5.6.2 Law Enforcement Employees. In accordance with Section 207(k) of the FLSA, special provisions are made for law enforcement personnel. This includes employees in the enforcement section of the sheriff's department and jailers.

5.6.3 Compensation Options: Employees who are neither exempt nor non-covered will be compensated for work performed above their respective limit in either a work week or work period by compensatory time, at the discretion of the Commissioners' Court. 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.

5.6.4 Time Sheets: Part Time and Temporary (Hourly) Employees. When actual hours worked exceeds the limit for a work week or work period; the employee will receive compensation up to the maximum accumulation. A schedule will be provided to employees at the beginning of each year stating the due date of time sheets for each pay period to the Auditor's office for proper calculation of actual hours worked as required by FLSA. Supervisors are responsible for totaling hours on the time sheets. **Full Time (Salaried) Employees.** Timesheets will be submitted for any deviation outside the normal pay period, such as leave without pay.

Supervisors are responsible for the correct reporting of actual hours worked and will be held personally liable for any false records submitted for payment in accordance with Penal Code 37.10: Class "A" Misdemeanor for falsifying a government record. Time sheets not received by the deadline will be paid at the next pay cycle after the time sheets are received.

5.6.5 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. As per Section 785.13 of the FLSA, Duty of Management is to be exercised by department heads.

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.

5.7 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 noncovered 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.

5.8 HOLIDAY PAY FOR SHIFT EMPLOYEES

Any department that operates 24/7, if the 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 in lieu of the holiday.

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, not at time and a half.

Any terminating employee, who has completed six months of continuous service to Coryell County, and who has "holiday leave" on official County records at the time of his termination will be paid for the holiday hours at his regular rate of pay.

5.9 TERMINATION PAY

Upon termination, an employee who has completed six months of continuous service to Coryell County is entitled to be paid at his regular rate of pay for any unused vacation leave on the books. Upon termination, an employee who has completed six months of continuous service to Coryell County, and who has "holiday leave" on the books will be paid at his regular rate of pay up to maximum (See Section 5.7).

No compensation will be paid upon termination for sick 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 Commissioners' Court.

5.10 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 equal to the difference between the starting rate of the individual's present job classification and the starting rate for the new job classification provided this can be done within budget restraints.

Promotions are at the discretion of the department head. 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 Commissioners' 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 Commissioners' Court.

5.11 LATERAL TRANSFERS

Lateral transfers are movements of an employee between positions in the same pay grade. Lateral transfers may be made at the same rate of pay within the same department or among departments with the approval of Department Heads.

5.12 "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 to be done by the Commissioners' Court. 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 a reduction in pay grade.

5.13 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 receive a pay decrease equal to the difference between the starting rate of the job classification the individual is being demoted from and the starting rate for the new job classification. 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.

5.14 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 as determined by the department head.

5.15 APPROVING AUTHORITY

The Commissioners' 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.

5.16 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 Commissioners' Court for review of grade and salary, with the understanding that the position could receive a decrease in salary.

SECTION 6.0 BENEFITS

6.1 MEDICAL INSURANCE

Beginning the first of the month after ninety days of non-interrupted employment, the County will provide group hospitalization, medical, and dental insurance for full-time employees. Premiums for employees are paid by the County. An eligible employee may add dependent coverage for family members at his/her expense. Each employee will be provided with coverage documentation.

6.2 SOCIAL SECURITY and MEDICARE TAX

All County employees 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.

6.3 RETIREMENT

Coryell County 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. Retirement deductions are withheld from employees' paychecks at a rate of 7% of gross pay. Coryell County contributes at a rate set annually by the Commissioners' Court. 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 Auditor's Office or on the internet at www.tcdrs.org.

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

- The member has completed at least eight (8) years of creditable service and has attained the age of at least sixty (60).
- 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").
- The member has accumulated 30 years credited service.

Coryell 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 Auditor's Office.

*Commissioners' Court Revision: 1 Aug 2012
Effective Date: 1 October 2012*

AT _____ FILED
O'CLOCK _____ M

AUG 01 2012

Julia Davis
COUNTY CLERK, CORYELL CO., TEXAS

6.4 WORKERS COMPENSATION

All employees of the County of Coryell 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. They are covered by the State.)

6.5 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.

6.6 VACATION LEAVE

Only full-time employees of the County are eligible for vacation leave. Detailed information on annual leave is found in section 7.3 of this policy.

6.7 SICK LEAVE

Only full-time employees of the County are entitled to sick leave. Detailed information on sick leave is found in section 7.5 of this policy.

6.8 LEAVE DAYS FOR PAYROLL PURPOSES

For payroll purposes, vacation leave, sick leave, bereavement leave, and holidays hours granted by the County will not be counted as work hours in the overtime calculation.

6.9 COBRA: Consolidated Omnibus Reconciliation Act of 1985

The federal government enacted the Consolidated Omnibus Reconciliation Act of 1985 (COBRA) which allows certain individuals the option of continuing their group health insurance after leaving employment with the County 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:

- Loss of coverage due to reduction of employee work hours
- Voluntary employee termination including retirement
- Employee layoff for economic reasons
- 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:

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

The coverage cannot be continued beyond the following dates:

- 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.
- The date the full premium is not paid by the participant.
- When the individual becomes covered under any other group health plan, or is entitled to Medicare benefits.
- 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 Coryell County Auditor's Office.

SECTION 7.0 ABSENCES AND LEAVES

7.1 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 when 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.

7.2 APPROVAL OF LEAVE

No sick leave benefits may be used by a new County employee during the initial six months of employment. Upon completion of the initial six-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.

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.

7.3 VACATION LEAVE

No vacation leave benefits vest with a new County employee during the initial six months of employment.

Full-time employees will receive vacation time on January 1st of each year. An employee's tenure of service on January 1st will determine the number of days he/she will receive.

6 months – 1 year	=	5 days per year
2 – 5 years	=	10 days per year
6 - 10 years	=	12 days per year
11 – 15 years	=	14 days per year
16 + years	=	16 days per year

Vacation leave must be taken within the same calendar year in which it was earned. Vacation leave shall be taken only after approval by elected official/department head.

Part-time and temporary employees do not earn vacation leave.

7.4 TERMINATION LEAVE

Upon termination from County employment, employees who have completed six months of continuous service to Coryell County will be paid for unused vacation leave.

7.5 SICK LEAVE

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

- Personal illness or physical or mental incapacity;
- Medical, dental, or optical examinations or treatments;
- Medical quarantine resulting from exposure to a contagious disease; or
- Illness of a member of the employee's immediate family (spouse, child or parent) who requires the employee's personal care and attention.

Part-time and temporary employees do not accrue sick leave.

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 six-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. Full-time employees accrue sick leave at the rate of 80 hours per year.

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

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 60 days (480 hours).

Illness While on Vacation 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.

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

7.6 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 in the armed forces of the United States, will continue to receive

insurance benefits for the employee, without loss of time, efficiency rating, annual leave or change in salary rate for the duration of the military leave and immediate return to employment at the end of active duty status.

7.7 JURY DUTY

Employees will be granted leave with pay for jury duty, or for serving as a subpoenaed witness in an official proceeding.

7.8 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. If requested for over 30 days, then it must be approved by 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
- Personnel exchange programs which emphasize intergovernmental relations

7.9 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 vacation 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 vacation leave status until vacation leave is exhausted. Sick leave cannot be used for annual leave purposes when vacation 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 BEREAVEMENT LEAVE

Bereavement leave with pay may be granted by the department head for reason of death in an employee's family.

Bereavement 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 FAMILY AND MEDICAL LEAVE ACT

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:

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

Leave. An eligible employee shall be entitled to a total of 12 work weeks of leave (FMLA leave) during any 12 month period for one or more of the following:

- Birth and care of the newborn child of the employee
- Placement of a child with the employee's family by adoption or foster care
- Care for an immediate family member (spouse, child, or parent) with a serious health condition
- To take medical leave when the employee is unable to work because of a serious health condition

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:

- The serious illness of a spouse, child or parent
- The serious illness of the employee
- 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.

7.13 LEAVE BENEFITS FOR GRANT FUNDED POSITIONS

An employee whose position is funded by grant revenues should refer to section 5.16 Grant Funded Positions.

SECTION 8.0 HOLIDAYS

8.1 GENERAL POLICY

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

8.2 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 5.7 and 5.8 respectively.

8.3 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 vacation leave.

8.4 PART-TIME EMPLOYEES

Part-time employees are not eligible for holiday pay.

8.5 BAD WEATHER DAYS

Any full-time employee who, by his/her own choice, misses work because of bad weather shall show time missed as vacation 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.

SECTION 9.0 HEALTH AND SAFETY

9.1 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.

9.2 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 Policy 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 or County Auditor's office.

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 Auditor's office. The Auditor's office must report the injury to the workman's compensation insurance office within 10 days of the injury.

9.3 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.

9.4 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.

When an employee is eligible for Worker's Compensation Temporary Income Benefits due to absence from work for an on-the-job injury, he or she may chose to use accumulated leave for the difference in the Income Benefit pay and the employee's normal pay.

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.

SECTION 10.0 USE OF COUNTY PROPERTY

10.1 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.

10.2 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.

10.3 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.

10.4 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.

10.5 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.

10.6 COUNTY VEHICLE USAGE: General Guidelines

10.6.1 Purpose. To increase efficiency in County governmental operations, the Coryell County Commissioners' 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, and authorized mileage reimbursement.

10.6.2 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 by County departments under direct supervision of the Court.

Elected officials, excluding the Commissioners' Court, shall determine the utilization of 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.

10.6.3 Categories of Vehicles. There are four (4) categories of County vehicles:

- *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, pick-ups and other such vehicles.
- *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.
- *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.
- *Grant Vehicles.* Grant vehicles are those vehicles which are purchased or leased solely by non-County grant funds and whose operation, upkeep, and insurance are paid for entirely by grant funds.

10.6.4 Acquisition and Assignment of Vehicles. 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 Auditor's office will reflect the acquisition of the vehicles in the County's fixed asset inventory records. The number of vehicles assigned to County departments, including departments headed by an elected official, shall be determined by the Commissioners' Court through the annual budgetary process.

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.

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.

Vehicles which are assigned to individual officials/employees may be taken to the employee's primary residence only if:

- The department head/elected official has approved the assignment
- The official/employee utilizes the vehicle at least 40% of the time during his normal working hours
- The official/employee's residence is no further than five (5) miles outside Coryell County.

All other vehicles must be parked at a County facility at the end of the day. All assignments of County vehicles to a department under the direct control and/or supervision of the Commissioners' 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.

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.

10.6.5 Personal Use. 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. County vehicles may not be used as tow vehicles, unless it is for official County business.

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.

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.

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.

10.6.6 Vehicle Allowances. The Commissioners' 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.

In order to receive a vehicle allowance, the official/employee must furnish the Auditor the following information:

- A copy of a current Texas Driver's License
- A certificate of insurance or copy of currently in-force insurance policy showing the minimum State requirements for liability coverage have been met
- Subsequent renewals must be forwarded to the Auditor's Office by the employee's department head/elected official to replace outdated information for above items

The appropriate portion of vehicle allowance will be paid on each payday.

10.6.6 Vehicle Safety. Each person assigned a County vehicle shall maintain a copy of this policy in his/her assigned vehicle for reference. 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. All drivers of County vehicles shall comply with all State, County and local rules and regulations governing the safe and legal operation of vehicles.

Seat belts shall be worn and secured at all times when vehicle is moving. 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.

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. 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.

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. All County employees/drivers are required to drive defensively and observe all traffic laws. Vehicles and/or equipment shall not be parked where they obstruct traffic unless it is absolutely necessary. Whenever backing up, be positive about what is behind you even if it requires getting out of the vehicle to look.

Remember that a driver is held responsible for the vehicle he/she is driving, any passengers riding with the driver, and the load he/she is carrying. Operators must constantly be aware of surrounding conditions, (i.e. ground personnel, overhead lines, pedestrians and other hazardous conditions). 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.

10.7 GASOLINE POLICY

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

Coryell 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 needed, employees are required to purchase fuel at one of the stations offering the discount from our supplier.

The card assigned to a vehicle must be used **only** for that vehicle.

The PIN number assigned to an employee must be used only by that employee.

Each time fuel is purchased the correct vehicle mileage must be entered into the system.

10.8 VIOLATIONS OF COUNTY POLICY

The following items are violations of County Policy:

- 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.
- Use the County fuel purchase system for personal use.
- Failure to enter the correct mileage into the system when refueling.
- Each employee is responsible for maintaining the confidentiality of the PIN number.
- Failure to adhere to the above policy may result in a payroll deduction in the amount of fuel purchased.

SECTION 11.0 DISCIPLINE

11.1 DISCIPLINE

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:

- Oral Warnings
- Oral Warnings with a written account and filed in personnel file
- Written Reprimand
- Reduction in Pay
- 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.
- Demotion
- 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 examples.

- **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**
- **Disruptive behavior which impairs the performance of others**

SECTION 12.0 SEPARATIONS

12.1 TYPES OF SEPARATIONS

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

Disability
Dismissal
Reduction in force

Resignation
Retirement
Death

12.2 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.

12.3 RETIREMENT

The same notice requirements for resignation apply in the case of retirement. Retirement packages are available in the County Auditor's Office. More detailed information is available in the TCDRS Member Information Guide.

12.4 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.

12.5 DISMISSAL

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

12.6 DISABILITY

Coryell County adheres to the Americans with Disabilities Act.

12.7 DEATH

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

12.8 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 Auditor's Office. Final paycheck may be held pending return of County property in the possession of the separated employee.

SECTION 13.0 PERSONNEL FILES

13.1 GENERAL

Personnel files are maintained by County Auditor's Office. 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 County Auditor's Office.

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 County Auditor's office.

13.2 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 Policy and procedures, the class (job) description for the position he/she currently occupies, personnel action letter, W-4, I-0, retirement application, 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.

13.3 LEAVE RECORDS

Official records of vacation, sick, holiday, compensatory time accrual and usage will be kept for each employee by the elected official/department head. 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 maintain this information.

13.4 TIME SHEETS

Hourly 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 County Auditor's Office by the scheduled due dates.

Salaried employees who earn less than a full pay check for any pay period must also follow the above procedure for submitting a timesheet by the scheduled due date in order for their salary to be properly adjusted.

SECTION 14.0 TRAVEL EXPENSES

14.1 ELIGIBILITY

Any employee of Coryell 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.

14.2 TRANSPORTATION COST

An employee using a private motor vehicle for transportation shall be reimbursed at the rate per mile established by Commissioners' Court 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.

Travel allowances are approved by Commissioners' Court for the County Judge, County Commissioners, Agricultural Extension Office and any others as approve by Commissioners' Court in lieu of mileage reimbursement. Travel allowance amounts are budgeted and set by Commissioners' Court on an annual basis.

14.3 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. 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.

14.4 MEALS

Employees or officials traveling outside the County may be reimbursed, upon presentation of detailed receipts, for actual meal expenses. Receipts should either be the cash register tape (preferred) or a cash ticket filled out by the cashier at the time of payment. Receipts must show detail of items purchased.

14.5 INCIDENTAL EXPENSES

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

Bus fares	Hotel/motel	Taxi services
Food meals only	Parking fees	Toll charges
Gratuities	Registration	Transportation costs

Receipts for these expenses shall be attached to the report for reimbursement. Coryell County will not reimburse purchases of alcoholic beverages.

14.6 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 Auditor's Office.

SECTION 15.0 INTERNET AND EMAIL

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

15.1 PROPERTY

All messages created or received on the County's email system are the property of the County. Any message needed for the effective operation of the County is acceptable.

15.2 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.

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

15.3 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.

15.4 EMAIL AND/OR INTERNET USES THAT ARE NORMALLY ACCEPTED:

- Conducting County business
- Research
- Information gathering

15.5 EMAIL AND/OR INTERNET USES THAT ARE PROHIBITED INCLUDE:

- Sending email that violates County policy or is not in the best interest of the County
- Engaging in an activity that is fraudulent, illegal, or malicious
- Sending, receiving or storing anything offensive, obscene, or defamatory
- Sending email to harass or annoy other individuals
- Sending email that tends to interfere with the productivity of other employees
- Using email for personal gain

15.6 DOWNLOADING INFORMATION/COPYRIGHT

It is prohibitive to download software without approval from proper authority. 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.

15.7 STORAGE

Email and Internet information should be deleted off computers as soon as it is no longer needed. If the information must be stored for an extended period, it should be moved to diskette or other external storage system.

15.8 PASSWORD

Each user should have their own 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 system administrator and, where deemed necessary, to a department head who may need access to the employee's files in the absence of the employee. A reminder is that even though passwords are used, this is not a guarantee of privacy.

15.9 VIOLATIONS

Depending on the severity of the violation, discipline could range from a simple warning up to termination.

SECTION 16.0 CORYELL COUNTY FRAUD POLICY

16.1 BACKGROUND

The County fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against Coryell 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.

16.2 POLICY

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 Coryell County.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the County.

16.3 ACTIONS CONSTITUTING FRAUD

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.

Any fraud that is detected or suspected must be reported immediately to the County Attorney, who coordinates all investigations both internal and external.

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- 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
- 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.
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment

Any similar or related inappropriate conduct.

16.3 OTHER INAPPROPRIATE CONDUCT

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct, should be resolved by departmental management.

If there is any question as to whether an action constitutes fraud, contact the County Attorney for guidance.

16.4 INVESTIGATION RESPONSIBILITIES

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.

16.5 CONFIDENTIALITY

Coryell County treats all information received *confidentially*. Any employee who suspects dishonest or fraudulent activity will notify the County Attorney immediately, and *should not attempt to personally conduct investigations or interview/interrogations* related to any suspected fraudulent act (see **Reporting Procedure** section below).

Investigation results *will not be disclosed or discussed* with anyone other than those who have a 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.

16.6 AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD

Members of the Investigation Unit will have: 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.

16.7 REPORTING PROCEDURES

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 *contact the County Attorney immediately*. 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 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." *Under no circumstances* should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

- 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 *anyone* unless specifically asked to do so by the County Attorney.

16.8 TERMINATION

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.

16.9 ADMINISTRATION

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.

CORYELL COUNTY PERSONNEL POLICY

I have received a copy of the Coryell County Personnel Policy. I understand that I am responsible for reading and understanding the issues covered in this policy manual. I further understand that the Coryell County Personnel Manual is not a contract of employment or any covenant of such a contract. Specifically, employment of Coryell 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 manual is intended only to provide guidance in understanding Coryell County policies, practices and benefits. Except for the policy of “at-will” employment, I understand that Coryell 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.

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

Employee’s Signature

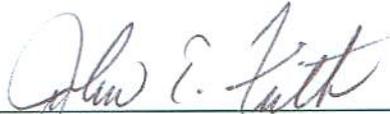
Employee’s Printed Name

Date

COMMISSIONERS' COURT APPROVAL:

We, the undersigned, County Judge and County Commissioners in and for Coryell County, Texas, do hereby certify that we have on this date received and have approved the revisions to the Coryell County Personnel Policy.

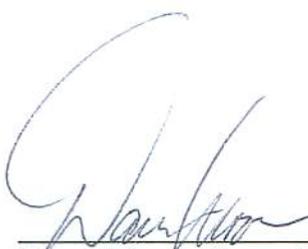
WITNESS OUR HANDS, Officially this 30th day of SEPTEMBER, 2008.



John E. Firth, County Judge



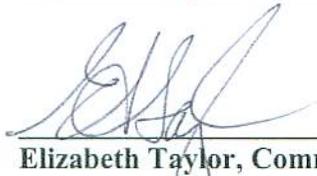
Jack Wall, Commissioner, Pct. 1



Daren Moore, Commissioner, Pct. 2



Don Jones, Commissioner, Pct. 3



Elizabeth Taylor, Commissioner, Pct. 4

ATTEST:



County Clerk

