

FANNIN COUNTY

PERSONNEL POLICY
MANUAL

**FANNIN COUNTY
PERSONNEL POLICY MANUAL**

INTRODUCTION

Personnel Policies in smaller local government jurisdictions frequently evolve through tradition and custom. Often, they are not even written into formal statements. As government grows and becomes more complex, even the very small jurisdiction finds that it must have clearly stated personnel policies for effective operation.

These personnel policies for Fannin County have been developed to provide a better understanding of the relationship between the County and the citizens who serve the County as employees. This is done by:

- a. Defining the rights and privileges enjoyed by County employees;
- b. Stating the rules and regulations that apply to County employees;
- c. Outlining the expectations the County has of its employees;
- d. Providing a system of fair and consistent treatment for all employees; and
- e. Providing information and systems to increase the efficiency of the personnel management program of the County

Each of these policies and parts of policies are intended to stand independently. Therefore, if any policy or part of a policy becomes invalid because of federal or state law or other authority, it shall not affect the validity or application of other policies or parts of policies.

From time to time, it may be necessary to make changes in these policies as a result of changes in the County or its programs. When this occurs, all County employees shall be notified of the changes and the date the changes are to be effective.

The purpose of these policies is to serve the needs of both the employees and the County to the mutual benefit of both. Any employee who has a question concerning any of Fannin County's personnel policies is encouraged to discuss it with his or her supervisor.

FANNIN COUNTY
PERSONNEL POLICY

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FANNIN COUNTY
POLICY ON DISSEMINATION OF PERSONNEL POLICIES

A master Personnel Policy Manual, which contains the original of all personnel policies for FANNIN County, will be maintained in the County Treasurer's office. All employees will be given a copy of the personnel policies on or before their first day of employment. Each employee must sign an Acknowledgment Letter on the first day of employment. All future changes to the personnel policies will be given to you by your department head and will be posted on bulletin boards for fifteen working days.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 5/10/04

OF PERSONNEL POLICIES

IMPLEMENTATION

1. Each elected official of Fannin County shall be responsible for the administration and implementation of these personnel policies in all departments for which he/she has administrative, managerial or supervisory responsibility.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**APPLICATION OF
POLICIES**

1. The personnel policies shall apply consistently and uniformly to all County employees.

**VIOLATION OF
POLICIES**

2. Any employee who knowingly and intentionally violates any personnel policy of Fannin County shall be subject to disciplinary measures which may include discharge.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

FANNIN COUNTY
POSITION OPPORTUNITY POSTING SYSTEM AND RECRUITMENT POLICY

PURPOSE

1. To promote a system for informing all County employees of position opening's and the requirements for the position, hourly rate/salary or pay range and to encourage advancement of employees within the County.

PROVISIONS

2. All openings within the county are to be processed through the Treasurer's Office.
3. The Treasurer will post for 3 working days on an Employee's Bulletin Board (located in the Courthouse) a notice giving job title, office, pay or pay range, brief description of the duties, experience and educational requirements, supervisors name and the closing date of all newly created or vacated full time positions.
4. When it appears that there is a high probability that there are no qualified internal candidates then the county may choose to run a newspaper advertisement simultaneously. No one from the outside will be interviewed until after the 3 work day period has expired. At that time there will be a posting for the public.
5. All outside applicants must complete a FANNIN COUNTY employment application **answering all questions before being considered for the position.**
6. If a position which was filled through outside advertising and it becomes open again within 90 days then the supervisor may elect to hire from within the applicant pool from the initial newspaper advertisement and not advertise again.
7. FANNIN COUNTY desires to promote/transfer from within, however, this is not a guarantee to employees as each elected official has the right to hire whom ever he/she feels is the best candidate. It is up to you to make sure that your performance and attitude demonstrates to all who come in contact with you that you are an excellent employee.

POSITION OPPORTUNITY POSTING SYSTEM AND RECRUITMENT POLICY

8. Applications and or resumes **will only be accepted when there is an open position.**

RESTRICTIONS

9. All internal postings will have a closing date (3 working days). External postings/advertisements are to be posted/advertised for a minimum of 3 working days before an offer can be extended and may state that the job is open till filled.
10. To apply for a promotion/transfer the employee must have been working in their present job for six months and have a satisfactory performance record. Part time employees may bid on any full time position within their department with out regard to how long they have been employed.
11. Only those employees who meet the job qualifications and requirements will be interviewed.
12. Out of courtesy, employees are requested to notify their supervisor that they intend to bid on a position.
13. Employees must have a satisfactory performance record in their present job in order to be considered for a promotion or transfer.

RESPONSIBILITIES

14. The Treasurer will insure appropriate and timely postings and help to facilitate the process ensuring that the process is both fair and in compliance with this policy.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 5/14/07

POLICY ON PHYSICAL STANDARDS

BASIC STANDARDS

1. Each current employee or job applicant of Fannin County shall be required to meet the basic physical standards for the job in which employed or for which he/she is applying.

PHYSICAL EXAMINATION

2. Where it is deemed necessary, the Department Head may require a current employee or job applicant to take a physical examination to determine if he/she meets the basic physical standards required for the job in which employed or for which he/she is applying.
3. The purpose of any physical examination conducted under the provisions of this policy, and the nature of any reports generated by such a physical examination, shall be to measure and show only physical standards and abilities that are specifically required for the job in which the individual is employed or for which he/she is applying.

REASONABLE ACCOMMODATION

4. Determination of reasonable accommodation for otherwise qualified disabled employees or applicants shall be made in accordance with the provisions of the POLICY ON EQUAL EMPLOYMENT OPPORTUNITY.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

1.05

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**FANNIN COUNTY
POLICY ON EMPLOYMENT AT WILL**

**EMPLOYMENT AT
WILL**

1. All employment with FANNIN County shall be considered “at will” employment.
2. No contract of employment shall exist between any individual and Fannin County for any duration, either specified or unspecified.
3. FANNIN County shall have the right to terminate the employment of any employee for any legal reason, or no reason, at any time either with or without notice.
4. FANNIN County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time.
5. Employees of FANNIN County shall have the right to leave their employment with the County at any time, with or without notice.

Policy Approved

And Adopted by:

Fannin County Commissioner’s Court

Date: 4/24/2000

1.06

Page 1 of 1

**FANNIN COUNTY
POLICY ON EMPLOYEE STATUS**

- FULL TIME** 1. A full time employee shall be any employee in a position which has a normal work schedule of at least 40 hours per week.
- PART TIME** 2. A part time employee shall be any employee in a position which has a normal work schedule of less than 30 hours per week.
- TEMPORARY** 3. A temporary employee shall be any employee who is hired into a position which is expected to last for some specific duration or until project is completed.
4. Temporary employees may be either full time or part time.
- REGULAR** 5. A regular employee shall be any employee hired into a position which is not considered to be temporary.
6. Regular employees may be either full time or part time.
- EMPLOYMENT AT WILL** 7. All employees are considered to be “at will” employees as defined in the POLICY ON EMPLOYMENT AT WILL and employee status shall not be considered a contract of employment.

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

1.07

Page 1 of 1

FANNIN COUNTY
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

**EQUAL
OPPORTUNITY**

1. It shall be the policy of FANNIN County to be an equal opportunity employer.
2. Race, color, religion, national origin, sex, age, and disability shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists.

**REASONABLE
ACCOMMODATION**

3. The County shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.
4. Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON APPLICATION FOR EMPLOYMENT**

**JOB
ANNOUNCEMENTS**

1. Announcements for job openings with the County may include, but not be limited to, advertisements in local newspapers, registration with the Texas Workforce Commission, or postings on FANNIN County Courthouse bulletin boards.
2. Each official having a job opening shall be responsible for determining how that opening will be announced but all jobs will be posted in the courthouse for 3 working days before any job offer of employment is made.

**APPLICATION
PROCEDURE**

3. Before an individual can be considered to be an applicant for employment with the County, he/she shall be required to complete the steps outlined in the "FANNIN County Application Procedure".
4. Copies of the "FANNIN County Application Procedure" are available from the County Treasurer's Office and may be picked up at any time during the normal working hours for that office.

SELECTION

5. Each elected or appointed official, or his/her designee, shall be responsible for selecting the applicant who he/she feels best meets the qualifications for an open position in his/her department.

PROCESSING

6. The Treasurer's Office shall be notified (prior to an offer) of who is being hired, the proposed starting date, hourly pay rate and provided with the original employment application. The employee shall be told to report to the Treasurer's office for processing at 8 a.m. on their first day of employment.

DISQUALIFICATION

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

POLICY ON APPLICATION FOR EMPLOYMENT

(continued)

- b. The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
 - c. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process; or
 - d. The applicant is not legally permitted to hold the position.
8. Applications and or resumes will only be accepted when there is an open position.
 9. All outside applicants must complete a FANNIN COUNTY employment application answering all questions before being considered for the position.

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON NEPOTISM**

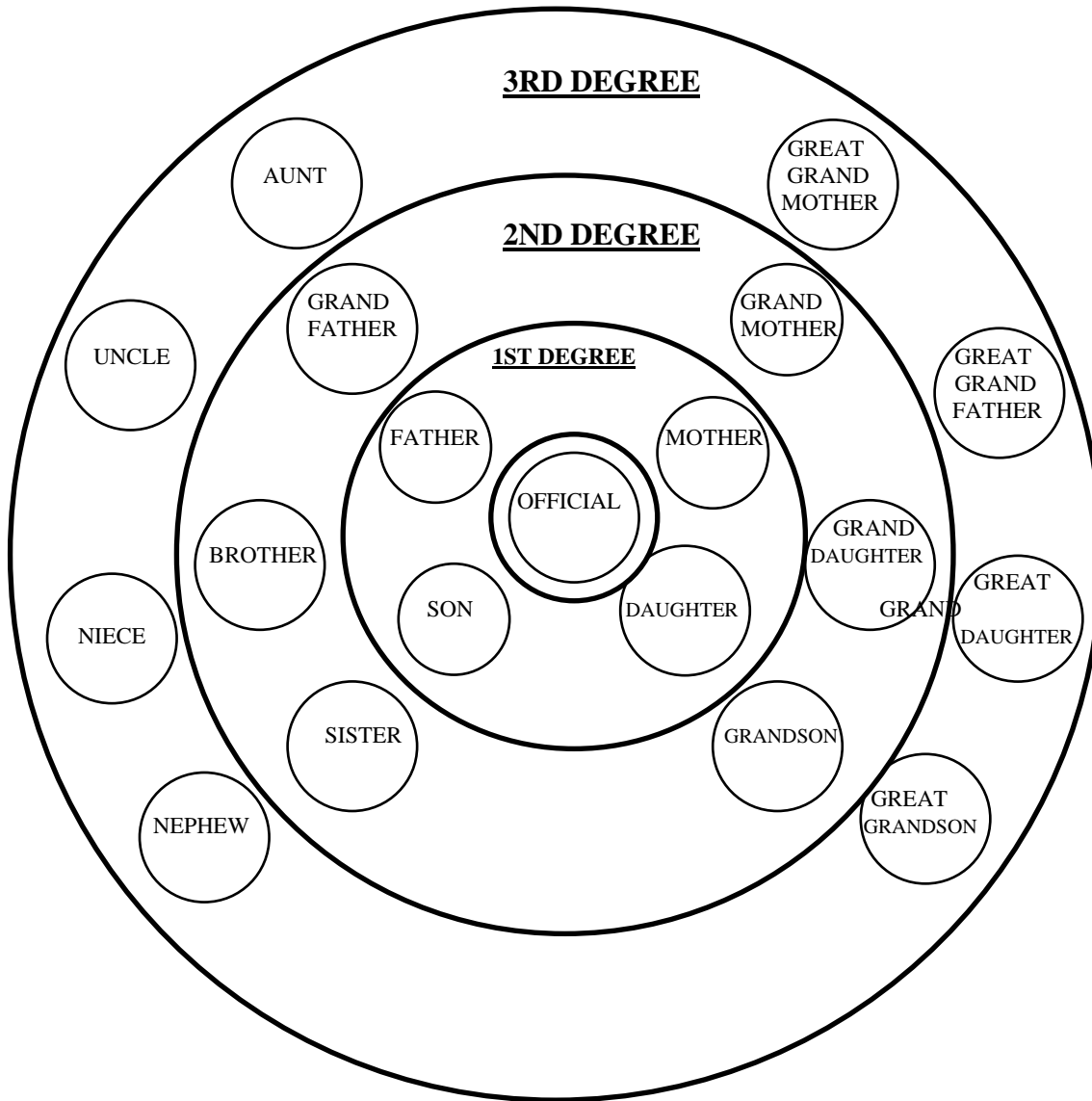
**HIRING OF
RELATIVES**

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

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

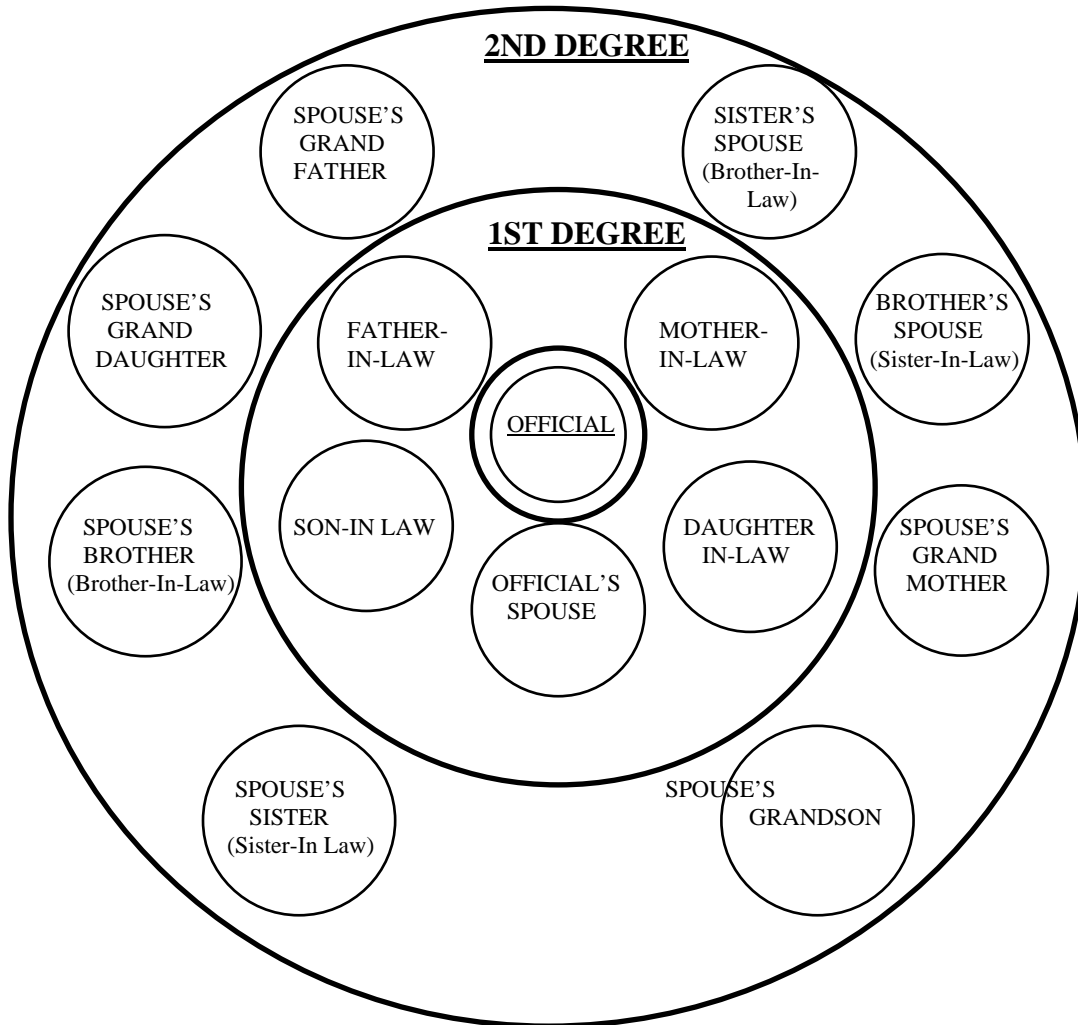
Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000



**Consanguinity Kinship Chart
(Blood)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**



**Affinity Kinship Chart
(Marriage)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**

POLICY ON PROMOTIONS

PROMOTIONS

1. It shall be the policy of Fannin County to provide promotional opportunities for current employees whenever reasonably possible.
2. Employees wishing to apply for a promotion into an available position shall make application for that position in accordance with the provisions of the POLICY ON RECRUITMENT AND SELECTION.
3. While the County's policy is to fill each position with the the best qualified applicant, preference shall be given to current County employees where all other qualifications are equal.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

POLICY ON VACATION

ELIGIBILITY

1. All full-time regular employees shall be eligible for vacation benefits. Part-time employees shall be eligible for vacation pro-rated to hours worked.
2. Temporary employees shall not be eligible for vacation benefits.

ACCRUAL RATE

3. Employees in a position eligible to receive vacation shall earn vacation at the rate of 3.08 hrs. per pay period, which is equivalent to 10 working days per year.
 - a. After a full time employee has worked for the county 10 years, they will earn 4.62 hours per pay period, which is equivalent to 15 working days per year.
4. For purposes of this policy, a working day shall be defined as the regular number of hours that an employee would be expected to work on a day that he/she is scheduled to work.
5. Vacation shall not be accrued while an employee is on leave without pay.

INITIAL ACCRUAL AND WAITING PERIOD

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

MAXIMUM ACCRUAL

7. The maximum amount of unused vacation an employee shall be allowed to have at one time is 160 hours if a county employee has 10 years of employment. 120 hours maximum if an employee has less than 10 years employment.

POLICY ON VACATION

MAXIMUM ACCRUAL (cont.)

8. When an employee reaches the maximum accrual, he/she shall not be allowed to accrue additional vacation time until sufficient time has been used to bring the balance below the maximum allowed under this policy.
9. Accrual over the maximum may be allowed if an employee is unable to take vacation because of the needs of the county and:
 - a. the employee's supervisor prepares a request for accrual above the maximum explaining why the employee was unable to take vacation; and
 - b. the request is approved by the Commissioners' Court.
 - c. the employee must take all vacation accrued above the maximum within 3 months of the extension or lose it.

SCHEDULING

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

MINIMUM USAGE

11. None

BORROWING

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

PAY IN LIEU OF VACATION

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

HOLIDAY DURING VACATION

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

PAY AT TERMINATION

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

POLICY ON VACATION

- PAY AT
TERMINATION(cont.)** 16. An employee who has not worked for a minimum of one year in a position which accrues vacation shall not be eligible for any vacation pay upon termination of employment.
- RECORD KEEPING** 17. Each employee shall be responsible for accurately recording all vacation time used on his or her time sheet.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 6/22/2009

**FANNIN COUNTY
POLICY ON SICK LEAVE**

- ELIGIBILITY** 1. All full time regular employees shall be eligible for the paid sick leave benefit.
- ACCRUAL RATE** 2. Eligible employees shall accrue sick leave at a rate of 1.85 hrs. per pay period.
3. For purposes of this policy, a workday is defined as the normal number of hours an employee would be expected to work on a day he/she is scheduled to work.
4. Accrual of sick leave shall start at the time an individual begins work or the County in a position eligible for the sick leave benefit.
- MAXIMUM ACCRUAL** 5. The maximum amount of unused sick leave an employee shall be allowed to have at any time is 480 hrs.
- USE OF SICK LEAVE** 6. Sick leave may be used for the following purposes:
- a. Illness or injury of the employee;
 - b. Appointments with physicians, optometrists, dentists, and other qualified medical professionals; and
 - c. To attend to the illness or injury of a member of the employee's immediate family.
7. For purposes of this policy, immediate family shall be defined as spouse, child, and parent. The employee may use sick leave for a relative living in the employee's home who is dependent on the employee for care.
8. Sick leave may not be used as vacation or any other reason not addressed in this policy.
- NOTIFICATION** 9. Where sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment.

POLICY ON SICK LEAVE

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

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

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

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

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

15. Documentation of illness or injury shall be required for any sick leave used during the two (2) weeks prior to resignation of employment with the County.

MINIMUM USE 16. None

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

PAY AT TERMINATION 18. Employees shall not be paid for unused sick leave at the termination of employment.

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 3/9/2009

2.02

Page 2 of 2

FANNIN COUNTY

POLICY ON HOLIDAYS

ELIGIBILITY

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

HOLIDAYS

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

HOLIDAY DURING VACATION

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

HOLIDAY ON DAY OFF

4. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay during the following 90 days and 180 days for the sheriff's dept.
5. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday; except for the sheriff's department so long as the day is within the pay period.

EMERGENCIES

6. An eligible employee called in to work on a holiday because of an emergency, or other special need of the County, shall be given paid time off during the next 90 days (180 days for the sheriff's dept.) equivalent to the amount of time worked on the holiday.

SPECIAL OBSERVANCES

7. Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for the County.
8. Determination of granted leave under Section 7 of this policy shall be made by the supervisor of the department in which the employee works, based on the needs of the department.
9. Vacation, compensatory time, or leave without pay may be used for leave under Section 7 of this policy.

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 9/25/06

2.03

Page 1 of 1

**FANNIN COUNTY
POLICY ON JURY DUTY LEAVE**

JURY DUTY

1. Employees of FANNIN County who are called for jury duty shall receive their regular pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time they actually serve on the jury.
2. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.
3. Any fees paid for jury service may be kept by the employee.

**OFFICIAL COURT
ATTENDANCE**

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

**PRIVATE
LITIGATION**

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

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON MILITARY LEAVE**

**GUARD AND
RESERVE**

1. County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per year with pay to attend authorized training sessions and exercises.
2. The fifteen (15) day paid military leave shall apply to the calendar year and any unused balance at the end of the year shall not be carried forward into the next calendar year.
3. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule.
4. An employee may use annual leave, earned compensatory time, or leave without pay if he/she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen day maximum.

ORDERS

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

ACTIVE MILITARY

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

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON FUNERAL LEAVE**

**FAMILY FUNERAL
LEAVE**

1. Employees shall be allowed up to three days leave with pay for a death in the immediate family.
2. For purposes of this policy, immediate family shall include the employee's spouse and the child, parent, brother or sister of the employee or the employee's spouse.

OTHER LEAVE

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

**ADDITIONAL
LEAVE**

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

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON MEDICAL INSURANCE**

ELIGIBILITY

1. All full time regular employees of FANNIN County shall be eligible for the group medical insurance benefit.
2. Premium for the coverage for eligible employees shall be paid by the County.

**DEPENDENT
COVERAGE**

3. Eligible employees may cover their qualified dependents by paying the full premium for the dependents.
4. Deductions for dependent coverage shall be made through payroll deduction from the employee's paycheck each pay period.

**EXTENSION OF
COVERAGE**

5. Employees who leave the employment of FANNIN County may be eligible for an extension of the medical coverage for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
6. Information on extension of benefits under COBRA is available in the County Treasurer's Office and may be obtained during the normal working hours for that office. The events listed below qualify under C.O.B.R.A. for the following length of time:

36 months of continuing coverage:

- a. As a surviving spouse and children of deceased employee
- b. As a separated or divorced spouse and children of current employee
- c. When a dependent child ceases to be a dependent child under the plan
- d. Spouses and dependents who lose coverage due to the employee becoming entitled to Medicare

18 months of continuing coverage:

- a. Reduction of work hours
- b. Voluntary termination of employment
- c. Involuntary termination of employment (except termination for gross misconduct)
- d. Strike, layoff, or walkout of workers

**EXTENSION OF
COVERAGE (cont.)**

It is your responsibility to notify the Treasurer of Fannin County at (903)-583-7457 (within 60 days) of when a qualifying event has occurred and you will then be given information as to the cost, your rights and the forms for signing up for it.

LIFE INSURANCE

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

INFORMATION

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

Policy Approved

And Adopted by:

Fannin County Commissioners' Court

Date: 5/10/2004

**FANNIN COUNTY
POLICY ON RETIREE HEALTH INSURANCE**

Employees or Elected Officials who retire from Fannin County and are eligible to receive monthly pension payments from TCDRS are not eligible to continue their group health insurance benefit for themselves and their covered dependents. Fannin County offers a supplemental policy to Medicare if the retiree is over age 65. The retired employee or elected official must pay the full premium for the coverage.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 9/25/2006

2.08

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POLICY ON WORKERS' COMPENSATION

ELIGIBILITY

1. All FANNIN County employees are covered by workers' compensation insurance while on duty for the County.

BENEFITS

2. Workers' compensation insurance pays for medical bills resulting from injury or illness an employee incurs while carrying out the duties of his/her job.

3. Workers' compensation also pays a partial salary continuation benefit for time lost from work **in excess of seven calendar days** as the result of eligible work related injuries or illnesses.

ACCIDENT REPORTING

4. Any employee who suffers a job related illness or injury shall be required to notify his/her supervisor as soon as possible.

5. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments which are due.

PHYSICIAN'S RELEASE

6. An employee who has lost time because of a work related accident or illness shall be required to provide a release from the attending physician before being allowed to return to work.

CONTRIBUTORY FACTORS

7. An employee's workers' compensation benefits may be adversely affected if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in horseplay.

Policy Approved

And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON RETIREMENT**

ELIGIBILITY

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

CONTRIBUTIONS

2. Eligible employees shall make contributions to the retirement program through a system of payroll deduction.
3. FANNIN County shall make a contribution to each eligible employee's retirement account equal to or greater than the contribution required by the employee. The current contribution required by the employee is 7% of your gross wages.

INFORMATION

4. Information on the retirement program may be obtained at the County Treasurer's Office during the normal working hours for that office.
5. You become vested in a pension when you have completed 8 years of service, or when your years of service with FANNIN County and the combination of your age equal 75.

Policy Approved

And Adopted by:

Fannin County Commissioners' Court

Date: 5/10/2004

**FANNIN COUNTY
POLICY ON SOCIAL SECURITY**

- SOCIAL SECURITY** 1. All County employees shall participate in the Federal Social Security program which provides certain retirement, disability, and other benefits.
- CONTRIBUTIONS** 2. Contributions to this program shall be made by deductions from each employee's paycheck in accordance with the requirements of this program.
3. The County shall contribute an amount equal to the employee's contribution in accordance with the requirements of this program.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON LEAVE OF ABSENCE**

General Policy

It is FANNIN County's policy to grant a leave of absence to all eligible employees on a non-discriminatory basis. A leave of absence may be granted for medical reasons, workers' compensation injuries/illnesses, personal emergency, to run for an elective office, educational purposes, military duty, jury duty or witness duty. A leave of absence may not exceed 12 weeks (84 consecutive days) in a 12 month period unless required by federal or state law or as specified within this policy and may be with or without pay to the extent the employee has paid vacation, sick or comp time leave accrued.

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

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

Group Insurance Benefits During Unpaid Leave

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

General Policy (cont.)

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

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

Accrual of Seniority and Benefits

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

Coordination of Benefits

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

Notification Requirements

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

The reason the leave of absence is being requested.

The anticipated dates the leave of absence will begin and end.

Notification (cont.)

A physician's certificate or other medical proof acceptable to the County indicating the nature of the illness or injury.

In addition, during the leave of absence, the employee must provide:

Periodic updates to the employee's supervisor and/or department head at least every 15 days concerning the employee's status, expected date of return, and continued intent to return to work upon expiration of the leave.

Immediate notification of the employee's supervisor or department head of a need to request a change in the duration of the leave of absence.

If an employee desires a leave of absence for elective medical procedures, he/she must submit the request for a leave at least two weeks prior to the date he/she wishes such leave to commence.

Maternity Leave

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

Policy Approved

And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

2.12

Page 3 of 3

**FANNIN COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE**

ELIGIBILITY

1. To be eligible for benefits under this policy, an employer must employ 50 or more employees excluding elected officials and an employee must:
 - a. Have worked for the County at least 12 months (it is not required that these 12 months be consecutive); and
 - b. Have worked at least 1250 hours during the previous 12 months.

QUALIFYING EVENTS

2. Family or medical leave under this policy may be taken for following situations:
 - a. The birth of a child and in order to care for that child;
 - b. The placement of a child in the employee's home for adoption or foster care;
 - c. To care for a spouse, child, or parent with a serious health condition; or
 - d. The serious health condition of the employee.

SERIOUS HEALTH CONDITION

3. Serious health condition of the employee shall be defined as a health condition that makes the employee unable to perform the essential functions of his or her job.
4. Serious health condition of a spouse, child, or parent shall be defined as a condition which requires inpatient care at a hospital, hospice, or residential care medical facility, or a condition which requires continuing care by a licensed health care provider.

LEAVE AMOUNT

5. Up to 12 weeks leave per 12-month period may be used under this policy.
6. The County will measure the 12 month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy.
7. All leave taken under this policy during the prior 12-month period shall be subtracted from the employee's 12 week

POLICY ON FAMILY AND MEDICAL LEAVE

LEAVE AMOUNT (cont.)

leave eligibility and the balance is the leave the employee is entitled to take at that time.

8. If a husband and wife both work for the County, the maximum combined leave they shall be allowed to take in any 12-month period for the birth or placement of a child is 12 weeks.

PAID AND UNPAID LEAVE

9. If an employee has accrued leave, the employee shall be required to use appropriate paid leave first with the remainder of the 12 weeks as unpaid leave.

10. An employee who is taking leave because of the employee's own serious health conditions, or the serious health condition of an eligible family member, shall be required to first use all paid vacation, sick leave, and any other paid leave, except for FLSA compensatory time, with the rest of the 12 week leave period being without pay.

11. An employee taking leave for the birth of a child shall be required to take paid sick leave, and/or other paid leave for the recovery period, except for FLSA compensatory time, after the birth of the child prior to going on leave without pay.

12. After the recovery period from giving birth to a child, the employee shall be required to use vacation and other available paid leave, except for sick leave or FLSA compensatory time, prior to going on leave without pay.

13. An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to use all paid leave due, except for sick leave or FLSA compensatory time, prior to going on leave without pay.

14. The maximum amount of paid and unpaid leave that may be used under this policy in any 12-month period is 12 weeks.

POLICY ON FAMILY AND MEDICAL LEAVE

INSURANCE

15. While on leave under this policy, the County shall continue to pay the employee's medical insurance premium at the same rate as if the employee had been actively at work.
16. The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued.
17. Payment for coverage under section 16 of this policy shall be made through regular payroll deduction while the employee is on leave with pay.
18. While on leave without pay, the employee shall be required to pay for premiums due to the County under section 16 of this policy no later than 30 days after the due date which the County sets or the coverage shall be discontinued.

INTERMITTENT LEAVE AND REDUCED SCHEDULE

19. Intermittent leave under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee or the employee's eligible family member.
20. A reduced schedule under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee or the employee's eligible family member.
21. All work time missed as the result of intermittent leave or a reduced work schedule under this policy shall be deducted from the employee's 12 week leave eligibility.

PHYSICIAN'S STATEMENT

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

POLICY ON FAMILY AND MEDICAL LEAVE

PHYSICIAN'S STATEMENT (cont.)

23. The employee should respond to the request within 15 days of the request or provide a reasonable explanation for the delay.
24. Certification of the serious health condition of the employee shall include:
 - a. The date the condition began;
 - b. Its expected duration;
 - c. The diagnosis of the condition;
 - d. A brief statement of the treatment; and
 - e. A statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.
25. Certification of the serious health condition of an eligible family member shall include:
 - a. The date the condition began;
 - b. Its expected duration;
 - c. The diagnosis of the condition;
 - d. A brief statement of treatment; and
 - e. A statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
26. If the employee plans to take intermittent leave or work a reduced schedule, the certification shall also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.
27. The County shall have the right to ask for a second opinion from a physician of the County's choice, at the expense of the County, if the County has reason to doubt the certification.

POLICY ON FAMILY AND MEDICAL LEAVE

PHYSICIAN'S STATEMENT (cont.)

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

REQUESTING LEAVE

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

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

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

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

REINSTATEMENT

33. Employees returning from leave under this policy, and who have not exceeded the 12 week maximum allowed under this policy, shall be returned to the same job or a job equivalent to that the employee held prior to going on leave.

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

35. The County shall have no obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum 12 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave.

POLICY ON FAMILY AND MEDICAL LEAVE

REPAYMENT OF PREMIUMS

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

OTHER BENEFITS

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

OTHER ISSUES

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

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

TUITION AGREEMENT

I understand and agree to reimburse FANNIN County for all monies paid for my tuition to become a certified jailer if I leave the employment of FANNIN County within one year from the time that I become certified as a jailer or if I fail to complete the course.

If I leave FANNIN County voluntarily, I authorize the FANNIN County Treasurer/Auditor to withhold from my final pay check any monies due me to be applied towards the cost of my jailer certification training. Should all monies due me at the time of my voluntary termination from the county not be sufficient to cover the total cost of my jailer certification training, I will pay the total balance due. If I should fail to pay the full balance, I agree to pay the total cost of any litigation necessary to collect the outstanding balance owed FANNIN County.

Employees Printed Name

Employees Signature

Date

Witness

**FANNIN COUNTY
POLICY ON ATTENDANCE AND TIMELINESS**

ATTENDANCE

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

TARDINESS

2. Each employee shall be at his or her place of work at the starting time set by his/her supervisor unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.
3. Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

NOTIFICATION

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

**EXCUSED AND
UNEXCUSED**

5. Each supervisor shall be responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness.
6. Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.

**ABANDONMENT
OF POSITION**

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

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON BREAKS**

Employees may take a 15 minute break in the morning and in the afternoon “**WORK PERMITTING**”, this means if you are behind in your work or customers are waiting for service then the break will be forgone. Breaks may not be saved up or combined. Department heads will decide if and when breaks may be taken in their departments.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

POLICY ON COUNTY PROPERTY

RESPONSIBILITY

1. Each County employee shall be responsible for the care, maintenance, proper use, and upkeep of any vehicle, tool, or other County equipment assigned to him/her.
2. County employees shall only use equipment, vehicles, tools and other County property that they are authorized to use.

PERSONAL USE

3. Personal use of County vehicles, equipment, supplies, tools, and any other County property shall not be permitted

LICENSES

4. A County employee who operates any County equipment or vehicle which requires a license shall be required to have a current active license for that vehicle or equipment any time he/she operates it.
5. Any employee who operates a vehicle or equipment which requires a license for legal operation shall notify his or her supervisor of any change in the status of that license.
6. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation shall be subject to possible job change or termination if that license is suspended or revoked.
7. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

ACCIDENTS

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

POLICY ON COUNTY PROPERTY

- ACCIDENTS** (cont.) 9. A copy of all accident and incident reports prepared by the employee shall be sent to the supervisor, County Judge and the County Auditor.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
COUNTY VEHICLE POLICY**

Elected Officials and/or employees who are assigned or use county vehicles are responsible for their proper use and maintenance. County vehicles are only to be used within the scope of official duties and assigned tasks. Under no circumstances are you to carry passengers, which are not employees and/or directly related to your job responsibility and authority. Any employee violating this policy will be disciplined and may be terminated depending upon the nature of the violation. Elected officials who violate this policy will be sanctioned to the extent possible under the law and in keeping with the infraction.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/200

POLICY ON TELEPHONE USEAGE

1. The use of County owned telephone; equipment, supplies, or leased services for personal use is a violation of FANNIN County's personnel policy and state law except where permitted as outlined in item 2.
2. Infrequent local calls of a short duration (under 3 minutes) may be made from a County phone (except a cellular telephone) to take care of personal business. You are to instruct your family and friends to only contact you at work if it concerns an emergency

Longer local personal calls may be made during break periods and using public phones so as to not tie up county phones, which are needed to conduct county business.

Disciplinary action will be taken against county employees who use county phones including long distance services for personal long distance calls.

Employees/elected officials who are found to have made personal long distance calls using county phones must immediately reimburse the county when asked to do so. Failure to do so will lead to discipline up to including discharge and if the offender is an elected official their future budgets will be carefully scrutinized by the Commissioner's Court.

You may wish to consider obtaining a telephone charge card, a private cellular phone or calling collect when making long distance personal calls.

3. Cellular phones are to be used only for FANNIN County business whether made by an employee or elected official. The only exception is in the case of an emergency and the employee/elected official must:
 - a. document the call and the reason for placing or receiving the call
 - b. submit this documentation to the Auditor
 - c. employees/elected officials must reimburse the county for any personal calls associated with the use of a cellular phone for personal reasons.

Policy Approved

And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

3.05

Page 1 of 1

FANNIN COUNTY
POLICY ON CONFLICT OF INTEREST

CONFLICT OF INTEREST

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

PROHIBITED

3. Activities which constitute a conflict of interest shall include but not be limited to:
 - a. Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County, that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance;
 - b. Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
 - c. Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;
 - d. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his or her duties for the County;
 - e. Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a County employee in favor of that person.

Policy Approved
And Adopted by:

Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON MEAL PERIODS**

SCHEDULING

1. The scheduling of employee meal periods shall be by the department head or his/her designee to facilitate the serving of the public and permitting efficient department operations.

LENGTH

2. The normal length of the meal period shall be one hour.

DUTY STATUS

3. For computation of hours worked, employees shall be considered to be off duty during meal periods unless circumstances require them to remain in an on duty status during the meal period as defined by the Fair Labor Standards Act.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON NON-SMOKING**

Smoking including second hand smoke has been proven to be detrimental to good health. In the interest of promoting good health, protecting non-smokers from second hand smoke and managing FANNIN County's health plan costs, the Commissioners' Court bans smoking within any county building.

Employees, elected officials, vendors and the public are to refrain from smoking inside all county buildings. No smoking signs will be posted at all entrances to county buildings.

Employees who violate this policy may be disciplined up to and including discharge. Elected/appointed officials violating this policy may not receive favorable support for all but necessary departmental budgetary requests.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

POLICY ON POLITICAL ACTIVITY

POLITICAL ACTIVITY

1. Employees of the County shall have the right to support candidates of their choice and to engage in political activity during their personal time.
2. County employees shall not:
 - a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
 - b. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
 - c. Use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.
3. In the event that an employee chooses to run against an incumbent for an elected position in the office for which they work, they must resign at the time they file for any primary election, the date of filing of a write-in petition, or at the time they are nominated for the sought after elected position, which ever comes first.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON SAFETY**

**SAFETY
STANDARDS**

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

VIOLATIONS

2. Failure to follow the safety standards set by the County shall make an employee subject to disciplinary action, up to and including termination.
3. An employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.

REPORTING

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

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON SECOND JOBS**

Employees of FANNIN County are expected to report to work each day having had appropriate rest and nutrients to enable them to do a good days work. FANNIN County considers itself to be the principal employer by providing both wages and significant benefits to its employees. Consequently it is concerned about an employee being unable to perform their duties due to fatigue caused by a second job or if the type of work they are performing may bring discredit on the office holder and FANNIN County.

Any employee contemplating accepting a second job or starting a business (other than an incidental couple of hours here and there) must secure their Department Head/Elected Officials approval prior to beginning the second job or business.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

POLICY ON SEXUAL HARASSMENT

POLICY

1. It shall be the policy of FANNIN County to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.
2. Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment.

DEFINITION

3. Sexual harassment shall include, but not be limited to, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is either an expressed or implied condition of employment;
 - b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or
 - c. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

CLAIMS

4. All claims of sexual harassment shall be taken seriously and investigated.
5. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.
6. No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment.

REPORTING

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

POLICY ON SEXUAL HARASSMENT

- REPORTING (cont.)**
8. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the County Judge, another member of the Commissioners' Court, or to the County Attorney.
 9. The official or department head to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.
 10. Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.
- OTHER RIGHTS**
11. Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to sexual harassment charges.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON SOLICITATION**

FANNIN County employees shall not solicit or be subject to solicitation from other employees or otherwise be coerced to make donations to any cause or organization during working hours or on county property, except that solicitations for charitable purposes within a department may be allowed if the employees first obtain the consent of his/her Department Head. Solicitation for commercial purposes is expressly prohibited. Violations of this policy will result in discipline up to and including discharge.

Individuals entering the courthouse selling or soliciting for any cause are strictly prohibited and should be reported immediately to your supervisor.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON PAY PERIODS**

PAY PERIOD

1. The pay period for FANNIN County shall be a bi-weekly pay period with the pay period dates established by the Commissioners' Court and pay checks available at 8:00 a.m. on that date.
2. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

PAY ADVANCES

3. Advances in pay shall not be made to any employee for any reason.
4. Direct Deposit is available.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON COMPENSATION**

APPLICATION

1. This policy shall apply to all County employees.
2. Compensation for law enforcement employees shall be handled in accordance with the policies established in the Sheriff's Department as directed by the Commissioners' Court.
3. All County employees will be paid on a salary basis except for part time, which will be paid on an hourly basis.
4. Deputies and Jailers are paid a salary and the work period salary compensates the employee for all hours worked in a work period up to the amount designated by the County which is currently a minimum of 160 hours and may reach 171 in a 28 day period depending upon the work load. Hours worked over 171 are credited as comp time, at time and a half.

TEMPORARY

5. Temporary employees shall be paid hourly at a rate no less than minimum wage established by the Fair Labor Standards Act, as amended.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 5/13/2002

**FANNIN COUNTY
POLICY ON PAY INCREASE**

ELIGIBILITY

1. All newly hired employees must have been employed for 90 days prior to any new budget pay increase.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 9/25/06

**FANNIN COUNTY
PAYROLL POLICY**

1. All non-exempt employees (those subject to earning comp time/overtime) **are required to fill out a time sheet for each pay period** showing the daily hours (both in out times) worked. The following points must be considered when filling out your time sheet:
 - a. Employees must record their starting time, time out for lunch, time in from lunch quitting time and total hours for each workday. You must sign your time sheet stating that it is correct. Absences must be charged to appropriate paid leave accounts such as Sick Leave, Vacation or Comp time as appropriate. If no paid leave balance exists then any absence must be entered as LOP (Leave without Pay);
 - b. Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor.
 - c. Employees are required to take scheduled lunch breaks. Lunch breaks may be altered occasionally, with your supervisor's permission;
 - d. Employees time sheets will be scrutinized by the supervisor/department head and verified as correct by their signature;
 - e. Time sheets (signed by both the employee and supervisor) must be turned in to the Treasurer on the day designated or you face the possibility of not being paid until the next pay period;
 - f. The filling out of another employee's time sheet or falsifying the time sheet in any way will be grounds for discipline up to and including discharge and the individual may face prosecution for falsifying a government record.
2. Exempt employees (those not covered by FLSA) **are required to fill out time sheets when they are absent for a full day**, i.e., vacation, sick, funeral, jury duty, etc.
3. Time sheets will be retained by the County Treasurer for (3) years and are subject to audit by various Federal Agencies.

PAYROLL POLICY

(cont.)

4. Payroll checks are not available until 8:00 a.m. on the actual pay day.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 5/10/2004

4.04

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FANNIN COUNTY

POLICY ON PAYROLL DEDUCTIONS

REQUIRED DEDUCTIONS

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

RETIREMENT

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

OPTIONAL DEDUCTIONS

3. Any optional deduction authorized by the Commissioners' Court and approved by the employee shall also be made from the employee's paycheck.
4. No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Treasurer's Office.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 5/10/2004

**FANNIN COUNTY
POLICY ON WORK SCHEDULE AND WORKWEEK**

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

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

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

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

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

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON HOURS WORKED AND OVERTIME**

HOURS WORKED

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

**OVERTIME
APPLICATION**

2. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA, except for law enforcement employees.
3. Overtime for law enforcement employees is defined in the policy addressing law enforcement overtime in the Sheriff's Department.

**OVERTIME
DEFINITION**

4. Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek.
5. Paid leave shall not be counted in determining if overtime has been worked in any workweek.
6. Except in emergency situations, an employee shall be required to have authorization from his/her supervisor before working overtime.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON OVERTIME COMPENSATION**

**POLICY
APPLICATION**

1. This policy shall apply to all County employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA) except for law enforcement employees.
2. Overtime for law enforcement employees shall be handled in accordance with the policy for overtime compensation established by the Sheriff's Department and as may be determined by the Commissioner's Court.

**OVERTIME
COMPENSATION**

3. Overtime compensation shall be paid in the form of compensatory time off in accordance with the provisions of the FLSA.
4. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1 1/2) times the amount of overtime worked.

**MAXIMUM
COMPENSATORY
TIME**

5. The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is 240 hours.
6. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1 1/2) the employee's regular rate of pay until compensatory time has been used to bring the balance below the maximum.

**USE OF
COMPENSATORY
TIME**

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

POLICY ON OVERTIME COMPENSATION

TERMINATION

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

BUY BACK OF COMPENSATORY TIME

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

CASH PAYMENT FOR OVERTIME

11. The County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 1/2) the employee’s regular rate of pay.

RECORDKEEPING

12. Each employee shall be responsible for recording any compensatory time used within a pay period on the time sheet for that pay period.
13. All accrued comp time will appear on the employee’s paycheck and will be updated biweekly as comp time is earned or taken.
14. The department head will be given a list of each eligible employee in his/her department with a statement of the employee’s compensatory time earnings, use, and balance at the end of each pay period.

OTHER ISSUES

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

Policy Approved

And Adopted by:

Fannin County Commissioners’ Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON GRIEVANCES**

PROCEDURE

1. Any employee having a grievance related to his/her job should discuss the grievance with his/her immediate supervisor within 5 days of the action causing the grievance.
2. If the discussion with the immediate supervisor does not resolve the grievance, and, if the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall have the right to discuss the grievance with that official within 5 days from the discussion with the immediate supervisor.
5. The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.
6. The employee may request an informal hearing from the Commissioners' Court in either closed or open session. This step Allows the employee to voice their grievance to a wider audience but no decision or comment will be made by the court.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON DISCIPLINE**

DISCIPLINE

1. Each supervisor shall have the authority to administer discipline to employees in his/her department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the supervisor feels is not acceptable as it relates to the employee's job or the best interest of the department or County.

**TYPES OF
DISCIPLINE**

2. Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination.

REASONS

3. Examples of reasons for administering discipline shall include, **but not be limited to:**
 - a. Acts of insubordination
 - b. Absence without leave, including failure to notify a supervisor of your absence
 - c. Repeated tardiness or early departure
 - d. Endangering the safety of other persons through negligent or willful acts
 - e. Use of drugs or alcohol during working hours
 - f. Violation of any of the personnel policies
 - g. Conviction of a felony
 - h. Falsification of documents or records
 - i. Incompetence or neglect of duty
 - j. Disruptive behavior which impairs yours of the performance of others
 - k. Bringing a firearm or illegal weapon on County Property
 - l. Sexual harassment
 - m. Any other reason deemed appropriate by the County
 - n. Nepotism
 - o. Neglect, damage, waste or theft of County property

**AT WILL
EMPLOYMENT**

4. All County employees are "at will" employees and nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other property interest in his/her job.

POLICY ON DISCIPLINE

AT WILL (cont.)

5. The County retains the right to terminate the employment of any individual at any time for any legal reason, or no reason, with or without notice. The County also retains the right to change any time, with or without notice.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 4/24/2000

**FANNIN COUNTY
POLICY ON DRUGS AND ALCOHOL**

PURPOSE

1. The purpose of this policy shall be to establish a drug and alcohol-free workplace to help ensure a safe and productive work setting for all employees.

APPLICABILITY

2. This policy shall apply to all employees of FANNIN County regardless of rank or position and shall include temporary and part-time employees.
3. The only exception to this policy shall be the possession of controlled substances by law enforcement personnel as part of their law enforcement duties.

POLICY

4. The following shall be a violation of this policy:
 - a. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance or drug paraphernalia on County property.
 - b. Being under the influence of alcohol or illegal drugs while on County property or while on duty for the County.
 - c. The unauthorized possession or use of prescription or over-the-counter drugs while on County property or while on duty for the County.
 - d. The use of prescription or over-the-counter drugs, while on County property or while on duty for the County, in a manner other than that intended by the manufacturer or prescribed by a physician.

DEFINITIONS

5. **A controlled substance** shall include any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. (A copy of this information is available for review in the Treasurer's Office.)

POLICY ON DRUGS AND ALCOHOL

- DEFINITIONS (cont.)**
6. **County property** shall include all County owned, rented, or leased real property such as buildings, land, parking lots etc. and property used by employees such as vehicles, lockers, desks, closets, storage areas, etc.
 7. **Drugs** shall include any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
 8. **Drug paraphernalia** shall include equipment, a product, or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise inducing into the human body an illegal drug or controlled substance.
 9. **Illegal drug** shall include any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or 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 other than a legitimate medical reason, and inhalants used illegally. Included is marijuana or cannabis in all forms.
 10. **Under the influence** shall be defined as a state of having a blood alcohol concentration of 0.04 or more where “alcohol concentration” has the meaning assigned to it in Article 67011-1, Revised Statutes; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

POLICY VIOLATIONS

11. Any employee who violates this policy shall be subject to disciplinary measures up to and including termination.

PRESCRIPTION DRUGS

12. Employees taking prescription medications shall be required to notify their supervisor of any possible effects the medication might have regarding their job performance and physical/mental capacity.

**PRESCRIPTION
DRUGS (cont.)**

- 13. Any information concerning prescription medications being used by an employee, and any other medical information of which the supervisor becomes aware, shall be treated as confidential information.
- 14. Prescription medications used at work are to be kept in their original container.

TREATMENT

- 15. Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals.
- 16. 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 booklet or from the Treasurer's Office.

**RESERVATION
OF RIGHTS**

- 17. Although adherence to this policy is considered a condition of continued employment, nothing in this policy shall alter an employee's status and shall not be deemed a contract or promise of employment.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 5/10/2004

POLICY ON SEPARATIONS

DEFINITION

1. A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends.

TYPES OF SEPARATION

2. All separations from FANNIN County shall be designated as one of the following types.
 - a. Resignation
 - b. Retirement
 - c. Dismissal
 - d. Reduction in force (layoff)
 - e. Death
 - f. Other

RESIGNATION

3. A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with FANNIN County and the separation does not fall into one of the other categories.
4. Employees who are resigning should submit a written notice of resignation to his/her supervisor.

RE-EMPLOYMENT

5. An employee who terminates voluntarily or otherwise, and who is compensated for accumulated comp time and vacation time, shall not be eligible for re-employment for a period of six (6) months after the date on which he/she receives compensation for that accumulated comp and vacation time.
 - a. This policy applies only to re-employment on full-time basis.
 - b. Employees who return to work after six (6) months separation shall be rehired at entry level.
6. A supervisor shall be responsible for notifying the County Judge and Treasurer's Office as soon as an employee announces his/her intent to resign.

RETIREMENT

- 7. A retirement shall be any situation in which an employee meets the requirements to collect benefits under the County’s retirement program and voluntarily elects to leave employment with the County to do so.
- 8. An employee who is retiring should notify his/her supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

DISMISSAL

- 9. A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation.
- 10. FANNIN County is an “at will” employer and a supervisor may dismiss an employee at any time for any legal reason or no reason, with or without notice.

DISABILITY

- 11. A separation for disability shall be any situation in which the employee is unable to perform the duties of his/her job for physical or mental reasons.

REDUCTION IN FORCE

- 12. An employee shall be separated from employment because of a reduction in force when his/her position is abolished or when there is a lack of funds to support the position or there is a lack of work to justify the position.

DEATH

- 13. A separation by death shall occur when an individual dies while currently employed by the County.
- 14. If an employee dies while still employed by the County, his/her designated beneficiary or estate shall receive all earned pay and payable benefits.

OTHER

- 15. Any separation that does not fall into one of the categories outlined previously in this policy shall be designated as an “other” separation.
- 16. When a separation is designated as “other”, the supervisor shall provide details of the nature of the separation for the personnel records.

NOTIFICATION

17. As soon as a supervisor becomes aware of separation from employment, or the intent to separate employment, by an employee, the supervisor shall be responsible for immediately notifying the County Judge and the County Treasurer.

Policy Approved
And Adopted by:
Fannin County Commissioners' Court

Date: 5/10/2004

8.01

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ACKNOWLEDGMENT

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

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

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

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

It is further understood that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and that I may use this time whenever I want, provided the time off requested would not cause a serious disruption in the work plans as determined by my supervisor.

If I leave the employ of the county, I agree to return my personnel manual to my supervisor or the Fannin County Treasurer's Office.

In the event my employment with Fannin County ends and I owe the county money or I am over paid at any time I authorized the Fannin County Auditor/Treasurer to deduct any monies owed from my paycheck.

Signature of Employee _____

Printed Name of Employee _____

Date Signed _____

