

LLANO COUNTY



PERSONNEL POLICY MANUAL

LLANO COUNTY
PERSONNEL POLICY
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INTRODUCTION

Each elected official of Llano County has the final responsibility for adoption and administration of these personnel policies in their respective departments.

These policies set forth the guidelines governing employment with Llano County. The policies contained herein 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 both employees and supervisors which will result in high quality public service and harmony among County personnel.

The policies and procedures contained within this manual are guidelines. To the extent the policies are adopted by each elected official of Llano County, the personnel policies apply only to Llano County employees. In cases where federal or state regulations supersede local policy, such laws or regulations will substitute for these personnel policies only insofar as necessary to comply with the laws and regulations.

An official record copy of the Llano County Personnel Policy Manual shall be filed with the County Clerk.

Officials and employees are encouraged to make constructive suggestions for improvement in the policies contained in the manual.

LLANO COUNTY
EMPLOYMENT AT WILL STATEMENT

All employees of Llano County are considered to be “at-will” employees and employee status shall not be considered a contract of employment or for any specified length of time. This means the employment relationship may be ended at the will of the employer, Llano County or the employee. Also, employment may be terminated with or without cause and with or without notice at any time by the employer or the employee. Nothing in this manual or in any document or statement shall limit the right to terminate employment at-will. No Elected Official or Department head has the authority to enter into an agreement for employment other than at-will employment.

LLANO COUNTY
POLICY ON EMPLOYEE STATUS

FULL TIME

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

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

TEMPORARY

A temporary employee shall be any employee who is hired into a position which is expected to last for some specific duration or until a specific project is completed. Temporary may be either full time or part time.

OTHER

Positions may be filled for a specific purpose and may either be full time or part time.

EMPLOYMENT AT WILL

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.

AGE REQUIREMENTS

Persons under eighteen years of age will not be employed in full-time positions. Other age limitations will be only as required to comply with applicable state or federal law.

LLANO COUNTY
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

1. It shall be the policy of Llano 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

1. 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.
2. Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

LLANO COUNTY
POLICY ON APPLICATION FOR EMPLOYMENT

ANNOUNCEMENTS

Announcements for job openings with Llano County may include; but not be limited to, advertisements in local newspapers or registration with the Texas Workforce Commission. Postings on the Llano County Courthouse bulletin boards are required. All announcements shall be posted at least 1 week prior to the job closing.

APPLICATION PROCEDURE

1. Before an individual can be considered to be an applicant for employment with Llano County, he/she shall be required to complete the steps required by the County Personnel Office and respective department head.
2. Job applications are available from the County Personnel Office and may be picked up any time during the normal working hours for that office.

VACANCIES

Vacancies are filled on the basis of merit; whether, by promotion, transfer, or hiring. Selection of the best qualified persons are made only on the basis of occupational qualifications and job related factors such as skill, knowledge, education, experience and ability to perform the job. Vacancies shall be filled with the same Job classification as the prior employee. The beginning salary for that position will apply. Exceptions to this policy must be approved by Commissioners Court.

RECRUITMENT

Llano County has four methods of recruiting and selecting applicants to fill vacancies. They are as follows: (1) Promotion from within; (2) lateral transfer within; (3) public announcement and competitive consideration of applications for employment or (4) selection from applications on file. The Commissioners Court determines the method of selection for staff positions for which it has responsibility. Each

POLICY ON APPLICATION FOR EMPLOYMENT (CONTINUED)

Llano County department head determines the method of selection for positions within his/her department.

CURRENT EMPLOYEES

Employees of Llano County are encouraged to apply for positions for which they meet minimum qualifications.

ADVANCEMENT

An advancement or promotion is allowed if the position becomes available during the fiscal year; provided both the position and the salary have been included in the budget by the Commissioners Court.

LATERAL TRANSFERS

A lateral transfer is the assignment from one position to another position in the same Classification (Pay Group). Lateral transfers are allowed between departments.

SELECTION

Except for the appointments reserved for the District Judge or the Commissioners Court by statute, each official or Llano County's department head has the exclusive authority to select and employ personnel within the limits of each department's current fiscal budget.

POLICY ON APPLICATION FOR EMPLOYMENT (CONTINUED)

DISQUALIFICATION

Reasons for which an applicant shall be disqualified for consideration for employment shall include, but not be limited to the following:

1. The applicant does not meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying.
2. 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.
3. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process.
4. The applicant is not legally permitted to hold the position.

LLANO COUNTY
POLICY ON PHYSICAL STANDARDS

Physical examinations will be required of applicants who are given a conditional offer of employment at the County's expense by a County designated doctor to determine if the applicant can meet the essential job functions.

LLANO COUNTY
POLICY ON NEPOTISM

HIRING OF RELATIVES

- 1. In accordance with the Texas Nepotism Statues, an elected or appointed official of Llano 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.)**

Officer or Employee is the starting point from which all degrees of relationship are calculated.

Under the Degrees of Consanguinity, where Spouse is indicated, the relationship of the spouse is in the same degree as that of the person related by consanguinity, but the spouse is related only by affinity.

CONSANGUINITY AND AFFINITY RELATIONSHIP CHART

Officer or Employee					
Consanguinity (Includes individuals related by blood to the Officer or Employee)			Affinity (Includes the Officer's or Employee's Spouse and individuals related to the Spouse)		
First Degree	Second Degree	Third Degree	First Degree	Second Degree	Third Degree
Father or Mother	Grandparents	Great Grandparents	Spouse	Grandparents	Great Grandparents
Son or Daughter (& Spouse)	Grandchildren (& Spouse)	Great Grandchildren (& Spouse)	Father or Mother	Grandchildren	Great Grandchildren
	Uncle or Aunt (& Spouse)	Great Uncle or Aunt (& Spouse)	Son or Daughter	Uncle or Aunt	Great Uncle or Aunt
	First Cousin (& Spouse)	Children of Great Uncle or Aunt (& Spouse)		First Cousin	Children of Great Uncle or Aunt
	Nephew or Niece (& Spouse)	Second Cousin (& Spouse)		Nephew or Niece	Second Cousin
	Brother or Sister (& Spouse)	Children of First Cousin (& Spouse)		Brother or Sister	Children of First Cousin
		Grand Nephew or Niece (& Spouse)			Grand Nephew or Niece

LLANO COUNTY
POLICY ON VACATION

ELIGIBILITY

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

ACCRUAL RATE

1. Employees who have worked for less than one (1) year in a position eligible to receive vacation shall accrue vacation at the rate of four (4) working hours per month, which is equivalent to 6 working days per year.
2. Employees who have worked for more than one (1) year, but less than eight (8) years in a position eligible to receive vacation, shall earn vacation at the rate of eight (8) hours per month, which is equivalent to 12 working days per year.
3. Employees who have worked for eight (8) or more years, but less than 15, in a position eligible to receive vacation, shall earn vacation at the rate of ten (10) hours per month, which is equivalent to 15 working days per year.
4. Employees who have worked for more than fifteen (15) years in a position eligible to receive vacation, shall earn vacation at the rate of twelve (12) hours per month, which is equivalent to 18 working days per year.
5. 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.
6. Vacation shall not be accrued while an employee is on leave without pay.

POLICY ON VACATION (CONTINUED)

INITIAL ACCRUAL AND WAITING PERIOD

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

MAXIMUM ACCRUAL

1. The maximum amount of unused vacation an employee shall be allowed to carry into the next calendar year shall be 120 hours, which is equivalent to fifteen (15) working days per year.
2. 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.

SCHEDULING

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

MINIMUM USAGE

The minimum amount of vacation that may be taken at one time shall be four (4) hours.

BORROWING

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.

POLICY ON VACATION (CONTINUED)

PAY IN LIEU OF VACATION

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

HOLIDAY DURING VACATION

If a holiday falls during an employee's vacation, the time shall not be charged against the employee's vacation balance.

PAY AT TERMINATION

1. 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 reason, the employee shall receive pay for all unused vacation.
2. 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

Each employee shall be responsible for accurately recording all vacation time used on his or her time sheet.

LLANO COUNTY
POLICY ON SICK LEAVE

ELIGIBILITY

1. All full time employees shall be eligible for the paid sick leave benefit upon completion of six months continuous employment.

ACCRUAL RATE

2. Eligible full time employees shall accrue sick leave at a rate of 8 hours per month.

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

4. The maximum amount of unused sick leave a full time employee shall be allowed to carry over at the end of the calendar year is 240 hours.

USE OF SICK LEAVE

5. 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 professionals; and
- c. To attend to the illness or injury of a member of the employee's immediate family; and
- d. Additional family funeral leave as addressed in "Llano County Policy on Funeral Leave" (See #4 of "Family Funeral Leave")

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

POLICY ON SICK LEAVE (CONTINUED)

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

NOTIFICATION

8. 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.

9. 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 practical.

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

11. 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.

12. Failure to follow this notification may be grounds for disciplinary action.

DOCUMENTATION

13. If an employee used 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 Number 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.

POLICY ON SICK LEAVE (CONTINUED)

MINIMUM USE

16. The minimum amount of sick leave that an employee may use at any time shall be one hour intervals.

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, except at retirement. After a minimum of 10 years employment, those employees retiring from the County will be compensated for their unused sick leave up to a maximum of 120 hours.

RECORD KEEPING

19. Each employee shall be responsible for accurately recording all sick leave used on his or her time sheet.

LLANO COUNTY POLICY ON
SICK LEAVE POOL

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The Llano County Commissioners Court adopted the following rules and prescribed procedures relating to the operation of the Llano County sick leave benefit.

1. Upon recommendation of the personnel policy committee, Commissioners Court shall designate a three person committee to administer the Sick Leave Pool. (hereinafter referred to as Administrator) One member shall serve as the chairperson.
2. A catastrophic injury or illness will allow an eligible employee to draw additional sick leave from the sick leave pool upon approval from the administrator.
3. On approval from the Personnel Office and Administrator, an eligible employee may transfer to the sick leave pool, not less than one day or more than five days of accrued sick leave time earned by the employee. The Administrator shall credit the pool with the amount of time contributed by the employee and the same amount of time shall be deducted from the employees' accrued sick leave as though the employee had used the time for personal purposes. To contribute sick leave time to the sick leave pool an employee must submit an application in the form prescribed by the Commissioners court to the Personnel Office to verify employee has proper amount accrued and then Personnel Office will forward on to Administrator for approval.
4. An employee is eligible to use time contributed to the sick leave pool if, he/she has been employed by the County for twelve continuous months and because of a catastrophic injury or illness, or because of a previous donation of sick leave time to the pool, the employee has exhausted all the sick leave time and vacation time to which the employee is otherwise entitled.
5. An eligible employee must apply to the Administrator for permission to use time in the sick leave pool. If the Administrator determines that the employee is eligible, the Administrator shall approve the transfer of time from the pool to the employee. The Administrator shall credit time to the employee and the employee may use the time in the same

manner as sick leave earned by the employee in the course of employment.

POLICY ON SICK LEAVE POOL (CONTINUED)

6. An eligible employee may not use time in the sick leave pool in an amount that exceeds the lesser of one third of the total amount of time in the sick leave pool or 1,040 working hours. The Administrator shall determine the exact amount that an eligible employee may use.

7. An employee absent on sick leave assigned from the sick leave pool is treated for all purposes as if the employee were absent on earned sick leave.

8. Upon leaving the employment of Llano County an employee may apply to transfer up to ten days of unused sick leave to the sick leave pool. The Personnel Office and Administrator will determine the amount of time the employee is credited with unused sick leave and transfer the approved amount of time to the sick leave pool.

9. The Administrator shall quarterly provide Commissioners Court and each department head written reports as to the status of the Sick Leave Pool, to include but not be limited to the number of days transferred to the pool, the number of days used out of the pool, and the balance of days remaining in the pool. These reports shall be distributed by the first Commissioners Court session in the months of January, April, July, and October of each year.

SICK LEAVE POOL – DEFINITIONS

1. "ADMINISTRATOR" – means the three person committee designated by the Llano County Commissioners Court to administer the County's Sick Leave Pool program.

2. "ELIGIBLE EMPLOYEE" – Means any Llano County employee who is eligible for sick leave as previously described in this manual and has been employed by the County for a least twelve (12) continuous months and has exhausted all employee's sick leave, vacation benefits,

accrued paid leave and accrued comp time due to required extended leave time.

3. "IMMEDIATE FAMILY" – Means spouse, child, stepchild, parent, parent-in-law or grandparent of the employee.

4. "CATASTROPHIC INJURY OR ILLNESS" – Means a severe or life threatening injury or illness to an employee or immediate family member for which an employee's assistance is required.

Uncomplicated maternity is not classified as catastrophic for the purposes of this definition.

LLANO COUNTY POLICY ON HOLIDAYS

ELIGIBILITY

1. Only full time employees shall be eligible for the paid holiday benefit. All other employees are not eligible for holiday pay.

HOLIDAYS

2. The County holidays for the following calendar year shall be determined by the Llano County Commissioners Court.

HOLIDAY DURING VACATION

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

HOLIDAY ON DAY OFF

4. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay during the following 30 days. No accrual will be allowed. If the employee fails to take the holiday within 30 days, he/she will lose the holiday.

POLICY ON HOLIDAYS (CONTINUED)

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

EMERGENCIES

6. An eligible employee called in to work on a holiday because of an emergency, or other special need of the County, shall be given compensatory time off during the next 30 days equivalent to the amount of time worked on the holiday. No accrual allowed as under item #4 above.

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 Number 7 of this policy shall be made by the supervisor of the department in which the employee works, based on the needs of the department.

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

BAD WEATHER DAYS

10. Days, or portions thereof, designated by the County Judge as "Bad Weather Days" will be considered as holidays for the purpose of calculation of compensation.

All efforts will be made to notify employees either through local radio or television stations or both. i.e. Austin TV channel 14 (36), Marble Falls radio- KHLB, KBAY and Llano radio - KITY

LLANO COUNTY
POLICY ON JURY DUTY LEAVE

JURY DUTY

1. Employees of Llano 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. When an employee has completed his/her civil service, he/she must report for County duty for the remainder of the day.
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 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, compensatory time or leave without pay.

LLANO 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) working days off per year with pay to attend authorized training sessions and exercises.
2. The fifteen (15) working days 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 working day maximum.

ORDERS

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

LLANO COUNTY
POLICY ON FUNERAL LEAVE

FAMILY FUNERAL LEAVE

1. Employees shall be allowed three (3) 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, sister and grandparents of the employee or the employee's spouse. At the discretion of each department head, proof may be needed and a copy of the death certificate may be required.

OTHER LEAVE

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

ADDITIONAL LEAVE

4. Additional bereavement leave if needed, may be granted if approved by the department head and in writing. Extended leave may be charged to available vacation, sick or compensatory time or to leave without pay.

LLANO COUNTY
POLICY ON MEDICAL AND LIFE INSURANCE

ELIGIBILITY

1. All full time employees of Llano County shall be eligible for the group medical insurance benefit on the first day of the month following 30 days of employment.
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 pay each pay period.

EXTENSION OF COVERAGE

5. Employees who leave the employment of Llano 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 Personnel Office and may be obtained during the normal working hours for that office.

POLICY ON MEDICAL AND LIFE INSURANCE (CONTINUED)

LIFE INSURANCE

7. The County provides employees life insurance in the amount of \$5000.00 as part of their group medical insurance, plus an additional amount of life insurance equal to their annual salary. The additional amount of life insurance is a discretionary benefit, and could be discontinued at the option of the Commissioners Court.

RETIREES' MEDICAL PLAN(S)

8. Effective on October 1, 2010, an employee who retires prior to being eligible for Medicare benefits may receive medical insurance coverage through the County plan at no cost to that employee, if the employee has a minimum of twenty (20) continuous years with Llano County, and that service plus their age is 75 or greater. Additionally, until eligible for Medicare the employee will continue to be eligible each year after signing an affidavit stating that he/she is not receiving medical insurance coverage from another employer or provider. If coverage is provided by any other source, Llano County is no longer obligated to extend medical insurance coverage at no cost for that employee.

9. An employee with a minimum of twenty (20) continuous years of service who has been declared permanently medically disabled may be eligible for coverage at no cost to that employee, subject to the same annual affidavit requirement outlined above.

10. An employee with a minimum of twenty (20) continuous years of service, but is not eligible under the rule of 75, (years of service plus age add to less than 75) may receive medical insurance coverage for up to two (2) years from the date of departure at no cost to the employee, subject to the same annual affidavit requirement outlined above. The employee would not be eligible if terminated for cause, or as a result of violation of a Federal, State or local law, including a violation of the Llano County personnel policy.

11. All employees may be subject to Federal Income Tax as a result of this post employment benefit.

12. Other Employees who retire through the Texas County and District Retirement System may be eligible for the retirees' medical plan(s). The premiums are the responsibility of the retiree and not the County.

INFORMATION

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

14. COBRA notifications will be provided to all employees within 30 days of their hire date. All eligible employees and qualified dependents will be provided with COBRA information within 14 days of their termination.

LLANO COUNTY **POLICY ON WORKERS' COMPENSATION**

ELIGIBILITY

1. All Llano 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 Temporary Income Benefit (TIBS) for time lost from work in excess of seven calendar days as a result of eligible work related injuries or illnesses. TIBS are payable beginning on the 8th day of lost time.

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.

POLICY ON WORKERS' COMPENSATION (CONTINUED)

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.

COORDINATION WITH FMLA LEAVE

8. Llano County counts an employee's leave due to a work related injury or illness toward the 12 week leave entitlement under the Family Medical Leave Act.

PAYMENTS

9. An employee cannot collect workers' compensation payments and County pay for the same period of time.

LLANO COUNTY
POLICY ON RETIREMENT

ELIGIBILITY

1. Employees who work a normal schedule shall be eligible for the retirement benefit through the Texas County and District Retirement System. All full and part time employees are eligible. Temporary employees are not eligible.

CONTRIBUTIONS

2. Eligible employees shall make contributions to the retirement program through a system of payroll deductions.
3. Llano County shall make a contribution to each eligible employee's retirement account as determined by Commissioners Court based on information received from the TCDRS.

RETIREES' MEDICAL PLAN(S)
Post Employment Medical Benefit

1. An employee who retires prior to being eligible for Medicare benefits would receive health and dental insurance coverage for the employee only (not including family members) through the County plan at no cost to that employee, if they meet the following eligibility requirements:
2. The employee's years of service plus age must total seventy-five (75) or greater. Additionally, the employee would continue to be eligible each year only after signing an affidavit stating that he/she is not receiving health insurance coverage from another employer or source. If coverage is provided from another employer or source, Llano County is no longer obligated to extend health insurance coverage at no cost.

Additional Provisions

1. An employee with twenty (20) plus continuous years of service who was declared permanently medically disabled may be eligible for coverage at no cost for that employee, provided he/she did not become employed by another employer who provides health insurance. This benefit would continue until the employee would be eligible for Medicare.

2. An employee with twenty (20) plus continuous years of service who elected to retire early, but was not eligible under the rule of 75, would receive health insurance coverage for up to two years from date of departure at no cost to the employee. The employee would not be eligible if terminated for cause or as a result of violation of a Federal, State or local law including personnel policy.

This benefit may be terminated by a future Commissioners Court.

4. Employees who retire through the Texas County and District Retirement system under circumstances other than those listed above may be eligible for retirees' medical plan(s). Premiums are paid by the retiree and not the County.

INFORMATION

5. Information on the retirement program may be obtained at the County Personnel Office during the normal working hours for that office.

LLANO COUNTY
POLICY ON SOCIAL SECURITY/MEDICARE

SOCIAL SECURITY/MEDICARE

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

CONTRIBUTIONS

2. Contributions to this program shall be made by deductions from each employee's pay 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.

LLANO COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE
AND MILITARY FAMILY LEAVE

*

ELIGIBILITY

1. To be eligible for benefits under this policy, an employee must:
 - a. Have worked for Llano County at least 12 months (it is not required that these 12 months be consecutive; however a continuous break in service of 7 years or more will not be toward the 12 months); and,
 - b. Have worked at least 1250 hours during the previous 12 months.

QUALIFYING EVENTS

2. Family or medical leave under this policy may be taken for the 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.
 - e. A qualifying exigency arising out of the fact that an employees spouse, child or parent is a covered military member (National Guard or Reserves) on active duty or has been notified of an impending call or order to active duty in support of a contingency operation; or
 - f. To care for a covered service member (Regular Armed Forces, National Guard or Reserves) with a serious injury or illness if the employee is the spouse, child, parent or next of kin (nearest blood relative) of the service member.

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

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.

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

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

QUALIFYING EXIGENCY LEAVE

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

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

h. Leave may be taken to spend time with a covered military member who is on a short term temporary, rest and recuperation leave during the period of deployment. Eligible employees make take up to five (5) days of leave for each instance of rest and recuperation.

QUALIFYING EXIGENCY LEAVE (CONTINUED)

i. Leave may be taken to attend post-deployment activities for the covered military member for a period of 90 days following the termination of the covered member's active duty status.

j. Leave may be taken to address issues that arise from the death of a covered military member while on active duty status.

k. Leave may be taken to address any other additional events that may arise out of the covered military member's active duty or call to active duty status provided the County agrees the leave shall qualify as an exigency and agree to both the timing and the duration of such leave.

7. Up to 12 weeks leave per 12 month period may be used under this policy.

8. 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.

9. All leave taken under this policy during the prior 12 month period shall be subtracted form the employee's 12 week leave eligibility and the balance is the leave the employee is entitled to take at that time.

10. 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.

11. An eligible employee is entitled up to 26 workweeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period.

a. The single 12 month period begins on the first day the eligible employees takes FMLA to care for covered service member and ends 12 months after that date.

b. If an eligible employee does not take all of their 26 workweeks during this 12 month period, the remaining part of the 26 workweeks of leave entitlement to care for the covered service member is forfeited.

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

c. This leave entitlement is applied on a per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or to care for the same covered service member with a subsequent serious illness or injury, except that no more than 26 workweeks may be taken within any single 12 month period.

d. If an eligible employee has already taken any portion of their eligible FMLA leave they will only be entitled to a combined total of 26 workweeks for any FMLA qualifying event in the single 12 month period.

PAID AND UNPAID LEAVE

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

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

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

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

16. 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 first use earned compensatory time, then vacation and other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

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

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

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

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

INSURANCE

20. 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.

21. 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. Premiums are prepaid monthly. All insurance payments are due by the 25th of each month for the next month's premium and payable to the Llano County Treasurer.

22. Payment for coverage under number 21 of this policy shall be made through regular payroll deduction while the employee is on leave with pay.

23. While on leave without pay, the employee shall be required to pay for premiums due to the County under section 21 of this policy no later than the 25th of the month payable to the Llano County Treasurer. Policies not paid accordingly are subject to cancellation.

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

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

INTERMITTENT LEAVE AND REDUCED SCHEDULE

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

26. 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, the employee's eligible family member or the care of a covered military member.

27. 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. If the time missed is for the care of a covered military member with a serious injury or illness the time will be deducted from the employee's 26 week leave eligibility in a single 12 month period.

HEALTH CERTIFICATION

28. The County shall have the right to ask for certification from a medical professional (as designated by federal law) for the serious health condition of the employee or the employee's eligible family member when the employee requests or is using leave under this policy.

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

30. 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

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

- 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.
31. 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 brief statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
32. Certification for leave taken because of a qualifying exigency shall include:
- a. A copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or called to active duty status in support of a contingency operation;
 - b. the dates of the covered military members active duty service;
 - c. A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, sufficient to support the need for leave;
 - d. The approximate date on which the qualifying exigency will start and end;
 - e. If the request for an intermittent leave or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency;
 - f. If the qualifying exigency involves meeting with a third party, appropriate contact information such as: name, title, organization, address, telephone number, fax number and e-mail address and a brief description of the purpose of the meeting.
33. Certification for leave taken for a serious injury or illness of a covered military member shall include:
- a. If the injury or illness was incurred in the line of duty while on active duty;
 - b. The approximate date on which the illness or injury occurred and the probable duration;

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

- c. a description of the medical facts regarding the covered military members health condition, sufficient to support the need for care.
- d. if the covered military member is a current member of the Regular Armed Forces, the National Guard or Reserves and covered military member's branch, rank and unity currently assigned to:
- e. the relationship of the employee and the covered military service member;
- f. In lieu of certification, an ITO (invitational travel orders) or and ITA (invitational travel authorizations) issued is sufficient certification for an eligible employee to be allowed to take FMLA to care for a covered military member. The employee may be required to provide confirmation of the covered family relationship to the seriously injured or ill covered military member.

34. 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 reduced schedule.

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

36. 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.

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

REQUESTING LEAVE

37. 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.

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

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

40. 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

41. 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. Employees who have not exceeded the 26 week maximum, in a single 12 month period, allowed to care for a seriously ill or injured covered military member, shall be returned to the same job or a job equivalent to the job they held prior to going on leave.

42. 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.

**POLICY ON FAMILY AND MEDICAL LEAVE AND
MILITARY FAMILY LEAVE (CONTINUED)**

43. 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 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave; this includes employees who may still have sick leave or vacation leave available.

REPAYMENT OF PREMIUMS

44. 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 within 90 days after written demand from the County Treasurer for premiums paid by the County while the employee was on leave without pay.

OTHER BENEFITS

45. 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

46. 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 (FMLA) and the regulations issued to implement it.

47. The County may send out to an employee who has been out for 3 or more days a Medical Certification to determine the employees FMLA eligibility. The employee should have their physician complete and return the certification within 15 days of receipt to be eligible for FMLA. Failure to return the medical certification may result in denial of FMLA.

48. Employees will be required to provide a Fitness-for-Duty certification prior to returning to work.

LLANO COUNTY
RETURN-TO-WORK POLICY

POLICY OVERVIEW

1. This policy covers employees who are on leave due to an occupational injury or illness. Because employees are our most valuable resource, Llano County attempts to help employees return to work as soon as possible after their physician certifies fitness to do so.

COORDINATION WITH ATTENDING PHYSICIAN

2. An employee on leave due to a work-related injury can return to work only when Llano County receives the attending physician's written medical release authorizing such return. The County Judge's office in conjunction with the department head is responsible for providing the physician with a copy of the employee's job description, copies of job descriptions for potential modified duty assignments and written information explaining Llano County's return-to-work program.

JOB DESCRIPTIONS

3. The County Judge's office is responsible for working with supervisors to ensure that job descriptions accurately and completely describe the essential functions of each position. Each department head works with the County Judge's office and medical consultants to analyze any new modified duty position and develop a job description describing the essential functions of that position.

RETURN-TO-WORK OPTIONS

4. Arrangements to facilitate an employee's early return to work are made in consultation with the employee's attending physician and/or other qualified medical professionals retained by Llano County or its insurance carrier. The following options are explored:

- a. Return to prior position – An employee is offered the opportunity to return to his or her prior position if the attending physician certifies that the employee can perform the essential functions of the job with or without reasonable

RETURN-TO-WORK POLICY (CONTINUED)

accommodations. The Judge's office is responsible for working with the employee's supervisor and attending physician (and third-party consultants as necessary) to provide any reasonable accommodations

- b. **Modified duty** – Any employees who are not yet able to return to their former duties are offered (subject to the restrictions set out in section 5 of this policy) a temporary modified duty assignment that has been approved by the employee's attending physician. The Judge's office is responsible for working with the employee's supervisor and the employee's attending physician to develop and implement the modified duty assignment. The assignment can consist of the employee's job with reduced working hours and/or activities or an alternate modified duty position.

RESTRICTIONS ON MODIFIED DUTY ASSIGNMENTS

5. The following restrictions apply to modified duty assignments:
 - a. **No guarantee of work** – As provided in number 4 of this policy, Llano County will endeavor to return employees to gainful employment as soon as possible by exploring possible modified duty assignments. However, Llano County does not guarantee the availability of modified duty work.
 - b. **Pay rates and worker's compensation benefits** – Employees on modified duty are guaranteed the rate of pay equal to no less than TIBS. (Temporary Income Benefits, as defined by the Texas Department of Insurance)
 - c. **4 week limit** – Modified duty assignments are temporary arrangements intended to compliment and facilitate the healing process. Modified duty assignments cannot exceed 4 weeks without prior approval from the department head.

EMPLOYEE REFUSAL OF WORK/TRAINING

6. In the event that an employee refuses to return to regular or modified duties in response to a written, bona fide offer of employment by Llano County sent via certified mail, the employee is separated from Llano County and his/her position will be filled permanently (Note: An

RETURN-TO-WORK POLICY (CONTINUED)

exception to this rule applies in the case of employees who have not yet exhausted their FMLA leave entitlement. See #9). A written offer of employment must clearly state:

- a. The position offered and the duties of the position;
- b. Llano County's agreement to any limitations or conditions set out in the attending physician's certification of the employee's fitness to return to work;
- c. The job's essential functions; and
- d. The job's wage, working hours and location.

PERMANENT DISABILITIES

7. When reaching maximum medical improvement, an employee can have a permanent disability that impairs the employee's ability with or without reasonable accommodations to return to his or her regular position. Llano County; in consultation with the employee's attending physician and Texas Workers' Compensation, may evaluate the following options:

- a. Securing vocational rehabilitation services from Texas Rehabilitation Commission or private consultants as appropriate. Services can include assessment and testing, counseling and training.
- b. Finding a position at Llano County commensurate with the employee's knowledge, skills and abilities.

Employees with permanent disabilities may be paid partial or total permanent disability benefits as required under Texas' Workers' Compensation program.

MEDICAL INFORMATION

8. All employee medical information is held in strict confidence in accordance with the Americans with Disabilities Act. Medical inquiries are limited to those permitted under Texas' Workers' Compensation statute and applicable federal law.

RETURN-TO-WORK POLICY (CONTINUED)

COORDINATION WITH FMLA

9. Nothing in this policy should be construed as denying employees their rights under the Family and Medical Leave Act or any federal or state law.

It is Llano County's policy to designate an employee's leave due to a work related injury or illnesses as FMLA leave. To the extent permitted by the FMLA, Llano County counts the period of an employee's modified duty assignment toward the employee's FMLA entitlement.

Employees entitled to FMLA leave can voluntarily accept modified duty assignments while they are recuperating, but they cannot be required to do so. (Note: This refusal can result in the loss of Workers' Compensation temporary income benefits.) Employees who lose their Workers' Compensation benefits as a result of declining a modified duty assignment are required to substitute any available paid leave, such as accrued vacation, personal or medical/sick leave for unpaid FMLA leave.

Until employees have exhausted their 12 week FMLA entitlement, they have the right to be reinstated to their original job or equivalent job provided that they are able to perform the job's essential functions.

LLANO COUNTY POLICY ON NURSING MOTHERS

1. A private location, other than a bathroom, and a reasonable break period shall be provided for a nursing mother to express breast milk.
2. There shall be no retaliation against nursing mothers asking for breaks.
3. The breaks will be given for up to 1 year following the birth of the child.

LLANO 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 practical of the circumstances causing the tardiness or absence.

POLICY ON ATTENDANCE AND TIMELINESS (CONTINUED)

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 work days, and who fails to notify his or her supervisor, shall be considered to have resigned his/her position by abandonment.

LLANO COUNTY
POLICY ON COUNTY PROPERTY

RESPONSIBILITY

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

POLICY ON COUNTY PROPERTY (CONTINUED)

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.

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

TELEPHONES

10. Personal phone calls should be kept to a minimum. Long distance calls must be charged to a credit card, charges reversed, charged to a third number, or reported to the Department Head and reimbursed to the County at the end of the month. Abuse of this policy is subject to disciplinary action, up to and including termination.

COMPUTER/INTERNET USE

11. It is the policy of Llano County to allow and encourage the use of internet services to support the accomplishment of the various missions of the County. Use of the internet requires responsible judgment, supervisory discretion and compliance with applicable laws and regulations. Users must be aware of information technology security and other privacy concerns. Users must also be aware of and follow management directives for internet usage.

Internet services provided by Llano County, like other Government equipment and resources, are to be used only as authorized herein. Llano County recognized that it is in the interest of the Government that County personnel become proficient and maintain proficiency in using the internet. To this end, the restrictions outlined below regarding internet use during official working hours and non-working hours should be followed by Llano County employees using internet services provided by Llano County.

POLICY ON COUNTY PROPERTY (CONTINUED)

Specific statements reflect official guidance on Llano County use of the internet. They are as follows:

- a. Internet services provided by Llano County during official working hours are to be used as authorized herein. This may include using internet services to train personnel on using the internet, provided prior approval is obtained from an employee's supervisor.
- b. Internet service represents a resource that must be managed in an efficient and cost effective manner.
- c. Internet access should be achieved using standard and commonly available tools, unless a specific requirement calls for a unique approach. The department head should be informed in advance of requirements for unique solutions or approaches.
- d. Employees should ensure that their presence on the internet fulfills County requirements in a professional manner. Employees should also ensure that information that they make available via the internet is accurate, relevant, up-to-date, and is professionally presented.
- e. Llano County offices may use the internet to exchange information with the public and internally as an information technology tool. It is to be considered as one of a number of tools and an alternative commercial communication network that is available.
- f. Information technology security requirements shall be a primary consideration in the decision process leading to the use of the internet. Operating units must take adequate precautions when processing data or storing data on computers connected to the internet and when transmitting data on or through the internet. Given the extreme vulnerability to viruses and other malicious software occasioned by use of the internet, employees must ensure that processes and procedures, to minimize risk from malicious programs, are in place. Virus checking software must be used in conjunction with internet use.

POLICY ON COUNTY PROPERTY (CONTINUED)

- g. Unless prohibited by the specific policies of the employee's department, the use of internet services and e-mail provided by Llano County during non-working hours (lunch, breaks, etc.) is not limited to official purposes only. This policy will assist employees in becoming proficient in using the internet and will enhance their professional development at minimal expense to the Government. However, employees may not use government printers or supplies in conjunction with personal internet and e-mail activities.**
- h. At no time should Government e-mail addresses be used in a manner which will give the impression that an otherwise personal communication is authorized by Llano County.**

Activities for which Llano County internet and e-mail services may not be used during working and non-working hours include the following:

- 1. The pursuit of private commercial business activities or profit making ventures (i.e., employees may not operate a business with the use of the Llano County's computers and internet resources).**
- 2. Matters directed toward the success or failure of a political party, candidate for partisan political office or partisan political group.**
- 3. Prohibited direct or indirect lobbying.**
- 4. Use of internet sites that result in an additional charge to the Government.**
- 5. Engaging in prohibited discriminatory conduct.**
- 6. The obtaining or viewing of sexually explicit material.**
- 7. Any activity that would bring discredit on Llano County.**
- 8. Any violation of statute or regulation.**
- 9. Copyright infringements.**

POLICY ON COUNTY PROPERTY (CONTINUED)

Llano County expects employees to conduct themselves professionally while using Llano County resources and employees must refrain from using Llano County resources for activities that are disruptive to the work place or in violation of public trust. Any violations of this policy are subject to disciplinary action.

Like all other Government computer use, use of Government equipment for personal use of the internet may be monitored and recorded and may be subject to the "open records act". Anyone using Government equipment consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity or employee misconduct, system personnel may provide the evidence of such monitoring to Llano County and law enforcement officials. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. To the extent that employees wish that their private activities remain private, they should avoid using the Llano County's internet or e-mail for such activities.

Personal use of e-mail cannot interfere with the official business of the employee or organization, such as spending an inappropriate amount of time during duty hours (e.g., sending more than four brief messages per day), filling up a mailbox with personal messages so as to prevent official messages from being delivered or disseminating chain letters.

RESPONSIBILITIES

Department heads must ensure that employees are aware of these policies and guidelines. Ultimately, it is the responsibility of the elected or appointed official or supervisor to carry out this Internet Use Policy.

LLANO COUNTY
POLICY ON CONFLICT OF INTEREST

CONFLICT OF INTEREST

1. Employees of Llano 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 or which would compromise the County's ethical or professional standards.
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 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.

POLICY ON CONFLICT OF INTEREST(CONTINUED)

- 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.

PRIOR APPROVAL

- 4. Employees must obtain prior approval from their department head before accepting or commencing outside employment or engaging in any activity which might result in a violation of this policy.

LLANO COUNTY
POLICY ON POLITICAL ACTIVITY

POLITICAL

- 1. Employees of Llano 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 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.
 - 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.

LLANO 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. After an investigation, an employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.

REPORTING

4. An employee must report every accident immediately, no matter how minor, to his/her supervisor. Llano County department heads are to notify the County Judge's Office of every accident that involves any injury to persons or property. Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to the department head.

LLANO COUNTY
POLICY ON EMPLOYEE HARASSMENT

POLICY

1. Llano County is committed to providing a working environment free from sexual, racial or other forms of unlawful discrimination or harassment. Such conduct will not be tolerated, and constitutes grounds for dismissal.
2. Any employee who feels he or she has been subjected to, or observes any instance of harassment, shall file a complaint with his/her direct supervisor. If the employee does not feel comfortable filing the complaint with their supervisor, he or she may file the complaint with the County Judge or County Attorney.
3. Every incident reported will be thoroughly investigated and will be treated in as confidential manner as possible during and after the investigation of the complaint. If it is found that an employee has subjected another employee to harassment in violation of this policy, he or she will be subject to discipline, including termination.

HARASSMENT

4. It shall be the policy of Llano County to provide a work place free from all forms of illegal harassment for all employees and to take active steps to eliminate any form of harassment which the County becomes aware.
5. Employees engaging in any form of harassment shall be subject to discipline, up to and including termination of employment.

LLANO COUNTY
POLICY ON SEXUAL HARASSMENT

1. Sexual harassment is strictly prohibited by Llano County, whether committed by an elected official, department head, or co-worker. Llano County does not tolerate harassment in the workplace of its employees by non-employees. It shall be the policy of Llano 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, unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons 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 harassment shall be taken seriously and investigated promptly, thoroughly and when possible, confidentially.

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

POLICY ON SEXUAL HARASSMENT (CONTINUED)

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

REPORTING

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

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

9. The official or Llano County 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.

Employees should use the following procedures so that the complaint may be resolved quickly and fairly.

- a. When practical, confront the harasser and ask them to stop the unwanted behavior.
- b. Record the time, place and specifics of each incident, including any witnesses.
- c. Report continuing harassment to the elected Official or Appointed Official who is responsible for the employee's department or to the County Judge, another member of Commissioners Court, County Attorney or Human Resource Manager.
- d. If a thorough investigation reveals that unlawful harassment has occurred, Llano County will take effective remedial action in accordance with the circumstances up to and including termination.

POLICY ON SEXUAL HARASSMENT (CONTINUED)
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 harassment charges.

LLANO COUNTY
POLICY ON DRESS CODE

Officials and employees of the County shall wear appropriate attire for their respective positions as determined by the employees' department head.

LLANO COUNTY
POLICY ON SMOKING

Smoking is prohibited in all Llano County vehicles, buildings, offices and facilities with the exception of the jail.

Violation of this policy is subject to disciplinary action up to and including termination.

LLANO COUNTY
POLICY ON TRAVEL EXPENSES

* * *

ELIGIBILITY

1. Llano County encourages professional enhancement for County officials and County employees. Any employee or official required to travel in the performance of County business shall be reimbursed providing the expenses incurred are in accordance with Purchasing Laws and Llano county Policies. If a "Travel Advance" is not issued, a Llano County Purchase order for estimated expenses *prior to travel* is necessary to facilitate reimbursement to the official/employee.

COSTS

2. Mileage – An employee or official using a personal motor vehicle for transportation on County business shall be reimbursed for actual mileage traveled at the rate set by the Commissioners Court during the annual budget process. When two or more employees travel in the same vehicle, only one may claim mileage reimbursement. A County reimbursement form, completed in daily detail, must be submitted, approved by the Department Head, and turned in to the County Treasurer for processing.

3. Meals – Llano County will pay a County official/employee for meal expenses incurred while traveling on County related business. The necessity of County travel during mealtime shall be determined by the Department Head. If a County official/employee is out of town overnight, the total daily per diem for food is the current amount posted by the Government Services Administration for the travel destination. Proof of overnight lodging must be provided.

Reimbursement for meals for travel that does not include an overnight stay will be reimbursed on the employees' next paycheck. These meals are taxable as wages to the employee because travel must be away from home overnight to be excludable. Payment will be based on receipts subject to the maximum set for the in the GSA table for M/IE for the primary destination.

4. Accommodation – County official/employee traveling on County business shall receive reasonable reimbursement for accommodations, upon presentation of an itemized hotel bill. The hotel expenditures will be limited to the room and tax per night rate. Reasonable expense for accommodations shall be determined by the Department Head. Hotel

POLICY ON TRAVEL EXPENSES (CONTINUED)

expenditures will be reimbursed upon presentation of a dated receipt and an itemized hotel bill.

TRAVEL ADVANCE

5. Llano County has a "Request for Travel Expense Advance" form. Completed forms must be signed by the Department Head and turned in to the County Personnel Office for approval no later than three (3) working days prior to travel. County official/employee shall turn in original receipts and unexpended advanced funds to the County Treasurer within three (3) days of return. The same guidelines and restrictions apply to "Travel Advance" expenditures, as outlined herein.

REIMBURSEMENT RESTRICTIONS

6. Reimbursement restrictions shall include, but are not limited to the following:

- a. Expenses incurred by County official/employee only.
- b. No reimbursement for alcoholic beverages or tobacco products.
- c. Reimbursement for travel by airplane, bus or any other mode of transportation other than a personal vehicle by a County employee must be approved by the Department Head prior to travel.
- d. Llano County will reimburse expenditures based on original receipts. Credit card receipts alone are not acceptable. No receipt, no reimbursement.
- e. Disallowed expenses paid with a Llano County credit card or travel advance, shall be reimbursed to the County by the official/employee.
- f. Budgeted funds must be available at time of travel.
- g. Reimbursement requests must be submitted to the County Treasurer no later than 30 days after the expense was incurred.
- h. After consulting with the Department Head, the County Personnel Office shall have final determination regarding disallowed expenditures and reimbursements.

LLANO COUNTY
POLICY ON PAY PERIODS AND TIME SHEETS

PAY PERIOD

1. The pay period for Llano County shall be a monthly pay period with the pay period date on the last working day of the month, or as established by Commissioners Court. Pay will also reflect any adjusted time for the prior month. (i.e.: Vacation, sick leave, etc.)
2. If a payday falls on a holiday or a weekend, pay checks shall be issued on the last workday immediately preceding the holiday or weekend.

TIME SHEETS

3. Any employee who accrues or earns leave time shall be required to fill out a time sheet. All time sheets are due in the Personnel office on the 21st of each month
4. The time sheet must be prepared by the employee and approved by the Department Head. The time sheet shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.

Time sheets are governmental documents and as such require accurate and truthful information and are subject to prosecution under the Texas Penal Code.

PAY ADVANCES

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

GARNISHMENTS

6. The County will deduct from Employee and Official's wages the amount demanded by court order under state law.

LLANO COUNTY
POLICY ON COMPENSATION

APPLICATION

1. This policy shall apply to all County employees, except law enforcement employees.
2. Compensation for law enforcement employees shall be handled in accordance with the policies established in the Sheriff's Department with the approval of the Commissioners Court.

FULL TIME EMPLOYEES

3. All County employees, except temporary employees, shall be paid a salary monthly at 173.33 hours based on 2080 hours annually.
4. For non-exempt full time employees, the monthly compensation is for all hours worked up to 40 hours in any work week.
5. For non-exempt part time employees, the monthly compensation is for all hours worked in a work week up to the amount designated by the County for that position.

TEMPORARY

6. Temporary employees shall be paid hourly no less than minimum wage established by the Fair Labor Standards Act. Salary is to be determined by the respective Department Head and subject to the department's budget.

LLANO COUNTY
POLICY ON PAYROLL DEDUCTIONS

REQUIRED DEDUCTIONS

1. Deductions shall be made from each employee's pay 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 deducted from each paycheck.

OPTIONAL DEDUCTIONS

3. Any optional deduction authorized by the Commissioners Court and approved by the employee shall also be deducted from each pay.

4. No optional deduction shall be deducted from an employee's pay without written authorization from the employee.

LLANO COUNTY
POLICY ON WORK SCHEDULE AND WORK WEEK

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.

Adjustments to these hours may be made by the individual department heads in order to better serve the public. All employees shall be expected to report punctually at the start of their work schedule. Breaks are regulated by each department head.

EXCEPTIONS

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

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

WORKDAY

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

WORK WEEK

5. For purposes of recordkeeping and to determine overtime in compliance with Fair Labor Standards Act (FLSA), the work week for Llano County shall begin at 12:01 a.m. on each Saturday and end seven (7) consecutive work days later (168). 207K exemption for law enforcement.

LLANO COUNTY
POLICY ON HOURS WORKED AND OVERTIME

HOURS WORKED

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

RECORDKEEPING

2. All non-exempt employees must fully complete their time sheets for each day. They must enter time in, time out, number of total hours worked and vacation, sick leave or comp taken. Exempt employees must complete their time sheets reflecting used vacation or sick leave.

OVERTIME APPLICATION

3. Overtime as defined by this policy, shall apply to all employees eligible for overtime compensation under FLSA, except for law enforcement employees, who fall under FLSA 207(K) exemption.

4. Overtime for law enforcement employees is defined in the policy addressing law enforcement overtime in the sheriff's department as approved by the Commissioners Court.

OVERTIME DEFINITION

5. Overtime shall include all time actually worked for the County in excess of 40 hours in any work week.

6. Paid leave shall not be counted in determining if overtime has been worked in any work week.

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

POLICY ON HOURS WORKED AND OVERTIME (CONTINUED)

8. In the event of a natural disaster, accrued compensation time may be granted at the discretion of the department head, regardless of the number of hours worked during the work week.
9. Deviations from this policy must be approved by the Commissioners Court.

LLANO 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 approved by the Commissioners Court.

OVERTIME COMPENSATION

3. Overtime compensation shall be paid in the form of compensatory time off in accordance with the provisions of the FLSA.
4. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked.

MAXIMUM COMPENSATORY TIME

5. The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is 240 hours for employees and 480 hours for law enforcement personnel.

POLICY ON OVERTIME COMPENSATION (CONTINUED)

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

USE OF COMPENSATORY TIME

7. Compensatory time may be used for any purpose desired by the employee as approved by department heads.

TERMINATION

8. 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 FLSA.

BUY BACK OF COMPENSATORY TIME

9. 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 of pay.

CASH PAYMENT FOR OVERTIME

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

POLICY ON OVERTIME COMPENSATION (CONTINUED)

RECORDKEEPING

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

12. Each department head shall be responsible for keeping records of all compensatory time earned and used by each eligible County employee in his/her department and shall update the balance due to each employee at the end of each pay period.

13. Each department head shall provide 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

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

LLANO 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.**

- 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 the official with final responsibility.**

- 3. The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.**

LLANO 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 Llano County.

TYPES OF DISCIPLINE

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

AT WILL EMPLOYMENT

3. 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.

4. 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. Consistent with this policy, Llano County also retains the right to change any condition, benefit, privilege, or policy of employment at any time.

LLANO 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 Llano 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.

PRESCRIPTION DRUGS

4. Employees taking prescription medications shall immediately be required to notify their supervisor of any possible effects the medication might have regarding their job performance and physical/mental capacity.
5. 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.
6. Prescription medications used at work are to be kept in their original container.

LLANO COUNTY
POLICY ON DRUGS AND ALCOHOL (CONTINUED)

7. The following shall be a violation of this policy:
- a. The manufacturing, distribution, dispensing, possession, sale, purchasing, 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 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 is intended by the manufacturer or prescribed by a physician.
 - d. Open containers of alcohol on County property during working hours.

DEFINITIONS

8. Controlled substance shall include any substance listed in the Texas Health and Safety Code.
9. 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.
10. Drugs shall include any chemical substance that produces a physical, mental, emotional, or behavioral change in the user.
11. 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.

LLANO COUNTY
POLICY ON DRUGS AND ALCOHOL (CONTINUED)

12. 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.

13. Under the influence shall be defined as a state of having a blood alcohol concentration of 0.08 or more where "alcohol concentration" has the meaning assigned to it in Texas Transportation Code/Penal Code: 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

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

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 Personnel 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.

LLANO COUNTY
POLICY ON SEPARATION

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 SEPARATIONS

2. All separations from Llano 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 Llano 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.

POLICY ON SEPARATION (CONTINUED)

RETIREMENT

5. 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.

6. 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

7. A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation.

8. Llano 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.

REDUCTION IN FORCE

9. 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

10. A separation by death shall occur when an individual dies while currently employed by the County.

POLICY ON SEPARATION (CONTINUED)

11. 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

12. Any separation that does not fall into one of the categories outlined previously in this policy shall be designated as an "other" separation.

13. When a separation is designated as "other", the supervisor shall immediately provide details of the nature of the separation for the Personnel office.

NOTIFICATION

14. 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 Personnel office.

LLANO COUNTY
POLICY ON PERSONNEL FILES

GENERAL

1. Personnel files are maintained by an official of the County designated by Commissioners Court. (Personnel office) The record copy of all personnel information related to an employee, other than medical information, shall be filed in the employee's personnel file. Information in an employee's personnel file must be disclosed upon request unless specific items are exempted 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 the Personnel office. Employees are expected to inform their supervisors of any changes in, or corrections to, information recorded in their individual personnel files such as home address, telephone number, person to be notified in case of emergency, or other pertinent information. Employees' individual records are available to each employee for review upon request.

MEDICAL INFORMATION

2. Medical information is kept separate from the personnel file and is deemed confidential.

PERSONNEL ACTION FORM

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

- a. Position title and clarification
- b. Grade and pay rate
- c. Annual salary
- d. Other actions affecting the employee's status

POLICY ON PERSONNEL FILES (CONTINUED)

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

CONTENT

4. An employee's personnel file may contain:
 - a. A copy of the employee's application for employment.
 - b. A signed copy of the employee's acknowledgement of having read the personnel policies and procedures.
 - c. The class description for the position he/she currently holds.
 - d. Personnel action forms.
 - e. Performance evaluation records.
 - f. Records of any citations for excellence or awards for good performance.
 - g. Records of any reprimands or other disciplinary actions.
 - h. Summary records of leave accrued and taken.
 - i. Any other pertinent information having a bearing on the employee's status.

**COUNTY OF LLANO
COMMISSIONERS COURT ORDER**

WHEREAS the Commissioners Court of Llano County and County Judge wish to comply with various laws applicable to public employers in the employment relationship; and

WHEREAS the Llano County Commissioners Court and the County Judge desire to provide the employees of Llano County with a uniform format for dealing with various employment related issues; and

WHEREAS the Llano County Commissioners Court and the County Judge wish to adequately communicate to employees the policies and procedures of the County:

THEREFORE, BE IT RESOLVED that the Llano County Commissioners Court and the County Judge hereby approve and adopt the LLANO COUNTY PERSONNEL POLICY MANUAL.

ADOPTED THIS 14th DAY OF January, 2008

Wayne Brascom
County Judge

Johnnie B. Heck
Commissioner Pct 1

Henry Parker
Commissioner Pct 2

Duane F. Stueven
Commissioner Pct 3

Jerry Don Moss
Commissioner Pct 4

Witnessed and Attested By:

Bette Sue Hoy
County Clerk

ACKNOWLEDGEMENT

I have been advised that the Llano County Personnel Policy Manual that outlines my benefits and obligations as a County employee, is available on the internet and that if I do not have access to the internet, I will be provided with a written copy. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

I further understand that the Llano County Personnel Manual is not a contract of employment. I understand that 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 Llano County policies, practices and benefits. I understand that *I am an 'AT-WILL' employee and that Llano County has the right to change any condition, benefit, policy or privilege of my employment at any time, with or without notice, consistent with this policy.*

I further understand 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 myself, to continually make suggestions for improvement and to display a spirit of team work and cooperation.

I understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and I may be required to take earned compensatory time off at the County's discretion.

Signature of Employee

Printed Name of Employee

Date Signed