

EMPLOYMENT WITH AUSTIN COUNTY

Dear Austin County Employee:

WELCOME to Austin County government. Whether you are a new employee or an experienced employee, these personnel policies are a guide to public service with Austin County. In adopting them, the Commissioners Court is providing written guidance about the benefits of employment with the county, about expectations for employees, and about laws with which we must all comply.

As public servants, our objective is to provide the best possible service to the citizens of the county in a fair, efficient, and courteous manner. Your job is important to our overall success.

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

The personnel policies and procedures of the county are adopted by the Commissioners Court, are subject to regular review, and may be updated or changed from time to time without prior notice.

Other county Elected Officials and Department Heads may have additional policies governing their employees, but any departmental policies may not conflict with these countywide policies that implement state and federal law. Be sure to check with your supervisor or Department Head to see which additional policies, if any, are applicable to you. If you need more details on the countywide policies and procedures, please consult Human Resources.

Sincerely,

County Judge and
Commissioners Court