

1.3 RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICIES

Responsibility for personnel functions in the county is divided among county offices as follows:

County Commissioners Court oversees and interprets general personnel policies, and any modifications will be recorded in the official minutes of the court;

Elected Officials and Department Heads select and supervise employees and are responsible for the administration of these personnel policies within their own departments or units.

The County Treasurer processes payroll, distributes payroll checks, processes W-2 forms.

The County Auditor maintains travel and expense reimbursements, official budget adopting annual compensation of elected and appointed officials and employees for the fiscal year.

Human Resources recommends plans and implements changes in personnel policies and procedures as directed by Commissioners Court, maintains official personnel records (including maintaining originals of employee time and leave records), administers Texas County & District Retirement System (TCDRS) for all eligible employees, verifies employment, maintains W-4 forms, administers the annual Section 125 Plan, all other active benefits, and Benefit Election annual enrollment, often processes vacancies for employment for Department Heads and Elected Officials by advertising on the county website and when appropriate, conducts orientation for new hires, conducts an exit orientation for all employees leaving employment, coordinates random drug and alcohol testing, post-accident testing, pre-employment requirements (physicals, drug and alcohol testing), Workers' Compensation, FMLA (Family Medical Leave Act), Sick Leave Pool, and Accident/Incident Reports. Communicates with and assists, effectively and courteously, Commissioners Court, Elected Officials, Department Heads, all employees and the public.

Funds approved in county budgets may not be expended in violation of these policies.