

Young County, Texas



Personnel Policy Manual

(Revised October 11, 2010)

YOUNG COUNTY
PERSONNEL POLICY MANUAL

Except where otherwise specifically stated, the policies contained in this manual apply to all Young County Employees. The policies set forth in this manual replace any and all prior County policies pertaining to the matters addressed herein to the extent that those prior policies are inconsistent with the policies set forth in this manual.

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**YOUNG COUNTY
POLICY ON EMPLOYMENT AT WILL**

EMPLOYMENT AT WILL

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

**YOUNG COUNTY
POLICY ON EMPLOYEE STATUS**

FULL TIME

1. A full time employee shall be any employee in a position which has a normal work schedule of at least 30 hours per week.

PART TIME

2. A part time employee shall be any employee in a position which has a normal work schedule of less than 30 hours per week.

TEMPORARY

3. A temporary employee shall be any employee who is hired into a position which is temporary (*i.e.* expected to last for some specific duration or until a specific project is completed).
4. Temporary employees may be either full time or part time.

REGULAR

5. A regular employee shall be any employee hired into a position which is not considered to be temporary.
6. Regular employees may be either full time or part time.

EMPLOYMENT AT WILL

7. All employees are considered to be “at will” employees as defined in the **Policy on Employment at Will** and employee status shall not be considered a contract of employment.

ELECTED OFFICIALS

8. By law, many of the provisions of this Personnel Policy Manual, such as those pertaining to Employee Benefits (vacation, sick leave, holidays etc . . .), “at will” employment status, overtime compensation and time sheets do not apply to elected officials. The compensation and benefits of elected officials are set each year by the Young County Commissioners Court in accordance with state law. Other provisions contained in this manual (such as the Policy on Nepotism policy, the Policy on County Property and the Policy on Travel) are binding on elected officials because those provisions are either: based on state laws that have been incorporated into the manual; or, have been adopted by the commissioners court exercising its administrative authority.

1.02

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**YOUNG COUNTY
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

EQUAL OPPORTUNITY

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

REASONABLE ACCOMMODATION

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

**YOUNG COUNTY
POLICY ON APPLICATION FOR EMPLOYMENT**

JOB ANNOUNCEMENTS

1. Announcements for job openings with Young County may include the following: advertisements in newspapers; internet postings; registration with the Texas Employment Commission; postings on Young County Courthouse bulletin boards; and, any other method reasonably calculated to attract qualified applicants. However, no public announcement of any type for a job opening is required.
2. Each elected or appointed official having a job opening shall be responsible for determining how that opening will be announced.

APPLICATION PROCEDURE

3. Before an individual can be considered to be an applicant for employment with Young County, the individual shall be required to complete the steps outlined in the “Young County Employment Application Procedure”.
4. Copies of the “Young County Employment Application Procedure” are available from the County Auditor’s Office and may be picked up at any time during the normal working hours for that office.

SELECTION

5. Each elected or appointed official, or the official’s designee, shall be responsible for selecting the applicant who the official feels best meets the qualifications for an open position in the official’s department.

DISQUALIFICATION

6. Reasons for which an applicant shall be disqualified for consideration for employment shall include, but not be limited to the following:
 - A. The applicant does not meet the minimum qualifications necessary to perform the duties of the position for which the applicant is applying;
 - B. The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
 - C. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process; or
 - D. The applicant is not legally permitted to hold the position

1.04

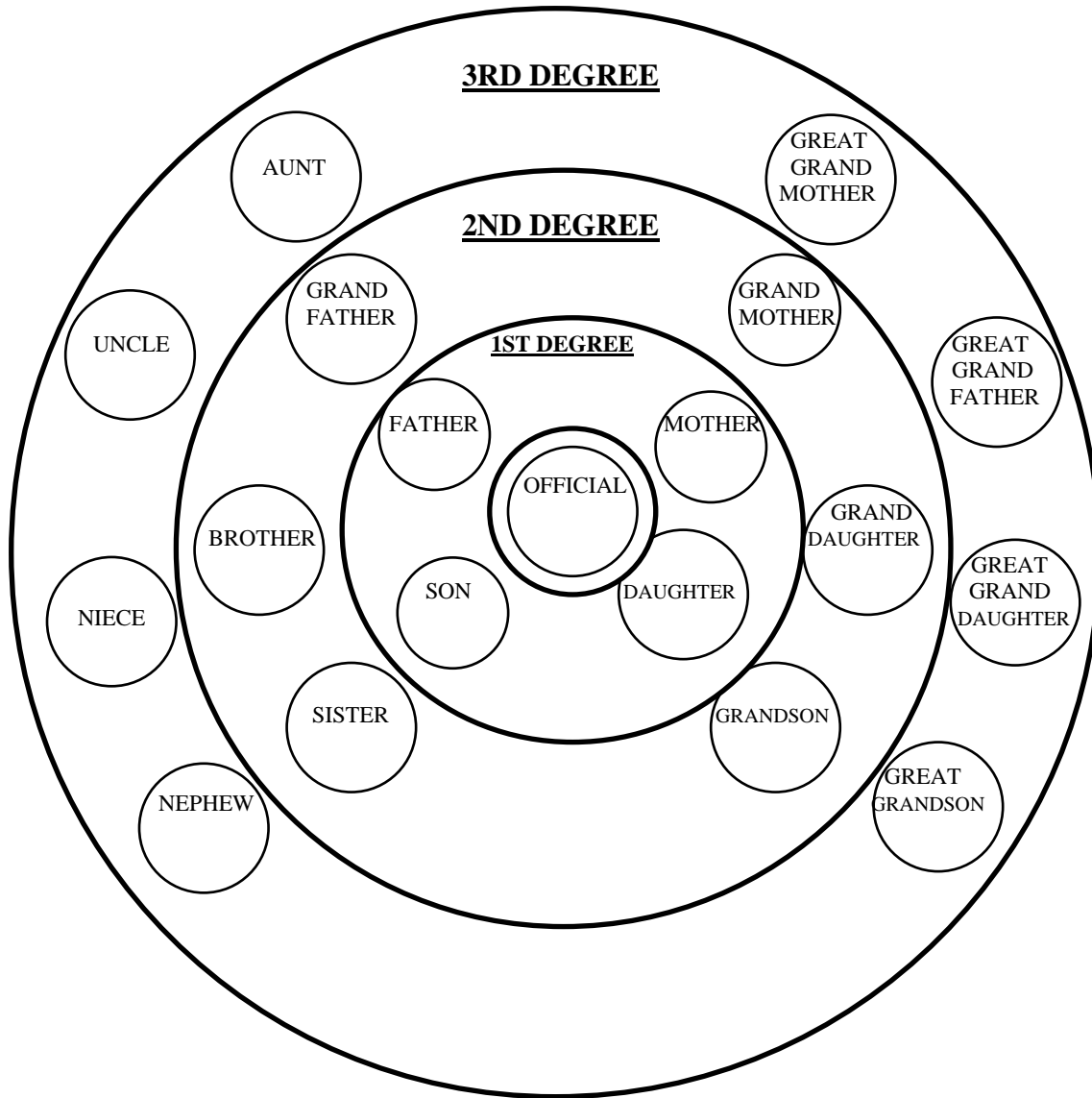
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**YOUNG COUNTY
POLICY ON NEPOTISM**

HIRING OF RELATIVES

1. In accordance with the Texas Nepotism Statutes, an elected or appointed official of Young County shall not hire a relative related in the first, second or third degree of consanguinity (blood) or the first or 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.)

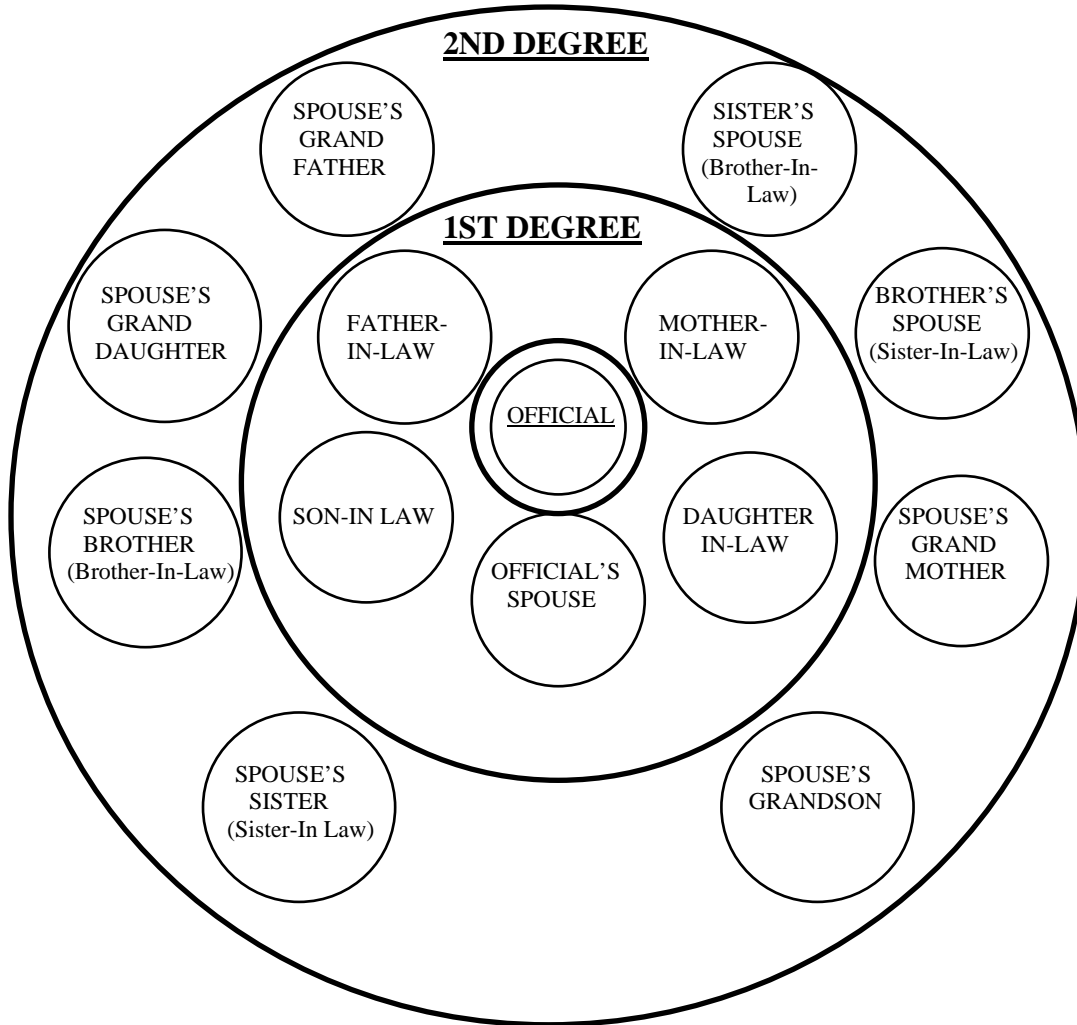
**YOUNG COUNTY
POLICY ON NEPOTISM
(continued)**



**Consanguinity Kinship Chart
(Blood)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**

**YOUNG COUNTY
POLICY ON NEPOTISM
(continued)**



**Affinity Kinship Chart
(Marriage)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**

**YOUNG COUNTY
POLICY DEFINING “LAW ENFORCEMENT PERSONNEL” AND
“NON-LAW ENFORCEMENT PERSONNEL”**

LAW ENFORCEMENT PERSONNEL

1. For all Young County personnel policy purposes, “Law Enforcement Personnel” shall mean those County employees who qualify for the exemption for “employees in law enforcement activities” to the Fair Labor Standards Act (FSLA) provisions pertaining to over time pay. The exemption is set out in FSLA Sections 207(k) and 13(b)(20).
2. Employees who qualify for the exemption test set forth in Section 1 above are considered “Law Enforcement Personnel” regardless of their rank or their status as “trainee,” “probationary,” or “permanent,” and regardless of their assignment to duties incidental to the performance of their law enforcement activities.
3. At the time this policy is adopted, Sheriff’s deputies and jailers are considered “Law Enforcement Personnel.”

NON-LAW ENFORCEMENT PERSONNEL

4. For all Young County personnel policy purposes, “Non-Law Enforcement Personnel” shall mean all County employees who do not for the exemption for “employees in law enforcement activities” to the Fair Labor Standards Act (FSLA) provisions pertaining to over time pay. The exemption is set out in FSLA Sections 207(k) and 13(b)(20).
5. At the time this policy is adopted, dispatchers, clerical employees of the Sheriff’s Department, and employees in the offices of the County Attorney and the District Attorney are not considered “Law Enforcement Personnel.”

YOUNG COUNTY POLICY ON VACATION

ELIGIBILITY

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

ACCRUAL RATE

3. Employees who have worked for less than ten (10) years in a position or positions eligible to receive vacation shall accrue vacation at the rate of 3-1/13 hours per each fourteen day Pay Period, which is equivalent to eighty (80) hours per year.
4. Employees who have worked for ten (10) or more years in a position or positions eligible to receive vacation shall accrue vacation at the rate of 4-8/13 hours per each fourteen day Pay Period, which is equivalent to one-hundred and twenty (120) hours per year.
5. Employees shall accrue proportionally reduced vacation time for any partial period of employment in a position eligible to receive vacation.
6. Vacation shall not accrue while an employee is on leave without pay.

INITIAL ACCRUAL AND WAITING PERIOD

7. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of one (1) full year in such a position before that employee may take any vacation.

VACATION AWARD DATE

8. Subject to the provisions of this manual, on the first day of January of each year (the "Award Date"), the County Treasurer shall award to each employee in a position eligible for vacation benefits the number of hours of vacation time which that employee accrued in the preceding year.
9. Employees who have worked for less than one year in a position eligible to accrue vacation shall, on the first Award Date following the employee's employment in such a position, receive an award of the amount of vacation time which the employee accrued in the prior year. Despite such award, the employee's right to take that vacation shall be governed by the Waiting Period set forth above and the employee's right to be paid for such vacation upon termination of employment shall be governed by the below policy on Pay at Termination.

**YOUNG COUNTY
POLICY ON VACATION
(continued)**

MAXIMUM VACATION AWARD

10. Beginning January 1, 2006, the maximum amount of vacation which may be awarded to an employee on an Award Date is the amount the employee would normally earn in one (1) year at the accrual rate applicable to the employee for the calendar year before the Award Date plus forty (40) additional hours.
11. Under this policy, an employee who has, as of the end of the calendar year before the Award Date, worked less than ten (10) years in a position eligible to accrue vacation will not be entitled to an award of more vacation time than the amount necessary to increase the employee's unused balance to one-hundred twenty (120) hours.
12. An employee who has, as of the end of the calendar year before the Award Date, worked ten (10) or more years in a position eligible to accrue vacation will not be entitled to an award of more vacation time than the amount necessary to increase the employee's unused balance to one-hundred sixty (160) hours.
13. Vacation time not awarded to an employee on an Award Date because such an award would result in the employee having an accrued amount in excess of that employee's maximum allowable vacation time shall be forfeited as of such Award Date. Forfeited vacation time may not be reclaimed on a later date and shall not be considered when calculating vacation pay at termination.

SCHEDULING

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

MINIMUM USAGE

15. The minimum amount of vacation that may be taken at one time shall be one (1) hour.

BORROWING

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

PAY IN LIEU OF VACATION

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

**YOUNG COUNTY
POLICY ON VACATION
(continued)**

HOLIDAY DURING VACATION

18. If a holiday falls during an employee's vacation, the holiday shall be charged in accordance with the **Policy on Holidays** and shall not be charged against the employee's vacation balance.

PAY AT TERMINATION

19. If an employee has worked for at least one (1) year in a position which accrues vacation, then at the time the employee resigns, is discharged or is terminated for any other reason, the employee shall receive pay for all accrued but unused vacation up to, but not more than, the maximum amount of vacation time to which that employee would have been entitled as of the Award Date preceding the date employment is terminated.
20. An employee who has not worked for a minimum of one (1) year in a position which accrues vacation shall not be eligible to be paid for any accrued but unused vacation upon termination of employment.
21. In the event that an employee is entitled to be paid for unused vacation upon separation under the terms of this policy, that payment shall be calculated based on the employee's salary as of the date of separation, expressed as an hourly wage and multiplied by the number of hours of unused vacation accrued (both awarded and un-awarded) as of the date of separation.

RECORD KEEPING

22. Each employee shall be responsible for accurately recording all vacation used on the employee's time sheet.
23. The County Treasurer's office shall maintain all employee records pertaining to vacation. Those records shall be available to employees and supervisors upon request during the regular working hours of the County Treasurer's office.

**YOUNG COUNTY
POLICY ON VACATION
(continued)**

24. An exempt employee who would otherwise be eligible for payment of unused vacation pay at termination will not be paid for such vacation time unless the employee has regularly (on the same time schedule as that required of non-exempt employees) turned in time sheets to the County Treasurer's office. Exempt employee's time sheets must reflect all sick and vacation time taken by the employee so that any unused vacation time claimed upon termination may be verified. An exempt employee is not required to turn in time sheets reflecting actual hours worked unless requested to do so by the employee's supervisor.

25. When a non-exempt employee moves into an exempt position (or vice-versa), all of the employee's vacation time shall carry forward into the new position. The employee shall not be entitled to receive cash payment for such vacation time by reason of the change in status. An employee whose status changes from non-exempt to exempt must comply with paragraph 24 above in order to be eligible for payment of unused vacation pay at termination.

**YOUNG COUNTY
POLICY ON SICK LEAVE**

ELIGIBILITY

1. All full time regular employees shall be eligible for the paid sick leave benefit.

ACCRUAL RATE

2. Eligible employees shall accrue sick leave at a rate of eight (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.

MAXIMUM ACCRUAL

4. The maximum amount of unused sick leave an employee shall be allowed to have at any time is two-hundred and forty (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 medical professionals; and,
 - C. To attend to the illness or injury of a member of the employee's immediate family.
6. For purposes of this policy, immediate family shall be defined as spouse, child, parent, or other relative living in the employee's home who is dependent on the employee for care.
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 the employee's supervisor of the intent to use sick leave as soon as the employee knows of the appointment.

**YOUNG COUNTY
POLICY ON SICK LEAVE
(continued)**

9. Where use of sick leave is not known in advance, an employee shall notify the employee's supervisor of the intent to use sick leave within fifteen (15) minutes of the employee's normal time to begin work, when practicable.
10. Where it is not practicable to notify the supervisor within fifteen (15) minutes of the normal starting time, the employee should notify the employee's supervisor as soon as is reasonably practicable.
11. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify the employee's supervisor of the anticipated length of absence.

DOCUMENTATION

12. If an employee uses three (3) or more consecutive days of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness.
13. Documentation requirements under Section 12 of this policy shall also apply in situations where the absence is for the care of a member of the immediate family.
14. Documentation of illness or injury shall be required for any sick leave used during the three (3) weeks prior to resignation of employment with the County.

MINIMUM USE

15. The minimum amount of sick leave that an employee may use at any time shall be one (1) hour.

BORROWING

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

PAY AT TERMINATION

17. Employees shall not be paid for unused sick leave at the termination of employment.

YOUNG COUNTY POLICY ON HOLIDAYS

ELIGIBILITY

1. All full time regular employees shall be eligible for the paid holiday benefits provided by this policy.

HOLIDAYS

2. County holidays for each calendar year shall be determined by the Young County Commissioners' Court prior to the end of the preceding year or as soon after the beginning of such year as is reasonably practical.

HOLIDAY DURING VACATION

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

HOLIDAY ON DAY OFF

4. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay. The day off shall be taken before the later of:
 - A. Ninety (90) days after the date of the holiday; or,
 - B. December 31 of the calendar year in which the holiday fell.
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.

COMPENSATION OF EMPLOYEES REQUIRED TO WORK ON HOLIDAY

6. If an eligible employee is called in to work on a holiday because of an emergency, a special need of the County, or because the employee works in a position which must be filled regardless of holidays (such as dispatcher, jailer, or patrol deputy) the employee shall be paid at a rate equal to two (2) times the employee's regular rate of pay for all hours actually worked on the holiday.

SPECIAL OBSERVANCES

7. Consideration may be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for the County.

2.03

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8. Determination of granted leave under Section 6 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 time or leave without pay may be used for leave granted under Section 6 of this policy.

**YOUNG COUNTY
POLICY ON JURY DUTY LEAVE**

JURY DUTY

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

OFFICIAL COURT ATTENDANCE

5. 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 the employee's court attendance may require.

PRIVATE LITIGATION

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

**YOUNG 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 one-hundred twenty (120) hours off per year with pay to attend authorized training sessions and exercises.
2. The one-hundred twenty (120) hours 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 or leave without pay if the employee must attend Reserve or National Guard Training sessions or exercises in excess of the one-hundred twenty (120) hour maximum.

ORDERS

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

ACTIVE MILITARY

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

**YOUNG COUNTY
POLICY ON FUNERAL LEAVE**

FAMILY FUNERAL LEAVE

1. Employees shall be allowed up to twenty-four (24) working hours leave with pay for a death in the immediate family.
2. For purposes of this policy, immediate family shall include the employee's spouse and the child, parent, brother or sister of the employee or the employee's spouse.

OTHER LEAVE

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

ADDITIONAL LEAVE

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

**YOUNG COUNTY
POLICY ON MEDICAL INSURANCE**

ELIGIBILITY

1. All elected officials and appointed officials of Young County shall be eligible for any group medical insurance benefit immediately upon taking office or upon the effective date of their appointment.
2. Except as provided in Section 1, all full time regular employees of Young County shall be eligible for any group medical insurance benefit, but only after they have been employed by the County for sixty (60) consecutive days.
3. Unless otherwise determined by the Young County Commissioners' Court, the full premium for the coverage for eligible employees shall be paid by the County.

DEPENDENT COVERAGE

4. Unless otherwise determined by the Young County Commissioners' Court, eligible employees may cover their qualified dependents by paying the portion of the group medical insurance benefit premium set by the by the Young County Commissioners' Court for those dependents.
5. Deductions for dependent coverage shall be made through payroll deduction from the employee's paycheck each Pay Period.

EXTENSION OF COVERAGE

6. Employees who leave the employment of Young 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).
7. Information on extension of benefits under COBRA is available in the County Auditor's Office and may be obtained during the normal working hours for that office.

LIFE INSURANCE

8. Unless otherwise determined by the Young County Commissioners' Court, Employees shall have a limited amount of life insurance on themselves as part of their group medical insurance coverage.

INFORMATION

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

2.07

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YOUNG COUNTY POLICY ON WORKERS' COMPENSATION

ELIGIBILITY

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

ACCIDENT REPORTING

4. Any employee who suffers a job related illness or injury shall be required to notify the employee's supervisor as soon as possible.
5. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments which are due.

PHYSICIAN'S RELEASE

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

CONTRIBUTORY FACTORS

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

COORDINATION WITH LEAVE POLICIES

8. Young County counts an employee's leave due to a work-related injury or illness toward the employee's twelve (12) week leave entitlement under the Family Medical Leave Act. Because workers' compensation leave is designated as FMLA leave, benefits are governed by the applicable provisions of the FMLA policy contained herein.

YOUNG COUNTY POLICY ON RETIREMENT

ELIGIBILITY

1. All regular employees shall be eligible for the retirement benefit through the Texas County and District Retirement System.
2. Temporary employees shall not be eligible for the retirement benefit through the Texas County and District Retirement System.

CONTRIBUTIONS

3. Eligible employees shall make contributions to the retirement program through a system of payroll deduction.
4. Young County shall make a contribution to each eligible employee's retirement account in an amount to be determined each year by the Young County Commissioner's Court.

INFORMATION

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

**YOUNG COUNTY
POLICY ON SOCIAL SECURITY**

SOCIAL SECURITY

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

CONTRIBUTIONS

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

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

ELIGIBILITY

1. To be eligible for benefits under this policy, an employee must:
 - A. Have worked for Young County at least 12 months (it is not required that these 12 months be consecutive); and
 - B. Have worked at least 1250 hours during the previous 12 months.

QUALIFYING EVENTS

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

SERIOUS HEALTH CONDITION

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

LEAVE AMOUNT

5. Up to 12 weeks leave per 12 month period may be used under this policy.
6. The County will measure the 12 month period as a rolling 12 month period measured back from the date an employee uses any leave under this policy.
7. All leave taken under this policy during the prior 12 month period shall be subtracted from the employee's 12 week leave eligibility and the balance is the leave the employee is entitled to take at that time.

**YOUNG COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE
(continued)**

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

PAID AND UNPAID LEAVE

9. If an employee has accrued leave, the employee shall be required to use appropriate paid leave first with the remainder of the 12 weeks as unpaid leave.
10. An employee who is taking leave because of the employee's own serious health condition, or the serious health condition of an eligible family member, shall be required to first use all paid vacation, sick leave, and any other paid leave, except for FLSA compensatory time, with the rest of the 12 week leave period being without pay.
11. An employee taking leave for the birth of a child shall be required to take paid sick leave, and/or other paid leave for the recovery period, except for FLSA compensatory time, after the birth of the child prior to going on leave without pay.
12. After the recovery period from giving birth to a child, the employee shall be required to use vacation and other available paid leave, except for sick leave or FLSA compensatory time, prior to going on leave without pay.
13. An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to use all paid leave due, except for sick leave or FLSA compensatory time, prior to going on leave without pay.
14. The maximum amount of paid and unpaid leave that may be used under this policy in any 12 month period is 12 weeks.

INSURANCE

15. While on unpaid leave under this policy, the County shall continue to pay the employee's medical insurance premiums at the same rate as if the employee had been actively at work.
16. The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued.

**YOUNG COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE
(continued)**

17. Payment for coverage under section 16 of this policy shall be made through regular payroll deduction while the employee is on leave with pay.
18. While on leave without pay, the employee shall be required to pay for premiums due to the County under section 16 of this policy no later than 30 days after the due date which the County sets or the coverage shall be discontinued.

INTERMITTENT LEAVE AND REDUCED SCHEDULE

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

PHYSICIAN'S STATEMENT

22. The County shall have the right to ask for certification of the serious health condition of the employee or the employee's eligible dependent when the employee requests or is using leave under this policy.
23. The employee should respond to the request within 15 days of the request or provide a reasonable explanation for the delay.
24. Certification of the serious health condition of the employee shall include:
 - A. The date the condition began;
 - B. Its expected duration;
 - C. The diagnosis of the condition;
 - D. A brief statement of the treatment; and
 - E. A statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.

**YOUNG COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE
(continued)**

25. Certification of the serious health condition of an eligible family member shall include:
 - A. The date the condition began;
 - B. Its expected duration;
 - C. The diagnosis of the condition;
 - D. A brief statement of treatment; and,
 - E. A statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
26. If the employee plans to take intermittent leave or work a reduced schedule, the certification shall also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.
27. The County shall have the right to ask for a second opinion from a physician of the County's choice, at the expense of the County, if the County has reason to doubt the certification.
28. If there is a conflict between the first and second certifications, the County shall have the right to require a third certification, at the expense of the County, from a health care practitioner agreed upon by both the employee and the County, and this third opinion shall be considered final.

REQUESTING LEAVE

29. Except where leave is unforeseeable, an employee shall be required to submit, in writing, a request for leave under this policy to his or her immediate supervisor.
30. Where practicable, an employee should give his or her immediate supervisor at least 30 days notice before beginning leave under this policy.
31. Where it is not reasonably practicable to give 30 days notice before beginning leave, the employee shall be required to give as much notice as is reasonably practicable.
32. If an employee fails to provide 30 days notice for foreseeable leave, the leave request may be denied until at least 30 days from the date the County receives notice.

**YOUNG COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE
(continued)**

REINSTATEMENT

33. Employees returning from leave under this policy, and who have not exceeded the 12 week maximum allowed under this policy, shall be returned to the same job or a job equivalent to that the employee held prior to going on leave.
34. Where an employee is placed in another position, it will be one which has equivalent status, pay, benefits, and other employment terms and one which entails substantially equivalent skill, effort, responsibility, and authority.
35. The County shall have no obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum 12 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave.

REPAYMENT OF PREMIUMS

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

OTHER BENEFITS

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

OTHER ISSUES

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

YOUNG COUNTY NEUTRAL ABSENCE POLICY

ELIGIBILITY

1. All Young County employees are covered by this Policy, subject to any applicable legal restrictions.

PURPOSE

2. The purpose of this policy is to allow the County to replace employees who are unable to come to work so that the County is able to continue the work of the County without undue hardship to individual departments, the County and the citizens we serve.

REASONS

3. This policy will be applied for all leave reasons including, but not limited to, Personal Leave of Absence, Work related injury, employees own illness, FMLA leave, employees absence due to family illness, or any other reason that keeps the employee from returning to work for six consecutive months.

INSURANCE

4. Employees on unpaid leave scheduled to extend beyond the calendar month in which leave begins will be eligible to continue coverage in the county's group insurance plan at their own expense through their rights under COBRA. Employees on leave under FMLA will have their insurance continued by the county under the conditions set forth in the FMLA.

TERMINATION

5. If an employee is unable to return to work after six months from the last full day the employee was at work, or compensated for (whichever occurs later), the employee will be terminated.
6. This would only occur after the employee has exhausted all paid leave (sick and vacation pay) that the employee may have accumulated.

**YOUNG COUNTY
POLICY ON CELLULAR TELEPHONE ALLOWANCES**

ALLOWANCES MAY BE OFFERED

1. Cellular telephone allowances may be offered by the County to certain designated employees, appointed officials and elected officials to help defray the cost of obtaining and maintaining cellular telephones to be used in connection with those persons' official duties for the County. The employees who are designated to receive such allowances shall be selected by the Young County Commissioners Court by making provision for payment of such allowances in the county budget.

CONDITIONS FOR RECEIVING ALLOWANCE

2. Any person who accepts a cell phone allowance agrees to:
 - A. Obtain, maintain and replace, if necessary, at their sole cost and expense a cellular telephone which may be used for communications related to county purposes;
 - B. Make the telephone number of that cellular telephone known to their supervisor (if any), the County Auditor, the Commissioners Court and to any other persons to whom any of the foregoing request that it be made available;
 - C. Make the cellular telephone available to receive and transmit communications regarding county matters on such days and at such hours as may be required by their supervisor (if any);
 - D. Abide by any and all other reasonable provisions regarding the use of the cellular telephone as may be established by their supervisor (if any);
 - E. Upon request by their supervisor, the Commissioners Court and/or the County Auditor, provide proof of their compliance with Paragraphs A through D above (which proof may include, but may not be limited to, copies of a portion of their cellular telephone bill sufficient to demonstrate that they maintained an operational cellular telephone for any or all periods for which the person received an allowance); and,
 - F. Maintain copies of a portion of their personal cellular telephone bills a period of twelve months after the billing date for purposes of compliance with Paragraph E above.

YOUNG COUNTY
POLICY ON CELLULAR TELEPHONE ALLOWANCES
(continued)

PAYROLL DEDUCTIONS

3. All persons receiving cell phone allowances are advised that deductions will be made from the allowance for their portion of any required contribution to the county retirement plan and any and all applicable payroll taxes.

PUBLIC INFORMATION ACT AND OTHER LAWS IMPACTING PRIVACY

4. All persons receiving cell phone allowances are advised that all or part of their cellular telephone bills may be held to be public records under the Public Information Act or other state or federal law as a result of their acceptance of the allowance and the use of the telephones in connection with the performance of their jobs.

PAYROLL DEDUCTIONS

5. Personnel in the County Auditor's and others may call the person's cellular telephone from time to time to verify that it is in service.

**YOUNG 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 the employee's 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 the employee's normal reporting time, the employee shall be responsible for notifying the employee's supervisor as soon as is reasonably practicable of the circumstances causing the tardiness or absence.

EXCUSED AND UNEXCUSED

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

ABANDONMENT OF POSITION

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

**YOUNG 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 the employee.
2. County employees shall only use equipment, vehicles, tools, and other County property that they are authorized to use.

PERSONAL USE

3. Except as specifically authorized under the terms of this Policy on County Property or by other order of the Young County Commissioners Court, the personal use of County vehicles, equipment, supplies, tools, and any other County property shall not be permitted.
4. Except as otherwise specifically authorized herein, no person shall be transported in any County vehicle for any purpose not directly related to County business.

**SPECIAL PROVISIONS REGARDING USE OF COUNTY VEHICLES PROVIDED TO
LAW ENFORCEMENT OFFICERS**

5. Elected and appointed County officials and full time County employees who meet the following qualifications are considered "Law Enforcement Officers" for purposes of this Section:
 - A. The individual is responsible for preventing or investigating crimes involving injury to persons or property (including catching or detaining persons for these crimes);
 - B. The individual is authorized by law to carry firearms, execute search warrants, and to make arrests; and,
 - C. The individual regularly carries firearms, except when it is not possible to do so because of the requirements of undercover work.

**YOUNG COUNTY
POLICY ON COUNTY PROPERTY
(continued)**

6. Some Law Enforcement Officers are assigned marked patrol vehicles and are required to drive those vehicles home incident to law enforcement functions (such as being able to report directly from home or another location to a stakeout or surveillance site or to an emergency situation in an emergency vehicle which is equipped for such response, covered by county collision and liability insurance and immediately available to the Law Enforcement Officers to respond to emergency calls). Those Law Enforcement Officers are authorized to use those vehicles to transport their own children to and from school on their way to and from work. This exception is made in the County's interest of putting additional marked law enforcement vehicles in school zones during peak traffic activity. Such Law Enforcement Officers shall transport their children by the most direct route from the location they pick up the children to the school and from the school to the location where the children are to be dropped off. Under no conditions shall the pick up or drop off point be outside the County. At the times such transport takes place, the Law Enforcement Officers shall be considered to be off duty and acting outside the course and scope of their employment. The Law Enforcement Officers shall not engage in any employment related activities while in the process of transporting their children. Further, Law Enforcement Officers shall not receive compensation for any period of time during which they are transporting their children in this fashion and their time records shall reflect this fact. Use of a county vehicle to take children to and from school will be considered personal use and will not be considered within the course and scope of employment. The County intends that the use of the vehicle to take children to and from school on the Law Enforcement Officer's way to or from work be considered to be a *de minimis* fringe benefit. However, to the extent that any personal tax liability arises from such use, the Law Enforcement Officer using the vehicle shall be responsible for any all tax liability associated with the use of the vehicle for such purpose.
7. Except as otherwise specifically authorized herein, Law Enforcement Officers authorized to take marked law enforcement vehicles home must drive the vehicle to and from work by the most direct route with no deviation. Driving such marked law enforcement vehicles to and from home will be considered to be within the course and scope of employment. Any unauthorized deviation from the route to and from work to conduct personal business will be considered personal use and will not be considered within the course and scope of employment.
8. The County currently provides unmarked vehicles for the use of the following Law Enforcement Officers and may in the future provide such vehicles for other Law Enforcement Officers: the Young County Sheriff; the Young County Sheriff's Chief Deputy, the Young County Sheriff's Investigator, the Young County Sheriff's Jail Administrator, and the Young County District Attorney's Investigator. Those Law

**YOUNG COUNTY
POLICY ON COUNTY PROPERTY
(continued)**

Enforcement Officers are authorized to use the unmarked vehicles which are provided to them for limited personal use within Young County and neighboring counties. The County has determined that such limited personal use serves a public benefit in that it is incident to law enforcement functions (such as being able to report directly from home or another location to a stakeout or surveillance site or to an emergency situation in an emergency vehicle which is equipped for such response, covered by county collision and liability insurance and immediately available to the Law Enforcement Officer). For the foregoing reasons, the County considers such limited personal use of the vehicles to be a working condition fringe benefit under the provisions of the Internal Revenue Code and, therefore, not a taxable benefit provided by the County to those Law Enforcement Officers. However, to the extent that any personal tax liability arises from such use, the Law Enforcement Officer using the vehicle shall be responsible for any all tax liability associated with the use of the vehicle for such purposes. This policy does not authorize any of those Law Enforcement Officers to use any unmarked vehicles for personal vacations or for recreational trips outside of the County and such use is specifically forbidden.

GENERAL PROVISIONS REGARDING USE OF COUNTY VEHICLES

9. Use of a County vehicle (other than an unmarked vehicle used by a Law Enforcement Officer) for going to and from meal breaks should meet the following criteria:
 - A. Employees working in the field with no reason to return to their work base are allowed to go to meal breaks in their assigned vehicle;
 - B. Break sites must be located along or adjacent to the route between the last work site and the next work site; and,
 - C. Personal trips are not allowed during break periods.
10. The operation of County owned vehicles by non-employees is not allowed.

LICENSES

11. 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 the employee operates it.
12. Any employee who operates a vehicle or equipment which requires a license for legal operation shall notify the employee's supervisor of any change in the status of that license.

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**YOUNG COUNTY
POLICY ON COUNTY PROPERTY
(continued)**

13. 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.
14. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

ACCIDENTS

15. 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.
16. Copies of all accident reports pertaining to the accident shall be sent to the employee's supervisor and to the County Judge.
17. **COUNTY ELECTED OFFICIALS, APPOINTED OFFICIALS AND EMPLOYEES INVOLVED IN ACCIDENTS WHILE NOT IN THE COURSE AND SCOPE OF EMPLOYMENT SHALL BE PERSONALLY RESPONSIBLE FOR ALL DAMAGES AND LIABILITIES ARISING FROM THE ACCIDENT INCLUDING, BUT NOT LIMITED TO, DAMAGE TO ANY COUNTY VEHICLE INVOLVED IN THE INCIDENT, INJURY TO ANY PERSON AND INJURY TO ANY OTHER PERSON'S PROPERTY. ANY COUNTY ELECTED OFFICIAL, APPOINTED OFFICIAL OR EMPLOYEE WHO OPERATES A COUNTY VEHICLE FOR PERSONAL PURPOSES, WHETHER AUTHORIZED TO DO SO OR NOT IS STRONGLY ADVISED TO CHECK WITH HIS OR HER INSURANCE COMPANY TO MAKE SURE HE OR SHE IS COVERED IN THE EVENT OF AN ACCIDENT.**

VEHICLE CONDITION

18. Personnel authorized to utilize County issued vehicles must keep them safe and clean at all times. No personal or unauthorized decals should be placed anywhere on the vehicle.
19. Personnel must ensure that all vehicles are in a safe, operable condition by performing daily inspections.

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**YOUNG COUNTY
POLICY ON COUNTY PROPERTY
(continued)**

20. Personnel authorized to use County owned vehicles should be aware that the operation and appearance of such vehicles reflects on the professionalism of the driver, the department and the County. As such, personnel must be constantly aware of their actions and ensure their behavior, appearance and operation exhibit the highest degree of professionalism and courtesy.
21. No guns, illegal knives (as that term is defined by Section 46.01 of the Texas Penal Code), electronic stun guns or other weapons (with the exception of those carried by certified peace officers) are allowed in County owned vehicles.

DRIVING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

22. Employees who are convicted of Driving While Intoxicated (DWI) or Driving Under the Influence of Drugs (DUID) within the last 36 months are prohibited from driving a County owned vehicle.
23. The County has a “zero tolerance” policy in regard to the operating or driving a County owned vehicle while under the influence of alcohol or any illegal substance. Having an accident where the employee is at fault as determined by the public safety department responding to the accident.

PRIVACY

24. County vehicles are to be used for conducting official County business. The County reserves the right to search those vehicles at any time and for any purpose. Employees have no expectation of privacy in County vehicles.

SPECIAL PROVISIONS REGARDING *DE MINIMIS* PERSONAL USE OF COUNTY OWNED CELLULAR TELEPHONES

25. Cellular telephones may be provided by the County for the use of various employees, appointed officials and elected officials for use in connection with their official duties for the County. Cell phone may also be provided by the County to non-county employees such as the 90th Judicial District’s District Attorney and the Game Warden whose territory includes Young County. For work related and public safety reasons the County has an interest in making sure that the employees and others who are provided with cell phones maintain paid up cell phone plans with reliable service and known numbers. The employees who are provided with such cell phones have been traditionally authorized use

YOUNG COUNTY
POLICY ON COUNTY PROPERTY
(continued)

them for personal calls on a limited basis. As long as the length and frequency of those personal calls is limited, those personal calls do not result in any increased expense to the County. This limited authorization is allowed because having the cell phones available to make necessary personal calls increases employees productivity by reducing the amount of time spent locating a land line to make a telephone call and eliminates the need to encumber the employee with two telephones (one personal and one county). Any attempt to regularly identify personal calls made by employees and account for the cost of those calls would have so little value to the county that accounting for it would be unreasonable and administratively impracticable. For the foregoing reasons the County has determined that the provision of such cell phones to certain persons and allowing those persons limited personal use is reasonably related to county business and serves a public purpose.

The County considers the limited personal use of the cell phones provided to its employees to be a working condition fringe benefit under the provisions of the Internal Revenue Code and therefore not a taxable benefit provided by the County to those persons, provided that such use shall be limited to no more than fifteen percent (15%) of the usage of the cell phone in question or sixty (60) minutes per calendar week, whichever is greater. Any employee who exceeds the foregoing usage limitation for personal calls will be required to pay for the cost of the percentage of use of the cellular phone which exceeds the stated limitations. This provision does not authorize any of those persons provided with cell phones to make personal calls outside of the calling plan area which would result in a charge to the county for such call in addition to the regular monthly fee for the cell phone, send personal text messages which result in a charge to the county or to download games or other personal services onto the phones. Any employee using a county owned cellular phone for any of the foregoing purposes which results in a charge to the county shall be required to pay such charge.

**YOUNG COUNTY
POLICY ON CONFLICT OF INTEREST**

CONFLICT OF INTEREST

1. Employees of Young 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 the employee's ability to make objective decisions in regard to the employee's work and responsibility as a County Employee.
2. Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination.

PROHIBITED

3. Activities which constitute a conflict of interest shall include but not be limited to:
 - A. Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County, that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance;
 - B. Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
 - C. Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;
 - D. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his or her duties for the County, unless such investment is specifically permitted by applicable statutory authority and made in compliance with such statutory authority;
 - 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.

**YOUNG COUNTY
POLICY ON POLITICAL ACTIVITY**

POLITICAL ACTIVITY

1. Employees of Young County shall have the right to support candidates of their choice and to engage in political activity during their personal time.
2. County employees shall not:
 - A. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
 - B. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason;
 - C. Engage in political activity while on duty for the County;
 - D. Display or store political signs and advertising materials inside County owned buildings;
 - E. Transport political signs or advertising materials in County owned vehicles; or,
 - F. Use any equipment, property or material owned by the County for political activity.
3. Notwithstanding anything in this policy to the contrary, County employees may engage in political activity and display political signs and advertisements at the Young County Arena, on the Courthouse lawn, in the Courthouse Gazebo, at the Ag Barn and at Fort Belknap in the same fashion that citizens who are not County employees are permitted to engage in political activity and display political signs and advertisements at those locations.

YOUNG 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 the employee works.

VIOLATIONS

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

REPORTING

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

**YOUNG COUNTY
POLICY ON SEXUAL HARASSMENT**

POLICY

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

DEFINITION

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

CLAIMS

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

REPORTING

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

**YOUNG COUNTY
POLICY ON SEXUAL HARASSMENT
(continued)**

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, a Commissioner, the County Attorney or the County Auditor.
9. The official or department head to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.
10. Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

OTHER RIGHTS

11. Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to sexual harassment charges.

YOUNG COUNTY POLICY ON INTERNET

OVERVIEW

1. As the use of information resources technology has increased exponentially during the past few years, Young County has taken advantage of this opportunity to help serve the citizens of our county. We recognize that giving public officials and employee's use of electronic resources such as e-mail and internet services is inexpensive and offers the potential for increased productivity. As we all know the internet can be used to facilitate cost effective and efficient business.
2. This means that the Internet can be seen as a tool – a catalyst for streamlining agency business practices, completing transactions without paper, reducing the number of forms and incoming calls, answering commonly asked questions, etc.... Offices can better serve their customer by linking with other Internet sites such as state agencies and local governments.
3. Because nobody is in charge, the Internet environment lacks consistency, predictability and organization. Ethical and legal issues have surfaced in connection with what is permissible for employees to distribute electronically and what is not. Additionally, anyone can abuse the privilege of access, either by promoting inappropriate activities or by misusing access time. It is easy to spend hours on the Internet browsing around and following search paths, while normal job duties go undone.
4. According to the Texas Ethics Commission's *Ethics Advisory Opinion No. 372 Summary*, Penal Code section 39.02 does not require county government to adopt policies absolutely prohibiting any personal use of computer services as long as the county is reimbursed for any direct costs incurred. In adopting policies about the use of county office equipment, offices should make sure that any permissible personal use does not result in direct cost paid by the county and does not impede agency functions. County policies should also ensure that any county resources are not used for private commercial purposes and that only incidental amounts of employee time – time periods comparable to reasonable coffee breaks during the day – are used to attend to personal matters.
5. Accordingly, Young County requires all officials and other employees that use county equipment to access the Internet to adhere to some guidelines and restrictions.

**YOUNG COUNTY
POLICY ON INTERNET
(continued)**

GENERAL GUIDELINES

6. Personal use of the Internet is a privilege, not a right. As such, use should be limited. The privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action.
7. Employees need to keep in mind that all Internet usage can be recorded and stored along with the source and destination.
8. Employees have no right to privacy with regard to Internet usage. Management has the ability and right to view employees' usage patterns and take action to assure that Internet resources are devoted to maintaining the highest levels of productivity.
9. The Internet path record is the property of the agency and therefore the taxpayers of Young County, Texas.
10. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. Supervisory permission is needed and should be obtained for these activities, or the activities should be included in the employee's job description.
11. Each employee using the Internet shall identify him/herself honestly, accurately and completely (including one's office affiliation and function where requested) when providing such information.
12. Only those employees or officials who are expressly authorized to speak to the media or to the public on behalf of an office may represent such office within any news group or chat room. Other employees may participate in news groups or chat rooms in the course of business when relevant to their duties, but they should do so as individuals speaking for themselves and must include a disclaimer in their comments similar to the follow:

“This contains the thoughts and opinions of (employee name) and does not represent official (office name) policy.”

**YOUNG COUNTY
POLICY ON INTERNET
(continued)**

RESTRICTIONS

13. Personal use of the Internet should not impede the conduct of county business; only incidental amounts of employee time – time periods comparable to reasonable coffee breaks during the day – should be used to attend to personal matters.
14. Accessing, posting or sharing any racist, sexist, threatening, obscene or otherwise objectionable material (i.e., visual, textual or auditory entity) is strictly prohibited.
15. Subject to certain legal exceptions, the Internet should not be used for any personal monetary interest or gain.
16. Employees should not subscribe to mailing list or mail services, and should not participate in electronic discussion groups (i.e., list server, Usenet, news groups, chat rooms, instant messaging services) strictly for personal use.
17. Personal Internet use should not cause Young County to incur a direct cost in addition to the general overhead of an Internet connection.
18. Employees must not intentionally use the Internet facilities to disable, impair, or overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

**YOUNG COUNTY
POLICY ON PAY PERIOD, PAY DATES AND TIME SHEETS**

APPLICATION

1. This policy shall apply to all County employees.

PAY PERIOD

2. Effective as of Sunday, September 25, 2005, the Pay Period for Young County shall be a fourteen (14) day Pay Period. The first such fourteen (14) day Pay Period shall begin on Sunday, September 25, 2005 at 12:01 a.m and end on Saturday, October 8, 2005. Subsequent Pay Periods shall be calculated based on that first Pay Period. Prior policies regarding Pay Periods shall remain in full force and effect until September 25, 2005.

PAY DATES

3. Effective as of Sunday, September 25, 2005, the Pay Date for each Pay Period shall be the second Tuesday following the end of the Pay Period. The Pay Date for the fourteen (14) day Pay Period which ends on October 8, 2005, shall be Tuesday, October 18, 2005.
4. Notwithstanding anything in this policy to the contrary, in order to adjust for the change from semi-monthly to bi-weekly Pay Periods, on October 4, 2005, all County employees will be paid any compensation due to them for salary and overtime earned through Saturday, September 24, 2005. The October 4, 2005 Pay Date will replace the October 1, 2005 Pay Date established under prior policies.
5. If a Pay Date falls on a holiday, paychecks shall be issued on the last workday immediately preceding the holiday.
6. Electronic depositing of paychecks shall be made on the same date on which paychecks are to be issued under this policy.

TIME SHEETS

7. Each employee shall be required to fill out a time sheet to be turned in to the employee's supervisor on the last day of each Pay Period.
8. The time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the Pay Period.

PAY ADVANCES

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

4.01

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**YOUNG COUNTY
POLICY ON COMPENSATION**

APPLICATION

1. This policy shall apply to all County employees.

SALARIED EMPLOYEES

2. Beginning with the Tuesday, October 4, 2005 Pay Date, all full time employees shall be paid one-twenty-sixth (1/26) of the annual salary budgeted for their position on each Pay Date, subject to adjustment for fractional Pay Periods of employment and adjustments made in connection with the conversion from semi-monthly to bi-weekly Pay Periods. Subsequent Pay Dates shall be calculated accordingly. Prior compensation policies are continued in force until such time.
3. The bi-weekly salary payment compensates all full time employees for all non-overtime hours worked in a corresponding Pay Period.

TEMPORARY AND PART TIME EMPLOYEES

4. Temporary and part time employees shall be paid hourly at a rate:
 - A. Not less than the minimum wage established by the *Fair Labor Standards Act*, as amended; and,
 - B. Not more than ten dollars (\$10.00) per hour.
5. Temporary and part time employees shall be paid on the same Pay Dates for the same Pay Periods as full time employees. However, the County Treasurer shall have the discretion to pay temporary and part time employees on a more frequent basis if the County Treasurer determines that it is in the county's best interest to do so.

DIRECT DEPOSIT

6. The County Treasurer may wait a reasonable period, not to exceed ninety (90) days, before beginning the process of enrolling a new employee in the direct deposit system.

**YOUNG COUNTY
POLICY ON LONGEVITY PAY**

LONGEVITY PAY

1. Young County does not offer longevity pay.

**YOUNG COUNTY
POLICY ON PAYROLL DEDUCTIONS**

REQUIRED DEDUCTIONS

1. Deductions shall be made from each employee's paycheck for federal withholding, social security, Medicare, court ordered child support, court ordered alimony and any other deductions required by law or provided for under the terms of this policy.

RETIREMENT

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

OPTIONAL DEDUCTIONS

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

**YOUNG COUNTY
POLICY ON WORK SCHEDULE AND WORK PERIODS**

WORK SCHEDULE

1. The normal hours of work for most Non-Law Enforcement Personnel shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday, with a one-hour lunch break. However, each elected official shall have the right to determine the work schedule appropriate for the official's office, subject to requirements of law regarding certain offices such as the county and district clerks.

EXCEPTIONS

2. In order to meet the needs of the County, certain departments or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.
3. The need for schedules that vary from the normal schedule shall be determined by each department head.

WORK DAY

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

WORK PERIOD

5. For purposes of recordkeeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the Work Period for Non-Law Enforcement Personnel shall begin at 12:01 a.m. on each Sunday and end seven (7) consecutive days later (168 hours).
6. For purposes of recordkeeping and to determine overtime in compliance with the FLSA, the Work Period for Law Enforcement Personnel shall begin at 12:01 a.m. on Sunday and end fourteen (14) consecutive days later (336 hours).
7. The first fourteen (14) day Work Period for Law Enforcement Personnel shall begin on Sunday, February 27, 2005 and end on Saturday, March 12, 2005. The beginning and end of all fourteen (14) day Work Periods for Law Enforcement Personnel may be calculated from such dates.

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

HOURS WORKED

1. Hours worked shall include all time actually spent in the service of the County as defined in the Fair Labor Standards Act (FLSA) and its regulations.
2. Employees are advised that time spent “on-call” is generally not compensable under the provisions of the FLSA if the employee has the freedom to carry on normal activities (*e.g.* go out and eat in a restaurant, go to the movies, visit friends, *etc* ...) but must be accessible by phone, pager or radio.

OVERTIME APPLICATION

3. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA.

OVERTIME DEFINITION - LAW ENFORCEMENT PERSONNEL

4. Under FLSA Section 207(k), a public sector employer may establish a work period ranging from seven (7) to twenty-eight (28) days for law enforcement personnel.
5. Young County has chosen a fourteen (14) day Work Period for Law Enforcement Personnel.
6. As permitted by FLSA Section 207(k), beginning with the fourteen (14) day Work Period which starts on Sunday, September 25, 2005 at 12:01 a.m and ends on Saturday, October 8, 2005, overtime for Law Enforcement Personnel shall include all time actually worked for the County in excess of eighty-six (86) hours in each fourteen (14) day Work Period.
7. Notwithstanding Paragraph 6 above, if Law Enforcement personnel work overtime in connection with a law enforcement initiative for which overtime expenses incurred by the County are reimbursable by the State of Texas or an agency of the federal government of the United States of America, then overtime for Law Enforcement Personnel shall include all time actually worked for the County in excess of eighty (80) hours during each fourteen (14) day Work Periods during which a part of the initiative takes place. The changes in the overtime definition for Law Enforcement Personnel made through this Paragraph shall apply only to overtime accrued by those Law Enforcement personnel who work in connection with the enforcement initiative and whose overtime is reimbursable to the County. The changes in the overtime definition for Law Enforcement Personnel made through this Paragraph shall only apply during Work Periods in which such initiatives take place.

**YOUNG COUNTY
POLICY ON HOURS WORKED AND OVERTIME
(continued)**

OVERTIME DEFINITION – NON-LAW ENFORCEMENT PERSONNEL

8. Overtime for Non-Law Enforcement Personnel shall include all time actually worked for the County over forty (40) hours in each seven (7) day Work Period.

PAID LEAVE AND OVERTIME AUTHORIZATION

9. Paid leave shall not be counted in determining if overtime has been worked in any Work Period.
10. Except in emergency situations, an employee shall be required to have authorization from the employee's supervisor before working overtime.

**YOUNG 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).

OVERTIME COMPENSATION

2. All employees shall receive overtime compensation to which they may become entitled as provided for by this policy on **Overtime Compensation**.
3. Employees who accrue overtime as defined in the County's Policy on Hours Worked and Overtime shall be compensated at a rate of one and one-half (1-1/2) of the employee's regular rate of pay.

COMPENSATORY TIME

4. Young County employees shall not be allowed to accrue compensatory time in lieu of being paid for overtime.

OTHER ISSUES

12. 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.

**YOUNG COUNTY
POLICY ON GRIEVANCES**

PROCEDURE

1. Any employee having a grievance related to the employee's job should discuss the grievance with the employee's 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 that official.
3. The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.
4. An elected county or precinct officer who is aggrieved by the setting of the officer's salary or personal expenses may request a hearing before salary grievance committee as provided by Chapter 152 of the Texas Local Government Code.

**YOUNG COUNTY
POLICY ON DISCIPLINE**

DISCIPLINE

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

TYPES OF DISCIPLINE

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

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 the employee's 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. The County also retains the right to change any condition, benefit, privilege, or policy of employment at any time, with or without notice.

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

POLICY

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

DEFINITIONS

5. **A controlled substance** shall include any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended.
6. **County property** shall include all County owned, rented, or leased real property such as buildings, land, parking lots etc. and property used by employees such as vehicles, lockers, desks, closets, storage areas, *etc.*

**YOUNG COUNTY
POLICY ON DRUGS AND ALCOHOL
(continued)**

7. **Drugs** shall include any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
8. **Drug paraphernalia** shall include equipment, a product, or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise inducing into the human body an illegal drug or controlled substance.
9. **Illegal drug** shall include any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any other than a legitimate medical reason, and inhalants used illegally. Included is marijuana or cannabis in all forms.
10. **Under the influence** shall be defined as a state of having a blood alcohol concentration of 0.08 or more where “alcohol concentration” has the meaning assigned to it in Article 67011-1, Revised Statutes; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

POLICY VIOLATIONS

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

PRESCRIPTION DRUGS

12. Employees taking prescription medications shall be required to notify their supervisor of any possible effects the medication might have regarding their job performance and physical/mental capacity.
13. Any information concerning prescription medications being used by an employee, and any other medical information of which the supervisor becomes aware, shall be treated as confidential information.
14. Prescription medications used at work are to be kept in their original container.

TREATMENT

15. Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals.

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**YOUNG COUNTY
POLICY ON DRUGS AND ALCOHOL
(continued)**

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 Auditor's Office.

RESERVATION OF RIGHTS

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

YOUNG COUNTY POLICY ON TRAVEL

OVERVIEW

1. Young County realizes the benefit that accrues to the County when its employees attend conferences, seminars and professional training activities. However, conferences, seminars and training must be directly related to the work of the county office involved and certain procedures must be followed.

GENERAL DEFINITIONS

2. Educational Travel Reimbursement means travel reimbursement paid to County officials and employees who travel out-of-county for official educational seminars, conferences, and meetings. Travel expense forms must be submitted in order to claim reimbursement for educational travel. Items to be included on travel expense forms include meals, lodging, airline fares, use of personal auto, public transportation and conference registration fees.
3. Actual Expenses means the actual cost of any allowable travel expense supported by proper receipts or statements.
4. Per Diem Allowance means a fixed daily rate paid in lieu of actual expenses for meals.
5. Authorized Signature means the signature of a department head, elected official, or employee authorized to approve claims for a county official whose authorization is on file with the County Auditor.
6. Official County Business means business in which county employee's participation is recognized by the County Commissioners Court as being official business of the county.
7. Traveling County Employee means the county official, department head, or employee traveling on official county business who accrues expenses to be reimbursed by the county.
8. Auditor means the County Auditor and the County Auditor's designated staff.
9. County Official or County Employee means any County employee who is authorized to travel on official county business.

**YOUNG COUNTY
POLICY ON TRAVEL
(continued)**

10. Auto Allowance means a set amount of cash compensation budgeted to be paid to an employee as compensation for the use of the employee's personal automobile for County business. If an employee receiving an Auto Allowances undergoes a separation from employment, the Auto Allowance shall be pro-rated as of the date of the separation.
11. Travel Expense Form means the expense forms used to report all actual or estimated travel expense for official county business to be submitted to the County Auditor for reimbursement of travel expenses. The County Auditor shall be responsible for designing and maintaining such forms as the auditor deems necessary or appropriate for this purpose.

RESPONSIBILITY OF OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES

12. County officials and department heads are expected to plan the out-of-county travel for themselves and their employees to achieve maximum economy and efficiency. All county reimbursement travel must be for Official County Business Only.
13. It is the responsibility of the County Official or Department Head to see that all Travel Expense Forms are properly completed and signed before being sent to the County Auditor.
14. If a travel advance is requested, it is the responsibility of the Official or the Department Head to see that the form is presented to the County Auditor within the time restrictions set out on the travel forms. When the person receiving the travel advance returns to the County, it is the responsibility of the Official or Department Head to see that the Travel Expense Form is properly completed and sent to the County Auditor within ten (10) days.
15. Any refund due to the county from the travel advance will be submitted to the County Treasurer and a copy of the Treasurer's receipt will be attached to Travel Expense Form Number 1 which is sent to the County Auditor.
16. It is the responsibility of the County Official or Department Head to see that all reimbursement forms to the State of Texas or any other reimbursing agency other than the county, are promptly submitted to the reimbursing agency and when reimbursements are received to see that those funds are deposited with the County Treasurer and copies of receipts sent to the County Auditor.

**YOUNG COUNTY
POLICY ON TRAVEL
(continued)**

17. It is the responsibility of the persons traveling on County business to keep all lodging invoices and vouchers to be submitted to the County Auditor on Travel Expense Form Number 1. If the traveling employee requests to be reimbursed for actual expenses for meals and other travel-related expenses that employee must submit supporting invoices or statements with the Travel Expense Form to receive actual reimbursement. If no invoices or statements are submitted, the traveling employee will be reimbursed for meals at the per diem amount.
18. It is the responsibility of the traveling employee to provide copies of conference programs to support the payment of conference dues and registration fees.
19. In the event an official or employee of the county receives an overpayment for travel expenses, that overpayment will immediately be reimbursed to the County.
20. It is the responsibility of the County Official and Department Head, prior to departure, to make a request to the Commissioners Court and receive permissions for all *out of state travel*.

Exception: There may be situations that arise that will require Law Enforcement Officers to travel outside the State of Texas without prior approval, such as transport of prisoners, interrogation of suspects in a criminal case, etc In these instances, out of state travel is permissible provided available funds exist in the appropriate department budget.

PER DIEM ALLOWANCE

21. Section 152.011 of the Texas Local Government Code gives the Commissioners Court the authority to set travel expenses and other allowances for all county officials and employees. The County Commissioners Court allows reimbursement of travel expenses for county officials and employees who travel on official county business when funds have been allocated in departmental budgets for that purpose.
22. The traveling county employee will be reimbursed for actual expenses incurred while traveling, provided the employee will keep invoices, receipts and all other documentation supporting the actual expenditures and this documentation is submitted to the County Auditor on the Travel Expense Form.
23. The traveling employee must submit receipts, invoices and documentation for the following in order to be reimbursed: airline tickets; parking garaged tickets; lodging statements; taxi fares; automobile rentals; conference registration and fees; and, automobile expense charges for county vehicles.

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**YOUNG COUNTY
POLICY ON TRAVEL
(continued)**

24. For those traveling county employees who do not wish to keep receipts, invoices and documentation for meals, a *per diem* meal allowance has been approved by the County Commissioners Court. The *per diem* meal allowance for both in-state and out of state meals shall be the same rate as that established by the State of Texas for its regular employees (not the rate set by the state for the state's "Key Officials"). The county rate shall automatically change as that state rate changes. The *per diem* reimbursement rate paid to county employees shall be apportioned between meals and the reimbursement paid for each meal shall be limited to the following percentages of the total state rate: morning meal -- 25%; noon meal -- 37.5% and, evening meal -- 37.5%.
25. All other requests for reimbursement, including lodging, must have supporting documentation in order for the traveling employee to be reimbursed. If requests for reimbursement on the Travel Expense Form are not supported by documentation, the County Auditor will not honor the request for reimbursement.

MEALS

26. The County will reimburse for county employee meals only. If the traveling county employee elects to purchase meals for friends or other county officials, that decision will be at the expense of the county employee and will not be reimbursed by the county.
27. Meal expenses will not be reimbursed unless the expense is incurred in connection with travel which requires the employee to be away from Young County overnight.
28. The County does not reimburse the traveling employee for any type of alcoholic beverage whether with a meal or not.

LODGING

29. The County will reimburse the traveling county employee for the actual cost of lodging while traveling on official county business. The county employee will obtain a lodging statement which will be submitted with the Travel Expense Form when the employee returns to the County.
30. Those items which will be reimbursed on the hotel statement are: daily room charges; necessary hotel taxes; County business telephone calls; and, hotel parking fees.

**YOUNG COUNTY
POLICY ON TRAVEL
(continued)**

31. Those items which will not be reimbursed on the hotel statement are: personal expense items such as cleaning or laundry; alcoholic beverage charges; hotel club charges; recreation facilities use charges; and, movies and personal phone calls.
32. The county employee may obtain a travel advance with a maximum allowance of \$75.00 per day for lodging. If the actual lodging charges are more than the travel advance, the employee will be reimbursed for the difference upon proper submission of the Travel Expense Form. If the actual lodging charges are less than the travel advance, the employee will reimburse the county the difference within five (5) days after returning to the county.
33. Depending on travel arrangements, the county will reimburse the traveling county employee for a maximum of one-day lodging prior to the state of the conference or seminar, lodging during the time the conference or seminar is in session, and a maximum of one-day lodging after the end of the conference or seminar. Any additional lodging will be at the expense of the county employee unless proof is presented that the additional lodging is a result of extended county business.
34. County employees who wish to have their spouse, family members or a friend accompany them on official county travel will be expected to pay the difference between the single room rate and the rate charged for additional persons in the room.

APPROVED TYPES OF TRANSPORTATION

35. Commercial Airlines: Commercial airlines are sometimes the most economical mode of transportation, especially for out of state travel. Traveling county employees are encouraged to take advantage of reduced rates for advance reservations. Airline tickets may be paid for in advance if the county employee will submit. Travel Expense Form Number 2 when the cost of the airline travel is determined. The county will reimburse at the lowest available airline rate for the most direct airline route.
36. Taxi or bus fares: The traveling county employee will obtain receipts for taxi or bus fares and will be reimbursed by the county for those fares relating to county business.
37. Auto rental: When it is necessary, or when it is more economical to rent a car than to utilize public transportation, the traveling county employee on official business is entitled to reimbursement for the actual cost of renting the vehicle, including motor fuel and collision damage waiver insurance. The county will reimburse for a mid-size or small size car only. Car rental agreements, along with copies of receipts for fuel and other auto expenses must be submitted to the County Auditor on Travel Expense Form Number 1 for reimbursement to the traveling county employee.

**YOUNG COUNTY
POLICY ON TRAVEL
(continued)**

37. Personal Automobiles: The County will pay the traveling employee at the optional standard mileage rate for use in computing the deductible costs of operating an automobile for business travel set by the United States Internal Revenue Service for travel by car for each mile of use of a personal automobile while traveling in state on out of county official county business. The mileage payment will be based on the Texas Mileage Guide maintained by the Texas Comptroller of Public Accounts for the most direct route from the County to the destination where County business takes place plus a reasonable reimbursement for business mileage traveled while at destination. No other automobile expense will be paid to the traveling county employee other than such standard mileage rate.
38. County owned automobiles: The County will pay only actual expenses such as gas, oil or other such maintenance items. Receipts are required for all these items.

LOCAL TRANSPORTATION EXPENSE REIMBURSEMENT

39. Several departments in the County require their employees to travel within the County on official county business. When a county employee uses a personal automobile for this purpose, the employee may be reimbursed for use of a personal auto at the optional standard mileage rate for use in computing the deductible costs of operating an automobile for business travel set by the United States Internal Revenue Service for travel by car. Employees who receive Auto Allowances are not eligible for reimbursement of in County travel.
40. Before any employee may be reimbursed for local transportation, there must first be a departmental budget allocation for Local Transportation. This allocation will be made during budget hearings or through a budget amendment made by the County Commissioners Court.
41. When there is a departmental budget allocation, the county employee requesting for local transportation expense must complete the Travel Expense Form and submit it to the County Auditor for reimbursement.
42. Reimbursement for local transportation is made from odometer readings on the personal auto and a description of the purpose of the official County business.

**YOUNG COUNTY
POLICY ON SEPARATIONS**

DEFINITION

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

TYPES OF SEPARATION

2. All separations from Young County shall be designated as one of the following types.
 - A. Resignation;
 - B. Retirement;
 - C. Dismissal;
 - D. Reduction in force (layoff);
 - E. Death; or,
 - F. Other.

RESIGNATION

3. A resignation shall be classified as any situation in which an employee voluntarily leaves the employee's employment with Young 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 the employee's supervisor.

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 the employee's 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. Young 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.

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**YOUNG COUNTY
POLICY ON SEPARATIONS
(continued)**

REDUCTION IN FORCE

9. An employee shall be separated from employment because of a reduction in force when the employee's 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.
11. If an employee dies while still employed by the County, the employee's 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 provide details of the nature of the separation for the personnel records.

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 County Judge and the County Auditor.

**YOUNG COUNTY
POLICY ON EMPLOYEES ASSIGNED TO
LAW ENFORCEMENT TASK FORCES**

NO UNREIMBURSED SALARY OR BENEFITS

1. From time to time, County employees may be assigned to duty with a narcotics task force or other law enforcement task forces. The County is reimbursed through state grants for expenditures the County incurs for the salaries and benefits provided to County employees assigned to law enforcement task forces.
2. Notwithstanding anything in this Policy Manual to the contrary, no County employee assigned to any law enforcement task force shall be entitled to receive any salary, vacation pay, overtime pay, holiday pay, compensatory time pay, health insurance coverage or other employment benefit for which the County is not fully reimbursed by and through the state grant associated with that particular task force.

**YOUNG COUNTY
POLICY ON TOBACCO PRODUCTS USE**

TOBACCO PRODUCTS USE PROHIBITED

1. The Young County Commissioners Court has implemented a policy of no smoking, use and/or sale of tobacco products of any kind in the following locations:
 - A. Inside any county owned and/or leased passenger vehicles; and,
 - B. Inside any county owned and/or leased buildings.
2. This policy has been adopted in order to:
 - A. Ensure compliance with all federal, state, county and city ordinances regulating smoking, use and/or sale of tobacco products in public buildings;
 - B. Preserve the resale value of County passenger vehicles;
 - C. Provide for the maintenance of a safe and suitable facility for the holding of prisoners; and,
 - D. Promote the health and well being of Young County employees and the public we serve.
3. All Young County Elected Officials, Department Heads and employees shall refrain from smoking use and/or sale of tobacco products in accordance with this policy.
4. The only exception to the foregoing policy shall be to allow the Jail Commissary to sell those items of tobacco inventory which it has in stock as of the date of the adoption of this policy.

ACKNOWLEDGEMENT

I have received my copy of the Young County Personnel Manual that outlines my privileges and obligations as an employee and includes a summary of my benefits. I acknowledge that the provisions of these policies are part of the terms and conditions of my employment and that I agree to abide by them. I accept responsibility 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 supervisor or County personnel representative.

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

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.

Signature of Employee

Printed Name of Employee

Date Signed