

# RUSK COUNTY EMPLOYEE HANDBOOK



All elected officials had the opportunity for input and contribution to this handbook and believe that it is in the best interest of Rusk County and all its Employees.

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Rusk County Employee Handbook that outlines my benefits and obligations as a County employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

I further understand that the Rusk County Employee Handbook is not a contract of employment. I understand that I am an at-will employee and that my employment may be terminated by either myself or the County, at any time, with or without cause, and with or without notice.

I understand that this employee handbook is intended only to provide guidance in understanding Rusk County policies, practices and benefits. I understand that Rusk County retains the right to change this handbook at any time, and to modify or cancel any of its employee benefits when the need for change is recognized.

I further understand that as a Rusk County employee, I am expected to provide quality service to the public, to work towards the highest degree of safety possible for my fellow workers, to continually make suggestions for improvements and to display a spirit of teamwork and cooperation.

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

I understand that I may be subject to reasonable suspicion or post-accident drug & alcohol testing. If I am required to have a CDL for my county position, I will be subject to random, reasonable suspicion, post-accident, and follow-up drug and alcohol testing.

I have read these policies and understand these policies and I agree to abide by and adhere to these policies.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Employee

## County of Rusk Commissioners Court Order

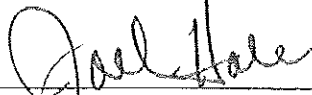
WHEREAS the Commissioners Court of Rusk County wish to comply with various laws applicable to public employers in the employment relationship; and

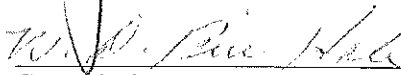
WHEREAS the Rusk County Commissioners Court desire to provide the employees of Rusk County with a uniform format for dealing with various employment-related issues; and

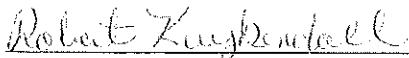
WHEREAS the Rusk County Commissioners Court wishes to adequately communicate to employees the policies and procedures of the County;


THEREFORE, BE IT RESOLVED that the Rusk County Commissioners Court hereby approve and adopt the RUSK COUNTY EMPLOYEE HANDBOOK.

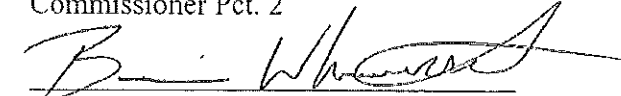
ADOPTED THIS 20 DAY OF November, 2011.

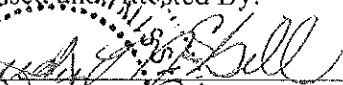
  
\_\_\_\_\_  
County Judge

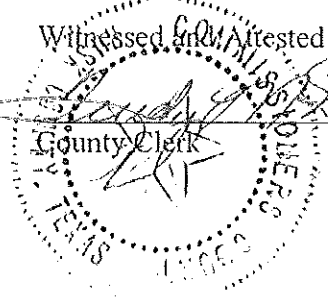
  
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Commissioner Pct. 1

  
\_\_\_\_\_  
Commissioner Pct. 2

  
\_\_\_\_\_  
Commissioner Pct. 3

  
\_\_\_\_\_  
Commissioner Pct. 4

Witnessed and Attested By:  
  
\_\_\_\_\_  
County Clerk



# RUSK COUNTY EMPLOYEE HANDBOOK

Welcome to Rusk County!

We are excited to have you as an employee of Rusk County. You were hired because the elected official, appointed official or department head believes you can contribute to the success of Rusk County and share our commitment to serving the public and our constituents with excellence.

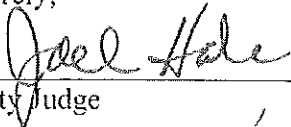
Rusk County is committed to providing excellent service to the public in all of our County offices. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This employee handbook contains some key policies, benefits and expectations of Rusk County and other information you will need. Each elected official may wish to adopt their department policies which complement our Rusk County Employee Handbook. Each elected official, appointed official and department head have detailed Rusk County policy and procedures manuals.

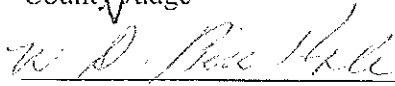
Your job, every job, is essential to fulfilling our mission of serving our County constituents every day and to meet or exceed their expectations. We achieve this through dedicated hard work and commitment from Rusk County employees. You should use this handbook as a ready reference as you pursue your career with Rusk County. Please consult with your elected official, appointed official or department head regarding questions you may have concerning this employee handbook.

Welcome aboard!

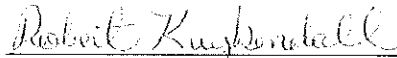
Sincerely,



County Judge



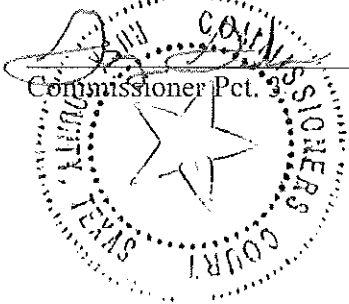
Commissioner Pct. 1



Commissioner Pct. 2



Commissioner Pct. 4



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- Time Sheet

#### **Texas County & District Retirement System**

- Retirement Application
- Income Tax Withholding
- Direct Deposit Authorization

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- Day Travel
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- Voluntary Sick Leave Pool Donation Form
- Request for Sick Leave Pool Time Form

SECTION 1:  
GENERAL POLICIES



## A. COUNTY EMPLOYMENT

### 1A-1 AT-WILL EMPLOYMENT

All employment with Rusk County shall be considered “at-will” employment. No contract of employment shall exist between any individual and Rusk County for any duration, either specified or unspecified. No provision of this employee handbook shall be construed as modifying your at-will status.

Rusk 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. Rusk County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice. Employees of Rusk County shall have the right to leave their employment with the County at any time, with or without notice.

### 1A-2 EMPLOYEE STATUS

Each county position has an employee status that identifies how the position is paid and how benefits are granted by Commissioners Court. This policy defines both health insurance and retirement benefits. The status of an employee cannot be changed without the approval of the Commissioners Court. Full time employees will be eligible for health insurance. All other classifications must be included in the county initial and/or standard measurement periods for the Affordable Care Act.

**Regular Full Time:** A regular full time employee shall be any employee in a position who has a normal work schedule of at least forty (40) hours per week. Full time employees are eligible for county health insurance and retirement benefits. Other county policies will dictate eligibility for other benefits. Employees may be non-exempt, hourly employees or exempt employees. Non-exempt employees are eligible for overtime compensation. Exempt employees are not eligible for overtime compensation. Rusk County makes exempt status determination based on the Fair Labor Standards Act.

**Regular Part Time:** A regular part time employee shall be any employee in a position who has a normal work schedule of 29 hours per week or less. All regular part time employees must be placed on TCDRS retirement regardless of the number of hours worked per week. Other county policies will dictate eligibility for other benefits. It is the policy of Rusk County not to allow a regular work schedule of between 30 to 39 hours per week. However it should be noted that the Affordable Care Act requires the county to offer health insurance to any employee that is allowed to average between 30 to 39 hours per week over our measurement period, which is one year.

**Temporary Seasonal:** A temporary seasonal employee shall be any employee who is hired into a position that lasts six (6) or less months and begins at approximately the same time each year. Examples may include, but are not limited to, lifeguards, summer mowers, and election workers. The county must define and document the season that the employee is being hired for. Seasonal employees can be either part time or full time, and they do not qualify for health insurance through the county under the Affordable Care Act. Temporary seasonal employees are not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

**Regular Variable Hour:** A regular variable hour employee shall be any employee for whom the county cannot determine the average amount of hours that the employee will work each week – hours are variable or indeterminate at the time of the employee’s start date. If the employee works an average of more than 29 hours per week in the measurement period, the employee will be eligible for health insurance through the county under the Affordable Care Act. If an employee’s schedule becomes regular, then the employee shall be reclassified as full or part time depending on the hours worked. Regular variable hour employees are eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

**Temporary Short Term Part Time:** A temporary short term part time employee shall be any employee who is expected to work 29 hours per week or less each week in a position that is expected to last for a specific period of time or until a specific project is completed, but no longer than 12 months. If this project goes beyond 12 months, the employee will move into a regular part time status. Temporary short term part time employees are not entitled to any benefits under the Affordable Care Act and are also not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

### **1A-3 EQUAL EMPLOYMENT OPPORTUNITY**

Rusk County is an equal opportunity employer. The county will not discriminate on the basis of race, color, religion, national origin, sex, age, genetic information, pregnancy, veteran status, and disability, or any other condition or status protected by law 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 state or federal law or where a bona fide occupational qualification exists. If an employee needs an accommodation as a result of a condition or status protected by law, please advise your elected official, appointed official, department head or the county attorney.

### **1A-4 HIRING**

Elected officials, department heads, or other employees with final hiring authority have responsibility for completing and posting the job vacancy form (see forms section). The current job descriptions should be used as a basis for writing job vacancy notices and advertisements.

If an opening is created and would provide a promotion within an office/department (e.g., regular deputy to chief deputy) the vacancy can be filled by the best-qualified applicant in that office/department. The job vacancy form may be posted for five (5) working days in that office. If for a part-time position, the vacancy may be posted for three (3) working days. Only employees of that department may be eligible to apply. Employees wanting to become applicants may express their candidacy in writing to the appropriate department head. (Oral communication to be considered for a job vacancy may not be candidacy.) Written desires for candidacy from employees received after five (5) days may be rejected.

For all vacancies where promotion within the department is not possible or desirable, a job vacancy form may be posted on the first floor bulletin board of the Rusk County Courthouse. The job vacancy form may be posted for five (5) working days before hiring. Advertisement in the local

newspaper and with the Texas Workforce Commission (TWC) is optional. Each notice and advertisement shall include a nondiscrimination statement that includes a statement for individuals with disabilities. All advertising or posting notices must be retained for two years.

Each department may have all applicants complete the Rusk County Employment Application form (see the forms section). Departments may only accept applications when a job opening occurs. Departments should only consider job candidates with completed applications. Job candidates can submit a resume when applying for a job, but it does not constitute an application for employment. Applications of those not selected shall remain on file for two (2) years from the job candidate's date of completion or receipt whichever is later. After two (2) years, the application will be destroyed. If a candidate is hired the application must be retained for five (5) years after the date of separation.

The County does not accept applications for employment unless a job opening exists. The County does not accept unsolicited resumes or resumes when a job is not open.

The department head will select the best-qualified applicant for the opening. Each job opening must have a job description. This description establishes the required knowledge, skills, abilities, education, experience, training, physical requirements, and additional requirements that must be met to fill the opening. The best-qualified applicant should meet or be capable of meeting the minimum job requirements.

Elected officials and department heads are responsible for selecting persons for openings with the salary set by the Commissioners Court.

Rusk County will abide by State and Federal child Labor Laws. Departments will not discriminate against applicants over the age of 40.

If two or more applicants are equally qualified and one is a current County employee, the current employee may be given preference over the other applicants.

New employees must report to the Treasurer's Office before or during their first day of employment to fill out employment forms.

#### **1A-5 AMERICANS WITH DISABILITIES**

Rusk County is committed to the fair and equal employment of individuals with disabilities. It is Rusk County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the Americans with Disabilities Act Amendments Act, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees. If you require any type of accommodation, please advise your elected official, appointed official, department head or the county attorney. Reasonable accommodation shall be determined through the interactive process of consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

It is the policy of Rusk County to prohibit any harassment of or discriminatory treatment of employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment or has witnessed such treatment, the situation should be reported to your elected official, appointed official, department head or the county attorney. All elected officials, appointed officials, department heads and employees with responsibilities requiring knowledge of an employee's disability are instructed to treat the employee's disability with confidentiality.

#### **1A-6 PERSONNEL FILES**

Each department of Rusk County will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, as well as records concerning performance, discipline and compensation. Federal law requires the employee service record personnel file be retained for 75 years after separation from the County.

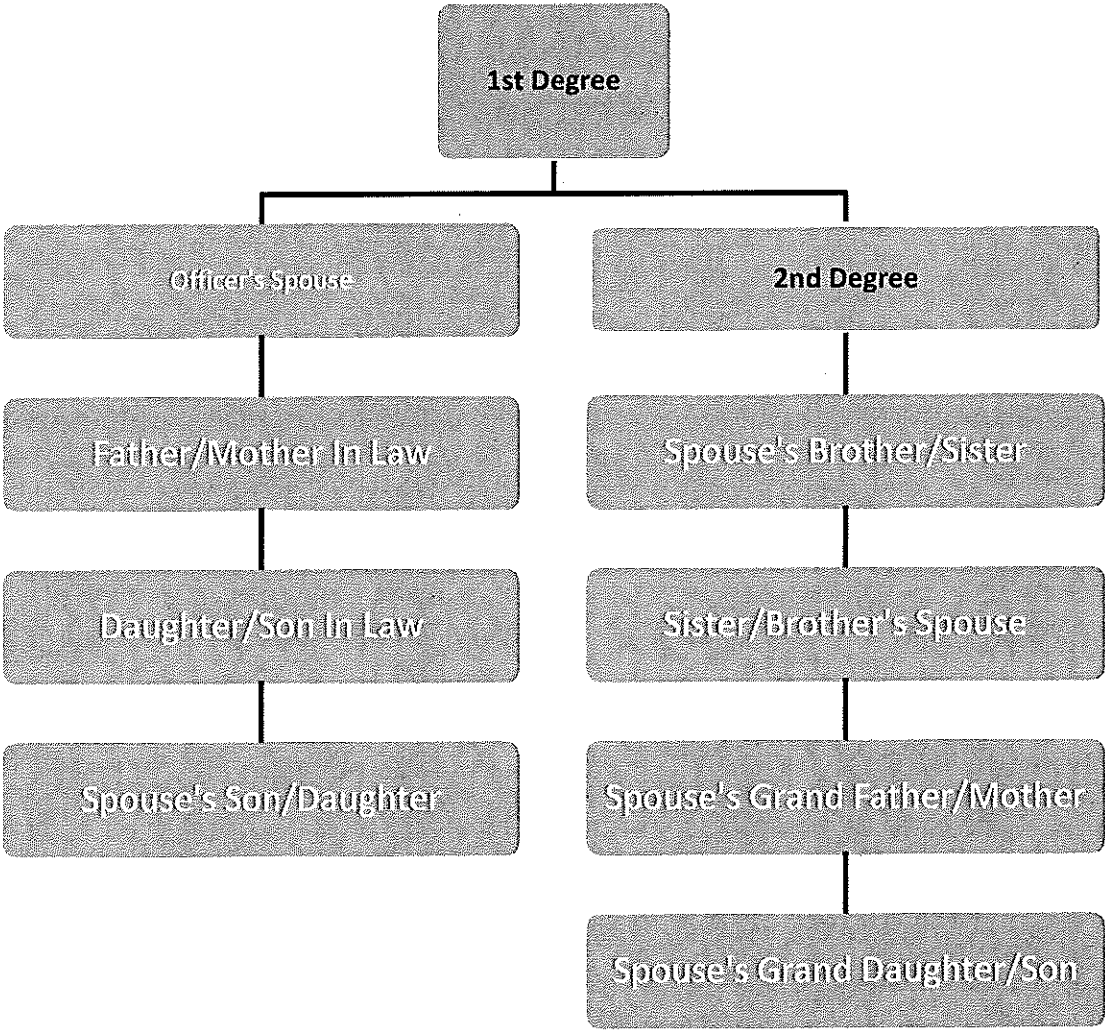
It is important that the personnel records of Rusk County be accurate at all times. In order to avoid issues, compromising your benefit eligibility or have W2's returned, Rusk County requests employees to promptly notify the appropriate personnel representative in the Treasurer's Office of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information.

**Texas State Law requires that all governmental entities release the home address, social security number, emergency contact number and telephone number of employees if requested to do so. You may keep this information private by requesting in writing not to allow this information to be released not later than 14 days after your first day of employment.**

#### **1A-7 NEPOTISM**

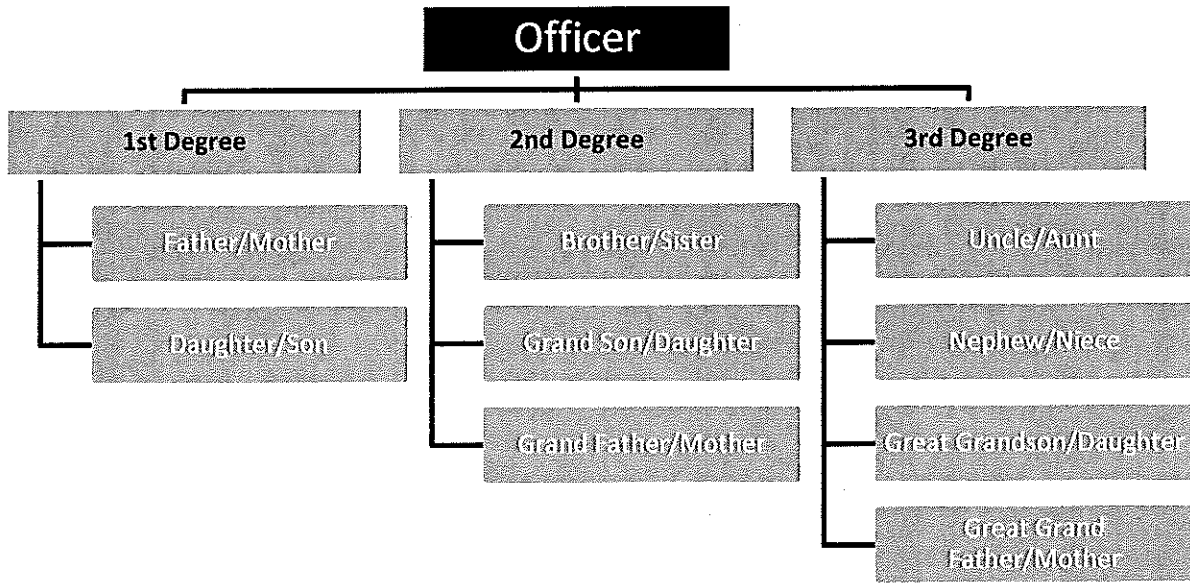
In accordance with the Texas Government Code Chapter 573 on nepotism, an elected or appointed official of Rusk County shall not hire a relative related within the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department that he or she supervises or exercises control over.

**AFFINITY KINSHIP CHART**  
(Relationship by Marriage to Officer)



# CONSANGUINITY KINSHIP CHART

(Relationship by Blood to Officer)



## **B. WORK RULES AND EMPLOYEE RESPONSIBILITY**

### **1B-1 ATTENDANCE**

As a Rusk County employee you are expected to be punctual and demonstrate consistent attendance.

Each employee shall report to work on each day they are scheduled to work and at the starting time set by their supervisor unless (a) prior approval for absence is given by the employee's supervisor or (b) the employee is unable to report for work because of circumstances beyond the control of the employee.

If an employee is unable to be at work at their normal reporting time, they shall be responsible for notifying their supervisor prior to the scheduled start of their shift or as soon as it is reasonably practical in the case of an emergency.

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.

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.

Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment. An employee who does not report for work for 3 consecutive scheduled work days, and who fails to notify his/her supervisor, shall be considered to have resigned their position by abandonment.

### **1B-2 DRESS CODE AND CONDUCT**

Rusk County expects all employees to be well-groomed, clean and neat at all times during work day. Each department will determine the type of attire that is acceptable. Road and Bridge employees are required to wear long pants and boots while on duty.

It is essential that you act in a professional manner and extend the highest courtesy to co-workers and to the public being served. A cheerful and positive attitude is essential to our commitment to customer service.

### **1B-3 TOBACCO-FREE WORKPLACE**

Rusk County endeavors to provide a healthy environment. Therefore any form of tobacco including e-cigs consumed in judicial and annex buildings is strictly prohibited. Additionally, no smoking is allowed within ten (10) feet of the exterior entranceways.

#### **1B-4 CONFLICT OF INTEREST**

Employees of Rusk County shall not engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of the potential or appearance of affecting the employee's job efficiency, or which would reduce his/her ability to make objective decisions in regard to his/her work and responsibility as a Rusk County employee.

Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination and these actions may have criminal consequences for employees.

Activities which constitute a conflict of interest shall include but not be limited to: (1) 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; (2) 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; (3) accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County; (4) 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; or (5) 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.

#### **1B-5 HARASSMENT**

Rusk County is committed to a workplace free of harassment. Harassment includes unlawful, unwelcome words, acts or displays based on sex, race, color, religion, national origin, age, genetic information, pregnancy, disability, family or military leave status or veteran's status. Such conduct becomes harassment when (1) the submission to the conduct is made a condition of employment; (2) the submission to, or rejection of, the conduct is used as the basis for an employment decision; or (3) the conduct creates an offensive, intimidating or hostile working environment or interferes with work performance.

Harassment is strictly prohibited by Rusk County whether committed by an elected official, appointed official, department head, co-worker or non-employee with whom the County does business.

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

Every reported complaint will be investigated promptly and thoroughly. The official or department head to which a claim has been reported **shall be** responsible for seeing that prompt action is taken to investigate the claim.



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.

Retaliation against an employee who reports harassment or who cooperates in the investigation is prohibited by law as well as this policy. Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the department head may not be the best course of action, the report should be made to the county judge or to the county attorney.

Remedial action will be taken in accordance with the circumstances when the County determines unlawful harassment or retaliation has occurred, up to and including termination.

### **1B-6 SEXUAL HARASSMENT**

Sexual harassment is strictly prohibited by Rusk County, whether committed by an elected official, appointed official, department head, co-worker or non-employee with whom the County does business. It shall be the policy of Rusk County to provide a workplace free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment. Sexual harassment shall include, but is not limited to, unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons where: (1) the submission to such conduct is either an expressed or implied condition of employment; or (2) the submission to or rejection of such conduct is used as a basis of an employment decision affecting the harassed person; or (3) 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.

All claims of sexual harassment shall be taken seriously and investigated promptly and thoroughly. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

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. 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 or to the County Attorney.

Every reported complaint will be investigated promptly and thoroughly. The official department head to which a claim has been reported **shall be** responsible for seeing that prompt action is taken to investigate the claim.

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.

In addition to the foregoing, use the following procedures so that your complaint may be resolved quickly and fairly:

- a. When practical confront the harasser and ask them to stop the unwanted behavior.
- b. Record the time, place and specifics of each incident, including any witnesses.
- c. Report continuing sexual harassment to the Elected Official or Appointed Official who is responsible for your department or to the County Judge or the County Attorney.
- d. If a thorough investigation reveals that unlawful sexual harassment has occurred. Rusk County will take effective remedial action in accordance with the circumstances, up to and including termination.

No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment or those employees who cooperate in the investigation of a complaint. Retaliation against an employee who reports sexual harassment or who cooperates in the investigation is prohibited by law as well as this policy.

Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the department head may not be the best course of action, the report should be made to the County Judge or to the County Attorney.

Report 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.

#### **1B-7 POLITICAL ACTIVITY**

Employees of Rusk County shall have the right to support candidates of their choice and to engage in political activity during their personal time.

County employees shall not: (1) Use their official authority or influence to interfere with or affect the result of any election or nomination for office; (2) directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or (3) use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.

#### **1B-8 OUTSIDE EMPLOYMENT**

Rusk County employees are expected to give their full and undivided attention to their job duties. They should not use Rusk County facilities or equipment or their association with Rusk County to carry on a private business or profession. Unless express approval is obtained in advance and in writing from their immediate supervisor, County employees should not engage in a profit-making business nor become involved with a non-profit organization outside of their employment with Rusk County that interferes with the employee's assigned duties with Rusk County.

## **1B-9 BREAKS**

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk. The Texas Right to Express Breast Milk in the Workplace Act also imposes duties on public employers and, under other state law, is applicable for the duration of a nursing mother's need to express breast milk. Rusk County supports the practice of expressing breast milk.

Rusk County will provide reasonable paid breaks for a nursing mother to express breast milk. The nursing mother will be allowed whatever time is needed to express breast milk.

The County will provide the nursing mother with a private location, other than a bathroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case by case basis.

Rusk County does not allow any retaliation against a nursing mother for asking for this break. Nursing mothers are entitled to this break for the duration of the time they are expressing breast milk. A reasonable accommodation will be given for the needs of employees who express breast milk. An employee of the county who needs to express breast milk may not be discriminated against.

All other employee breaks are determined by each department head and are not required to be given. If your department provides you with a break, it may not be accumulated or used for time off. The Fair Labor Standards Act does not require any breaks other than for a nursing mother; however, if paid breaks are provided for employees, a nursing mother must be given the same amount of paid break time.

## **1B-10 GRIEVANCES**

Any employee having a grievance related to his/her job should discuss the grievance with his/her immediate supervisor.

If the discussion with the immediate supervisor does not resolve the grievances 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.

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

## **1B-11 DISCIPLINE**

Each supervisor shall have the authority to administer discipline to employees in their 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.

Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination. Each elected official or department head has the option of suspending an employee with or without pay.

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

**Rusk 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.**

#### **1B-12 INVESTIGATIVE/DISCIPLINARY SUSPENSION**

Investigative suspension is the temporary release from duty to permit investigation of apparent serious infractions of County and/or departmental rules or policies, including being accused of discrimination or harassment. Upon completion of the investigation the employee may return to work without penalty, placed on disciplinary suspension, terminated or subjected to more moderate disciplinary action as deemed appropriate to the circumstances by the responsible department head. The facts surrounding investigative suspension shall be documented with a copy to the personnel file or the investigative file, whichever is appropriate. If after five (5) working days the county is unable to complete the investigation, the employee will be moved to an unpaid status.

Disciplinary suspension is the temporary release from duty of a regular County employee for up to five (5) calendar days without pay and is applicable when the responsible department head determines that a violation(s) or repetition of violation(s) of County and/or departmental rules and policies are serious enough to warrant suspension. After 5 days the County employee will either be returned to their position or terminated.

Written notice of disciplinary suspension shall be given the employee with a copy to the County treasurer's office and shall include the following:

1. Reason for the disciplinary suspension
2. Inclusive dates of suspension duration.
3. Advice to employee that failure to return to work on the first scheduled workday following the suspension will result in immediate termination.

A disciplinary suspension given to an EXEMPT employee must be for full work days only. All other employees may have a partial day suspension.

### **1B-13 LICENSE AND CERTIFICATIONS**

Rusk County has many positions that require licenses and certifications. It is the responsibility of each employee to maintain all required licenses and certifications. If an employee is unable to renew or loses any license or certification they must immediately notify their supervisor. If this license is a requirement for the position, the employee may be demoted, transferred or terminated. Under no circumstances will the employee be allowed to continue in the position where a license or certification is required if failure to have such license or certification is illegal under either Federal or State Law.

### **1B-14 WEATHER CLOSINGS AND EMERGENCIES**

As a general practice, Rusk County does not close unless the health, safety, and security of County employees are seriously brought into question. When this does happen, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing.

The County Judge will notify area media and Code Red for a public announcement. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing. However, each elected official controls the working hours of their employees, even in an emergency situation.

An emergency contact list is maintained in the County Judge's office and is updated and distributed to supervisors and elected officials as appropriate. Should an emergency arise designated employees should use this list to contact the employees assigned to them and inform them of the emergency situation and the actions to be taken.

Many County departments are continuously operating public safety and service departments. Many County personnel will be required to work during emergency closings. Each department head is responsible for designating these employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

### **1B-15 CONFIDENTIALITY**

Rusk County is a public entity. However, some County employees acquire confidential information as a result of their position with the County. This information should be protected. Employees who abuse their position and reveal confidential, nonpublic information they have received as a result of their position may be subject to discipline up to and including termination.

Regarding the personal information on employees of Rusk County, the County will adhere to all open record requests, and such requests will be reviewed and approved by the County Attorney. Information will be released in accordance with Texas State Law.

## **1B-16 WHISTLEBLOWER**

An employee may, in good faith, report an alleged violation of a Rusk County Policy or federal or state law to his or her supervisor, department head, or county judge, unless all of these persons are the alleged perpetrators of the alleged violation of policy or law. If all of the listed persons are alleged to be involved in the violation, the employee may report the allegation to the county attorney. The County will investigate the reported activity.

An official, supervisor, department director, or any other employee is prohibited from taking adverse employment action against an employee who, in good faith, reports an alleged violation of County policy or federal or state law to a designated person pursuant to this policy.

An employee who intentionally makes a false report of wrongdoing may be subject to discipline up to and including termination.

An employee who, in good faith, believes he or she is being subjected to retaliation based on a report of alleged wrongdoing under this policy should immediately contact the county attorney.

An employee with a question regarding this policy should contact the county attorney.

## **C. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY**

### **1C-1 COUNTY PROPERTY USAGE**

Each County employee shall be responsible for the care, maintenance, proper use and upkeep of any County equipment assigned to him/her. County employees shall only use equipment, tools, and other County property that they are authorized to use. Personal use of County equipment, supplies, tools and any other County property is not permitted and may result in discipline up to and including termination. Improper use may subject you to criminal prosecution.

### **1C-2 COUNTY VEHICLE USAGE**

Some employees may be required to use County vehicles as a part of their job. Employees who are assigned County vehicles shall be responsible for the care and proper use. Employees may only use the vehicles they are authorized to use. Employees may not allow other individuals to operate the vehicles they have been assigned.

If personal use of a county vehicle is permitted the employee will be taxed for the commute from home to work as a benefit. We follow current IRS guidelines when taxing for vehicle usage.

Employees who operate vehicles must maintain a current active license for the operation of that vehicle. If they have any change in status of their license they must immediately notify their supervisor. An employee whose job involves operation of a vehicle requiring a license for its legal operation shall be subject to possible job change, demotion or termination if that license is suspended or revoked.

**Seatbelts are to be worn at all times while driving.**

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, demotion or termination.

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

### **1C-3 CELL PHONE USAGE**

Rusk County determines on a case-by-case basis the need for County provided cell phones. County cell phones are to be used for County business only. Employees who use their cell phones for personal use will be required to reimburse the County for the unauthorized use. The employee may also lose the privilege of having a County cell phone. Rusk County follows all rules and regulations set forth by the IRS regarding use and taxation of County cell phones. Cell phones should be used in accordance with applicable laws, statutes, and regulations.

Rusk County prohibits the use of any cell phone while operating any vehicle. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.

Rusk County strictly prohibits all employees from texting while operating any County owned vehicle. County employees who are driving their own personal vehicle are also prohibited from texting while driving on County business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to and including loss of CDL.

As of September 1, 2017 Texas state law bans texting while driving. Texting is defined as the act of reading, writing or sending an electronic message while operating a motor vehicle. Violation of this law is a misdemeanor offense.

Employees in possession of a County owned cellular phone are required to take appropriate precautions to prevent theft and vandalism of all County equipment.

Each department shall set their own rules and regulations regarding personal cell phone usage while at work.

### **1C-4 COMPUTER AND INTERNET USAGE**

The use of Rusk County automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for Rusk County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in any expense to the County. The internet and electronic mail systems should be used in accordance with applicable laws, statutes, and or regulations.

Use is defined as “excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.

Electronic communication should not be used to solicit or sell products or services that are unrelated to the County’s business; distract, intimidate, or harass co-workers or third parties; or disrupt the workplace.

Use of Rusk County computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems. Improper use may result in discipline up to and including termination.

Rusk County owns the rights to all data and files in any computer, network, or other information system used in the County. Rusk County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content as well as any and all use of the Internet and of computer equipment used to create, view, or access email and Internet content. Employees must be aware that the electronic mail messages sent and received using County equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by County officials at all times. Rusk County has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee’s computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate County official. No employee shall break any copyright laws; download any illegal or unauthorized downloads. Rusk County monitors its entire systems and employees may be subject to discipline up to and including termination for any misuse of County systems.

Employees should not bring personal computers to the workplace or connect them to County electronic systems unless expressly permitted to do so by their supervisor and/or IT department. Violation of this policy may result in disciplinary action up to and including termination of employment.

#### **1C-5 PDA AND CAMERA USAGE**

Rusk County prohibits the use or possession in the workplace of any type of camera phone, digital camera, video camera, or other form of image-recording device for the purposes of photographing or copying images or photographing individuals without the express permission of each department head and of each person whose image is recorded. This provision does not apply to designated County personnel who must use such devices in connection with their positions of employment.



## **D. SAFETY AND HEALTH EMPLOYEE RESPONSIBILITY**

### **1D-1 WORKERS COMPENSATION**

All Rusk County employees are covered by workers' compensation coverage while on duty for the County. Workers' compensation coverage pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of his/her job. Workers' compensation also pays Temporary Income Benefits (TIBS) for time lost from work in excess of seven calendar days as the result of eligible work related injuries or illnesses.

Employees may use paid leave for all workers' compensation time off less than 8 days.

All employees who are placed on Worker's Compensation leave will fall under the Family Medical Leave Act. Rusk County runs FMLA and Worker's Compensation concurrently.

Any employee who suffers a job related illness or injury is required to notify his/her supervisor as soon as possible. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments.

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

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.

### **1D-2 EMPLOYEE SAFETY**

Rusk County is committed to providing a safe workplace for our employees. Each County employee shall be required to adhere to the general safety standards established for all employees as well as comply with their departmental safety requirements. Safety procedures may differ in each County department. Your supervisor will provide you with specific information pertaining to your position. Failure to follow the safety standards set by the County or your supervisor shall make an employee subject to disciplinary action, up to and including termination.

Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to their supervisor.

### **1D-3 DRUG AND ALCOHOL—ALL EMPLOYEES**

Rusk County is a drug and alcohol free workplace. A county employee may not be present at work during a period the employee's ability to perform his or her work duty is impaired by drugs or alcohol. The County believes that a drug and alcohol-free workplace will help ensure a healthy, safe, and secure work environment.

This policy applies to all employees of Rusk County regardless of rank or position and shall include full time, part time and temporary employees.

The only exception to this policy is the possession of controlled substances by law enforcement personnel as part of their law enforcement duties.

An employee may not unlawfully manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance or drug paraphernalia on County property or while conducting County business not on County property.

An employee may not be under the influence of alcohol or illegal drugs while on County property or while on duty for the County.

An employee may not possess or use unauthorized prescription or over-the-counter drugs while on County property or while on duty for the County. An employee may not use 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.

An employee may use prescription and over-the-counter drugs in standard dosage or according to a physician's prescription if the use will not impair the employee's ability to do his or her job safely and effectively. An employee must keep prescription medications used at work in their original container.

An employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or a pharmacist to determine if the medication could interfere with the safe and effective performance of his or her job duties.

If the use of a medication could compromise an employee's ability to do his or her job or the safety of the employee, fellow employees or the public, the employee must report the condition to his or her supervisor at the start of the workday or use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty).

A supervisor must treat any information related to an employee's authorized use of prescription medications and any other medical information provided by the employee as confidential information.

An employee having problems with drugs or alcohol is encouraged to seek treatment from a qualified professional. Information on benefits provided for treatment of alcohol and drug abuse problems provided by the County's health plan program is available in the employee's health plan booklet or from the Treasurer's Office.

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

Any employee who admits to drug use may be terminated. An employee who voluntarily asks for time off to get treatment and recover from a drug or alcohol abuse problem will be given protections as required by law. Upon returning to work from a bona fide inpatient treatment facility, the employee will be subjected to a volunteer drug testing program as often as monthly until there is

evidence the employee no longer uses. Failure to comply with the requirements of the post rehabilitative program including refusing the volunteer testing program will result in termination. The post rehabilitative program will last for as long as two years. If at any time the employee tests positive, or refuses the volunteer drug test during this post rehabilitative program the employee will be terminated.

Rusk County will drug test employees who ARE NOT CDL license holders under the following conditions:

### **Suspicion-Based Testing – (Requires supervisor training)**

**Under the Influence** shall be defined as having a blood alcohol concentration of .02 or more.

**Reasonable Suspicion** – If an employee is having work performance problems or displaying behavior that may be alcohol or drug related, or is otherwise demonstrating conduct that may be in violation of this drug and alcohol policy where immediate action is necessary, the elected official or supervisor will require that employee to submit to breathe test or urinalysis. The following conditions might be signs of possible alcohol or drug use (not an all-inclusive list):

- Abnormally dilated or constricted pupils
- Glazed stare – redness of eyes (sclera)
- Flushed face
- Change of speech (faster, slower, slurred)
- Constant sniffing
- Increased absences
- Redness under nose
- Sudden weight loss
- Needle Marks
- Change in personality (i.e. paranoia)
- Increased appetite for sweets
- Forgetfulness, performance faltering, poor concentration
- Borrowing money from co-workers or seeking an advance of pay or other unusual display of need for money
- Constant fatigue or hyperactivity
- Smell of alcohol
- Difficulty walking
- Excessive, unexplained absences
- Dulled mental processes
- Slow reaction rate

Elected Officials or supervisors must take action if they have reason to believe one or more of the above listed conditions is indicated and that the substance abuse is affecting their employee's job performance or behavior. The following steps will be taken:

1. Confront the employee involved and keep him/her under direct observation until the situation is resolved. Inform the employee of the problem with his/her job performance and specific violations of the County Policy.

2. If the supervisor believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee may be terminated.
3. Employees will be asked to release any evidence, such as alcohol or drug paraphernalia, relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline, up to and including termination. All confiscated evidence will be receipted for with signatures of either the elected officials or supervisors as well as the employee.
4. The elected official or supervisor will **remove** the employee from the county work station and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence. Under no circumstances will the employee be allowed to drive a vehicle until a confirmed negative test result is received.
5. The elected official or supervisor shall, within 24 hours or before the results of the controlled substance test are released, document the particular facts related to the behavior or performance problems and present such documentation to the Treasurer's Office for filing.

#### **Post-Accident Testing –**

All employees directly involved in an on-the-job accident or incident resulting in property damage and/or medical treatment may be required to be tested. This will be at the discretion of their elected official or supervisor.

#### **Testing Procedures –**

1. The employee will be escorted and driven to the designated facility for specimen collection and/or testing.
2. The employee will be required to follow the drug testing protocol of the medical facility providing the testing.
3. If the employee desires another test to be given, he/she may do so within 2 hours of the specimen being collected and the same specimen will be used. The cost of this request will be paid for by the employee. All initial costs will be paid for by Rusk County.
4. The employee will be placed on paid administrative leave until the results of the test are known. The elected official or supervisor will make arrangements to ensure that the employee is safely returned to his/her residence.
5. Under no circumstances, unless required or authorized by law, will alcohol or drug testing information be released without written consent from the employee.

Each employee is expected to cooperate and consent to a drug test when requested under the terms of this policy. Refusal to consent to a drug and/or alcohol test when requested is cause for termination. Any employee who violates this drug and alcohol policy shall be terminated.

#### **1D-4 DRUG AND ALCOHOL – CDL EMPLOYEES**

CDL Drivers are an extremely valuable resource for Rusk County's business. Their health and safety is a serious County concern. Drug or alcohol use may pose a serious threat to driver health and safety. It is, therefore, the policy of the County to prohibit CDL employees from being under the influence of or using illegal drugs or alcohol during working hours.

The Federal Highway Administration ("FHWA") has issued regulations, which require the County to

implement a controlled substance testing program. The County will comply with these. All CDL drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the County.

Specifically, it is the policy of Rusk County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) or alcohol by any CDL driver while on County premises, engaged in County business, while operating County equipment, or while under the authority of the County is strictly prohibited. Mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement. Rusk County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

A detailed CDL policy and procedures manual is available for review in the Rusk County Treasurer's office.

## **1D-5 WORKPLACE VIOLENCE**

Rusk County is committed to providing a workplace free of violence. Rusk County will not tolerate or condone violence of any kind in the workplace. The County will also not tolerate or condone any threats of violence, direct or indirect. This includes jokes. All threats will be taken seriously and will be investigated. Employees must refrain from any conduct or comments that are inappropriate or might make another employee suspicious or in fear for their safety. Employees are required to report all suspicious conduct or comments to their immediate supervisor. Employees should be aware of their surroundings at all times and report any suspicious behavior from the public, former employees or current employees to their immediate supervisor or the sheriff's department.

Possession of any firearm or weapon other than those authorized for law enforcement employees, with or without permits, is prohibited in all County offices and buildings where judicial proceedings are held or used by Rusk County. For all other County properties or vehicles, the firearm or weapon must be permitted and approved by the immediate supervisor or elected official. If employees believe that a weapon is on County premises, they should immediately report this to their immediate supervisor or the sheriff's department. Employees found in violation of this policy may be subject to discipline up to and including immediate termination.

## **1D-6 SOCIAL MEDIA**

For purposes of this policy "social media" includes, but is not limited to online forums, blogs and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube and MySpace.

Rusk County recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if: it interferes with the employee's work; is used to harass supervisors, co-workers, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of Rusk County among the community at large. Rusk County encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their best judgment. If you are uncertain about the appropriateness of a social media posting, check with your manager or supervisor.

- If your post on social media mentions Rusk County, make clear that you are an employee of Rusk County and that the views posted are yours alone and do not represent the views of Rusk County.
- Do not mention Rusk County supervisors, employees, customers or vendors without their express consent.
- Do not pick fights. If you see a misrepresentation about Rusk County, respond respectfully with factual information, not inflammatory comments.
- Remember, you are responsible for what you write or present on social media. You can be sued by other employees, supervisors, customers or vendors, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees can be subject to disciplinary action, up to and including termination for what they post on social media platforms, even if the employee did not use a county computer or if the post did not occur during work hours or on county property.
- Employees may not use Rusk County computer equipment for non-work related activities without written permission. Social media activities should not interfere with your duties at work. Rusk County monitors its computers to ensure compliance with this restriction.
- You must comply with copyright laws, and cite or reference sources accurately.
- Do not link to Rusk County's website or post Rusk County material on a social media site without written permission from your supervisor.
- All Rusk County policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and code of conduct.
- Any confidential information that you obtained through your position at Rusk County must be kept confidential and should not be discussed through a social media forum.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

SECTION 2:  
EMPLOYEE  
COMPENSATION AND  
BENEFITS

## A. EMPLOYEE PAYROLL

### **2A-1 FAIR LABOR STANDARDS ACT SAFE HARBOR**

Rusk County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the attention of your immediate supervisor or Elected official, Rusk County will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below. If you are overpaid the county will make the necessary corrections at the next payroll.

Employees who are classified as non-exempt employees must maintain an accurate record of the total hours you work each day. It is the responsibility of each employee to verify that their time sheets are correct. Your time card must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures, and meal breaks. Do not sign your time card if it is not accurate. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Non-exempt employees, unless authorized by your supervisor, should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless you are authorized to do so. That time worked is to be recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination. If anyone directs you to work without documenting your time worked, you must tell the Treasurer's office.

It is a violation of Rusk County policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of County policy for any employee, supervisor or official to instruct another employee to incorrectly or falsely report hours worked, or to alter another employee's time card to under- or over-report hours worked. If anyone instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Honorable Michael Jimerson, Rusk County District Attorney, 115 N Main St., 903-657-2265.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours worked for the County. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a pre-determined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

For exempt employees, your salary may also be reduced for certain types of deductions such as your portion of health, dental or life premiums; state, federal or local taxes, social security, retirement; or, voluntary contributions to a deferred compensation plan. In any workweek in which you performed any work, your wages may be reduced for any of the following reasons: 1) absence from work for one or more full days for personal reasons, other than sickness or disability; or 2) full day disciplinary



suspensions for infractions of our written policies and procedures; or 3) full day for violating safety rules of a major significance; or 4) Family and Medical Leave or Military Leave absences; or 5) to offset amounts received as payment for jury and witness fees or military pay; or 6) the first or last week of employment in the event you work less than a full week.

If you are an exempt employee, in any workweek in which you performed any work, your salary will not be reduced for any of the following reasons: 1) partial day absences for personal reasons, sickness or disability; or 2) your absence because the facility is closed on a scheduled work day; or 3) your absence because of the County's operating requirements; or 4) absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or 5) any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's earned vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

If you have questions about deductions from your pay, please immediately contact your supervisor. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to the Rusk County Treasurer's office, 115 N Main St, Ste 207A, 903-657-0352. If you are unsure of who to contact or if you have not received a satisfactory response within five business days after reporting the incident, please immediately contact the District Attorney at 115 N Main St, 903-657-2265. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.

## **2A-2 IRS FRINGE BENEFITS**

Rusk County will comply with the IRS in regards to fringe benefits such as County cell phones, County uniforms, and County vehicle usage and day-trip meals. You may be responsible for paying taxes when you receive such fringe benefits.

## **2A-3 COMPENSATION**

Rusk County Commissioners Court annually sets the compensation for each full time employee in accordance with Texas State Law.

Rusk County complies with the Fair Labor Standards Acts as outlined in the Fair Labor Standards Safe Harbor policy.

Some employees may have the classification of hourly employees paid on a salary basis, but they remain nonexempt for FLSA purposes. Exempt employees shall receive a weekly salary for all hours worked. For full-time non-exempt employees, the monthly salary compensates the employee for all hours worked up to 40 in any workweek.

For part-time regular employees, the monthly salary compensates the employee for all hours worked in a work week up to the amount designated by the County for the position.

Temporary employees shall be paid hourly at least the minimum wage established by the Fair Labor Standards Act, as amended.

#### **2A-4 PAYROLL DEDUCTIONS**

Deductions shall be made from each employee's paycheck for federal withholding, social security, Medicare, and any other deductions required by law. Employees eligible for membership in the Texas County and District Retirement System shall have their contributions to that system deducted from each paycheck. Any optional deduction authorized by the Commissioners Court and approved by the employee shall also be made from the employee's paycheck. No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Treasurer's Office.

#### **2A-5 WORK WEEKS**

For purposes of recordkeeping and to determine overtime in compliance with the FLSA, the workweek for Rusk County shall begin at 12:01 a.m. on each Saturday and end seven (7) consecutive work days later (168 hours).

#### **2A-6 TIME SHEETS**

Each employee shall be required to fill out or verify a time sheet to be turned in to their supervisor not later than the last day of each pay period. Failure to complete a time sheet may result in an employee only receiving minimum wage payment until the proper time sheet has been completed and turned in to the payroll department. All corrections will be made on the next regularly scheduled payroll. The time sheet prepared or verified by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.

Definitions of Payroll Codes are as follows:

- Sick                      Time off for sickness                      S
- Vacation                Time off for vacation                      V
- Comp Time              Regular earned comp time                      C
- No Pay                    Employee off with no pay                      NP
- Excused Absence      Discretion of Elected Official                      E  
    Examples – close early for holiday; any time off (not covered by other code) given by elected official; if office closes at 4:45 p.m. and employee does not work 8 hours, then .25 should be Excused Absence; bad weather day; electrical outage or any other time given off an employee does not actually work but is paid
- Holiday                    County closed for holiday                      H

- Personal                                      Time given by the County to be taken with approval of elected official or supervisor                                      P
- Jury Duty                                      Time given by the County to be used to serve on a jury.                                      JD
- Funeral                                      Death of family or friend                                      F
- Floating Holiday                              Time given by the County in place of regularly scheduled holidays to be taken with the approval of elected official or supervisor                                      FH

**Time sheets are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code 37.10. Falsifying a time sheet, a governmental record, is a Class “A” Misdemeanor.**

**2A-7 PAY PERIODS**

The pay period for Rusk County shall be a semi-monthly pay period with the pay period dates established by the Commissioners Court. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

**2A-8 WORK SCHEDULES**

The normal hours of work for most positions in the County shall be from 8:00 a.m. until 5:00 p.m. Monday through Friday. Each department head shall determine the exact working schedules for their employees. 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 callback in case of emergency or special need.

**2A-9 HOURS WORKED**

Hours worked shall include all time actually spent in the service of the County as defined in the FLSA and its regulations. The workday for the County shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

**2A-10 OVERTIME CALCULATIONS AND RULES**

Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek unless the supervisor and employee agree to “flex” the time out in the same work week “Flexed out” in this instance means hour for hour in time worked.

Holiday, Floating Holiday, Vacation, Personal and Funeral Leave shall be counted as time worked in determining if overtime has been worked in any workweek, except in emergency situations, and an

employee shall be required to have authorization from his/her supervisor before working overtime. Sick leave shall not be counted.

Overtime compensation shall be paid in the form of Comp time off in accordance with the provisions of the FLSA. Covered employees shall receive Comp time off, with pay, at a rate of one and one-half (1½) times the amount of overtime worked. Employees may bank up to 120 hours of Comp time.

Comp time over 120 hours may be compensated monetarily or with time off at the discretion of the supervisor. Supervisors have 60 days from the date Comp time is earned in excess of 120 hours to determine if they have enough money in the budget to pay the Comp time earned or allow the employee to take off the Comp time. Whichever option is chosen must be per budget allowance. At the end of 60 days the Comp time must either be taken or paid to maintain a balance below 120 hours. All employees are subject to the 120 hour maximum.

Employees shall be allowed to use earned Comp time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works. Comp time may be used for any purpose desired by the employee with supervisor approval. Rusk County shall have the right to require employees to use earned Comp time at the convenience of the County.

If an employee terminates employment for any reason, prior to using all earned FLSA Comp time, they shall be paid for all unused Comp time in accordance with the requirements of the FLSA.

Rusk County shall retain the right to "buy back" all or part of an employee's unused Comp time by paying the employee for that time at the employee's current regular rate. Rusk County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1½) times the employee's regular rate of pay.

Each employee shall be responsible for recording or verifying any Comp time used within a pay period on the time sheet for that pay period.

## **2A-11 LONGEVITY PAY**

**Regular full-time non-elected County employees are eligible for longevity pay.** It does cover any time served as a part-time County Employee but not as an employee for any other public entity. It is based on continuous, uninterrupted work with the County for five years or longer. If a person leaves employment with the County and later returns, the employee will not receive credit for the first period of employment. The employee will be paid by dividing the longevity pay amount by 24 and paying that amount at each pay period.

An employee may switch from department to department within the County, so long as the employee is paid fully by the County. State-paid employees are not eligible, even though the County may be supplementing their pay.

Longevity pay shall be subject to the following specific pay guidelines:

1. An employee after five years of continuous service to the County shall be eligible for an additional \$300 salary above base salary.
2. After an employee has completed five (5) calendar years of employment with the County, on the following January 1<sup>st</sup> or on the first working day of January on the anniversary of when the employee was hired, he/she shall be entitled to the additional longevity pay increase based on the above factors.
3. Longevity pay increase shall continue each year with \$60 per year added until a maximum total of \$1,500 per year is reached.

**(For the purposes of determining longevity pay, an employee who was hired on the first working day of January will be treated as if they were employed on January 1<sup>st</sup> of the same year.)**

## **2A-12 TRAVEL AND PER DIEM**

### **Overnight Travel**

- Mileage rate for traveling on County business in personal vehicle will be reimbursed according to the current state rate.
- Travel time for any employee conducting County business shall be considered time worked.
- The rate of per diem will be different depending on where you travel. Travel to cities not listed on the IRS "Per Diem Rates for Travel" booklet, will receive the current minimum amount allowed.
- Employees will receive  $\frac{3}{4}$  of the daily per diem on the day you leave and the day you return. Employees will receive a full days per diem for the days in between.

### **Day Travel**

- Employees must be gone over 5 hours in order to obtain the current per diem rate for day travel. (\$15.00)
- Employees gone over 12 hours and outside a 60 mile radius will receive a full days per diem for the city they are traveling to according to the IRS "Per Diem Rates" booklet. If the city they are traveling to is not listed in the booklet, employees will receive the current minimum rate.
- Reimbursement for day travel will be added to the employee's payroll check and taxes will be deducted.

Employees must fill out the appropriate travel forms to be reimbursed and the forms must be signed by the employee and their supervisor.

If the County is paying for the employee's hotel, an itemized copy of the hotel bill must be attached to the overnight travel form.

For travel inside Rusk County, employees will be reimbursed for mileage (if they use their personal vehicle) but not per diem.

Per diem is defined by the IRS as: daily expenses incurred while traveling including meals and incidentals. Incidentals are defined by the IRS as Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken.

### **2A-13 DEMOTION**

A demotion is the movement of an employee from one position to another with a decreased responsibility or complexity of job duties or to a lower salary. Elected officials, appointed officials or department heads may choose to demote or re-assign any employees who are unable to meet performance requirements, for disciplinary reasons or for any other reason as deemed necessary by the official. Upon demotion an employee's salary may be adjusted downward. The elected or department head shall notify the Treasurer's Office in writing.

### **2A-14 TRANSFER**

A transfer is the movement of an employee from one position to another with the same responsibility or complexity of job duties with no change in salary. Elected officials, appointed officials or department heads may transfer a qualified employee in their department to a vacant position. All transfers must be handled in accordance with the budget adopted by the Commissioners Court. The elected or department head shall notify the Treasurer's Office in writing.

### **2A-15 PROMOTION**

A promotion is the movement of an employee from one position to another with an increased responsibility or complexity of job duties and to a higher salary. Elected officials, appointed officials or department heads may promote a qualified employee in their department to a vacant position. All promotions must be handled in accordance with the budget adopted by the Commissioners Court. The elected or department head shall notify the Treasurer's Office in writing.

### **2A-16 SEPARATIONS**

A separation shall be defined as any situation in which the Employer-employee relationship between the County and a County Employee ends. All separations from Rusk County shall be designated as one of the following types: 1) resignation; 2) retirement; 3) dismissal; 4) reduction in force; or 5) death.

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

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. An employee who is retiring should notify his/her supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

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

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

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

The elected official or department head shall notify the Treasurer's Office with the reason for separation in writing.

## **2A-17 RETIREE REHIRES**

Retired employees shall be eligible to apply for open positions with Rusk County as long as the following provisions are met: 1) The retiree has been retired for a least one calendar month and 2) no prior arrangement or agreement was made between Rusk County and the retiree for reemployment and 3) strict adherence to normal leaving employment procedures were followed at the time of the employee's retirement.

The retiree must have a bona fide separation of employment and have been retired for a minimum of one calendar month. A bona fide separation means there is no prior agreement or understanding between Rusk County and the retiree that the retiree would be rehired after retirement. According to Rule 107.4 adopted by the TCDRS Board of Trustees, restrictions apply to elected officials, department heads, employee status changes, and independent contractors.

Newly elected officials who have recently retired from the County cannot draw their retirement because they have an arrangement to return to work for the County. Employees also cannot retire with an agreement to go to work in a different department or different position. Changing employee status does not matter when determining if someone is still working for the County.

Rehired retirees who did not have a bona fide separation of employment may owe a 10 percent excise tax and be required to repay all of their monthly retirement payments. Abusing the retirement provisions in such a manner would violate a qualification requirement for retirement plans under Section 401(a) of the Internal Revenue Code, potentially resulting in significant tax consequences for the employer, its participating members and those retired employees.

Any retiree who meets all other TCDRS requirements, who is rehired consistent with this policy, must establish a new membership with TCDRS and will be considered to be a new member for the purposes of beneficiary determination and benefit selections.

## **B. EMPLOYEE BENEFITS**

### **2B-1 HEALTH AND DENTAL INSURANCE**

All full-time regular employees of Rusk County shall be eligible for the group medical insurance and dental insurance benefits at the 1<sup>st</sup> of the month following 60 days of employment.

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

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

Employees who leave the employment of Rusk County or who lose their coverage eligibility, may be eligible for an extension of the medical plan for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If an employee is unable to return to work following FMLA leave, if eligible, they will be offered COBRA. Information on extension of benefits under COBRA is available in the County Treasurer's Office and may be obtained during the normal working hours for that office. COBRA notifications will be provided to all employees within 30 days of their hire date. All eligible employees and qualified dependents will be provided with COBRA information following their termination. Employees who retire after 12/31/19 are not eligible for the county group medical and dental insurance benefit.

Coverage ends for the retired employee when the retiree reaches age 65. Coverage also terminates for eligible dependents when the retiree reaches age 65, becomes Medicare eligible, or the retiree dies before reaching age 65. Eligible dependents will have the option of remaining on the County's health insurance plan by enrolling as a COBRA participant. Also, the employee or their dependents will not be eligible for the County's health insurance if at any time the employee or dependents are covered by or are eligible to be covered by another group insurance.

Rusk County retains the right to change any retiree benefit or cost structure at any time.



**2B-2 OTHER INSURANCE – LIFE, SUPPLEMENTAL**

Employees shall have a limited amount of life insurance on themselves as part of their group medical insurance coverage. Rusk County offers supplemental insurance. All supplemental insurance coverage premiums are the responsibility of the employee. Information regarding these supplemental insurances may be obtained from the Treasurer’s Office.

**2B-3 VACATION**

All regular full-time employees are eligible for vacation under the following conditions:

<u>Start Full-Time In:</u>	<u>July 1 Earns:</u>	
January	5 days	
February	4 days	
March	3 days	
April	2 days	
May	1 day	
June	0 days	then:

On January 1<sup>st</sup> of the following year, you will earn five (5) days of paid vacation. On July 1<sup>st</sup> of that same year, you will earn an additional five (5) days to be used before the end of the year. On January 1<sup>st</sup> of your second calendar year of employment, you will earn ten (10) days of vacation.

Example: Employee hired on April 5, 2009; on July 1, 2009, the employee earns two (2) days of vacation. On January 1, 2010, the employee earns five (5) days of vacation. On July 1, 2010, the employee earns five (5) days of vacation. On January 1, 2011, the employee earns ten (10) days of vacation.

Earned vacation must be used before the end of the calendar year. If you are not able to use all vacation days earned as of December 31 because of a county emergency, at the discretion of your department head and approval of the Commissioners Court, you may carry over up to five (5) days. Those days must be used by January 31.

If your full-time employment begins between July 1 and December 31, you will be credited with the number of paid vacations days listed below following your start year.

<u>Start Full-Time In:</u>	<u>January 1 Earns:</u>
July	5 days
August	4 days
September	3 days
October	2 days
November	1 day
December	0 days

Example: Employee hired on September 3, 2009; on January 1, 2010, the employee will receive three (3) days of vacation. On July 1, 2010, the employee will receive five (5) days of vacation. On January 1, 2011, the employee will receive ten (10) days of vacation.

<u>Length of Service:</u>	<u>Vacation Earned:</u>
2 to 9 years	10 days
10 to 14 years	15 days
15 years or more	20 days

If a full-time employee has regular part-time years of service prior to their move to full-time and their employment with the County has been continuous, then their regular part-time years of service will be included when determining length of service.

**Vacation time is distributed in January following the anniversary of your employment.**

Example: Employee hired on April 15, 2011; on January 1, 2012, the employee will receive five (5) days of vacation.

Employees must receive their supervisor's approval prior to vacations planned or taken.

Sick leave utilization is not permissible during periods when employees are on vacation. Sick leave may not be substituted for vacation as a means of extending vacation entitlement.

Employees who separate from the County for any reason shall be paid earned, but unused vacation to which their continuous service entitles them.

Employees shall not be allowed to receive pay for vacation in lieu of taking time off. If you are not able to use all earned vacation as of December 31, because of a County emergency, at the discretion of your department head and approval of the Commissioners court, you may carry over up to five (5) days, and those days can be combined with one (1) floating holiday carried over up to a maximum of five (5) days. Those days must be used by January 31.

Employees who are rehired with sixty (60) days of employment with Rusk County will have vacation reinstated as to their prior years.

Employees shall only be able to use vacation which was already earned and shall not be allowed to borrow vacation against possible future accruals. Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

If a holiday falls during an employee's vacation then the employee will not be charged for that day or days.

If an employee has worked for a least 6 months in a position which accrues vacation at the time the employees resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy.

Each employee and department head shall be responsible for accurately recording all vacation time used on their time sheet.

**2B-3.1 VACATION-SHERIFF OFFICE**

All regular full-time employees of the Sheriff's Office are eligible for vacation under the following conditions:

<b><u>Start Full-Time In:</u></b>	<b><u>July 1 Earns:</u></b>
January	40 hours
February	32 hours
March	24 hours
April	16 hours
May	8 hours
June	0 hours

Then: On January 1st of the following year, you will earn 40 hours of paid vacation. On July 1st of that same year, you will earn an additional 40 hours to be used before the end of the year. On January 1st of your second calendar year of employment, you will earn 80 hours of vacation.

Example: Employee hired on April 5, 2016; on July 1, 2016, the employee earns 16 hours of vacation. On January 1, 2017, the employee earns 40 hours of vacation. On January 1, 2018, the employee earns 80 hours of vacation.

Earned vacation must be used before the end of the calendar year. If you are not able to use all vacation days earned as of December 31 because of a county emergency, at the discretion of your department head and approval of the Commissioners Court, you may carry over up to 40 hours. Those hours must be used by January 31. If you are unable to take the time off, you will lose the remaining hours.

If your full-time employment begins between July 1 and December 31, you earn the number of paid vacations hours listed below following your start year.

<b><u>Start Full-Time In:</u></b>	<b><u>January 1 Earns:</u></b>
July	40 hours
August	32 hours
September	24 hours
October	16 hours
November	8 hours
December	0 hours

Example: Employee hired on September 3, 2016; on January 1, 2017, the employee earns 24 hours of vacation. On July 1, 2017, the employee earns 40 hours of vacation. On January 1, 2018, the employee earns 80 hours of vacation.

<u>Length of Service:</u>	<u>Vacation Earned:</u>
2 to 9 years	80 hours
10 to 14 years	120 hours
15 years or more	160 hours

If a full-time employee has regular part-time years of service prior to their move to full-time and their employment with the County has been continuous, then their regular part-time years of service will be included when determining length of service. Vacation time is earned in January following the anniversary of your employment.

Employees must receive their supervisor's approval prior to vacations planned or taken.

Sick leave utilization is not permissible during periods when employees are on vacation. Sick leave may not be substituted for vacation as a means of extending vacation entitlement.

Employees who separate from the County for any reason shall be paid earned, but unused vacation to which their continuous service entitles them.

Employees shall not be allowed to receive pay for vacation in lieu of taking time off. If you are not able to use all earned vacation as of December 31, because of a County emergency, at the discretion of your department head and approval of the Commissioners court, you may carry over up to 40 hours, and those days can be combined with one (1) floating holiday carried over. Those days must be used by January 31. If you are unable to take the time off, you will lose any hours not actually taken off.

Employees who are rehired with sixty (60) days of employment with Rusk County will have vacation reinstated as to their prior years.

Employees shall only be able to use vacation which was already been earned and shall not be allowed to borrow vacation against possible future earned days. Employees shall not be allowed to receive pay for vacation in lieu of taking time off. If a holiday falls during an employee's vacation then the employee will not be charged for that day or days.

If an employee has worked for a least 6 months in a position has earned vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy. Each employee and department head shall be responsible for accurately recording all vacation time used on their time sheet.

### **2B-3.2 REGULAR PART-TIME EMPLOYEE PERSONAL LEAVE**

Regular part-time employees will earn five hours of personal leave for each month (starting the month following the completion of 60 days of employment) up to a maximum of 60 hours. After one full year of employment all 60 hours of personal leave will be credited on the following January 1. Until then employees will earn five hours per month. Earned personal time must be used before the end of the year. A regular part-time employee must average at least 20 hours per week to be eligible.

Employees must receive their supervisor's approval prior to taking personal leave. Employees who separate from the County for any reason shall not be paid for earned but unused personal leave to which their continuous service entitles them. Employees shall not be allowed to receive pay for personal leave in lieu of taking time off.

### **2B-4 SICK**

All regular full-time employees shall be credited 12 paid sick leave days January 1<sup>st</sup> of each year. Sick leave days can be earned up to a maximum of 90 days.

Newly hired regular full-time employees shall earn a day of sick leave per month until they have completed one (1) full year of service. After the completion of one full year of service the employee shall earn 12 days of sick leave on January 1<sup>st</sup> of every year.

Sick leave may be used for the following purposes: 1) illness or injury of the employee; 2) appointments with physicians, optometrists, dentists, and other qualified medical professionals; or 3) to attend to the illness or injury of a member of the employee's immediate family. For purposes of this policy, immediate family shall be defined as spouse, child, foster child, parent, or other relative living in the employee's home who is dependent on the employee for care.

Where sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment. Where use of sick leave is not known in advance, an employee shall notify his/her supervisor of the intent to use sick leave as soon as reasonably practical. Where it is not practical to notify the supervisor before the start of the normal workday, the employee should notify his/her supervisor as soon as is reasonably practical. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify his/her supervisor of the anticipated length of absence. The employee will be placed on FMLA, if both the event and the employee are eligible. 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, for either the employee's own illness or the illness of an immediate family member. Employees who have a pattern of abusing sick leave may be required to provide a physician's statement for those absences as required by their supervisor.

Employees shall not be allowed to borrow sick leave against future accruals. Employees shall not be paid for unused sick leave at the termination of employment.

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

Employees who are rehired within 60 days of unemployment with Rusk County will have vacation & sick leave reinstated as to their prior years.

December 31 of each year all employees will be allowed to convert the following types of leave to sick leave: Vacation days, personal days and/or floating holidays up to a maximum five (5) days.

Once converted to sick leave, this time will not be paid upon termination of employment.

#### **2B-4.1 SICK LEAVE SHERIFF OFFICE**

All regular full-time employees shall be given 96 paid sick leave hours January 1st of each year. Sick leave hours can be earned up to a maximum of 720 hours.

Sick leave may be used for the following purposes: 1) illness or injury of the employee; 2) appointments with physicians, optometrists, dentists, and other qualified medical professionals; or 3) to attend to the illness or injury of a member of the employee's immediate family. For purposes of this policy, immediate family shall be defined as spouse, child, foster child, parent, or other relative living in the employee's home who is dependent on the employee for care. Where sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment.

Where use of sick leave is not known in advance, an employee shall notify his/her supervisor of the intent to use sick leave as soon as reasonably practical. Where it is not practical to notify the supervisor before the start of the normal workday, the employee should notify his/her supervisor as soon as is reasonably practical. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify his/her supervisor of the anticipated length of absence. The employee will be placed on FMLA, if both the event and the employee are eligible. 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, for either the employee's own illness or the illness of an immediate family member. Employees who have a pattern of abusing sick leave may be required to provide a physician's statement for those absences as required by their supervisor.

Employees shall not be allowed to borrow sick leave against future accruals. Employees shall not be paid for unused sick leave at the termination of employment. Sick leave may not be used as vacation or any other reason not addressed in this policy. Employees who are rehired within 60 days of unemployment with Rusk County will have vacation & sick leave reinstated as to their prior years.

December 31 of each year all employees will be allowed to convert the following types of leave to sick leave: Vacation days, personal days and/or floating holidays up to a maximum 40 hours. Once converted to sick leave, this time will not be paid upon termination of employment.

**2B-4.2 INCENTIVE POLICY NOT TO ABUSE SICK LEAVE**

Rusk County would like to discourage excessive sick leave use and to encourage use as stated in the sick leave policy. This policy awards time off to employees who meet the predetermined qualification.

To be eligible for the sick leave incentive policy, an employee must have been continuously employed as a regular fulltime employee for a full calendar year. Employees utilizing other leave benefits (Worker’s Compensation, FMLA and Military Leave) may qualify for the incentive. Administration of this program will be the responsibility of the County Treasurer.

<u>Hours or Days Used</u>	<u>Days Earned – (Personal Days)</u>
Less than 5 days	3 days
5 days – less than 6 days	2 days
6 days – less than 7 days	1 day

Participants will be allowed to use the incentive days at their supervisor’s discretion but must be used by December 31<sup>st</sup>. Should an employee leave the employment of Rusk County, he/she will not be paid for any unused days earned under this program.

(For the purposes of determining sick leave incentive, an employee who was hired on the first working day of January will be treated as if they were employed on January 1<sup>st</sup> of the same year.)

**2B-4.4 VOLUNTARY SICK LEAVE POOL**

This program permits an employee to transfer not less than one (1) day or more than five (5) days of sick leave earned by the employee to the Rusk County Sick Leave Pool in a calendar year. Employees must contribute time no later than December 31 each year to be eligible to apply for hours during the next calendar year. To contribute time to the Sick Leave Pool, an employee must submit an application to the administrator of the sick leave pool in the form prescribed by the Commissioners Court, have at least one (1) year of continuous employment and have a minimum of 5 earned sick days available before they may contribute for the next calendar year. “Borrowing” days of sick leave from next year’s earned days in order to meet the 5 days requirement is not permitted.

An employee with at least one (1) year continuous employment and who has contributed at least one (1) day to the pool, is eligible to apply to use time contributed to the County Sick Leave Pool (because of a catastrophic illness) if the employee has exhausted all leave time to which the employee is otherwise entitled.

Regular Full-Time employees are eligible to participate in the County Sick Leave Pool if all conditions are met. If days are to be donated to the Sick Leave Pool those days will not count as days used when considering the incentive to Not Abuse Sick Leave.

An eligible employee must first get approval from the Elected Official/Department Head to apply for Sick Leave Pool time. Then they may apply to the Sick Leave Committee for permission to use time in the County Sick Leave Pool. If the Committee determines that the employee is eligible the Committee shall approve the transfer of time from the pool to the employee. The administrator shall credit the time to the employee, and the employee may use the time in the same manner as sick leave earned by the

employee in the course of employment. Sick Leave Pool time given the employee but not used within one year of the date received will be credited back to the pool.

The Sick Leave Committee shall consist of the following:

- Rusk County Treasurer (except in the event the applicant is employed by the Treasurer's Office – then it would be the County Judge) and
- A member of the Commissioner's Court to be on a rotation schedule as follows –
  - Precinct #1 – 1<sup>st</sup> quarter of the year,
  - Precinct #2 – 2<sup>nd</sup> quarter,
  - Precinct #3 – 3<sup>rd</sup> quarter,
  - Precinct #4 – 4<sup>th</sup> quarter, and
- A Chief Deputy of Rusk County (to be selected by the applicant (applicant may not choose the Chief Deputy from the applicant's department)

An eligible employee may not use time in the County Sick Leave Pool in an amount that exceeds the lesser of one-third of the total amount of time in the pool or 90 days. The committee shall determine the exact amount of days that an eligible employee may use.

Catastrophic illness or injury is defined as:

A terminal, life-threatening, and/or severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed health practitioner for a prolonged period of time and that forces the employee to exhaust all earned leave time (sick leave, vacation and Comp time) and to lose compensation from the County.

## **2B-5 HOLIDAYS**

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

The County holidays for the following calendar year shall be determined by the Rusk County Commissioners Court in conjunction with the budget if possible.

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

If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off at the discretion of the department head.

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

An eligible employee called in to work on a holiday because of an emergency, or other special need of the County, shall be given paid time off at the discretion of the department head equivalent to the amount of time worked on the holiday.

Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Rusk County. Each supervisor is responsible



for granting this leave based on the needs of their individual departments. Vacation, Comp time, or leave without pay may be used for special leave granted.

Holidays not taken will not be paid at termination of employment.

#### **2B-5.1 FLOATING HOLIDAYS**

Rusk County grants all regular full-time employees floating holidays each year. County employees are given 18 holidays per year of which some are floating holidays. If more than 12 days are designated as regular holidays then floating holidays will be reduced proportionately. They are earned at a rate of one day for each odd month (i.e. January 1<sup>st</sup> – 1 day, March 1<sup>st</sup> – 1 day, etc.) They must be used by December 31<sup>st</sup> of the current calendar year. The use of floating holidays is subject to approval by the supervisor or elected official. If you are not able to use all floating holidays earned as of December 31<sup>st</sup> because of a County Emergency, at the discretion of your department head and approval of Commissioners Court, you may carry over up to one (1) day. That day must be used by January 31<sup>st</sup>. The employee can request that any day(s) left over as of December 31<sup>st</sup> can be transferred to the voluntary Sick Leave Pool using the same guidelines as stated in the Sick Leave Policy. Floating Holidays are not the same as vacations and will not be paid at termination of employment.

#### **2B-6 JURY DUTY**

Employees of Rusk 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. 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. Jury service compensation may be kept by the employee.

Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the County shall be entitled to leave with pay for such period as his/her court attendance may require. If an employee is absent from work to appear in private litigation in which he/she is a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.

#### **2B-7 FUNERAL LEAVE**

All regular full-time employees are eligible for up to three (3) days leave with pay for a death in the immediate family.

Employees may be allowed time off with pay, with the permission of the elected official or department head, up to a maximum of one (1) day, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend. If leave is needed beyond the limits set in this policy, it may be charged to available vacation or Comp time or leave without pay.

For the purposes of this policy, immediate family shall include the spouse, child, step-child, parent, step-parent, foster parent, foster child, brother, sister, step-brother, brother in law or sister in law, step-sister,

grandparents, spouse's parent, step-parent, and a blood relative of an employee or spouse, other than those listed above, residing in the same household as employee.

## **2B-8 MILITARY LEAVE**

All Rusk County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per federal fiscal year with pay to attend authorized training sessions and exercises. The fifteen (15) day paid military leave shall apply to the Federal Fiscal year and any unused balance at the end of the year shall not be carried forward into the next Federal Fiscal year. 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. An employee may use annual leave, earned Comp time, or leave without pay if he/she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen day maximum.

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

Rusk County will provide upon request of the employee a statement that contains the number of workdays used for military leave in the fiscal year as well as a statement of the number of workdays left for use during the fiscal year.

Rusk 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 laws in effect at the time of their release from duty.

## **2B-9 GENERAL POLICY ON LEAVES/LEAVES OF ABSENCE**

Rusk County will grant leaves to all eligible employees on a nondiscriminatory basis. Leave may be granted for personal emergency, extended illness, educational purposes, jury duty or witness duty. A leave may not exceed 90 calendar days in a 12 month period unless required by federal or state law and may be with or without pay to the extent the employee has paid vacation, floating holidays or Comp time earned.

All regular full-time and regular part-time employees may request leave at any time. Subject to any applicable legal restrictions, requested leave will be considered on the basis of the employee's performance, responsibility level, length of service, reason for the request and the County's ability to obtain a satisfactory replacement during the time the employee would be away from work.

If an employee accepts other employment or fails to return to work on the next regularly scheduled workday following the expiration of their leave, it will be considered that the employee has voluntarily terminated their employment. If it is determined that the employee is performing a service for money or other remuneration while on leave of absence, he/she will be terminated, or if employee is found to have misrepresented the reason for the leave of absence, then he/she will be terminated.

Employees on unpaid leave scheduled to extend beyond the calendar month in which the leave begins will be eligible to continue coverage in the County's group insurance plan at their own cost through their

rights under COBRA. Those employees whose leave qualifies for the FMLA will have their insurance continued by the County under the conditions set forth in the FMLA. The procedures for continuing coverage on employees and their dependents will be fully explained at the time the leave is granted.

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

Employees will not earn benefits (e.g. vacation, sick leave, holidays, etc.) during a leave of absence. Employees who return to active employment at the end of their leave (not to exceed 90 days) will be reinstated without loss of seniority and longevity earned prior to the commencement of their leave.

All leaves, regardless of reason, require the use of all earned leave with pay except sick leave to minimize the impact of a leave for both the county and the employees

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

- The reason the leave is being requested, and
- The anticipated dates the leave will begin and end.

In addition, during leave, the employee must provide:

- Periodic updates to the employee's supervisor and/or department head at least every 15 days concerning the employee's status, expected date of return, and continued intent to return to work upon expiration of the leave.
- Immediate notification to the employee's supervisor or department head of a need to request a change in the duration of the leave.

Employees that are terminated because their leave required more than 90 days and then rehired within 365 days of termination may be reinstated. Reinstated employees will accrue vacation and sick time and floating holidays according to an adjusted hire date i.e. the date they returned to work full-time.

Any Rusk County Employee who is terminated and rehired by another department head/Elected Official may appeal to the Commissioners Court to have their benefits reinstated at the same place prior to their dismissal. This entire process (dismissal, rehire, appeal) must take place within 45 days.

Employees may request a personal leave of absence to a maximum of 90 days. Personal leaves of absence may include reasons such as extended vacations, continuing education, extended bereavement, or other personal matters. Personal leaves of absence are granted solely at the discretion of the elected official, appointed official or department head. Employees on personal leaves of absence are converted to an inactive status and do not accrue any benefits. Employees may continue the county health plan but they are responsible for the entire premium, which includes both their portion and the county portion. The employee must pay for the premium on the first of each month, lack of payment will result in medical plan termination and the employee will become eligible for COBRA. Return to work on a personal leave of absence is not guaranteed and is subject to current business conditions and an appropriate job opening.

## **2B-10 RETIREMENT**

All regular part-time and full-time employees shall be eligible for the retirement benefit through the Texas County and District Retirement System. Temporary employees will not be eligible for retirement benefits. Eligible employees shall make contributions to the retirement program through a system of payroll deduction. Rusk County shall make a contribution to each eligible employee's retirement account according to requirements of TCDRS. Information on the retirement program may be obtained at the Rusk County Office of Treasurer during the normal working hours for that office.

## **2B-11 SOCIAL SECURITY/MEDICARE**

All county employees shall participate in the Federal Social Security/Medicare program which provides certain retirement, disability, and other benefits. Deductions for these programs will be taken from each paycheck

## **2B-12 FMLA/MFL**

To be eligible for benefits under this policy, an employee must:

- 1) have worked for Rusk County at least 12 months (it is not required that these 12 months be consecutive; however a continuous break in service of 7 years or more will not be counted toward the 12 months); and
- 2) have worked at least 1250 hours during the previous 12 months.

## **QUALIFYING EVENTS:**

Family or medical leave under this policy may be taken for the following situations:

- 1) the birth of a child and in order to care for that child;
- 2) the placement of a child in the employee's home for adoption or foster care;
- 3) to care for a spouse, child (under the age of 18 or if over 18 incapable of self-care due to a disability), or parent with a serious health condition;
- 4) the serious health condition of the employee that make the employee unable to perform the essential functions of their job;
- 5) a qualifying exigency arising out of the fact that an employee's spouse, child or parent is a covered military member of the Armed Forces (Regular, Reserve or National Guard), deployed to a foreign country or has been notified of an impending call or order to active duty in a foreign country;
- 6) to care for a covered service member (Regular, Reserve or National Guard) with a serious injury or illness if the employee is the spouse, child, parent or next of kin (nearest blood relative) of the service member; or
- 7) to care for a covered veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (Regular, Reserve or National Guard) at any time during the period of 5 years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

## **SERIOUS HEALTH CONDITION:**

Serious health condition of the employee is defined as a health condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility or continuing treatment by a health care provider.

Serious health condition of a spouse, child, or parent is defined as a condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility, or a condition that requires continuing care by a licensed health care provider.

A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

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

## **QUALIFYING EXIGENCY LEAVE:**

Eligible employees may take FMLA/MFL exigency leave when an employee's covered military member (spouse, child of any age or parent) is on active duty or called to active duty status in a foreign country. Leave may be taken to:

- 1) Address any issue that arises because the covered military member was given seven or fewer days' notice for active duty deployment in support of a contingency operation. Eligible employee may take up to seven days beginning on the date the covered military member receives the call or order to active duty.
- 2) Attend any official ceremony, program or event sponsored by the military that is related to the active duty or call to active duty status in a foreign country of a covered military member.
- 3) Attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to active duty or call to active duty status in a foreign country of a covered military member.
- 4) Arrange for alternative childcare, provide childcare on an urgent basis (not as routine), to attend school or daycare meetings, to enroll or transfer covered children under age 19 when it is necessitated by the active duty or call to active duty status of a covered military member.
- 5) Make or update financial or legal arrangements to address the covered member's absence while on active duty or call to active duty status in a foreign country.
- 6) Act as the covered military member's representative before a governmental agency to obtain, arrange or appeal military service benefits while the covered military member is on active duty

or call to active duty status in a foreign country, for a period of 90 days following the termination of the covered member's active duty status.

- 7) Attend counseling provided by someone other than a health care provider for oneself, for the covered military member or covered child if the need for counseling arises from the active duty status or call to active duty status in a foreign country of a covered military member.
- 8) For a maximum of 15 days each occurrence, to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during leave during the period of deployment.
- 9) Attend post-deployment activities for the covered military member for a period of 90 days following the termination of the covered member's active duty status.
- 10) Address issues that arise from the death of a covered military member while on active duty status in a foreign country;
- 11) Conduct certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.
- 12) Address any other additional events that may arise out of the covered military member's active duty or call to active duty status in a foreign country if the County agrees the leave qualifies as an exigency and to both the timing and the duration of the leave.

#### LENGTH OF LEAVE:

- An employee may use up to 12 weeks leave per 12-month period under this policy. Rusk County sets the 12-month period used under this policy as a *"rolling" 12-month period measured backward from the date an employee uses FMLA leave.*

A married couple who both work for the county is entitled to a maximum combined leave of 12 weeks in any 12-month period for the birth or placement of a child, or care for a parent with a serious health condition. The combined limit for a married couple employed by the county is 26 weeks in a single 12-month period if leave is to care for a covered service member or veteran with a serious injury or illness.

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

- 1) The single 12-month period begins on the first day the eligible employee takes FMLA to care for covered service member or covered veteran and ends 12 months after that date.
- 2) An employee forfeits unused leave under this section if the eligible employee does not take all of their 26 weeks during this 12-month period to care for the covered service member or covered veteran is forfeited;
- 3) Leave entitlement under this section is applied on a per-injury basis. An eligible employee may be entitled to take more than one period of 26 weeks of leave if the leave is to care for different covered service member or veteran or to care for the same covered service member or veteran with a subsequent serious illness or injury. An employee may not take more than 26 weeks in any single 12-month period.

#### WORK RELATED INJURY:

Rusk County will always designate work related injuries with lost time as FMLA qualifying.

**PAID AND UNPAID LEAVE:**

If an employee has earned leave, the employee is required to use his or her earned leave as detailed below.

Employees must use sick, vacation, floating holiday and comp time while on FMLA. The remainder of the leave shall be unpaid.

- 1) An employee taking leave because of his or her own serious health condition, or the serious health condition of an eligible family member is required to use all leave balances with the remainder of the 12-week leave period being unpaid leave.
- 2) An employee taking leave for the birth of a child is required to use all leave balances for the recovery period after the birth of the child and before being placed on unpaid leave.
- 3) After the recovery period from the birth of a child, an employee is required to use vacation, floating holiday and comp time with the remainder of the 12-week leave period being unpaid leave.
- 4) An employee taking leave for the placement of a child in the employee's home for adoption or foster care is required to use vacation, floating holiday and comp time with the remainder of the 12-week leave period being unpaid leave.
- 5) An employee taking leave for a qualifying exigency for a covered military member is required to use vacation, floating holiday and comp time with the remainder of the 12-week leave period being unpaid leave.
- 6) An employee taking leave for the care of a covered service member or veteran is required to use all leave balances with the remainder of the 26-week leave period being unpaid leave.

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

**CONTINUED EMPLOYEE BENEFITS:**

While an employee is on leave under this policy, the county will continue to pay the employee's medical plan premium at the same rate as if the employee had been actively at work. The employee is required to pay for dependent coverage and for any other coverage for which the employee would normally pay, or the coverage will be discontinued. An employee's obligation to pay for coverage will be made through regular payroll deduction while the employee is on paid leave status. While on unpaid leave, the employee is required to pay for premiums due to the county to the County Treasurer's Office no later than 30 days after the date of the pay period in which the premium comes due. The county may cancel unpaid coverage by providing the employee advance written notice, not less than 15 days before the coverage will be cancelled for non-payment.

At the end of the 12-week leave period or the 26-week leave period in a single 12-month period to care for an injured covered military member, an eligible employee will be offered COBRA if they are unable to return to work.

#### **INTERMITTENT LEAVE AND REDUCED SCHEDULE:**

An employee may only take intermittent leave under this policy if it is necessary for the care and treatment of a serious health condition of the employee, the employee's eligible family member or the care of a covered military member or veteran.

An employee may only work a reduced schedule under this policy if it is necessary for the care and treatment of a serious health condition of the employee, the employee's eligible family member, or the care of a covered military member or veteran.

All work time missed as the result of intermittent leave or a reduced work schedule under this policy will be deducted from the employee's 12-week or 26-week leave eligibility in a single 12 month period.

#### **CERTIFICATION REQUIREMENTS:**

The county has the right to ask for certification of the serious health condition of the employee or the employee's eligible family member when the employee requests or is using leave under this policy.

The county may send a request for medical certification to an employee who has been out of work for three or more days to determine the employee's FMLA eligibility. The employee is requested to have his or her physician complete and return the medical certification within 15 days of the employee's receipt of the form to be eligible for FMLA. An employee's failure to return the medical certification may result in denial of FMLA by the county.

The employee must respond to the county's request for certification within 15 days of receipt of the request or provide a reasonable explanation for the delay in writing before the 15<sup>th</sup> day after receipt of the request. If an employee does not provide certification or otherwise respond, the county may deny leave under this policy.

An employee is required to provide certification of his or her serious health condition of the employee by having the employee's treating health care provider complete and submit an FMLA form WH-380-E. Also included with this form is the Genetic Information Non-Discrimination statement to be given to any and all health care providers.

An employee is required to provide certification of the serious health condition of an eligible family member by having the family member's treating health care provider complete and submit an FMLA form WH-380-F. Also included with this form is the Genetic Information Non-Discrimination statement to be given to any and all health care providers.

An employee is required to provide certification for leave taken because of a qualifying exigency by having the employee complete and submit an FMLA form WH-384.

An employee is required to provide certification for leave taken for a serious injury or illness of a covered military member or veteran by having the member's or veteran's Department of Defense



treating health care provider complete and submit an FMLA form WH-385. The employee may also be required to provide the county with confirmation of the family or next of kin relationship to the seriously injured or ill covered military member or veteran.

If an employee requests intermittent leave or a reduced work schedule, the certification submitted must also include the dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. The county may request re-certification for intermittent or reduced schedule leave every six months in connection with an eligible absence.

The county may ask for a second opinion from a health care provider of the county's choice, at the expense of the county, if the county has reason to question the certification, unless the leave is necessary to care for a seriously injured or ill covered service member supported by an invitational travel order (ITO) or invitational travel authorization (ITA) to join an injured or ill service member at his or her bedside.

If there is a conflict between the certification submitted by the employee and the second certification obtained by the county, the county may require a third certification, at the expense of the county, from a health care provider agreed upon by both the employee and the county. The third opinion is final and binding on the county and the employee.

#### **REQUESTING LEAVE:**

Unless FMLA leave is unforeseeable, an employee is required to submit a request for leave under this policy to his or her immediate supervisor.

Where reasonably practicable, an employee should give his or her immediate supervisor a minimum of 30-days' notice before beginning leave under this policy. Where it is not reasonably practicable to give 30-days' notice, the employee is required to give as much notice as possible. Supervisors must contact the Treasurer's office when notified of an employee's FMLA qualifying event.

#### **REINSTATEMENT:**

An employee returning from leave under this policy, and who has not exceeded the 12-week maximum leave period allowed, will be returned to the same job or a job equivalent to the job the employee held before going on FMLA leave. An employee who has not exceeded the 26-week maximum leave period in a single 12-month period, allowed to care for a seriously ill or injured covered military member, will be returned to the same job or a job equivalent to the job the employee held before going on leave.

If an employee is placed in a different position, it will be one with equivalent status, pay, benefits, and other employment terms and which entails substantially equivalent skill, effort, responsibility, and authority.

The county has no obligation to reinstate an employee who takes more than the 12 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave allowed, including an employee with available sick or vacation leave.

## **REPAYMENT OF BENEFITS:**

Unless an employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or another situation beyond the control of the employee, an employee who does not return to work after using the maximum leave allowed under this policy will be required to reimburse the county for all medical premiums and other benefits paid by the county while the employee was on leave without pay related to his or her FMLA leave.

## **OTHER BENEFITS:**

While on leave without pay under this policy, an employee does not earn vacation or sick leave, is not eligible for holiday pay, and does not earn other benefits afforded to employees actively at work, except as stated in this policy, unless other employees who go on leave without pay are allowed to do so.

An employee who is out on approved FMLA leave may not take trips outside of the county unless the travel is related to the employee's own serious health condition, the serious health condition of the child, spouse or parent of the employee or to attend qualifying military events. An employee may ask his or her immediate supervisor for written permission to take other trips outside of the county which may be granted at the supervisor's sole discretion.

If the county has a policy forbidding employees from working other jobs, an employee on approved FMLA leave may also be forbidden from working another job while on FMLA leave from the county.

## **REGULATION:**

Any area or issue regarding family and medical leave that is not addressed in this policy is subject to the basic requirements of the FMLA and the regulations issued to implement it.

## **RETURN-TO-WORK:**

An employee is required to provide a fitness-for-duty certification before the employee returns to work.

## **ENFORCEMENT:**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for unlawful discrimination under the FMLA. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any federal or state law that provides greater family or medical leave rights.

SECTION 3:  
EMPLOYEE FORMS



# EMPLOYMENT APPLICATION

For Department or Office Use Only. Received application on: \_\_\_\_\_  
V. 2019\_06

## AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law.

All applications must be received by the Department or Office prior to the application deadline. Please do not write "See Resume." Resumes may be attached as a supplement to this application. Be thorough, since your answers may determine whether or not you will be interviewed or considered for a position. Some positions may require typing skills, which will be designated in the "Required Knowledge Section" of the Job Announcement. Please attach a typing or keyboarding test from the Workforce Center or you may visit our office to be administered a keyboarding test. This test is required to be submitted with the application whether or not you meet the required speed.

### PLEASE PRINT IN INK

NAME (As it appears on Social Security Card/Work Permit Card)		Last		First		Middle	
MAILING ADDRESS							
PHYSICAL ADDRESS							
CITY, STATE, ZIP							
HOME TELEPHONE		SECONDARY NUMBER					
DAYTIME TELEPHONE		ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO					
OTHER NAMES YOU HAVE USED:							
POSITION APPLIED FOR:		MIN. SALARY REQUIREMENTS:		\$			
CHECK EACH TYPE OF WORK YOU WILL ACCEPT:		<input type="checkbox"/> REGULAR <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/> LABOR POOL ("AS NEEDED")		DATE AVAILABLE:			
HAVE YOU EVER BEEN EMPLOYED BY RUSK COUNTY? <input type="checkbox"/> NO <input type="checkbox"/> YES WHEN? DEPARTMENT:							
SUPERVISOR:				REASON FOR LEAVING:			
HAVE YOU BEEN CONVICTED OF A FELONY IN PAST 7 YEARS? A CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT <input type="checkbox"/> NO <input type="checkbox"/> YES If Yes, Give location, date, charge and disposition of case(s) on separate page.		IF APPLYING FOR A POSITION WHICH REQUIRES DRIVING A VEHICLE, PLEASE PROVIDE THE FOLLOWING INFORMATION:  DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO D.L.# STATE			CAN YOU, IF HIRED, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES?  <input type="checkbox"/> YES <input type="checkbox"/> NO		



## EMPLOYMENT APPLICATION

In the case of applicants for positions with the county which require driving a vehicle, driving records may be checked annually. Every county employee who is required to drive a vehicle or operate a piece of equipment which requires a valid driver's license must maintain a safe driving record and may be required to participate in Defensive Driving courses at the county's request. Unsatisfactory results of a driving record check will be subject to disciplinary action up to and including discharge.



## JOB RELATED TRAINING

NAME OF COURSE	YEAR COMPLETED	NAME OF COURSE	YEAR COMPLETED

## EMPLOYMENT HISTORY

**THIS PORTION OF THE APPLICATION MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME**

**MAY WE CONTACT YOUR CURRENT EMPLOYER?  YES  NO**

LIST YOUR MOST RECENT EMPLOYER FIRST, INCLUDE U.S. MILITARY SERVICE AND UNPAID OR VOLUNTEER WORK.  
BASE SALARY DOES NOT INCLUDE OVERTIME, BONUSES OR COMMISSIONS.

FROM (Mo/Yr) \_\_\_\_\_ TO (Mo/Yr) \_\_\_\_\_ TOTAL \_\_\_\_\_ YRS \_\_\_\_\_ MOS. YOUR POSITION \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ YOUR SUPERVISOR \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 TYPE OF BUSINESS \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
 BASE SALARY \_\_\_\_\_ / \_\_\_\_\_  MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES \_\_\_\_\_  
START FINAL  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES \_\_\_\_\_

FROM (Mo/Yr) \_\_\_\_\_ TO (Mo/Yr) \_\_\_\_\_ TOTAL \_\_\_\_\_ YRS \_\_\_\_\_ MOS. YOUR POSITION \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ YOUR SUPERVISOR \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 TYPE OF BUSINESS \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
 BASE SALARY \_\_\_\_\_ / \_\_\_\_\_  MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES \_\_\_\_\_  
START FINAL  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES \_\_\_\_\_

FROM (Mo/Yr) \_\_\_\_\_ TO (Mo/Yr) \_\_\_\_\_ TOTAL \_\_\_\_\_ YRS \_\_\_\_\_ MOS. YOUR POSITION \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ YOUR SUPERVISOR \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 TYPE OF BUSINESS \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
 BASE SALARY \_\_\_\_\_ / \_\_\_\_\_  MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES \_\_\_\_\_  
START FINAL  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES \_\_\_\_\_

FROM (Mo/Yr) \_\_\_\_\_ TO (Mo/Yr) \_\_\_\_\_ TOTAL \_\_\_\_\_ YRS \_\_\_\_\_ MOS. YOUR POSITION \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ YOUR SUPERVISOR \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 TYPE OF BUSINESS \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
 BASE SALARY \_\_\_\_\_ / \_\_\_\_\_  MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES \_\_\_\_\_  
START FINAL  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES \_\_\_\_\_

In order to comply with the Nepotism Policy of Rusk County, please list below if you or your spouse is related to any officer or employee of Rusk County. If not applicable please write N/A.

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### ADDITIONAL INFORMATION OR TRAINING

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### REFERENCES

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_  
(No Relatives)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_  
(No Relatives)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_  
(No Relatives)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_  
(No Relatives)

### EMERGENCY CONTACT

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_



## AUTHORIZATION AND AGREEMENT

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge, and I authorize any former Employer to release to Rusk County, or its authorized representative, any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, true copies of all degrees, certificates, or licenses listed on this application must be attached to be considered and before any employment decision can be made. A photocopy of this authorization shall be as valid as the original.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Treasurer's Office

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests which may include a drug test depending on the department and position applied for. (This examination will be conducted by health care providers of the County's selection.) (I understand that a positive result from the drug screen will eliminate me from consideration from any County job.) I understand that I must produce all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services on or before my first day of employment.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from Rusk County and still wish to be considered for employment, it will be necessary to reapply and fill out a new application when a position is posted. I understand that the County has Personnel Policies which describe additional obligations, terms, and conditions of employment. If selected for employment, I agree to promptly familiarize myself with the terms of such documents and abide thereby. I understand and agree that all benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. Furthermore, the County will have the right to change my location for work, my salary and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.

I understand the acceptance of this application by the County neither expresses nor implies I will be offered employment. Rusk County operates under the legal doctrine of employment-at-will and, within requirements of state and federal law regarding employment, can dismiss an employee at any time, with or without notice, for any reason or no reason.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_

Thank you for your interest in employment opportunities with Rusk County.  
Please view current job postings at: [www.rusk.co.tx.us](http://www.rusk.co.tx.us)



COUNTY OF RUSK  
AUTHORIZATION AGREEMENT DIRECT DEPOSIT

Bank: \_\_\_\_\_ Address: \_\_\_\_\_

I (we) authorize Rusk County to initiate credit entries and, if errors occur, I (we) authorize correcting entries to my (our) account (s) indicated below.

Financial Institution Name/Location	Transit Routing Number	Account Number	Type of Account Checking/Saving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This authority is to remain in full force until I (we) terminate this authorization.

Print Name (s): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Note: Please submit a voided check with this authorization. (This will be used to verify transit routing number and account number information.)

**DWC FORM-001**  
**(Employer's First Report of Injury or Illness)**

The employer is required to file an **Employer's First Report of Injury or Illness** [DWC FORM-001 Rev. 10/05] with the injured worker's insurance carrier, and the injured claimant or the claimant's representative within 8 days after the employee's absence from work or receipt of notice of occupational disease.

The **Employer's First Report of Injury or Illness** provides information on the claimant, employer, insurance carrier and medical practitioner necessary to begin the claims process. Details of the claimant's employment and circumstances surrounding the injury or illness are also requested.

Send the specified copies to your **Workers' Compensation Insurance Carrier** and the injured employee. **\*Employers - Do not send this form to the Texas Department of Insurance, Division of Workers' Compensation, unless the Division specifically requests a direct filing.**

*[Workers' Compensation Rule 120.2]*

## INSTRUCTIONS FOR EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS (DWC FORM-001)

Type (or print in black ink) each item on this form. Failure to complete each item may delay the processing of the injury claim.

Section 409.005, Texas Workers' Compensation Act, requires an Employer's First Report of Injury or Illness (DWC FORM-001 Rev. 10/05) to be filed with the Workers' Compensation Insurance Carrier not later than the eighth day after the receipt of notice of occupational disease, or the employee's first day of absence from work due to injury or death. A copy of this report must be sent to the employee or the employee's representative. For purposes of this section, a report is filed when personally delivered, or postmarked. Send the specified copies to your **Workers' Compensation Insurance Carrier** and the injured employee. **\*Employers - Do not send this form to the Texas Department of Insurance, Division of Workers' Compensation, unless the Division specifically requests a direct filing.**

If a report has not been received by the carrier, the employer has the burden of proving that the report was filed within the required time frame. The employer has the burden of proving that good cause existed if the employer failed to file the report on time.

An employer who fails to file the report without good cause may be assessed an administrative penalty. An employer who fails to file the report without good cause waives the right to reimbursement of voluntary benefits even if no administrative penalty is assessed.

Once the employer has completed all information pertaining to the injury the employer should maintain the copy of this report to serve as the Employer's Record of Injury required by Section 409.006. Send the specified copies to your **Workers' Compensation Insurance Carrier** and the injured employee. **\*Employers - Do not send this form to the Texas Department of Insurance, Division of Workers' Compensation, unless the Division specifically requests a direct filing.** The Division's Health and Safety will use data from this report for the Job Safety Information System established in Section 411.032 of the Texas Workers' Compensation Act.

This report may not be considered admission or evidence against the employer or the insurance carrier in any proceeding before the Division or a court in which facts set out in the report are contradicted by the employer or insurance carrier.

### "SPECIAL INSTRUCTIONS FOR CERTAIN ITEMS"

- Items 2,7,8: Section 402.082, Texas Workers' Compensation Act requires the Division to maintain information as to the race, ethnicity and sex on every compensable injury. This information will be maintained for non-discriminatory statistical use.
- Item 4: If no home phone, please provide a phone number where the employee can be reached.
- Items 5,15,17,26,29,30: Enter data in month, day, year format. Example: 08-13-54.
- Item 18: List nature of accident or exposure, e.g., fall from scaffold, contact with radiation, etc. If occupational disease, so state.
- Item 19: List specific body part, e.g., chin, right leg, forehead, left upper arm, etc. If more than one body part is affected, list each part.
- Item 20: Describe in detail (1) the events leading up to the injury/illness, (2) the actual injury, e.g., cut left forearm, broken right foot, etc., and (3) the reason(s) why accident/injury occurred. Use an additional sheet of paper if necessary.
- Item 22: State the exact work-site location of the injury, e.g., construction site, office area, storage area, etc.
- Item 24: List object, substance, or exposure that directly inflicted the injury or illness, e.g., floor, hammer, chemicals, etc.
- Items 32,33: Enter date in month-year format. Example: 02-56.
- Item 37: Enter the number of days or hours that make up a full work week for your employees.
- Item 45: Enter the 6-digit North American Industry Classification System (NAICS) Code of the employer. The primary code is the code which appears in block 5 of Form C-3, "Employer's Quarterly Report" to the Texas Workforce Commission.
- Item 46: For companies with a single NAICS code, the specific code is the same as the primary code. For companies with multiple NAICS codes, enter the code that identifies the specific business, activity, or work-site location the employee was working in at the time of the injury. This may or may not be the same as the primary code.

Certification of Health Care Provider for  
Employee's Serious Health Condition  
(Family and Medical Leave Act)

U.S. Department of Labor  
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003  
Expires: 8/31/2021

**SECTION I: For Completion by the EMPLOYER**

**INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: \_\_\_\_\_

Employee's job title: \_\_\_\_\_ Regular work schedule: \_\_\_\_\_

Employee's essential job functions: \_\_\_\_\_

Check if job description is attached: \_\_\_\_\_

**SECTION II: For Completion by the EMPLOYEE**

**INSTRUCTIONS to the EMPLOYEE:** Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: \_\_\_\_\_  
First Middle Last

**SECTION III: For Completion by the HEALTH CARE PROVIDER**

**INSTRUCTIONS to the HEALTH CARE PROVIDER:** Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider's name and business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Send the specified copies to your  
Workers' Compensation Insurance Carrier  
and the injured employee.

\*Employers - Do not send this form to the  
Texas Department of Insurance, Division of Workers' Compensation,  
Unless the Division specifically requests a direct filing.

CLAIM # _____
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CARRIER'S CLAIM # _____
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### EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS

1. Name (Last, First, M.I.)		2. Sex F <input type="checkbox"/> M <input type="checkbox"/>	
3. Social Security Number	4. Home Phone ( )	5. Date of Birth (m-d-y)	
6. Does the Employee Speak English? If No, Specify Language YES <input type="checkbox"/> NO <input type="checkbox"/>			
7. Race White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/>		8. Ethnicity Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/>	
9. Mailing Address Street or P.O. Box			
City	State	Zip Code	County
10. Marital Status Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/>			
11. Number of Dependent Children		12. Spouse's Name	
13. Doctor's Name			
14. Doctor's Mailing Address (Street or P.O.Box)			
City	State	Zip Code	

15. Date of Injury (m-d-y)	16. Time of Injury : am <input type="checkbox"/> pm <input type="checkbox"/>	17. Date Lost Time Began (m-d-y)	
18. Nature of Injury*		19. Part of Body Injured or Exposed*	
20. How and Why Injury/Illness Occurred*			
21. Was employee doing his regular job? YES <input type="checkbox"/> NO <input type="checkbox"/>		22. Worksite Location of Injury (stairs, dock, etc.)*	
23. Address Where Injury or Exposure Occurred Name of business if incident occurred on a business site			
Street or P.O. Box		County	
City	State	Zip Code	
24. Cause of Injury(fall, tool, machine, etc.)*			
25. List Witnesses			
26. Return to work date/or expected (m-d-y)	27. Did employee die? YES <input type="checkbox"/> NO <input type="checkbox"/>	28. Supervisor's Name	29. Date Reported (m-d-y)

30. Date of Hire (m-d-y)	31. Was employee hired or recruited in Texas? YES <input type="checkbox"/> NO <input type="checkbox"/>	32. Length of Service in Current Position Months _____ Years _____	33. Length of Service in Occupation Months _____ Years _____
34. Employee Payroll Classification Code		35. Occupation of Injured Worker	
36. Rate of Pay at this Job \$ _____ Hourly \$ _____ Weekly	37. Full Work Week is: _____ Hours _____ Days	38. Last Paycheck was: \$ _____ for _____ Hours or _____ Days	39. Is employee an Owner, Partner, or Corporate Officer? YES <input type="checkbox"/> NO <input type="checkbox"/>

40. Name and Title of Person Completing Form		41. Name of Business	
42. Business Mailing Address and Telephone Number Street or P.O. Box Telephone ( )		43. Business Location (If different from mailing address) Number and Street	
City	State	Zip Code	City
State	Zip Code	City	State
City	State	Zip Code	
44. Federal Tax Identification Number	45. Primary North American Industry Classification System Code.(6 digit)	46. Specific NAICS Code (6 digit)	47. Texas Comptroller Taxpayer No.
48. Workers' Compensation Insurance Company		49. Policy Number	

50. Did you request accident prevention services in past 12 months? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, did you receive them? YES <input type="checkbox"/> NO <input type="checkbox"/>	
51. Signature and Title (READ INSTRUCTIONS ON INSTRUCTION SHEET BEFORE SIGNING) X _____ Date _____	



RUSK COUNTY, TEXAS

JOB VACANCY NOTICE

JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE POSTED: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

COMPENSATION: \_\_\_\_\_

QUALIFICATIONS REQUIRED FOR THE JOB:

BASIC JOB DUTIES:

Interested applicants may apply to: \_\_\_\_\_

Office Location Address: \_\_\_\_\_

Phone number: \_\_\_\_\_





# Service Retirement Application

Please complete this form and return all pages to TCDRS. You'll also need to provide a copy of your driver's license (or other government-issued photo ID). Once we receive your application and your driver's license, we will send you a confirmation. Alternatively, you can apply for retirement online when you sign into your account at [www.TCDRS.org](http://www.TCDRS.org).

## YOUR INFORMATION

EMPLOYER NAME*			ACCOUNT NUMBER		
SSN*	FIRST NAME*	MIDDLE NAME	LAST NAME*		
MAILING ADDRESS*		CITY*	STATE*	ZIP*	
EMAIL ADDRESS		HOME PHONE	MOBILE PHONE		

Have you been employed with more than one county or district? If so, please specify from which county/district you would like to retire, or select All Counties/Districts.

All Counties/Districts     Specific County/District: \_\_\_\_\_

**MARITAL STATUS:**     Married     Single

## RETIREMENT DATE

You cannot work for this TCDRS employer beyond your retirement date. Your benefit payments begin the last day of the following month of your retirement date. For example, if your retirement date is in March, your first monthly benefit payment will be issued on the last business day of April. You have until 6 months after your retirement date to submit your retirement application for retroactive payments from the intended date.

MEMBER RETIREMENT DATE (MM/YYYY)*
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## MONTHLY BENEFIT PAYMENT OPTIONS

All options provide you with a monthly payment for life. The difference between the options is the amount that is available for your beneficiary. Only check one box from the list below.

SINGLE LIFE PAYMENT OPTIONS	
<input type="checkbox"/> Single Life	This option provides the highest payment amount but all payments end after you pass away.
<input type="checkbox"/> 10-Year Guaranteed Term	Your beneficiary will only get payments if you pass away within 10 years of your retirement date.
<input type="checkbox"/> 15-Year Guaranteed Term	Your beneficiary will only get payments if you pass away within 15 years of your retirement date.
DUAL LIFE PAYMENT OPTIONS	
<input type="checkbox"/> 50% to Beneficiary	Your beneficiary will receive 50% of your monthly payment after you pass away.
<input type="checkbox"/> 75% to Beneficiary	Your beneficiary will receive 75% of your monthly payment after you pass away.
<input type="checkbox"/> 100% to Beneficiary	Your beneficiary will receive 100% of your monthly payment after you pass away.
<input type="checkbox"/> 100% to Beneficiary with Pop-up	Your beneficiary will receive 100% of your monthly payment after you pass away. If your beneficiary dies before you, your monthly payment will pop up to the higher Single Life benefit amount.

**\* REQUIRED FIELDS**

Any corrections or whiteouts must be initialed.



# Service Retirement Application

## BENEFICIARY DESIGNATION

For the Single Life, 10-Year Guaranteed Term and 15-Year Guaranteed Term payment options, you can name as many beneficiaries as you would like and change your beneficiary at any time. Unless otherwise specified, benefits will be divided equally among all persons listed. If you are married and select one of these options, you'll need to complete the Spousal Consent section below. If you want to name a trust, estate or charity as your beneficiary, please call TCDRS Member Services at 800-823-7782 for more information.

For the 50%, 75%, 100% to Beneficiary and Pop-up options, you can only designate one beneficiary and cannot change your beneficiary. This is because these benefit amounts are based on your life expectancy and your beneficiary's life expectancy. If we cannot verify the age of your beneficiary, we will contact you.

## PRIMARY BENEFICIARY

A primary beneficiary is the first person to receive any benefit that may remain after you pass away.

SSN*		FIRST NAME*		MIDDLE NAME	LAST NAME*
DATE OF BIRTH*	GENDER* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		RELATIONSHIP TO YOU*		
SSN*		FIRST NAME*		MIDDLE NAME	LAST NAME*
DATE OF BIRTH*	GENDER* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		RELATIONSHIP TO YOU*		
SSN*		FIRST NAME*		MIDDLE NAME	LAST NAME*
DATE OF BIRTH*	GENDER* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		RELATIONSHIP TO YOU*		

## ALTERNATE BENEFICIARY

An alternate beneficiary receives your benefit if your primary beneficiary is not eligible.

SSN*		FIRST NAME*		MIDDLE NAME	LAST NAME*
DATE OF BIRTH*	GENDER* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		RELATIONSHIP TO YOU*		
SSN*		FIRST NAME*		MIDDLE NAME	LAST NAME*
DATE OF BIRTH*	GENDER* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		RELATIONSHIP TO YOU*		

## SPOUSAL CONSENT

If you are married, your spouse's consent is needed if you selected a Single Life payment option or named someone other than your spouse if you selected a Dual Life payment option.

I certify that I am the spouse of the member. I understand that I have the right to be named as the sole beneficiary under a benefit option that would pay me a benefit for my lifetime. Nonetheless, I hereby give up my right to a lifetime benefit and give my consent to the option selection shown on this form and/or the beneficiary designation.

Spouse Signature <b>X</b>	Date
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\* REQUIRED FIELDS

Any corrections or whiteouts must be initialed.



# Service Retirement Application

## INCOME TAX WITHHOLDING

Your benefit payments are considered taxable income. If you choose not to withhold taxes or don't withhold enough, you may have to pay a tax penalty to the IRS. If you need help choosing a withholding amount, please talk to a tax professional or contact the IRS. You may change your tax withholding at any time.

- Option 1:** Please withhold according to IRS withholding tables:  
 Marital Status:  Married  Single  Married, but withhold at higher single rate  
 Number of Personal Exemptions: \_\_\_\_\_  
 (Optional): Please withhold the following extra amount from each monthly payment: \$ \_\_\_\_\_
- Option 2:** Do not withhold income tax from my monthly payment.

## DIRECT DEPOSIT AUTHORIZATION

Your monthly benefit payment will be directly deposited into your bank account on the last business day of each month.

FINANCIAL INSTITUTION*	ROUTING NUMBER*	ACCOUNT NUMBER*	ACCOUNT TYPE* <input type="checkbox"/> Checking <input type="checkbox"/> Savings
------------------------	-----------------	-----------------	--

## TERMS OF RETIREMENT

Please certify you understand the terms of your retirement.

I understand my retirement will be canceled if I have a commitment from my current employer to be rehired. Additionally, I understand my retirement will be canceled if I return to work for my current employer in the month following my retirement. I certify my retirement date as what is shown on this application.

I cannot change my benefit payment option after I start receiving benefits. I certify that my selection on this form is the benefit payment option I have chosen.

I understand that upon my retirement date all previous beneficiary designations, including those for Group Term Life benefits (if applicable), are revoked and the beneficiaries named in this application will be effective. I request that any payments due upon my death after retirement be paid to the person(s) named on this application. All benefits will be divided equally among beneficiaries if I named more than one unless otherwise noted.

For the financial account referenced above, I authorize the Texas County & District Retirement System (TCDRS) to deposit my monthly benefit payments electronically into my bank account. I also authorize TCDRS to make any adjustments to my account to correct any transactions made in error. This authorization shall remain in effect until I notify TCDRS to discontinue this payment method. I authorize the financial institution named above to disclose to TCDRS at any time my address and contact information, as well as the names and addresses of all joint owners, signatories, beneficiaries or other persons associated with the above referenced account if I pass away.

To complete this application:

1. Send us a copy of your driver's license (or other government photo ID).
2. Return all pages of this form.

Your Signature* <b>X</b>	Date*
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\* REQUIRED FIELDS

Any corrections or whiteouts must be initialed.



# Income Tax Withholding

## IMPORTANT NOTICE

This form lets you select the federal income tax withholding for your monthly benefit payment. If you choose not to have federal income tax withheld or if you don't have enough tax withheld, you may have to pay a tax penalty to the Internal Revenue Service (IRS). If you need help choosing a withholding amount, please talk to a professional tax advisor or contact the IRS at 800-829-1040 or [www.irs.gov](http://www.irs.gov). You may change your withholding amount at any time.

## YOUR INFORMATION

EMPLOYER NAME *			ACCOUNT NUMBER		
SSN *	FIRST NAME *	MIDDLE NAME	LAST NAME *		
MAILING ADDRESS *		CITY *	STATE *	ZIP *	
EMAIL ADDRESS		HOME PHONE	MOBILE PHONE		

## WITHHOLDING SELECTIONS (Please select ONE option below)

**OPTION 1:** Please withhold according to IRS withholding tables.

MARITAL STATUS:  MARRIED  SINGLE  MARRIED, but withhold at higher single rate.

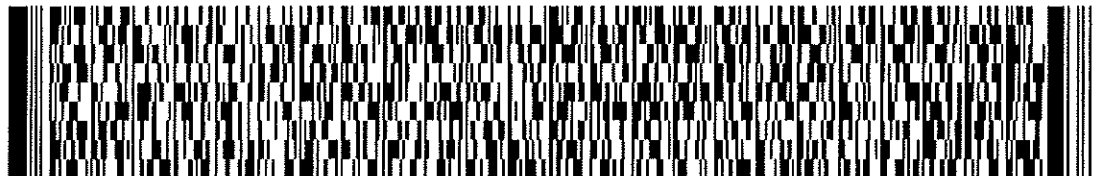
NUMBER OF PERSONAL EXEMPTIONS:

(OPTIONAL): Please withhold the following extra amount from each monthly payment:

**OPTION 2:** Do not withhold income tax from my monthly payment.

**YOUR CERTIFICATION** For the account referenced above, this form replaces any previous tax withholding instructions I have sent to TCDRS.

SIGNATURE X	DATE
----------------	------



\* REQUIRED FIELDS

Any corrections or whiteouts must be initialed.



# Direct Deposit Authorization

## NOTICE

This form must be received by the 15th of the month for your monthly benefit payment to be directly deposited into your bank account by the end of the month. Please provide a legible copy of your driver's license (or other government-issued photo ID with date of birth) when you submit this authorization.

## YOUR INFORMATION

EMPLOYER NAME*			ACCOUNT NUMBER		
SSN*	FIRST NAME*	MIDDLE NAME	LAST NAME*		
MAILING ADDRESS*		CITY*	STATE*	ZIP*	
EMAIL ADDRESS		HOME PHONE	MOBILE PHONE		

## BANKING INFORMATION

FINANCIAL INSTITUTION*	ROUTING NUMBER*	ACCOUNT NUMBER*	ACCOUNT TYPE* <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
MAILING ADDRESS	CITY	STATE	ZIP	
PHONE NUMBER				

## YOUR AUTHORIZATION

For the account referenced above, I authorize the Texas County & District Retirement System (TCDRS) to deposit my monthly benefit payments into my bank account. I also authorize TCDRS to make adjustments to my account to correct any transactions made in error. This authority shall remain in effect until I notify TCDRS to discontinue this payment method. I have requested the Texas County & District Retirement System to directly deposit my benefit payments by electronic transfer to the above referenced account and I hereby authorize the financial institution named above to disclose to the Texas County & District Retirement System at any time my address and contact information, and to disclose the names and addresses of all joint owners, signatories, beneficiaries or other persons associated with the above referenced account if I pass away. A photocopy of this signed form shall be sufficient authorization for such disclosure.

Signature <b>X</b>	Date
-----------------------	------

**A legible copy of your driver's license (or other government-issued photo ID with date of birth) is required.**

\* REQUIRED FIELDS

Any corrections or whiteouts must be initialed.









# Employee's Withholding Certificate

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
▶ Give Form W-4 to your employer.  
▶ Your withholding is subject to review by the IRS.

**2020**

<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2:  
Multiple Jobs  
or Spouse  
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

<b>Step 3: Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$		
	Multiply the number of other dependents by \$500 . . . . . ▶ \$		
	Add the amounts above and enter the total here . . . . .	<b>3</b>	\$
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$

<b>Step 5: Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ Employee's signature (This form is not valid unless you sign it.)		▶ _____ Date

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)

## General Instructions

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

**Exemption from withholding.** You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

**Step 4 (optional).**

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

**Step 2(b) – Multiple Jobs Worksheet** *(Keep for your records.)*



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

**Note:** If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . . **1** \$ \_\_\_\_\_
  
- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
  - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . **2a** \$ \_\_\_\_\_
  - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . . **2b** \$ \_\_\_\_\_
  - c Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . **2c** \$ \_\_\_\_\_
  
- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . **3** \_\_\_\_\_
  
- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . **4** \$ \_\_\_\_\_

**Step 4(b) – Deductions Worksheet** *(Keep for your records.)*



- 1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income . . . . . **1** \$ \_\_\_\_\_
  
- 2 Enter:  $\left\{ \begin{array}{l} \bullet \$24,800 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,650 \text{ if you're head of household} \\ \bullet \$12,400 \text{ if you're single or married filing separately} \end{array} \right\}$  . . . . . **2** \$ \_\_\_\_\_
  
- 3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" . . . . . **3** \$ \_\_\_\_\_
  
- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information . . . . . **4** \$ \_\_\_\_\_
  
- 5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . . **5** \$ \_\_\_\_\_

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Married Filing Jointly or Qualifying Widow(er)**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$220	\$850	\$900	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,210	\$1,870	\$1,870
\$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,410	3,410	4,070	4,070
\$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
\$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
\$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
\$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
\$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
\$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
\$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
\$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
\$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
\$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
\$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
\$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
\$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
\$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
\$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

**Single or Married Filing Separately**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$460	\$940	\$1,020	\$1,020	\$1,470	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040	\$2,040
\$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
\$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
\$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
\$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
\$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
\$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
\$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
\$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
\$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
\$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
\$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
\$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

**Head of Household**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$830	\$930	\$1,020	\$1,020	\$1,020	\$1,480	\$1,870	\$1,870	\$1,930	\$2,040	\$2,040
\$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
\$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
\$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
\$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
\$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
\$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
\$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
\$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
\$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
\$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
\$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240

# Rusk County Voluntary Sick Leave Pool

Application to transfer time to the pool

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Name

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Department

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# of hours (no less than 8, no more than 40)

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Signature of Employee

# Rusk County Voluntary Sick Leave Pool

Application to withdraw time from the pool

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Name

---

Department

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Approved

---

Elected Official / Department Head

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Approved

---

Commissioner

---

Approved

---

Employee Representative

Reason for withdrawal with Doctor's certificate attached:

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Signature of Employee

\_\_\_\_\_ # of days approved

\_\_\_\_\_ Date

[Type text]