

2. WORK RULES AND EMPLOYEE RESPONSIBILITY

2.1. ATTENDANCE

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

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

Employees shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

NOTIFICATION

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 practicable in the case of an emergency.

EXCUSED AND UNEXCUSED

Each supervisor is 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, as determined by your immediate supervisor, may make an employee subject to disciplinary measures, up to and including termination of employment.

ABANDONMENT

An employee who does not report for work for three (3) consecutive scheduled work days, and who fails to notify their supervisor, shall be considered to have resigned their position by abandonment.

2.2. DRESS CODE

Lampasas County expects all employees to be well groomed, clean, and neat at all times. Each official or department head will determine the type of attire that is acceptable for their department. Employees are required to act in a professional manner at all times 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.

2.3. CONFLICT OF INTEREST

Employees of Lampasas 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 their ability to make objective decisions in regard to their work and responsibility as a Lampasas 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 their duties for the County.
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.

2.4 HARASSMENT

Lampasas County is committed to a workplace free of harassment. Harassment includes unlawful, unwelcome words, acts or displays based on sex, sexual orientation or gender identity, 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.
3. The conduct creates an offensive, intimidating or hostile working environment or interferes with work performance.

Harassment is strictly prohibited by Lampasas 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 official, appointed official or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the official or department head may not be the best course of action, the report should be made to the County Judge.

Every reported complaint will be investigated promptly and thoroughly. While all claims of harassment shall be handled with discretion, there can be no complete assurance of full confidentiality. 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 official, appointed official, or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the official or department head may not be the best course of action, the report should be made to the County Judge.

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.

2.5 SEXUAL HARASSMENT

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

Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment. Sexual harassment shall include, but not be limited to, unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons where:

1. The submission to such conduct is either an expressed or implied condition of employment.
2. The submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person.
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 official, appointed official or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the official or department head may not be the best course of action, the report should be made to the County Judge.

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.

Use the following procedures so that your complaint maybe resolved quickly and fairly.

1. When practical, confront the harasser and ask them to stop the unwanted behavior.
2. Record the time, place and specifics of each incident, including any witnesses.
3. Report continuing sexual harassment to the elected official, appointed official, or department head who is responsible for your department or to the County Judge.
4. If a thorough investigation reveals that unlawful sexual harassment has occurred, Lampasas County will take effective remedial action in accordance with the circumstances, up to and including termination.

Retaliation against an employee who reports sexual harassment or who cooperates as a witness 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 official, appointed official or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the official or department head may not be the best course of action, the report should be made to the County Judge.

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

2.6 POLITICAL ACTIVITY

Employees of Lampasas 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.
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.

2.7 OUTSIDE EMPLOYMENT

Lampasas County employees are expected to give their full and undivided attention to their job duties. They should not use county facilities or equipment or their association with Lampasas

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 Lampasas County that interferes with the employee's assigned duties with the County.

2.8 BREAKS

Employee breaks are determined by each official or 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.

NURSING MOTHERS

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.

Lampasas County supports the practice of expressing breast milk and will provide reasonable 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.

Lampasas 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.

2.9 GRIEVANCES

Any employee having a grievance related to their job should discuss the grievance with their immediate supervisor. If the discussion with the immediate supervisor does not resolve the grievance, and, if the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall have the right to discuss the grievance with that official.

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

2.10 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.

Lampasas 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.

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 their job.

2.11 LICENSE AND CERTIFICATIONS

Lampasas 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 a 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.

2.12 WEATHER CLOSINGS AND EMERGENCIES

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

The County Judge will notify the Emergency Management Coordinator, office holders and department heads to alert county employees and will notify the appropriate media 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.

Many county departments are continuous operating public safety and service departments. Many county personnel will be required to work during emergency closings. Each official or department head is responsible for designating their own 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.

Time missed due to office closure for inclement weather will be reported on timesheets as Admin - inclement weather.

An employee who requests time off due to inclement weather and safety concerns while their office is open for business will make that request to their supervisor or department head for review and final approval. If approved, time will be recorded on timesheet using accumulated vacation, personal or compensatory time; or time without pay.

2.13 CONFIDENTIALITY

Lampasas County is a public entity, however, some county employees acquire confidential (non-public) information as a result of their position with the county. This information must be protected. Employees who reveal confidential information they have received as a result of their position may be subject to discipline up to and including termination.

Regarding personnel information on employees of Lampasas County; much of the information in an employee's personnel file, including salary and job evaluations is subject to disclosure under the Public Information Act, however, highly personal matters are typically not subject to disclosure. The county will adhere to the Public Information Act requirements.

2.14 WHISTLEBLOWER

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

An official, supervisor, department head, 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 they are being subjected to retaliation based on a report of alleged wrongdoing under this policy should immediately contact human resources, the county attorney or the county judge.

2.15 TRAVEL REIMBURSEMENT

Employees shall be reimbursed for job-related travel expenses incurred in the authorized conduct of county business.

Travel reimbursement forms can be requested from the County Auditor's Office. Requests for reimbursement shall include: the event's schedule or agenda, the address or specific location to verify mileage, and receipts for other allowable expenses. Employees shall submit

reimbursement forms to their department head for approval; once approved, forms shall be submitted to the Auditor's office for final approval and reimbursement.

Reimbursement rates are set annually by the Commissioners Court.

ELIGIBLE REIMBURSEMENT COSTS

Registration

Registration for conferences or training events are eligible for reimbursement with itemized receipt. Department heads may request assistance from the Auditor's Office for pre-registering themselves or their employees using the county's tax exempt status and payment information.

Lodging

Actual costs of lodging are reimbursed for the dates of business travel with itemized receipts. Department heads may request assistance from the Auditor's Office for help in securing lodging for themselves or their employees using the county's tax exempt status and payment information.

Meals

Employee will be reimbursed a meal per diem rate of \$45 per half day/travel day and \$60 per full day/non-travel day. Employees requesting a per diem will be paid the flat per diem rate and do not need to submit meal receipts.

Employees requesting reimbursement for the actual cost of meals will not receive the meal per diem and must include itemized receipts including taxes and tips/gratuities with their reimbursement form. The maximum reimbursement for meals with itemized receipts is \$45 per half day/travel day and \$60 per full day/non-travel day, unless otherwise approved by Commissioner's Court.

Meal tips/gratuities up to 15% of the employee's meal are allowable; any amount over 15% will not be reimbursed to the employee. The amount of any tips/gratuities paid over 15% using county funds must be reimbursed to the county.

Mileage

Employee will be reimbursed for mileage at the rate established by the Internal Revenue Service at the time of travel. Requests for mileage reimbursement must include a printed verification of mileage using a mapping service, such as Google Maps or MapQuest, indicating the physical address for the beginning and ending locations. Employees shall use the address of the work location they normally report to for the beginning address.

An employee who drives in the conduct of county business must hold a valid driver's license and maintain personal liability insurance.

Travel Time

Employees shall be paid their regular hourly rate for travel time to and from offsite work assignments.

Airfare

Employees may be reimbursed for the cost of airfare with itemized receipts.

Employees and their department heads shall consider that the method of travel should be limited to those that are reasonable and necessary with attention paid to the least expense to the county considering all costs of travel.

Parking, Taxi and Vehicle Rental

Employee may request reimbursement for parking, taxi, vehicle rental or other incidental costs incurred by submitting itemized receipts.

INELIGIBLE REIMBURSEMENT COSTS

Costs for personal entertainment, family member costs, alcoholic beverages, meal tips/gratuities in excess of 15%, and traffic citations or illegal activities are not eligible for reimbursement.

Cash advances for employee travel are not provided.