

ORDER NO. \_\_\_\_\_

**AN ORDER OF THE COMMISSIONERS COURT OF CROCKETT COUNTY, TEXAS: (1) APPROVING AND IMPLEMENTING THE 2024 CROCKETT COUNTY, TEXAS PERSONNEL POLICY MANUAL; AND (2) ESTABLISHING AN EFFECTIVE DATE AND COMPLIANCE WITH THE TEXAS OPEN MEETING ACT.**

WHEREAS, Crockett County, Texas (“County”) is a county of the State of Texas, having been duly created and organized under the constitution and laws of Texas, and further, the Crockett County Commissioners Court (“Commissioners Court”) is the governing-body of the County; and

WHEREAS, pursuant to the Fair Labor Standards Act and other federal law, Article I, Section 5 of the Texas Constitution, Sections 152.001 and 157.021(b) of the Texas Local Government Code, and other authority, the County may consider, approve, enact, implement, and revise personnel policies and a personnel policy manual in the public interest and for and on behalf of the County’s elected officials, appointed officials, and employees; and

WHEREAS, the Commissioners Court desires by this order to approve, enact, and implement the **Crockett County, Texas Personnel Policy Manual** (“2024 County Personnel Policy Manual,” including all employment policies, regulations, and supporting documents therein contained), in the form and scope described in the attached **Exhibit 1** of this order, with the effective date of said manual being April 23, 2024, and in so doing hereby completely replacing and superseding by said manual all County personnel policies and regulations that have been adopted individually (or as a set of policies) by the Commissioners Court prior to the effective date of said manual; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Commissioners Court of Crockett County, Texas, for and on behalf of said County and in the public interest, as follows:


- (1) Unless otherwise designated, the past, present, or future tense shall each include the other, the masculine, feminine, or neuter gender shall each include the other, and the singular and plural number shall each include the other where necessary for a correct meaning in this order.
- (2) All statements made in the caption and preliminary recitals of this order, and all attached documents, are incorporated by reference.
- (3) The Commissioners Court hereby approves, adopts, and implements the **Crockett County, Texas Personnel Policy Manual** in the form and scope described in the attached **Exhibit 1**, with the effective date of said manual being April 23, 2024, and in so doing hereby completely replacing

and superseding by said manual all County personnel policies and regulations that have been adopted individually (or as a set of policies) by the Commissioners Court prior to the effective date of said manual.

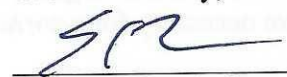
- (4) The Commissioners Court hereby orders that:
- (a) on behalf of the County and its Commissioners Court, the County Judge is directed to: (i) properly execute the Certificate of Adoption of said 2024 County Personnel Policy Manual; and (ii) timely initiate and complete all tasks necessary or desired to accomplish the successful implementation and use of said manual in the public interest; and
  - (b) the County's staff and legal counsel shall assist the County Judge in the timely completion of all tasks herein described regarding the said 2024 County Personnel Policy Manual.
- (5) All notice and conditions precedent for the lawful approval, enactment, and implementation of the said 2024 County Personnel Policy Manual have been timely accomplished by the County.
- (6) This order shall take effect immediately from and after its passage.
- (7) This matter was ordered, approved, and adopted at a meeting held in compliance with Chapter 551 of the Texas Government Code, the Texas Open Meetings Act.


**ORDERED, APPROVED, AND ADOPTED** on the 23<sup>rd</sup> day of April, 2024.

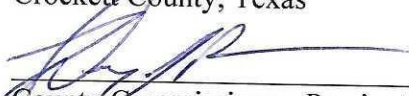
**THE COMMISSIONERS COURT OF  
CROCKETT COUNTY, TEXAS**


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

Crockett County, Texas

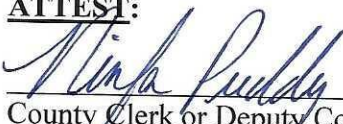
  
\_\_\_\_\_  
County Commissioner, Precinct 1  
Crockett County, Texas

  
\_\_\_\_\_  
County Commissioner, Precinct 2  
Crockett County, Texas

  
\_\_\_\_\_  
County Commissioner, Precinct 3  
Crockett County, Texas

  
\_\_\_\_\_  
County Commissioner, Precinct 4  
Crockett County, Texas

**ATTEST:**

  
\_\_\_\_\_  
County Clerk or Deputy County Clerk  
Crockett County, Texas

**EXHIBIT 1**

**(Crockett County, Texas Personnel Policy Manual; Effective Date April 23, 2024)**

# **CROCKETT COUNTY, TEXAS PERSONNEL POLICY MANUAL**

**EFFECTIVE DATE:**

**April 23, 2024**

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## PERSONNEL POLICIES

### 1.0 GENERAL POLICIES

#### 1.1 Preliminary Matters

Pursuant to the Fair Labor Standards Act ("FLSA") and other federal law, and Article I, Section 5 of the Texas Constitution, Sections 152.001 and 157.021(b) of the Texas Local Government Code and other Texas law authority, these policies are established by the Crockett County Commissioners' Court and any deletions, amendments, revisions or additions to the policies must be approved by the Crockett County Commissioners' Court.

These policies completely replace and supersede all personnel policies previously adopted, individually or as a set of policies, by the Commissioners' Court.

All employees of Crockett County are "at-will" employees and no contract of employment shall exist between any individual and Crockett County for any duration either specified or unspecified. No provision of this personnel policy manual shall be construed as modifying your employment at will status. The employment relationship may be ended at the will of the employer, Crockett County, or the employee for any legal reason, or no reason, at any time either with or without cause and with or without notice. Nothing in this manual or in any document or statement shall limit the right to terminate employment at will. No elected official or department head has the authority to enter into an agreement for employment other than at-will employment. Crockett County reserves the right to change any condition, benefit, policy or privilege of employment at any time.

The policies in this manual do not constitute an employment contract between the County and any of its employees. The County retains the right to change the personnel policies at any time.

Unless otherwise designated in this document: "County" shall mean Crockett County, Texas; "Commissioners' Court" shall mean the Commissioners' Court of Crockett County, Texas, the governing body of the County; and the past, present, or future tense shall each include the other, the masculine, feminine, or neuter gender shall each include the other, and the singular and plural number shall each include the other where necessary for a correct meaning in this document.

#### 1.2 Severability

The provisions of these policies are severable, and if any provision or part of a provision is held invalid, illegal or unenforceable, this shall not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect.

### **1.3 Responsibility for Implementation of Personnel Policies**

Responsibility for personnel functions in the County are divided among County offices as follows:

- The Commissioners' Court, by and through the County Judge, oversees and maintains general personnel policies.
- The County Treasurer's Office maintains the official personnel records pertaining to payroll, resignation and unemployment.
- The County Auditor's Office maintains time and attendance records.
- Elected Officials and Department Heads maintain all other personnel files on departmental employees and are responsible for the correct implementation and compliance with these personnel policies within their own departments.

### **1.4 Purpose**

These policies set forth the primary rules governing employment with the County. The policies contained herein inform employees of the benefits and obligations of employment with the County. They have been prepared and adopted to promote consistent, equitable and effective practices by both employees and supervisors which will result in high quality public service to the citizens of the County.

### **1.5 Applicability of Personnel Policies**

These personnel policies apply equally to all employees of the County, subject to the exempt and nonexempt classification of employees pursuant to the FLSA.

### **1.6 Dissemination of Personnel Policies**

The County elected officials or department heads maintain the official set of the personnel policies with all revisions for reference by employees. In addition, the elected officials and department heads will provide a complete copy of this manual and copies of all subsequent revisions to each department head or elected official who is responsible for notifying employees of policy changes and making the updated manual available to employees. If questions arise about a particular policy, the official set of policies maintained by the County Judge's office should be consulted and will control.

### **1.7 Changes to These Policies**

These Policies may be amended or revised, or new policies may be added at any time upon approval of the Commissioners' Court. In addition, the County Judge's office, the County Auditor's office and the County Treasurer's office conducts a periodic review of

these policies contained in this manual as part of the budget process and submits any necessary or recommended changes to the Commissioners' Court for approval prior to the beginning of the new fiscal year. Changes will be made to the personnel policies contained in this manual for the following purposes: to clarify and/or enhance existing policies; to add new policies or amend existing policies; and to bring current policies into conformance with changes in law or County policies; or for any other lawful purpose deemed necessary or desired by the Commissioners' Court.

## **1.8 Equal Employment Opportunity**

Crockett County is an equal opportunity employer. The County will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, 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, or department head.

## **1.9 Americans With Disabilities Act - Reasonable Accommodation**

It is the policy of Crockett 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 they have 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 are instructed to treat the employee's disability with confidentiality.

It is Crockett County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the County. In accordance with the Americans with Disabilities Act ("ADA") under federal law reasonable accommodations may 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 accommodation, please contact your elected official, appointed official, or department head. Reasonable accommodation shall be determined through an interactive process of consultation.

The Pregnant Workers Fairness Act ("PWFA") provides consideration of accommodations to employees who have known limitation related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact your elected official, appointed official, or department head to begin the interactive process.

Pursuant to the ADA, the following grievance procedures are hereby adopted:

Americans with Disabilities Act Grievance Procedure

- This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Crockett County, Texas.
- The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.
- The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to: Crockett County Treasurer.
- Within 15 calendar days after receipt of the complaint, the County Treasurer will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the County Treasurer will respond in writing, and where appropriate, in a format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the County and offer options for substantive resolution of the complaint.
- If the response by the County Treasurer does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Commissioners' Court or designee.
- Within 15 calendar days after receipt of the appeal, the Commissioners' Court or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Commissioners' Court or designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.

ADA Contact Information:

County Treasurer  
Laura Conner  
P.O. Box 1554  
909 Ave D, Annex Building  
Ozona, TX 76943  
Phone: 325-392-3376

## **1.10 Personnel Files**

The Crockett County Treasurer's office will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, W-4, pay rate, job title, statement regarding nepotism, acknowledgement of receipt and understanding of these Policies, form regarding public access to employee's home information, as well as records concerning performance and discipline. The employee's I-9 shall be kept in a separate file.

It is important that the personnel records of Crockett County be accurate at all times. In order to avoid issues, compromising your benefit eligibility or having W-2's returned, Crockett County requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information.

The Public Information Act allows County employees to keep their home addresses, home telephone numbers, social security numbers, emergency contact information, and information that reveals whether the employee has family members confidential. Employees may keep this information private by requesting in writing not to allow this information to be released to the public no later than 14 days after your first day of employment.

## **2.0 EMPLOYEE RESPONSIBILITIES**

### **2.1 General**

The County is a public, tax-supported organization. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct at all times. Employees are required to give a full day's work, to carry out efficiently the work items assigned as their responsibility, to maintain good relationships with the public, their supervisors, County officials, and their fellow employees.

### **2.2 Dress Code**

Employees of the County are hired to provide services to the County's citizens and to perform specific tasks in a professional manner. As representatives of the County, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. While the County does not have a formal dress code, employees are expected to be well groomed, clean and neat at all times. Each elected official or department head will determine the type of attire that is acceptable. A courteous, positive attitude is essential to our commitment to customer service.

## **2.3 Uniforms**

Some County departments or offices require some of their employees to wear uniforms when on duty. Regarding those uniform requirements, each uniform wearing employee, at the employee's sole expense, shall be responsible for: a) paying the cost of acquiring (by purchase, rent, or other means) all uniforms required to be worn while on duty; and b) keeping their uniforms in a neat and clean appearance for use when on duty.

## **2.4 Timeliness and Attendance**

Employees are to be punctual in reporting for work, keeping appointments and meeting schedules for completion of work 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 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.

An employee who expects to be late for or absent from work must report the expected tardiness or absence to their supervisor at least two (2) hours before the time the employee is scheduled to begin work, unless emergency conditions exist, then the employee should report as soon as practical. See also the Leave Time chapter (Sec. 21.0) of these policies for matters involving planned absences.

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 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.

Failure to report within the required periods can be considered justification for disallowing paid time off for an absence. Unless otherwise approved by the supervisor, employees are expected to call on each day of absence, subject to FMLA requirements, if any (see also Sec. 20.0). Frequent tardiness or unexcused absence is not permissible and may be grounds for disciplinary action up to and including termination.

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

## **2.5 License and Certifications**

Crockett 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.

## **2.6 Weather Closings and Emergencies**

As a general practice, Crockett 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 issue a public notice regarding weather or emergency closings of County offices. Those public notices will, to the extent possible, specify the starting and ending times of the closings.

Many County departments are continuously 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.

County employees required by their elected official or department head to work during such an emergency closure will earn paid time off equal to the hours worked during the emergency closure. This time off will be separate from any other earned time off and should be taken within 30 days of reopening after the emergency closure, subject to approval from the elected official or department head.

## **2.7 Outside Employment**

Crockett County employees are expected to give their full and undivided attention to their job duties. They should not use Crockett County facilities or equipment or their association with Crockett 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 Crockett County that interferes with the employee's assigned duties with Crockett County.

## **2.8 Gifts and Gratuities**

A County officer or employee may not accept any gift or free service that might tend to influence their official actions or impair their independence of judgment in performance of duties for the County. See "Conflict of Interest" section below.

## **2.9 Conflict of Interest**

Employees of Crockett County shall not engage in any employment, relationship or activity which would 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 regarding their work and responsibility as a County

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:

- a) soliciting, accepting or agreeing to accept a financial benefit, gift, or favor other than from the County, that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance;
- b) accepting employment, compensation, gifts or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
- c) accepting outside employment, compensation, gifts or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;
- d) making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and the employee's duties for the County; or
- e) soliciting, accepting or agreeing to accept a financial benefit from another person in exchange for having performed duties as a County employee in favor of that person.

## **2.10 Harassment**

Crockett County is committed to a workplace free of harassment. Harassment includes unlawful, unwelcome words, acts or displays based on sex, including lesbian, gay, bisexual or transgender status, sexual orientation or gender identity, race, color, religion, national origin, age, genetic information, pregnancy, disability, family or military leave status or veteran 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 Crockett 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, the County Attorney, or the County Treasurer (acting as Personnel Officer).

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, the County Attorney, or the County Treasurer (acting as Personnel Officer).

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.

## **2.11 Sexual Harassment**

Sexual harassment is strictly prohibited by Crockett County, whether committed by elected official, appointed official, department head, co-worker or non-employee with whom the County does business. It is the policy of Crockett 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 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; or (2) the submission to or rejection of

such conduct is used as a basis for 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 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, the County Attorney, or the County Treasurer (acting as Personnel Officer).

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 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, appointed official or department head who is responsible for your department or to the County Judge, the County Attorney, or the County Treasurer (acting as Personnel Officer).
- d) If a thorough investigation reveals that unlawful sexual harassment has occurred, Crockett 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, the County Attorney, or the County Treasurer (acting as Personnel Officer).

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 regarding sexual harassment charges.

## **2.12 Whistleblower**

An employee may, in good faith, report in writing an alleged violation of a Crockett County Policy or federal or state law to their supervisor, department head, or the County Attorney, unless any of these persons are the alleged perpetrators of the alleged violation of policy or law. If any of those listed persons are alleged to be involved in the alleged violation, the employee may report said alleged violation to a) the other listed persons who are not so involved, or b) the District Attorney. The County will investigate the reported allegation.

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 that he or she is being subjected to retaliation based on a report of alleged wrongdoing under this policy should immediately contact the County Judge, County Attorney, and County Treasurer. If any of those listed persons are alleged to be involved in the alleged retaliation, the employee may report the alleged retaliation to a) the other listed persons who are not so involved, or b) the District Attorney. The County will investigate the reported allegation.

Questions regarding this policy may be directed to the County Attorney.

## **2.13 Political Activity**

Employees of the County are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies.

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

County employees shall not: a) use their official authority or influence to interfere with or affect the result of any election or nomination for office; b) directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political

reason; or c) use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.

An employee of an elected County official who runs for election against the incumbent of that same office, is encouraged, but not required, to take a leave of absence beginning upon filing for the elected office and ending upon certification of the final election.

## **2.14 Communications**

From time to time, an employee may be given directions from persons other than their immediate supervisor or elected or appointed department head. In such cases, it is the employee's responsibility to notify their immediate supervisor about the direction, its purpose and the relevant facts of the situation. Failure to do so in a timely manner may result in disciplinary action, up to and including termination.

An employee may request that a matter be considered by the Commissioners' Court by submitting the item in writing to their supervisor, who will forward the information through the chain of command to the Commissioners' Court if appropriate.

Communication with the public about County issues or problems is the responsibility of the appropriate department head or elected official. Employees are to refer the public to the appropriate elected or appointed department head if a question is non-routine, controversial, or outside of the scope of the employee's normal duties.

## **2.15 Confidential Information**

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

Regarding the personnel information on employees of Crockett 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.

## **2.16 Purchasing**

Purchases by County employees shall be made only as authorized by elected officials, appointed officials, department heads or the Commissioners' Court and shall be made in accordance with state purchasing laws as they apply to counties.

## **3.0 HIRING PRACTICES**

### **3.1 Methods of Recruitment and Selection**

The County has two methods of recruiting and selecting persons to fill vacancies: a) promotion from within, and b) public announcement and competitive consideration of applications for employment. The elected official(s) or appointed department head determine the method of selection to be used in filling each vacancy.

### **3.2 Position Announcements**

Public announcements of position openings at the County, for which there will be competitive consideration, may be posted within the County work force simultaneously with notification to the general public. Employees are permitted to apply for the positions for which they believe themselves to be qualified.

The length of time during which applications will be accepted will be determined by the appropriate elected official, appointed official or department head in accordance with the circumstances that exist at the time.

### **3.3 Selection**

Except for positions filled by a vote of the Commissioners' Court, each elected official, appointed official or department head is responsible for selection of persons to fill each vacant position within the pay limits set by the Commissioners' Court.

The responsible appointed authority (i.e., elected official) is permitted to select the specific individual for each job in the department.

### **3.4 Requirements**

Each person desiring employment with the County may obtain an application for employment from the Auditor's office. The completed application should be turned in to the Auditor's office. When an application is received by the Auditor's office for a specific department position vacancy, the Auditor's office must forward the application to the appropriate County department.

It is the responsibility of the employing department to make appropriate checks to verify education, experience, character, and required certificates and skills of an applicant, with the applicant's consent, prior to employment. In the case of prospective employees for a position with the County which requires driving a vehicle, the department head should check the prospective employee's driving record prior to offering the applicant employment with the County.

### **3.5 Disqualification**

An applicant may be disqualified from employment from the County if the applicant a) does not meet the minimum qualifications for performance of duties of the position involved; b) has made a false statement on the application form; c) has committed fraud during the selection process; d) is not legally permitted to hold the position; e) offered or attempted to offer money, service or anything of value to secure an advantage in the selection process; or f) does not meet physical requirements as a result of the required physical examination, if required by that position, that measures the ability to perform the essential job functions and no reasonable accommodation under Section 1.9 above can be provided.

### **3.6 Prior Service with the County**

Employees entering service with the County who have had prior service with the County may be considered for employment above the customary entry salary level. A re-hired employee will start as a new employee regarding longevity, personal time off, and sick leave. The re-hired employee will accrue the above benefits starting as new service time. Any break in service forfeits the ability to accrue at past accrual rates.

### **3.7 Retiree Rehires**

Retired employees shall be eligible to apply for open positions with Crockett County if the following provisions are met: a) the retiree has been retired for at least three (3) calendar months, b) no prior arrangement or agreement was made between Crockett County and the retiree for re-employment, and c) 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 three (3) calendar months. A bona fide separation means there is no prior agreement or understanding between Crockett 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, people employed for the same or different position in the same or different department, 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 work in a different department or different position. Changing employee status does not matter when determining if someone is still working for the County. Also, an employee cannot retire from the County with an arrangement to begin work as an independent contractor.

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.

### **3.8 Placement on County Payroll**

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

### **3.9 Orientation and Training**

The appropriate elected official or department head provides a general orientation for new employees about employment with the County. During orientation, employees are given the Personnel Policies Manual, are required to read it within 5 working days, are informed of its continued availability to them and the reference locations, are required to sign and return the Personnel Policy Acknowledgement Form, and are given information about County benefits program. Failure to return the signed Personnel Policy Acknowledgement Form may result in disciplinary action.

Before an individual begins performing their actual duties, they normally will be given a brief orientation conducted by the elected official or department head for whom they will be working or by that person's designated representative. The purpose of the session is to enable a new employee to understand their job better and its relationship to the overall operation of County government.

Training an employee is the responsibility of the elected official or department head for whom the employee works. Whenever possible, employees receive on-the-job training under close supervision.

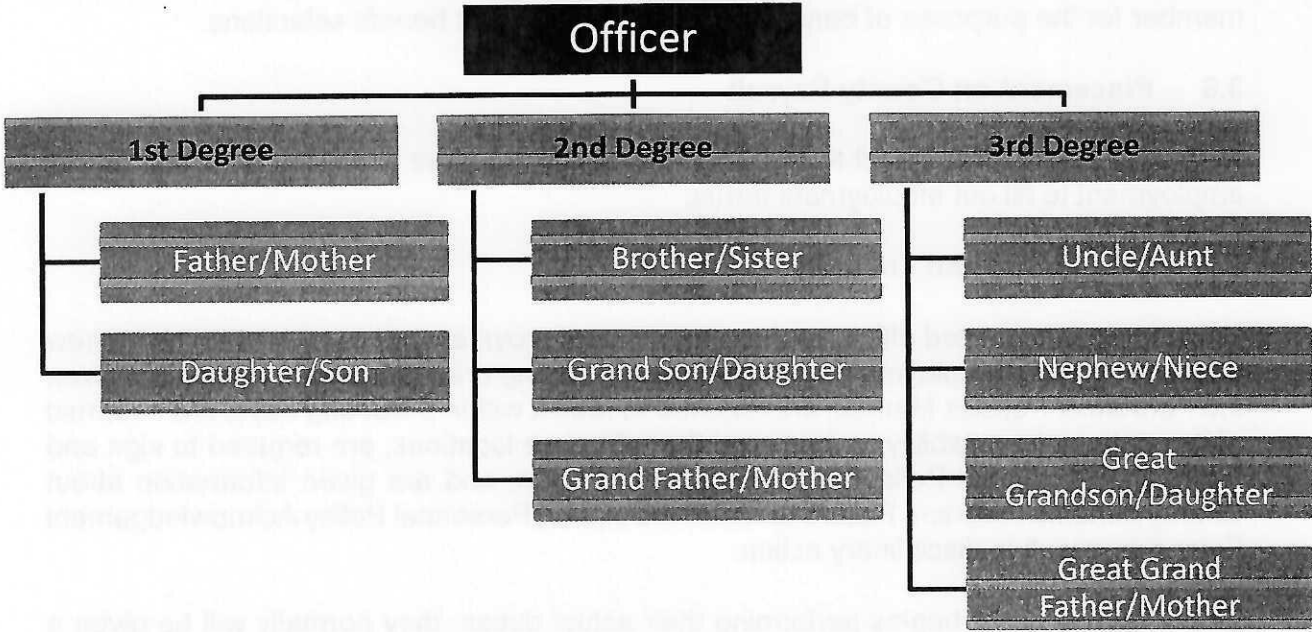
### **3.10 Employment of Relatives (Nepotism)**

Texas Government Code Chapter 573, a Public Official of Crockett County is prohibited from hiring a relative related within the third degree of consanguinity (blood) or within the second degree of affinity (marriage) to work in a department that they supervise or exercise control over.

A degree of relationship is determined under Texas Government Code Chapter 573. (See the charts that follow).

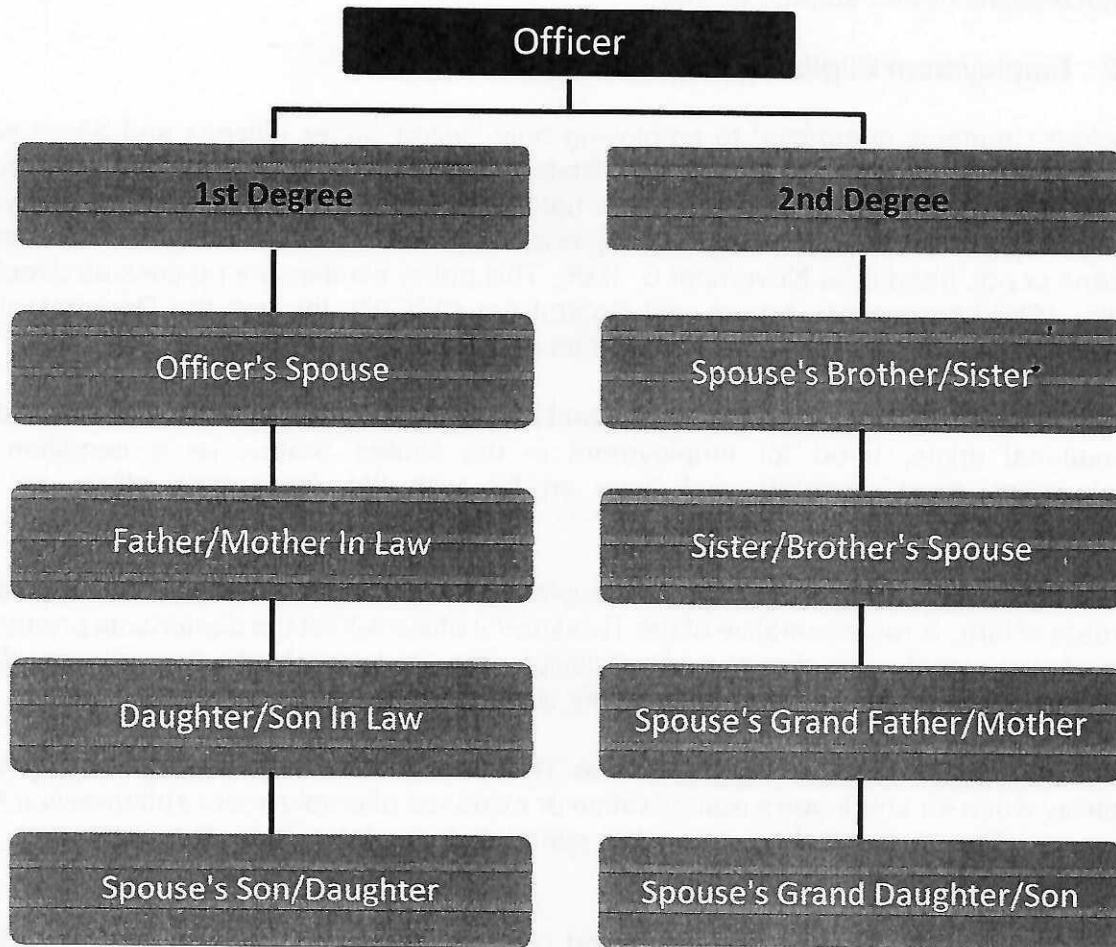
# CONSANGUINITY KINSHIP CHART

## (Relationship by Blood)



# AFFINITY KINSHIP CHART

(Relationship by Marriage)



### 3.11 Physical Standards

A person is required to pass a physical examination that measures the applicant's ability to perform the essential job functions as part of the conditional offer of employment prior to employment and will not be placed on the County payroll until they have passed the physical exam. Some departments may require additional medical examinations, testing or inoculations before starting to work.

### 3.12 Employment Eligibility Verification (I-9)

Crockett County is committed to employing only United States citizens and aliens who are authorized to work in the United States. Crockett County does not unlawfully discriminate on the basis of citizenship or national origin and is responsible for verifying the identity and work authorization or eligibility of all individuals, whether United States citizens or not, hired after November 6, 1986. This policy clarifies the process as directed by the 1986 Immigration Reform and Control Act ("IRCA"), through the Department of Homeland Security (formerly the Immigration and Naturalization Service).

All employees of Crockett County hired after November 6, 1986, regardless of citizenship or national origin, hired for employment in the United States, as a condition of employment, must complete and have on file with the Treasurer's office, an I-9 (Employment Eligibility Verification).

COMPLETION OF THE I-9 FORM: The employee must complete and sign the form upon the date of hire. A representative of the Treasurer's office will list the documents produced to verify the identity and employment eligibility. The same representative will sign, date and provide all requested information in the certification portion.

UPDATING AND REVERIFICATION: The Treasurer's office will re-verify employment eligibility when an employee's authorization or evidence of employment authorization has expired. The re-verification must be completed no later than the date that the authorization expires.

RESPONSIBILITY: Elected and appointed officials, department heads, and any other representative of the County are not permitted under the law to contract for the labor of an individual who is not authorized for employment. Any person who "knowingly continues to employ" unauthorized workers may be subject to civil and criminal penalties.

DISCRIMINATION: Elected and appointed officials, department heads, and any other employee of Crockett County shall not discriminate against any person on the basis of national origin in hiring, discharging, recruitment, assignment, compensation or other terms and conditions of employment.

### **3.13 Valid Driver's License**

All operators of County vehicles are required to have the valid driver's license necessary for legal operation of that vehicle and to keep the department head or elected official informed of any changes in status in their licenses. Elected officials or department heads may periodically check the driving records of all employees who operate County vehicles.

If the license is a requirement for the position, the loss, suspension or revocation of the license may result in demotion, transfer or termination. 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 a license or certification is illegal under either federal or state law.

All employees who drive for Crockett County must report a driver's license suspension to their supervisor within one work day upon returning to work after the suspension.

If an employee fails to report a driver's license suspension and it is determined that the employee had driven for Crockett County with a suspended license, the employee may be terminated.

If any employee fails to report a driver's license suspension and it is determined that the employee had not driven for Crockett County with a suspended license, the employee will be taken off driving duties until they show proof of a valid license, so long as such proof is provided within one (1) month of the suspension. Failure to provide such proof within the stated time frame may result in the job no longer being available for that employee. In addition, the employee may be counseled by their supervisor and suspended for five (5) days without pay.

An employee who drives for Crockett County may be reassigned to non-driving, non-commercial driving, non-safety sensitive duties, if positions are available, upon suspension of their driver's license or otherwise failure to maintain a driver's license that allows them to drive for Crockett County. Reassignment of an employee could result in a demotion and a reduction in wages.

If non-driving, non-commercial, non-safety sensitive duties are not available, the employee will be required to use their accrued personal time off or placed on leave without pay if all accrued personal time off is exhausted or the employee may be terminated for not being able to meet an essential function under their job description.

Each supervisor will maintain a list of their employees who are authorized to drive for each department. Each supervisor will also conduct driver record checks on these employees at least once every 12 months.

### **3.14 Driving Record**

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. For this

reason, the department head must check a prospective employee's driving record prior to offering the applicant County employment in a capacity which requires operating a vehicle or piece of equipment and may make subsequent periodic checks to ensure that a safe record is being maintained.

## 4.0 TYPES OF EMPLOYMENT

### 4.1 Employee Status

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

**REGULAR FULL TIME:** A full-time employee shall be any employee in a position which has a normal work schedule of at least thirty (30) hours per week. Full-time employees are eligible for county health insurance and retirement benefits. Other County policies will dictate eligibility for other benefits.

Notwithstanding anything to the contrary stated in this Policy Manual, Crockett County shall determine and classify the exempt or non-exempt status of an employee pursuant to the requirements of the Fair Labor Standards Act. Such employee status may be determined and classified by the County as a: non-exempt salary employee; non-exempt hourly employee; exempt salary employee; and exempt hourly employee.

**REGULAR PART TIME:** A part-time employee shall be any employee in a position which has a normal work schedule of less than thirty (30) hours per week. Part-time employees may be eligible for certain Crockett County benefits. All regular part-time employees must be placed on Texas County & District Retirement System (TCDRS) retirement regardless of the number of hours worked per week.

**TEMPORARY SEASONAL:** A seasonal employee shall be any employee who is hired into a position that lasts six (6) months or less and begins at approximately the same time each year. Examples may include, but are not limited to, lifeguards, summer mowers, and election workers. Seasonal employees can be either part time or full time, and they may qualify for health insurance through the County under the Affordable Care Act depending on the number of hours worked per week and the length of employment. Temporary seasonal employees are not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

All employees are considered to be "at will" employees and employee status shall not be considered a contract of employment.

See "Benefits" section of these policies for details of benefits available to each category of employee.

## **5.0 EMPLOYEE COMPENSATION AND ADVANCEMENT**

### **5.1 Pay**

Maximum compensation for County employees is set each year in accordance with Texas law by the Commissioners' Court in the adopted County operating budget. Crockett County complies with the Fair Labor Standards Act as outlined in the Fair Labor Standards Act Safe Harbor Policy.

### **5.2 Paydays**

The pay periods for the County are set by the Commissioners' Court as outlined below. If the payday falls on a holiday or a weekend, checks will be issued on the last working day preceding the holiday or weekend.

All Employees (except EMS volunteers): bi-weekly pay period with time sheets due every other Monday and paychecks issued every other Wednesday.

EMS volunteers are paid monthly on the first day of the month.

### **5.3 Check Delivery**

Paychecks will not be issued other than on the days set by the Commissioners' Court.

The County Treasurer is responsible for the proper distribution of paychecks. Checks may be released only to the individual responsible for their proper distribution within a department.

No salary advances or loans against future salary will be made to any employee for any reason.

### **5.4 Payroll Deductions**

Any deductions must be approved and authorized by the Commissioners' Court. Deductions will be made from each employee's paycheck for the following:

- Federal Social Security
- Federal Withholding
- Federal Medicare
- Court Ordered Child Support

Texas County & District Retirement System contributions (for regular employees that meet TCDRS requirement for eligibility, and eligible elected and appointed department heads); and

#### Any Other Deductions Required By Law

In accordance with policies and general procedures approved by the Commissioners' Court, deductions from an employee's pay may be authorized by the employee for:

The portion not paid by the County for group health/medical or dental premiums for the employee or dependents;

Supplemental deferred compensations; and

Such other deductions as may be authorized by the Commissioners' Court.

No optional deductions shall be made from an employee's paycheck unless the employee provides written authorization for such deduction to the County Treasurer's Office.

If there is a change in the employee's family status, address or other factors affecting their payroll withholding or benefits status, the employee is responsible for obtaining, completing and returning to the County Treasurer (personnel office) the appropriate forms for communicating these changes.

### **5.5 Pay Plan**

The Commissioners' Court will set the maximum pay for Chief Deputy of each department and the total amount available for other employee salaries in that department annually. The pay plan will be approved at budget time each year by the Commissioners' Court.

### **5.6 Demotions**

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. Demotions or reassignments may be made as a disciplinary measure, because of unsatisfactory performance in a higher position, or for any other reason deemed necessary by the employee's supervisor. Upon demotion, an employee's salary may be adjusted downward.

## **6.0 WORK SCHEDULE AND TIME REPORTING**

### **6.1 Work Hours**

The normal hours of work in the County typically shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday. In order to meet the public purpose and public service needs of the County, certain departments or employees may be required to work a schedule that



varies from the normal work schedule, or they may be subject to call back in case of emergency or special need, but said work activities shall in all things be subject to and in full compliance with this Policy Manual and the authorized County holiday schedule approved annually by the Commissioners' Court.

## **6.2 Work Week and Work Periods**

For purposes of record keeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), a workweek for Crockett County shall begin at 12:01 AM on each Saturday and end seven (7) consecutive 24-hour periods later (168 hours).

Law enforcement employees who fall under the FLSA 207(k) exemption shall have a workweek of 14 days (336 hours) as established by the Crockett County Commissioners' Court.

## **6.3 Breaks**

The Patient Protection and Affordable Care Act and the Providing Urgent Maternal Protections of Nursing Mothers Act ("PUMP 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. Crockett County supports the practice of expressing breast milk.

Crockett County will provide paid breaks daily for nursing mothers to express breast milk equal to the paid breaks offered to other employees in the department. The nursing mother will be allowed whatever time is needed to express breast milk; however, if the break is longer than the paid breaks offered to other employees in the department, the break time will be unpaid time off.

The County will provide 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.

Crockett County does not allow any retaliation against nursing mothers for asking for this break. Nursing mothers are entitled to this break for the duration of the time they are expressing breast milk. Reasonable accommodation will be provided 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.

The Providing Urgent Maternal Protections of Nursing Mothers Act ("PUMP Act") requires an employee notify the County if they believe the County is out of compliance in providing breaks for a nursing mother. The employee must give the County 10 days to come into compliance before making any claim of liability against the County. An employee with concerns should contact the Crockett County Treasurer.

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

#### **6.4 Fair Labor Standards Act Safe Harbor**

Crockett County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the County Auditor's attention, Crockett 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 worked each day. It is the responsibility of each employee to verify that their time sheets are correct. Your time sheet must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures, and meal breaks. Do not sign your time sheet if it is not accurate. When you receive each paycheck, 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 sheet. 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 sheet. 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 County Auditor.

It is a violation of Crockett County policy for any employee to falsify a time sheet, or to alter another employee's time sheet. 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 sheet 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 County Auditor's Office, 909 Avenue D, PO Box 989, Ozona, Texas 76943, (325) 392-3131.

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: a) absence from work for one or more full days for personal reasons, other than sickness or disability; or b) full day disciplinary suspensions for infractions of our written policies and procedures; or c) full day for violating safety rules of a major significance; or d) 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: a) partial day absences for personal reasons, sickness or disability; or b) your absence because the facility is closed on a scheduled work day; or c) your absence because of the County's operating requirements; or d) absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or e) any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of personal 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 County Auditor's Office, 909 Avenue D, PO Box 989, Ozona, Texas 76943, (325) 392-3131. 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 County Attorney, 909 Avenue D, PO Box 4150, Ozona, Texas 76943, (325) 392-3920. 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.

## **6.5 Internal Revenue Service (IRS) Fringe Benefits**

Crockett County will comply with the IRS with regard to fringe benefits such as county uniforms, county vehicle usage and day-trip meals. Employees may be responsible for paying payroll taxes on such fringe benefits.

## **6.6 Overtime Worked**

The policy of the County is to keep overtime to a minimum. However, employees may be required to provide services in addition to normal hours or on weekends or holidays. Overtime is defined as hours worked in excess of the allowable number of hours under the Fair Labor Standards Act (40 hours per seven-day workweek for non-law enforcement employees; 86 hours per 14-day work period for certified law enforcement officers and certified jailers).

Except in emergency situations, all overtime services by employees covered under FLSA should be authorized in advance by the employee's supervisor and approved by the elected or appointed department head. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

## **6.7 Overtime Compensation Calculations and Rules**

Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek, with the exception of law enforcement (See policy on "Law Enforcement Pay and Overtime").

Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, an employee shall be required to have authorization from their supervisor before working overtime.

Overtime worked by an employee classified as a non-exempt hourly employee shall be paid by the County to the employee as monetary compensation for the number of overtime hours worked at one and one-half (1 ½) times the employee's regular hourly rate of pay.

Overtime worked by an employee classified as a non-exempt salary employee, exempt salary employee, or an exempt hourly employee shall be recognized and applied to the employee through the application of the County's personal time off (or "PTO") program maintained for its employees (as described in section 21.0 of this Policy Manual and the FLSA), with the compensatory time off to accrue for the benefit of the employee at a rate of one and one half (1 ½) times the amount of overtime worked.

The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is 240 hours for regular employees and 480 hours for law enforcement. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1 ½) times the employee's regular rate of pay until compensatory time has been used to bring the balance below the maximum.

Employees shall be allowed to use earned compensatory 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. Compensatory time may be used for any purpose desired by the employee with supervisor approval. Crockett County shall have the right to require employees to use earned compensatory time at the convenience of the County, including requiring the employee to use earned compensatory time prior to using Personal Time Off (PTO).

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

Crockett County shall retain the right to "buy back" all or part of an employee's unused compensatory time by paying the employee for that time at the employee's current regular rate. Crockett 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 (1 ½) times the employee's regular rate of pay.

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

The County Auditor's Office shall be responsible for keeping records of all compensatory time earned and used by each eligible County employee and shall update the balance due to each employee at the end of each pay period.

Any issues on overtime compensation not addressed in this policy shall at least meet the minimum requirements of the Fair Labor Standards Act and the regulations issued by the Department of Labor to administer that Act.

## **6.8 Law Enforcement Pay and Overtime**

Crockett County Commissioners' Court has adopted the 207(k) exemption under the Fair Labor Standards Act for law enforcement employees, which includes deputies and jailers. These employees have a work period of 14 days and overtime will be due after 86 hours actually worked. Law enforcement employees' salary covers all hours up to 86 hours. Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, an employee shall be required to have authorization from their supervisor before working overtime.

## **6.9 Time Reporting**

Each employee shall be required to fill out a time sheet to be turned in to their supervisor on 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 by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period. Time sheets must be signed by the employee and the appropriate elected official or department head. If time sheets are changed the employee must initial all changes, as well as the appropriate elected official or department head. If employees improperly complete their time sheets they may be subject to disciplinary action, up to and including termination.

Time sheets are governmental records and as such require accurate and truthful information. Falsifying a time sheet, a governmental record, is a criminal offense. Employees shall only use appropriate available leave to account for their regular weekly work schedule.

## **7.0 PROFESSIONAL DEVELOPMENT**

### **7.1 General Policy**

The County encourages its regular full-time and regular part-time employees to take advantage of educational or training opportunities and professional memberships which are related to and will enhance the performance of their work with the County.

### **7.2 Required Attendance at Seminars and Conferences**

When the County requires an employee to attend any education or training course, conference or seminar, the County will provide the necessary time off with pay and will reimburse the employee for associated costs, including tuition or registration fees and authorized travel, meals and lodging. When appropriate, the County may prepay registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved. See additional information in the sections of this manual under the main heading of "Travel and Subsistence".

### **7.3 Professional Memberships and Seminars**

Subject to the prior approval of the official or department head and available funds in the department's budget for this purpose, an employee who joins a professional association related to their work at the County may be reimbursed for dues and necessary travel expenses when meetings are judged by the official or department head to offer special training or information of value to the employee in their work at the County. Likewise, subject to the official or department head's prior approval and budget authority and available funds, an employee may be reimbursed for conference or seminar expenses if the conference is related to their work. With prior approval, employee may be provided the necessary time off with pay to attend such conference, seminar, meeting or training.

## **8.0 TRAVEL AND SUBSISTENCE**

## **8.1 General Policy**

Subject to IRS guidelines, and Sections 611.011 and 611.002 of the Texas Government Code, the policy of the County is that employees are to be fully reimbursed for reasonable job-related expenses incurred in the authorized conduct of County business, including business-related travel. All such travel expense is subject to requirements of documentation with adopted policies and procedures, provided that the travel was properly authorized, that funds are available in the department's budget, and that reimbursement falls within said guidelines and authority for such reimbursement. In some cases, the County may prepay such expenses as registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved.

Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts or agreements.

## **8.2 Out-Of-Town Travel**

Travel by County employees out of the County is permissible provided that it is authorized in advance by the appropriate elected official or department head and does not exceed budgetary limitations. Reimbursements for travel are based upon the most economic conveyance that is reasonably available. When private automobiles are used for travel, reimbursement is allowed on the basis of calculated mileage from the County to the destination and back or tourist class air fare, whichever is less. The difference in cost between first-class air accommodations and less-than-first-class air accommodations is unallowable except when less-than-first-class air accommodations are not reasonably available.

In cases where a rental car is used, employees must choose the optional insurance coverage; the County will pay for the insurance cost.

## **8.3 Subsistence Expenses**

Employees engaged in necessary and authorized travel in the conduct of County business will be reimbursed for actual costs of reasonable and documented expenses necessary to conduct the business for the County and that fall within the aforesaid IRS guidelines and Sections 611.011 and 611.002 of the Texas Government Code. Reimbursable subsistence expenses will generally be for meals, registration, lodging, telephone calls, parking, tolls and taxi. Meal reimbursement will be per diem; however, the County will not reimburse the travelling employee for meals that are included in the conference registration fees. The employee shall provide a copy of the conference agenda when seeking reimbursement to verify meals provided in the registration.

## **8.4 Personal Vehicle**

Where use of a personal vehicle is judged to be the most reasonable means of transportation in the conduct of official County business, reimbursement will be at the

current maximum non-taxable rate allowed by the Internal Revenue Service at the time mileage is incurred. Employees are expected to report the shortest distance between points of departure and destination for all travel. A predetermined mileage chart from the County to major destinations in Texas is available at the County Auditor's Office and will be used to calculate mileage for travel to those destinations. Travel between an employee's residence and the County office is not eligible for reimbursement.

## **8.5 Expense Report**

As soon as an employee returns from a trip, they must complete an expense report form documenting any actual expenses incurred on the trip which were not pre-paid directly by the County to the entity involved. The County will issue a reimbursement check to the employee for allowable out-of-pocket expenses. All reimbursements must be approved by the appropriate elected official or department head.

## **8.6 Prohibited Expenditures**

Costs of meals in excess of the per diem amount, personal entertainment, spouse's expenses, amusement, social activities, alcoholic beverages, tips, toll road fees, traffic citations, or illegal activities are not allowable for reimbursement.

# **9.0 HEALTH AND SAFETY**

## **9.1 Safety Policy**

Crockett County is committed to providing a safe workplace for all our employees. Each County employee must adhere to the general safety standards established for all employees as well as comply with the departmental safety requirements. Safety procedures may differ at 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 subjects an employee to disciplinary action, up to and including termination.

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

Employees are encouraged to make suggestions to their supervisors for improvements that would make the County workplace safer or more healthful.

# **10.0 DRUG AND ALCOHOL POLICY**

## **10.1 Purpose**

The purpose of this policy shall be to establish a drug-free and alcohol-free workplace to help ensure a safe and productive work setting for all employees. Crockett 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 their duties 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.

## 10.2 Applicability

This policy shall apply to all employees of Crockett County regardless of rank or position and shall also include temporary and part-time employees. Crockett County employees who must hold a CDL for their position will also be subject to Federal DOT regulations and must comply with all policies and procedures under federal law and guidelines.

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

## 10.3 Drug And Alcohol Policy - All Employees

The following shall be a violation of this policy:

- a) the manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance or drug paraphernalia on County property or while conducting County business not on County property;
- b) being under the influence of alcohol or illegal drugs while on County property or while on duty for the County;
- c) the unauthorized possession or use of prescription or over-the-counter drugs while on County property or while on duty for the County; or
- d) the use of prescription or over-the-counter drugs, while on County property or while on duty for the County, in a manner other than that intended by the manufacturer or prescribed by a physician.

## 10.4 Definitions

**A controlled substance** shall include any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. (A copy of this information is available for review in the Auditor's Office.)

**County property** shall include all County owned, rented, or leased real property such as buildings, land, parking lots etc. and property used by employees such as vehicles, lockers, desks, closets, storage areas, etc.

**Drugs** shall include any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

**Drug paraphernalia** shall include equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.

**Illegal drug** shall include any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including, but not limited to, a prescription drug, used for any other than a legitimate medical reason, and inhalants used illegally. Included is marijuana or cannabis in all forms.

**Under the influence** shall be defined as a state of having a blood alcohol concentration of 0.02 or more where "alcohol concentration" has the meaning assigned in Section 49.01 of the Texas Penal Code; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

### **10.5 Policy Violations**

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

### **10.6 Prescription Drugs**

An employee may use prescription and over-the-counter medications in standard dosage or according to a physician's prescription if the use will not impair the employee's ability to do their 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 their job duties.

If the use of a medication could compromise an employee's ability to do their job or the safety of the employee, fellow employees or the public, the employee must report the condition to their 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.

### **10.7 Treatment**

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

Information on benefits provided for treatment of alcohol and drug abuse problems provided by the County's medical insurance program is available in the employee's insurance coverage booklet or from the Treasurer's Office.

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.

### **10.8 Reservation of Rights**

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

### **10.9 Drug and Alcohol Policy - CDL Employees**

CDL Drivers are an extremely valuable resource for Crockett 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 Crockett 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. Crockett County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

It is the policy of Crockett County to comply with the U.S. Department of Transportation, FMCSA Clearinghouse, a secure online database that provides employers with real-time information about CDL driver drug and alcohol program violations. Crockett County will conduct both electronic queries and traditional manual queries with previous employers

as required by FMCSA's drug and alcohol use testing program, for checking CDL driver violation histories. Drivers may view their own records. Employees will be required to provide a consent form from the CDL holder to conduct both Limited and Specific inquiries.

A detailed policy and procedure is available at the Crockett County Judge's office.

## **11.0 WORKPLACE VIOLENCE**

Crockett County is committed to providing a workplace free of violence. Crockett 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 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. No employee may possess a firearm or other weapon other than an authorized law enforcement official, with or without permits in all County offices and buildings owned or used by Crockett County, this also includes County-owned vehicles. If employees believe that a person is violating this policy, they should immediately report 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.

## **12.0 WORKSTEPS**

### **12.1 Post-Offer/Pre-Placement Tests**

Post-Offer/Pre-Placement examinations are successful tools utilized to create a safer working environment for employees. With the advent of sports technology applied to the industrial worker, comprehensive stress tests monitor heart and musculoskeletal functions to detect disease processes, wear and tear syndromes, and many other problems that lead to injuries and disability. Crockett County is willing to pay for such services to help their employees remain safe in the workplace and to reduce costs associated with injuries. Training provided during the examinations increases body awareness during work activities to prevent cumulative trauma and to successfully reduce injuries. Furthermore, employee turnover and operating expenses are reduced by maintaining properly qualified personnel in each position.

As a result, Crockett County is implementing the WorkSteps evaluation program for all prospective employees in designated job categories as set forth below. This program has been in effect since 1986, has one of the largest normative databases in the United States, and has proven its success by creating safety in the work place. Recognizing that every job and every employee is different, the tests are utilized to determine whether or not the employee can safely perform job duties.

When necessary to enable an otherwise qualified candidate with a disability to participate in testing, the County will provide reasonable accommodations provided such accommodations do not cause an undue hardship. Candidates who believe they need an accommodation to participate in the testing program must request such accommodations. To minimize or avoid delays in testing, the County asks candidates to advise the County of the need for any accommodation as soon as possible after you have received a conditional offer of employment.

## **12.2 Policy**

Upon receiving a conditional offer of employment, the candidate will report to the licensed WorkSteps testing facility to be examined by a licensed occupational or physical therapist and their staff. Candidates who successfully complete the post-offer/pre-placement functional employment test will be informed of a start date by the County's authorized representative.

## **12.3 Fitness for Duty Testing**

Fit for duty testing may be conducted when an employee returns from a medical leave of absence to ensure the employee is not prevented from performing essential job functions.

# **13.0 USE OF COUNTY PROPERTY**

## **13.1 General Policy**

The County attempts to provide each employee with adequate tools, equipment and vehicles for the job being performed and expects each employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all applicable regulations.

Employees who are assigned tools, equipment, vehicles or any other County property by their department are responsible for them and their proper use, maintenance, care, and upkeep. 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 be subject to criminal prosecution.

## **13.2 County Vehicle and Motorized Equipment Usage**

The County prohibits the use of its motor vehicles and motorized equipment for personal use, non-employment related use, or for use outside the boundaries of Crockett County, Texas, except as authorized for specific County purposes.

Some employees may be required to use County vehicles as a part of their job. Employees who are assigned County vehicle shall be responsible for the care, maintenance, proper use and upkeep of these vehicles. 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 required to keep a log of all personal miles driven, including to and from work. These personal miles will be subject to payroll taxes at the current IRS rate in accordance with IRS rules and regulations.

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.

### **13.3 Vehicle Insurance**

The County maintains up-to-date insurance coverage on all vehicles owned by the County. Elected or appointed officials or employees who drive a personal vehicle on County business are required to provide the County Auditor with proof of automobile liability insurance as required by the State of Texas to maintain up-to-date insurance coverage. Failure to do so may be grounds for disciplinary action up to and including termination of an employee.

### **13.4 Accident Reporting**

Any employee involved in an accident while operating County equipment or vehicles shall immediately report the accident to their supervisor and to the proper law enforcement or other authority immediately.

Each vehicular accident, no matter how minor, must be reported to appropriate law enforcement authorities so that an official accident report can be filed. The department head or elected official in charge of the department must notify the County Auditor's office of the accident on the date of the accident if it occurred on a business day, and on the first business day following the accident if it occurred after hours or on a non-workday. Failure to notify the County Auditor's office within the required time period is grounds for disciplinary action up to and including termination.

A copy of all accident and incident reports (whether prepared by law enforcement or the employee) involving County equipment or vehicles must be forwarded to the supervisor and the County Judge.

### **13.5 Telephone Use**

County telephones are to be used only for County business. It is understood that occasionally personal calls are necessary; however, use of telephone for local personal calls is permitted only if the number and length of calls are kept to a minimum.

### **13.6 Cell Phone Use**

Crockett County determines on a case-by-case basis the need for county-provided cell phones. County cell phones are to be used for County purposes only.

Crockett County strongly discourages 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.

Crockett County bans all employees from texting while operating any County-owned vehicle. County employees who are driving their own personal vehicle are also banned 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.

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

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

### **13.7 Computer, Internet, Voicemail and E-Mail Usage**

The use of Crockett County information systems, including computers, fax machines, smart phones, tablet computers and all forms of Internet/Intranet access, is for Crockett 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.

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 coworkers or third parties; or disrupt the workplace.

Use of Crockett County computers, networks, and Internet access is a privilege granted by officials or department heads and may be revoked at any time for inappropriate conduct carried out on such systems. County employees shall have no expectation of privacy when using county computers, networks, or other county owned equipment. Improper use may result in discipline up to and including termination.

Crockett County owns the rights to all data and files in any computer, network, or other information system used in the county. Crockett County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems, Facebook, Twitter, etc.) and their content, as well as any and all use of the Internet and

of computer equipment used to create, view, or access e-mail 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. Crockett 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 including software. Crockett County monitors its entire informational systems and employees may be subject to discipline up to and including termination for any misuse of county informational systems.

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

Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, voice mail messages, or other County property, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action up to and including termination.

### **13.8 Electronic Monitoring**

All County property is to be used for County business purposes only. All County employees should be aware that the County might monitor employee use of County property. This includes employee use of County voicemail, facsimile, e-mail, the internet, the intranet, if applicable, postage machines, copiers and time clocks. The County may access such information through computer records or by overriding passwords. Any employee who uses County property should be aware that such use is not private and may be monitored at any time. Any employee who uses County property in violation of the law or County policy will be subject to discipline up to and including termination.

No personal or political use of any County property, materials, supplies, tools, equipment or vehicles is permitted. If an employee is in doubt about circumstance, they must check with the appropriate elected official or department head before proceeding. Violations of this policy may result in termination and possible criminal prosecution.

## **14.0 SOCIAL MEDIA**

For purposes of this policy "social media" includes, but is not limited to, online forums, blogs and social networking sites, such as X (formerly known as Twitter), Facebook, LinkedIn, YouTube, Instagram, Snapchat, MySpace, etc.



Crockett County recognizes the importance of social media for its employees. 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 Crockett County among the community at large. Crockett 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 and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your supervisor, department head or elected official.

- If your posts on social media mention Crockett County make clear that you are an employee of Crockett County and that the views posted are yours alone and do not represent the views of Crockett County.
- Do not mention Crockett County supervisors, employees, customers or vendors without their express consent.
- Do not pick fights. If you see a misrepresentation about Crockett 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 Crockett County computer equipment for non-work related activities without written permission. Social media activities should not interfere with your duties at work. Crockett 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 Crockett County's website or post Crockett County material on a social media site without written permission from your supervisor.
- All Crockett 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 Crockett County must be kept confidential and should not be discussed in any social media forum.

- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

It is the policy of Crockett County that supervisors do not engage in social media activities with their employees.

**TIKTOK BAN:** Access to and download of the application TikTok is banned from all County-issued devices, including cell phones, desktop computers, laptops, and tablets. The TikTok application must be immediately removed from all County devices. Further, do not install TikTok on any County-issued device. Access for investigative purposes will be permitted by special request from elected official, appointed official or department head.

## 15.0 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.

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.

The County retains the right to terminate the employment of any individual at any time for any legal reason. The County also retains the right to change any condition, benefit, privilege, or policy of employment at any time.

## 16.0 SEPARATION

### 16.1 Definition

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

### 16.2 Types

All separations from Crockett County shall be designated as one of the following types:

- Resignation
- Retirement
- Termination

- Reduction in force (layoff)
- Death

### **16.3 Resignation**

A resignation shall be classified as any situation in which an employee voluntarily leaves employment with Crockett 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 their supervisor.

### **16.4 Retirement**

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 their 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.

### **16.5 Termination**

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

Crockett County is an "at will" employer and a supervisor may terminate an employee at any time for any legal reason or no reason, with or without notice.

### **16.6 Reduction in Force**

An employee shall be separated from employment because of a reduction in force when their 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.

### **16.7 Death**

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, the employee's legally designated beneficiary or estate shall receive all earned pay and payable benefits.

## **16.8 Notification**

As soon as a supervisor becomes aware of separation from employment or the intent to separate employment by an employee, the supervisor shall be responsible for immediately notifying the Treasurer's Office.

## **16.9 Continuation of Group Insurance**

The federal Consolidation Omnibus Reconciliation Act of 1985 (COBRA) allows certain individuals the option of continuing their group health and dental insurance, at the individual's full expense, under specified conditions, beyond the date of which it would otherwise terminate. An insurance certificate from the County's group insurance carrier is given to each employee at the time of employment and explains these options under the County's carrier at the time the employee is hired. Later revisions in group insurance coverage are explained in subsequent insurance certificates distributed to each employee at the time the coverage revision is effective.

## **17.0 GRIEVANCES**

### **17.1 Procedure**

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.

## **18.0 MISCELLANEOUS POLICIES**

### **18.1 Smoking**

Crockett County strives to provide a healthy environment. Smoking and vaping are prohibited within County buildings and County vehicles.

### **18.2 Jury Duty**

All employees of the 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. Any fees paid for jury service may be kept by the employee.

All employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity in a court trial or hearing on behalf of the County shall be entitled to leave with pay for such period as their court attendance may require. If an employee is absent from work to appear in private litigation (not involving the County) in which they are a subpoenaed witness or a principal party, the time shall be charged to compensatory time, PTO, or leave without pay.

## **19.0 BENEFITS**

### **19.1 Medical, Life and Dental Insurance**

All regular full-time employees and elected and appointed department heads of the County are eligible for the group hospitalization, medical, dental and life insurance coverage as available through the County. Regular full-time employees who work an average of thirty (30) or more hours a week in the measurement period will be eligible for health insurance after the measurement period. Regular part-time and temporary seasonal employees who work an average of less than thirty (30) hours a week in the measurement period will not be eligible for health insurance. Crockett County annually receives bids on coverage and such coverage is subject to change.

Employees and officials elected or appointed to their first term **prior** to February 14, 2001, will be responsible for paying 10% of the cost for insurance coverage for their dependents. Crockett County will cover the remaining 90% of the cost to insure these dependents.

Dependents of all employees hired and officials elected or appointed to their first term **after** February 14, 2001 will not be covered under the Crockett County Health Plan unless the employee or official chooses to pay the total cost for dependent coverage.

Upon employment, each employee who is expected to become eligible for insurance coverage is given an insurance booklet, if available, containing detailed information about the County's insurance programs. Each employee must be continuously employed for a period of sixty (60) days before becoming eligible for insurance coverage. Insurance will be effective on the first day of the month after 60 days is completed.

See "Continuation of Group Insurance" for information on continued coverage after certain status changes.

### **19.2 Social Security/Medicare**

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

Contributions to this program shall be made by deductions from each employee's pay check in accordance with the requirements of this program.

### **19.3 Retirement Plan**

Crockett County has elected to participate in the Texas County and District Retirement System ("TCDRS").

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

### **19.4 Workers' Compensation**

All Crockett 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 their 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, with the exception of Law Enforcement employees who receive salary continuation.

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

All employees who are placed on Workers' Compensation leave will fall under the Family Medical Leave Act ("FMLA"). Crockett County runs FMLA and Workers' Compensation concurrently.

Any employee who suffers a job-related illness or injury is required to notify their 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.

## 20.0 FAMILY AND MEDICAL LEAVE POLICY

### 20.1 Eligibility

The federal Family and Medical Leave Act of 1993 ("FMLA") requires an employer to provide eligible employees with unpaid leave under certain circumstances. There are two types of leave available:

- a) the basic 12-week FMLA entitlement; and
- b) the Military Family Leave ("MFL") entitlement described in this policy.

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

- a) have worked for Crockett 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**
- b) have worked at least 1250 hours during the previous 12 months; **and**
- c) are employed at a work site that has 50 or more employees within a 75-mile radius.

Any employee with any questions about their eligibility for FMLA leave should contact the County Treasurer for more information.

### 20.2 Qualifying Events

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

- a) the birth of a child and in order to care for that child;
- b) the placement of a child in the employee's home for adoption or foster care;
- c) to care for a spouse, child (under the age of 18 or if over 18 incapable of self-care due to a disability), or parent with a serious health condition;
- d) the serious health condition of the employee that makes the employee unable to perform the essential functions of their job;
- e) 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;

- f) 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
- g) 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.

### **20.3 Serious Health Condition**

Serious health condition 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.

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

- a) 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:
  - i) treatment two or more times within 30 days of incapacity, or
  - ii) treatment by a health care provider on at least one occasion within the first seven days of incapacity that results in a regimen of continuing treatment by a health care provider.
- b) any period of incapacity due to pregnancy or pre-natal care;
- c) 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;
- d) any period of incapacity which is permanent or long term due to a condition for which treatment is not effective; or
- e) any period of incapacity or absence to receive multiple treatments by a health care provider.

### **20.4 Qualifying Exigency Leave**

An eligible employee may be entitled to use up to 12 weeks of their FMLA leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's



spouse, child of any age or parent in the Armed Forces (Regular, Reserves or National Guard) is on active duty or called to active duty status in a foreign country.

Qualifying exigencies may include:

- a) short-notice deployment (up to seven days of leave);
- b) attending certain military events and related activities;
- c) arranging for alternative childcare;
- d) addressing certain financial and legal arrangements;
- e) periods of rest and recuperation for the covered military member (up to fifteen days of leave);
- f) attending certain counseling sessions;
- g) attending post-deployment activities (available for up to 90 days after the termination of the covered military member's active duty status);
- h) other activities arising out of the covered military member's parent who is incapable of self-care where those activities arise from the member's covered active duty;
- i) attending family support or assistance programs and informational briefings;
- j) acting as the covered military member's representative before a governmental agency;
- k) addressing issues that arise from the death of a covered military member while on active duty status in a foreign country; and/or
- l) other activities arising out of the covered military member's active duty or call to active duty in a foreign country and agreed upon by the county and employee.

## **20.5 Leave Amount**

An employee may use up to 12 weeks leave per 12-month period under this policy. The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses FMLA leave. All leave taken under this policy during the prior 12-month period shall be subtracted from the employee's 12 week leave eligibility and the balance is the leave the employee is entitled to take at that time.

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 covered veteran with a serious injury or illness.

## **20.6 Military Caregiver Leave**

An eligible employee may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is either a current member or veteran of the Armed Forces (Regular, Reserve or National Guard).

An eligible employee may take up to 26 weeks of leave to care for a covered service member of the Armed Forces (Regular, Reserve, or National Guard) who has been rendered medically unfit to perform their duties due to a serious injury or illness incurred in the line of duty while on active duty for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

An eligible employee may take up to 26 weeks of leave to care for a veteran (Regular, Reserve, or National Guard) 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 five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The MFL entitlement is applied on a per-injury basis and 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 members or covered veteran with a subsequent serious illness or injury, except that no more than 26 weeks may be taken within any single 12-month period.

An eligible employee may begin taking military caregiver leave up to five years after their family member was discharged or released from the military. The eligible employee's first date of leave must be within the five-year period; however, the employee may continue to take such leave throughout the single 12-month period that is applicable to military caregiver leave, even if the leave extends beyond the five-year period.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the county's operations.

## **20.7 Paid and Unpaid Leave**

Crockett County requires substitution of paid leave for all FMLA events. An employee must follow the compensatory, PTO and sick leave policy guidelines. The balance of

FMLA is unpaid leave. FMLA runs concurrently with all substituted paid leave, including Workers' Compensation leave.

An employee taking leave because of their own serious health condition, or the serious health condition of an eligible family member shall be required to first use all earned compensatory time, then PTO, sick leave and any other paid leave, with the remainder of the 12-week leave period being unpaid leave.

An employee taking leave for the birth of a child and for the recovery period after the birth of the child shall be required to use earned compensatory time first, then paid PTO and prior to being on unpaid leave.

In the following cases, the employee shall be required to first use all earned compensatory time, then PTO and other available paid leave, except for sick leave, with the remainder of the 12-week leave period being unpaid leave:

- a) After the recovery period from giving birth to a child;
- b) When an employee is taking leave for the placement of a child in the employee's home for adoption or foster care; or
- c) When an employee is taking leave for a qualifying exigency for a covered military member;

An employee taking leave for the care of a covered service member or covered veteran shall be required to first use all earned compensatory time, then PTO and any other available paid leave, 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 any 12-month period is 12 weeks, except for qualifying leave to care for a covered military member with a serious injury or illness with the maximum leave being 26 weeks in a single 12-month period.

## **20.8 Insurance**

While on leave under this policy, the County shall continue to pay the employee's medical plan premium at the same rate as if the employee had been actively at work. The employee shall be required to pay for dependent coverage, and for any other coverage for which the employee would normally pay, or the coverage will be discontinued. Payment for coverage shall be made through regular payroll deduction while the employee is on paid leave. While on unpaid leave, the employee shall be required to pay for premiums due to the County no later than 30 days after the due date which the County sets or the coverage shall be discontinued.

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.

## **20.9 Intermittent Leave and Reduced Schedule**

Intermittent leave under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee, the employee's eligible family member or the care of a covered military member or covered veteran.

A reduced schedule under this policy shall be allowed only where 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 covered veteran.

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

## **20.10 Certification**

The County shall have 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 their physician complete and return the medical certification, or provide appropriate documentation, 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 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.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the 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 6 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 their 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.

### **20.11 Requesting Leave**

Except where FMLA leave is unforeseeable, an employee is required to submit a written request for leave under this policy to their immediate supervisor.

Where reasonably practicable, an employee should give their 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 before beginning leave, the employee is required to give as much notice as is possible.

### **20.12 Reinstatement**

An employee returning from leave under this policy, and who has not exceeded the 12-week maximum leave period allowed under this policy, 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, 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 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 leave or PTO.

### **20.13 Repayment of Premiums**

Except in situations where the employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or 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 their FMLA leave.

## **20.14 Other Matters**

While on leave without pay under this policy, an employee does not earn PTO or sick leave, is not eligible for holidays, or earn other benefits afforded to employees actively at work, except for those 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 their immediate supervisor for written permission to take other trips outside of the county which may be granted at the supervisor's sole discretion.

Employees are forbidden from working another job while on approved FMLA leave from the County.

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

An employee is required to provide a Fitness-for-Duty certification before returning to work.

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.

## **21.0 LEAVE TIME - PERSONAL TIME OFF (PTO)**

### **21.1 Purpose**

Leave time is time during normal working hours in which an employee does not engage in the performance of job duties for personal time off, holidays or extended illness.

### **21.2 Approval of Leave**

All leave taken by County employees must be approved by the employee's supervisor and the appropriate elected official or department head.

Elected officials and department heads are responsible for determining whether the leave has been accrued and is available for use in the amounts requested by the employee. In addition, they are responsible for ensuring that all leave usage is recorded on the time sheet sent to the County Auditor for payroll purposes, as well as being recorded in the individual's department.

### 21.3 Personal Time Off

The County grants regular full-time and regular part-time employees **personal time off** ("PTO") for vacations, holidays, illnesses, sick days, funerals, bereavement, personal business, and any other reason. PTO must be requested in advance if at all possible and approved by the employee's supervisor. Employees shall not be allowed to receive pay for PTO in lieu of taking time off.

### 21.4 PTO Earned

PTO is earned by a regular full-time or regular part-time employee beginning with the first day of employment and continuing through the final day the employee works for the County. It is earned based on the regular hours an employee works. PTO shall not be accrued while an employee is on leave without pay. PTO shall not be accrued for overtime hours worked. PTO is earned at the following rate:

All Full-Time and all Part-Time Employees:

0 to 5 years of service - 0.0885 hrs PTO x number of hours worked per week  
(not to include any overtime hours worked)

>5 to 10 years of service - 0.1077 hrs PTO x number of hours worked per week  
(not to include any overtime hours worked)

>10 or more years of service - 0.1269 hrs PTO x number of hours worked per week  
(not to include any overtime hours worked)

### 21.5 PTO Taken

PTO may be taken:

- a) After it is earned and when approved by the department head or supervisor;
- b) For vacations, holidays (days designated by the Commissioners' Court when County offices are closed on what otherwise would be regular business days), illnesses, sick days, funerals, bereavement, personal business, and any other reason; and
- c) In units of 1 hour or more.

An employee may borrow up to 16 hours of PTO within the first 60 days of employment for **holidays only**. If the employee does not continue employment for the length of time required to pay back the borrowed PTO hours, the employee will be required to pay back the PTO taken but not earned.

When used in case of an illness or emergency, an employee must notify their supervisor or department head at least 1 hour before the scheduled work time stating the specific reason for and the expected length of the unscheduled absence, or as soon as practical in an emergency. The employee will be placed on FMLA leave if the event and employee are eligible.

Used PTO and notification of an employee's supervisor or department head does not imply an approved absence. An employee who is scheduled to work and fails to do so will be subject to discipline consistent with County policy.

### **21.6 Employee Change of Status**

When an employee changes from full-time to part-time status or from part-time to full-time status they retain previously earned PTO.

### **21.7 PTO Accrual**

PTO will be accrued at the employee's hourly rate for regularly scheduled work hours. PTO cannot be used as the two (2) weeks or more notice when terminating employment without prior written approval of the official or department head.

### **21.8 Scheduling PTO**

Time off must be scheduled in advance. The time must be convenient to the department and not compromise services. The only exception may occur in case of illness or accident. Other noncompliance may subject the employee to discipline consistent with County policy.

### **21.9 Maximum Accrual**

The maximum accrual of unused PTO hours an employee may accrue is as follows:

|                           |                    |
|---------------------------|--------------------|
| 0 to 5 years of service   | - 184 hours of PTO |
| >5 to 10 years of service | - 224 hours of PTO |
| >10 years of service      | - 264 hours of PTO |

Any accrual above the maximum accrual will be forfeited if not used on or before December 31<sup>st</sup> of each year. An employee can carry over up to the above-listed maximum unused PTO hours from one year to the next.



## **22.0 SICK LEAVE**

### **22.1 Purpose**

The County grants employees who are eligible for PTO to also earn Sick Leave to provide continued income in cases of a serious illness or injury that requires the employee to be away from work for an extended period.

### **22.2 Sick Leave Earned**

Sick Leave is earned by employees who are eligible for PTO. It is earned based on the regular hours an employee works at the rate of .0269 hours of Sick Leave times the number of hours worked. Sick leave shall not be accrued while an employee is on leave without pay.

### **22.3 Sick Leave Taken**

Sick Leave may be used only after an employee is sick for more than five (5) consecutive scheduled workdays. Compensation for the first five (5) days will be paid with PTO if available and not previously taken by the employee. If no PTO is available, the employee may not receive pay for up to the first five days of absence. An employee who has been ill for an extended period may, with prior authorization of the department head or supervisor, return to work part-time at the regular pay and receive Sick Leave pay for the balance of their regular hours during an extended recovery period. There may also be an instance where employees return to work too soon from an extended illness and are unable to continue work. An exception to continue to use Sick Leave must be approved by the department head.

The County may require a note from a health care provider indicating the employee is absent from work due to an illness or injury to justify use of Sick Leave.

Accrued Sick Leave will not be paid upon separation of an employee from the County.

The County does purchase worker's compensation benefits and when appropriate, worker's compensation benefits will be paid, and Sick Leave will not be paid, consistent with the worker's compensation policy, regulations or laws.

### **22.4 Maximum Accrual**

The maximum number of Sick Leave hours an employee may accrue is 480. Any hours accrued over the maximum limit shall be converted to PTO at the beginning of each calendar year at the rate of 1 PTO hour for every 2 Sick Leave hours over the limit of 480 hours.

## 23.0 SICK LEAVE POOL POLICY

### 23.1 Overview

The Sick Leave Pool is a single, County-wide pool into which employees make voluntary contributions of Sick Leave and from which eligible employees may be granted Sick Leave in the event of a **catastrophic illness or injury**.

### 23.2 Eligible Employees

Any full-time person employed by Crockett County for 12 or more months of continuous service, who has voluntarily contributed a minimum of 8 hours of Sick Leave to the pool during the yearly open enrollment period of January 1– January 31 may be eligible for coverage under the pool. A copy of the active Crockett County Sick Leave Pool Policy (which is incorporated by reference) may be obtained from the Crockett County Treasurer's Office.

**[End of Policy Manual]**

**CERTIFICATE OF ADOPTION**

**APPROVED BY:**    The Commissioners' Court of  
                                 Crockett County, Texas

**ADOPTED:**            April 23, 2024

I, Frank Tambunga, the undersigned, being the County Judge of Crockett County, Texas and the Presiding Officer of the Commissioners' Court of Crockett County, Texas ("Commissioners' Court"), do hereby certify that the above and foregoing document is the Crockett County, Texas Personnel Policy Manual, which was duly considered, enacted, adopted, and approved by the Commissioners' Court at a public meeting duly convened and conducted on this date. Copies of this document may be obtained from the official minutes of the Commissioners' Court filed with and maintained by the County Clerk of Crockett County, Texas.

**SIGNED** on the 23<sup>rd</sup> day of April, 2024.

\_\_\_\_\_  
Hon. Frank Tambunga, County Judge  
Crockett County, Texas

**ATTEST:**

\_\_\_\_\_  
Ninfa Preddy, County Clerk  
Crockett County, Texas

**APPROVAL AND IMPLEMENTATION**

**This Crockett County, Texas Personnel Policy Manual is hereby approved and agreed for implementation and use by the following elected officials, appointed officials, and employees of said County:**

\_\_\_\_\_  
County Judge  
Crockett County, Texas

\_\_\_\_\_  
County Commissioner, Precinct 1  
Crockett County, Texas

\_\_\_\_\_  
County Commissioner, Precinct 2  
Crockett County, Texas

\_\_\_\_\_  
County Commissioner, Precinct 3  
Crockett County, Texas

\_\_\_\_\_  
County Commissioner, Precinct 4  
Crockett County, Texas

\_\_\_\_\_  
County Attorney  
Crockett County, Texas

\_\_\_\_\_  
County Treasurer  
Crockett County, Texas

\_\_\_\_\_  
County/District Clerk  
Crockett County, Texas

\_\_\_\_\_  
County Constable  
Crockett County, Texas

\_\_\_\_\_  
County Tax Assessor/Collector  
Crockett County, Texas

\_\_\_\_\_  
County Sheriff  
Crockett County, Texas

\_\_\_\_\_  
County Justice of the Peace  
Crockett County, Texas

\_\_\_\_\_  
County Auditor  
Crockett County, Texas

\_\_\_\_\_  
District Judge  
Crockett County, Texas

\_\_\_\_\_  
District Attorney  
Crockett County, Texas

\_\_\_\_\_  
County Librarian  
Crockett County, Texas

\_\_\_\_\_  
Care Center Administrator  
Crockett County, Texas

\_\_\_\_\_  
Director, Civic & Youth Center  
Crockett County, Texas

\_\_\_\_\_  
Ozona Municipal Airport Manager  
Crockett County, Texas

\_\_\_\_\_  
Road & Parks Superintendent  
Crockett County, Texas

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Ag. Extension Service Agent  
Crockett County, Texas

---

Family & Consumer Science Agent  
Crockett County, Texas

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Wellness Center Director  
Crockett County, Texas

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EMS/Fire Department Supervisor  
Crockett County, Texas