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Polk County Human Resources

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TO: John P. Thompson, County Judge & County Commissioners
FROM: *jm* Jeanette Montgomery, Human Resources Supervisor
RE: Revisions to Book 1 – Human Resources Management System
DATE: March 5, 2008

I have recommended the following revisions for Book 1—Human Resources Management System, previously entitled Book 1—Personnel Management System:

- The FLSA definitions of an Exempt employee has changed. The U.S. Department of Labor has a new regulation dated August 23, 2004. **The “long” exemption test which was in place was revised by the Department of Labor in 2004. Currently an employee must meet certain “primary duty” requirements to be considered an exempt employee in the following categories: Executive, Administrative, Professional (learned), Professional (creative), Computer, or Highly Compensated.** Section 13(a)(1) and Section 13(a)(17) provide the requirements that employees must meet to qualify as an exempt employee. **In addition, the rate per week that an employee must be paid has also been increased to \$455/week.** The policy in Book 1, dated August 1991, reflects the amount as \$155/week.
- There is also a recommended change to the EEOC Descriptions of Job Categories, excerpted from EEOC Form 164, as follows: **Under the category of Service-Maintenance the job titles now include: truck drivers, bus drivers, garage laborers, and custodial employees.**
- Other revisions include, new job descriptions approved by Commissioners Court as follows:
 1. Criminal Investigation Division/Evidence Officer approved by Commissioners Court on 09/17/07.
 2. Light Duty Mechanic, Inmate Work Supervisor, and Foreman-Maintenance Engineering approved by Commissioners Court on 08/28/07.
 3. Field Training Officer, and Assistant Maintenance Technician-Maintenance Engineering approved on 08/14/07.
- Job descriptions and pay groups have also been revised to reflect the changes approved for FY07 in September 2006 by Commissioners Court from the Salary Survey/Transition conducted by Ray & Associates.
- Documents reflect the change from “Personnel” to “Human Resources” as well.

Updates and revisions to this manual will be on an as-needed basis. Please accept my recommendation to approve the completed updates and revisions to Book 1– Human Resources Management System. Pending approval, all Elected Officials/Departments will receive a new copy of this manual. Your consideration in this matter is greatly appreciated.