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VOL. 54 PAGE 1404

**3.15 EMERGENCY EMPLOYEES.** On rare occasions, a sudden an unforeseen vacancy occurring within a department has such a detrimental effect that the minimum daily operations of the department would be severely hindered should a prospective employee being hired to fill the vacancy not be allowed to report to work until the Personnel Action Form has been approved by the Commissioners Court. In this instance only, the elected official or department head may submit a Personnel Action form to the Human Resources Supervisor, requesting an emergency hire. Before a department head or elected official may hire an emergency employee, the County Auditor must verify that sufficient funds, authorized by the Commissioners Court, are available in the department's salary line item to cover the incoming employee's salary for the specified period of employment. Additionally, any request for emergency hire must be approved by the County Judge, as Budget Officer. Approval of an emergency hire will allow an employee to report to work immediately.

In a declared disaster, the County Judge acting as Emergency Management Director, may waive any and all hiring practices stated herein in order to provide for sufficient personnel for the County's disaster response and operation.

If the department's budget does not contain sufficient funds for emergency employee salaries, the department head must first obtain authorization from the commissioners' court prior to hiring any or emergency employee(s).

**3.16 ORIENTATION AND TRAINING.** The Human Resources office provides a general orientation for new employees about employment with the county. During this orientation, employees are shown the Personnel Policies manual, are required to read it within two weeks, are informed of its continued availability to them and the reference locations, and are given information about county programs.

Before an individual begins performing his or her actual duties, he or she normally will be given a brief orientation conducted by the elected official or department head for whom he or she will be working or by that person's designated representative. The purpose of the session is to enable a new employee to understand his or her 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 he or she works. Whenever possible, employees receive on-the-job training under close supervision.

09/23/08

*" If funds are available "*

**5.16 LONGEVITY PAY.** Regular Full Time and Regular Part Time County Employees and all salaried Elected County Officials with one or more full years of continuous employment receive longevity pay annually in a lump-sum payment which is disbursed in December of the calendar year in which it was earned. The amount of longevity pay is calculated as \$60.00 per year for each full year of continuous employment, up to a maximum of \$1,200.00 per employee. Longevity pay is earned and awarded annually and is not otherwise prorated or compensable upon termination.

**5.17 CERTIFICATE PAY.** The County has established levels of Educational Certification Pay (Certificate Pay) for certain regular full-time peace officer positions (Sheriff, Chief Deputy, Captain, Lieutenant, Detective, Sergeant, Field Training Officer, CID Evidence Officer, Deputy, Investigator) and corrections positions (Jail Administrator, Corrections Officer, Warrant Officer, Inmate Work Supervisor) qualified by the Texas Commission On Law Enforcement Officers Standards and Education (TCLEOSE), as follows;

Intermediate Certificate	\$50 per month	(\$600/yr)
Advanced Certificate	\$100 per month	(\$1,200/yr)
Masters Certificate	\$150 per month	(\$1,800/yr)

To qualify for Certificate Pay, an eligible employee must spend at least ninety percent (90%) of his/her work hours on patrol, investigation, inmate supervision or in the supervision of employees assigned to the stated work and must have satisfied all TCLEOSE requirements for their assigned position and be current on all required training. Regular full-time Telecommunications Operators/Supervisors may qualify in the same manner for one-half (1/2) the annual amount listed. Certificate Pay is awarded annually during the budget adoption process and issued proportionately with each regular payroll. Upon separation, any Certificate Pay beyond that portion issued with final pay will not be compensated. Employees qualifying for Certificate Pay or a change in level of Certificate Pay after a fiscal year budget is adopted and/or qualified individuals hired after the adoption of the budget may be considered for Certificate Pay to be adopted in the next occurring budget process.