

Polk County Human Resources

Jeanette Montgomery, Human Resources Supervisor
602 East Church Street, Ste. 105
Livingston, Texas 77351

Phone: 936-327-6802
Fax: 936-327-6879
Email: jeanette.montgomery@co.polk.tx.us



Date: July 15, 2009

To: John P. Thompson, County Judge
Bob Willis, Commissioner Pct. #1
Ronnie Vincent, Commissioner Pct. #2
Milt Purvis, Commissioner Pct. #3
Tommy Overstreet, Commissioner Pct. #4

From: Jeanette Montgomery, Human Resources

Re: Updates & Revisions to Personnel Management System

Please consider the attached updates/revisions to the Personnel Management System.

1. Book 1—Project Liaison job description. This is a new job description. Pending approval Job Inventory listings will be updated for Book 1 as well.
2. Book 2—Section 6. The only update is to Section 6.12, Emergency Closings. This is more detailed due to possible pandemics (employees would be able to use their sick time during the *waiting time* for test results, etc.). This policy is much more detailed. Please read Section 6.12 for additional details.
3. Book 2—Personnel Forms Section. Add the "Absence Report" form previously deleted. In addition, add this to the "Sample Personnel System Forms."
4. Revise or correct the following forms: Direct Deposit Authorization Agreement (replacement of current form, approved by Nola Reneau, County Treasurer), Election to disclose or keep confidential (correction), and the Request for leave form (correction).

Thank you for your consideration in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

Jeanette Montgomery
Human Resources Supervisor
Polk County