




POLK COUNTY, TEXAS

Adrena Gilbert, Human Resources Supervisor  
602 E. Church Street, Suite 105  
Livingston, TX 77351  
Email: [adrena.gilbert@co.polk.tx.us](mailto:adrena.gilbert@co.polk.tx.us)

Phone: 936-327-6802  
Fax: 936-327-6879

**TO:** John P. Thompson, County Judge & County Commissioners  
**FROM:** Adrena Gilbert, Human Resources Supervisor   
**RE:** Revision of Personnel Management Systems Book 1&2  
**DATE:** February 24, 2010

I am recommending the following changes to Book 1:

- Polk County Inventory-Alpha, Job Inventory Section, Book 1 (pages 1-3)

Correction/addition of Corporal Job number.

- Appendix C, Corporal 3-1057, Performance Evaluation Section, Book 1

Addition from Job Description created on 08/27/2009.

- Appendix C, Project Liaison 3-1236, Performance Evaluation Section, Book 1

Addition from Job Description created on 07/28/2009.

I am recommending the following changes to Book 2:

- Personnel Forms, Direct Deposit Authorization Agreement

Additional information for Change of Account Information, Cancel an Account, or Cancel Direct Deposit.

- Polk County Sick Leave Pool form, Contribution Form
- Polk County Sick Leave Pool form, Medical Certification
- Polk County Sick Leave Pool form, Request for Leave

Changed wording from Personnel office to Human Resources and made all forms uniform with each other and County policy.

- Employee Exit Interview


Addition to include password information for all county property, emails, files, etc. when an employee resigns.



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Phone: 936-327-6802  
Fax: 936-327-6879

**TO:** John P. Thompson, County Judge & County Commissioners  
**FROM:** Adrena Gilbert, Human Resources Supervisor   
**RE:** Revision of Personnel Management Systems Book 2  
**DATE:** February 26, 2010

I am recommending the following changes to Book 2:


Clarification to 3.00 Hiring Practices, Section 3.15 Emergency Employees. Prior to allowing an employee to report for duty they must have had all the proper evaluations/screenings with the results being provided to Human Resources. This is being recommended to ensure all required tests are negative before employment begins.



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Livingston, TX 77351  
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Phone: 936-327-6802  
Fax: 936-327-6879

**TO:** John P. Thompson, County Judge & County Commissioners  
**FROM:** Adrena Gilbert, Human Resources Supervisor   
**RE:** Clarification to 3.00 Hiring Practices, 3.15 Emergency Employees  
**DATE:** February 26, 2010

According to County Policy 3.00 Hiring Practices emergency employees can be hired. The policy states on rare occasions, a sudden 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.

Approval of an emergency hire will allow an employee to report to work immediately following completion and results of a health physical/screening and any other evaluations needing to be conducted prior to employment.