



POLK COUNTY, TEXAS

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TO: John P. Thompson, County Judge & County Commissioners
FROM: Adrena Gilbert, Human Resources Supervisor
RE: Revision of Personnel Management Systems Book 1 & 2
DATE: July 19, 2010

I recommend the following changes to Book 2:

- Table of Contents, Personnel Policies, Book 2

To add a new section, Section 20.00, Anti-Fraud Policy, found in this update.

- Merit Increases, Section 5.05, Book 2 (pages 20-26)

For clarification purposes the following sentence was added in the first paragraph on page 22, "Prior to utilization of the merit pool funding account, all of the department's available wages must be exhausted."

- Certificate Pay, Section 5.17, Book 2 (pages 20-26)

Added Bailiff to the list of positions eligible for Certificate Pay.

- Military Leave, Section 8.08, Book 2 (pages 43-50)

Added into Extent of Leave section from the Government Code "member of a state or federally authorized Urban Search and Rescue Team", this now reflects the Government Code.

- Anti-Fraud Policy, Section 20.00 (page 100-102)

New Policy being added at the request of the County Auditor based on annual audit recommendation.

- Personnel Sample Form Index, Personnel Forms, Book 2

Index revised to include form numbers inserted on all forms.

- Personnel Action Form, Personnel Forms, Book 2

The wording for the County Auditor and County Judge approval were changed to clarify and ensure remaining funds, as well as budgeted funds are available as well and verified.