




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 2
DATE: September 2, 2010

I recommend the following changes to Book 2:

- Table of Contents, Personnel Policies, Book 2

To add a new sub-section, Section 1.11, GINA

- GINA (Genetic Information Nondiscrimination Act), Section 1.11, Book 2 (pages 1-6)

Added the GINA law into the policy.

- Time Reporting, Section 6.11, Book 2 (pages 27-34)

Added submittal of time records for payroll purposes in accordance to the deadline set by the County Treasurer.

- Family and Medical Leave, Section 8.10, Book 2 (pages 51-56)

Added to the policy new leave entitlements for care concerning service members with serious injuries or illnesses.

- Holidays, Section 9.00, Book 2 (page 60-62)

Revised to ensure all employees are receiving equal amount of time and to ensure how to document their schedules in accordance with the holiday.

- Health and Safety, Section 10.00, Book 2 (pages 63-68)

Revised to include information received from Texas Association of Counties to provide clarification regarding compensation and other minor verbiage changes.