



POLK COUNTY, TEXAS

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TO: Sydney Murphy, County Judge & County Commissioners
FROM: Adrena Gilbert, Human Resources Supervisor
RE: Revision of Personnel Management Systems Book 1&2
DATE: September 3, 2020

Book 2: Personnel Policies-Table of Contents
Revised to include Social Media Policy and correct page numbering.

2.00 Employee Responsibilities
Added Section 2.14 Social Media

3.00 Hiring Practices
Correction page numbering from previous section.

Bi-weekly Payroll-Employee Payroll
Revised to include Administrative Leave.

PERSONNEL POLICIES

of

POLK COUNTY, TEXAS

Revised September 8, 2020

Notice to Employees

Polk County operates under the legal doctrine of **employment-at-will** and, within requirements of state and federal law regarding employment, can dismiss an employee at any time, without or without notice, for any reason or no reason. These personnel policies do not constitute or imply a contract, agreement, promise, or guarantee of employment or of continued employment. The county has the right to change these policies at any time, with or without notice to employees.

Each reference in these policies to the county means Polk County, Texas.

***A MESSAGE TO COUNTY EMPLOYEES
FROM THE COMMISSIONERS COURT***

We are glad to have you on the team of public servants that make up county government. From elected officials to temporary employees, our job is to serve our fellow neighbors. As a county employee, you have a responsibility to the citizens of Polk County. How well you do with citizens often will be the only basis on which our county government is judged. Therefore, our objective is to provide the best possible service to the citizens in an efficient, fair, and courteous manner.

This manual, and the personnel policies contained within it, are intended to provide guidance on how we work as a team to provide that public service. Whether you are a new or experienced employee, this manual will give you facts about the county, how it works, and the policies which govern us as employees.

The personnel policies and procedures of the county are adopted by the Commissioner's court, are subject to regular review, and may be updated or changed from time to time. The county operates as an At-Will employer. These policies do not constitute or imply an employment contract and may be changed at any time with or without notice to employees.

Other county elected officials and department heads may have additional policies governing their employees. Be sure to check with your supervisor or department head to see which additional policies, if any, are applicable to you. If you need more details on the county-wide policies and procedures, please consult the Human Resources Department.

Sincerely,

*County Judge and
Commissioners Court*

**TEN COMMANDMENTS
FOR
CITIZEN RELATIONS IN POLK COUNTY**

1. Our clients and the citizens of Polk County are never an interruption to our work; they are our real reason for being in business.
2. Greet everyone with a friendly smile. People like friendly contact and will usually return it.
3. Call our visitors and citizens by name; make a game of learning regular callers' names.
4. Remember: You are "Polk County"; in the customer's eyes, you are the "county government" regardless of your title.
5. Never argue with citizens or other callers. Be a good listener, agree with them where you can, and then do what you can to make them happy.
6. Never say, "I don't know." If you don't know the answer, say, "Let me find out for you."
7. Remember that the people of Polk County pay your wages. Treat them like the boss. They sign your pay check.
8. State things in a positive way. Choosing positive words will help you become an effective communicator.
9. Brighten everyone's day! Make it a point to do something that brings a little sunshine into everyone's life.
10. Go the extra mile! You will be richly rewarded for doing just a little more than the citizens of Polk County expect.

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2.00 EMPLOYEE RESPONSIBILITIES

2.01 GENERAL. The county is a public, tax-supported organization. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct at all times. Employees are required to give a full day's work, to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to do their parts in maintaining good relationships with the public, their supervisor, county officials, and their fellow employees.

2.02 PROFESSIONAL APPEARANCE. Employees of the county are hired to provide services to the county's citizens and to perform specific tasks in a professional manner. As representatives of the county, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. While the county does not have a formal dress code, employees are expected to exercise regular hygiene care and to dress and groom themselves in a neat and tasteful manner which is appropriate to the particular job being performed. Expensive clothes are not necessary, but a neat, well groomed appearance and a courteous attitude are necessary in creating and maintaining a professional, favorable image of the county's work force.

2.03 TIMELINESS AND ATTENDANCE. Employees are to be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work.

An employee who expects to be late for or absent from work must report the expected tardiness or absence to his or her supervisor not later than one hour before the time the employee is scheduled to begin work, as a general rule, unless emergency conditions exist. A department head may require a different reporting schedule if it would work better for that particular department. See also the **Leave Time** chapter of these policies for matters involving planned absences.

Failure to report within the required period can be considered justification for disallowing paid sick leave for an absence and for disciplinary action. Unless otherwise approved by the supervisor, employees are expected to call on each day of absence. Where the nature of the absence necessitates an extended period of time off, longer reporting intervals may be approved by the supervisor. Frequent tardiness or unexcused absence is not permissible and is grounds for disciplinary action up to and including termination.

2.04 OUTSIDE ACTIVITIES. Employees may not engage in any outside employment, activity, or enterprise determined by the elected or appointed department head (1) to be

inconsistent or incompatible with employment with the county; or (2) to affect the employee's job performance adversely.

Any department head or elected official, at his or her discretion, may require that employees in that department notify the department head or elected official prior to the employee's acceptance of any outside employment, including self-employment.

The county accepts no liability for any action, failure to act, injury to self or others, property damage, or any other damage or workers compensation claim resulting from outside employment by a county employee or official.

2.05 GIFTS AND GRATUITIES. A county officer or employee may not accept any gift or free service that might tend to influence his or her official actions or impair his or her independence of judgment in performance of duties for the county. See "Conflict of Interest" section below.

2.06 CONFLICT OF INTEREST.

1. County Elected Officials. A member of the commissioners' court and certain other county officials shall not participate in a vote or decision affecting a business or real estate in which the member or official has a substantial interest. The details of this prohibition are set out in the county's "Conflict of Interest Policy for Members of the Commissioners Court and Certain other County Officials."
2. County Employees. An Employee may not (1) solicit or accept or agree to accept a financial benefit, other than from the county, that might reasonably tend to influence his or her performance of duties for the county or that he or she knows or should know is offered with intent to influence the employee's performance; (2) accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties; (3) accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for the county; (4) make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the county; or (5) solicit or accept or agree to accept a financial benefit from another person in exchange for having performed duties as a county employee in favor of that person.

(Legal Reference: V.T.C.A., Local Government Code, Chapter 171)

2.07 POLITICAL ACTIVITY. Employees of the county are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies.

An employee may not:

1. Use his or her official authority or influence to interfere with or affect the result of an election or nomination for office; or
2. Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose.

All county employees, except elected officials, are prohibited from participating in any way in any political activity while wearing a county uniform, regardless of whether the employee is on duty or on his or her own time. In addition, no county-owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan political activity.

An employee who runs for election to an elected county office is encouraged, but not required, to take a leave of absence beginning upon filing for elected office and ending upon certification of the final election.

In addition, any county employee who is subject to the provisions of the federal Hatch Act may not be a candidate for elective office in a partisan election (A partisan election is an election in which candidates are to be nominated or elected to represent a party whose candidates for presidential electors received votes in the last preceding election at which presidential electors were selected). County employees are subject to this additional Hatch Act restriction if their principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the federal government.

An employee's political activity which is not in violation of this section shall not be considered in determining his or her compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in applying any other employment practices to the employee.

(Legal Reference: U.S. Hatch Act of 1940, as amended)

2.08 COMMUNICATIONS. From time to time, an employee may be given directions from persons other than his or her immediate supervisor or elected or appointed department head. In such cases, it is the employee's responsibility to notify his or her immediate supervisor about the direction, its purpose, and the relevant facts of the situation. Failure to do so in a timely manner may result in disciplinary action.

Communication with the public about county issues or problems is the responsibility of the appropriate department head or elected official. Employees are to refer the public to

the appropriate elected or appointed department head if a question is non-routine, controversial, or outside of the scope of the employee's normal duties.

2.09 TELEPHONE USE. Telephones are to be used for county business. It is understood that occasionally personal calls are necessary; however, use of telephones for local personal calls is permitted only if the number and length of calls are kept to a minimum.

County employees and officials may not place personal long-distance telephone calls on county telephone equipment unless the charges will be billed directly by the telephone company to the individual's personal account.

If the county furnishes a county official with cellular telephone service, any metered usage by the official for personal calls must be paid personally by the official on a monthly basis.

2.10 UNIFORMS. Some departments require some of their employees to wear uniforms. In such instances, the county will provide either the uniform itself, or an annual uniform allowance. Each employee is expected to keep his or her uniform in good condition. If a uniform service is not provided, the employee is expected to keep uniforms neat and clean at the employee's expense. Uniforms provided to employees are considered property of the County and shall be treated as such. (See "11.00 USE OF COUNTY PROPERTY")

2.11 PURCHASING. Purchases by county employees shall be made only as authorized by elected or appointed county department heads or the commissioners court and shall be made only after obtaining a purchase order number. Additionally, all purchases must be made in accordance with state purchasing laws as they apply to counties.

(Legal Reference: V.T.C.A., Local Government Code, Chapter 262)

2.12 INDEBTEDNESS TO THE COUNTY. State law prohibits issuing a paycheck or any other payment to a county employee if the employee is indebted to the county or to the state and notice of the indebtedness has been filed with the county auditor and county treasurer.

(Legal Reference: V.T.C.A., Local Government Code, Section 154.025. Applies only to counties with populations of 190,000 or less)

2.13 CELL PHONE POLICY – Personal and County Issued. The purpose of this policy is to provide guidelines for employee's personal cell phones practices and the assignment, use and control of Polk County issued cell phones to ensure such equipment is used in the most efficient and ethical manner. This policy applies to all employees and cell phone use in County buildings or vehicles during work hours and while conducting official business. The term "Cell Phone" is defined as any handheld electronic communication device with the ability to receive and/or transmit voice, text, photographic images, digital images, or data messages without a cable. Also included are, any and all devices capable of recording digitally, videotaping any sounds or conversations. Employees should be aware that using personal cell phones or devices for County business could potentially expose their personal records to public scrutiny or legal subpoena.

Records created or received on a personal or County issued cell phone or device, including text messages and photographs that relate to Polk County business are considered Polk County records. Each Elected Official is the records management officer for the records of their office, and has their own policies and procedures for the administration of a records management program, to include records pertaining to County business on a personal or County issued cell phone. It is strongly recommended that employees use Polk County email rather than texts when communicating remotely, whenever possible.

It is a violation of this policy, and a Class "A" Misdemeanor, to delete, destroy, or otherwise make unavailable Polk County business records.

2.14 Social Media While Polk County does not wish to infringe on OFF-DUTY TIME of its employees, certain activities on the part of an employee may become a problem if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the County; or harming the goodwill and reputation of the County and/or employees among its constituents or in the community at large. Employees must ensure that the use of social media does not produce the adverse consequences noted above. For this reason, the following guidelines apply to the use of social media during business hours, while on duty, or anytime you are acting as an employee, agent or official representative of the County, or for any social media posts directed to, or referencing, either directly or indirectly a County employee, constituent, official, vendor, contractor, sub-contractor, assignees or any other person or persons officially representing the County, to include but not limited to online forums, blogs and social networking sites such as Twitter, Facebook, LinkedIn, Instagram, YouTube, SnapChat and TikTok.

Where no policy or guideline exists, employees are expected to use their best judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your manager or supervisor.

- a. An employee will not publish any personal information about themselves, another employee of Polk County, or constituent in any public medium (print, broadcast, digital, or online) that:
 - 1. Involves a County employee, their co-workers, or the County in any kind of dispute or conflict with other employees or third parties in which threats of violence, coercion, obscene language or other words tending to incite an immediate breach of the peace are used;
 - 2. Interferes with the normal daily work or routine of any employee;
 - 3. Creates a harassing, demeaning, or hostile work environment for any employee;
 - 4. Causes a disruption of County business, or interferes with the delivery of goods or services to the County's clients or customers;
 - 5. Harms the established goodwill and reputation of the County and/or its employees among its constituents or in the community at large.
- b. Social media activities should never interfere with an employee's work commitments.
- c. Your online presence reflects on the County. Be aware that your comments, posts, or actions captured via digital or film images must not adversely affect the image of Polk County.
- d. Photos on any post shall not include photos of any County equipment, vehicles, uniforms or other property that conveys the same is owned by the County.
- e. You are responsible for your social media presence. Social media use that violates state or federal statutes or regulations can subject you to legal action by other employees, supervisors, customers or vendors, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees can still be subject to disciplinary action for what they post on social media platforms, even if the employee did not use a County computer or if the post did not occur during work hours or on County property.
- f. Any confidential information that you obtained through your position at the County shall be kept confidential and shall not be discussed on any social media platform.
- g. Any employee violating the guidelines above will be subject to disciplinary action, up to and including termination of employment.

3.00 HIRING PRACTICES

3.01 METHODS OF RECRUITMENT AND SELECTION. The county has four methods of recruiting and selecting persons to fill vacancies: (1) promotion from within; (2) lateral transfer from within; (3) public announcement and competitive consideration of applications for employment which shall in all cases be posted in central places and on the county website and may be published in one or more newspapers; or (4) selection from a valid current eligibility list of applicants. (A valid current eligibility list is a record of applications for the same or a similar position for which recruitment was conducted within the preceding 180 days.) Promotions from within the same department may or may not be posted to other employees or the general public at the elected official's discretion. The elected officials(s) or appointed department head determines the method of selection to be used in filling each vacancy. The county encourages public announcements of all positions available.

If two or more applicants have substantially equal qualifications and one is a current county employee, the current employee may be given preference over the other applicant(s).

The county does not accept applications for employment unless a specific vacancy exists. Persons wishing to apply for a job with the county when a specific vacancy does not exist are informed as to how county job announcements are advertised and that they may return and file an application at any time an advertised vacancy exists for which they consider themselves to be qualified.

3.02 POSITION ANNOUNCEMENTS. Public announcements of position openings at the county, for which there will be competitive consideration, may be posted within the county work force simultaneously with notification to the general public. Current county employees will be notified of vacancies by the posting of a notice in central places and on the county website by the Human Resources office in those instances where the Human Resources office has been informed of a vacancy. Employees are permitted to apply for positions for which they believe themselves to be qualified. A county employee can transfer to another county position without loss of pay if his or her current pay is within the limits set by the commissioners' court for the transfer position.

The length of time during which applications will be accepted will be determined by the appropriate department head in accordance with the circumstances that exist at the time.

3.03 QUALIFICATIONS. The county maintains a job (class) description which establishes the required knowledge, skills, and abilities for each staff position and the acceptable levels of experience and training for each. The job description sets forth the minimum acceptable qualifications required to fill the position.

3.04 SELECTION. Except for positions filled by a vote of the commissioners' court, each elected official or department head is responsible for selection of persons to fill each vacant position within the pay limits set by the commissioners' court.

Once a selection is made, the elected official or department head will submit to the Human Resources Supervisor a Personnel Action Form listing the name of the applicant, the requested classification and the beginning salary. The Human Resources Supervisor will determine and advise the elected official or department head of the date on which the employee will first be eligible to report to work, based upon requirements for obtaining results of any applicable verifications, testing and/or physical examinations and will note the effective date of employment on the personnel action form. A copy of the applicant's resume and/or application for employment will be attached to the personnel action form. When a personnel action is approved by the Commissioners Court, the minutes will contain the employee's name and rate of pay. The personnel action form will be placed in the employee's personnel file.

The responsible appointing authority (i.e., elected official) is permitted to select the specific individual for each job in the department.

3.05 AGE REQUIREMENTS. Persons under 14 years of age will not be employed by the county under any circumstances.

Persons under 16 years of age will not be employed in any full-time regular position. Persons under 18 years of age will not be hired in any hazardous occupation. Generally, persons between 14 and 18 years of age are prohibited from performing the following types of duties; manufacturing, processing, machinery operation (excluding office machines), warehouse, construction, and duties requiring use of ladders or scaffolds. Driving is considered a hazardous occupation and is prohibited.

Any prospective county employee between 14 and 18 years of age must have written permission and age verification (a signed Minors Release Form) from his or her lawful parent or guardian on file in the county's payroll office prior to the first day of employment.

Any prospective county employee who is 18 years of age must have age verification on file in the county's Human Resources office prior to the first day of employment.

(Legal Reference: Child Labor Regulations, Subpart C, issued pursuant to authority conferred by Section 3 (1) of the U.S. Fair Labor Standards Act of 1938, as amended)

3.06 APPLICATION FOR EMPLOYMENT. When a specific vacancy exists, each person desiring employment with the county may obtain an application for employment from the

Human Resources office or the Polk County website (www.co.polk.tx.us). The completed application must be turned in to the Human Resources office. When an application is received by the Human Resources office for a specific departmental position vacancy, the Human Resources office shall forward all applications to the appropriate county department.

It is the responsibility of the employing department to make appropriate checks to verify education, experience, character, and required certifications and skills of an applicant prior to appointment. In the case of applicants for positions with the county which require driving a vehicle or equipment, the Human Resources office will verify current applicable licenses which may include a criminal history check. In addition, this information will be checked at least annually. See 3.11, Driving Record.

3.07 EMPLOYMENT OF RELATIVES (NEPOTISM). Nepotism is the showing of favoritism toward a relative. The practice of nepotism in hiring personnel or awarding contracts is forbidden by the county.

No person may be hired who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any member of the commissioners court, elected official or department head for whom he or she works. (Prohibited degrees of relationship are defined in the chart on the following page.) No person may continue in county employment who is related in one of the prohibited degrees unless the employee has been employed continuously by the county for a period of:

1. At least 30 days, if the officer or member is appointed;
2. At least six months, if the officer or member is elected at an election other than the general election for state and county officers; or
3. At least one year, if the officer or member is elected at the general election for state and county officers.

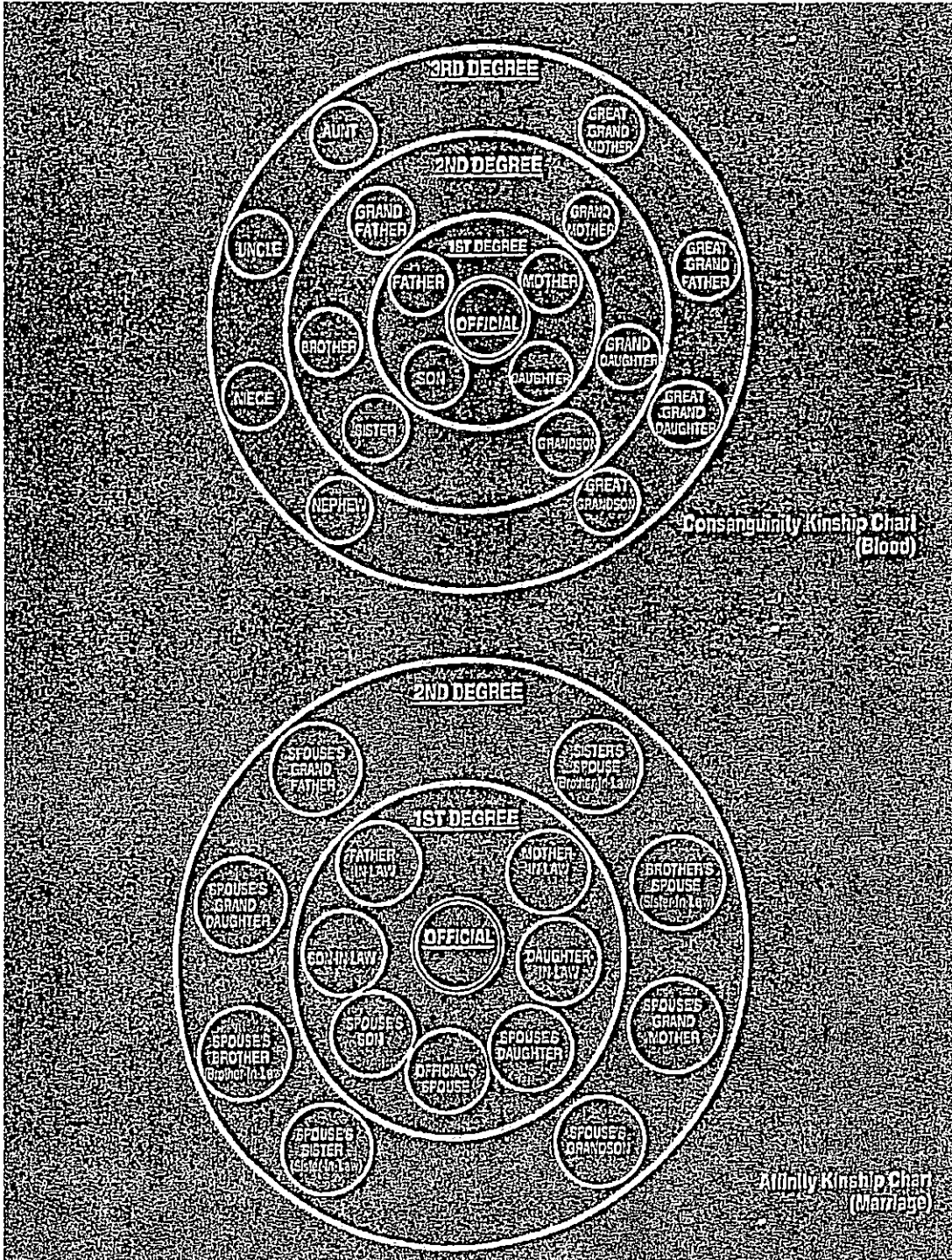
(Legal Reference: V.T.C.A., Government Code, Chapter 573, as amended)

In addition, no personnel action will be taken that would result in any employee's supervising another employee who is related within the second degree of affinity or the third degree of consanguinity to the supervisory employee.

Spouses of relatives within the first or second degree of consanguinity (i.e., son-in-law, mother-in-law, brother-in-law, sister-in-law, etc.) are also included in the prohibition.

(Legal Reference: V.T.C.A., Government Code, Chapter 573)

NEPOTISM CHART



3.08 TESTING. Except for standard drug and alcohol screening included in the post-offer pre-employment physical, drug and psychological tests for law enforcement officers, TB testing for food handlers, and any other tests that may be required by state law, the only performance tests administered for employment or promotion will be specifically job-related (“piece-of-the-job”) tests (e.g., typing, operating a computer, operating a piece of equipment, lifting something heavy required in the job, tabulating columns of numbers, writing samples). Please refer to the county’s Substance Abuse Program document for detailed information about required testing when reasonable suspicion exists that an employee is using or abusing illegal drugs or alcohol.

3.09 PHYSICAL STANDARDS. Knowledge of physical conditions and existing health problems of employees is necessary to avoid occupational injuries and to ensure that it will be possible to differentiate any future job-related injuries from existing medical problems. For these reasons, a person is required to pass a drug/alcohol screening prior to passing a physical examination after a conditional offer of employment has been extended prior to employment, and will not be placed on the county payroll until he or she has passed both exams. Back x-rays are required for persons who will perform physical labor.

If the selected applicant fails the physical examination a second opinion may be obtained from a physician, selected by the county, at the applicants own expense. The decision of the applicant must be made promptly whether or not to proceed with a second opinion. The forms, to obtain a second opinion, will be completed in the Human Resources Department. The results of this second examination will be provided to the county by the physician. The results of this second opinion will be the final determination and the applicant will be notified in writing.

In addition to the physical examination and drug/alcohol screening required by the county for all prospective employees, prospective employees for law enforcement officer positions must be tested by a licensed physician and declared by the physician in writing to show no trace of drug dependency or illegal drug usage, and examined by a licensed psychologist or psychiatrist and be declared in writing by the psychologist or psychiatrist to be in satisfactory psychological and emotional health. The required examinations will be made by a physician and psychologist or psychiatrist of the county’s choice and will be paid for by the county.

(Legal Reference: V.T.C.A., Government Code, Section 415.057)

3.10 VERIFICATION OF ELIGIBILITY TO WORK. In order to comply with the Immigration Reform and Control Act of 1986, each new employee will be required to complete and sign an INS Form I-9 within three days of his or her first day of employment to provide proof of his or her identity and employment eligibility.

(Legal Reference: Federal Immigration Reform and Control Act of 1986, P.L. Number 99-603)

3.11 DRIVING RECORD. Every county employee who is required to drive a vehicle or operate a piece of equipment which requires a valid driver's license must maintain a safe driving record and may be required to participate in Defensive Driving courses at the county's request. The Human Resources office must check the validity of a prospective employee's drivers license prior to a Department Head offering the applicant county employment in a capacity which requires operating a vehicle or piece of equipment and may make subsequent periodic checks to ensure that a safe driving record is being maintained. If the results of a driving license verification are not received by the County prior to the first day of work scheduled for the prospective employee and the personnel action form has been approved by the Commissioners Court placing the employee on the county payroll, continued employment is contingent on the results of the driving license verification being satisfactory. Unsatisfactory results of a drivers license verification will be subject to disciplinary action up to and including discharge.

3.12 DISQUALIFICATION. An applicant is disqualified from employment by the county if he or she (1) does not meet the minimum qualifications for performance of the duties of the position involved; (2) knowingly has made a false statement on the application form; (3) has committed fraud during the selection process; (4) is not legally permitted to hold the position; (5) has offered or attempted to offer money, service, or any other thing of value to secure an advantage in the selection process; (6) does not provided proof of citizenship or legal work status in the United States within the first three days of employment.

(Legal Reference: Federal Immigration Reform and Control Act of 1986, as amended)

3.13 PRIOR SERVICE WITH THE COUNTY. Employees entering service with the county who have had prior service with the county may be considered for appointment above the customary entry salary level. Employees rehired to fill regular full-time positions with the county will not receive credit for their prior length of service as regular full-time employees for longevity pay purposes. A break in continuous service with the county also forfeits vacation and sick leave benefits accrued prior to the break.

3.14 PLACEMENT ON COUNTY PAYROLL. Except in the case of emergency hires new employees will not be permitted to report to work until the employee's position and pay have been approved by the commissioners' court. The Human Resources Supervisor shall inform the Elected Official or Department Head as to the first eligible date that a prospective employee may report to work.

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.



POLK COUNTY, TEXAS

BI-WEEKLY PAYROLL - EMPLOYEE PAYROLL

DATE OF PAYROLL PERIOD: (Beginning) _____ (Ending) _____ Department _____

EMPLOYEE NAME: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WK. TOTAL	
HOURS WORKED {	REG	REG	REG	REG	REG	REG	REG	REG 0	
	O/T	O/T	O/T	O/T	O/T	O/T	O/T	O/T 0	
LEAVE TAKEN	VAC	VAC	VAC	VAC	VAC	VAC	VAC	VAC 0	
	SIC	SIC	SIC	SIC	SIC	SIC	SIC	SIC 0	
	CMP	CMP	CMP	CMP	CMP	CMP	CMP	CMP 0	
	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL 0	
	PER	PER	PER	PER	PER	PER	PER	PER 0	
	EMG	EMG	EMG	EMG	EMG	EMG	EMG	EMG 0	
	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM 0	
	A: ALL HOURS - FIRST WEEK								0
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WK. TOTAL	
HOURS WORKED {	REG	REG	REG	REG	REG	REG	REG	REG 0	
	O/T	O/T	O/T	O/T	O/T	O/T	O/T	O/T 0	
LEAVE TAKEN	VAC	VAC	VAC	VAC	VAC	VAC	VAC	VAC 0	
	SIC	SIC	SIC	SIC	SIC	SIC	SIC	SIC 0	
	CMP	CMP	CMP	CMP	CMP	CMP	CMP	CMP 0	
	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL 0	
	PER	PER	PER	PER	PER	PER	PER	PER 0	
	EMG	EMG	EMG	EMG	EMG	EMG	EMG	EMG 0	
	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM 0	
	B: ALL HOURS - SECOND WEEK								0
	TOTAL HOURS THIS PAY-PERIOD (A: + B:)								0

As a County Employee, I understand that it is my responsibility to accurately report my hours worked and my leave time taken. By signing this time sheet (or by allowing this time sheet to be signed on my behalf), I am verifying that the above record is a true and correct accounting of my hours for the purpose of my permanent employee record and shall be used for all personnel matters, including benefit eligibility, benefit accrual and payroll. I understand that a timesheet is a governmental record and falsification of a governmental record is a violation of Penal Code 37.10.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR (County Judge, if Employee is Appointed Dept. Head)