

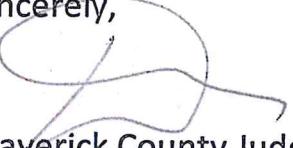
MAVERICK COUNTY  
WELCOME

Welcome to employment with Maverick County. We are happy to have you as one of the team of employees that serve the people of our County. You will find public service a rewarding career.

As taxpayers ourselves, we expect nothing less than the highest quality of service from our government. As public servants, our objective is to provide the best possible service to the citizens of the County in a fair, efficient, and courteous manner. Your job is important to our overall success.

As a County employee you have a responsibility to the citizens of Maverick County. How well you do your work and how you conduct yourself on the job are both subject to public approval. Often your contact with citizens will be the only basis on which the County government will be judged; therefore, you owe it to both the County and yourself to serve the public to the very best of your ability. The County has proven to be a good place to work, but it is up to each individual employee to maintain his or her position as a result of good performance, proper attitude, and responsible action to the tax dollar.

Sincerely,



Maverick County Judge and  
County Commissioners

## MAVERICK COUNTY ACKNOWLEDGEMENT

I have received my copy of the Maverick County Personnel Manual, which outlines my privileges and obligations as an employee, and a summary of my benefits. I acknowledge that the provisions of these policies are part of the terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the policies in this manual. I understand that it contains general personnel policies of the County. If I need clarification on any of the policies, I will contact my supervisor or Human Resources Director.

Since this information is subject to change, it is understood that any changes will be communicated to me by my supervisor through official notices and or through bulletin board.

I further understand that my employment is terminable at will so that both the County and its employees remain free to choose to end their relationship at any time, for any legal reason or no reason at all.

I also acknowledge that as a County employee, I have a personal responsibility to provide quality service to the public, to achieve the highest degree of safety possible for my fellow workers and for myself, to continually make suggestions for improvement and to demonstrate a spirit of team work and cooperation. If at any time my immediate supervisor or department head has reasonable suspicion that I am experiencing health problems, which may affect my ability to do my job, endangering myself, my fellow workers or the citizens of the County, then I agree to undergo a "fit for duty" physical at the county's expense.

It is further understood that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law.

If I leave the employment of the county, I agree to return my personal manual to my supervisor.

I have read and understand the Maverick County Policy Manual.

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Signature of Employee

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Print Name of Employee

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Date Signed

## MAVERICK COUNTY RESOLUTION

WHEREAS the Maverick County Commissioners Court desires to provide the employees of Maverick County with a uniform format for dealing with various employment related issues; and

WHEREAS the Maverick County Commissioners Court wish to adequately communicate to employees the policies and procedures of the County:

Whereas, any and all previous personnel policy manuals, implied policies, informal policies, verbal policies and written contracts whether known and unknown, are hereby rescinded and declared null and void,

NOW, THEREFORE, BE IT RESOLVED that the Maverick County Commissioners Court and hereby approve, and adopt, the Maverick County Personnel Policy Manual and it shall be in effect from this day forward until rescinded by official order or resolution of the Maverick County Commissioners Court.

ADOPTED THIS 15th DAY OF October, 2019

County Judge

Commissioner Pct 1

Commissioner Pct 3

Commissioner Pct 2

Commissioner Pct 4

Witnessed and Attested By

County Clerk



**MAVERICK COUNTY  
PERSONNEL POLICY**

Updated – October 3, 2016  
Updated – October 15, 2019

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## **MAVERICK COUNTY PERSONNEL POLICIES**

### **Introduction**

#### **Section 1 – General Information**

Maverick County's governmental organization was established by the Constitution of the State of Texas, by State and Federal law and by action of the Commissioner's Court. The County was organized by Acts of the Texas Legislature in 1871.

The Commissioner's Court, consisting of four County Commissioners elected from the four commissioners precincts and the County Judge elected at large, is the policy making body of Maverick County. In addition to the Commissioners Court, there are twenty eight (28) departments in the County organization, each headed by a department head. They are as follows:

- County Judge's Office
- County Attorney's Office
- County Clerk's Office
- County Auditor's Office
- County Treasurer's Office
- Justice of the Peace
- District Clerk's Office
- Tax Collector's Office
- Sheriff Department
- Detention Center
- Veteran's Service Office
- Road and Bridge Department
- Agriculture Department
- County Planner
- Juvenile Probation
- Adult Probation
- District Attorney's Office
- Elderly Nutrition Center
- Human Services Department
- Information Service Department
- District Courts
- Precinct 1 Administrative Office
- Precinct 2 Administrative Office
- Precinct 3 Administrative Office

**MAVERICK County**  
**DISCLAIMER**

The Personnel Policy Manual sets forth general policies and procedures, the County does not intent for the manual to restrict its flexibility in addressing particular circumstances. The policies and procedures contained within this manual are only general guidelines. Employment with the County is "at will", meaning the employment can be terminated by the County at any time and for any reason, regardless of the specific policies and procedures in this manual. The policies and procedures in this manual do not in any way establish or imply an employment contract, and they should not be relied upon by employee or job application under any circumstances as assuring or implying continued employment or superseding the County "at will" employment policy.

Any oral statement, promise, or assurances to the contrary are not binding on the County and should not be relied upon by the employee or job applicant. Any written agreement must be approved by Commissioner's Court to be valid and binding upon the County.

- Precinct 4 Administrative Office
- Election Department
- Food and Bank Services
- Collection Department

Maverick County also provides for Courthouse Maintenance and support for the District Courts.

#### Section 2 – Authority

These polices are established by the Commissioners Court of Maverick County. Amended, revised or new polices must be approved by Commissioner's Court. The personnel benefits program adopted are contingent upon available funds in each County department's budget and in the general Maverick County operating budget.

#### Section 3 – Responsibility for Implementation of Personnel Policies

Each department head is responsible for the administration of the personnel policies within his or her department and may issue detailed procedures to implement adopted county polices.

#### Section 4 – Dissemination

Each employee will be given a copy of these polices and it will be mandatory that they sign an acknowledgement that they will read and abide by all polices.

#### Section 5 – General Information

Maverick 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. Employees are expected to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationship with the public, with other governmental employees and officials, with their supervisors, and with fellow employees.

Maverick County expects all employees to be well groomed, clean and neat at all times. Each department head will determine the type of attire that is acceptable.

You are required to act in a professional manner at all times and extend the highest courtesy to co-workers and to the public being served. A cheerful and positive attitude is essential to our commitment to customer service.

**MAVERICK COUNTY**  
**POLICY ON EMPLOYMENT AT WILL**

**EMPLOYMENT  
AT WILL**

1. All employment with Maverick County shall be considered "at will" employment.
2. No contract of employment shall exist between any individual and Maverick County for any duration, either specific or unspecific.
3. Maverick County shall have the right to terminate the employment of any employee for any legal reason, or no reason, at any time with or without notice.
4. Maverick County shall have the right to change any condition, benefit, policy, or privilege of employment at any time, for any reason with or without notice.
5. Employees of Maverick County shall have the right to leave their employment with the County at any time, with or without notice.

**MAVERICK COUNTY**  
**POLICY ON EMPLOYEE STATUS**

**FULL TIME**

1. A full time employee shall be any employee in a position which has a normal work schedule of at least 40 hours per week.

**Part Time**

2. A part time employee shall be any employee who is hired into a position which has a normal schedule of 29 hours or less per week.

**TEMPORARY**

3. A temporary employee shall be any employee who is hired into a position which is expected to last for some specific duration (usually not more than 6 months) or until a specific project is completed.

4. Temporary employee may be either full time or part time.

**REGULAR**

5. A regular employee shall be any employee hired into a position which is not considered to be temporary.

6. Regular employee may be either full time or part time.

**EMPLOYMENT  
AT WILL**

7. All employees are considered to be "at will" employees as defined in the **POLICY EMPLOYMENT AT WILL**, and employee status shall not be considered a contract of employment.

**MAVERICK COUNTY**  
**POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

**EQUAL  
OPPORTUNITY**

1. It shall be the policy of Maverick County to be an equal opportunity employer.
2. Race, color, religion, national origin, sex, age, and disability shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline use of employee facilities or programs, or other benefits, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists.
3. The County shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.
4. Reasonable accommodations shall be determined through consultation with the disabled individual and where deemed necessary , through consultation with outside resources.

**MAVERICK COUNTY**  
**POLICY ON APPLICATION FOR EMPLOYMENT**

- |                                 |  |
|---------------------------------|--|
| <b>JOB ANNOUNCEMENT</b>         | <ol style="list-style-type: none"><li>1. Announcements for job openings with Maverick County may include, but not be limited to advertisements in local newspapers, registration with the Texas Workforce Commission, or posting on the Maverick County Courthouse and Maverick County website.</li><br/><li>2. Each official having a job opening shall be responsible for submitting a Request for advertising of his/her department vacancy to the Human Resources Department.</li></ol>  |
| <b>APPLICATION PROCEDURE</b>    | <ol style="list-style-type: none"><li>3. Before an individual can be considered to be an applicant for employment with Maverick County, he/she shall be required to complete the steps outlined in the Maverick County Application Procedures, and furnish a resume of work experience and education if available by applicant.</li><br/><li>4. Copies of the Maverick County Application Procedures are available at the Maverick County Human Resources Office and may be picked up at any time during the normal working hours.</li></ol> |
| <b>SELECTION</b>                | <ol style="list-style-type: none"><li>5. Each elected or appointed official, or his /her designee, shall be responsible for the selection of applicants to be interviewed. Once interviews are completed, name of recommended applicant is submitted for appropriate action by Commissioner's Court .</li></ol>  |
| <b>PROCESSING</b>               | <ol style="list-style-type: none"><li>6. The treasures Office must be notified of who is hired, the starting date, pay rate and provide the original employment application prior to the employees start date. The employee should be told to report to the Human Resources office for processing on the first day of employment.</li></ol>  |
| <b>DISQUALIFIED APPLICATION</b> | <ol style="list-style-type: none"><li>7. Reasons for which the applicant shall be disqualified for consideration for employment shall include, but not limited to the following:<ol style="list-style-type: none"><li>a. The applicant does not meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying.</li><li>b. The applicant has made a false statement on the application form or another document related to or has a bearing on the selection process;</li></ol></li></ol>      |

**(POLICY ON APPLICATION FOR EMPLOYMENT CONTINUES)**

- c. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process; or
- d. The applicant is not legally permitted to hold the position.

**MAVERICK COUNTY  
AMERICANS WITH DISABILITIES ACT**

It is the policy of Maverick County to prohibit any harassment of, or discriminatory treatment of employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported to your elected official, appointed official, department head or the county attorney. All elected officials, appointed officials, department heads and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Maverick County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the county. In accordance with the Americans with Disabilities Act, as amended (ADAAA), reasonable accommodations may be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment, and all employees. If you require accommodation, please contact your elected official, appointed official, department head or the Human Resources Office. Reasonable accommodation shall be determined through an interactive process of consultation.

## **MAVERICK COUNTY POLICY ON PERSONNEL FILES**

The Maverick County Treasurer's Department will retain basic employee information in an individual personnel file. The file includes all pertinent employment document such as resume, application, as well as records concerning performance, discipline and compensation.

It is important that the personnel record of Maverick County be accurate at all times, in order to avoid issues, compromising your benefit eligibility or have W2's returned, Maverick County request employees to promptly notify the appropriate personnel representative of any changes in name, home address, telephone number, marital status, number of dependents, or any other pertinent information.

The Public Information Act allows county employees to keep their home address and telephone number confidential. You may keep this information private by requesting in writing not to allow this information to be released to the public no later than 14 days after your first day of employment.

**MAVERICK COUNTY  
POLICY ON NEPOTISM**

**HIRING OF  
RELATIVES**

1. In accordance with the Texas Nepotism Statutes, an elected or appointed official of Maverick County shall not hire a relative related in second degree of affinity (marriage) to work in a department which he/she supervises.
2. The civil law method, as approved by the Texas Legislature in 1991 to be effective in August of that year, shall be used for determining degree of relationship.

## **NEPOTISM**

### **CONSANGUINITY (Blood Relation)**

Employment is prohibited if the public official is the prospective employee's:

#### **First Degree**

- Parent
- Child

#### **Second Degree**

- Grandparent
- Grandchild
- Sister/Brother

#### **Third Degree**

- Great-Grandparent
- Great-Grandchild
- Aunt/Uncle
- Niece/Nephew

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### **AFFINITY (Marriage Relations)**

Employment is prohibited if the:

Public official's spouse is the prospective employee.

OR

Public official's spouse is the prospective employee's:

OR

Prospective employee's spouse is the public official's:

#### **First Degree**

- Parent
- Child

#### **Second Degree**

- Grandparent
- Grandchild
- Sister/Brother

The spouse of two persons related by blood are not by the fact related. The affinity chart supposes only one marriage relation between the public official and prospective employee through either of their spouse.

**MAVERICK COUNTY  
POLICY ON VACATION**

**ELIGIBILITY**

1. All full time regular employees shall be eligible for vacation benefits.

2. Part time and temporary employees shall not be eligible for vacation benefits.

**ACCUMULATION RATE**

3. Employees who have worked for more than one year but less than five (5) in a position eligible to receive vacations shall accrue 80 hours of vacation per year, which is equivalent to 10 working days per year.

4. Employees who have worked for 5 years or more in a position eligible to receive vacations shall accrue 120 hours of vacation per year, which is equivalent to 15 working days per year.

5. For the purpose of this policy, a working day shall be defined as the regular number of hours that an employee would be expected to work on a day that he/she is scheduled to work.

6. Vacation shall not be accrued while an employee is on leave without pay.

**INITIAL RATE**

7. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacations, but an employee must work a minimum of one year in such position before being eligible to take any vacation.

**MAXIMUM ACCRUAL**

8. The maximum amount of unused vacation an employee shall be allowed to have at one time is the amount the employee would normally earn in one year at his/her current accrual rate plus 5 additional work days. This would be 15 working days for employees with less than 5 years' work in a position eligible to accrue vacation and 20 working days for employee with 5 or more years in such position.

9. When an employee reaches the maximum accrual, he/she shall not be allowed to accrue additional vacation time until sufficient time has been used to bring the balance below the maximum allowed under this policy.

3.01

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REVISED 8/23/16

## **POLICY ON VACATION CONTINUE**

10. Accrual over the maximum may be allowed if an employee is unable to take vacation because of the need of the county and:
  - a. The employee supervisor prepares a request for accrual above the maximum explaining why the employee was unable to take vacation; and
  - b. The request is approved by Commissioner's Court.
  - c. The employee must take the amount carried over in the next three month or lose it.
  
- SCHEDULING**      11. Scheduling of vacation shall be at the discretion of the individual department head.
  
- USAGE**            12. Vacation time may be used for any purpose desired by the employee with no minimum amount of time.
  
- Barrowing**       13. Employees shall only be able to use vacation which has been accrued and shall not be allowed to barrow vacation against possible future accruals.
  
- PAY IN LIEU  
OF VACATION**      14. Employee shall not be allowed to receive pay for vacation in lieu of taking time off.
  
- HOLIDAY  
DURING  
VACATION**          15. If a holiday falls during an employee's vacation, the holiday shall be charged in accordance with the POLICY ON HOLIDAYS and shall not be charged against the employee's vacation balance.
  
- PAY AT  
TERMINATION**       16. If an employee has worked for at least one year in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy.
  
17. An employee who has not worked for a minimum of one year in a position which accrues vacation shall not be eligible for any vacation pay upon termination of employment.
  
18. ALL EMPLOYEES both exempt and non-exempt must accurately record all vacation time used on his or her time sheet.

**MAVERICK COUNTY  
POLICY ON SICK LEAVE**

**ELIGIBILITY**

1. All full-time regular employee shall be eligible for the paid sick leave benefits.
2. Eligible employees shall accrue sick leave at a rate of one work day per month.
3. For the purpose of this policy, a work day is defined as the normal number of hours an employee would be expected to work on a day he/she is scheduled to work.
4. Accrual of sick leave shall start at the time an individual begins to work for the County in a position eligible for sick leave benefits.

**MAXIMUM  
ACCRUAL**

5. The maximum amount of unused sick leave an employee shall be allowed to have at any time is 60 work days. (480 work hours)

**USE OF SICK  
LEAVE**

6. Sick leave may be used for the following purposes:
  - a. Illness or injury of the employee.
  - b. Appointments with physicians, optometrists, dentists, and other qualified medical professionals; and
  - c. To attend to the illness or injury of a member of the employee's immediate family.
7. For the purpose of this policy, immediate family shall be defined as spouse, child, parent, or other relative living in the employee's home who is dependent on the employee for care.
8. Sick leave may not be used as vacation or any other reason not address in this policy.

**NOTIFICATION**

9. Where sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment. Employees are to schedule their appointment as early as possible in the day, or as late as possible in the afternoon to minimize business disruption.

## **POLICY ON SICK LEAVE CONTINUE**

10. Where use of sick leave is not known in advanced, an employee shall notify his/her supervisor of the intent to use sick leave within 15 minutes of the employee's normal time to begin work when practicable.
11. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify his/her supervisor as is reasonably practicable.
12. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee must notify his/her supervisor of the anticipated length of absence.

**DOCUMENTATION** 13. If an employee uses 3 or more consecutive days of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness.

14. Documentation requirements under Section 13 of this policy shall also apply in situations where the absence is for the care of a member of the immediate family.

15. Documentation of illness or injury shall be required for any sick leave used during the two weeks prior to resignation of employment with the County or at any time the supervisor has reason to believe the employee is not sick and abusing the sick leave policy.

**USAGE** 16. Employee may use sick leave with no minimum amount of time

**BARROWING** 17. Employees shall not be allowed to barrow sick leave against future accruals.

**PAY AT TERMINATION** 18. Employees shall not be paid for unused sick leave at the termination of employment, including retirement and demise during employment.

**RECORD KEEPING** 19. All employees both exempt and non-exempt are required to accurately reflect on their time sheets all absences due to illness or accident as specified in this policy.

**MAVERICK COUNTY  
SICK LEAVE POOL**

**SICK LEAVE POOL**

1. This policy is to establish guidelines for the creation and operation of a sick leave pool to benefit certain employees who suffer a catastrophic injury or illness. A catastrophic illness or injury is defined as: A severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to lose compensation from the County for the employee. A prolonged period is that in excess of 30 days.
  - Employee is defined as: A full time employee with 6 months or more months of continuous employment with the County who is paid from the general funds of the County, from a special fund of the county, or from special grants paid through the County.
  - "License Practitioner" means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.
  - "Immediate family" is defined as an employee's spouse, mother, father, brother, sister, son, daughter, step-mother, step-father, step-son, step-daughter.
2. Commissioner's Court shall adopt rules, prescribe procedures and forms, and appoints the Pool Administrator. The Pool Administrator shall be responsible for developing mechanisms to transfer accrued sick leave into and out of the pool; developing rules and procedures for the operation of the pool; developing forms for contributing leave to or using leave from the pool; communicating pool operating procedures to all employees; and interpreting the procedures and rules on request.
3. The Pool Administrator will be responsible for receiving and reviewing all applications for use of leave from the pool.
4. Employees are required to enroll in the sick leave pool as a condition for eligibility. Employees are eligible to enroll in the pool after completion of 6 months of continuous employment.

## **SICK LEAVE POOL CONTINUE**

5. All full time enrolled employees, as defined above, of Maverick County may apply to use sick leave from the sick leave pool.
6. Employees may use pool leave for their own catastrophic illness or or for catastrophic illness or injury in their immediate family, as defined above.
7. Employees must exhaust all accrued sick, vacation, holiday, and compensatory leave before they are eligible to use leave from the pool . in no case may sick leave pool time be used in conjunction with a Worker's Compensatory claim.
8. Employees on pool sick leave accrue paid leave when using pool sick leave, provided the employee returns to work following the leave.
9. Employees who use pool leave are not required to pay back time used from the pool.
10. Participation in the pool is strictly voluntary.

## **CONTRIBUTING SICK LEAVE TO THE POOL**

11. Day is defined as eight hours worked.
12. Employees are required to transfer at least one day of accrued sick leave time as a condition of enrollment.
13. Employees who choose to enroll in the pool at the completion of six month of continuous service must contribute one day of accrued sick leave to the pool. At the time of initial enrollment, the contribution of one day may not reduce the employee's available sick leave below five days. If the employee does not have six days of accrued sick leave at the time of enrollment, the employee will be admitted to the pool without contributions; however, at such time as the employee accumulates six days of sick leave, one day will automatically be contributed to the pool.
14. Enrolled employees who have sick leave must contribute not less than one or more than five days of sick leave to the pool each calendar year, in increments of one day.

## **SICK LEAVE POOL (cont.)**

15. Enrolled employees with less than 48 hours of sick leave may contribute no more than one day to the pool.
16. Employees who make contributions to the pool may not stipulate who is to receive their contributions.
17. Employees who contribute leave to the pool cannot get it back unless they are eligible to use it.
18. Contributions to the pool can only be made in December, except for those employees that complete 6 month of continuous service during any other month, or at the time of employment termination, as described below.
19. An employee who resigns or retires may donate not more than one day of accrued sick leave earned by the employee to take effect immediately before the effective date of resignation, or retirement.

### **REQUESTING USE LEAVE FROM THE POOL**

20. Request for pool leave will be forwarded to the Pool Administrator through appropriate supervisory channels, and will be considered on a first come, first serve basis. The Pool Administrator will have five working days from the date a request is received in which to approve all or part of the request, or deny the request.
21. Any unused balanced of pool leave granted to an employee shall be returned to the pool.
22. An employee may request to use pool leave only once per calendar year, per catastrophic illness, unless the employee does not use the maximum leave granted on the first request.

### **GRANTED LEAVE**

23. An eligible employee may not use time in the County sick leave pool in an amount that exceeds the lesser of one-third of the total amount of time in the pool or 60 days.

### **EQUAL**

An employee absent on sick leave through the sick leave pool will be treated for all purposes as if the employee were absent on earned sick leave.

**SICK LEAVE POLICY (cont.)**

All eligible employees will have equal access to the pool. Further, decisions to allocate pool resources to eligible employees will be equitable, consistent, and without regard of employee classification or any other legally impermissible reason.

<b>ESTATE ENTITLEMENT</b>	The estate of the deceased employee is not entitled to payment for sick leave previously donated by that employee to the pool or for sick leave previously donated by that employee to the pool or unused sick leave acquired by that employee from the sick leave pool, (such leave will be returned to the pool.)
<b>ESTABLISHMENT</b>	The Maverick County Sick Leave Pool became effective, <b>Amended – March 11, 2004.</b>

## **MAVERICK COUNTY POLICY ON HOLIDAYS**

### **ELIGIBILITY**

1. All full time regular employees shall be eligible for the paid holiday benefit.

### **HOLIDAYS**

2. The County holidays for the following calendar year shall be determined by the Maverick County Commissioners' Court at its first meeting of each November.

### **HOLIDAY DURING VACATION**

3. If a paid holiday occurs during the vacation of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's vacation balance.

### **HOLIDAY ON DAY OFF**

4. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay during the following 30 days.

5. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday.

### **EMERGENCIES**

6. An eligible employee called in to work on a holiday because of an emergency, or other special need of the County, shall be given paid time off during the next 30 days equivalent to the amount of time worked on the holiday.

### **SPECIAL OBSERVANCES**

7. Special consideration shall be given to employee requesting time off for religious or other special observances which are not designated as paid holidays for the County.

8. Determination of granted leave under Section 7 of this policy shall be made by the supervisor of the department in which the employee works, based on the needs of the department.

9. Vacation, compensatory time, or leave without pay may be used for leave granted under Section 7 of this policy.

**MAVERICK COUNTY**  
**POLICY ON JURY DUTY LEAVE**

**JURY DUTY**

1. Employees of Maverick County who are called for jury duty shall receive their regular pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time they actually serve on the jury. Jury summons shall be attached to timesheets.
2. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.
3. Any fees paid for jury service may be kept by the employee.

**OFFICIAL COURT ATTENDANCE**

4. Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the County shall be entitled to leave with pay for such period as his/ her court attendance may require.

**PRIVATE LITIGATION**

5. If an employee is absent from work to appear in private litigation in which he/ she is a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.

## **MAVERICK COUNTY**

### **POLICY ON MILITARY LEAVE**

#### **GUARD AND RESERVES**

1. County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per year with pay to attend authorized training sessions and exercises.
2. The fifteen (15) day paid military leave shall apply to the calendar fiscal year and any unused balance at the end of the year shall not be carried forward into the next calendar fiscal year.
3. Pay for attendance at Reserve or National Guard Training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule.
4. An employee may use annual leave, earned compensatory time, or leave without pay if he/ she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen day maximum.
5. An employee going on military leave shall provide his or her supervisor with a set of orders within two (2) days after receiving them.

#### **ORDERS**

#### **ACTIVE**

6. County employees who leave their positions as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from duty.

## MAVERICK COUNTY POLICY ON FUNERAL LEAVE

### **FAMILY FUNERAL LEAVE**

- 1.** Employees shall be allowed up to three working days leave with pay for ~~an out-of-town funeral in the immediate family; and one day for an in-town~~ a death in the immediate family.

- 2.** For purposes of this policy, immediate family shall include the employee's spouse and the child, parent, brother or sister, grandchildren or grandparents of the employee or the employee's spouse.

### **OTHER LEAVE**

- 3.** Employees may be allowed time off with pay, up to a maximum of four hours, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend.

### **ADDITIONAL LEAVE**

- 4.** If a leave is needed beyond the limits set in this policy, it may be charged to available vacation or compensatory time or to leave without pay.

### **RECORD KEEPING**

- 5.** All eligible funeral leave will be shown as funeral leave on your time sheet.

**MAVERICK COUNTY  
POLICY ON MEDICAL INSURANCE**

**ELIGIBILITY**

1. All full time regular employees of Maverick County shall be eligible for the group medical insurance benefit.

**DEPENDENT  
COVERAGE**

2. Premium for the coverage for eligible employees shall be paid by the County.

3. Eligible employees may cover their qualified dependents by paying the full premium for the dependents.

4. Deductions for dependent coverage shall be made through payroll deduction from the employee's paycheck each pay period.

**EXTENSION OF  
COVERAGE**

5. Employees who leave the employment of Maverick County may be eligible for an extension of the medical coverage for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Loss of coverage may occur due to termination, lay-off, death of employee, divorce or loss of coverage due to children ceasing to be a dependent child under the terms of our plan.

The maximum length coverage can be extended is 18 months for an employee and 36 months for a dependent.

**LIFE INSURANCE**

6. Upon notification from you that a qualifying event has occurred treasures will health insurance carrier to mail you a "COBRA" package, which will include the rates, premium due, due dates and forms to be completed and returned.

**INFORMATION**

7. Employees shall have a limited amount of life insurance on themselves as part of their group medical insurance coverage.
8. Details of coverage under the group medical insurance plan are available in the County Treasurer's Office and may be obtained during the normal working hours for that office.

**MAVERICK COUNTY  
POLICY ON WORKERS' COMPENSATION**

**Workers' Compensation Medical Leave**

**1. Injury and Illness Reporting**

- a. Any duty-related injury or illness which requires medical treatment shall be reported to the appropriate immediate supervisor by an injured or ill employee as soon as physically possible. Failure to report job-related injuries or illnesses in a timely manner may affect an employee's eligibility to receive workers' compensation benefits or may delay benefit payments.
- b. Any duty-related injury or illness which does not require medical treatment shall be reported to the appropriate immediate supervisor by any injured or ill employee by the end of the work-day schedule in which the injury or illness occurred.

**2. Accident Reporting**

- a. Any duty-related accident which results in any injury or property damage shall be reported to the appropriate immediate supervisor by any accident-involved employee by the end of the work-day schedule in which the accident occurred.
  - b. Any duty-related accident which does not result in an injury or property damage shall be reported to the appropriate immediate supervisor by any accident-involved employee by the end of the work-day schedule in which the accident occurred.
3. Any employee suffering any duty-related injury or illness which requires immediate or continued medical treatment shall immediately seek such treatment from a county-approved physician or medical facility, except as provided by state law.
4. Compensation During Leave of Absence: Any employee granted a leave of absence for industrial accident or illness may receive full salary (Deputy Sheriff's and Jailers only) from the county for the duration of any such leave, as delineated in 4a below, provided that the county shall receive any temporary disability payments which are also received by the employee.

## **Workers' Compensation (cont.)**

- a. The total amount paid an employee while absent from work due to a job related injury or illness, which includes any combination of workers' compensation, sick leave pay, or vacation payments shall not exceed one hundred (100%) of the employee's normal gross pay.
- b. An employee with a physical injury who is able, as determined by the attending physician, to perform limited light duty may be required to do so for a county department.
- c. Deputies or jailers who sustain injuries while on the job will receive their full salary (offset against any workers' compensation wages) until the end of the Sheriff's term of office under which the injury occurred. Their leave of absence expires with the last day of office of the sheriff and they will be terminated effective 12:00 midnight December 31<sup>st</sup>, provided they have been off for 12 consecutive weeks.
- d. Prior to returning to work, an employee who has been hospitalized or is absent for three or more days must bring a doctor's release being allowed to resume work.

## **MAVERICK COUNTY POLICY ON RETIREMENT**

### **ELIGIBILITY**

1. Regular employees who are expected to work a normal schedule of 900 or more hours per year must participate in the retirement benefit plan administered through the Texas County and District Retirement System.

### **CONTRIBUTIONS**

2. Eligible employees shall make contributions to the retirement program through a system of payroll deduction.

3. Maverick County shall make a contribution to each eligible employee's retirement account. The current contribution required is 6% of your wages.

### **INFORMATION**

4. Information on the retirement program may be obtained at the Human Resources Office during the normal working hours for that office.

**MAVERICK COUNTY  
POLICY ON SOCIAL SECURITY**

**SOCIAL  
SECURITY**

**CONTRIBUTIONS**

1. All County employees shall participate in the Federal Social Security program which provides certain retirement, disability, and other benefits.
2. Contributions to this program shall be made by deductions from each employee's pay check in accordance with the requirements of this program.
3. The County shall contribute an amount equal to the employee's contribution in accordance with the requirements of the program.

## **MAVERICK COUNTY**

### **FAMILY MEDICAL LEAVE ACT/MILITARY FAMILY LEAVE (FMLA/MFL)**

The federal Family and Medical Leave Act of 1993 (FMLA) requires an employer to provide eligible employees with unpaid leave under certain circumstances. There are two types of leave available:

- (1) the basic 12-week FMLA entitlement; and
- (2) the Military Family Leave (MFL) entitlement described in this policy.

#### **ELIGIBILITY:**

To be eligible for benefits under this policy, an employee must:

- 1) have worked for Maverick County at least 12 months (it is not required that these 12 months be consecutive; however a continuous break in service of 7 years or more will not be counted toward the 12 months); and
- 2) have worked at least 1250 hours during the previous 12 months.

An employees with any questions about his or her eligibility for FMLA leave should contact Human Resources office for more information.

#### **QUALIFYING EVENTS:**

Family or medical leave under this policy may be taken for the following situations:

- 1) the birth of a child and in order to care for that child;
- 2) the placement of a child in the employee's home for adoption or foster care;
- 3) to care for a spouse, child (under the age of 18 or if over 18 incapable of self-care due to a disability), or parent with a serious health condition;
- 4) the serious health condition of the employee that make the employee unable to perform the essential functions of their job;
- 5) a qualifying exigency arising out of the fact that an employee's spouse, child or parent is a covered military member of the Armed Forces (Regular, Reserve or National Guard), deployed to a foreign country or has been notified of an impending call or order to active duty in a foreign country;

## **POLICY ON (FMLA/MFL) continues**

- 6) to care for a covered service member (Regular, Reserve or National Guard) with a serious injury or illness if the employee is the spouse, child, parent or next of kin (nearest blood relative) of the service member; or
- 7) to care for a covered veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (Regular, Reserve or National Guard) at any time during the period of 5 years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

### **SERIOUS HEALTH CONDITION:**

Serious health condition of the employee is defined as a health condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility or continuing treatment by a health care provider.

Serious health condition of a spouse, child, or parent is defined as a condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility, or a condition that requires continuing care by a licensed health care provider.

A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- 1) a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
  - a) Treatment two or more times within 30 days of incapacity; or
  - b) Treatment by a health care provider on at least one occasion within the first seven days of incapacity that results in a regimen of continuing treatment by a health care provider.
- 2) Any period of incapacity due to pregnancy or pre-natal care.
- 3) Any period of incapacity or treatment due to a chronic serious health condition that requires periodic visits to a health care provider and continues over an extended period of time.
- 4) Any period of incapacity that is permanent or long term due to a condition for which treatment is not effective.
- 5) Any period of incapacity or absence to receive multiple treatments by a health care provider.

## **POLICY ON FMLA/MFL (cont.)**

### **QUALIFYING EXIGENCY LEAVE:**

Eligible employees may take FMLA/MFL exigency leave when an employee's covered military member (spouse, child of any age or parent) is on active duty or called to active duty status in a foreign country. Leave may be taken to:

- 1) Address any issue that arises because the covered military member was given seven or fewer days' notice for active duty deployment in support of a contingency operation.  
Eligible employee may take up to seven days beginning on the date the covered military member receives the call or order to active duty.
- 2) Attend any official ceremony, program or event sponsored by the military that is related to the active duty or call to active duty status in a foreign country of a covered military member.
- 3) Attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to active duty or call to active duty status in a foreign country of a covered military member.
- 4) Arrange for alternative childcare, provide childcare on an urgent basis (not as routine), to attend school or daycare meetings, to enroll or transfer covered children under age 19 when it is necessitated by the active duty or call to active duty status of a covered military member.
- 5) Make or update financial or legal arrangements to address the covered member's absence while on active duty or call to active duty status in a foreign country.
- 6) Act as the covered military member's representative before a governmental agency to obtain, arrange or appeal military service benefits while the covered military member is on active duty or call to active duty status in a foreign country, for a period of 90 days following the termination of the covered member's active duty status.
- 7) Attend counseling provided by someone other than a health care provider for oneself, for the covered military member or covered child if the need for counseling arises from the active duty status or call to active duty status in a foreign country of a covered military member.
- 8) For a maximum of 15 days each occurrence, to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during leave during the period of deployment.
- 9) Attend post-deployment activities for the covered military member for a period of 90 days following the termination of the covered member's active duty status.
- 10) Address issues that arise from the death of a covered military member while on active duty status in a foreign country;

## **POLICY ON (FMLA/MFL) (cont.)**

- 11) Conduct certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty
- 12) Address any other additional events that may arise out of the covered military member's active duty or call to active duty status in a foreign country if the County agrees the leave qualifies as an exigency and to both the timing and the duration of the leave.

### **LENGTH OF LEAVE:**

An employee may use up to 12 weeks leave per 12-month period under this policy. Maverick County sets the 12-month period used under this policy as the 12 month period forward from the date any employee's first FMLA begins.

A married couple who both work for the county is entitled to a maximum combined leave of 12 weeks in any 12-month period for the birth or placement of a child, or care for a parent with a serious health condition. The combined limit for a married couple employed by the county is 26 weeks in a single 12-month period if leave is to care for a covered service member or veteran with a serious injury or illness.

An eligible employee is entitled up to 26 weeks of leave to care for a covered service member or covered veteran with a serious injury or illness during a single 12-month period:

- 1) The single 12-month period begins on the first day the eligible employee takes FMLA to care for covered service member or covered veteran and ends 12 months after that date.
- 2) An employee forfeits unused leave under this section if the eligible employee does not take all of their 26 weeks during this 12-month period to care for the covered service member or covered veteran is forfeited;
- 3) Leave entitlement under this section is applied on a per-injury basis. An eligible employee may be entitled to take more than one period of 26 weeks of leave if the leave is to care for different covered service member or veteran or to care for the same covered service member or veteran with a subsequent serious illness or injury. An employee may not take more than 26 weeks in any single 12-month period.

## **POLICY ON (FMLA/MFL) (cont.)**

### **WORK RELATED INJURY:**

Maverick County will always designate work related injuries with lost time as FMLA qualifying.

### **PAID AND UNPAID LEAVE:**

If an employee has accrued leave, the employee is required to use his or her accrued leave as detailed below.

Compensatory time, vacation, holiday and sick leave. The remainder of the leave shall be unpaid.

- 1) An employee taking leave because of his or her own serious health condition, or the serious health condition of an eligible family member is required to first use compensatory time, vacation, holiday, and sick leave with the remainder of the 12-week leave period being unpaid leave.
- 2) An employee taking leave for the birth of a child is required to use compensatory time, vacation, holiday, and sick leave for the recovery period after the birth of the child and before being placed on unpaid leave.
- 3) After the recovery period from the birth of a child, an employee is required to first use compensatory time, vacation, holiday and sick leave with the remainder of the 12-week leave period being unpaid leave.
- 4) An employee taking leave for the placement of a child in the employee's home for adoption or foster care is required to use compensatory time, vacation, holiday and sick leave with the remainder of the 12-week leave period being unpaid leave.
- 5) An employee taking leave for a qualifying exigency for a covered military member is required to use compensatory time, vacation, holiday and sick leave with the remainder of the 12-week leave period being unpaid leave.
- 6) An employee taking leave for the care of a covered service member or veteran is required to first use compensatory time, vacation, holiday and sick leave with the remainder of the 26-week leave period being unpaid leave.

The maximum amount of paid and unpaid leave that may be used under this policy in a 12-month period is 12 weeks, except for qualifying leave to care for a covered military member with a serious injury or illness which is a maximum of 26-weeks in a 12-month period.

## **POLICY ON (FMLA/MFL) (cont.)**

### **CONTINUED EMPLOYEE BENEFITS:**

While an employee is on leave under this policy, the county will continue to pay the employee's medical plan premium at the same rate as if the employee had been actively at work. The employee is required to pay for dependent coverage and for any other coverage for which the employee would normally pay, or the coverage will be discontinued. An employee's obligation to pay for coverage will be made through regular payroll deduction while the employee is on paid leave status. While on unpaid leave, the employee is required to pay for premiums due to the county no later than 30 days after the date of the pay period in which the premium comes due. The county may cancel unpaid coverage by providing the employee advance written notice, not less than 15 days before the coverage will be cancelled for non-payment.

At the end of the 12-week leave period or the 26-week leave period in a single 12-month period to care for an injured covered military member, an eligible employee will be:

- 1) Offered COBRA if they are unable to return to work.

### **INTERMITTENT LEAVE AND REDUCED SCHEDULE:**

An employee may only take intermittent leave under this policy if it is necessary for the care and treatment of a serious health condition of the employee, the employee's eligible family member or the care of a covered military member or veteran.

An employee may only work a reduced schedule under this policy if it is necessary for the care and treatment of a serious health condition of the employee, the employee's eligible family member, or the care of a covered military member or veteran.

All work time missed as the result of intermittent leave or a reduced work schedule under this policy will be deducted from the employee's 12-week or 26-week leave eligibility in a single 12 month period.

### **CERTIFICATION REQUIREMENTS:**

The county has the right to ask for certification of the serious health condition of the employee or the employee's eligible family member when the employee requests or is using leave under this policy.

## **POLICY ON (FMLA/MFL) (cont.)**

The county may send a request for medical certification to an employee who has been out of work for three or more days to determine the employee's FMLA eligibility. The employee is requested to have his or her physician complete and return the medical certification within 15 days of the employee's receipt of the form to be eligible for FMLA. An employee's failure to return the medical certification may result in denial of FMLA by the county.

The employee must respond to the county's request for certification within 15 days of receipt of the request or provide a reasonable explanation for the delay in writing before the 15<sup>th</sup> day after receipt of the request. If an employee does not provide certification or otherwise respond, the county may deny leave under this policy.

An employee is required to provide certification of his or her serious health condition of the employee by having the employee's treating health care provider complete and submit an FMLA form WH-380-E. Also included with this form is the Genetic Information Non-Discrimination statement to be given to any and all health care providers.

An employee is required to provide certification of the serious health condition of an eligible family member by having the family member's treating health care provider complete and submit an FMLA form WH-380-F. Also included with this form is the Genetic Information Non-Discrimination statement to be given to any and all health care providers.

An employee is required to provide certification for leave taken because of a qualifying exigency by having the employee complete and submit an FMLA form WH-384.

An employee is required to provide certification for leave taken for a serious injury or illness of a covered military member or veteran by having the member's or veteran's Department of Defense treating health care provider complete and submit an FMLA form WH-385. The employee may also be required to provide the county with confirmation of the family or next of kin relationship to the seriously injured or ill covered military member or veteran.

If an employee requests intermittent leave or a reduced work schedule, the certification submitted must also include the dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. The county may request re-certification for intermittent or reduced schedule leave every six months in connection with an eligible absence.

## **POLICY ON (FMLA/MFL) (cont.)**

The county may ask for a second opinion from a health care provider of the county's choice, at the expense of the county, if the county has reason to question the certification, unless the leave is necessary to care for a seriously injured or ill covered service member supported by an invitational travel order (ITO) or invitational travel authorization (ITA) to join an injured or ill service member at his or her bedside.

If there is a conflict between the certification submitted by the employee and the second certification obtained by the county, the county may require a third certification, at the expense of the county, from a health care provider agreed upon by both the employee and the county. The third opinion is final and binding on the county and the employee.

### **REQUESTING LEAVE:**

Unless FMLA leave is unforeseeable, an employee is required to submit a written request for leave under this policy to his or her immediate supervisor.

Where reasonably practicable, an employee should give his or her immediate supervisor a minimum of 30-days' notice before beginning leave under this policy. Where it is not reasonably practicable to give 30-days' notice, the employee is required to give as much notice as possible.

### **REINSTATEMENT:**

An employee returning from leave under this policy, and who has not exceeded the 12-week maximum leave period allowed, will be returned to the same job or a job equivalent to the job the employee held before going on FMLA leave. An employees who has not exceeded the 26-week maximum leave period in a single 12-month period, allowed to care for a seriously ill or injured covered military member, will be returned to the same job or a job equivalent to the job the employee held before going on leave.

If an employee is placed in a different position, it will be one with equivalent status, pay, benefits, and other employment terms and which entails substantially equivalent skill, effort, responsibility, and authority.

The county has no obligation to reinstate an employee who takes more than the 12 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave allowed, including an employee with available sick or vacation leave.

## **POLICY ON (FMLA/MFL) (cont.)**

### **REPAYMENT OF BENEFITS:**

Unless an employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or another situation beyond the control of the employee, an employee who does not return to work after using the maximum leave allowed under this policy will be required to reimburse the county for all medical premiums and other benefits paid by the county while the employee was on leave without pay related to his or her FMLA leave.

### **OTHER BENEFITS:**

An employee who is out on approved FMLA leave may not take trips outside of the county unless the travel is related to the employee's own serious health condition, the serious health condition of the child, spouse or parent of the employee or to attend qualifying military events. An employee may ask his or her immediate supervisor for written permission to take other trips outside of the county which may be granted at the supervisor' sole discretion.

If the county has a policy forbidding employees from working other jobs, an employee on approved FMLA leave may also be forbidden from working another job while on FMLA leave from the county.

### **REGULATION:**

Any area or issue regarding family and medical leave that is not addressed in this policy is subject to the basic requirements of the FMLA and the regulations issued to implement it.

### **RETURN-TO-WORK:**

An employee is required to provide a fitness-for-duty certification before the employee returns to work.

### **ENFORCEMENT:**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for unlawful discrimination under the FMLA. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any federal or state law that provides greater family of medical leave rights.

## MAVERICK COUNTY LEAVE OF ABSENCE

### I General Policy

1. It is Maverick County's policy to grant a leave of absence to all eligible employees on a non-discriminatory basis. A leave of absence may be granted for medical reasons, workers' compensation injuries/ illnesses, personal emergency, to run for an elective office, educational purposes, military duty, jury duty or witness duty. A leave of absence may not exceed 12 weeks in a 12 month period unless required by federal or state law or as specified within this policy and may be with or without pay to the extent the employee has paid vacation, sick or comp time leave accrued.
2. All regular, full time and part time employees may request a leave of absence at any time.
3. Subject to any applicable legal restrictions, requests for leave of absence will be considered on the basis of the employee's performance, responsibility level, length of service, reason for the request, and the county's ability to obtain a satisfactory replacement during the time the employee would be away from work. If an employee accepts other employment or fails to return to work on the next regularly scheduled workday following the expiration of his/ her leave, it will be considered that the employee has voluntarily terminated his/ her employment. (Employees who qualify for FMLA leave must refer to FMLA policy.)
4. Group Insurance Benefits During Unpaid Leave
  - a. Employees on unpaid leave scheduled to extend beyond the calendar month in which the leave begins will be eligible to continue coverage in the county's group insurance plan at their own cost through their rights under COBRA. Those employees whose leave qualifies for the FMLA will have their insurance continued by the county under the conditions set forth in the FMLA (29 C.F.R. Part 825). The procedures for continuing coverage on you and/ or your dependents will be fully explained at the time the leave is granted.
  - b. Unless otherwise stated in the policies, group insurance coverage will not be interrupted for a leave of absence scheduled for thirty (30) days or less and which begins and ends in the same calendar month.
  - c. Before returning to work following any medical leave, including a leave granted for workers compensation injuries or illnesses, an employee must submit a physician's verification stating the employee's ability to return to work and the date there of.

## **General Policy (cont.)**

### **5. Accrual of Seniority and Benefits**

Employees will not accrue benefits e.g. vacation, sick leave, holidays, etc., during a unpaid leave of absence. Employees who return to active employment at the end of their leave (not to exceed 12 weeks) will be reinstated without loss of seniority earned prior to the commencement of their leave.

### **6. Coordination of Benefits**

All leave of absence, regardless of reason, require the use of all accrued paid sick leave (for illness, injury and/ or FMLA) and/ or vacation (illness, injury, FMLA, personal) to minimize the impact of a leave of absence for both the county and the employee.

### **7. Notification Requirements**

It is the employee's responsibility to provide his/ her immediate supervisor and department head all the following information in writing as soon as he/ she becomes aware of the need for a leave of absence:

- a. The reason the leave of absence is being requested.
- b. The anticipated dates the leave of absence will begin and end.
- c. A physician's certificate or other medical proof acceptable to the county indicating the nature of the illness or injury, if applicable.
- d. In addition, during the leave of absence, the employee must provide:  
Periodic updates to the employee's supervisor and/ or department head at least every 15 days concerning the employee's status, expected date of return, and continued intent to return to work upon expiration of the leave.
- e. Immediate notification of the employee's supervisor or department head of a need to request a change in the duration of the leave of absence.
- f. If an employee desires a leave of absence for elective medical procedures, he/ she must submit the request for a leave at least two weeks prior to the date he/ she wishes such leave to commence.

## **General Policy (cont.)**

### **II Maternity Leave**

1. Maternity is treated as any other illness. The employee is expected to perform her duties up to such time that her doctor states in writing that she may no longer work and she must return to her position as soon as the doctor releases her. The maximum time she may be absent from her job is up to the point that her doctor determines she may return to her job (usually 4 to 6 weeks and may not exceed 12 weeks) or that which is required by the FMLA, provided she is eligible under the act.

### **III Leave for Personal Reasons**

1. Each department head shall have the authority to grant an employee up to ten (10) days leave without pay for personal reasons other than in conjunction with family leave, provided that no problems will be created by leaving the employee's job unfilled for the period of the requested leave.
2. An employee on family leave or personal leave without pay shall not accrue vacation or sick leave during the period of personal leave. An employee on personal leave with or without pay may continue medical and life insurance coverage for self and dependents by paying the premiums for such coverage on or before the due date set by the county.

### **IV Termination of Leave of Absence**

1. If the employee is unable to return to work at the end of the leave of absence (not to exceed 90 days {except if a deputy/ jailer} then the employee will be terminated with no exception.
2. If it is determined that the employee is performing a service for money or other remuneration while on a leave of absence, he/ she will be terminated.
3. If the employee is found to have misrepresented the reason for the leave of absence, he she will be terminated.

### **V Reinstated**

1. Should a terminated employee be rehired within 365 days of termination, he/ she will not be required to go through and introductory period. They will be immediately eligible for benefits and will accrue vacation according to an adjusted hire date.

## MAVERICK COUNTY TRANSFER OF SICK LEAVE PLAN

### **TRANSFER OF SICK LEAVE PLAN**

This policy is to establish guideline and procedures for the creation and operation of a voluntarily transfer of accrued sick leave days from one Maverick County employee to another County employee. An eligible employee is one who suffers a catastrophic injury or illness and will require an extended leave of absence due to injury or illness. The injury or illness is affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to lose compensation from the county.

The employee may transfer "any amount" of his or her accrued sick leave to another employee who:

1. is employed with Maverick County as the donor employee; and
2. has exhausted employee's sick leave, vacation days, and if eligible compensatory time accrued.

**Employee** is defined as: A full-time county employee with 6 or more months of continuous employment with the County who is paid from the general fund of the county, from a special fund of the county, or from special grants paid through the county.

"**Licensed Practitioner**" means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his or her license.

"**Immediate Family**" is defined as an employee's spouse, mother, father, brother, sister, son, daughter, step-mother, step-father, step-son, or step-daughter, grandchildren or grandparents of the employee or the employee's spouse.

### **ADMINISTRATION OF TRANSFER OF DAY**

Commissioner's Court shall appoint the Administrator for the Transfer of Days and adopt guidelines and procedures for the operation of Plan. The Administrator shall be responsible for developing mechanisms to transfer accrued sick leave day from the donor of the sick leave account into the requesting employee's sick leave account. Appointed Administrator shall communicate the "Transfer of Days Plan" operating procedures to all employees; and interpreting guidelines and procedures on request.

**GENEAL PROVISIONS**

The appointed Administrator will be responsible for receiving and reviewing all application for the transferring of days.

All full-time Maverick County employees as defined above may participate in the transferring of days.

Employees are eligible to transfer accrued sick leave days after completion of six (6) months of continuous employment.

Employees may receive transferred days for their own or immediate family's illness or injury or will require an extended leave of absence due to illness or injury. Immediate family as defined above.

Employees must exhaust all accrued sick, vacation, holiday and compensatory leave before they are eligible to receive transferred days. In no case may transferred days be used in conjunction with a Workers Compensation claim.

Employees who use transferred days are not required to pay back the transferred days.

At no time shall the employee transferring days have less than 40 hours after transferring days to another employee.

An employee may not provide or receive monetary compensation or a gift in exchange for the transferred days.

Employee receiving transferred days is subject to payroll deductions.

An employee who abuses or manipulates the Transfer of Days Plan will be barred from participating in the Plan for one calendar year and additional sanctions may be applied as appropriate.

Eight accrued working hours is equivalent to one accrued day.

**SICK LEAVE DONATION  
TRANSACTION**

Sick Leave Transfer form should be submitted to Human Resources for review of transfer request and confirmation of eligibility. If the employee is unable to submit the request form, a member of the employee family or the employee's supervisor may submit for the transferring of days.

Approved sick leave transferred days will be processed by Human Resources. Confirmation notice will be submitted to County Auditor and County Treasurer departments to make the necessary transactions. Recipient will be notified of Transfer of Days request approval.

**RETURN TO WORK**

Once the employee returns to work, sick leave transfer days may be requested for absence(s) that require Dr.'s Appointment or the medical services from a License Practitioner for the same catastrophic illness or injury. (Dr. Excuse or proof of visit is required.)

**SED DAYS**

All unused transferred days will be returned to donor(s).

**UNU  
ESTABLISHMENT**

The Maverick County Transfer of Days became effective,  
**February 22, 2018.**

## **MAVERICK COUNTY RETIREE REHIRES**

Retired employees shall be eligible to apply for open positions with Maverick County as long as the following provisions are met: 1) The retiree has been retired for at least one calendar months, 2) No prior arrangement or agreement was made between Maverick County and the retiree for re-employment, and 3) strict adherence to normal leaving employment procedures were followed at the time of the employee's retirement.

The retiree must have a bona fide separation of employment and have been retired for a minimum of one calendar months. A bona fide separation means there is no prior agreement or understanding between Maverick County and the retiree that the retiree would be rehired after retirement. According to Rule 107.4 adopted by the TCDRS Board of Trustees, restrictions apply to elected officials, people employed for the same or different position in the same or different department, employee status changes, and independent contractors.

Newly elected officials who have recently retired from the county cannot draw their retirement because they have an arrangement to return to work for the county. Employees also cannot retire with an agreement to go work in a different department or different position. Changing employee status does not matter when determining if someone is still working for the county. Also, an employee cannot retire from the county with an arrangement to begin work as an independent contractor either.

Rehired retirees who did not have a bona fide separation of employment may owe a 10 percent excise tax and be required to repay all of their monthly retirement payments. Abusing the retirement provisions in such a manner would violate a qualification requirement for retirement plans under Section 401(a) of the Internal Revenue Code, potentially resulting in significant tax consequences for the employer, its participating members and those retired employees.

Any retiree who meets all other TCDRS requirements, who is rehired consistent with this policy, must establish a new membership with TCDRS and will be considered to be a new member for the purposes of beneficiary determination and benefit selections.

## **MAVERICK COUNTY BREAKS/NURSING MOTHERS**

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk. The Texas Right to Express Breast Milk in the Workplace Act also imposes duties on public employers and, under other state law, is applicable for the duration of a nursing mother's need to express breast milk. Maverick County supports the practice of expressing breast milk.

Maverick County will provide reasonable paid breaks for a nursing mother to express breast milk. The nursing mother will be allowed whatever time is needed to express breast milk.

The County will provide the nursing mother with a private location, other than a bathroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case by case basis.

Maverick County does not allow any retaliation against a nursing mother for asking for this break. Nursing mothers are entitled to this break for the duration of the time they are expressing breast milk. A reasonable accommodation will be given for the needs of employees who express breast milk. An employees of the county who needs to express breast milk may not be discriminated against.

All other employee breaks are determined by each department head and are not required to be given. If your department provides you with a break, it may not be accumulated or used for time off. The Fair Labor Standards Act does not require any breaks other than for a nursing mother; however, if paid breaks are provided for employees, a nursing mother must be given the same amount of paid break time.

**MAVERICK COUNTY  
POLICY ON ATTENDANCE AND TIMELINESS**

**ATTENDANCE**

1. Each employee shall report to work on each day he or she is scheduled to work unless prior approval for absence is given by the employee's supervisor or the employee is unable to report for work because of circumstances beyond the control of the employee.

**TARDINESS**

2. Each employee shall be at his or her place of work at the starting time set by his/ her supervisor unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.
3. Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

**NOTIFICATION**

4. If an employee is unable to be at work at his/ her normal reporting time, the employee shall be responsible for notifying his/ her supervisor as soon as is reasonably practicable of the circumstances causing the tardiness or absence.

**EXCUSED AND UNEXCUSED**

5. Each supervisor shall be responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness.
6. Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.

**ABANDONMENT**

7. An employee who does not report for work for three consecutive scheduled work days, and who fails to notify his/ her supervisor, shall be considered to have resigned his/ her position by abandonment.

## **MAVERICK COUNTY POLICY ON COUNTY PROPERTY**

### **RESPONSIBILITY**

1. Each County employee shall be responsible for the care, maintenance, proper use, and upkeep of any vehicle, tool, or other County equipment assigned to him/ her.
  
2. County employees shall only use equipment, vehicles, tools, and other County property that they are authorized to use.

### **PERSONAL USE**

3. Personal use of County vehicles, equipment, supplies, tools, and any other County property is prohibited. Non County employees may not be passengers on a county vehicle, except when performing County business. Failure to comply may result in discipline up to and including termination. Improper use may subject you to criminal prosecution.

### **LICENSES AND CERTIFICATES**

4. A County employee who operates any County equipment or vehicle which requires a license or certificate shall be required to have a current active license or certificate for that vehicle or equipment any time he/ she operates it.
  
5. Any employee who operates a vehicle or equipment which requires a license for legal operation shall notify his or her supervisor of any change in the status of that license.
  
6. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation shall be subject to possible job change or termination if that license is suspended or revoked.
  
7. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

### **ACCIDENTS**

8. Any employee involved in an accident while operating County equipment or vehicle shall immediately report the accident to his/ her supervisor and to the proper law enforcement or other authority immediately.
9. A copy of all accident and incident reports prepared by the employee shall be sent to the supervisor and the County Loss Control Officer.

## MAVERICK COUNTY CONFLICT OF INTEREST

### **CONFLICT OF INTEREST**

Employees of Maverick County shall not engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of the potential or appearance of affecting the employee's job efficiency, or which would reduce his/her ability to make objective decisions in regard to his/her work and responsibility as a Maverick County employee.

Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination and these actions may have criminal consequences for employees.

### **PROHIBITED**

Activities which constitute a conflict of interest shall include but not be limited to:

- 1) Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County, that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance;
- 2) Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
- 3) Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;
- 4) Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his or her duties for the County; or
- 5) Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a County employee in favor of that person.

### **DISCLOSURE OF INTEREST**

(Legal reference: V.T.C.A. Local Government Code 176)

## **MAVERICK COUNTY**

### **POLICY ON POLITICAL ACTIVITY**

#### **POLITICAL**

1. Employees of the County shall have the right to support candidates of their choice and to engage in political activity during their personal time.
2. County employees shall not:
  - a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
  - b. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
  - c. Use any equipment, property or material owned by the County for political activity or engage in a political activity while on duty for the County.
3. In the event that an employee chooses to run for an elected position in the office for which they work, they must resign at the time they file for running for the office.

**SAFETY  
STANDARDS**

**VIOLATIONS**

**REPORTING**

**MAVERICK COUNTY**

**POLICY ON SAFETY**

1. Each County employee shall be required to adhere to the general safety standards established for all employees and to all additional safety standards for their job or the department in which he/ she works.
2. Failure to follow the safety standards set by the County shall make an employee subject to disciplinary action up to and including termination.
3. An employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.
4. Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to the department head.

Each department head will be responsible for providing safety standards and training to each employee according to job function or as determined by department head.

## **MAVERICK COUNTY HARASSMENT**

Maverick County is committed to a workplace free of harassment. Harassment includes unlawful, unwelcome words, acts or displays based on sex, race, color, religion, national origin, age, genetic information, pregnancy, disability, family or military leave status or veteran's status. Such conduct becomes harassment when (1) the submission to the conduct is made a condition of employment; (2) the submission to, or rejection of, the conduct is used as the basis for an employment decision; or (3) the conduct creates an offensive, intimidating or hostile working environment or interferes with work performance.

Harassment is strictly prohibited by Maverick County whether committed by an elected official, appointed official, department head, co-worker or non-employee with whom the county does business.

Employees who feel they have been harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the County Judge or to the County Attorney.

Every reported complaint will be investigated promptly and thoroughly. The official or department head to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

Retaliation against an employee who reports harassment or who cooperates in the investigation is prohibited by law as well as this policy. Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the department head may not be the best course of action, the report should be made to the Human Resources Department, County Judge or to the County Attorney.

Remedial action will be taken in accordance with the circumstances when the county determines unlawful harassment or retaliation has occurred, up to and including termination.

## **MAVERICK COUNTY SEXUAL HARASSMENT**

Sexual harassment is strictly prohibited by Maverick County, whether committed by elected official, appointed official, department head, co-worker or non-employee the county does business with. It is the policy of Maverick County to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment. Sexual harassment shall include, but not be limited to, unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons

where: (1) the submission to such conduct is either an expressed or implied condition of employment; or (2) the submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or

(3) the conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

All claims of sexual harassment shall be taken seriously and investigated promptly and thoroughly. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

Employees who feel they have been sexually harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the Human Resources Department, County Judge or to the County Attorney.

Every reported complaint will be investigated promptly and thoroughly. The official or department head to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

Use the following procedures so that your complaint maybe resolved quickly and fairly.

- a. When practical, confront the harasser and ask them to stop the unwanted behavior.
- b. Record the time, place and specifics of each incident, including any witnesses.

- c. Report continuing sexual harassment to the Elected Official or Appointed Official who is responsible for your department or to the County Judge or the County Attorney.
- d. If a thorough investigation reveals that unlawful sexual harassment has occurred, Maverick County will take effective remedial action in accordance with the circumstances, up to and including termination.

Retaliation against an employee who reports sexual harassment or who cooperates as a witness in the investigation is prohibited by law as well as this policy.

Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the department head may not be the best course of action, the report should be made to the Human Resources Office, County Judge or to the County Attorney.

Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to sexual harassment charges.

## **MAVERICK COUNTY POLICY ON SMOKE FREE WORKPLACE**

Maverick County endeavors to provide a healthy environment. Therefore, any form of tobacco consumed in county buildings is strictly prohibited. Additionally, no smoking is allowed within twenty two (22) feet of the exterior entranceways.

## **MAVERICK COUNTY POLICY ON OUTSIDE EMPLOYMENT**

Maverick County employees are expected to give their full and undivided attention to their job duties. They should not use Maverick County facilities or equipment or their association with Maverick County to carry on a private business or profession. Unless expressed approval is obtained in advance and in writing from their employment with Maverick County that interferes with the employee's assigned duties with Maverick County.

## **MAVERICK COUNTY WEATHER CLOSINGS AND EMERGENCIES**

As a general practice, Maverick County does not close its operations unless the health, safety, and security of county employees are seriously brought into question. When this happens, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing.

The County Judge will notify the following entities for a public announcement:

Direct contact with employees, Maverick County website, and the news media. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing. However, each elected official controls the working hours of their employees, even in an emergency situation.

Many county departments are continuous operating public safety and service departments. Many county personnel will be required to work during emergency closings. Each department head is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

## **MAVERICK COUNTY CONFIDENTIALITY**

Maverick County is a public entity, however, some county employees acquire confidential (confidential, non-public) information as a result of their position with the county. This information must be protected. Employees who reveal confidential (confidential, non-public) information they have received as a result of their position may be subject to discipline up to and including termination.

Regarding the personnel information on employees of Maverick County; much of the information in an employee's personnel file, including salary and job evaluations is subject to disclosure under the Public Information Act, however, highly personal matters are typically not subject to disclosure. The county will adhere to the Public Information Act requirements.

## **MAVERICK COUNTY CELL PHONE USAGE**

Maverick County determines on a case by case basis the need for county provided cell phones. County cell phones are to be used for business purposes only.

Maverick County strongly discourages the use of any cell phone while operating any vehicle. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.

Maverick County bans all employees from texting while operating any county owned vehicle. County employees who are driving their own personal vehicle are also banned from texting while driving on county business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of CDL.

Employees in possession of a Maverick County owned cellular phone are required to take appropriate precautions to prevent theft and vandalism.

All employees must adhere to all rules and regulations regarding personal cell phone usage while at work in accordance with Maverick County policies.

## **MAVERICK COUNTY COMPUTER AND INTERNET USAGE**

The use of Maverick County information systems, including computers, fax machines, smart phones, tablet computers and all forms of Internet/Intranet access, is for Maverick County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in any expense to the County.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Maverick County computers, networks, and Internet access is a privilege granted by department heads and may be revoked at any time for inappropriate conduct carried out on such systems. Improper use may result in discipline up to and including termination.

Maverick County owns the rights to all data and files in any computer, network, or other information system used in the county. Maverick County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems, Facebook, twitter, etc.) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using county equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by county officials at all times. Maverick County has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate county official. No employee shall break any copy right laws, download any illegal or unauthorized downloads. Maverick County monitors its entire informational systems and employees may be subject to discipline up to and including termination for any misuse of county informational systems.

Employees should not bring personal computers to the workplace or connect them to Maverick County electronic systems, unless expressly permitted to do so by their supervisor and or IT department. Violation of this policy, may result in disciplinary action, up to and including termination of employment.

## **MAVERICK COUNTY WHISTLEBLOWER**

An employee may, in good faith, report an alleged violation of a Maverick County Policy or federal or state law to his or her supervisor, department head, or elected official, unless all of these persons are the alleged perpetrators of the alleged violation of policy or law. If all of the listed persons are alleged to be involved in the violation, the employee may report the allegation to Human Resources Office. The county will investigate the reported activity.

An official, supervisor, department director, or any other employee is prohibited from taking adverse employment action against an employee who, in good faith, reports an alleged violation of County policy or federal or state law to a designated person, pursuant to this policy.

An employee who intentionally makes a false report of wrongdoing may be subject to discipline up to and including termination.

An employee who, in good faith, believes he or she is being subjected to retaliation based on a report of alleged wrongdoing under this policy should immediately contact Human Resources Director.

An employee with a question regarding this policy should contact supervisor or Human Resources Director.

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## **MAVERICK COUNTY PAY PERIOD AND TIME SHEETS**

**PAY PERIOD**

1. The pay period for the County shall be a bi-weekly pay period with the pay period dates established by the Commissioners' Court.

**TIME SHEETS**

2. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.
3. Each nonexempt employees shall be required to fill out a time sheet to be turned in to his/ her supervisor on the last day of each pay period. All exempt employees are required to complete and turn in to the treasurer all full day absences.

**PAY ADVANCES**

4. The time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.
5. Advances in pay shall not be made to any employee for any reason.

## **MAVERICK COUNTY**

### **POLICY ON COMPENSATION**

#### **APPLICATION**

1. This policy shall apply to all County employees except law enforcement employees.
2. Compensation for law enforcement employee shall be handled in accordance with the policies established in the Sheriff's Department as directly by the Commissioners' Court.
3. All County employees will be paid on an hourly rate except those in the Sheriff's office who are scheduled under the 207 (k) plan. As per Fair Labor Standards Act (FLSA) law enforcement personnel work under the provision of 86 hours worked within a 14-day work period.

#### **TEMPORARY**

4. Deputies and Jailers are paid and their salary compensates the employee for all hours in a workweek up to the amount designed by the County which is currently 86 hours. Deputies and jailers are compensated the regular premium pay on hours worked within a 14-day work period up to the amount designed by the County which is 86 hours.
5. Temporary employees shall be paid hourly at the minimum wage established by the Fair Labor Standard Act, as amended.

## **MAVERICK COUNTY**

### **POLICY ON PAYROLL DEDUCTIONS**

#### **REQUIRED DEDUCTIONS**

#### **RETIREMENT**

#### **OPTIONAL DEDUCTIONS**

1. Deductions shall be made from each employee's paycheck for federal withholding, social security, Medicare, and any other deductions required by law.
2. Employees eligible for membership in Texas County and District Retirement System shall have their contributions to that system deducted from each paycheck.
3. Any optional deduction authorized by the Commissioners' Court and approved by the employee shall also be made from the employee's paycheck.
4. No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Treasurer's Office.

## **MAVERICK COUNTY**

### **POLICY ON WORK SCHEDULE AND WORKWEEK**

#### **WORK SCHEDULE**

1. The normal hours of work for most positions in the County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday.

#### **EXCEPTIONS**

2. In order to meet the needs of the County, certain department or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.

#### **WORKDAY**

3. The need for schedules that vary from the normal schedule shall be determined by each department head.
4. The workday for the County shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

#### **WORKWEEK**

5. For purposes of record keeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for the County shall begin at 12:01 a.m. on each **Wednesday** **Tuesday** and end **Tuesday** **Monday**, seven (7) consecutive work days later (168 hours).

## MAVERICK COUNTY

### POLICY ON HOURS WORKED AND OVERTIME

#### HOURS WORKED

1. Hours worked shall include all time actually spent in the service of the County as defined in the Fair Labor Standards Act (FLSA) and its regulation.

#### OVERTIME APPLICATION

2. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA, except for law enforcement employees (Jailers and Deputy Sheriff's) who will be based on an hourly rate and a fourteen day work period of 86 hours. All hours in excess of 86 hours per work period will be earned at the rate of 1 ½ times the hourly salary, in accordance with section 207 (k) of the FLSA.
3. Overtime for law enforcement employees is defined in the policy addressing law enforcement overtime in the Sheriff's Department.

#### OVERTIME

~~Overtime for other than Deputy Sheriff's and Jailers shall include all time actually worked for the County in excess of 40 hours in any workweek.~~

4. Paid leave shall not be counted in determining if overtime has been worked in any workweek.
5. Except in emergency situations, an employee shall be required to have authorization from his/ her supervisor before working overtime.

## **MAVERICK COUNTY**

### **POLICY ON OVERTIME COMPENSATION**

#### **POLICY APPLICATION**

1. This policy shall apply to all County employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA) except for law enforcement employees.
2. Overtime for law enforcement employees shall be handled in accordance with the policy for overtime compensation established by the Commissioner's Court.
3. Overtime compensation shall be paid in the form of compensatory time off in accordance with the provisions of the FLSA.
4. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked.
5. The maximum amount of unused compensatory time an employee other than a Deputy Sheriff or Jailer shall be allowed to have at any one time is 240 hours. Deputy Sheriff's and Jailer's may accrue up to 480 hours.
6. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1 ½) the employee's regular rate of pay until compensatory time has been used to bring the balance below the maximum.
7. Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works.
8. Compensatory time may be used for any purpose desired by the employee.

#### **OVERTIME COMPENSATION**

#### **MAXIMUM COMPENSATORY TIME**

#### **USE OF COMPENSATORY TIME**

## **POLICY ON OVERTIME (cont.)**

### **TERMINATION**

**BUY BACK OF  
COMPENSATORY  
TIME**

**CASH PAYMENT  
FOR OVERTIME**

**RECORD  
KEEPING**

**OTHER ISSUES**

9. If an employee terminates employment, for any reason, prior to using all earned FLSA compensatory time, he/ she shall be paid for all unused compensatory time in accordance with the requirements of the FLSA.
10. The County shall retain the right to "buy back" all or part of an employee's unused compensatory time by paying the employee for that time at the employee's current regular rate.
11. The County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 ½) the employee's regular rate of pay.
12. Each employee shall be responsible for recording any compensatory time used within a pay period on the time sheet for that pay period.
13. The Treasurer shall be responsible for keeping records of all compensatory time earned and used by each eligible County employee and shall update the balance due to each eligible County employee and shall update the balance due to each employee at the end of each pay period and it will be shown on a separate sheet of record.
14. Any issues on overtime compensation not addressed in this policy shall at least meet the minimum requirements of the Fair Labor Standards Act and regulations issued by the Department of Labor to administer that Act.

**MAVERICK COUNTY  
FAIR LABOR STANDARDS ACT SAFE HARBOR**

Maverick County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to immediate supervisor's attention, Maverick County will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below. If you are overpaid the county will make the necessary corrections at the next payroll.

Employees who are classified as non-exempt employees must maintain an accurate record of the total hours you work each day. It is the responsibility of each employee to verify that their time sheets are correct. Your time card must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures, and meal breaks. Do not sign your time card if it is not accurate. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Non-exempt employees, unless authorized by your supervisor, should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless you are authorized to do so. That time worked is to be recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination. If anyone directs you to work without documenting your time worked, you must tell the Human Resources Department.

It is a violation of Maverick County policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of County policy for any employee, supervisor or official to instruct another employee to incorrectly or falsely report hours worked, or to alter another employee's time card to under- or over-report hours worked. If anyone instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to:

Human Resources Department  
500 Quarry Street  
830-752-4489

## **POILICY ON SAFE HARBOR (cont.)**

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours worked for the County. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a pre-determined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

For exempt employees, your salary may also be reduced for certain types of deductions such as your portion of health, dental or life premiums; state, federal or local taxes, social security, retirement; or, voluntary contributions to a deferred compensation plan. In any workweek in which you performed any work, your wages may be reduced for any of the following reasons: 1) absence from work for one or more full days for personal reasons, other than sickness or disability; or 2) full day disciplinary suspensions for infractions of our written policies and procedures; or 3) full day for violating safety rules of a major significance; or 4) Family and Medical Leave or Military Leave absences; or 5) the first or last week of employment in the event you work less than a full week.

If you are an exempt employee, in any workweek in which you performed any work, your salary will not be reduced for any of the following reasons: 1) partial day absences for personal reasons, sickness or disability; or 2) your absence because the facility is closed on a scheduled work day; or 3) your absence because of the County's operating requirements; or 4) absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or 5) any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

If you have questions about deductions from your pay, please immediately contact your supervisor. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to:

County Treasurer's Office  
370 N. Monroe  
830-773-2413

## **POLICY ON SAFE HARBOR (cont.)**

If you are unsure of who to contact or if you have not received a satisfactory response within five business days after reporting the incident, please immediately contact the County Attorney. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperates in the County's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.

## **MAVERICK COUNTY DEMOTIONS**

Demotions are the movement of an employee from one position to another with a decreased responsibility or complexity of job duties or to a lower salary. Elected officials, appointed officials or department heads may choose to demote or re-assign any employees who are unable to meet performance requirements, for disciplinary reasons or for any other reason as deemed necessary by the official. Upon demotion, an employee's salary may be adjusted downward.

## **MAVERICK COUNTY TRANSFERS**

Transfers are the lateral movement of an employee from one position to another with the same responsibility or complexity of job duties with no change in salary. Elected officials, appointed officials or department heads may transfer an employee in their department to a vacant position. All transfers must be handled in accordance with the budget adopted by Commissioners Court

## **MAVERICK COUNTY PROMOTIONS**

Promotions are the movement of an employee from one position to another with an increased responsibility or complexity of job duties, and to a higher salary. Elected officials, appointed officials or department heads may promote an employee in their department to a vacant position. All promotions must be handled in accordance with the budget adopted by Commissioners Court.

## **MAVERICK COUNTY**

### **POLICY ON GRIEVANCES**

#### **PROCEDURES**

1. Any employee having a grievance related to his/ her job should discuss the grievance with his/ her immediate supervisor.
2. If the discussion with the immediate supervisor does not resolve the grievance, and, if the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall have the right to discuss the grievance with that official.
3. The decision of the elected appointed official with final responsibility for the employee's department shall be final in all grievances.
4. The employee may request an informal hearing from the Commissioner's Court in either closed or open session. This step allows the employee to voice their grievance to a wider audience but no decision or comment will be made by the court.

## MAVERICK COUNTY POLICY ON DISCIPLINE

### **DISCIPLINE**

1. Each supervisor shall have the authority to administer discipline to employees in his/ her department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the supervisor feels is not acceptable as it relates to the employee's job or the best interest of the department or County.

### **TYPES OF DISCIPLINE**

2. Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination.

### **REASONS**

3. Examples of reasons for administering discipline shall include, **but not be limited to:**
  - A. *Insubordination*
  - B. *Absence without leave, including failure to notify a supervisor of your absence*
  - C. *Repeated tardiness or early departure*
  - D. *Endangering the safety of other persons through negligent or willful acts*
  - E. *Use of drugs or alcohol during work hours*
  - F. *Violation of any of the personnel policies*
  - G. *Conviction of a felony*
  - H. *Falsification of documents or records*
  - I. *Incompetence or neglect of duty*
  - J. *Disruptive behavior which impairs yours or the performance of others*
  - K. *Bringing a firearm or illegal weapon on county property.*

## **POLICY ON DISCIPLINE (cont.)**

### **AT WILL EMPLOYMENT**

4. All County employees are "at will" employees and nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other property interest in his/ her job.
5. The County retains the right to terminate the employment of any individual at any time for any legal reason, or no reason, with or without notice. The County also retains the right to change any condition benefit, privilege, or policy of employment at any time, with or without notice.

## MAVERICK COUNTY DRUG AND ALCOHOL- ALL EMPLOYEES

Maverick County is a drug and alcohol free workplace. A county employee may not be present at work during a period the employee's ability to perform his or her duties is impaired by drugs or alcohol. The County believes that a drug and alcohol-free workplace will help ensure a healthy, safe, and secure work environment.

This policy applies to all employees of Maverick County regardless of rank or position and shall include full time, part time and temporary employees.

The only exception to this policy is the possession of controlled substances by law enforcement personnel as part of their law enforcement duties.

An employee may not unlawfully manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance or drug paraphernalia on County property or while conducting County business not on County property.

An employee may not be under the influence of alcohol or illegal drugs while on County property or while on duty for the County.

An employee may not possess or use unauthorized prescription or over-the-counter drugs while on County property or while on duty for the County. An employee may not use prescription or over-the-counter drugs while on County property or while on duty for the County in a manner other than that intended by the manufacturer or prescribed by a physician.

An employee may use prescription and over-the-counter drugs in standard dosage or according to a physician's prescription if the use will not impair the employee's ability to do his or her job safely and effectively. An employee must keep prescription medications used at work in their original container.

An employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or a pharmacist to determine if the medication could interfere with the safe and effective performance of his or her job duties.

If the use of a medication could compromise an employee's ability to do his or her job or the safety of the employee, fellow employees or the public, the employee must report the condition to his or her supervisor at the start of the workday or used appropriate personnel procedures (e.g., call in sick, use leave, request change of duty).

A supervisor must treat any information related to an employee's authorized use of prescription medications and any other medical information provided by the employee as confidential information.

An employee having problems with drugs or alcohol is encouraged to seek treatment from a qualified professional. Information on benefits provided for treatment of alcohol and drug abuse problems provided by the County's health plan program is available in the employee's health plan booklet or from the Human Resources Office.

Any employee who violates this policy shall be subject to disciplinary measures up to and including termination.

Any employee who admits to drug use may be terminated. An employee who voluntarily asks for time off to get treatment and recover from a drug or alcohol abuse problem will be given protections as required by law. Upon returning to work from a bona fide inpatient treatment facility, the employee will be subjected to a volunteer drug testing program as often as monthly until there is evidence the employee no longer uses. Failure to comply with the requirements of the post rehabilitative program including refusing the volunteer testing program will result in termination. The post rehabilitative program will last for as long as two years. If at any time the employee tests positive, or refuses the volunteer drug test during this post rehabilitative program the employee will be terminated.

Maverick County will drug test employees who ARE NOT CDL license holders under the following conditions:

#### **Suspicion-Based Testing – (Requires supervisor training)**

**Under the Influence** shall be defined as having a blood alcohol concentration of .08 or more. (The county can choose anything from .01 - .08. There is no requirement to choose the legal limit. CDL license holders have the limit of .04)

**Reasonable Suspicion** – If an employee is having work performance problems or displaying behavior that may be alcohol or drug related, or is otherwise demonstrating conduct that may be in violation of this drug and alcohol policy where immediate action is necessary, the elected official or supervisor will require that employee to submit to breathe test or urinalysis. The following conditions might be signs of possible alcohol or drug use (not an all-inclusive list):

- Abnormally dilated or constricted pupils
- Glazed stare – redness of eyes (sclera)
- Flushed face
- Change of speech (faster, slower, slurred)

- Constant sniffing
- Increased absences
- Redness under nose
- Sudden weight loss
- Needle Marks
- Change in personality (i.e. paranoia)
- Increased appetite for sweets
- Forgetfulness, performance faltering, poor concentration
- Borrowing money from co-workers or seeking an advance of pay or other unusual display of need for money
- Constant fatigue or hyperactivity
- Smell of alcohol
- Difficulty walking
- Excessive, unexplained absences
- Dulled mental processes
- Slow reaction rate

Elected Officials or supervisors must take action if they have reason to believe one or more of the above listed conditions is indicated and that the substance abuse is affecting their employee's job performance or behavior. The following steps will be taken:

1. Confront the employee involved and keep him/her under direct observation until the situation is resolved. Inform the employee of the problem with his/her job performance and specific violations of the County Policy.
2. If the supervisor believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee may be terminated.
3. Employees will be asked to release any evidence, such as alcohol or drug paraphernalia, relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline, up to and including termination. All confiscated evidence will be receipted for with signatures of either the elected officials or supervisors as well as the employee.
4. The elected official or supervisor will **remove** the employee from the county work station and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence. Under no circumstances will the employee be allowed to drive a vehicle until a confirmed negative test result is received.
5. The elected official or supervisor shall, within 24 hours or before the results of the controlled substance test are released, document the particular facts related to the behavior or performance problems and present such documentation to the Human Resources Office for filing.

## **Post-Accident Testing –**

All employees directly involved in an on-the-job accident or incident resulting in property damage and/or medical treatment may be required to be tested. This will be at the discretion of their elected official or supervisor.

### **Testing Procedures –**

1. The employee will be escorted and driven to the designated facility for specimen collection and/or testing.
2. The employee will be required to follow the drug testing protocol of the medical facility providing the testing.
3. If the employee desires another test to be given, he/she may do so within 2 hours of the specimen being collected and the same specimen will be used. The cost of this request will be paid for by the employee. All initial costs will be paid for by Maverick County.
4. The employee will be placed on paid administrative leave until the results of the test are known. The elected official or supervisor will make arrangements to ensure that the employee is safely returned to his/her residence.
5. Under no circumstances, unless required or authorized by law, will alcohol or drug testing information be released without written consent from the employee.

Each employee is expected to cooperate and consent to a drug test when requested under the terms of this policy. Refusal to consent to a drug and/or alcohol test when requested is cause for termination.

Any employee who violates this drug and alcohol policy shall be terminated

**MAVERICK COUNTY**  
**DRUG AND ALCOHOL – CDL EMPLOYEES**

CDL Drivers are an extremely valuable resource for Maverick County's business. Their health and safety is a serious County concern. Drug or alcohol use may pose a serious threat to driver health and safety. It is, therefore, the policy of the County to prohibit CDL employees from being under the influence of or using illegal drugs or alcohol during working hours.

The federal Highway Administration ("FHWA") has issued regulations, which require the County to implement a controlled substance testing program. The County will comply with these. All CDL drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the County.

Specifically, it is the policy for Maverick County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) or alcohol by any CDL driver while on County premises, engaged in County business, while operating County equipment, or while under the authority of the County is strictly prohibited. Mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement. Maverick County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

A detailed policy and procedure is available at Road & Bridge and Sheriff Departments.



**MAVERICK COUNTY**  
**POLICY ON SEPARATION**

**DEFINTITION**

1. A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends.

**TYPES OF  
SEPARATION**

2. All separations from the County shall be designated as one of the following types.
  - a. Resignation
  - b. Retirement
  - c. Dismissal
  - d. Reduction in force (layoff)
  - e. Death
  - f. Other
3. A resignation shall be classified as any situation in which an employee voluntarily leaves his/ her employment with Maverick County and the separation does not fall into one of the other categories.

**RESIGNATION**

4. Employees who are resigning are requested to submit a written notice of resignation to his/ her supervisor as soon as they have decided to resign.

**RETIREMENT**

5. A retirement shall be any situation in which an employee meets the requirements to collect benefits under the County's retirement program and voluntarily elects to leave employment with the County to do so.
6. An employee who is retiring should notify his/ her supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

**DISMISSAL**

7. A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation.

## **POLICY ON SEPARATION (cont.)**

REDUCTION IN

8. Maverick County is an "at will" employer and a supervisor may dismiss an employee at any time for any legal reason or no reason, with or without notice.

DEATH

9. An employee shall be separated from employment because of a reduction in force when his/her position is abolished or when there is lack of funds to support that position or there is lack of work to justify the position.
10. A separation by death shall occur when an individual dies while currently employed by the County.
11. If an employee dies while still employed by the County, his/her designated beneficiary or estate shall receive all earned pay and payable benefits.

OTHER

12. Any separation that does not fall into one of these categories outlined previously in this policy shall be designated as an "other" separation.
13. When a separation is designated as "other", the supervisor shall provide details of the nature of the separation for the personnel records.

NOTIFICATION

14. As soon as a supervisor becomes aware of separation from employment, or the intent to separate employment, by an employee the supervisor shall be responsible for immediately notifying the County Treasurer.

**MAVERICK COUNTY**  
**POLICY ON WORKPLACE VIOLENCE**

Maverick County is committed to providing a workplace free of violence. Maverick County will not tolerate or condone violence of any kind in the workplace. The county will also not tolerate or condone any threats of violence, direct or indirect, this includes jokes. All threats will be taken seriously and will be investigated. Employees must refrain from any conduct or comments that might make another employee suspicious or in fear for their safety. Employees are required to report all suspicious conduct or comments to their immediate supervisor. Employees should be aware of their surroundings at all times and report any suspicious behavior from the public, former employees or current employees to their immediate supervisor or the sheriff's department. No employee may possess a firearm or other weapon other than an authorized law enforcement official, with or without permits in all county offices and buildings owned or used by Maverick County, this also includes county owned vehicles. If employees believe that a person is violating this policy, they should immediately report to their immediate supervisor or the sheriff's department. Employees found in violation of this policy may be subject to discipline up to and including immediate termination.

**MAVERICK COUNTY**  
**POLICY ON SOCIAL MEDIA**

For purposes of this policy "social media" includes, but is not limited to, online forums, blogs and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and Myspace.

Maverick County recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if: it interferes with the employee's work; is used to harass supervisors, co-workers, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of Maverick County among the community at large. Maverick County encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

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.

- If your post on social media mention Maverick County, make clear that you are an employee of Maverick County and that the views posted are your alone and do not represent the views of Maverick County.
- Do not mention Maverick County supervisors, employee's customers or vendors without their expressed consent.
- Do not pick fights. If you see a misrepresentation about Maverick County, respond respectfully with factual information, not inflammatory comments.
- Remember, you are responsible for what you write or present on social media. You can be sued 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 be subject to disciplinary action, up to and including termination 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 working hours or on county property.
- Employees may not use Maverick County computer equipment for non-work related activities without written permission. Social media activities should not interfere with your duties at work. Maverick County monitors its computers to ensure compliance with this restriction.
- You must comply with copyrights laws, and cite or reference sources accurately.
- Do not link to Maverick County's website or post Maverick County material on a social media site without written permission from your supervisor.

## **POLICY ON SOCIAL MEDIA (cont.)**

- All Maverick County policies that regulate off-duty conduct apply to social media including, but not limited to, policies related to illegal harassment and code of conduct.
- Any confidential information that you obtained through your position at Maverick County must be kept confidential and should not be discussed through in social media forum.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

It is the policy of Maverick County that supervisors do not engage in social media activities with their employees.

## **MAVERICK COUNTY TRAVEL POLICY**

It is the policy of Maverick County to reimburse employees for County-related business travel expenses incurred in accordance with the County Travel Policy as prescribed by the County Auditor and adopted by Commissioners Court. Contact County Auditor for travel expense reimbursement forms and rates.

### **Criteria**

The following criteria must be adhered to before the County Auditor's Office will approve reimbursement of an employee's expense travel.

- A. Only expenses incurred from County-related business travel will be reimbursed to any employee.
- B. All travel must be approved by the Elected Official or Department Head prior to the employee embarking on travel.
- C. All out-of-state travel shall also require approval by Commissioners Court prior to the employee embarking on the travel.
- D. Travel expenditures must be in accordance with the County Travel Policy

### **TRAVEL ADVANCES**

Advances for any trip must be submitted to the County Judge with sufficient time to be approved by the Judge and taken to Commissioner's Court for approval. If the request is not submitted with enough time to be taken to Commissioner's Court for approval or if the Commissioner's Court does not meet after the request has been submitted the request for the travel advance will not be issued.

If you are attending a conference or seminar an agenda is required with the request before the cash advance or reimbursement can go to Commissioner's Court for approval. All advances will be ready the day before the trip.

Upon return from the trip all receipts are required, this includes hotel and all meal tickets. Reimbursement will only be made out for receipts submitted. Hotel invoices are a requirement. Charge tickets are not acceptable receipts for hotel or meal reimbursements. The receipt must detail the charge for the meals.

All advances are required to be settled within three days upon return. Reimbursements will go to Commissioner's Court once all expenses are cleared. Any advances which are not settled within three days after return are subject to be deducted from your payroll check. Any request for advances will not be honored if any advances are pending.

## **TRAVEL POLICY (cont.)**

### **NON-REIBURSABLE EXPENSES**

Reimbursements shall not be made for expenditures incurred for the sole benefit of the traveler such as:

- a. Laundry services
- b. Traffic fines for parking or speeding violations
- c. Lost or stolen cash or personal property
- d. Repairs to personal vehicle used for County travel
- e. Cancellation fees for unreasonable failure to cancel hotel or transportation reservations
- f. Tips and alcohol beverages
- g. Spouse or family members expenditures
- h. Valet parking
- i. Entertainment
- j. Movie Rental

### **TRAVEL WITH COMPANION**

The County will not reimburse personal, spouse, or companion travel and other related expenses. The employee is responsible for allocating only his/her portion of expenditure on the Travel Expenditure Claim Form and for identifying them in the hotel and other receipts.

Travel request to any conference organized by political organization is not allowable.