



BURNET COUNTY COMMISSIONERS COURT

Jim Luther
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

AGENDA

Burnet County Workshop

Tuesday, June 10, 2025

TIME: 10:00 a.m. or as soon as the Commissioner's Court scheduled for 9:00 a.m. on 6/10/2025 has concluded

**Burnet County Courthouse
220 S. Pierce, 2nd Floor Courtroom
Burnet, TX. 78611**

NOTICE TO ATTEND

1 Public workshop regarding the following Burnet County Policies and Issues: (Wilson)

Item #1: Review the following sections of Burnet County's Budget Policy:

- a. I. General Policies - Expenditure Policy**
- b. II. Revenue and Transfer Policies**
- c. VI. Personnel Policies**
- d. VIII. Fleet Policies**

Item #2: Vehicle Take-Home Policy

Item #3: Risk Management Mitigation Strategies:

- a. Reports to commissioners court on investigations**
- b. Remedial Training**
- c. Annual Driving Record Review**
- d. Restriction of Use**

Item #4: Review the following sections of Burnet County's Time and Leave Policy:

- a. Flex Time**

Item #5: Review the planning and coordination of Burnet County facilities:

- a. Long-term building use**
- b. Land acquisition for future needs of the County**

Item #6: Health Insurance Management:

- a. Increase health insurance costs across the board for Burnet County employees

Item #7: County Facilities, Parks, and Historical Sights:

- a. Funds for ongoing upkeep and projects
- b. Support for historical buildings and places
- c. Inter-local agreements for facility use

Attachments

Budget Policy

Vehicle Use and Take Home Policy

TAC Risk Management

Employee Handbook - Flex Time

Notice is hereby given, pursuant to Section 551.041 of the Texas Government code, that members of the Burnet County Commissioner's Court will attend a workshop at the above location, date and time.

Although a majority of the Commissioners Court may be present and County business will be discussed, there will be no action taken on any matters in this open meeting/public gathering and no record will be made or kept.

Bryan Wilson, Burnet County Judge

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Workshop

1.

Meeting Date: 06/10/2025

Subject

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Budget Policy

Vehicle Use and Take Home Policy
TAC Risk Management
Employee Handbook - Flex Time

BURNET COUNTY BUDGET POLICY

The stewardship of public funds is one of the greatest responsibilities the Commissioner's Court is tasked with. Therefore, the establishment and maintenance of budget policy is critical to ensure County officials protect public interests and promote citizens' confidence in County government...

I. General Policies

1. Burnet County will operate on a fiscal year which begins on October 1st and ends on September 30th.
2. Burnet County will continuously identify areas within the County for evaluation in order to improve efficiency and manage costs.
3. Cost/Benefit studies will be conducted, where appropriate and applicable, on non-recurring and recurring expenditures as well as capital projects.
4. Approved annual budgets, with amendments as approved by the Commissioner's Court, are the management control device utilized by the County. Annual appropriated budgets are adopted for the General, Road and Bridge and Debt Services Funds and lapse at fiscal year end.
5. Each department should make every effort to manage expenditures in a fiscally prudent manner. All programs should be monitored on a regular basis to ensure viability, necessity and efficiency.
6. Proposed expenditure recommendations shall include the following:
 - a. General Fund operating and maintenance expenditures
 - b. Road and Bridge Fund operating and maintenance expenditures
 - c. Debt Service Fund expenditures
 - d. Any additional information as requested by the Court
7. Technology requests should increase the efficiency of County government by improving the delivery of service, reducing duplication of data, increasing the accuracy of data, consolidating data entry efforts, reduce the necessity to add staff in future years or be required because of a new statutory requirement.
8. In order to maintain efficient and cost-effective services to the citizens of Burnet County, all budget requests are recommended to be prepared from the modified zero-based budgeting process justifying the proposed expenditures as well as utilizing the most current information and trend analysis.
9. Approved capital expenditures are requested to be purchased after February of the budget year to allow for ad valorem revenue to be received by the County.

II. Revenue and Transfer Policies

1. Burnet County will establish user charges and fees as permitted by law at a level related to the cost of providing that service to include direct and indirect costs.
2. When necessary, Burnet County will permit increases or decreases in user charges and fees. These charges and fees should be monitored and re-evaluated annually by each department head and/or elected official.
3. The County shall continuously seek public and private grants as well as other outside funding sources.
4. Road and Bridge increases in revenues will be allocated based on the methodology approved in a regular session of commissioners' court dated, July 25, 2017. That allocation is based on a combination of 50% of the revenue an even disposition of 25% to each precinct and the other 50% based on the current years taxable value per precinct.
5. Burnet County allows a department head, appointed/elected official or his/her designee to request line item transfers within their departmental budget throughout the fiscal year except as outlined in section 6. Commissioners Court approval for all line items transfers within operating sub-categories will not be required, unless deemed necessary by the County Auditor. Pursuant to Local Government Code Section 111.070, the Commissioner's Court may spend County funds only in strict compliance with the budget. The Commissioner's Court by order may amend the budget to transfer an amount budgeted for one item to another budgeted item without authorizing an emergency expenditure.
6. There will be no line item transfers approved from the following line items:
 - a. Salaries (except to other salary line items, if it follows county policy)
 - b. Fringe benefits (FICA, Retirement, and Health Benefits)
 - c. Gasoline
 - d. Cell Phones
 - e. Utilities
 - f. Contracts & Agreements
 - g. Capital Expenditures
7. It is the responsibility of each elected official/department head to stay within their allotted budget (LGC 111). Anytime a line item exceeds the budgeted amount a line item transfer must be immediately prepared from allowable line items within the department's budget and submitted to the court for approval. (LGC 111.070c). In the event that the department does not act, the County Auditor shall present a recommended line item transfer to the Commissioners Court to assist in the efficient and effective operations of the county by performing certain budget transfer activity which will aid the Commissioner's Court in assessing needs to appropriateness of fiscal activity. (GA-0154)

III. Reserve Policies

1. Burnet County will maintain at least a 25% level of fund balance in the General and Road & Bridge funds and 20% in Debt Service fund to mitigate current and future risks, maintain an exceptional bond rating, and for long-term planning.
2. It is imperative that all department heads as well as elected officials continuously review expenditures to ensure fiscal responsibility.

IV. Budget Amendment Policies

1. Pursuant to Local Government Code, Section 111.070 (b), the Commissioner's Court may authorize an emergency expenditure as an amendment to the original budget only in case of a grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention.
2. All budget amendments must be placed on the regular agenda for consideration by the Commissioner's court and any amendments creating an increase in budgetary commitment for the next fiscal year shall be specifically noted.
3. The re-appropriation at the beginning of a fiscal year of funds committed under a valid purchase orders issued prior to August 31st issued but unspent by September 30th of the prior fiscal year may require a budget amendment. These budget amendments have no net effect on spending but simply change the accounting year for expenditures.

V. Capital Improvement Policies

1. Capital improvement projects include major equipment, software purchases as well as construction and remodeling requiring extensive funding.
2. Capital improvement projects may be paid from current revenues or bonds. Bonds or other forms of debt will normally be used for capital projects when appropriate.

VI. Personnel Policies

1. It is the priority of the Court to provide adequate and qualified staffing for offices and departments while ensuring efficiency. Requests for staff should be made only for new programs and/or upon demonstrated increases in service requirements that cannot be met with improved technology or changes in procedures.
2. Positions will only be recommended and approved when a verifiable need is

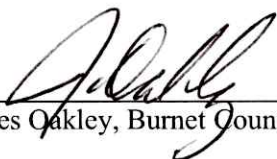
demonstrated. Complete documentation to include any applicable and verifiable statistics, metrics, compliance requirements, job description, etc. should be provided at the time of the request.

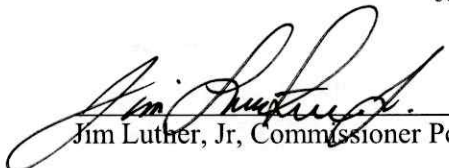
3. The Court encourages and supports allocating funding to ensure the County's work force is properly trained. It is recommended that all department heads as well as elected officials additionally support reasonable continuing education requests.
4. The Court strives to ensure, where possible and practical, that employee compensation will be competitive with other similarly situated counties and/or local municipalities

VII. Fleet Policies

1. Vehicle replacement funding will be allocated to each department when necessary. Vehicle replacement recommendations will include the following criteria:
 - a. Miles
 - i. Active Law Enforcement - 150,000
 - ii. Other Law Enforcement - 175,000
 - iii. All other Departments - 175,000
 - b. Maintenance, records to be kept by department heads and reviewed during the budget process
2. County vehicles are not permitted to be taken home unless prior approval by Commissioners' Court and is in compliance with the Personnel Policy.

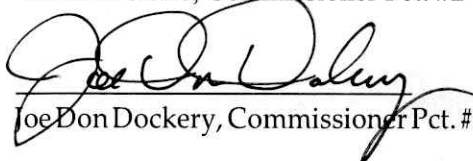
Reviewed and approved at the Burnet County Commissioners' Court, 7/23, 2024.


James Oakley, Burnet County Judge


Jim Luther, Jr., Commissioner Pct. #1


Billy Wall, Commissioner Pct. #3


Damon Beierle, Commissioner Pct. #2


Joe Don Dockery, Commissioner Pct. #4

7.00 – USE OF COUNTY PROPERTY

7.01 GENERAL POLICY

Burnet County attempts to provide each employee with adequate tools, equipment, and vehicles for the job being performed and expects each employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all municipal, county, and state regulations.

7.02 USE OF TOOLS, EQUIPMENT, PROPERTY AND VEHICLES

Employees who are assigned tools or equipment or vehicles by their departments are responsible for them and for their proper use and maintenance.

All county property shall be returned upon termination of employment.

No personal use of any county property, money, materials, supplies, tools, equipment or vehicles is permitted. Violations may result in discharge and possible prosecution.

The use of personal property in the course and scope of employment is at the employee's own risk for loss or damage. Reasonable measures will be taken to safeguard your personal belongings; however, Burnet County assumes no liability for personal property brought into the workplace. Any employee who brings personal property into the workplace assumes the full risk for it should it be lost, stolen, or damaged.

7.03 VALID DRIVER'S LICENSE

All elected officials/employees driving a County-owned vehicle must have a valid Texas Driver's License with a classification which allows for operation of the assigned vehicle(s). If during the course of employment an elected official/employee loses his/her driver's license due to suspension or non-renewal, the elected official/employee shall immediately notify his/her department head/elected official. It shall be the elected official/department head's responsibility to ensure that each of their employees possess a valid Texas Driver's License with the proper classification to operate the employee's assigned vehicle(s). Improper use of a County vehicle shall be subject to disciplinary action. If any employee is excluded from the County's liability insurance coverage due to their driving record, they will become ineligible to drive a County vehicle. An occupational driver's license is not considered a valid driver's license under this section.

Suspension or revocation of the driver's license of an employee who is assigned as a vehicle or equipment operator may result in a demotion or termination.

Burnet County may check employee driving records, at the county's discretion, for all employees who drive for Burnet County business reasons. This includes driving a county owned vehicle or their own car for Burnet County business. Employees who drive for the county must furnish the county with their driver's license number.

7.04 ACCIDENT REPORTING

Any employee operating county equipment or vehicles must report all equipment or vehicular accidents and property damage or liability claims to his/her supervisor and the proper law enforcement agency immediately.

Each vehicular accident, no matter how minor, must be reported to the county in order that an accident report can be filed. Reports should be made to the County Auditor's office. Failure to report accidents may lead to disciplinary action up to and including termination.

Burnet County
Personnel Policies & Employee Handbook

Following all accidents, all drivers will be tested in accordance with our Drug and Alcohol Policy. CDL drivers must follow DOT regulations.

7.05 COUNTY TELEPHONES

No personal long distance telephone calls shall be charged to any county telephones. Personal long distance calls shall be charged to credit cards, charges reversed, or charges made to a third number. Personal calls shall be kept to a minimum.

Effective 10/01/2019, Burnet County will not reimburse employees for use of a personal cellular device. Where job needs demand immediate access to an employee, the county may issue a county-owned cellular telephone to an employee for work-related communications. These phones are intended to be used for business purposes and no personal calls are allowed. If personal cellular calls are made which result in a charge to the county, the employee will reimburse the county within 10 days after notification from the Auditor's Office. Burnet County employees to whom cell phones are issued may be required to keep location services enabled. Abuse of county issued cellular phones can result in disciplinary actions, up to and including termination.

7.06 COUNTY VEHICLE USAGES – GENERAL GUIDELINES

All vehicles must be parked at a county facility at the end of each working day unless prior authorization has been granted by their elected official or department head.

Vehicles may be used only for work-related duties and, if authorized, to drive to and from work. Vehicles may be used for no other purpose, except in an emergency, or for trips completely incidental to County employment while driving to and from a County-related job site.

If an elected official/employee uses a County vehicle to commute to and from their primary residence, the fringe benefit use of said vehicle may be included as taxable income of the elected official/employee in accordance with Internal Revenue Commuting Valuation Rules. Marked vehicles used by law enforcement officers used to commute to and from work are considered as qualified non-personal vehicles and the use of such vehicles is not considered taxable income. Unmarked vehicles used by law enforcement officers are also considered as qualified non-personal vehicles and the use of the vehicles by such personnel to commute to and from work is not considered as taxable income. The term "law enforcement officer" means an individual who is employed on either a full-time or part-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crime), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work). Use of either a marked or unmarked vehicle by a person who is not a law enforcement officer would be considered as taxable income.

Only County elected officials/employees, duly commissioned reserve officers authorized by the County Sheriff or Constable, or officers assigned to special operations and/or task force units approved by Commissioners' Court, are authorized to drive a County vehicle. A list of duly commissioned reserve officers authorized by the County Sheriff or Constable to drive a County vehicle shall be maintained by the respective department head/elected official and a copy kept by the Human Resources Office.

A. Personal Use

1. At no time may a County vehicle be used for personal gain, personal business, to drive to a place of secondary or part-time employment not related to County business, or for any other non-County-related use.

Burnet County
Personnel Policies & Employee Handbook

2. Law Enforcement vehicles may be used for special events provided the County is reimbursed at a rate approved annually by Commissioners' Court.
3. County vehicles may not be used as tow vehicles, unless it is for official County business.
- B. Allowed passengers in County vehicles are: a) anyone in the care and custody of a law enforcement official; b) County employees; c) a non-employee on County-related business; and d) any person in need of transport due to an emergency.
- C. In the event of an accident involving a County owned vehicle being used by County elected official/employee for personal reasons, the County elected official/employee will be fully liable for all damage and/or injuries sustained to all parties in the accident.
- D. All drivers of County-owned vehicles, and those using their personal vehicles on County business, shall comply with all applicable State and local laws. It will be the responsibility of the driver to pay any fines imposed for not complying with such laws.
- E. 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. Burnet County expressly prohibits anyone operating a County owned vehicle from texting with penalties, up to and including loss of employment.

The Commissioners' Court may grant a vehicle allowance to any elected official/employee deemed appropriate. The vehicle allowance will be paid monthly on the elected official/employee's paycheck as a Taxable Fringe Benefit as designated by IRS Fringe Benefit Guidelines.

7.07 UNIFORM POLICY

If a Burnet County employee receives a county uniform, Burnet County will comply with IFS regulations in determining if the benefit is taxable to the employee.

7.08 USE OF COUNTY CASH FUND

According to LGC Sec. 130.902 (c), a change fund may not be used to make loans or advances or to cash checks or warrants of any kind.

Therefore, no checks will be cashed for any reason from any county change drawer.

7.09 USE OF SIGNATURE STAMP

A signature stamp is used when an elected official or department head authorizes an employee to use the stamp on behalf of the person in authority. An employee who receives permission to use a signature stamp on behalf of a person in authority must account for the proper usage of the instrument. To this end, Burnet County requires the employee to personally sign or initial underneath a stamped signature to identify who placed it there. The employee will become the primary contact in case a document has been erroneously stamped. In case of a mistake, the person who stamped the document will be held accountable. Use the signature stamp on the proper documents and only after the person whose signature is on the stamp and has given permission for its use.

Do not use signature stamps on documents that require a personal review or assessment from the individual whose name is on the stamp. Improper use may result in legal ramification and/or disciplinary steps up to and including termination.

Top Ten Causes of Loss

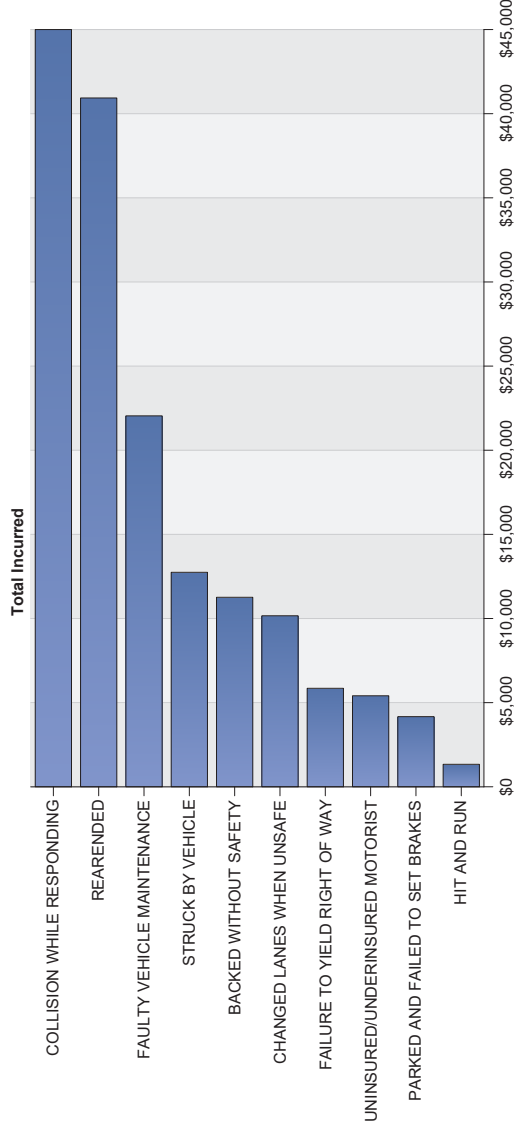
Member Selected: Burnet County

Coverage Date Range: Apr 1, 2020 to Apr 1, 2026

Top 10 Causes by Total Incurred

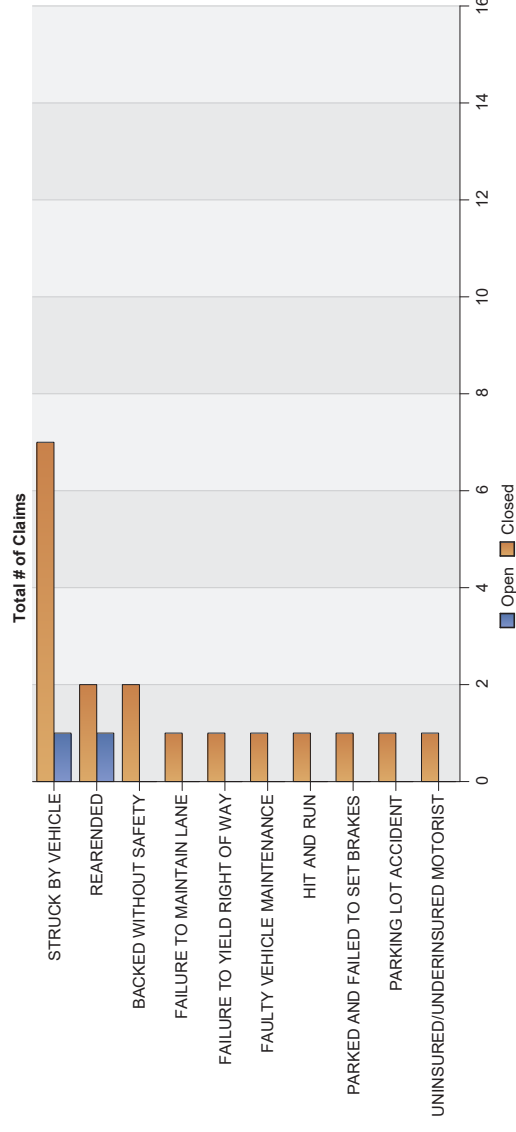
Cause of Loss	Claim Count	Total Incurred
<u>COLLISION WHILE RESPONDING</u>	1	\$45,000
<u>REARENDED</u>	3	\$40,934
<u>FAULTY VEHICLE MAINTENANCE</u>	1	\$22,044
<u>STRUCK BY VEHICLE</u>	8	\$12,745
<u>BACKED WITHOUT SAFETY</u>	2	\$11,261
<u>CHANGED LANES WHEN UNSAFE</u>	1	\$10,164
<u>FAILURE TO YIELD RIGHT OF WAY</u>	1	\$5,852
<u>UNINSURED/UNDERINSURED MOTORIST</u>	1	\$5,409
<u>PARKED AND FAILED TO SET BRAKES</u>	1	\$4,169
<u>HIT AND RUN</u>	1	\$1,335
Sum of Total Incurred		\$158,912

Automobile Liability



Top 10 Causes by Number of Claims

Cause of Loss	# Claims Currently Open	# Claims Currently Closed	Total Claims
<u>STRUCK BY VEHICLE</u>	1	7	8
<u>REARENDED</u>	1	2	3
<u>BACKED WITHOUT SAFETY</u>	0	2	2
<u>FAILURE TO MAINTAIN LANE</u>	0	1	1
<u>FAILURE TO YIELD RIGHT OF WAY</u>	0	1	1
<u>FAULTY VEHICLE MAINTENANCE</u>	0	1	1
<u>HIT AND RUN</u>	0	1	1
<u>PARKED AND FAILED TO SET BRAKES</u>	0	1	1
<u>PARKING LOT ACCIDENT</u>	0	1	1
<u>UNINSURED/UNDERINSURED MOTORIST</u>	0	1	1
Sum of Total # Claims			20



Top Ten Causes of Loss

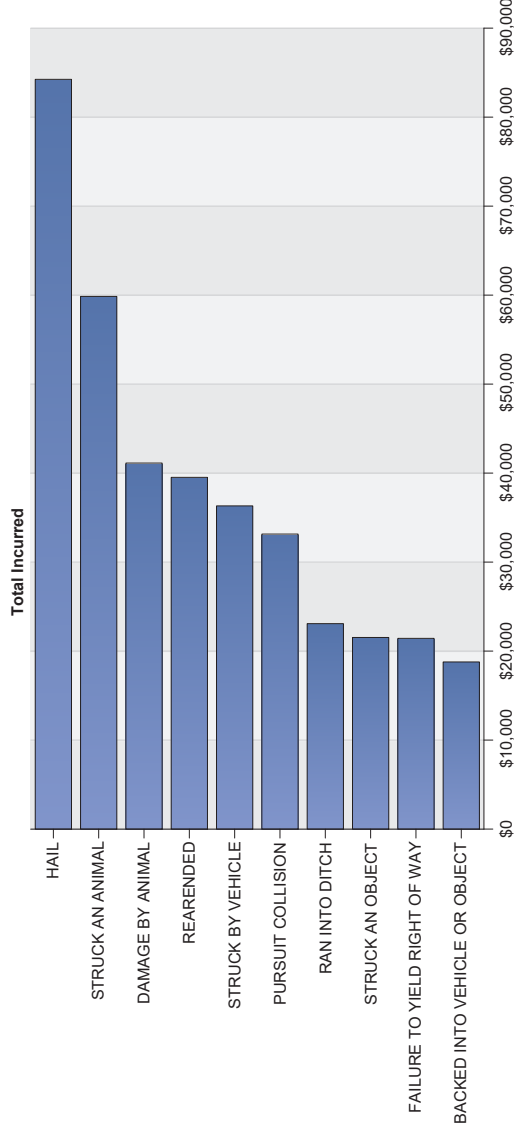
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Coverage Date Range: Apr 1, 2020 to Apr 1, 2026

Top 10 Causes by Total Incurred

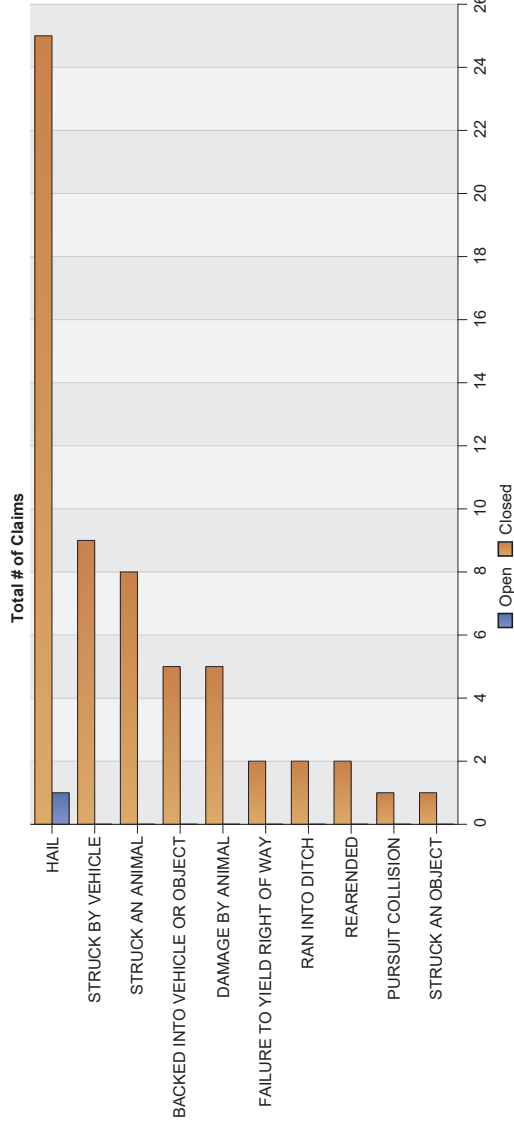
Cause of Loss	Claim Count	Total Incurred
<u>HAIL</u>	26	\$84,247
<u>STRUCK AN ANIMAL</u>	8	\$59,852
<u>DAMAGE BY ANIMAL</u>	5	\$41,128
<u>REARENDED</u>	2	\$39,522
<u>STRUCK BY VEHICLE</u>	9	\$36,316
<u>PURSUIT COLLISION</u>	1	\$33,150
<u>RAN INTO DITCH</u>	2	\$23,085
<u>STRUCK AN OBJECT</u>	1	\$21,530
<u>FAILURE TO YIELD RIGHT OF WAY</u>	2	\$21,430
<u>BACKED INTO VEHICLE OR OBJECT</u>	5	\$18,780
Sum of Total Incurred		\$379,040

Automobile Physical Damage



Top 10 Causes by Number of Claims

Cause of Loss	# Claims Currently Open	# Claims Closed	Total Claims
<u>HAIL</u>	1	25	26
<u>STRUCK BY VEHICLE</u>	0	9	9
<u>STRUCK AN ANIMAL</u>	0	8	8
<u>BACKED INTO VEHICLE OR OBJECT</u>	0	5	5
<u>DAMAGE BY ANIMAL</u>	0	5	5
<u>FAILURE TO YIELD RIGHT OF WAY</u>	0	2	2
<u>RAN INTO DITCH</u>	0	2	2
<u>REARENDED</u>	0	2	2
<u>PURSUIT COLLISION</u>	0	1	1
<u>STRUCK AN OBJECT</u>	0	1	1
Sum of Total # Claims			61



Top Ten Causes of Loss

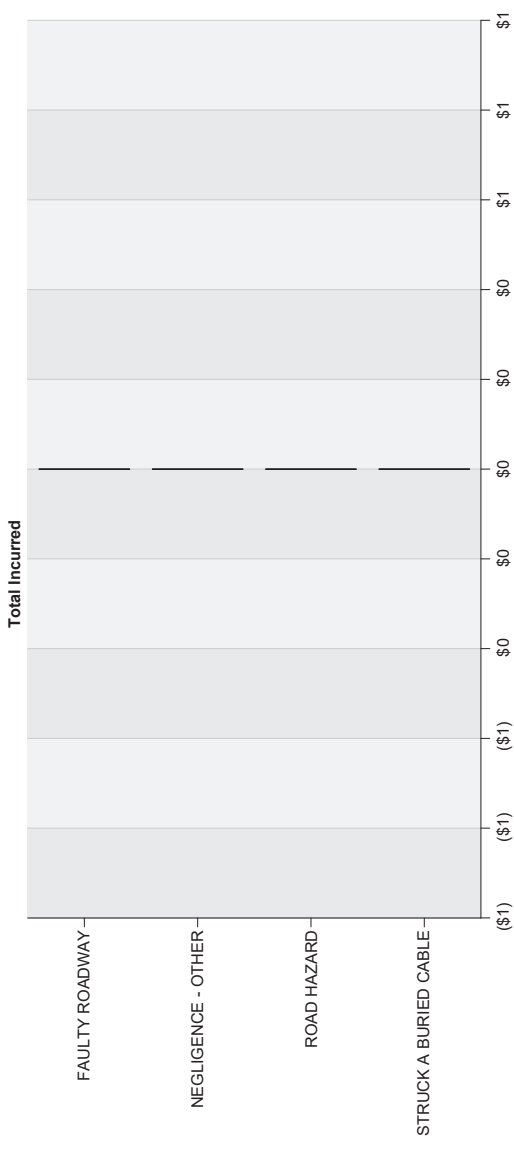
Member Selected: Burnet County

Coverage Date Range: Apr 1, 2020 to Apr 1, 2026

Top 10 Causes by Total Incurred

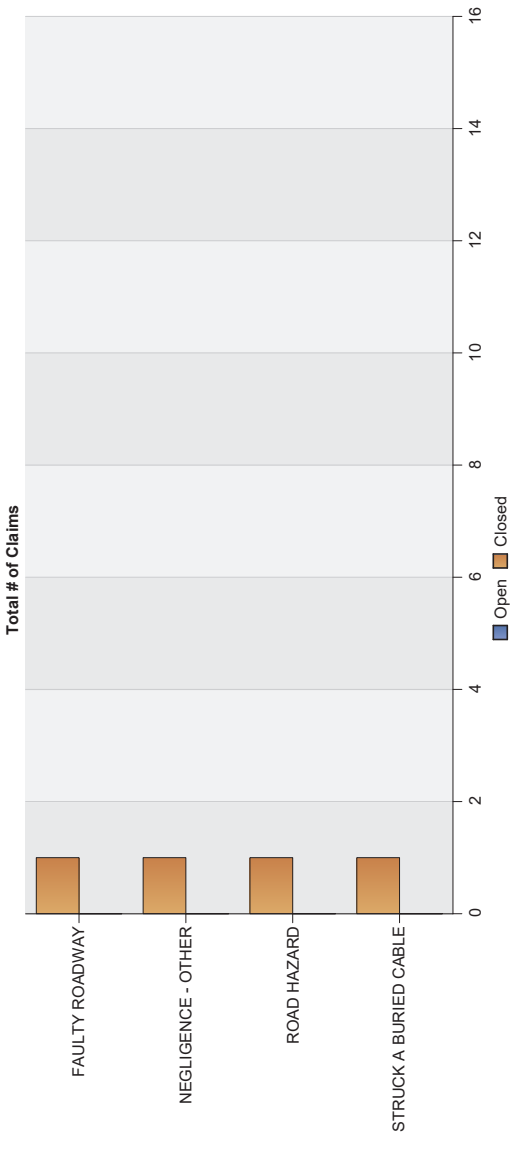
Cause of Loss	Claim Count	Total Incurred
FAULTY ROADWAY	1	\$0
NEGLIGENCE - OTHER	1	\$0
ROAD HAZARD	1	\$0
STRUCK A BURIED CABLE	1	\$0
Sum of Total Incurred		\$0

General Liability



Top 10 Causes by Number of Claims

Cause of Loss	# Claims Currently Open	# Claims Closed	Total Claims
FAULTY ROADWAY	0	1	1
NEGLIGENCE - OTHER	0	1	1
ROAD HAZARD	0	1	1
STRUCK A BURIED CABLE	0	1	1
Sum of Total # Claims		4	



Top Ten Causes of Loss

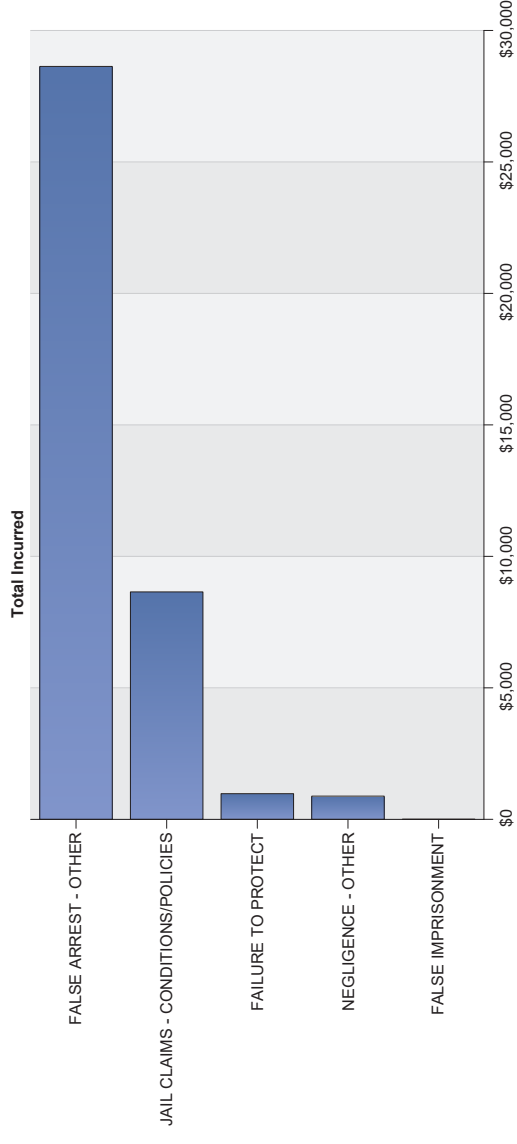
Member Selected: Burnet County

Coverage Date Range: Apr 1, 2020 to Apr 1, 2026

Top 10 Causes by Total Incurred

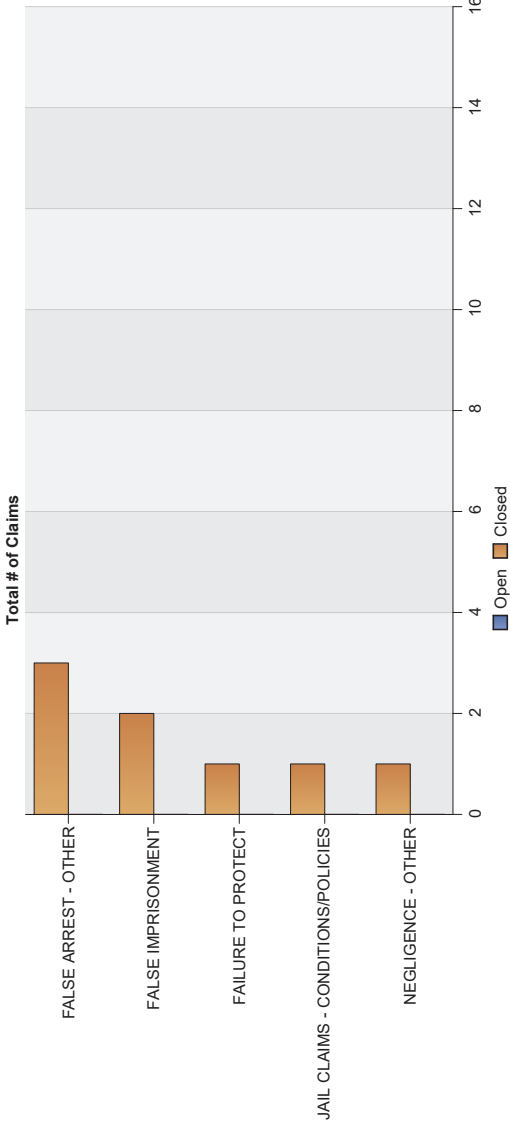
Cause of Loss	Claim Count	Total Incurred
FALSE ARREST - OTHER	3	\$28,632
JAIL CLAIMS - CONDITIONS/POLICIES	1	\$8,648
FAILURE TO PROTECT	1	\$975
NEGLECTENCE - OTHER	1	\$882
FALSE IMPRISONMENT	2	\$0
Sum of Total Incurred		\$39,137

Law Enforcement Liability



Top 10 Causes by Number of Claims

Cause of Loss	# Claims Currently Open	# Claims Closed	Total Claims
FALSE ARREST - OTHER	0	3	3
FALSE IMPRISONMENT	0	2	2
FAILURE TO PROTECT	0	1	1
JAIL CLAIMS - CONDITIONS/POLICIES	0	1	1
NEGLECTENCE - OTHER	0	1	1
Sum of Total # Claims			8



Top Ten Causes of Loss

Member Selected: Burnet County

Coverage Date Range: Apr 1, 2025 to Apr 1, 2026

Top Ten Causes of Loss

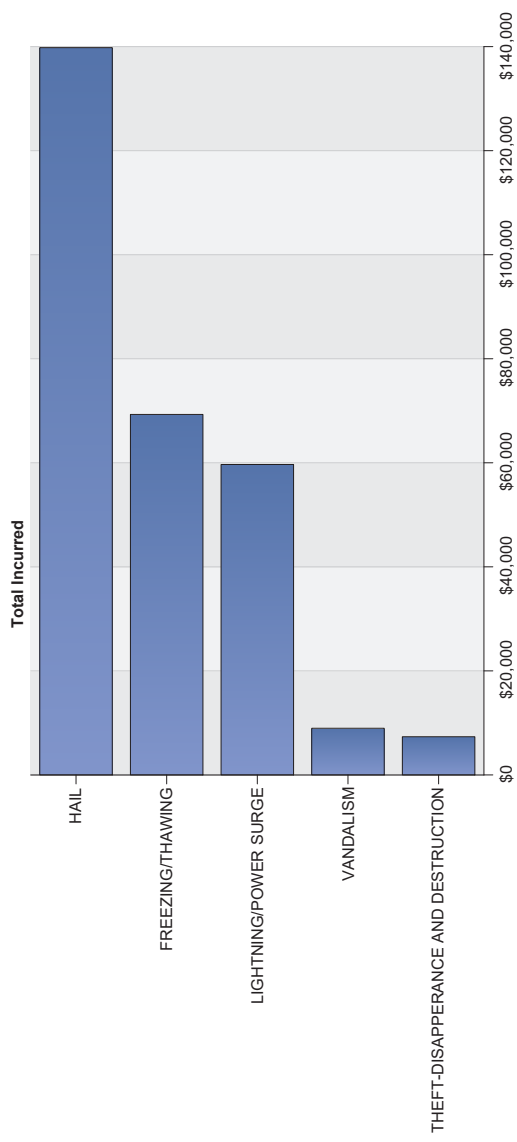
Member Selected: Burnet County

Coverage Date Range: Jul 1, 2020 to Jul 1, 2026

Top 10 Causes by Total Incurred

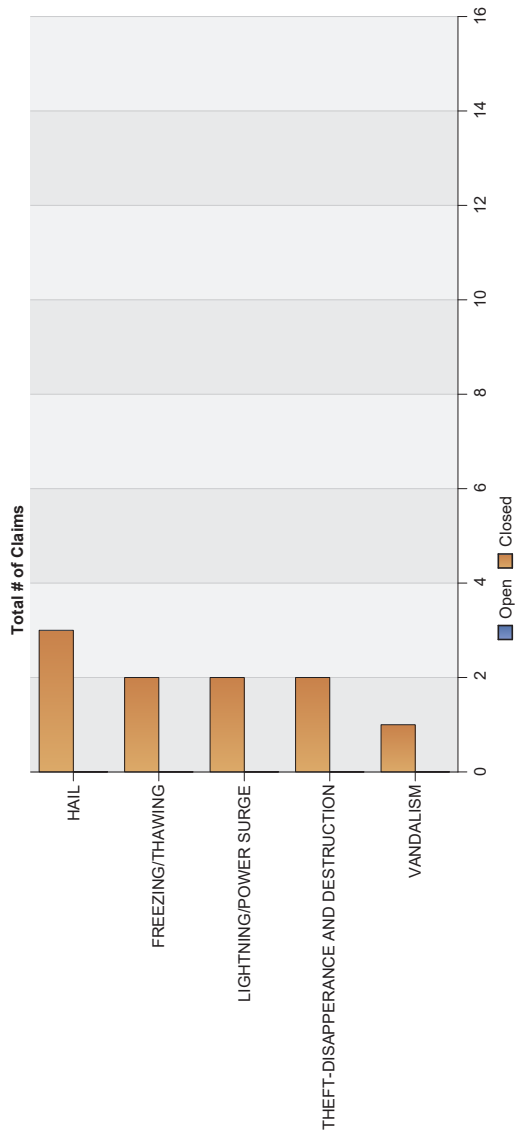
Cause of Loss	Claim Count	Total Incurred
<u>HAIL</u>	3	\$139,805
<u>FREEZING/THAWING</u>	2	\$69,295
<u>LIGHTNING/POWER SURGE</u>	2	\$59,672
<u>VANDALISM</u>	1	\$8,971
<u>THEFT-DISAPPERANCE AND DESTRUCTION</u>	2	\$7,342
Sum of Total Incurred		\$285,085

Property



Top 10 Causes by Number of Claims

Cause of Loss	# Claims Currently Open	# Claims Closed	Total Claims
<u>HAIL</u>	0	3	3
<u>FREEZING/THAWING</u>	0	2	2
<u>LIGHTNING/POWER SURGE</u>	0	2	2
<u>THEFT-DISAPPERANCE AND DESTRUCTION</u>	0	2	2
<u>VANDALISM</u>	0	1	1
Sum of Total # Claims		10	10



Top Ten Causes of Loss

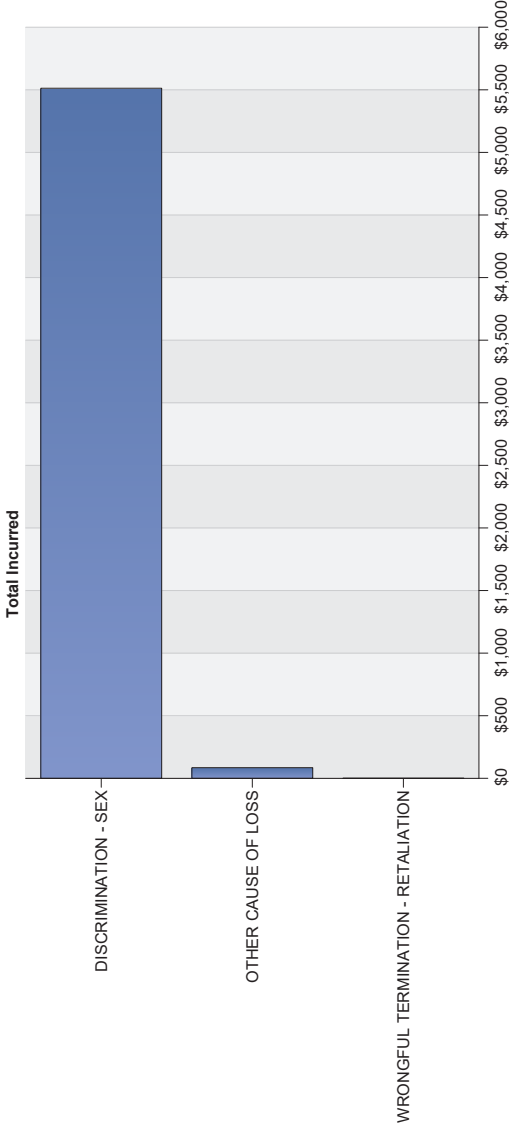
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Top 10 Causes by Total Incurred

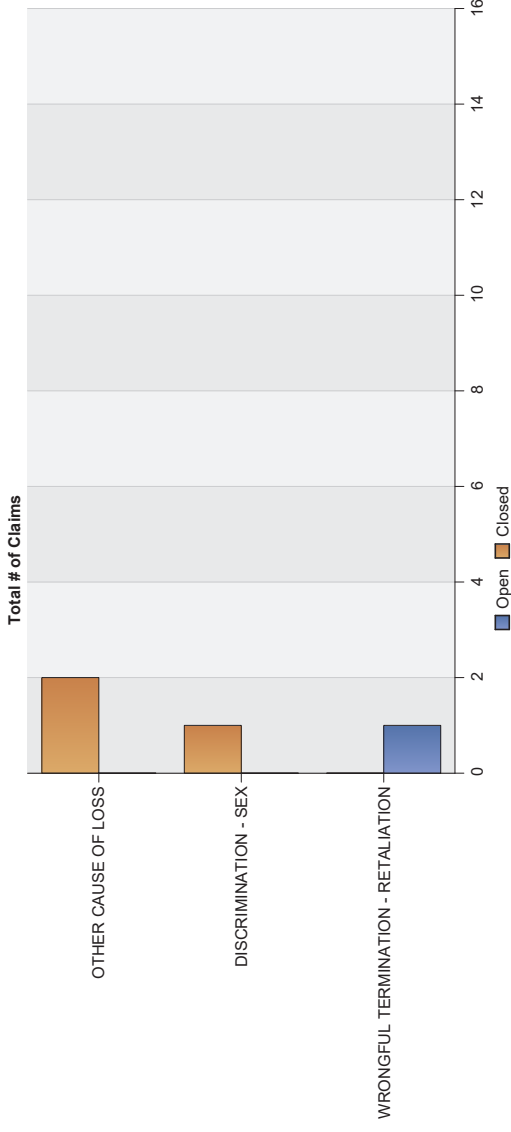
Cause of Loss	Claim Count	Total Incurred
DISCRIMINATION - SEX	1	\$5,512
OTHER CAUSE OF LOSS	2	\$85
WRONGFUL TERMINATION - RETALIATION	1	\$0
Sum of Total Incurred		\$5,598

Public Official Liability



Top 10 Causes by Number of Claims

Cause of Loss	# Claims Currently Open	# Claims Currently Closed	Total Claims
OTHER CAUSE OF LOSS	0	2	2
DISCRIMINATION - SEX	0	1	1
WRONGFUL TERMINATION - RETALIATION	1	0	1
Sum of Total # Claims			4



Top Ten Causes of Loss

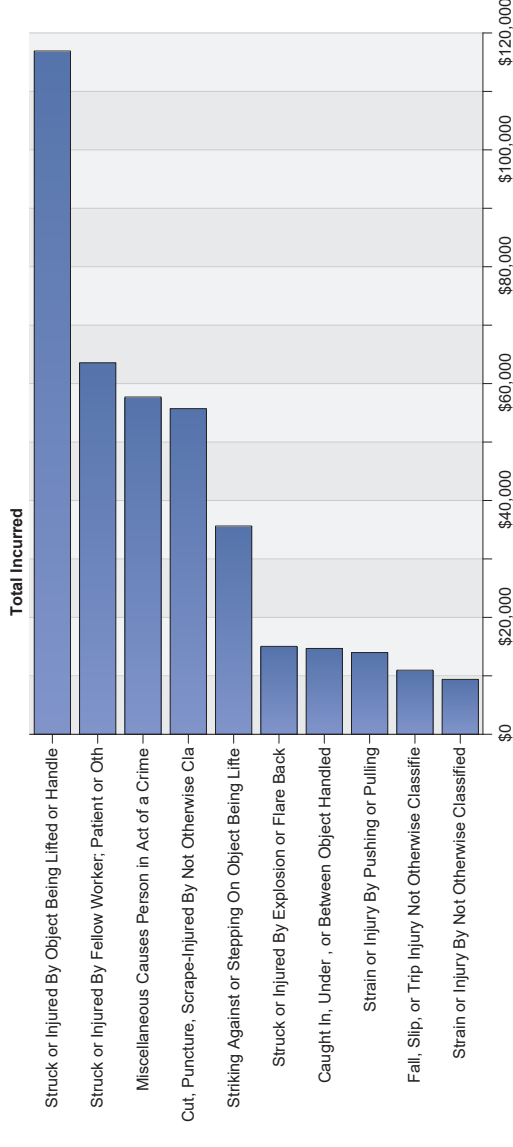
Member Selected: Burnet County

Coverage Date Range: Jan 1, 2020 to Jan 1, 2026

Top 10 Causes by Total Incurred

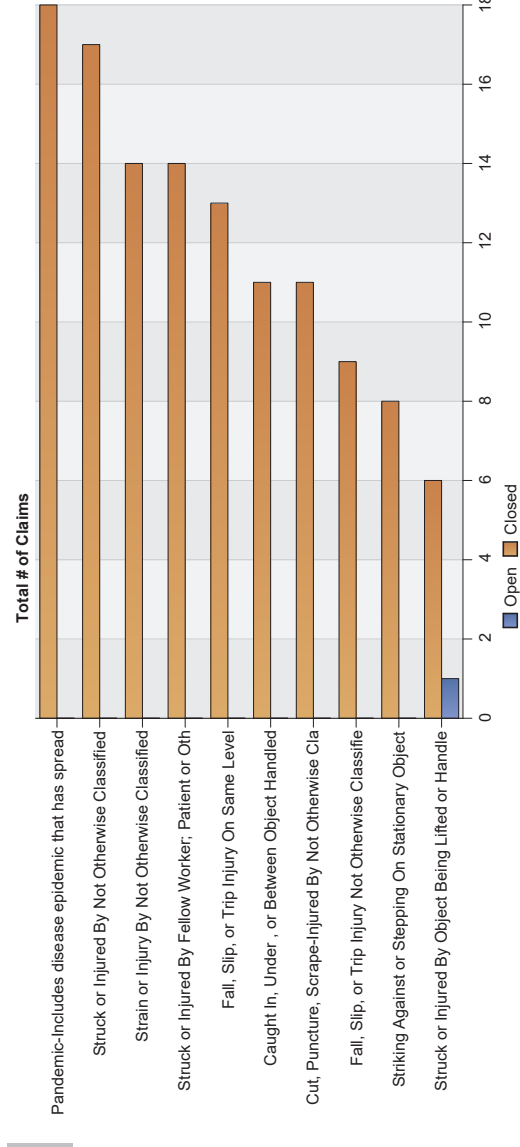
Cause of Loss	Claim Count	Total Incurred
Struck or Injured By Object Being Lifted or Handle	7	\$116,909
Struck or Injured By Fellow Worker, Patient or Oth	14	\$63,569
Miscellaneous Causes Person in Act of a Crime	3	\$57,702
Cut, Puncture, Scrape-Injured By Not Otherwise Cla	11	\$55,718
Striking Against or Stepping On Object Being Life	4	\$35,630
Struck or Injured By Explosion or Flare Back	1	\$15,035
Caught In, Under, or Between Object Handled	11	\$14,682
Strain or Injury By Pushing or Pulling	4	\$13,979
Fall, Slip, or Trip Injury Not Otherwise Classifie	9	\$10,956
Strain or Injury By Not Otherwise Classified	14	\$9,385
Sum of Total Incurred		\$393,564

Workers' Compensation



Top 10 Causes by Number of Claims

Cause of Loss	# Claims Currently Open	# Claims Currently Closed	Total Claims
Pandemic-Includes disease epidemic that has spread	0	18	18
Struck or Injured By Not Otherwise Classified	0	17	17
Strain or Injury By Not Otherwise Classified	0	14	14
Struck or Injured By Fellow Worker, Patient or Oth	0	14	14
Fall, Slip, or Trip Injury On Same Level	0	13	13
Caught In, Under, or Between Object Handled	0	11	11
Cut, Puncture, Scrape-Injured By Not Otherwise Cla	0	11	11
Fall, Slip, or Trip Injury Not Otherwise Classifie	0	9	9
Striking Against or Stepping On Stationary Object	0	8	8
Struck or Injured By Object Being Lifted or Handle	1	6	7
Sum of Total # Claims			122



Burnet County
Personnel Policies & Employee Handbook

- H. Departmental timekeepers shall ensure that employees and supervisors have accurately completed timesheets. At the end of each pay period, departmental timekeepers will “Sign Off” on all employee timesheets, therefore releasing the recorded data to Payroll for processing.
- I. During payroll processing, leave from available banks (excluding Sick Leave) will be added for any full-time employee (as defined in Sec. 3.01) to complete their normal schedule.

3.07 OVERTIME COMPENSATION

Overtime compensation is due to employees as follows:

7-day work weekafter 40 hours
14-day work period.....after 86 hours

Vacation leave, sick leave, personal leave, emergency leave and designated county holidays will not be counted as actual hours worked toward the calculation of overtime, but will be calculated as straight time.

If a full time employee who is subject to the overtime provisions of the Fair Labor Standards Act is required to work extra hours during a workweek in which he or she has used banked leave, the leave time should be reduced to prevent overtime. Leave time may be counted towards hours worked for overtime purposes in the event of an emergency (safety or security) as determined by the department head.

Flex time or equal time off in the same work period may result in changes to the time record.

Non-exempt employees will be paid at one and one-half times their regular rate of pay for each hour actually worked in a work week or work period above their respective limits as listed above (all overtime must be approved by the department head ahead of time).

3.08 LONGEVITY PAY

General: This policy is effective October 1, 2021, and is intended to supersede and replace all previous longevity, step, or salary pay types that are based solely on length of service. Any employee that as of 10/01/2021 would have been paid more under a previous longevity-based pay structure will continue under the older policy until such time that pay under the new policy exceeds the older policy. At no time will an employee receive benefits under more than one longevity-based policy or any other type of policy based solely on years of service.

Eligibility: Eligible positions and amounts will be determined annually by the Commissioners Court during the normal budget process. This additional pay will not be paid if it is not clearly designated and budgeted for during the budget process.

County funded, full-time active employees are eligible based on their years of service in any eligible position with Burnet County. For the purpose of this policy, any employee working less than 40 hours per week is considered part-time. Eligible part-time employees must have two years of consecutive service and a minimum of 750 hours worked in the previous 12-month period. Employees must be a full-time or part-time active employee as of the date the longevity is paid.

Ineligibility: Temporary employees and employees supplemented by the County are not eligible. Grant funded positions will not be eligible unless allowed by the grant or approved and budgeted by the Commissioners Court.