

BURNET COUNTY

OFFICIALS PERSONNEL POLICIES AND COMPENSATION MANUAL FOR THE COUNTY OF BURNET

01/01/2019
Last Amended
November 20, 2018

We are here to serve...The mission of Burnet County is to maintain overall efficient and financial management of county resources and provide services desired by the people of Burnet County and mandated by state and federal laws. We are here to serve...

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1.00 INTRODUCTION

1.01 AUTHORITY

These policies are adopted by the Commissioners Court of Burnet County. Amended, revised or new policies must be adopted by said court.

1.02 RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICIES

Each Official or Department Head of Burnet County is responsible for the administration of the personnel policies and procedures as set out in the Employee Handbook, included in its entirety in Section 2 and in these Officials Personnel Policies and Compensation Program Manual for the County of Burnet.

With the exception of matters of appointments and personnel actions restricted by statute, final authority on a personnel decision is reserved to each Official.

Burnet County Human Resources Department is responsible for encouraging compliance with these Policies.

1.03 PURPOSE

These Policies set forth the primary rules governing employment with the County of Burnet. These Policies inform Officials and Department Heads of their obligations. They have been prepared and adopted in order to promote consistent, equitable, and effective practices by Officials and Department Heads to achieve high quality, efficient public service.

These Policies are not intended to imply any contract or contractual rights. Burnet County Commissioners Court reserves the exclusive right to modify these Policies at any time without prior employee notification.

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2.00 COUNTY EMPLOYMENT

2.01 EQUAL EMPLOYMENT OPPORTUNITY

Burnet County is an equal opportunity employer. Race, color, religion, national origin, sex, age, genetic information, pregnancy and disability, or any other condition or status protected by law shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists. If an employee desires any type of accommodation as a result of any condition or status protected by law, he or she should advise his Official or Department Head or the County Attorney.

The current Burnet County Equal Employment Opportunity Plan is filed in the Human Resources office. If a department has more than 50 employees it must adopt a separate Equal Employment Opportunity Plan.

AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT

It is the policy of Burnet 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 his/her Official or Department Head, County Judge or County Attorney. All Officials or Department Heads and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Burnet 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 an employee requires accommodation, he/she should contact his Official or Department Head, County Judge or the County Attorney. Reasonable accommodation shall be determined through an interactive process of consultation.

2.02 EMPLOYMENT OF RELATIVES

Texas Government Code Chapter 573, Public Officials (Officials, Department Heads and employees) of Burnet County are prohibited from hiring a relative related in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department that he or she supervises or exercises control over.

A degree of relationship is determined under Texas Government Code Chapter 573. Texas nepotism charts in the Appendix. (Pages 1-32 through 1-33)

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2.03 AGE REQUIREMENTS

Persons under 18 years of age will not be employed in any full time position. Temporary employees may not be less than 16 years of age.

Other age limitations will be only as required by state or federal law applicable to the county.

2.04 VACANCIES

Vacancies are filled on the basis of merit, whether by promotion or by initial hire. Selections of the best qualified persons are to be made collectively on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform the specific job.

2.05 JOB DESCRIPTIONS

Each Department will maintain a current job description, (reviewed annually) which establishes the required knowledge, skills, and abilities for each position, the acceptable levels of experience, training for each, and essential job functions. The job description sets forth the minimum acceptable qualifications to fill the position. Job descriptions require approval by Commissioners Court. Any employee handling County cash funds must be eligible to be bonded within ninety (90) days of employment.

2.06 METHODS OF RECRUITMENT AND SELECTION

The Human Resources Department is to be notified of all employee position vacancies to ensure that the proper posting procedures are followed. The HR Department will post all employment opportunities in the Burnet County Courthouse, Burnet County Annexes in Burnet and Marble Falls and on the County's website for a minimum of seven (7) days. Postings may be made by the HR Department at the request of a newly elected official prior to their taking office.

Burnet County recruits and selects persons to fill employment vacancies by using the following methods:

- 1) Promotion or lateral transfer from within the same department does not require position posting.
- 2) Officials or Department Heads may choose to advertise position in local newspapers or on social media websites of his/her choice. The HR department will place the employment advertisement. Fees for advertising are paid by the department placing the advertisement.
- 3) In the event in which a newly Elected Official does not take office until January 1st and is aware of a position vacancy on that date, the newly Elected Official will submit the job description to the HR Department for appropriate posting. The newly Elected Official cannot take action on hiring employees until he/she is sworn into office.

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Each Official or Department Head determines the method of selection for positions within his/her department.

2.07 APPLICATION FOR EMPLOYMENT

Each applicant is required to submit a written application for employment with pertinent information regarding training and experience to the HR Department. HR will forward all applications received to the Official or Department Head. Each Official or Department Head will make appropriate inquiries to verify experience, character, and suitability of any applicant. Each employee will have an application form in his/her personnel file.

2.08 CONSIDERATION OF CURRENT EMPLOYEES

Employees of Burnet County will be permitted to apply for positions for which they believe themselves to be qualified.

2.09 DISQUALIFICATION

An applicant is automatically disqualified from consideration for employment by the county if he/she: (1) does not meet the minimum qualifications for performance of the duties of the position involved, (2) knowingly has made a false statement on the application form, (3) has committed fraud during the selection process, or (4) is not legally permitted to hold the position.

Upon Request, the HR Department shall conduct a criminal background check on a new prospective county employees prior to Official or Department Head making an offer of the position. Findings will be given to the Official or Department Head for consideration in final hiring decision. Exception: Sheriff's office will perform background checks on prospective SO employees.

2.10 SELECTION

Except for appointments reserved to the District Judge or the Commissioners Court by statute, the Official or Department Head has exclusive authority to select and employ personnel within the limits of the County's budget.

2.11 NEW EMPLOYEES

All new employees will report to the HR Department for completing necessary paperwork on or before their first day of employment.

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3.00 NONCOVERED AND EXEMPT POSITIONS

3.01 NONCOVERED AND EXEMPT POSITIONS

The Fair Labor Standards Act does not apply to those individuals who hold public elective office. These include, for Burnet County:

- County Judge
- County Commissioners
- County Court at Law Judge
- District Judges 33rd/424th
- District Attorney
- County Attorney
- County Sheriff
- County Clerk
- District Clerk
- County Treasurer
- County Tax Assessor-Collector
- Justices of the Peace
- Constables

Depending on the nature of an employee's job duties, he/she may be exempt from the overtime requirements of the FLSA. Exempt employees include executives, administrative employees, and professionals. The FLSA regulations are keyed to actual job duties of the employee, and an employee does not qualify merely because of the job title.

The following employees are considered exempt under the "professional" umbrella:

- Agricultural Extension Agent
- Assistant County Attorney
- Assistant District Attorney
- Assistant Public Defender
- County Auditor
- Public Defender

The following employees are considered exempt under the "administrative" umbrella because of their job duties:

- Sheriff's Department Enforcement Section:
 - Chief Deputy
 - Captain
 - Administrative Captain
- Administrative
 - Accounting Manager

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Business Manager
Collections/Compliance Coordinator
Court Coordinator
Director of County Services
Elections Coordinator
Environmental Services Director
First Assistant Auditor
Grant Writer
Human Resources Director
Information Technology Director
Information Technology Assistant
Internal Audit Supervisor
Magistrate Judge
Tourism Coordinator/PIO

Library System
County Library Director

District Attorney
Executive Assistant

District Judge
Court Administrator
Court Coordinator
Adult Probation:
Director
Deputy Director
Juvenile Probation:
Chief
Counselor
Victim Services Coordinator
Intermediate Sanction Facility:
Facility Director
Assistant Director

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4.00 EMPLOYEE COMPENSATION AND ADVANCEMENT

4.01 INTRODUCTION

Burnet County's most important resource is its employees who help Burnet County provide excellent service to its citizens.

Effective management of the compensation program and the personnel policies is an important responsibility of all Officials or Department Heads. Burnet County's goal is to maintain the established compensation program.

The purpose is to provide guidelines to help Officials or Department Heads administer pay in a fair and consistent manner. The guide describes how employees are compensated, how job information is obtained, how jobs are evaluated, how to use the pay structure, and who is responsible to insure the plan is followed

All persons, except Elected Officials, receiving compensation through the Burnet County payroll systems are considered Burnet County employees and are required to follow the Compensation Program and Policies and Procedures as set forth by Commissioners Court.

In cases where federal or state law or regulations supersede local policy, such laws or regulations will substitute for the Compensation Program only insofar as necessary to comply.

Departments specifically exempted from the Burnet County Compensation Program due to federal or state law or regulations include:

CSCD: Adult Probation and Intermediate Sanction Facility (ISF):

Texas Government Code (TGC) §76.006 and TGC §76.008 establishes the relationship between the County and the CSCD. TGC §76.006 requires only that the CSCD contract with the County to provide adequate facilities, utilities and equipment for the CSCD. The 33rd Judicial District CSCD has a policy and procedures manual which outlines and defines operations of the 33rd Judicial District CSCD.

For purposes of definition, it should be understood that the 33rd Judicial District Intermediate Sanction Facility is a program operated by the CSCD, and is a division of CSCD. The ISF also has a policies and procedures manual which is a subsection of the CSCD manual, incorporating all of the basic CSCD personnel policies, but which contain some procedures specific to the operation of the ISF.

Juvenile Probation Department:

152.0031 of the Human Resource Code established the Burnet County Juvenile Board. Chapter 341 of the Texas Administrative Code requires that the Burnet County Juvenile Board have written Policy and Procedures that outline the operations for the Juvenile Probation Department.

In the event that any policy of Burnet County is not addressed in the aforementioned federal or state law or regulations, then the Burnet County Compensation Program shall apply.

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Compensation Policy Salary Exemptions:

Auditor, Assistant and Employees

Local Government Code (LGC) §84.021, Section 19.7, "The auditor's salary is determined by the district judges and may not be set higher than that of the highest paid, elected county official (other than a county court-at-law judge)." Chapter 152 (subchapter B) of the Local Government Code, explicitly exempts commissioners court from setting salaries of the county auditor, his/her assistants and employees."

Court Reporters

LGC §152.905, (d): "...the district judge or judges shall set the amount of compensation of the county auditor, assistant auditors, and court reporters.....".

4.02 POLICY AND OBJECTIVES

Policy

It is Burnet County's policy to establish and maintain an equitable and uniform way of compensating employees. It is our policy to compensate employees equitably for positions of similar responsibility, to relate pay directly to measured job performance and the level of skill, effort, responsibility and the conditions under which work is performed.

Objectives

The overall objective is to attract, retain and motivate qualified individuals. These guidelines are designed to:

- Ensure all positions are assigned to pay grades based on the level of skill, effort and responsibility involved and the conditions under which the work is performed.
- It is the responsibility of the Official or Department Head to review and update changes to job descriptions annually.
- Establish and maintain pay ranges that are as competitive as Burnet County can afford to pay with the long-term goal of establishing pay ranges comparable to public entities of like size and income.
- Establish that each merit-based pay decision should be fair and based on an assessment of an individual's performance.
- Establish that performance expectations should be reviewed annually with employees.
- Support the County's planning and budgeting process.
- Establish pay related decisions are made in a nondiscriminatory manner without regard to race, religion, national origin, sex, color, age, disability, genetic information, pregnancy or any other condition or status protected by law.
- *All guidelines are to be reviewed annually prior to the new fiscal year by the County Judges' appointed Human Resource Committee. All recommended changes should be reviewed by the Commissioners Court and approved prior to the new fiscal year.*

Program Components

- **Job Evaluation** – assigning jobs to pay grades based on duties and responsibilities.

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- **Pay Structures** – reflect what comparable public entities of like size and income pay for similar work.
- **Pay Administration Guidelines** – ensures administration of pay in an equitable manner.
- **Job Descriptions** – are a summary of the essential elements required to perform a job. A job description may not include all responsibilities of the job. Job descriptions describe the job, not the individual who fills it.

4.03 YOUR ROLE AS A COUNTY OFFICIAL OR DEPARTMENT HEAD

As an Official or Department Head, you are responsible for following the guidelines set forth in this Compensation Plan. You are responsible for attending orientations provided by the Human Resources Committee or HR Department that explain the Policies and Procedures and/or Compensation Plan.

You are personally responsible for:

- Job descriptions of each position in your department.
- Job evaluations on an annual basis of each employee under your supervision.
- When applicable, awarding merit increases based on employee performance.
- Approve and submit Time Sheets according to policy and schedule.

Communication with Employees

Generally, you are responsible for:

- Explaining the compensation program to employees you supervise.
- Discussing pay structure with each individual.
- Explaining the current position of each individual's compensation within his/her pay range.
- Monitoring changes in duties and responsibilities to ensure that jobs are accurately described and assigned to appropriate pay grades.
- Submitting job descriptions for re-evaluation by Human Resources Committee when significant changes occur based on the level of skills, effort and responsibilities involved and the conditions under which the work is performed.
- Establishing, reviewing and communicating performance requirements to employees.
- Recommend fair and appropriate pay adjustments during the merit/market process.

4.04 JOB DESCRIPTIONS

Job Descriptions should outline the purpose, skill, effort, responsibility and working conditions of each position in the County. Every job description is reviewed by the appointed Human Resources Committee for position grading using the job evaluation criteria; then the HR Coordinator presents it to the Commissioners Court for approval.

Every Job Description will follow the same format as provided by the Human Resources department, with the following information:

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GENERAL DESCRIPTION

- Summarizes the position-be brief
- Provide department information
- Establish context of position
- This section can be used as the recruitment announcement/job posting

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Major areas of the job that are specific to that position
- Recommend to always include “Regular attendance is required”
- Task statements are used:
 - Performs what action? (Verb)
 - To whom or what? (Object of Verb)
 - To produce what or why is it necessary? (Expected Outcome)
 - Avoid abbreviations, jargon and acronyms
 - Descending order of importance
 - Again be brief – approximately ten (10) items

ADDITIONAL RESPONSIBILITIES

- Non-essential duties
- Can include appropriate catch-all statement: “Any duty as assigned by supervisor within the scope of the department”

EDUCATION REQUIREMENTS

- Minimum required to meet job standards
- Ability to read and write
- High School
- GED
- Burnet County does not require a college degree for any position except Attorney
 - Some College (Be prepared to substantiate this requirement)
 - College Degree (Be prepared to substantiate this requirement)
 - Advanced Degree (Be prepared to substantiate this requirement)
- **Do Not Over Inflate Education Requirements**

EXPERIENCE AND SKILLS

- Knowledge – body of learned information
- Skill – present, observable, competence to perform
- Ability – present, observable
- License and certifications required
- Rank
 - Required
 - Must possess prior to employment
 - Preferred
 - Viewed as more qualified

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- Used as screening framework
- Acquired
 - To be gained once on the job
 - Typically unique to the position

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Required to perform the essential job duties
- To be ADA compliant – Must be specific
 - Stoop, bend, lift, sit, walk, run, etc.
 - Read, write, type, draw, etc.
 - Drive, talk, hear, etc.

SPECIAL CONDITIONS

- Supervision received
- Supervisory role
- Contact with others – who and frequency
- Shift work
- Holiday work
- Work location
- Pre-employment physical, drug testing
- Pre-employment background check
- Be specific

Job descriptions will be reviewed by March 1st of each year and changes are submitted to the Human Resources Department.

4.05 POSITION EVALUATIONS

What is Position Evaluation?

Position evaluation is used to determine the relative value of a position in comparison to all other positions within Burnet County. In a systematic way, position evaluation establishes the relative rank of positions with various duties, responsibilities and work qualifications, and assigns groups of positions to pay grades based on the level of skill, effort and responsibility required, and working conditions under which the position is performed. Grades are then associated with different pay ranges that are reviewed annually. Position evaluation is critical since each person's pay is directly affected by the pay grade to which his or her position is assigned.

In evaluating positions, it is particularly important to note that:

- Positions are evaluated in terms of current and regular duties and responsibilities. When an individual temporarily (six months or less) assumes a different position or performs responsibilities described in another position, no change in classification will occur.

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- Only the position is evaluated. Although it is difficult to separate the employee from the position, individual accomplishments or potential should not be considered when evaluating a position. Instead, these factors are considered during performance appraisals. The fact that a particular position has a weak or strong employee should not influence the position's evaluation or the grade assignment unless the position's content has changed significantly as a result.

Guidelines

New Position. When a new position is created, the Official or Department Head should complete a description outlining the purpose, skill, effort, responsibility and working conditions of the position. The description is reviewed by the Human Resources Committee for position grading and then presents it to the Commissioners Court for consideration. All new position requests should be submitted to the Human Resources Committee along with the budget request prior to the departmental budget deadline. Commissioners Court reserves the right to modify this provision through an open court action.

Officials or Department Heads requesting an additional employee should submit a job description to the HR Committee for classification and include it with a New Employee Budget Request Form along with their departmental budget request. Officials or Department Heads are encouraged to consolidate positions and responsibilities, if possible.

Positions will only be approved when a verifiable need is demonstrated. Complete documentation to include any applicable and verifiable statistics, compliance requirements, job description, program goals, etc. should be provided at the time of the budget request. Each request approved will be on a six month trial basis. At the end of the six month trial period, the requestor should go before Commissioners Court to submit information indicating program goals are being achieved. At that time, Commissioners Court will decide the permanent viability of that position

4.06. PERFORMANCE PLANNING

Performance planning fosters the performance growth of each individual. It also furnishes a sound and consistent basis for determining merit increases. Each individual's pay should reflect his or her performance contributions and skills.

Performance planning and review is designed to:

- Promote fair treatment of employees by providing a consistent method of measuring job performance.
- Encourage Officials or Department Heads to work with their employees to effectively define responsibilities, objectives, set goals and skill requirements.
- Strengthen mutual understanding between Officials or Department Heads and employees to create a cooperative and productive environment.
- Offer employees feedback to help them increase their effectiveness in meeting the Departments goals.

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Performance Review

The annual review for each employee shall be completed by May 1st of each year. Each Official or Department Head is responsible for conducting an annual review and sending a copy to file in each employee's personnel file, located in the HR Department. Merit increases associated with the review are available on the first pay period of each fiscal year, if approved by Commissioners Court. It is recommended that all new hires receive a formal review by their Official or Department Head and these reviews be filed in their personnel file in the HR Department at the completion of three months of employment. Feedback and documentation should occur during the initial period of employment.

After the Official or Department Head completes the review, the Official or Department Head and the employee should meet to review. The employee should experience no surprises at the end of the review period. As a suggestion, employees can be given the option to fill out the same review form as a self-evaluation.

For employees receiving a less than satisfactory overall performance rating, the Official or Department Head shall provide the employee with a job description which includes a detailed list of the duties of the position; clearly defined performance expectations; an action plan which specifically identifies requirements the employee should concentrate on to improve his/her performance; and a date for a follow-up performance review (Usually no later than 30-90 days after an unsatisfactory rating).

4.07 PAY STRUCTURE

The pay structure is the most visible component of the compensation program. The number of pay ranges and spread within each range has been developed by an independent agency to fit Burnet County's compensation philosophy.

The current Burnet County pay structure is included in the Appendix.

Reviewing the Structure

Merit increases will be awarded as specified by the budget policy, as economic conditions allow. Burnet County may, on an annual basis, adopt a merit increase for employees. Merit increases will be added to employee's annual salary at the direction of the Official or Department Head. The goal of Burnet County is for employees to be compensated at market rates.

4.08 PAYING EMPLOYEES

The pay structure consists of position grades and ranges.

- **Position grades** eliminate the need to identify differences in value between similar but not identical jobs. Each position grade represents the average of an array of rates of pay for a grouping of a wide variety of jobs similar in work difficulty and responsibility requirements. All jobs within the same grade are considered of equal value.

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- **Pay Position ranges** establish the suggested minimum and market rates the County will pay for a particular job.
- **The minimum** of the pay position range is appropriate for individuals who are assigned to positions for which they possess the basic or minimal required qualifications and who are expected to be able to perform basic duties and responsibilities. The minimum is the least that Burnet County is willing to pay for a position.
- **The market** of the pay position range is the most Burnet County is ever willing to pay for a position assigned to that position grade. Employees of Burnet County will not receive pay that exceeds the market of the position range. Exceptions may occur if an employee is in a position at a rate of pay exceeding market prior to the adoption of this compensation plan.

Setting Starting Pay

In all cases, beginning salaries are subject to the availability of funds provided for within each department's "Salaries" budget. Pay offers are recommended by the hiring Official or Department Head and any amount above the budgeted rate will require prior approval before offer and approval of the Commissioners Court. Factors to consider in determining a pay offer to a prospective employee are based on qualifications and experience.

Given all the factors that must be considered when making a decision as to an appropriate starting salary for a new hire, Officials or Department Heads are encouraged to consult with the HR Department and the Auditor before finalizing their decision.

Employees who have been previously employed with Burnet County will be subjected to all policies as "new hires" (compensation, tenure and benefits).

All positions under grants that are mandated by law must be classified under County policies upon acceptance of grant by Human Resource Committee review and Commissioners Court approval. All other grants may be employed up to the maximum amount of conditions of grant but, upon grant termination, must be classified in accordance with County policies and Commissioners Court approval.

Placement of NEW HIRES

Rules for the placement of new hires in the County's salary structure are necessary, for consistency and fairness.

Prior to posting positions. Officials or Department Heads should review salary posting with HR Department AND budget with Auditor.

Placement on the Salary Schedule (non-exempt). The assumption is that most new non-exempt employees will be placed in the appropriate salary grouping at the beginning level. New hire salary cap should neither exceed market average nor be below the beginning level. However, because of the employee's previous experience, some new non-exempt employees may be considered for salary placement as described below.

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Officials or Department Heads should use the following guidelines of new hire salary placement:

Employee's previous experience (to be considered, has to be comparable)

Zero to two years: Beginning level
Three to five years: Mid level
More than five years: Market level

Placement on the Salary Schedule (exempt). Officials or Department Heads in consultation with the Human Resources Committee, determine the placement of new employees who are considered to be exempt. Those employees will be placed in an appropriate pay group. **Consideration may be given to the previous experience of the employee when negotiating for salary placement; however the salary placement may not be less than minimum, may not be in excess of market nor exceed the limits of the budget for the position.**

Before making salary offer, Officials or Department Heads should verify available budget with the Auditor's Office. If there is not sufficient budget for hiring such experienced individual, the Official or Department Head has the opportunity to take such requests to Commissioners Court to review for decision, again, **PRIOR TO OFFERING** the position to the applicant.

Annual Increase

Based on the County's fiscal ability, increases in compensation will be considered (1) COLA (2) Market Adjustment (3) Merit.

COLA Increase

Burnet County Commissioners Court has adopted the annual COLA increase, as economic conditions allow. COLA is guided by the National Consumer Price Index and approval by Commissioners Court. This increase moves the pay scale across the board.

Market Adjustment

It is the intent of Burnet County Commissioners Court to move employees to the Market Rate as economic conditions allow.

Merit Increase

Burnet County may provide a merit increase to recognize an employee for performance and achievement of objectives. Merit increases may be budgeted annually, as economic conditions allow and will be kept in a separate pool.

The employee's annual performance appraisal serves as the basis for a merit increase. Performance appraisals are completed by the Official or Department Head. Approved merit increases can be awarded anytime October 1 – May 31 each fiscal year at the discretion of the Official or Department Head after submission of the Burnet County Employee Appraisal and Personnel Action form to the HR Department.

Employee evaluations will be kept in the HR Departments Personnel Files.

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Once the Official or Department Head receives final budget transfer approval from Commissioners Court, they meet briefly with each employee informing him/her of the increase decision and effective date.

An Official or Department Head considers the employee's performance, including increased responsibilities and achievement of objectives and goals since the last appraisal in determining a merit increase. Officials or Department Heads are advised to set performance review schedules.

Employees are eligible for merit increase after 90 days of employment, not to exceed the limits of the budget for the position.

Re-evaluation

The responsibilities assigned to certain positions may change over time. A re-evaluation is appropriate only when a job changes substantially. If the overall responsibility of a position increases or decreases significantly, the Official or Department Head should submit a new job description outlining the purpose, skill, effort, responsibility and working conditions of the new position. The description is reviewed by the Human Resources Committee for position grading. The results are presented to the Commissioners Court for consideration.

A change in classification may occur as a result of a re-evaluation when:

- the position grades out at a higher position grade. This change would be a promotion.
 - Adjustments to increase salary during the year only occur if departmental salaries budget allows; if budget will not support an increase, submit with annual budget request.
- The position grades out at a lower position grade. This change would be a demotion or reduction in pay grade.

Reclassification of Position

Reclassification of current positions or newly created positions by Commissioners Court requires:

- 1) Official or Department Head completion of the Burnet County Job Analysis form included in the Appendix and/or complete new Job Description.
- 2) Submit Job Analysis form and/or complete new Job Description to the Human Resources Committee.
- 3) Must be submitted only during the budgeting process for approval, no later than March 1st of each year or as designated annually by Commissioners Court for budget purposes.
- 4) Final approval by Commissioners Court of reclassification of current position or establishment of new position is contingent upon adoption of County budget.
- 5) New classification of current position or establishment of new position approved by Commissioners Court takes effect on October 1st of each year.

Examples of reasons to reclassify a current position or create a new position include but are not limited to:

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- a) Unfunded State or Federal mandates
- b) Court required licenses, certification, education, etc.
- c) New Department or position approved by Commissioners Court.

The following section outlines the guidelines to be followed in the event of a promotion, reorganization, demotion or transfer.

Promotion is considered to be advancement to another position in a higher position grade that requires activities of significantly increased complexity or responsibility. There are two types of promotion:

Organizational Promotion – A promotion to a job at a higher position grade that requires a different set of knowledge and skills with substantial differences in the kinds, scope, and complexity of responsibilities. Organization promotions occur as a result of a vacant position that is posted. Organizational promotions may occur any time during the year.

Growth Promotion – A promotion to a more senior job in the same job family that is at a higher pay grade where knowledge and skill requirements are measurably different but in the same domain. Growth promotions are not the result of a vacancy and do not leave a vacant position.

Increase Amount – Employees who receive an Organizational promotion will move to the **new pay range**. Reminder that the Officials or Department Heads have flexibility to increase at the end of the 90 day training period, not to exceed the limits of the budget for the position.

Demotions:

Reduction in Position Grade – A reduction in force may require an employee to be moved to a position in a lower position grade. This may occur because an employee's position was eliminated and the employee applied and was selected to fill a posted vacancy at a lower position grade.

Reorganization – Reorganizations occur when staffing requirements change to increase efficiency. Reorganizations may require that an employee be transferred to a position in a lower position grade.

In the case of a reduction in force or reorganization, a pay reduction would occur if an employee's current pay exceeded the maximum of the pay range of the newly assigned grade. If the current pay falls within the range of the new position, the pay will not be reduced.

Employee Requested Demotion – An employee requested demotion occurs when an employee requests to be moved to a position in a lower position grade.

In the case of an employee requested demotion or a demotion as a result of unsatisfactory performance, a pay reduction would occur if an employee's current pay exceeded the maximum of the newly assigned position grade. If their current pay falls within the range of the new position, the pay would not be reduced.

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Transfers

A transfer occurs when an individual is placed in another job having the same grade, either in the same department or in a different department.

Transfers do not change tenure date.

There is no guarantee that a displaced employee who has the opportunity to transfer within Burnet County will retain the same salary and pay grade held in the job that was eliminated.

4.09 MAINTENANCE AND RESPONSIBILITY

Responsibility for an effective compensation management program is shared by all levels of management. The responsibility for administration and maintenance of the program in Burnet County is divided as follows:

- **Officials or Department Heads** – Are responsible for the integrity of the program by administering and following the guidelines of the Burnet County Policies and Procedures and Compensation Program, adopted by Commissioners Court. Failure to follow the guidelines, which are representative of State and Federal Labor laws, can result in personal liability. Violations will be reported by the Human Resources Committee, in writing, to the County Attorney, the County Judge and to Commissioners Court. **Any payment and penalties incurred due to a willful violation of policy, resulting from an audit by US Department of Labor, will be debited from the departmental budget in which the violation occurred. It is the responsibility of the Official or Department Head to approve the accuracy of completed time sheets. Time sheets are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code 37.10. Falsifying a time sheet, a governmental record is a Class “A” Misdemeanor.**
- **Auditor** – Audits Personnel Action Forms to insure compliance of Court adopted Policies and Procedures and Compensation Program. Any request that does not meet the criteria as set forth by the Court will be referred to the Human Resource Committee for review and recommendations to the Court.
- **Human Resources Committee** – Members appointed by the County Judge to:
 - Review Personnel Action Form requests that do not meet the criteria as set forth by the Court and to make recommendations to Commissioners Court for final decision.
 - Review Compensation Program annually and forward recommendations to Commissioners Court.
 - Review New/ Re-Evaluate Position requests
 - Review new classifications

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- **Human Resources Coordinator and Department** – County Judge hires a Human Resources Coordinator and Department to:
 - monitor compliance with State and Federal Labor laws
 - make recommendations to Commissioners Court for Compensation Program and Personnel Policy compliance
 - enforce Compensation Program
 - be available to assist with questions
 - administer benefits
 - be responsible for guidance of employees, supervisors, Officials or Department Heads in relation to Human Resources issues.
- **Commissioners Court** – Guides and adopts overall philosophy and objectives of the compensation management program and personnel policies and approves COLA, Market and/or Merit increases.

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5.00 EMPLOYEE DISCIPLINE

5.01 DISCIPLINE

Each Official or Department Head shall have the authority to take disciplinary action against an employee when, for whatever reason, the Official or Department Head feels that such action is necessary to ensure the effective operation of the department or to protect the interests of the county. While all county employees are at-will employees and may be terminated at any time, an Official or Department Head may choose to take other disciplinary action, depending on the nature and severity of the problem, prior to considering termination of employment, progressive discipline should be considered.

5.02 PROGRESSIVE DISCIPLINE POLICY

Purpose. To establish rules pertaining to employee conduct, performance and responsibilities so that all personnel can conduct themselves according to certain rules of good behavior and good conduct.

The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards established for efficient and courteous service for the citizens and employees of Burnet County.

Reasonable rules concerning personal conduct of employees are necessary if the county is to function safely and effectively. Officials or Department Heads are responsible for ensuring that employees know what is expected of them to do their job.

Policy. Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination. Factors to be considered are:

- how many different offenses are involved
- the seriousness of the offense
- the time interval and employee response to prior disciplinary action(s)
- previous work history of the employee

Exceptions. For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on County property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of Burnet County after investigation by the County Attorney or the County Judge and an analysis of the total situation, past practice and circumstances.

In general, several oral warnings should, at the next infraction, be followed by a written warning, followed at the next infraction by discharge. This is especially true in those cases where the time interval between offenses is short and the employee demonstrates a poor desire to improve his/her performance.

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Penalties for Specific Offenses

Penalties for Group 1:

- First offense: Oral or written reprimand
- Second offense: Suspension or termination

Penalties for Group 2:

- First Offense: Suspension or termination

Group 1 Offenses Include but not limited to:

- Knowingly filling out time sheet of another employee
- Having one's time sheet filled out by another employee, or unauthorized altering of a time sheet
- Being tardy habitually without reasonable cause
- Being absent without notification or excuse
- Leaving regular working place during working hours for any reason without authorization from a supervisor, except for lunch, break periods and restroom breaks
- Disorderly or disruptive conduct on County property
- Disruptive behavior which impairs the performance of others
- Incompetence or neglect of duty
- Immoral conduct or indecency on County property
- Leaving work before end of shift or not being ready to go to work at the start of shift
- Interfering with the work of other employees
- Inefficiency or lack of application of effort on the job
- Violations of County policies outlined in sections of this policy manual
- Contributing to unsanitary conditions or poor housekeeping
- Imperiling the safety of other employees
- Malicious gossip and/or the spreading of rumors

Group 2 Offenses Include but not limited to:

- Gambling on County property
- Possession of narcotics or consuming alcohol or narcotics on County property
- Reporting for work in an intoxicated condition
- Endangering the safety of other persons through negligent or willful acts
- Dishonesty or removal of another employee's property or County property without permission
- Willful destruction of County property
- Insubordination (Refusal to perform service connected with an employee's immediate supervisor or refusal to obey any reasonable order given by an employee's supervisor or by his/her Official or Department Head)
- Misrepresentation of physical condition or other important facts in seeking employment

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- Refusal to perform work assigned to an employee
- Absence without leave, including failure to notify a supervisor of sick leave and repeated tardiness or early departure;
- Unauthorized use of official information or unauthorized disclosure of confidential information
- Unauthorized use of public funds or property
- Unauthorized or abusive use of official authority
- Petty thievery
- Conviction of a felony
- Falsification of documents or records
- Possession of firearms, fireworks or explosives on County property without permission from Official or Department Head (Law Enforcement excluded)

Probation. An employee may be placed on probation in connection with the written warning for a period of time determined by the Official or Department Head. Wage increases and accrued leave will not be given during this period, but all other benefits will continue.

Investigative Suspension. An investigative suspension is a period, not to exceed three (3) working days, during which time an employee is relieved of his or her job because of alleged serious misconduct.

An employee may be placed on investigative suspension when it is necessary for the County Attorney or the County Judge to make a full investigation to determine the facts of the case, as in fighting, insubordination or a theft incident.

If after the investigation:

- Discharge is warranted, the employee shall not be paid for the period of investigative suspension - the discharge shall be effective on the date of the termination interview.
- Misconduct is determined, but not of a sufficiently serious nature to warrant discharge, the employee shall receive a warning notice and forfeit pay lost as a result of the investigative suspension and may be placed on disciplinary suspension
- If no misconduct is determined, the employee shall return to work within the prescribed period and be paid for the time lost as a result of the investigative suspension

5.03 DISCIPLINARY SUSPENSION

A disciplinary suspension is a period of not more than three (3) working days and may be given in addition to the investigatory suspension or as punishment for the violation. The employee is relieved of his/her job assignment because of serious or repeated instances of misconduct and shall forfeit pay lost as a result of the suspension in situations where there is no specific instance of conduct that is so outrageous that justifies termination but there is a pattern of conduct where the employee has continually engaged in one minor infraction of the rules after another and has received a documented verbal and/or written warning for rule(s) infraction(s).

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Disciplinary suspension would generally not be used as a form of discipline for employees with attendance problems.

5.04 CRISIS SUSPENSION

A crisis suspension is given at the discretion of the Official or Department Head when action must be taken immediately.

5.05 DISCHARGE

When the employee is discharged as a result of a serious offense, or as the final step in an accumulation of infractions for which a warning notice or notices have been written, the employee will be discharged for cause instead of being given the option to resign or retire.

5.06 PROGRESSIVE DISCIPLINE CHECKLIST.

Follow these steps in exercising progressive discipline with an employee:

Before the Meeting

- Arrange to meet with the employee privately. Do not discipline an employee in public or in front of other workers.
- Prepare for the meeting by reviewing your notes and files about both the specific incident or problem in question and any past discipline taken, either verbal or written.

During the Meeting

- Explain to the employee why you've called the meeting if the employee doesn't know already.
- State the specific problem in terms of actual performance and desired performance.
- Review the progressive discipline policy with the employee, and explain what steps have been taken already and what the next step is.
- Give the employee a chance to respond, explain and defend his/her actions.
- Acknowledge the employee's story and be sure to include it in your notes of the discipline session.
- Tell the employee that you expect his/her behavior to change. Give specific examples and suggestions.
- Indicate your confidence in the employee's ability and willingness to change the behavior.
- Have the employee repeat back to you or otherwise confirm that he/she understands the problem and is clear on what changes are expected.
- Explain to the employee that you will write a memo summarizing the session as documentation.
- Reassure the employee that you value his/her work and that you want to work with the employee to make sure that he/she can continue to work at Burnet County.

After the Meeting

- Using your notes from the session, write a memo or other documentation that summarizes the conversation.

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- If a written warning has been issued, be sure to give the employee the opportunity to sign any documentation for the file.
- Give the employee a copy of the document no later than the end of the day following the conversation.
- Monitor the employee's behavior and performance to make sure that the problem has been corrected.

5.07 PROGRESSIVE DISCIPLINE DOCUMENTATION CHECKLIST

After a discipline session, you will want to make some documentation based on your notes. Use this checklist to make sure you include everything you need in your documentation.

Verbal Warning

Be sure that all verbal warnings are documented in writing. They are a building block to more formal warnings in the future. All documentation should include:

- The employee's name
- The date of the verbal warning
- The specific offense or rule violation
- A specific statement of the expected performance
- Any explanation given by the employee or other information that is significant

Written Warning

A written warning is more serious than a verbal warning and represents a progression in the progressive discipline process. In documenting a written warning, include:

- The employee's name
- The date of the conversation
- The specific offense or rule violation
- References to previous conversations and verbal warnings about the problem
- A specific statement of the expected performance
- Any explanation given by the employee or other information that is significant
- A statement indicating your confidence in the employee's ability to perform properly in the future.
- The employee's signature – if the employee refuses, include a note on the signature line indicating your attempt to get the employee to sign and his/her refusal to do so.

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6.00 HEALTH AND SAFETY

6.01 SAFETY POLICY

It is the policy of the county to make every effort to provide healthful and safe working conditions for all of its employees.

It is the policy of Burnet County to allow each Department Head (elected or Appointed) to determine whether or not an employee that is licensed to carry **will be allowed** to carry a weapon within their department/vehicle of Burnet County

Those employees authorized to carry must comply with the restrictions that are found in Texas Penal code 46.03 and 46.035.

Be advised that although Burnet County policy permits employees who are licensed to carry a handgun, to do so if permitted by Department Head, it is also the policy of Burnet county that those permitted weapons **will not be open carry** but must be concealed while in the performance of duty.

Any violation of this provision may result in immediate disciplinary action, up to and including termination.

6.02 EMPLOYEE RESPONSIBILITIES AND REPORTS

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees.

All employees are to adhere to the policies set forth in the safety manual, failure to do so could result in disciplinary action. A copy of the safety manual is available from the employee's respective Official or Department Head.

An employee must report every accident, no matter how minor, to his/her supervisor. Employees or supervisors are responsible for immediately reporting injuries to the HR Department within twenty-four (24) hours of injury.

6.03 EMPLOYEE SUGGESTIONS

Employees shall report immediately to their supervisors any conditions that in their judgment threaten the health and safety of employees or visitors. Employees are encouraged to make suggestions to their Official or Department Head of improvements that would make the county work place safer or more healthful. The suggestions will be presented to the County Judge.

6.04 TOBACCO FREE WORKPLACE

Burnet County endeavors to provide a healthy environment. Therefore, any form of tobacco consumed in county buildings and/or county owned vehicles is strictly prohibited. Additionally, no smoking is allowed within twenty-five (25) feet of the exterior entranceways. Because of the relative novelty of the technology and the possible relationship to tobacco laws and medical drug policies, electronic cigarette legislation and public health investigations are currently pending in many countries.

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Current regulations vary widely, from regions with no regulations to others banning the devices entirely. In keeping with efforts to provide a healthy environment, Burnet County prohibits the use of electronic cigarettes in county buildings.

6.05 CHILDREN IN THE WORKPLACE

Children can cause distraction and disruption, and can present a liability for the County. Therefore, children of employees are not allowed in the workplace.

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7.00 USE OF COUNTY PROPERTY

7.01 COUNTY VEHICLE USAGES – GENERAL GUIDELINES

I. PURPOSE

To increase efficiency in County governmental operations, the Burnet County Commissioners Court has adopted a policy which will maximize the County's Vehicle resources. The purpose of this policy is to establish the County's guidelines in the assignment and use of County-owned vehicles, the designation of vehicle allowances, authorized mileage reimbursement.

II. ROLE OF THE COMMISSIONERS COURT

The Commissioners Court, being the policy development and budgetary control unit of County government, shall be the final authority in determining the method of acquisition and the number of County vehicles. The Commissioners' Court shall also be the final authority in determining the utilization of such vehicles assigned to their departments by the Court. The vehicle allowance and mileage reimbursement rates shall be reviewed annually by the Commissioners' Court during the budgetary process and set at the beginning of each fiscal year. Budgeted replacement vehicles will not be added to a department's fixed asset inventory until the disposition of the vehicles that are being replaced is determined by Commissioners' Court.

III. CATEGORIES OF VEHICLES

There are five (5) categories of County vehicles:

1. **PRECINCT SUPPORT VEHICLES.** Precinct support vehicles are those vehicles used principally to support road construction and maintenance at the precinct level. These vehicles include but are not limited to, dump trucks, fuel trucks and other vehicles.
2. **DEPARTMENTAL SUPPORT VEHICLES:** Departmental support vehicles are vehicles which County departments utilize to accomplish the departments' objectives. These vehicles include, but are not limited to, transport vehicles, law enforcement vehicles, supply vehicles, probation vehicles, pickups not utilized as precinct support vehicles, and other such vehicles.
3. **ELECTED OFFICIALS AND SUPPORT STAFF VEHICLES.** Elected Officials and support staffs vehicles are those vehicles which are utilized by Elected Officials and their immediate staff in the performance of their duties.
4. **FORFEITED VEHICLES.** Vehicles seized by County law enforcement agencies are those vehicles which are legally seized and forfeited to the seizing County law enforcement agency by the appropriate judicial body.
5. **GRANT VEHICLES.** Grant vehicles are those vehicles which are purchased or leased solely by non-County grant funds and whose operation, upkeep, and insurance are paid for entirely by grant funds.

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IV. ACQUISITION AND ASSIGNMENT OF VEHICLES

1. The method of acquisition of vehicles, and the number of vehicles to be acquired using the general funds of the County shall be strictly controlled by the Commissioners' Court through the budgetary process. The Purchasing Department will reflect the acquisition of the vehicles in the County's fixed asset inventory records.
2. County-owned vehicles will be assigned only to those departments and Officials/employees who must have access to an automobile in order to carry out their duties. All Officials/employees with County-owned vehicles will provide the Auditor's office with a list of all departmental vehicles and vehicle assignments and Commissioners Court will make the final determination regarding the utilization of County-owned vehicles for the departments under its direct control and/or supervision and may require justification for the use of those vehicles at intervals to be established by the Court. The Commissioners' Court shall determine the number of vehicles to be assigned to a department headed by an Elected Official during the annual budget process, but once assigned County-owned vehicles, the Elected Official shall determine the utilization of the vehicles in the department under the Elected Official's control, subject to this policy.
3. All 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. If during the course of employment an Official/employee loses his/her driver's license due to suspension or non-renewal, the Official/employee shall immediately notify his/her Official or Department Head. It shall be the Elected Officials responsibility to ensure that each of his/her employees possess a valid Texas Driver's License with the proper classification to operate the employee's assigned vehicle. 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 if an employee who is assigned as a vehicle or equipment operator may result in a demotion or termination.

Burnet County may check employees 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 County business. Employees who drive for the county must furnish the county with their driver's license number.

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4. Vehicles which are assigned to individual Officials/employees may be taken to the employee's primary residence only if:
 - a. The Official or Department Head has approved the assignment; and
 - b. The Official/employee utilizes the vehicle at least 40% of the time during his normal working hours; and
 - c. The Official/employee's residence is no further than five (5) miles outside Burnet County. If an Elected Official/employee uses a County vehicle to commute to and from their primary residence, the fringe benefit use of said vehicle shall be included as taxable income of the Elected Official/employee in accordance with Internal Revenue Service Commuting Valuation Rules. Marked or unmarked vehicles used by law enforcement officers to commute to and from work are considered as qualified non-personal vehicles and the use of such vehicles is not considered taxable income.
 - d. All other vehicles must be parked at a County facility at the end of the day.
5. The number of County vehicles assigned to a department headed by an Elected Official shall be reviewed during each annual budget process. Each Official or Department Head will submit to Commissioners Court for approval, a listing of those Officials/employees authorized to take a County vehicle to the employee's primary residence and a copy shall be furnished to the County Auditor. Vehicles may be used only for work-related duties and to drive to and from work. They 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. During this commute, the Official/employee is fully covered by the County's self-insurance program and is not required to carry supplemental insurance.

V. VEHICLE ALLOWANCES

The Commissioners Court may grant a vehicle allowance to any Official/employee deemed appropriate. Generally, a vehicle allowance shall be granted as additional compensation for the Official/employee. A vehicle allowance is a fixed monthly monetary payment to an Official/employee for which the Official/employee does not have to account or refund any portion thereof to the County.

1. In order to receive a vehicle allowance, the Official/employee must furnish the Auditor the following information:
 - a. A copy of a current Texas Driver's License.
 - b. A certificate of insurance or copy of currently in-force insurance policy showing the minimum State requirements for liability coverage have been met.
 - c. Subsequent renewals must be forwarded to the Auditor's Office by the employee's Official or Department Head to replace outdated information for items a. and b. above.
2. The vehicle allowance will be paid on one payday of the month.

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VI. VEHICLE SAFETY

1. Each person assigned a County vehicle shall maintain a copy of this policy in his/her assigned vehicle for reference.
2. Employees shall operate all vehicles in accordance with its designed use, taking into consideration traffic and conditions surrounding the use of the vehicle, and the safety of others.
3. All drivers of County vehicles shall comply with all State, County and local rules and regulations governing the safe and legal operation of vehicles.
4. Seat belts shall be worn and secured at all times when vehicle is moving.
5. 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.
6. The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles, or any place not designed for passengers. Employee drivers are responsible to secure all doors and check seat belts prior to moving the vehicles. Extra caution should be used when closing sliding doors on vans or other vehicles.
7. Trucks transporting materials shall secure said material tightly to prevent movement in transport. All cargo that extends beyond the end of the bed shall be clearly marked with a red cloth not less than sixteen (16) inches square. At night, red lights shall be used.
8. Lights, brakes and other vehicle equipment shall be checked regularly to verify proper working order. Any malfunction of the vehicle shall be reported to the immediate Official or Department Head and arrangements for repairs shall be made immediately.
9. If a vehicle is found to be unsafe, proper repairs shall be made before it is placed back in service no matter how urgent the need for such vehicle.
10. All County employees/drivers are required to drive defensively and observe all traffic laws.
11. Vehicles and/or equipment shall not be parked where they obstruct traffic unless it is absolutely necessary.
12. When backing up, be positive about what is behind you even if it requires getting out of the vehicle to look.
13. Remember that a driver is held responsible for the vehicle he/she is driving and for any passengers riding with the driver, and the load he/she is carrying.
14. During any hauling operation, loads shall have a tarp. Operators must constantly be aware of surrounding conditions, (i.e. ground personnel, overhead lines, pedestrians and other hazardous conditions).

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15. All vehicles shall be properly parked and secured before being left unattended at the end of the day. Keys shall not be left in any unattended vehicle.
16. Federal Law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to and 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.

7.02 AUTOMOBILE GASOLINE POLICY

The purpose of this policy is to set forth requirements regarding the purchase of fuel for county owned vehicles.

1. Burnet County has made arrangements for discount purchases of fuel for county vehicles. Employees who have vehicles assigned to them are issued a PIN number and each vehicle has a card assigned to it. When fuel is required, employees are required to use either our bulk supply at the Precinct One barn, or
2. to purchase fuel at one of the stations offering the discount from our supplier. The PIN number assigned to an employee must be used only by that employee.
3. Each time fuel is purchased the correct vehicle mileage must be entered into the system.
4. It is a violation of county policy:
 - a. Swap a PIN number with another employee or allow a PIN to be used by anyone other than the employee to whom it was issued.
 - b. Use the county fuel purchase system for any personal use.
 - c. Fail to enter the correct mileage into the system when refueling.
5. Each employee is responsible for maintaining the confidentiality of the PIN number and will be required to sign a statement asserting that responsibility.
6. Failure to adhere to the above policy may result in a payroll deduction in the amount of fuel purchased and can result in disciplinary actions, up to and including termination.

7.03 CAR WASH POLICY:

Burnet County wishes to encourage all vehicles to be kept in a neat and clean appearance at all times. With regards to this all vehicles may be washed at any point in time by jail inmates and/or probationers subject to availability of personnel and supplies. In lieu of this a county employee or Elected Official may be reimbursed up to \$20.00 maximum in any given month for county vehicle washes. Proof of payment must be submitted to the Burnet County Treasurer's office on the appropriate county reimbursement forms with Officials or Department Heads approval to be paid out of each department's budget.

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7.04 FUEL MAN CARD:

Fuel Man Cards are to be used for the purchase of fuel for county vehicles only. No other expenditures are permitted on the Fuel Man Card (No Exceptions). Any expenses charged on the Fuel Man Card other than for the purchase of fuel will be the responsibility of the individual who will also be subject to criminal prosecution and can result in disciplinary actions, up to and including termination.

7.05 COUNTY TELEPHONES

If an employee uses a personal cellular phone on a regular basis for county calls, the employee may turn in a copy of their monthly bill for partial reimbursement. Officials or Department Heads must have funds in the department budget and must give prior approval for reimbursement. The amount reimbursed will be set by Commissioners' Court and the reimbursement will be included on the employee's next paycheck after receipt of approved bill by the Auditor's office.

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NEPOTISM CHART

The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025



AFFINITY KINSHIP
Relationship by Marriage



CONSANGUINITY KINSHIP
Relationship by Blood

Burnet County

Job Classification

October 1, 2018 – September 30, 2019

Pay Group 55 (\$11.49 - \$14.94)

Courier
Janitorial Tech

Pay Group 56 (\$12.25 - \$15.93)

Janitorial Supervisor

Pay Group 57 (\$13.01 - \$16.99)

PBX/Mail Clerk

Pay Group 58 (\$13.74 - \$17.92)

Admin Asst Clerk Jail
Courthouse Communications Clerk
Crime Victim Liaison
Elections Clerk
Environmental Svcs Clerk (P/T)
General Clerk
General Clerk (Jr Criminal Asst)
J.P. Clerk (P/T-Float)
Library Tech
Transport Officer P/T

Pay Group 59 (\$14.51 - \$18.87)

Deputy Collections Clerk
Deputy County Clerk
Deputy District Clerk
Deputy Tax A/C Clerk
Deputy Treasurer
Permitting/GIS Clerk
Victims Coordinator/Jr. Civil Asst.

Pay Group 60 (\$15.27 - \$19.85)

Accounting Assistant
Administrative Assistant
Administrative Assistant A/P
Administrative Assistant Purchasing
Assistant Elections Administrator
Assistant Library Director
Internal Audit Assistant
J.P. Court Clerk
Law Enforcement Specialist Records Clerk
Legal Assistant
Maintenance Technician

Road & Bridge Technician
Victims Assistance Coordinator

Pay Group 61 (\$16.07 - \$20.87)

Law Enforcement Evidence Clerk
Warrant/Bond Specialist

Pay Group 62 (\$16.88 - \$21.94)

Pay Group 63 (\$17.54 - \$22.81)

Assistant Chief Deputy – County Clerk
Assistant Chief Deputy – District Clerk
Assistant Chief Deputy - Tax A/C
Assistant Chief Deputy – Treasurer
Assistant Foreman R & B
Assistant H.R. (P/T)
Assistant Maintenance Supervisor

Pay Group 64 (\$18.31 - \$23.80)

Executive Assistant – C/A
Executive Assistant – D/A
Indigent Health Care Administrator

Pay Group 65 (\$19.06 - \$24.79)

Business Manager SO
Chief Deputy County Clerk
Chief Deputy District Clerk
Chief Deputy Tax A/C
Chief Deputy Treasurer
Child Fatality Coordinator
Hotel Tax Coordinator/Special Projects (P/T)
Information Technology Assistant
Internal Auditor
911 Coordinator

Pay Group 66 (\$19.76 - \$25.66)

Executive Director DA

Pay Group 67 (\$20.58 - \$26.73)

Administrative Supervisor (Jail)
Collections/HTM Coordinator
Commissioners Court Coordinator
County Court-at-Law Coordinator
District Court Coordinator

Pay Group 68 (\$21.33 - \$27.71)

Elections Administrator
Grant Writer
Human Resources Director
Internal Audit Supervisor
Library Director
Magistrate/Indigent Defense Coordinator

Pay Group 69 (\$22.08 - \$28.71)

Maintenance Supervisor
Road & Bridge Foreman

Pay Group 70 (\$22.85 - \$29.70)

Accounting Manager
Court Reporter
Director of County Services
Environmental Services Director
First Assistant Auditor
Information Technology Director

Pay Group 71 (\$23.64 - \$30.67)

Pay Group 72 (\$24.36 - \$31.67)

Assistant County Attorney
Assistant Public Defender

Pay Group 73 (\$25.08 - \$32.65)

Pay Group 74 (\$25.89 - \$33.64)

Assistant District Attorney
First Assistant County Attorney
First Assistant Public Defender

Pay Group 75 (\$27.49 - \$35.67)

First Assistant District Attorney

Pay Group 76 (\$28.23 - \$36.66)

Pay Group 77 (\$28.57 - \$37.12)

Pay Group 78 (\$28.90 - \$37.58)

Auditor
Chief Public Defender

**Burnet County
Job Classification**

October 1, 2018 – September 30, 2019

<u>Pay Group 106</u>	(\$13.14 - \$17.09)
Telecommunicator – Temp License	
<u>Pay Group 107</u>	(\$13.98- \$18.18)
Telecommunicator I (Basic)	
<u>Pay Group 108</u>	(\$14.89 - \$19.35)
Telecommunicator II (Intermediate)	
<u>Pay Group 109</u>	(\$15.80 - \$20.53)
Telecommunicator III (Advanced)	
<u>Pay Group 110</u>	(\$16.65 - \$21.68)
Telecommunicator IV (Master)	
<u>Pay Group 111</u>	(\$17.62 - \$22.91)
Field Deputy I (Basic)	
<u>Pay Group 112</u>	(\$18.53 - \$24.09)
Field Deputy II (Intermediate)	
Telecommunications Training Coordinator	
<u>Pay Group 113</u>	(\$19.44 - \$25.29)
Field Deputy III (Advanced)	
<u>Pay Group 114</u>	(\$20.35 - \$26.46)
Crisis Intervention Officer	
Field Deputy IV (Master)	
Telecommunications Supervisor	
<u>Pay Group 115</u>	(\$21.26 - \$27.62)
Patrol Corporal	
<u>Pay Group 116</u>	(\$22.16 - \$28.79)
Investigator	
Patrol Sergeant	
<u>Pay Group 117</u>	(\$23.03 – \$30.03)
<u>Pay Group 118</u>	(\$23.95 - \$31.22)
SO Lieutenant	
<u>Pay Group 119</u>	(\$24.90 - \$32.43)
<u>Pay Group 120</u>	(\$25.82 - \$33.54)
SO Captain	
<u>Pay Group 121</u>	(\$26.69 - \$34.51)
<u>Pay Group 122</u>	(\$27.62 - \$35.61)
<u>Pay Group 123</u>	(\$28.54 - \$37.09)
Chief Deputy	

Burnet County Job Classification

October 1, 2018 – September 30, 2019

Pay Group 156 (\$13.14 - \$17.17)
Corrections Officer-Temp License

Pay Group 157 (\$13.98- \$18.95)
Certified Medication Aide
Clerk/Jailer
Commissary Clerk/Jailer
Corrections Officer I (Basic)
LVN (Jail)

Pay Group 158 (\$14.89 - \$19.35)
Maintenance (Jail)
Corrections Officer II (Intermediate)

Pay Group 159 (\$15.80- \$20.53)
Corrections Officer III (Advanced)

Pay Group 160 (\$16.65 - \$21.68)
CO/Booking Supervisor
Corrections Officer IV (Master)
US Marshall Svc Coordinator

Pay Group 161 (\$17.62 - \$22.91)
Corrections Officer in Charge (OIC)

Pay Group 162 (\$18.53 - \$24.09)
Food Svc Supervisor (Jail)

Pay Group 163 (\$19.44 - \$25.29)

Pay Group 164 (\$20.35 - \$26.46)
Jail Corporal

Pay Group 165 (\$21.26 - \$27.62)
RN (Jail)
Jail Sergeant

Pay Group 166 (\$22.16 - \$28.79)

Pay Group 167 (\$23.03 – \$30.03)

Pay Group 168 (\$23.95 - \$31.22)
Jail Lieutenant

Pay Group 169 (\$24.90 - \$32.43)

Pay Group 170 (\$25.82 - \$33.54)

Pay Group 171 (\$26.69 - \$34.51)

Pay Group 172 (\$27.62 - \$35.64)
Jail Administrator

Pay Group 173 (\$28.54 - \$37.09)