

## Janet Parker

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**From:** Karin Smith <ksmith@burnetcountytexas.org>  
**Sent:** Tuesday, February 9, 2021 10:06 AM  
**To:** Stephanie McCormick; Janet Parker  
**Subject:** Fwd: Updated/Revised Policy  
**Attachments:** EMPLOYEE HANDBOOK 11.2020.docx; Untitled attachment 01232.html; EMPLOYEE HANDBOOK 08.20.2019.pdf; Untitled attachment 01235.html

Begin forwarded message:

**From:** James Oakley <judgejamesoakley@gmail.com>  
**Date:** February 5, 2021 at 11:37:48 AM CST  
**To:** Karin Smith <ksmith@burnetcountytexas.org>  
**Subject:** Fwd: Updated/Revised Policy

James Oakley  
Burnet County Judge  
512-744-5205 cell & text  
judgejamesoakley@gmail.com

Sent from iPhone

Begin forwarded message:

**From:** Sara Ann Luther <sluther@burnetcountytexas.org>  
**Date:** February 4, 2021 at 1:03:59 PM CST  
**To:** James Oakley <judgejamesoakley@gmail.com>, Jim Luther <jluther@burnetcountytexas.org>, Damon Beierle <dbeierle@burnetcountytexas.org>, Billy Wall <bwall@burnetcountytexas.org>, Joe Don Dockery <jdockery@burnetcountytexas.org>  
**Subject:** Updated/Revised Policy

Good afternoon-

Attached is a copy of the Burnet County Personnel Policies and Employee Handbook.

You may recall that I discovered that there was not a version of the current policy in Word format due to the data loss in December, 2019, so I opted to re-type the entire document from the posted PDF version.

By and large, the policy remains unchanged from what was amended/approved on August 20, 2019. Changes/revisions/additions have been highlighted, and are mostly just areas where the wording/grammar was reviewed.

There are a few additions/edits that do need your attention, as you will be discussing this issue in Commissioners Court on Tuesday.

- 1) Section 3.09: A. Requires that a person be employed on the workday preceding an adopted holiday in order to receive payment for the holiday. B. Removes the time frame for use of accrued holiday leave.
- 2) Section 12.14 has been completely revised based on information provided by the Technology department. The current instructions in this section are obsolete.
- 3) Section 12.18 was added to include the State mandated annual Cybersecurity training requirement.

I have also attached the current policy in PDF form if you wish to compare the proposed language to the current language.

Please let me know if you have any questions.

Sara Ann Luther  
Human Resources Director  
Burnet County  
512-756-5489