



Hidalgo County Pct. 4 Standard Operation Rules Manual



Hidalgo County Precinct 4
Commissioner Joseph Palacios
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I. Attendance and Punctuality

- § 1.1 A good attendance record is essential for effective performance and productivity. Unnecessary absenteeism and tardiness are expensive, disruptive and place an unfair burden on other employees and the supervisor. Employees are expected to report to work on time.
- § 1.2 Excessive absenteeism or tardiness will not be accepted and may be subject to disciplinary action up to and including termination.
- § 1.3 Employees experiencing difficulty with time clock must immediately notify a supervisor to obtain confirmation of such malfunction. Supervisor is required to promptly submit said confirmation to time keeper by e-mail or thru the TAAP system for record keeping purposes.
- § 1.4 Field employees are required to advise immediate supervisor **Roman Rodriguez, Juan Manuel Carranza** (Road & Bridge), **Robert Andrade** (Sanitation), **Jaime Guerra** (Park), **George Guerra, Jimmy Anthony** or **Robert Garcia** (Drainage), of an absence or tardy no later than 15 minutes prior to the beginning of the work day. All "tardies" to work will be logged; three (3) "tardies" within a month's time shall constitute a reprimand.
- § 1.5 Office staff is required to advise immediate supervisor **Chris Trevino**, or **Gloria Ann Beltran**, of an absence or tardy no later than 15 minutes prior to the beginning of the work day. All "tardies" to work will be logged; three (3) "tardies" within a month's time shall constitute a reprimand.
- § 1.6 All exempt employees are required to personally maintain daily calendar identifying all meetings, appointment, trainings, seminars and/or functions to include relevant summary and back-up information.

Excessive absenteeism or tardiness will not be accepted and may be subject to disciplinary action up to and including termination.

II. Compensatory/Comparable Time

- § 2.1 Employees are expected to work as required to complete the assignments they have been given during the normal 8 hour workday. Under special conditions, subject to advance approval by the supervisor, compensatory/comparable time may be earned for hours worked outside the normal workday.
- § 2.2 Nonexempt employees may accumulate a maximum of 40 hours of compensatory time when required and requested by upper management.

§ 2.3 Comp time requires pre-approval before it is honored or considered as "comp-working hours". All employees must document approved/earned comp time in comp time log located within foreman's office. NO EXCEPTIONS

§ 2.4 Comp time is subject to be used by either employee request or under the instruction of an immediate supervisor. Employee will be required to work extended hours as needed in order to complete pending projects/assignments, during a natural disaster, weekend recovery, or any type of emergency, etc.

I MAY OR MAY NOT AGREE WITH THE AFOREMENTIONED IN-HOUSE POLICIES, BUT THEY HAVE BEEN EXPLAINED TO ME AND I FULLY UNDERSTAND THEM AND I AM AWARE THAT SUCH CAN OR MAY SUPERSEDE THE COUNTY POLICY MANUEL.

III. Leave Requests

§ 3.1 Regular attendance at work is essential for the efficient operation of the Office. Therefore, non-emergency leave must be scheduled in advance, whenever possible. (Note: During the probationary period, new employees are not permitted to use annual or sick leave).

§ 3.2 Requests for sick leave before or after a Holiday or on Monday or Friday will be honored when accompanied by a doctor's excuse. Otherwise this day(s) will be docked as annual, comp/time or earned holiday.

§ 3.3 Employee Sick Leave is 3 days without an official doctor's excuse. (**Exception – See § 3.2 above**). Any Sick Leave exceeding 3 consecutive days will require an official medical/doctor's excuse, this includes leave taken for employee and/or family member. Employee's use of sick leave is subject to random weekly audits at the discretion of the Commissioner and/or Department Head.

§ 3.4 Vacation Leave must be requested through the use of a "Request for Leave Form" available upon request. Such request will be subject to approval by the immediate supervisor/director. Request must be made on a 1:1 advance notice ratio. (*i.e., one week notice for one week request*).

IV. Employee Performance Evaluations

§ 4.1 Performance evaluations of employees are conducted in order to encourage performance improvement and enhancement. Performance evaluations are also used to justify recommendation for pay increases in lieu of any budget constraints. Supervisors are required to conduct a semi-annual performance evaluation of all the employees under their supervision.

§ 4.2 Performance evaluations should focus on the employee's performance during the six-month period since the previous evaluation. Generally, supervisors should complete evaluations on or about every 6(six) month anniversary for each employee. Supervisors will evaluate employee work performance in terms of standards established for their position. Supervisors will discuss areas that need improvement, areas that have shown improvement, and areas that have exceeded expectations, as well as establish goals for the future. Employees will be asked to sign the evaluation to indicate that they have reviewed it. Employees may provide comments if they so desire, which will be included as part of the evaluation. All Employees will receive a courtesy copy of their evaluation. The performance evaluation will be filed in the employee's personnel file and will be available for their inspection and review.

Should an evaluation produce a negative rating and/or poor job performance outcome, a 90 day re-evaluation will be considered.

V. Dress and Grooming

§ 5.1 Hidalgo County Pct. 4 is adopting "business casual" dress code. The attire must be appropriate, neat, and compatible with the business environment and shall not detract from the overall mission of the Office. Jewelry items shall not be worn on the facial areas (e.g., earrings/studs in the nose, tongue, or eyebrow). Men should not wear earrings of any kind. Dresses and skirts should not be shorter than 2 inches above the knee or have a slit that is higher than 2 inches above the knee. Employees are allowed to wear jeans. Jeans should be neat, clean, pressed and without holes or ragged edges. Employees must wear their ID badges above the waist at all times.

§ 5.2 Attire that is considered inappropriate includes, but is not limited to: shorts, low-cut shirts/blouses or dresses, ratty jeans, T-shirts, athletic shoes, thong sandals, any attire that exposes the midriff or undergarment, and any other attire that the supervisor deems inappropriate.

- § 5.3 Employees should keep their hair, beards, mustaches, or sideburns, clean, neatly combed or brushed and should not appear ragged or unkempt.
- § 5.4 If in doubt about whether certain attire is appropriate, employee is advised to ask their supervisor before wearing such to work. When an employee is considered to be wearing unacceptable grooming and/or attire standards, the employee will be sent home on lost time, annual, or compensatory/comparable leave.
- § 5.5 Field employees are subject to “uniform” policy.
- § 5.6 Employees not wearing the ID badge will be excused/allowed only one (1) manual/modified punch per month. Any additional days will require employee to produce badge and will be considered late. Work day will commence at time of punch in. Lost time will be docked from annual, comp/time or earned holiday if available.

EFFECTIVE IMMEDIATELY

“Zero tolerance” on ANY sexual misconduct within the scope of employment.

VI. Anti-Harassment Policy (as attached – Exhibit A)

VII. Examples of Prohibited Conduct (as attached – Exhibit B)

VIII. Work Areas

- § 8.1 Employees are expected to contribute to the professional look of the office by keeping their work area clean and free of clutter, debris, etc. Employees should avoid using office walls as bulletin boards. Mounting a few photographs or artwork is acceptable, but effort should be made to minimize visual clutter. Likewise, cabinets should be kept closed and desktops free of extraneous materials. Employees are expected to keep their office doors open with few exceptions. Employees may close the door for privacy reasons related to business operations which may include business meeting, interview, performance evaluation, or web/internet training. Employees are prohibited from covering the windows on their doors in order to obstruct view into their office. Some decorations on the windows may be permitted so long as the view into the office is not obstructed.
- § 8.2 Employees shall obtain approval from their supervisor prior to bringing household appliances to their office such as mini-refrigerators, fans, microwaves ovens, heaters, radios, etc.

IX. Confidentiality

- § 9.1 In the regular performance of the respective job duty(s), employee may maintain and/or have access to information that is of the confidential nature. Employee is expected to handle or address such matter in a professional and discrete manner in order to maintain the private and sensitive nature of such. Confidentiality is expected and requested at all times when dealing with actual records or conversations in nature that are directed with such manner or principle.
- § 9.2 When confidential documents need to be disposed of, employee shall dispose of such by using a shredder. Employee shall yield or seek consent from their supervisor for assistance in determining which documents are confidential in nature.

X. Lunch & Breaks

- §10.1 All employees are afforded an unpaid lunch break from 12 noon to 1 pm. Alternative lunch schedules are not encouraged, but may be approved on occasion for a justifiable reason.
- §10.2 Breaks are not required by the Fair Labor Standard Act. However, employees may request to take one paid fifteen-minute break between the hours of 9 am and 11 am and one paid fifteen-minute break between the hours of 2 pm and 4 pm. Break time may not be accumulated, added to the lunch, or used for late starts or for leaving the workplace early.
- §10.3 In addition to code 7.05 of the Hidalgo County Civil Service Commission Rules, Precinct 4 office employees are required to take alternate breaks.

XI. The Break Room

- §11.1 The entire office shares a break room that contains a refrigerator, microwave oven, toaster, coffee maker, tables and chairs. Employees are required to eat in the break room rather than at their desks.
- §11.2 Refrigerated or frozen food should be labeled with the employee's name. Employees are required to promptly remove from the refrigerator leftovers and spoiled food items. Employees should immediately clean up their spills or messes and wipe the interior of the microwave oven any time splattering occurs. For safety reasons, employees should not leave the break room while cooking meals in the microwave oven.

XII. Personal Phone Calls

§12.1 Hidalgo County realizes we all have personal matters that need to be attended to from time to time. However, personal phone calls can be a disruption in the workplace and should always be kept short. Excessive time spent on personal phone calls can be grounds for discipline up to and including dismissal.

§12.2 Computer use is for county related business only. Phone and computer records may be pulled/reviewed for discussion and assessment during evaluations.

XIII. County Owned Vehicles and/or Property

§13.1 A “zero tolerance” standard is in effect on personal use of county owned vehicles and/or property. All county owned vehicles and property are to be used only while in the course of official county business.

Only county employees and county business related persons are allowed to be transported in county vehicles. Absolutely no family members are to be transported in county vehicles. Due to public and employee safety being of utmost importance; all employees are prohibited from driving while talking, texting, or retrieving voice or text messages on mobile phones.

County owned property is to be utilized strictly for county work/business. Any employees who fail to immediately report to their supervisor every accident, injury, damage or near misses occurring to county vehicles and property shall be subject to disciplinary action.

§13.2 County vehicles assigned to employees for county work/business shall be subject to GPS tracking and may be tracked for work/business purposes. Tampering of the GPS system shall be considered to be a violation of the vehicle use policy. Any violations of the vehicle use policy will be subject to disciplinary action.

XIV. Disciplinary Action

§14.1 While it is Hidalgo County's desire and expectation that all employee job performances remain at standard or above, realistically, there may be times when an employee's job performance or personal conduct falls below an acceptable level. In those instances where an employee does not achieve acceptable standards of performance or violates established rules of conduct, supervisors are expected to take prompt action in accordance with the disciplinary procedures provided hereinabove.

All employees are required to adhere to all the aforementioned in addition to the County of Hidalgo Civil Service Commission Rules (Blue Book for Non-Exempt employees and the Brown Book for Exempt employees).

§14.2 Effective immediately, Pct. 4 employees receiving reprimands shall be subject to the following actions:

1ST OFFENSE: Conference Notes
(Depending on severity of offense, 2nd offense disciplinary action may be required).

2ND OFFENSE: Subject to disciplinary suspension without pay, including disciplinary probation or termination of employment.
(Depending on severity of the offense, termination may be applicable).

3RD OFFENSE: Termination of Employment

Please address or direct any questions regarding this matter to Chris Trevino, Gloria Ann Beltran or Ms. Esther Cortez, Hidalgo County Human Resource Director.

XV. Time Clock Guidelines for Exempt Employees (as attached – Exhibit C)

XVI. Previous Rules & Regulation Handouts (as attached)

**Hidalgo County Precinct 4
Standard Operation Rules Manual
Signature Page**

Print Name _____

Employee Signature _____ **Date** _____

Supervisor _____ **Date** _____

EXHIBITS

A-C

ANTI-HARASSMENT POLICY

- 5.00 It is expected that all employees of Hidalgo County must adhere to the high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct. Employees are expected to efficiently carry out the work items to which they are assigned and/or their responsibilities, to maintain good moral conduct, and to do their part in maintaining a good relationship with the public, other governmental employees, officials, supervisors and fellow employees.

No person employed by the County shall discriminate against or harass anyone on the basis of race, color, creed/religion, national origin, sex, age, disability, military status or any other legally protected status, nor shall any employee participate in any conduct that violates, either directly or indirectly, the civil rights of other employees or any member of the general public.

ANTI-HARASSMENT/DISCRIMINATION:

- 5.01 The County is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based upon an individual's race, color, creed/religion, national origin, sex, age, disability, military status or any other legally protected status will not be tolerated. The County is also committed to a work environment free of inappropriate and disrespectful conduct, illustrations and communications of a sexual nature and is opposed to harassment in any form.
- 5.02 A. Sexual harassment in the workplace is strictly prohibited and will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- i. Submission to such conduct is made either explicitly or implicitly affecting the term or condition of an individual's employment;
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- B. Prevention is the most effective tool for eliminating harassment, and the County encourages employee support in its efforts to address and prevent harassment in the workplace. In this regard, it is the responsibility of all employees to make sure their supervisor or Department Head/Elected Official is advised immediately of any problem or potential problem in this area so that responsive corrective action can be taken in order to prevent or eliminate harassment or discrimination in the workplace.

- C. An employee or prospective employee who has a complaint alleging harassment or discrimination in the workplace should report the offensive conduct immediately to his supervisor or the EEO Officer. If for any reason the employee does not feel comfortable speaking with those individuals, the employee should report the conduct to the Elected Official/Department Head or the Director of Human Resources.**
- D. Prompt reporting of complaints is strongly encouraged, as it allows for a rapid response and resolution of the objectionable conduct. The County will not retaliate against an individual who makes a report of harassment or discrimination. Retaliation is a very serious violation of this policy and should be reported immediately.**
- E. Any complaint will be promptly investigated. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances. Individuals found to have engaged in misconduct shall be disciplined.**

Whenever a potential conflict of interest arises pursuant to this Section, such affected employee shall file in advance of any determination or action, a disclosure statement with the appropriate board, elected official, or governing body responsible for the business in which the conflict has or may occur, with a copy filed with the Human Resources Director. It shall be the responsibility of the receiving agent or agency to maintain records of all such disclosures in accordance with applicable law(s). Such records shall be open for inspection and must be retained for a period of three (3) years from the date of the final action on the matter which prompted such disclosure before the appropriate board, elected official or governing body.

PERSONAL DATA CHANGES

5.12 If an employee changes his or her address or telephone number, he or she should promptly notify his or her Elected Official or Department Head in writing of such change. (Amended April 10, 1996)

5.13 If it becomes necessary for an employee to change the filing status or number of dependents reflected on his or her form W-4, he or she should contact the County Auditor's office and/or the similar office in the District for the appropriate forms. (Amended April 10, 1996)

5.14 A name change of an employee will be entered on the County and/or District employee roster unless and until a replacement social security card is received by the employee reflecting such change. Upon receipt of such card, the Elected Official or Department Head will complete the necessary forms to have the change made and send such information to the County Auditor. (Amended April 10, 1996)

SUBSTANCE ABUSE

5.15 All employees shall endeavor to maintain a safe workplace that is free of substance and alcohol use and abuse, in compliance with applicable state and federal laws.

5.16 The unlawful manufacture, distribution, dispensing, or possession of alcohol or a controlled substance by an employee or an employee's use of alcohol or a controlled substance on County and/or District premises or while on duty with the County and/or District is prohibited.

EMPLOYEE STANDARDS OF CONDUCT

5.17 Employees are expected to observe all employee standards of conduct. Observance of the standards of conduct may extend beyond regular work hours and beyond the employee's work site. In these cases, a demonstrable relationship must exist between the employee's conduct and job performance or there must be an adverse effect on the work area or the County and/or District. Violating the standards of conduct may result in disciplinary action, including dismissal. When appropriate, a standards of conduct violation may result in immediate dismissal and possible criminal prosecution. Any employee who knows of an employee's violation of the standards of conduct and who does not report such violation to an appropriate County and/or District official, usually the employee's Elected Official/Department Head, may be subject to disciplinary action, including dismissal. (Adopted December 13, 1995)

*** EXAMPLES OF PROHIBITED CONDUCT

5.18 The following activities are examples of employee conduct prohibited by the rules contained in this Chapter V:

- a. Fighting on the job (Adopted March 8, 1995);
- b. Threatening, intimidating, coercing or interfering with fellow employees or other persons during working hours (Adopted March 8, 1995);

- c. **Creating a negative work atmosphere during working hours (Adopted March 8, 1995);**
- d. **Sleeping while on duty (Adopted March 8, 1995);**
- e. **Gambling while on duty (Adopted March 8, 1995);**
- f. **Insubordination (Adopted March 8, 1995);**
- g. **Theft, damage, misuse, sale, destruction or unauthorized possession of property belonging to the County and/or District, fellow employees or others (Amended December 13, 1995);**
- h. **Falsifying County and/or District records, reports or any other written document (Adopted March 8, 1995);**
- i. **Immoral conduct which violates common decency on the job or associated with job related activities (Adopted March 8, 1995);**
- j. **Sexual harassment of County and/or District employees or other persons (Adopted March 8, 1995);**
- k. **Violations of the County and/or District's equal employment opportunity policy (Adopted March 8, 1995);**
- l. **Violation of existing federal, state or County and/or District laws, rules or regulations (Adopted March 8, 1995);**
- m. **Possession or use of alcohol or a controlled substance on the job or in areas that are associated with job related activities as well as reporting for work or attempting to report for work after consuming alcohol or a controlled substance (Adopted March 8, 1995);**
- n. **Engaging in work other than on County and/or District property or on County and/or District projects during working hours (Adopted March 8, 1995);**
- o. **Carelessness affecting personal safety or property of any employee, the County and/or District or others (Adopted March 8, 1995);**
- p. **Failing to report every accident, injury or any damage occurring to or involving County and/or District property or personnel to the employee's department head, supervisor or foreman and the Human Resources Department (Adopted March 8, 1995);**
- q. **Use of County and/or District vehicles, equipment, tools, material or facilities for personal or private purposes (Adopted March 8, 1995);**
- r. **Use of telephones for personal long distance calls and excessive use of telephones for personal calls unless authorized by the employee's supervisor (Adopted March 8, 1995);**
- s. **Improper maintenance of County and/or District equipment (Adopted March 8, 1995);**

- t. Deliberate waste of County and/or District materials or parts (Adopted March 8, 1995);
- u. Deliberate or reckless conduct which causes damage to equipment or property belonging to County and/or District, another employee or another person (Adopted March 8, 1995);
- v. Wasting time or loitering (Adopted March 8, 1995);
- w. Absence from duty or job site during working hours without permission from the employee's immediate supervisor (Adopted March 8, 1995);
- x. Failing to report an absence from work to the employee's department head, supervisor or foreman prior to the commencement of the work day (Adopted March 8, 1995);
- y. Abuse of sick leave (Adopted March 8, 1995);
- z. Excessive absenteeism or tardiness (Adopted March 8, 1995);
- aa. Knowingly harboring or refusing treatment of a contagious disease or other physical condition which endangers other employees or other persons (Adopted March 8, 1995);
- bb. Discourtesy to the public (Adopted March 8, 1995);
- cc. Acceptance of any gratuity or gift for the performance or nonperformance of official duties or any use of position as County and/or District employee for private gain (Adopted March 8, 1995);
- dd. Failure to wear presentable dress and/or uniform if required (Adopted March 8, 1995);
- ee. Conduct or actions that seriously impair an employee's job effectiveness (Adopted December 13, 1995);
- ff. Conduct which is detrimental to or has an adverse affect on the County and/or District (Adopted December 13, 1995);
- gg. Failure to obtain and maintain any job qualifications, licenses or certifications required by the employee's job description (Adopted December 13, 1995);
- hh. Conviction of: felony offenses; Class B or above misdemeanor offenses which impair an employee's job effectiveness; or any crime involving moral turpitude (Adopted December 13, 1995);
- ii. Failure to satisfactorily complete, obtain or maintain any required physical and/or psychological fitness for duty (Adopted December 13, 1995);
- jj. Engaging in conduct off the job location and off duty which negatively affects the employee's effectiveness on the job or negatively affects the County and/or District (Adopted December 13, 1995);
- kk. Gross or repeated neglect of duty (Adopted December 13, 1995);
- ll. Poor job performance (Adopted December 13, 1995);

- mm. Perjury (Adopted December 13, 1995);
- nn. Knowingly creating and submitting false and/or slanderous reports concerning, and/or gossip regarding, fellow employees, supervisors, subordinates, Elected Officials and/or Department Heads (Adopted December 13, 1995);
- oo. Dishonesty characterized by a lack of trust, honesty or truthfulness (Adopted December 13, 1995);
- pp. Failure to observe assigned office hours, including time limits set for work and lunch breaks. In this regard, it is not appropriate for an employee to use work breaks to come to work late, extend lunch breaks, or leave work early (Adopted December 13, 1995);
- qq. Personal reading, wasting time, visiting excessively or behaving in a way that distracts other employees or disrupts the workplace (Adopted December 13, 1995);
- rr. Failing to follow a supervisor's instruction in performing job tasks (Adopted December 13, 1995);
- ss. Except for authorized law enforcement personnel, having firearms or other dangerous weapons on County and/or District owned or leased property or in areas that are associated with job related activities (Adopted December 13, 1995);
- tt. Engaging in activities that endanger fellow employees or other persons (Adopted December 13, 1995);
- uu. Failing to maintain a clean, safe work area and/or failing to observe all safety and security rules (Adopted December 13, 1995);
- vv. Failing to observe leave policies, including compliance with the overtime compensation requirement of the Fair Labor Standards Act (Adopted December 13, 1995);
- ww. Excessive or inappropriate use of leave (Adopted December 13, 1995); and
- xx. Unexcused absenteeism (Adopted December 13, 1995).

ADDITIONAL WORK RELATED STANDARDS OF CONDUCT

5.19 Elected Officials/Department Heads may adopt additional work related standards of conduct, not in conflict with these rules, when necessary: (a) for receipt of federal, state or local grant funds; or (b) to carry out the responsibilities of such Elected Official's/Department Head's responsibilities. Each Elected Official/Department Head shall maintain written evidence that such work related standards of conduct have been provided to his or her employees. The Elected Official/Department Head shall also obtain and maintain the employee's written acknowledgment of his or her receipt of such additional work related standards of conduct. A copy of all additional work related standards of conduct adopted by the Elected Official/Department Head shall be provided to the Commission Secretary. The Elected Official/Department Head must maintain written evidence to substantiate that a copy of such additional work related standards of conduct was provided to the Commission Secretary. Delivery of the copy to the Commission Secretary is for information only. (Adopted September 20, 1995)



OFFICE OF THE COUNTY JUDGE
County Of Hidalgo

MEMORANDUM

RAMON GARCIA
County Judge

To: Department Heads

From: Commissioners' Court

Date: January 19, 2011

Re: Time Clock Guidelines for Exempt Employees

CC: Valde Guerra, Executive Officer

The Biometric electronic time keeping system and associated work records will become the official basis for recording time worked for exempt employees of Hidalgo County.

It is a job requirement that all exempt employees must "clock in" in the morning and "clock out" at the end of the workday at their place of work. Under certain conditions, (such as training at an off-site location, extracurricular events, etc.), the employee should report time worked to the department timekeeper so that their time worked can be manually entered.


In order to ensure consistency of treatment of all exempt employees, the data recorded in the Biometric time clock system will be considered as the "official" record of the work day for all Hidalgo County exempt employees.

In order for the electronic timekeeping system to work as intended, all exempt employees must clock in to begin the work day, and they must clock out at the end of the work day.


All exempt employees are expected to properly and accurately record an eight (8) hour work day. Accordingly, comprable time (work week in excess of forty (40) hours) shall be documented and monitored through the use of the biometric time and attendance clock.

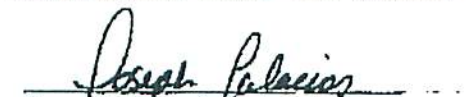
All exempt employees must participate and are expected to comply with this directive.


Judge Ramon Garcia


Commissioner Joel Quintanilla


Commissioner Hector "Tito" Palacios


Commissioner Joe M. Flores


Commissioner Joseph Palacios

APPENDIX

LIST OF IN-HOUSE POLICIES AS APPROVED BY COMMISSIONER COURT ON MAY 1, 2012 AND ISSUED TO PRECINCT 4 EMPLOYEES ON MAY 3, 2012

1. IN-HOUSE RULES & REGULATIONS ON ABSENTEEISM
2. MANDATORY USE OF SAFETY GEAR
3. NO SCAVENGING AT RECOVERY CENTER
4. MANDATORY SAFETY BELT USE
5. MOTOR GRADER CROSS TRAINING
6. NO EQUIPMENT/MANPOWER ON PRIVATE PROPERTY
7. HANDLE BUSINESS VIA FOREMEN'S OFFICE, NO CHANGES TO WEEKEND WORK DUTY
8. SICK LEAVE ON FRIDAY OR MONDAY & BEFORE/AFTER HOLIDAY REQUIRE AN OFFICIAL MEDICAL EXCUSE- NO PHARMACY EXCUSES
9. INJURY REPORTS SHALL BE REPORTED SAME DAY OF INCIDENT
10. REPRIMANDS-SCHEDULE
11. THREE TARDIES WITHIN A MONTH – REPRIMAND
12. NO PURCHASES AFTER 4:00 P.M.
13. FRIDAY REQUEST FOR TIME OFF MUST BE REQUESTED BY TUESDAY
14.
 - A. MANDATORY USE OF COUNTY ISSUED UNIFORM SHIRTS
 - B. ALL UNIFORM SHIRTS MUST BE RETURNED AT TERMINATION OF EMPLOYMENT WITH PCT. 4
15. CONDENSED REMINDER OF PAST SAFETY MEETINGS WITH RISK MGT. REPRESENTATIVE LARRY ORTIZ
16. CONDENSED REMINDER OF VERBAL INSTRUCTIONS
17. ACCIDENT PREVENTION PLAN SUMMARY (Exhibit D)

18. DRUG & ALCOHOL POLICY (Exhibit E)
19. ABSENCE CONTROL POLICY (Exhibit F)
20. I.D. BADGE POLICY AS RECEIVED BY EMPLOYEES (Exhibit G)
21. REVISED SICK LEAVE POLICY (TO INCLUDE FAMILY MEMBERS) POLICY (Exhibit H)

ABOVE NOTED POLICIES WERE ISSUED AS ATTACHMENTS TO SOR BOOKLET ISSUED TO EMPLOYEES ON 5/03/12 AND/OR DURING IN-HOUSE PRECINCT 4 EMPLOYEE ORIENTATION.

NOTICES WERE ISSUED TO ALL EMPLOYEES ON 5/03/2012 OR DURING PRECINCT
4 EMPLOYEE ORIENTATION.

1) IN HOUSE RULES AND REGULATIONS ON ABSENTEEISM

HIDALGO COUNTY PCT. #4

IN-HOUSE RULES & REGULATIONS ON ABSENTEEISM

HIDALGO COUNTY PCT. #4 EMPLOYEES WERE BRIEFED ON THE FOLLOWING "IN HOUSE" RULES AND REGULATIONS REGARDING ABSENTEEISM, COMP TIME, HOLIDAYS, SICK AND VACATION LEAVE.

FAILURE TO COMPLY SHALL WARRANT DISCIPLINARY ACTION AND OR DISMISSAL.

SUMMARY

1) EMPLOYEES SHALL CALL ROMAN RODRIGUEZ, MANUEL CARRANZA, ROBERT ANDRADE OR JAIME GUERRA ON OR BEFORE 7:15 A.M. TO NOTIFY OF AN UNSCHEDULED ABSENCE. DRAINAGE EMPLOYEES MUST CONTACT JIMMY ANTHONY, GEORGE GUERRA OR ROBERT GARCIA ON OR BEFORE 6:45 A.M. (IF YOU DO NOT CALL IN, THE DAY WILL BE LEAVE WITHOUT PAY AND MAY INCLUDE DISCIPLINARY ACTION.)

2) EMPLOYEE SICK LEAVE IS (3) DAYS LEAVE WITHOUT A DOCTORS EXCUSE. (EXCEPTION SEE ITEM #3) ANY TIME EXCEEDING (3) CONSECUTIVE DAYS WILL REQUIRE A DOCTORS EXCUSE, SUBJECT TO RANDOM WEEKLY AUDITS AT THE DISCRETION OF COMMISSIONER AND/OR THE DEPARTMENT HEAD. SICK LEAVE MAY ALSO BE TAKEN FOR IMMEDIATE FAMILY MEMBERS ONLY.

3) SICK LEAVE TAKEN ON MONDAYS, FRIDAYS AND BEFORE/AFTER A HOLIDAY WILL NECESSITATE A DOCTORS EXCUSE OTHER WISE DAY WILL BE DOCKED AS ANNUAL, C.T. OR EARNED HOLIDAY IF TIME IS AVAILABLE.

4) COMP. TIME NEEDS TO BE **PRE-APPROVED** BEFORE IT IS WORKED OTHERWISE IT WILL NOT BE HONORED. COMP TIME IS NOT TO EXCEED 40 HRS @ ANY GIVEN TIME.

5) COMP TIME IS SUBJECT TO BE "USED" BY EITHER EMPLOYEE REQUEST OR UNDER INSTRUCTION BY IMMEDIATE SUPERVISOR.

6) EMPLOYEE WILL BE REQUIRED TO WORK EXTENDED HOURS AS NEEDED TO COMPLETE PENDING PROJECTS, DURING NATURAL DISASTERS, WEEKEND RECOVERY CENTER, EMERGENCIES, ETC.

7) VACATION LEAVE MUST BE REQUESTED THROUGH THE USE OF A "REQUEST FOR LEAVE FORM" AVAILABLE UPON REQUEST AND WILL BE SUBJECT TO APPROVAL / DISAPPROVAL BY FOREMEN. REQUEST MUST BE MADE ON A ONE TO ONE ADVANCE NOTICE RATIO. (EX.: ONE WEEK NOTICE FOR ONE WEEK REQUEST)

2. MANDATORY USE OF SAFETY GEAR

EFFECTIVE IMMEDIATELY ANY PRECINCT #4 EMPLOYEE OBSERVED "NOT" WEARING MANDATORY SAFETY GEAR WILL BE WRITTEN-UP.

SAFETY GEAR CONSISTS OF:

- HARD HAT
- SAFETY BELT
- SAFETY VEST
- GLOVES &
- GOGGLES

IF YOU NEED ANY OF THE ABOVE ITEMS REPLACED, PLEASE NOTIFY FOREMEN IMMEDIATELY SO THAT THEY MAY SUPPLY YOU WITH REPLACEMENT(S).

EMPLOYEES NOT COMPLYING WITH SAFETY GEAR POLICY WILL BE REPRIMANDED, NO EXCUSES.

EFFECTIVO INMEDIATAMENTE, CUALQUIER EMPLEADO OBSERVADO "NO" USANDO SU EQUIPO DE SEGURIDAD SERA REPRENDIDO.

ESTO INCLUYE:

- CASCO
- CINTURON
- CHALECO
- GUANTES
- LENTES DE SEGURIDAD

SI USTED NECESITA ALGUNA DE ESTAS COSAS, FAVOR DE AVISAR PARA REEMPLAZAR LOS.

EMPLEADOS NO CUMPLIENDO CON LOS REQUISITOS DE SEGURIDAD SERAN REPRENDIDOS, SIN EXCUSAS.

3) NO SCAVENGING

EFFECTIVE IMMEDIATELY "NO ITEMS OR MATERIALS OF ANY KIND MAY BE REMOVED FROM THE COUNTY RECOVERY CENTERS. THIS INCLUDES SCAVENGING OF ITEMS/BAGS PICKED UP OFF COUNTY ROW.

ANY EMPLOYEE OBSERVED REMOVING ANY ITEMS FROM THE COUNTY TRASH PREMISES AND OR COUNTY ROAD RIGHT OF WAY SHALL BE SUBJECT TO REPRIMAND AND/OR TERMINATION.

THIS POLICY IS A DIRECTIVE FROM TCEQ (TEXAS COMMISSION ON ENVIRONMENTAL QUALITY) RULES & REGULATIONS AND SHALL BE EXPLICITLY FOLLOWED.

EFFECTIVO INMEDIATAMENTE NO SE PERMITIRA SACAR ARTICULOS DE LA AREA DE BASURA INCLUYENDO LO QUE ESTE EN BOLSAS EN EL DERECHO DE PASO DEL CONDADO.

CUALQUIER EMPLEADO OBSERVADO REMOVIENDO ARTICULOS DE LA AREA DE BASURA SERA REPRENDIDO O TERMINADO.

ESTA POLIZA ES UN DIRECTA DE LAS REGALS DE TCEQ (TEXAS COMMISSION ON ENVIRONMENTAL QUALITY) Y SERA OBEDECIDA.

4) MANDATORY USE OF SEAT BELTS

IN CONCURRENCE WITH THE COUNTY'S SAFETY RULES & REGULATIONS, EMPLOYEES ARE REMINDED THAT A "MANDATORY SEAT BELT USE POLICY" IS IN EFFECT FOR EMPLOYEES DRIVING, OPERATING AND OR PASSENGERS IN COUNTY OWNED VEHICLES.

EMPLOYEES NOT COMPLYING WITH SAID POLICY SHALL BE SUBJECT TO REPRIMAND AND/OR TERMINATION.

EN ACUERDO CON LAS REGLAS Y REGLAMENTOS DEL CONDADO DE HIDALGO, SE LES RECUERDA DE LA POLIZA MANDATORIA DE "USO DE CINTURON DE SEGURIDAD" DURANTE LA OPERACION DE VEHICULOS DEL CONDADO INCLUYENDO LOS PASAJEROS.

EMPLEADOS QUE NO CUMPLAN CON ESTA POLIZA SERA REPRENDIDO O TERMINADO.

5) CROSS-TRAINING

THE PRECINCT IS INTERESTED IN 'CROSS-TRAINING' EMPLOYEES BY PROVIDING "HANDS ON INSTRUCTION" ON THE OPERATION & MAINTENANCE OF MOTORGRADERS.

IF INTERESTED, YOU MAY SIGN UP WITH ROMAN RODRIGUEZ OR GEORGE GUERRA WHO WILL BE SCHEDULING THE TRAINING "AS WORK LOAD ALLOWS."

ALL EMPLOYEES WHO SIGN-UP, WILL BE GIVEN AN EQUAL OPPORTUNITY TO ACQUIRE THIS SKILL.

EMPLOYEES MASTERING MOTORGRADER SKILLS WILL OCCASIONALLY BE SUBSTITUTED AS "OPERATORS" AS NEEDED.

EL PRECINTO TIENE INTERES EN "ENTRENAR" EMPLEADOS EN LA OPERACION Y MANTENIMIENTO DE MAQUINAS POR MEDIO DE INSTRUCCION "MANOS A LA OBRA."

SI USTED ESTA INTERESADO, PUEDEN AVISARLE AL SR. ROMAN RODRIGUEZ OR GEORGE GUERRA, QUE SE ENCARGARA DE PROGRAMAR EL ENTRENAMIENTO.

TODOS LOS EMPLEADOS QUE SE ANOTEN, SE LES DARA LA OPORTUNIDAD IGUAL PARA APRENDER.

EMPLEADOS DEMOSTRANDO MAESTRIA DE ENTRENAMIENTO SERAN EN OCASION REEMPLAZADOS COMO OPERADORES CUANDO SE NECESITEN.

6. DO NOT ENTER PRIVATE PROPERTY

PLEASE BE ADVISED THAT "NO" COUNTY EQUIPMENT AND/OR MANPOWER IS ALLOWED IN PRIVATE PROPERTY (PAST THE ROAD RIGHT-OF-WAY) UNLESS SPECIFICALLY AUTHORIZED BY FOREMEN.

EMPLOYEES WHO VIOLATE SAID POLICY SHALL BE REPRIMANDED ACCORDINGLY.

NO ENTRE A PROPIEDAD PRIVADA

SE LES AVISA QUE ES "PROHIBIDO" QUE EQUIPO Y MANO DE OBRA DEL CONDADO, ENTREN A PROPIEDAD PRIVADA (PASANDO EL DERECHO DEL CONDADO) ALMENOS QUE SEA POR ORDEN DIRECTA DE UNO DE LOS MAYORDOMOS.

EMPLEADOS QUE VIOLEN ESTA POLIZA SERAN REPRENDIDOS.

7) HANDLE BUSINESS THRU FORMENS OFFICE

ALL CHANGES TO WEEKEND WORK SCHEDULES MUST BE APPROVED

YOU ARE HEREBY REMINDED OF THE FOLLOWING ITEMS; AS DISCUSSED ON 5/03/12 EMPLOYEE MEETING CONDUCTED BY ROMAN RODRIGUEZ AND GORGE GUERRA:

- EMPLOYEES BUSINESS MAY BE HANDLED VIA FOREMEN'S OFFICE.
- IF YOU NEED TO USE THE PHONE (EMERGENCIES ONLY) YOU MAY USE THE ONE IN THE SHOP AREA.
- DRINKING WATER AND BATHROOMS ARE AVAILABLE IN THE MECHANIC'S OFFICE.
- ANY TICKETS (CALICHE & RECOVERY) SHALL BE PLACE IN BASKET ON FOREMEN'S DESK.
- NO CHANGES TO THE WEEKEND WORK SCHEDULE (BINS OR ROLL-OFF) SHALL BE APPROVED UNLESS IT'S AN EMERGENCY.
- IF YOU ARE SCHEDULED FOR WEEKEND WORK, YOU MUST TAKE A DAY OFF WITHIN THE WORK WEEK.

CONDUJE NEGOCIO DE OFICINA POR MEDIO DEL SR. ROMAN RODRIGUEZ, MAYORDOMO GENERAL

TODO LOS CAMBIOS SEMANALES REQUIEREN SER APROVADOS

- ASUNTOS RELACIONADOS AL CONDADO SE PUEDEN ATENDER POR MEDIO DE LA OFICINA DE LOS MAYORDOMOS.
- SI NECESITA UTILIZAR EL TELEFONO (DE EMERGENCIA SOLAMENTE) PUEDEN USAR EL QUE ESTA EN EL SHOP.
- AGUA Y BANOS ESTAN SITUADOS EN LA OFICINA DEL MECANICO.
- TICKETES (DE CALICHE O DE LA BASURA) SE PUEDEN ENTREGAR EN LA OFICINA DE LOS MAYORDOMOS.
- NO SE APROBARA CAMBIOS A LA PROGRAMACION DEL TRABAJO DE FIN DE SEMANA, AL-MENOS QUE SEA UNA EMERGENCIA.
- SI USTED TIENE QUE TRABAJAR EL FIN DE SEMANA, TIENE QUE TOMAR UN DIA DE DESCANSO ESA MISMA SEMANA. (ESTO INCLUYE CUANDO TOCA UN DIA DE HOLIDAY)

8) SICK LEAVE ON FRI. MON & BEFORE OR AFTER HOLIDAY, NO PHARMACY EXCUSES & NO COPIES OF PAYROLL CHECKS SHALL BE KEPT ON FILE

*NO EMPLOYEE SICK LEAVE WILL BE HONORED ON "ANY":
FRIDAY, MONDAY OR DAY BEFORE / AFTER A HOLIDAY,
UNLESS ACCOMPANIED BY A DR.'S EXCUSE, WHICH SPECIFIES
THAT YOU WERE UNABLE TO WORK DUE TO ILLNESS/INJURY.
SICK LEAVE MAY ALSO BE UTILIZED FOR IMMEDIATE FAMILY
MEMBERS ONLY.*

*IF NO VALID DR.'S EXCUSE IS PRODUCED, THE DAY WILL BE DOCKED
FROM ANNUAL, C.T., OR EARNED HOLIDAY IF TIME IS AVAILABLE*

NO PHARMACY EXCUSES WILL BE ACCEPTED.

*NO SE PERMITIRA AUSENTARSE POR ENFERMEDAD EN LOS VIERNES,
LUNES O UN DIA ANTES O DESPUES DE UN DIA DE VACACION, A MENOS
QUE TRAIGAN EXCUSA DE SU DOCTOR, ESPECIFICANDO QUE NO PUDO
TRABAJAR A CAUSA DE ENFERMEDAD O ACCIDENTE.*

*SI NO PRESENTA LA EXCUSA MEDICA DE UN DOCTOR, EL DIA SERA
REBAJADO DE VACACIONES, C.T., O HOLIDAYS SI TIENE DISPONIBLE.*

NO SE ACEPTARAN EXCUSAS DE FARMACIA.

9) INJURIES (W.C.) TO BE REPORTED SAME DAY OF OCCURRENCE

*EFFECTIVE IMMEDIATELY ALL INJURY REPORTS MUST BE REPORTED THE SAME DAY
THEY OCCUR, OTHERWISE EMPLOYEE SHALL RECEIVE A REPRIMAND FOR NOT
REPORTING INJURY IN A TIMELY FASHION.*

*EFFECTIVO INMEDIATAMENTE TODAS LAS LASTIMADURAS /HERIDAS
(WORKERS'COMP) NECESITAN SER REPORTADAS EL MISMO DIA, SI NO RECIBIRAN
"REPRIMAND" POR NO REPORTAR LA LASTIMADURA AL TIEMPO APROPIADO.*

10) REPRIMANDS SCHEDULE

*EFFECTIVE IMMEDIATELY PRECINCT #4 EMPLOYEES RECEIVING REPRIMANDS
SHALL BE SUBJECT TO THE FOLLOWING ACTIONS:*

*1ST OFFENSE: CONFERENCE NOTES
(DEPENDING ON SEVERITY OF OFFENSE, 2ND OFFENSE DISCIPLINARY ACTION
MAY BE REQUIRED)*

*2ND OFFENSE: SUBJECT TO DISCIPLINARY SUSPENSION WITHOUT PAY, INCLUDING
DISCIPLINARY PROBATION OR TERMINATION OF EMPLOYMENT. (DEPENDING
ON SEVERITY OF OFFENSE, TERMINATION MAY BE APPLICABLE)*

3RD OFFENSE: TERMINATION OF EMPLOYMENT

*SHOULD YOU HAVE ANY QUESTIONS YOU MAY DIRECT THEM TO MR. CHRIS
TREVINO, GENERAL OPERATIONS MANAGER OR MS. GLORIA A. BELTRAN, EXECUTIVE*

ASSISTANT AT (956)383-3112 OR MS. ESTHER CORTEZ, HUMAN RESOURCES DIRECTOR AT (956)318-2660.

EFFECTIVO INMEDIATAMENTE PARA LOS EMPLEADOS DEL PRECINTO #4 QUE RECIBAN REPRIMENDAS SERAN SUJETOS A LAS SIGUIENTES ACCIONES:

1 OFENSA: CONFERENCIA POR ESCRITO
(ACCIONE DE OFENSA #2 PUEDE SER IMPLEMENTADA, DEPENDIENDO DE A LA GRAVEDAD DE LA OFENSA.)

2 OFENSA: SUJETO A SUSPENCION DISCIPLINARIA SIN PAGO, INCLUYENDO PROBACION DISCIPLINARIA O TERMINACION DEL EMPLEO. (DEPENDIENDO DE LA GRAVEDAD DE LA OFENSA)

3 OFENSA: TERMINACION DEL EMPLEO

SI USTED TIENE ALGUNA PREGUNTA FAVOR DE DIRIGIRSE A SR. CHRIS TREVINO, MANEGADOR GENERAL DE OPERACIONES O SRA. GLORIA A. BELTRAN, ASISTENTE EJECUTIVA AL (956)383-3112 O SRA. ESTHER CORTEZ, DIRECTORA DE SERVICIOS DE RECURSOS AL (956)318-2660.

11) TARDIES

EFFECTIVE IMMEDIATELY ALL TARDIES TO WORK SHALL BE LOGGED, THREE TARDIES WITHIN A MONTH'S TIME SHALL CONSTITUTE A WRITE-UP. (REPRIMAND)

THIS ITEM MAY BE FOUND IN THE EMPLOYEES EXAMPLES OF PROHIBITED CONDUCT HANDOUT: 5.18.Z EXCESSIVE ABSENTEEISM OR TARDINESS.

EFFECTIVO INMEDIATAMENTE TODAS LAS LLEGADAS TARDE AL TRABAJO SE ANOTARAN POR ESCRITO, TRES TARDANZAS DURANTE UN MES SERA RAZON PARA SER REPRENDIDO.

EN ACUERDO CON LAS REGLAS DE CONDUCTA DE LOS EMPLEADOS DEL CONDADO DE HIDALGO: 5.18.Z

12) NO PURCHASES AFTER 4:00 P.M.

EFFECTIVE IMMEDIATELY, NO PURCHASES ARE TO BE MADE AFTER 4:00 P.M. UNLESS IT IS AN "EMERGENCY PURCHASE" AND THE ITEM(S) SHALL BE UTILIZED THAT SAME DAY.

13) SICK LEAVE POLICY, FRIDAY HALF DAY REQUEST MUST BE REQUESTED BY TUESDAY, & ALL UNSCHEDULED LEAVE IS WITHOUT PAY

A) NO EMPLOYEE SICK LEAVE WILL BE HONORED ON "ANY": FRIDAY, MONDAY OR DAY BEFORE / AFTER A HOLIDAY, UNLESS ACCOMPANIED BY A DR.'S EXCUSE, WHICH SPECIFIES THAT YOU WERE UNABLE TO WORK DUE TO ILLNESS/INJURY.

**DOCTORS EXCUSE IS DUE THE FIRST DAY YOU RETURN TO WORK, OTHERWISE THE DAY WILL BE DOCKED AS ANNUAL, C/T OR RE-SCHEDULED HOLIDAY IF AVAILABLE. WE WILL NOT CALL THE DOCTOR FOR YOUR EXCUSE; THAT IS YOUR RESPONSIBILITY.*

- B) FRIDAY REQUESTS FOR TIME OFF (COMP TIME, RE-SCHEDULED HOLIDAY OR VACATION) ARE TO BE MADE ON/OR BEFORE 5:00.P.M OF THE PROCEEDING TUESDAY OF THE REQUEST, OTHERWISE IT SHALL BE DENIED.

REQUESTS TO BE OFF ½ DAY ON FRIDAYS, SHALL BE SUBJECT TO THE SAME DEADLINE OF TUESDAYS, OTHERWISE IT SHALL BE DENIED.

- C) VACATION LEAVE MUST BE REQUESTED THROUGH THE USE OF A "REQUEST FOR LEAVE FORM" AVAILABLE UPON REQUEST AND WILL BE SUBJECT TO APPROVAL / DISAPPROVAL BY FOREMEN. REQUEST MUST BE MADE ON A ONE TO ONE ADVANCE NOTICE RATIO. (EX.: ONE WEEK NOTICE FOR ONE WEEK REQUEST) THIS POLICY DOES NOT APPLY TO FRIDAY(S) OFF. (SEE ITEM #B)

- A) NO SE PERMITIRA AUSENTARSE POR ENFERMEDAD EN LOS VIERNES, LUNES O UN DIA ANTES O DESPUES DE UN DIA DE VACACION (HOLIDAY) AMENOS QUE TRAIGAN EXCUSA DE SU DOCTOR, ESPECIFICANDO QUE NO PUDO TRABAJAR A CAUSA DE ENFERMEDAD O ACCIDENTE.

**LA EXCUSA DE SU DOCTOR NECESITA SER ENTREGADA EL PRIMER DIA DE REGRESO AL TRABAJO, O SI NO EL DIA SERA DE VACACION, C/T O RE-SCHEDULED HOLIDAY. NO VAMOS A LLAMAR A SU DOCTOR POR EXCUSAS.*

- B) REQUISITO PARA PEDIR EL VIERNES LIBRE (DE SU COMP TIME, HOLIDAY O VACACIONES) SE TIENE QUE PEDIR NO MAS TARDE, QUE EL MARTES ANTERIOR O SI NO, EL DIA NO SE APROBARA.

SI USTED QUIERE SOLAMENTE MEDIO (1/2) DIA DEL VIERNES TIENE QUE PEDIR- LO AL IGUAL COMO SI FUERA TODO EL DIA, NO MAS TARDE QUE EL DIA MARTES, SI NO SE LES NEGARA EL DIA "OFF" (FUERA).

- C) TIEMPO DE VACACION/COMP TIME, TIENE QUE PEDIRSE CON EL "REQUEST FOR LEAVE FORM" Y SE APROBARA A LA DISCRECION DE LOS MAYORDOMOS. ADEMÁS EL TIEMPO FUERA (OFF) TIENE QUE SER PEDIDO AH PROPORCION DE UNO POR UNO (ex. SI QUIERE UN DIA DE LA SEMANA TIENE QUE PEDIRLO EL LUNES O MARTES ANTES DE ESE DIA. SI QUIERE UNA SEMANA, TIENE QUE PEDIRLO CON UNA SEMANA DE ANTICIPANCION.) ESTA POLIZA NO APLICA PAR DIA FUERA EN VIERNES. (ARTICULO #B)

14) RECEIPT OF UNIFORMS/SHIRTS

I DO HEREBY ACKNOWLEDGE THAT THE (5) FIVE UNIFORMS I RECEIVED ARE IN CONJUNCTION WITH HIDALGO COUNTY PCT. #4'S IN-HOUSE POLICY ON "PROPER WORK ATTIRE" I AM EXPECTED TO WEAR A UNIFORM ON A DAILY BASIS.

I FURTHER UNDERSTAND THAT IF I SHOULD FAIL TO MEET THE PRECINCT'S DRESS REGULATION, IT MAY RESULT IN DISCIPLINARY ACTION AND/OR DISMISSAL.

I UNDERSTAND THAT THESE UNIFORMS WILL REMAIN THE PROPERTY OF HIDALGO COUNTY AND AS SUCH I AM RESPONSIBLE FOR THEIR UPKEEP OR I MAY BE REQUIRED TO REPLACE THEM AT MY COST.

I MUST RETURN ALL OLD/UNUSABLE UNIFORMS TO THE PRECINCT FOR PROPER DISPOSAL.

I HAVE BEEN ADVISED THAT **UNIFORMS ARE TO BE WORN ONLY DURING WORKING HOURS**, NOT FOR RECREATIONAL/PRIVATE USE.

I HAVE BEEN ADVISED THAT I AM TO RETURN UNIFORMS UPON TERMINATION OF EMPLOYMENT WITH HIDALGO COUNTY PRECINCT 4.

(All employees' signed receipt of notice are on file)

15) SAFETY/EMPLOYEE MEETING REMINDERS:

MR. LARRY ORTIZ, SAFETY OFFICER (SHREDDER OPERATORS) APPLIES TO ALL CREWS

- REMINDER FOR EMPLOYEES TO SIGN SAFETY MEETING ROSTER
- REMINDER TO POST ALL ROAD CONSTRUCTION SIGNS AT JOB SITES
- REMINDER TO CHECK FOR PEDESTALS & FIRE HYDRANTS, TO AVOID DAMAGING THEM- CREWS WERE ISSUED 4' STAKES & FLORESCENT PAINT TO MARK OBSTACLES IN ROW

MR. LARRY ORTIZ, SAFETY OFFICER (MOTORGRADER OP) APPLIES TO ALL CREWS

- ADVISED CREWS OF POSTING SIGNS AT JOB SITES BEFORE BEGINNING ANY WORK
- CREW MEMBERS WILL RECEIVE A REPRIMAND IF THE ROAD CONSTRUCTION SIGNS ARE NOT UP (NOT ONLY ONE PERSON). IT IS THE RESPONSIBILITY OF ALL CREW MEMBERS TO ENSURE COMPLIANCE.

16) PRECINCT #4 POLICIES & SAFETY VERBAL REMINDERS:

- SAFETY ZONE IN SHOP IS OUTLINED BY RED TAPE- DIRECTLY OUTSIDE FOREMEN'S OFFICE BY ICE MACHINE (NO HARD HAT/GEAR REQUIRED)
- NO UNAUTHORIZED PERSONNEL ALLOWED IN SHOP AREA.
- NO SMOKING IN THE SHOP AREA.
- DO NOT LEAVE FILTERS IN WASH ROOM (TAKE TO BARRELS)
- DO NOT COME EAT LUNCH AT THE PRECINCT IF YOUR JOB SITE IS MORE THAN THREE MILES AWAY FROM SHOP.
- DO NOT GO TO PERSONAL VEHICLES DURING WORKING HOURS.
- THE PRECINCT **DOES NOT** ACCOMMODATE MODIFIED DUTY FOR W.C. CLAIMS OR FOR NON-WORKERS COMP/REGULAR SICK.
- WHEN APPLICABLE EMPLOYEES WILL BE PLACED ON FMLA (3 OR MORE SICK DAYS FOR SELF-CARE OR APPROVED FAMILY MEMBER)
- PERSONAL CELL PHONES MAY BE UTILIZED BEFORE/AFTER WORK, DURING BREAKS & LUNCH HOUR ONLY. **ABSOLUTELY NO CELL PHONE USAGE WHILE OPERATING COUNTY VECHILCES OR EQUIPMENT.**
- MANDATORY DRUG TESTING FOR ALL OCCUPANTS OF COUNTY VEHICLE INVOLVED IN AN ACCIDENT.
- PERSONAL CELL PHONE RECORDS MAY BE SUBPOENAED IF YOU ARE INVOLVED IN A COUNTY ACCIDENT (FOR INVESTIGATION PURPOSES) SHOULD CELL PHONE BE A FACTOR IN ACCIDENT REPRIMAND/TERMINATION MAY RESULT.

(THIS PAGE SHALL BE UPDATED AS NECESSARY)

EXHIBITS
D-H

**HIDALGO COUNTY
ACCIDENT PREVENTION PLAN SUMMARY
July, 2001**

1. **Statement of Goals**
Hidalgo County recognizes that the reduction of accidents and the increase of employee safety are the responsibility of Department Heads, supervisors and employees of Hidalgo County. A comprehensive Accident Prevention Plan ("Plan") is an effective tool for reducing work-related accidents.
2. **Management Component – Authority and Accountability**
Department Heads, Supervisors, Departmental Safety Coordinators ("Coordinators"), and the Risk Management Department ("Risk Management") are responsible for implementation of this Accident Prevention Plan.
3. **Employee Commitment Component; Contractors**
Employees of Hidalgo County are expected and required to adhere to the Hidalgo County Accident Prevention Plan. Contractors that provide or perform services for Hidalgo County, at any Hidalgo County location, are responsible for ensuring that contractor's employee actions and services delivered are in a manner consistent with the Hidalgo County Accident Prevention Plan.
4. **Recordkeeping and Documentation Component**
Hidalgo County believes that a valid means of reviewing and identifying possible trends and deficiencies in a safety program is through an effective recordkeeping program.
5. **Safety and Health Training Component**
Hidalgo County is committed to providing safety and health related orientation and training to employees of Hidalgo County. Department Heads, supervisors, and employees are encouraged to participate and become involved in the ongoing health and safety training program.
6. **Accident Reporting and Investigation Component**
Department Heads are responsible for ensuring prompt and thorough investigations of accidents that occur in their departments or that affect employees under their supervision.
7. **Safety Audit Inspection Component**
Audit functions will be performed on an on-going basis by the Coordinators, with the daily help of employees. Risk Management will assist with audits.
8. **Analysis Component**
Department Heads will review trend analyses on a periodic basis, as provided by Risk Management.
9. **Periodic Review Component**
Risk Management, based on recommendations from the Master Safety Committees, as hereinafter defined, will present recommendations for modifications to this Plan on an annual basis.
10. **Disciplinary Component**
Terms of discipline are as described in the Hidalgo County Civil Service Rules and/or the Personnel Manual, as applicable.

**HIDALGO COUNTY
ACCIDENT PREVENTION PLAN
July, 2001**

I. Statement Of Goals And Objectives

COUNTY is dedicated to achieving the following objectives:

- A. Implementation of an effective Accident Prevention Plan, with involvement of each and every COUNTY employee, including Department Heads, through increased awareness of the overall safe operation of COUNTY facilities
- B. A reduction of work-related incidents through:
 - 1. Establishment of lines of communication involving management and employees at all levels.
 - 2. Reduction of current and potential hazards that expose or create risk.

II. Management Component – Authority and Accountability

- A. COUNTY is committed to providing resources and guidance for the development and implementation of the Plan. Department Heads are encouraged to:
 - 1. Create employee involvement in the implementation of the Plan.
 - 2. Administer safety training in their respective departments, with assistance from Risk Management, to ensure employees understand and follow safety and health policies as established by COUNTY.
 - 3. Discipline employees who violate the safety and health policies of COUNTY according to Hidalgo County Civil Service and/or Personnel Manual (brown book), as applicable.
- B. Risk Management / Master Safety Committees are responsible for the overall implementation of the Plan, at the direction of the Commissioners' Court. Master Safety Committees shall be comprised of representatives from COUNTY Departments, and shall meet on a periodic basis. Risk Management shall present to Commissioners' Court the status of implementation of this Plan.
- C. Supervisors / Coordinators shall determine if a hazard exists, report the hazard for immediate correction, or establish interim protective measures. Regardless of whether or not a hazard is identified, the reporting employee will be notified of the corrective action taken or the procedures used to conclude that no hazard existed. If practical, this information will be shared with employees at the site.

III. Employee Commitment Component; Contractors

- A. COUNTY encourages its employees to commit to the implementation of this Plan.
- B. Employees are expected to:
 - 1. Become involved in implementation of this Plan.
 - 2. Utilize established avenues to solicit and receive comments, information, and assistance where health and safety are concerned.
 - 3. Report hazards and unsafe conditions in the workplace to their supervisors.

4. Perform job duties in a manner that is safe for themselves as well as those around them.
 5. Abide by health and safety policies established by COUNTY.
- C. Contractors that provide or perform services for Hidalgo County are responsible for ensuring Contractors' employee actions and services are delivered in a manner consistent with this Plan. This Plan will be made available to Contractors for review through the Purchasing Department of COUNTY.

IV. Recordkeeping and Documentation Component

A valid means of reviewing and identifying possible trends and deficiencies in a safety program is through an effective recordkeeping program.

- A. Records regarding work-related accidents will be maintained for the current year, plus a minimum of five years thereafter, in accordance with policies established by Risk Management and the Workers Compensation Coordinator.
- B. Each Department Head shall authorize Coordinators to:
 1. Maintain safety records separate from other personnel records.
 2. Conduct safety meetings, topics to be gathered from the basic required topics as provided by Risk Management and from additional perceived departmental needs.
 3. Maintain documentation of safety meetings, inspection reports, current lists of vehicles, heavy equipment, lawn equipment, and authorized drivers, as requested by Risk Management.
- C. Safety and Health Surveys / Inspections Program
 1. Site Audits
 - a. The assigned Coordinator(s) at each location will be responsible for performing ongoing site audits to review the site for safety issues, with documentation available for review by Risk Management.
 - b. Reports generated as a result of comprehensive surveys conducted by outside agencies will receive immediate attention and consideration, with recommendations acted upon as soon as is practical.
 - c. Methods of addressing the issues contained in the site audits by Safety Coordinator(s) and by outside agencies will be documented in writing, and a copy of work order(s) will be maintained with the site audit at the applicable department.
 2. Vehicle / Equipment Inspections
 - a. Vehicles, heavy equipment and mowing equipment must be fully equipped with safety equipment prior to use. Coordinators are required to inspect both Vehicle Inspection Reports and actual equipment on a periodic basis, with Risk Management performing a periodic audit for compliance.
 - b. Prior to each shift, drivers / operators will perform a Vehicle and Equipment Inspection, said inspection to include safety equipment and vehicle functions.

- c. Preventative maintenance inspections will be performed by a mechanic for each vehicle, piece of heavy equipment, lawn equipment, etc., as recommended by the manufacturer.
- d. Departments with vehicles, heavy equipment and/ or mowing equipment will maintain records pertaining to equipment inspection and maintenance programs performed at or for each facility and for each piece of equipment.
- e. Lockout/Tagout procedures will be used each time a piece of machinery or a vehicle is taken out of service. All employees will adhere to the regulations of the lockout/ tagout procedure.

V. Safety and Health Training Component

COUNTY is committed to providing safety and health related orientation and training to employees. The training program's purpose is to educate and familiarize employees with safety and health work practices.

- A. Each department, with the assistance of Risk Management, will develop, implement, and maintain a safety and health orientation and training program. Risk Management and each Department Head shall determine criteria requirements. Department Heads have the authority to assess training effectiveness and are responsible for enforcing implementation of criteria requirements of training.
- B. Safety or Other Related Meetings
 - 1. The Master Safety Committees will meet on a quarterly basis for the purpose of discussing trends and needs, with the Workers Compensation Coordinator providing input for these meetings. The members of each Master Safety Committee (Coordinators) will use the information gathered at the Master Safety Committee meetings to assist them in planning departmental safety meetings.
 - 2. Coordinators will conduct safety meetings at their locations, with the goal of reducing work-related accidents.
 - 3. Coordinators will meet with their Department Head to identify any changes to forms, to review Plan component performance, and to identify goals and needs of the departmental safety program.
 - 4. Risk Management will determine which departments fall in the "extra hazardous category" based on accident history for the department. For those departments deemed "extra hazardous," Risk Management will assist the assigned Coordinator with a concentrated safety awareness program.
 - 5. Risk Management will document and maintain records of meetings of Master Safety Committees. Coordinators will document and maintain records of safety-related meetings for their departments. This documentation will be maintained as proof of attendance and will be reviewed by the Coordinator to assist in determining the need for additional or repeated training for employees on an individual basis. Signatures on attendance sheets shall be legible. The training records will become part of the employee's on-site safety file.

VI. Accident Reporting and Investigation Component

COUNTY is committed to correcting or controlling hazards.

- A. Department Heads and/or their designated Coordinator(s) will conduct prompt and thorough investigations of accidents that occur in their areas or that affect employees under their supervision.
- B. Coordinators will use the approved format for investigating each alleged work-related accident / illness, accompanied by witness reports, diagrams and/or photographs, depending on the severity of the accident.
- C. Information acquired from accident investigations will be used and reviewed by Department Heads, supervisors, and affected employees in order to ascertain contributing factors and causes. From the investigation, items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/illness to formulate a plan of corrective action to prevent recurrence of the mishap.
- D. Accidents and incidents involving situations where multiple supervisors are affected (for instance, an employee of one department injured at the location of a second department location) may be investigated jointly between both departments. The supervisor of the area where the incident occurred will be in charge of the investigation.
- E. When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any other method deemed suitable for such circumstance. Personal protective equipment will be the control of last resort when other means of eliminating the hazards have not provided adequate protection to the employee. When personal protective equipment is issued, the employee will be informed of the requirements, use, and limitations of the equipment.

VII. Safety Audit Inspection Component

- A. COUNTY has arranged for each operating location to receive a comprehensive safety and health audit by Risk Management. These audits will identify existing and potential hazards. Items which will be audited include, but are not limited to: site management, documentation management, employee safety training (frequency, content, presentation, effectiveness), and overall effectiveness of the Plan, with special emphasis on failure of any component.
- B. Risk Management personnel performing the audit will discuss findings with the Department Head and the Coordinator and will make recommendations and suggestions for corrective action.
- C. Site and equipment safety is a matter for all employees. Employees will participate, on an ongoing basis, in site and equipment maintenance, housekeeping and other safety practices. Coordinators will conduct and document inspections of each site under that department's jurisdiction for the purpose of minimizing hazards.

- D. During Risk Management audits, site and equipment maintenance records will be reviewed, including but not limited to a Comprehensive Survey Form, discussion and resolution notes and suggestions.

VIII. Analysis Component

- A. Risk Management will report on a quarterly basis to Commissioners' Court regarding the status of the Plan through periodic trend reports, which will identify:
1. Accidents and near miss (record only) incidents resulting in or potentially resulting in injury, illness and/or property damage; and
 2. Recurring hazard violations needing corrective action.
- B. Injury and illness trends will be reviewed at the Master Safety Committee meetings.
- C. Coordinators will meet with their Department Head to analyze occurrences, identify developing trends, and plan courses of corrective actions. Risk Management will assist each department in creating and reviewing trend analyses.

IX. Periodic Review Component

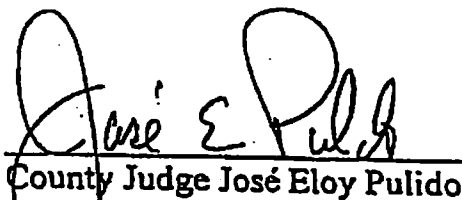
- A. Master Safety Committees will review the implementation of this Plan on an ongoing basis. Each portion of the Plan will be audited individually with the documented findings used to identify deficiency trends and improvement modifications. This documentation will be maintained by Risk Management.
- B. The Master Safety Committees, through Risk Management, will present component recommendations and modifications to Commissioners' Court during the first calendar quarter of each year.

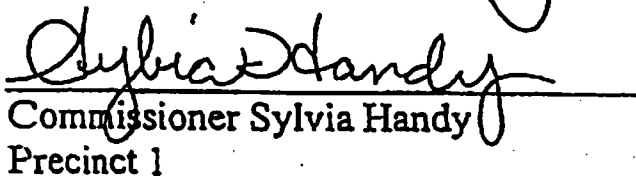
X. Disciplinary Component

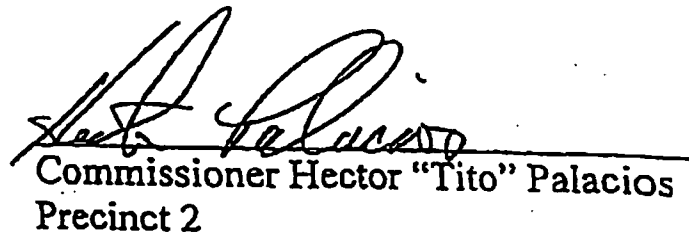
- A. Current disciplinary policy and procedures contained in the Hidalgo County Permanent Civil Service Regulations or the Hidalgo County Personnel Manual (brown book) will be used to ensure enforcement of the rules and procedures for a safe and healthful working environment.
- B. Department Heads and/or their designees may issue warnings and/or take appropriate disciplinary action in accordance with the provisions the the Hidalgo County Permanent Civil Service Regulations or the Hidalgo County Personnel Manual (brown book) with employees that:
1. Commit repeated minor infractions or violations of the safety rules or safe work practices;
 2. Commit single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee, or that could have caused property damage; and/or
 3. Participate in on-the-job activities that could potentially result in injury or property damage.

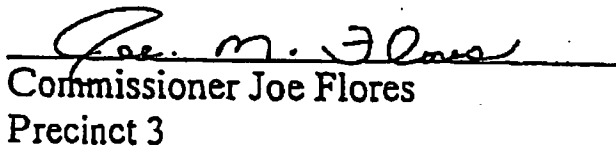
Accident Prevention Plan, July 2001

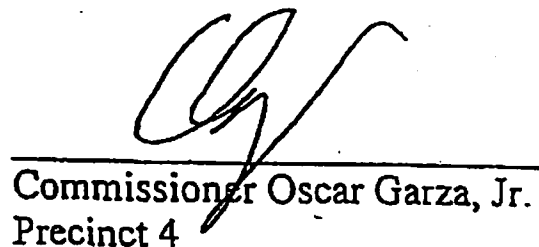
This Hidalgo County Accident Prevention Plan, July 2001, was passed in Commissioners' Court July 20, 2001, to become effective immediately. Commissioner's Court members present were County Judge José Eloy Pulido, Commissioner Sylvia Handy, Commissioner Hector "Tito" Palacios, and Commissioner Joe Flores. Commissioner Oscar Garza was absent.


County Judge José Eloy Pulido


Commissioner Sylvia Handy
Precinct 1


Commissioner Hector "Tito" Palacios
Precinct 2


Commissioner Joe Flores
Precinct 3


Commissioner Oscar Garza, Jr.
Precinct 4

The County of Hidalgo Drug and Alcohol Policy

1. Policy Statement

The County of Hidalgo (the "COUNTY") recognizes that alcohol and drug abuse in the workplace has become a major concern. To help ensure a safe, healthy and productive drug-free work environment for all employees (collectively "Employees") of the COUNTY and others on the property of the COUNTY, to protect COUNTY property and assets, maintain a favorable public image and to assure efficient operations, the COUNTY has adopted a policy on drugs, alcohol and other prohibited items applicable to all Employees. This policy is intended to comply with the Drug Free Workplace Act of 1988, the Texas Workers Compensation Act and all applicable regulations issued by the Department of Transportation ("DOT").

It is the policy of the COUNTY to maintain its property and to provide a drug-free working environment that is both safe for Employees and others having business with the COUNTY or on COUNTY property and conducive to efficient and productive work standards. This policy restricts certain items and substances from being brought on or being present in or on COUNTY property, including all COUNTY owned and operated buildings, parking areas, easements and rights of way, vehicles, equipment, parks and recreational areas, capital projects, construction sites, job sites and any areas which fall under the jurisdiction and control of the COUNTY. This policy prohibits Employees from reporting to work, working or being present on COUNTY property, whether or not on duty, from having detectable levels or identifiable trace quantities of certain drugs and other substances. However, this policy is not intended to prohibit or restrict the legal and responsible use of alcohol in COUNTY recreation areas by COUNTY Employees while off duty.

2. Statement of the Drug and Alcohol Policy

The use, possession, sale, manufacture, distribution, transfer, dispensation, concealment, receipt, transportation, or being under the influence of any prohibited items or substances (including the presence of detectable levels or identifiable trace quantities), as defined in Section 3, on COUNTY property or while on COUNTY business, by Employees, is prohibited. Employees must not report for duty or be on COUNTY property while under the influence of, or have in their possession while on COUNTY property, any prohibited item or substance.

3. Definitions

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol (ethanol) or any other low molecular weight alcohol including methyl and isopropyl alcohol.

CDL means Commercial Driver License holders. The COUNTY requires certain Employees to maintain a CDL. The DOT regulations (49 CFR Parts 40 and 382) require the COUNTY to have a special, mandatory controlled substance and alcohol testing policy for these Employees. All applicable drug and testing procedures shall meet DOT regulations. A copy of the DOT regulations shall be available for inspection and copying in the Personnel Office.

Commission means the Hidalgo County, Texas Civil Service Commission established pursuant to the Texas Local Government Code.

Controlled Substance means illegal drugs plus any other substance covered by Schedules I through V of the Federal Controlled Substances Act (21 USC 801, et seq.) or the Texas Controlled Substances Act (Chap. 481, Texas Health and Safety Code). A controlled substance is unauthorized if the Employee does not have a valid prescription for that substance at the time of its use or possession.

Conviction means a final, non-appealable finding of guilt by either a judge or jury, or a suspension of sentence, probation or deferred adjudication, including a plea of *no lo contendere*.

COUNTY means Hidalgo County, Texas, as organized and existing under the constitution and laws of the State of Texas.

Department means a COUNTY, district, or precinct office, agency, or board that has jurisdiction and control of designated governmental functions.

Department Head means an individual appointed as a supervisor of a department by one of the following: Commissioner's Court, COUNTY Judge, a designated representative of the Commissioner's Court, or an Elected Official.

Detectable means the measurable presence of an illegal or prohibited drug or substance found in body fluids at an mg/ml level of detection specified by the COUNTY's contract with a National Institute of Drug Abuse ("NIDA") certified testing laboratory; such levels will meet the DOT requirements.

Elected Official means an individual elected to a position created by the constitution or by statute. The term of an Elected Official is limited by the constitution.

Employee means any person employed by the COUNTY, including Elected Officials, full-time, part-time, temporary, probationary and contract employees.

Safety Sensitive Position means a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, perform life threatening procedures, or

work with controlled substances; a position in which a drug impairment constitutes an immediate and direct threat to the Employee's health or safety; a position which has access to a juvenile facility; a position in which the Employee is responsible for the well-being of a minor; or a position in which a momentary lapse in attention could result in injury or death to another person.

Under the influence means being unable to perform work in a safe and productive manner, being in a physical or mental condition which creates a risk to the safety and well-being of the individual, other employees, the public or COUNTY property, and/or having a measurable presence of an illegal or prohibited drug or substance found in body fluids at an mg/ml level of detection specified by the COUNTY's contract with a NIDA certified lab.

4. Prohibited Items and Prohibited Conduct

A. The use, possession, sale, manufacture, distribution, dispensation, concealment, receipt, transportation, or being under the influence of any of the following items or substances on COUNTY property (including the presence of detectable levels or identifiable trace quantities), by Employees, is prohibited:

- i. Illegal drugs; controlled substances; marijuana; mood or mind altering substances, legal or illegal; "look-alike" substances; designer, counterfeit or synthetic drugs; inhalants; and any other drugs or substances which will in any way affect safety, workability, alertness, coordination, judgment, response or affect the safety of others on the job.
- ii. Alcoholic beverages. Consuming alcoholic beverages while driving or driving while intoxicated any vehicle for COUNTY business or any COUNTY vehicle at any time is prohibited. The consumption of alcohol on COUNTY time is prohibited.
- iii. Drug paraphernalia.
- iv. Prescription drugs and over the counter medications, except under the following conditions:
 - (a) The drugs have been prescribed by an authorized and Texas licensed medical practitioner for current use (within the past 12 months) for the person in possession of the drugs and filled in accordance with the provisions of the Texas Pharmacy Act, Texas Controlled Substances Act (Chapter 481, Texas Health and Safety Code) and regulations promulgated thereunder.

- (b) The drugs/medications, both prescribed and over the counter, are limited to a one day's supply, or must be kept in their original container labeled in accordance with the provisions of the applicable laws of the State of Texas and must be taken in accordance with the dosage recommendations and usage cautions and generally must not affect the person's ability to perform work safely.
- (c) The COUNTY may require the Employee to provide documentation from the doctor stating that such use will not impair the Employee's ability to perform the essential functions of his/her position. The COUNTY reserves the right, with Employee's consent, to consult with the Employee's medical doctor to determine if a drug or medication, whether prescribed or not, produces hazardous or non-safe effects and may restrict the use of any such drug or medication accordingly on COUNTY property.
- (d) Any Employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of medication could compromise the safety of the Employee, fellow Employees or the general public, it is the Employee's responsibility to use appropriate personnel procedures (i.e., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

B. The following conduct is prohibited by this policy:

- i. Switching or altering any urine sample submitted for testing.
- ii. Refusal to consent to testing. Consent is indicated by signing any form required by the COUNTY or its designated testing facility.
- iii. Refusal to submit to an inspection of any desk, locker, vehicle or other COUNTY property under Employee's control when asked to do so by Department Head or Elected Official.
- iv. Conviction under any criminal drug statute for a violation occurring in the workplace.
- v. Failure to notify the Department Head, Elected Official or Risk Management of any arrest or conviction under any criminal drug statute, or arrest or conviction of driving while intoxicated, within five (5) days of the arrest or conviction.

- vi. Failure to notify Department Head, Elected Official or Risk Management of the side effects of a prescription or non-prescription drug which may impair the Employee's behavior or physical or mental ability to safely and fully perform assigned duties.
- vii. Failure to keep prescribed medicine in its original container or to provide proof of identification of drug prescriptions and prescribing physician.
- viii. Failure of any COUNTY Employee to report the use or possession of an illegal drug or prohibited item by another COUNTY Employee while on duty or in a COUNTY vehicle.

5. Policy Enforcement

Because of the importance of this Policy, the COUNTY reserves the right, at all times, while on COUNTY premises and property and when circumstances warrant, to have the Department Head, Elected Official or personnel designated by COUNTY conduct reasonable searches and inspections of Employees and their personal property and effects, to include, but not limited to lunch boxes, purses, briefcases, baggage, offices, desks, clothing, and vehicles (including trunks, glove compartments, etc.), for the purpose of determining if such Employees or other persons are using, possessing, selling, manufacturing, distributing, dispensing, concealing, receiving or transporting any of the prohibited items and substances.

The Department Head, Elected Official or certain personnel designated by the Department Head have the right to conduct an on-the-spot search and inspection of Employees and their personal property and effects, as described above, if Department Head, Elected Official or designated personnel have a reason to believe that Employees or others, are in violation of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of the Department Head, Elected Official or such designated personnel. All Employees are expected to cooperate with any investigation regarding this policy. Failure to cooperate, providing false information or omitting information may subject Employees to disciplinary action in accordance with all COUNTY personnel policies and all applicable state law.

A search and inspection may also include and require Employees present on COUNTY property to submit to a drug and alcohol screen test. Tests may be required under the following circumstances, however testing is mandatory for all individuals in sections (a) and (b):

- (a) Post-offer, pre-employment screening to all new employees;

- (b) Post-employment transfer, promotion and/or reassignment to safety-sensitive position;
- (c) When the Department Head, Elected Official or personnel designated by the Department Head have reason to believe that an Employee on COUNTY property is using or under the influence of prohibited drugs, alcohol and substances, or that there has been a violation of this policy;
- (d) When an Employee is found in possession of suspected illegal or prohibited drugs and substances, or when any of these drugs and substances are found in an area controlled or used exclusively by said Employee or other person;
- (e) When an Employee returns to active employment after a leave of absence of forty-five (45) days or more;
- (f) Following an on-the-job injury requiring treatment from a physician, or, following a serious or potentially serious accident or incident, including near misses, in which safety precautions were violated, unsafe instructions or orders were given, vehicles/equipment/property was damaged, or unusually careless acts were performed. All persons involved and within the immediate vicinity of the incident may have their urine and/or blood tested. If it is impossible or impractical, because of the physical condition of the individual(s) involved in the accident, to give a urine and/or blood sample, and if in subsequent medical treatment of the person(s) blood will be drawn, then blood will be analyzed for drugs, alcohol and other prohibited substances; or
- (g) Random (Periodic and unannounced). Only COUNTY employees who are required to possess a CDL to perform their job duty and/or every employee working in a job classified as a safety-sensitive position will be subject to random testing. Random testing, other than to meet current specific job site requirements, will not commence until twenty-one (21) days following the date of this policy; however, applicants for employment shall be subject to testing as of the date of this policy. The search, inspection, urine and/or blood drug screening provisions herein will be performed with concern for the personal privacy of each Employee or other person, and will also apply to contract labor, when feasible.

All persons shall have the opportunity, prior to testing and at the testing facility, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs. All records containing medical information will be maintained in accordance with applicable law.

This testing policy does not include and specifically excludes those Employees covered by the Hidalgo County Sheriff's Department Alcohol and Drug Testing Policy as defined therein.

6. Consequences for Violating Policy

The following violations of this policy will result in **automatic and mandatory termination** upon the first offense:

- (a) Refusal to submit to a drug and or alcohol test. Consent is indicated by signing any form required by the COUNTY or the physician or laboratory collecting the specimen for testing.
- (b) Confirmation of a positive result in drug testing and screening, which indicates detectable levels or identifiable trace quantities of a prohibited drug or substance.
- (c) Unauthorized use or possession of alcohol when reporting for duty, while on duty or occupying any COUNTY vehicle or personal vehicle on COUNTY time, including lunch or other break periods.

Violations involving other sections of this policy will result in disciplinary action, up to and including termination, in accordance with all COUNTY personnel policies and all applicable state law. Preliminary findings of a policy violation, other than those which require automatic and mandatory termination, may require Employee be suspended, without pay, pending the results of an investigation. If the investigation clears Employee of any policy violation, then Employee will be fully reinstated, including pay, to his/her job.

An Employee who is terminated for refusing to take a drug and or alcohol test or who is terminated for having a positive drug or alcohol test will not be eligible for rehire for six (6) months.

7. Notification

Any Employee who is arrested or convicted of a drug-related offense must report the arrest or conviction to their Department Head, Elected Official or Risk Management within five (5) days of the conviction. Any Employee who is arrested or convicted of driving while intoxicated must report the arrest or conviction to their Department Head, Elected Official or Risk Management within five (5) days of the conviction. Failure to report such an offense may result in disciplinary action in accordance with all COUNTY personnel policies and applicable state law.

8. Treatment Programs and Employee Insurance

While the COUNTY does not sponsor or endorse any specific drug treatment program, such programs are available through public and private health care facilities in the area. Affected employees are encouraged to seek assistance for themselves and their dependents. The group health insurance offered to employees and their dependents may provide limited coverage for expenses related to drug treatment programs. Employees may contact the Human Resources Department or refer to the plan description for details.

The COUNTY does not offer, nor require, participation in drug and alcohol abuse education and training programs. However, various public and private facilities in the area offer such programs and affected or interested employees are encouraged to seek assistance.

**The County of Hidalgo Drug and Alcohol Policy
Certificate of Receipt**

I have read, understand and received a copy of the County of Hidalgo Drug and Alcohol Policy, amended 1-29-07, and understand I am expected to abide by this Policy.

Name: _____

Signature: _____

Social Security Number: _____

Date: _____

Práctica Sobre Drogas y Alcohol del Condado de Hidalgo

1. Declaración de la Práctica

El Condado de Hidalgo (el "CONDADO") reconoce que el abuso del alcohol y las drogas en el trabajo se ha convertido en un grave problema. Para poder asegurar un ambiente de trabajo seguro, sano y productivo libre de drogas para todos los empleados (en forma colectiva, los "Empleados") del CONDADO y otros sobre la propiedad del CONDADO, para proteger la propiedad del CONDADO, y mantener una imagen favorable al público y para asegurar operaciones eficientes, el CONDADO ha adoptado una práctica sobre las drogas, el alcohol y otros artículos prohibidos aplicable a todos los Empleados. Esta práctica es intencionada a cumplir con el *Drug Free Workplace Act of 1988*, el *Texas Workers Compensation Act* y todos los reglamentos aplicables emitidos por el Departamento de Transportación, conocido por sus siglas en inglés ("DOT").

Es la práctica del CONDADO mantener su propiedad y proporcionar un ambiente de trabajo libre de drogas al cual sea seguro para los Empleados y otros que tengan negocios con el CONDADO o sobre la propiedad del CONDADO y que conduzca a normas de trabajo eficientes y productivas. Esta práctica restringe que ciertos artículos y sustancias sean traídas o estén presentes en la propiedad del CONDADO, incluyendo todos los edificios propiedad del CONDADO o operados por el CONDADO, las áreas de estacionamiento, los derechos de paso, los vehículos, el equipo, parques y áreas recreativas, los proyectos y lugares de construcción, los lugares de trabajo y cualquier otra área que cae bajo la jurisdicción y el control del CONDADO. Esta práctica prohíbe a los Empleados de reportarse al trabajo, que trabajen o estén presentes en la propiedad del CONDADO, durante o fuera de su turno de trabajo, teniendo niveles perceptibles o cantidades identificables de ciertas drogas y otras sustancias. Sin embargo, esta práctica no está intencionada a prohibir o restringir el uso legal y responsable de alcohol en áreas recreativas del CONDADO por Empleados del CONDADO cuando estén fuera de su turno de trabajo

2. Declaración de la Práctica Sobre las Drogas y el Alcohol

El uso, la posesión, venta, producción, distribución, transferencia, dispensación, el encubrimiento, recibir, transportar, o estar bajo la influencia de cualquier artículo o sustancias prohibidas (incluyendo la presencia de niveles perceptibles o cantidades identificables), según definido en la Sección 3, en la propiedad del CONDADO o mientras conduce negocios para el CONDADO, por los Empleados, es prohibido. Los Empleados no deben reportarse a trabajar o estar sobre la propiedad del CONDADO mientras estén bajo la influencia, o tengan en su posesión mientras estén en la propiedad del CONDADO, cualquier artículo o sustancia prohibida.

3. Definiciones

El Alcohol se define como un agente embriagante en bebida alcohólica, alcohol etílico (etanol) o cualquier otro alcohol de bajo peso molecular, incluyendo el alcohol métilico e Isopropilo.

Bajo la Influencia se define como estando incapacitado para desempeñar el trabajo de manera segura y productiva, estando en una condición física o mental que causa un riesgo a la seguridad y el bienestar de la persona, otros Empleados, el público o la propiedad del CONDADO, y/o tener una presencia medible de una droga o sustancia ilegal o prohibida en los fluidos del cuerpo a un nivel de detección mg/ml especificado por el contrato del CONDADO con un laboratorio certificado *NIDA*.

CDL se define como portadores de una Licencia Comercial de Conducir. El CONDADO requiere que ciertos Empleados mantengan una CDL. Los reglamentos del DOT (49 CFR Partes 40 y 382) requieren que el CONDADO tenga una práctica especial, obligatoria de pruebas sobre las substancias controladas y el alcohol para todos estos Empleados. Todos los procedimientos aplicables de pruebas y drogas deben llenar los requisitos del DOT. Una copia de los reglamentos del DOT estará disponible para ser inspeccionada y copiada en la Oficina de Personal.

Comisión se define como la Comisión de Servicio Civil del Condado de Hidalgo, Texas establecido de acuerdo al Código Local Gubernamental de Texas.

CONDADO es el Condado de Hidalgo, Texas, según organizado y vigente bajo la constitución y las leyes del Estado de Texas.

Convicción se define como un fallo final, no-apelable de culpabilidad ya sea por un juez o un jurado, o una suspensión de sentencia, libertad condicional o adjudicación diferida, incluyendo una defensa de *no lo contendere*.

Departamento es un CONDADO, distrito, o oficina de precinto, agencia, o directiva que tenga jurisdicción y control de funciones gubernamentales designadas.

Empleado se define como cualquier persona empleada por el CONDADO, incluyendo Oficiales Elegidos, y empleados de tiempo completo, de tiempo parcial, temporarios, probatorios y por contrato.

Jefe de Departamento es una persona nombrada como supervisor de un departamento por uno de los siguientes: La Corte de Comisionados, un Juez del CONDADO, un representante designado por la Corte de Comisionados, o un Oficial Elegido.

Oficial Elegido es una persona elegida a una posición creada por la constitución o por estatuto. El término de un Oficial Elegido es limitado por la constitución.

Perceptible se define como la presencia medible de una droga o substancia ilegal o prohibida que se encuentre en los fluidos del cuerpo a un nivel de mg/ml de detección especificado por el contrato del CONDADO con un laboratorio certificado de pruebas del Instituto Nacional de Abuso de Drogas, conocido por sus siglas en inglés ("NIDA"); dichos niveles deben llenar los requisitos del DOT.

Posición Sensible a la Seguridad se define como una posición en la cual el impedimento por drogas constituye una amenaza inmediata e directa a la salud o seguridad pública, tal como una posición que requiere que el empleado porte una arma de fuego, desempeñe procedimientos que ponen en riesgo la vida, o que trabaje con substancias controladas; una posición en la cual un impedimento por drogas constituye una amenaza inmediata e directa a la salud o seguridad del Empleado; una posición que tenga acceso a una facilidad de menores de edad; una posición en la cual el Empleado es responsable por el bienestar de un menor; o una posición en la cual un lapso momentáneo de atención podría resultar en lesiones o muerte de alguna otra persona.

Substancia Controlada se define como drogas ilegales además de cualquier otra substancia cubierta por las Listas I al V del *Federal Controlled Substances Act* (21 USC 801, et seq.) o el *Texas Controlled Substances Act* (Capítulo 481, *Texas Health and Safety Code*). Una substancia controlada no es autorizada si el Empleado no tiene una receta válida para esa substancia al tiempo de su uso o posesión.

4. Artículos y Conducta Prohibida

A. El uso, la posesión, venta, producción, distribución, transferencia, dispensación, el encubrimiento, recibir, transportar, o estar bajo la influencia de cualquiera de los siguientes artículos o sustancias en la propiedad del CONDADO (incluyendo la presencia de niveles perceptibles o cantidades identificables) por los Empleados, es prohibido:

- i. Drogas ilícitas; sustancias controladas; marijuana; sustancias, legales o ilegales, que alteran la mente y el estado de ánimo; sustancias imitadoras; drogas sintéticas o falsificadas; inhalantes; y cualquier otra droga o sustancia que de alguna manera afecte la seguridad, el desempeño de trabajo, la agilidad mental, la coordinación, el juicio, la reacción o que afecte la seguridad de otros en el trabajo.
- ii. Bebidas alcohólicas. El consumo de bebidas alcohólicas mientras conduce o conduciendo en estado de intoxicación cualquier vehículo para atender asuntos del CONDADO o cualquier vehículo del CONDADO en cualquier tiempo es prohibido. El consumo de alcohol en el horario del CONDADO es prohibido.
- iii. Aparatos y accesorios relacionados con las drogas.
- iv. Drogas que han sido recetadas y medicamentos obtenibles sin receta médica, salvo bajo las siguientes condiciones:
 - (a) Las drogas han sido recetadas por un doctor autorizado y con licencia para ejercer del estado de Texas para para uso en el presente (dentro de los últimos 12 meses) para la persona que tenga posesión de las drogas y que estén surtidas de acuerdo con las disposiciones del *Texas Pharmacy Act*, *Texas Controlled Substances Act* (Capítulo 481, *Texas Health and Safety Code*) y los reglamentos ancilares.
 - (b) Las drogas y los medicamentos, tanto las recetadas como las obtenibles sin receta médica, están limitadas a la cantidad necesaria para un solo día, o deben ser mantenidas en su envase original con su etiqueta de acuerdo con las disposiciones de las leyes aplicables del Estado de Texas y deben ser tomadas de acuerdo con las dosis recomendadas y precauciones de uso y en general no deben afectar la habilidad de la persona a desempeñar su trabajo de forma segura.
 - (c) El CONDADO puede requerir que el Empleado proporcione documentación de su doctor declarando que dicho uso no impedirá la habilidad del Empleado para desempeñar las funciones esenciales de su puesto. El CONDADO se reserva el derecho, con el consentimiento del Empleado, para consultar con el doctor del Empleado para determinar si una droga o medicamento, ya sea con receta o no, produce efectos peligrosos o inseguros y por consecuencia puede restringir el uso de dicha droga o medicamento en la propiedad del CONDADO.
 - (d) Cualquier Empleado que esté tomando medicamentos ya sean recetados o no será responsable de consultar con su médico y/o farmacéutico para cerciorarse si el medicamento puede interferir con el cumplimiento en forma segura de su empleo. En el caso que el medicamento podría comprometer la seguridad del Empleado, sus compañeros de trabajo o el público en general, es la

responsabilidad del Empleado usar los procedimientos correctos de personal (por ejemplo, llamar que está enfermo, tomar tiempo por enfermedad, pedir cambio de posición, notificar su supervisor) para evitar prácticas no seguras en el lugar de trabajo.

B. La siguiente conducta es prohibida por esta Práctica:

- i. Cambiar o alterar cualquier muestra de orina sometida para examinación.
- ii. Rehusar consentimiento para ser examinado. El consentimiento es indicado al firmar cualquier formulario requerido por el CONDADO o su facilidad designada de exámenes.
- iii. Rehusar someterse a la inspección de cualquier escritorio, armario con llave, vehículo o otra propiedad del CONDADO bajo el control del Empleado cuando se le pida por el Jefe de Departamento o Oficial Elegido.
- iv. Una convicción bajo cualquier estatuto criminal sobre drogas por una violación que ocurre en el lugar de trabajo.
- v. La falta de no notificar al Jefe de Departamento, Oficial Elegido o a la Dirección de Riesgos de cualquier arresto o convicción bajo cualquier estatuto criminal sobre drogas, o un arresto o convicción de conducir en estado de intoxicación, dentro de cinco (5) días del arresto o convicción.
- vi. La falta de no notificar al Jefe de Departamento, Oficial Elegido o a la Dirección de Riesgos de los efectos causados por una droga ya sea recetada o no que pueda impedir el modo de actuar del Empleado o su habilidad física o mental para desempeñar en forma segura y completa sus deberes asignados.
- vii. La falta de no mantener un medicamento en su envase original o proporcionar prueba o identificación de drogas por receta y del doctor que las receta.
- viii. La falta de cualquier Empleado del CONDADO en no reportar el uso o la posesión de una droga ilegal o de un artículo prohibido por otro Empleado del CONDADO mientras en funciones de su trabajo o en un vehículo del CONDADO.

5. Imposición de la Práctica

Dada la importancia de esta Práctica, el CONDADO se reserva el derecho, en todo tiempo, mientras en la propiedad del CONDADO y cuando las circunstancias así lo ameritan, para que el Jefe de Departamento, Oficial Elegido o personal designado por el CONDADO, conduzca registros e inspecciones razonables de los Empleados y de su propiedad y efectos personales, incluyendo, pero no limitándose a loncheras, bolsas de mano, carpetas, equipaje, oficinas, escritorios, vestidura, y vehículos (incluyendo la cajuela, guantera, etc.) para el propósito de determinar si dichos Empleados o otras personas están usando, poseen, venden, producen, distribuyen, dispensan, encubren, reciben o transportan cualquiera de los artículos y sustancias prohibidas.

El Jefe de Departamento, Oficial Elegido o cierto personal designado por el Jefe de Departamento tienen el derecho de conducir una registración e inspección no anunciada de los Empleados y de su propiedad y efectos personales, según anteriormente dispuesto, si el Jefe de Departamento, Oficial Elegido o personal designado tienen razón para pensar que los Empleados o

otros, están en violación de dicha práctica. Todas las registraciones y inspecciones conducidas por especialistas autorizados de afuera será en la presencia del Jefe de Departamento, Oficial Elegido o de su personal designado. Se espera que todos los Empleados cooperen con cualquier investigación relacionada a esta práctica. El incumplimiento al no cooperar, el proporcionar información falsa o el omitir información puede someter a los Empleados a acción disciplinaria de acuerdo con todas las prácticas de personal del CONDADO y cualquier ley estatal aplicable.

Una registracion e examinacion puede tambien incluir y requerir a los Empleados presentes en la propiedad del CONDADO a someterse a una prueba de drogas y alcohol. Las pruebas pueden ser requeridas bajo las siguientes circunstancias, sin embargo, las pruebas son mandatorias para todas las personas en las secciones (a) y (b):

- (a) Una prueba posterior al ofrecimiento de empleo y antes de ser contratado a todo empleado nuevo;
- (b) Una transferencia posterior al ser empleado, un ascenso y/o una re-asignación a una posición sensible a la seguridad;
- (c) Cuando el Jefe de Departamento, Oficial Elegido o personal designado por el Jefe de Departamento tienen razón para pensar que un Empleado en la propiedad del CONDADO está usando o está bajo la influencia de drogas, alcohol o sustancias prohibidas, o que ha habido una violación de esta práctica;
- (d) Cuando un Empleado es encontrado en posesión de sospechosas drogas o sustancias ilegales o prohibidas, o cuando cualquiera de estas drogas o sustancias se encuentren en la área controlada o usada exclusivamente por dicho Empleado o otra persona;
- (e) Cuando un Empleado regresa a trabajar en forma activa después de una ausencia extendida de cuarenta y cinco (45) días o más;
- (f) Posteriormente a alguna lesión ocurrida en el trabajo que requiere tratamiento de un médico, o después de un accidente grave o potencialmente grave, incluyendo accidentes prevenidos al último momento, en donde las precauciones de seguridad fueron violadas, o se emitieron instrucciones o ordenes inseguras, hubo daños a vehículos/equipo/propiedad, o se desempeñaron actos altamente arriesgados. Todas las personas involucradas y dentro de la área inmediata del incidente pueden tener su orina y/o sangre examinada. Si es imposible o no práctico, dada la condición física de la persona o personas involucradas en el accidente, para tomar una prueba de orina y/o de sangre, y si acaso en el tratamiento posterior médico de la persona serán tomadas muestras de sangre, entonces la sangre será analizada para detectar la presencia de drogas, alcohol y otras sustancias prohibidas; o
- (g) De forma casual (Periódicamente y sin previo aviso). Solamente los Empleados del CONDADO que son requeridos a poseer una *CDL* para desempeñar sus labores y/o cada empleado que trabaje en un trabajo clasificado como una posición sensible a la seguridad estarán sujetos a la examinación casual. La examinación casual, al menos que no sea para enfrentar requisitos específicos en el lugar de trabajo, no darán comienzo hasta veintiún (21) días después de la fecha de esta práctica; sin embargo, los que aplican para empleo estarán sujetos a ser examinados en la fecha de esta práctica. Las disposiciones aquí dispuestas sobre la registración, inspección, y pruebas de orina y/o sangre para detectar la presencia de drogas serán conducidas con preocupación por

la privacidad personal de cada Empleado o otra persona, y también aplicaran a trabajadores por contrato, cuando sea posible.

Todas las personas tendrán la oportunidad, previamente a ser examinados y en la facilidad de examinación, para anotar todas las drogas recetadas en forma médica o no, que ellos han utilizado en los últimos treinta (30) días y para explicar las circunstancias que acompañan el uso de dichas drogas. Todos los registros que contienen información médica serán mantenidos de acuerdo con la ley aplicable.

Esta norma de examinación no incluye y en forma específica excluye aquellos Empleados cubiertos bajo la Práctica de Prueba de Alcohol y Drogas del Departamento del Alguacil del Condado de Hidalgo según se define en ella.

6. Consecuencias por Violar la Práctica

Las siguientes violaciones a esta práctica resultaran en la terminación automática e forzosa bajo la primer ofensa:

- (a) El rehusarse a someterse a una prueba de droga y/o alcohol. El consentimiento es indicado al firmar cualquier forma requerida por el CONDADO o por el doctor o laboratorio colectando la muestra para la prueba.
- (b) La confirmación de un resultado positivo a la prueba de droga, lo cual indica niveles perceptibles o cantidades identificables de cualquier droga o sustancia prohibida.
- (c) El uso o la posesión no autorizada de alcohol cuando se reporta a trabajar, mientras esté trabajando u ocupando cualquier vehículo del CONDADO o de uso personal en tiempo del CONDADO, incluyendo los periodos de descanso y de comida.

Las violaciones que involucren otras secciones de esta práctica resultaran en acción disciplinaria, incluyendo el ser despedido, de acuerdo con todas las prácticas de personal del CONDADO y todas las leyes estatales aplicables. El encuentro preliminar de una violación a la práctica, que no sea aquellas que requieren terminación automática e forzosa, puede requerir que el Empleado sea suspendido, sin pago, pendiente los resultados de una investigación. Si la investigación aclara al Empleado de cualquier violación a la práctica, entonces el Empleado será completamente reinstalado a su trabajo, con pago.

Un Empleado que es terminado por rehusarse a tomar un examen de droga o alcohol o quien es terminado por tener un resultado positivo a un examen de droga o alcohol no será elegible para ser empleado de nuevo por un periodo de seis (6) meses.

7. Aviso

Cualquier Empleado que es arrestado o convicto de cualquier ofensa relacionado a las drogas debe reportar el arresto o la convicción a su Jefe de Departamento, Oficial Elegido o la Dirección de Riesgos dentro de cinco (5) días después de la convicción. Cualquier Empleado que sea arrestado o convicto de conducir en estado de intoxicación tiene que reportar el arresto o convicción a su Jefe de Departamento, Oficial Elegido o a la Dirección de Riesgos dentro de cinco (5) días de la convicción. El faltar en reportar tal ofensa puede resultar en acción disciplinaria de acuerdo con todas las normas de personal del CONDADO y las leyes estatales aplicables.

8. Programas de Tratamiento y Seguro del Empleado

Mientras el CONDADO no auspicia o respalda algún programa específico de tratamiento de drogas, dichos programas son disponibles por medio de facilidades en el sector público y privado en esta área. Los Empleados afectados son animados a buscar asistencia para ellos mismos y para sus dependientes. El seguro médico ofrecido a los Empleados y a sus dependientes puede proporcionar cobertura limitada para gastos relacionados con programas de tratamiento de drogas. Los Empleados pueden comunicarse con el Departamento de Recursos Humanos o referirse a la descripción del plan para detalles.

El CONDADO no ofrece, ni requiere, la participación en programas de educación y entrenamiento sobre el abuso de drogas y alcohol. Sin embargo, varias facilidades en el sector público y privado en esta área ofrecen dichos programas y aquellos Empleados afectados o interesados son animados a buscar asistencia.

**Certificado de Recibo
De la Práctica Sobre Drogas y Alcohol del Condado de Hidalgo**

Yo he leído, comprendo y he recibido una copia de la Práctica Sobre Drogas y Alcohol del Condado de Hidalgo, enmendado 1-29-07, y entiendo que se supone que yo cumpla con esta Práctica.

Nombre: _____

Firma: _____

Numero de Seguro Social: _____

Fecha: _____

ABSENCE CONTROL POLICY

An employee's combined authorized leave, paid or unpaid, from whatever source (excluding leave authorized by the Family and Medical Leave Act), may not exceed fourteen (14) weeks in any rolling 12 month period ("Maximum Leave"). Absence from work during any period for which the employee's absence is charged against Family and Medical Leave may not be included in the computation of Maximum Leave. (In other words, if any of the employee's absences are associated with leave granted under the Family and Medical Leave Act, such employee's maximum combined authorized leave, paid or unpaid, continuous or intermittent, may not exceed 26 weeks in any rolling 12 - month period.) Any employee who does not return to work after the employee's Maximum Leave has been exhausted (whether such leave is continuous or intermittent), regardless of the reason, will be subject to an Administrative Separation from employment and any accrued annual leave and/or compensatory time (FLSA - covered employees) will be paid to the employee in a lump sum.

This policy does not affect a separation of employment for unauthorized absences nor does this policy override any statutory or constitutional provisions which may affect a law enforcement officer injured in the line of duty or an employee called to military duty by a proper authority. (Adopted April 12, 2005)

DEFINITIONS:

Administrative Separation means dismissal of an employee who does not return to work after the employee's Maximum Leave has been exhausted (whether such leave is continuous or intermittent). If an employee is dismissed because of an Administrative Separation, no cause other than the dates of absence need to be cited and the sole basis of a grievance is the inaccurate computation of Maximum Leave (Adopted April 12, 2005)

Hidalgo County IDENTIFICATION BADGE POLICY

I. PURPOSE

Hidalgo County is committed to providing a safe and secure workplace for all employees. As part of this goal, the County is instituting an identification badge system for County employees.

This policy specifically applies to the County Identification Badge which will be issued to all county employees. The Identification Badge Policy serves the dual purpose of readily identifying County employees and other authorized personnel, while providing measured protection against unauthorized personnel and intruders from entering designated secure work areas. The system is effective only if there is active cooperation and compliance by all employees at all times. Any laxity in compliance and enforcement subjects the entire system to failure.

In the best interests of the County and to make identification as easy as possible, one standard will be implemented Countywide. The Human Resources Department will provide Identification Badges for all Departments. Departments that have existing identification badge systems in place will have three months from the date of the implementation of this policy to replace their badges to the official County badge and destroy their previous badges.

This identification will also validate employee identity on the countywide time and attendance system, TAAP, and provide access to county buildings through keyless entry. Implementation of the keyless entry system will begin with the New Administration Building and continuing to other areas as funds become available. This system will eventually replace any existing entry access system and will become the county standard.

A. Elected Officials/Department Heads

Elected Officials/Department Heads shall ensure that this Policy is fully implemented and adapted to the needs of their departments and work locations. Elected Officials/Department Heads shall ensure that the requirements of this policy are enforced for their department. Elected Officials/Department Heads will need to provide a list to the Human Resources Department of permanent full and part time employees who will have keyless access to buildings and designated interior areas.

B. Managers and Supervisors

It shall be the direct responsibility of Managers, Supervisors, and other assigned personnel, that are designated in writing by their Department Head, to enforce the requirements of this policy.

C. All Employees

The County requires appropriate display of employee Identification Badges at all times by all employees on any County work site, with an exception for law enforcement

II. CONTROL AND ISSUANCE OF BADGES

A. Employee Identification Badges

1. **Description of Badges:** The employee badge consists of a hard plastic card, which on the face reflects the county name, department name, an accurate photograph of the employee, the employee's first and last name, department telephone number, and employee ID number. In a growing effort to provide access control throughout the County, ID Badges will be printed on proximity cards. Each card will have a unique code and will provide access through particular doors and other controlled areas, on an as needed basis. The Human Resources Department will coordinate with the appropriate departments in order to program the proximity cards for entry into designated locations. Note that not all doors will have electronic access. Most internal doors will continue to have regular locks that require keys. Because the card holds permission to gain access to particular doors, the ID Badge must be protected from non-authorized persons.

When a badge is damaged, lost, stolen or misplaced, the employee must immediately report the incident to the department head and to the departmental timekeeper. The department will in turn immediately notify the Human Resources Department through an official form. The County requires that both the employee and department head sign the official form. The proximity card system provides significant advantages over a lost key, as the system can maintain its integrity by deactivating this card in the database, therefore reporting of lost badges is essential.

Identification badges will only be re-issued if the identification badge is damaged, lost, stolen, misplaced, or the appearance of the employee changes to the degree that the photograph is not a recognizable resemblance of the employee. The issuing office must immediately destroy any replaced Identification Badge.

1. Upon initial implementation of this Policy, all incumbent employees will be issued Identification Badges. Following implementation, new employees will be issued badges during enrollment.
2. Identification Badges will be issued by the Human Resources Department.
3. The Human Resources will schedule to have picture taken. Employees will sign an acknowledgment form signifying receipt and acceptance to abide by Identification Badge policy. Human Resources will then issue the employee the identification badge.
4. Badges are the property of the County. On a terminating or retiring employee's last workday, the employee's supervisor shall require the employee to surrender the badge, and the supervisor shall return the badge to the Human Resources Department.
5. An Employee who is on extended leave (30 days or more) will be required to turn in his or her Identification Badge to the supervisor pending return to work.
6. Each Employee must not have more than one County Identification Badge in his or her possession at any one time.

III. REQUIREMENTS AND ENFORCEMENT

A. Employee Identification Badge The County expects all employees to fully comply with all provisions of this policy. Management staff and supervisors must enforce all provisions.

1. Employees must wear their Identification Badge at all times. Employees must prominently display their Identification Badges on the front of the employee between the neck and above the hips; in a configuration, such that the entire face of the badge is clearly visible to any other person. The employee must either clip the Identification Badge to a piece of outer clothing, or wear the Identification Badge around their neck on a chain or necklace. The County strictly prohibits any employee from defacing or altering their Identification Badge with stickers, decals, markings, or by any other means. For safety, employees performing certain jobs, such as maintaining or operating equipment, or any other potentially hazardous activity should either clip the ID badge to their clothing or put the badge in their pocket.
2. Each Employee is responsible for safeguarding his or her own Identification Badge, and must immediately report any lost Identification Badge to their supervisor and the departmental timekeeper.
3. Any employee that does not comply with this policy will be subject to disciplinary action.

IV. IDENTIFICATION BADGE HOLDER RESPONSIBILITIES

- Do not lend your Identification Badge to anyone.
- Do not allow unauthorized individuals into any secure area.
- Ensure that all external access points are properly secured.
- Do not leave badge on dash of vehicle or other locations where exposed to extreme temperatures.
- Do not fold, bend, pry open or mutilate your Identification Badge.
- Do not use your identification badge improperly.
- Do not leave your identification badge unattended.
- Immediately notify your Elected Official/Department Head if your Identification Badge is no longer in your possession.
- Immediately notify your Elected Official/Department Head of any difficulties or problems with any Identification Badge.

assignments that require anonymity. For the purpose of this Policy, employees include permanent full time, permanent part-time and temporary employees.

SICK LEAVE POLICY

APPROVED BY COMMISSIONERS' COURT 9/25/07

7.136

Hidalgo County provides employees with sick leave to be granted when they are unable to perform their duties for (1) non-job related health illness; injury; pregnancy; childbirth or related medical conditions; or (2) when absent for the purpose of obtaining health-related services not available outside of regular working hours, such as medical, dental or optical appointments. An employee may use sick leave for illnesses, injuries or health appointments of family members when the employee's presence is required. Office and departments may require employees to request sick leave in advance for prearranged doctor's appointments, whenever possible.

For purposes of taking regular sick leave with pay, the following persons are considered family members:

- An individual who resides in the same household as the employee and is the employee's child (including stepchild or foster child legally placed by a State agency), spouse, father, mother, grandfather or grandmother, or grandchild; and
- A minor child of the employee and the employee's father or mother regardless of whether the child, father or mother lives in the same household.

Sick leave accrued prior to September 25, 2007 may be used prospectively for the care of family members as defined above. However, any vacation time, compensatory time or other form of time which may have been used by an employee for the care of a family member, prior to September 25, 2007, may not be converted to sick leave in order to recoup other forms of leave already used.

7.139

All employees must furnish their Elected Official/Department Head with a written physician's statement indicating the onset and duration of the illness prior to returning to work when the employee has used sick leave for a period of three (3) or more consecutive days. A physician's statement is also required for any physical injury, regardless of length, which prevents the employee from performing his/her assigned duties. Employees who do not submit a physician's statement in a timely manner may not be granted sick leave for that period.

When a pattern of sick leave abuse is suspected, an Elected Official/Department Head may require, on a case-by-case basis, a written doctor's statement for any illness, regardless of duration, as well as for medical and dental appointments. Abuse of sick leave includes any employee's use of sick leave for any purpose other than those set out in these rules.

'7.145 INAPPROPRIATE USE OF SICK LEAVE

In the event that a legitimate need for the use of sick leave cannot be established to the satisfaction of the office or department, any unauthorized leave time taken shall be deducted from another available leave account or the employee's salary should be adjusted for the time taken if no other leave is available. Abuse of sick leave may also result in disciplinary action or termination.

'7.217

A County and or District employee, who retires, resigns or is terminated from County and/or District employment, whether or not such employee is a member of the Sick Leave Pool, may contribute up to eighty (80) hours of such employee's accrued, but unused sick leave. to the Sick Leave Pool. All departing employees shall be informed both verbally and in writing about their right to donate unused sick leave hours to the Sick Leave Pool prior to separation. Departing employees shall be given the necessary paperwork to make a donation to the Sick Leave Pool if they so choose. Donations of sick leave to the Sick Leave Pool are strictly voluntary and are at the sole discretion of the departing employee.