

Policy Revision Summary

Effective Date	Previous Section	Proposed by – Section	New Page	Policy Change
	Page 3	Auditor– Overtime	Pg. 3	Added: Non–Exempt Essential Personnel policy for overtime. May receive time and one-half in lieu of comp time, once normal hours required before overtime eligibility have been exceeded
	Page 5	Auditor– Direct Deposit	Pg. 5	Removed: final pay check will be mailed Added: pay checks will be mailed the first paycheck whenever changing banking institutions
	Page 6	Auditor– Separation of Employment	Pg.6	Revised: The following will be paid on the final paycheck or when county assets have been returned: accrued vacation or comp time, unused holiday time banked prior to October 1, 2014
	Page 8	HR– Vacation	Pg.8	Revised: Max accrual for vacation = 160 hours Max vacation accrual for EMS paramedics on 24 hours shifts= 168 hours Added: Max pay out to the leave chart, no policy change
	Page 8	Auditor– Leave Chart	Pg. 8	Revised: Leave is accrued at the end of the pay period. Removed: May not use leave that has not accrued
	Page 8	Auditor– Floating Holiday & Bereavement	Pg. 8	Revised: 2 (8 hours) days for floating holiday and bereavement. Clarified EMS pay rules Removed: up to a max of 12 hours based on normal shift assignment
	Page 8	Auditor– Non-Exempt Public Safety Adjustment Leave	Pg.8	Added: Non-Exempt Public Safety adjustment leave. This leave time supplements the 8hours given on a holiday for those who normally work over 8 hours. 64 hours granted per fiscal year and does not roll over.
	Page 8	Auditor– Leave Chart	Pg.10	Revised: <i>All leave accruals</i> ...will be adjusted or removed if the employee has any unpaid leave in the pay week.
	Page 16	Auditor– Expense Reimbursement	Pg.16	Revised: Expense Reimbursement is changed to Expenditure guidance
	Page 16	Auditor– Tuition Reimbursement	Pg.16	Added: within a 45 mile radius of the historic courthouse or a fully accredited online college or university
	Page 16	Auditor– Off-site staff development	Pg.10	Revised: Meal reimbursements should not exceed the daily per-diem rate Added: A sign up sheet of attendees is encouraged
	Page 17	Auditor– Airfare	Pg. 17	Added: Supporting documentation showing the fee comparison is required for taking an indirect route or delayed return trip
	Page 17	Auditor– Car Rental	Pg.17	Added: A motor vehicle rental tax exemption certificate should be completed and turned in at the time of the rental for all vehicle rentals inside Texas (form located on the Auditor's Portal)
	Page 17	Auditor– Personal Car usage	Pg.17	Added: For changes in work site, mileage is only reimbursed between County offices, it is not reimbursed when initially reporting to a alternate work location Added: Airport parking fees are limited to \$15 per day (ABIA economy lots B-G are least expensive) Revised: Mileage-(if a detour, note the detour and the additional mileage due to the detour)
	Page 17	Auditor– Lodging	Pg.17	Added: Single room rate charge plus any applicable tax is reimbursable, no exceptions Removed: Original folio (can be a copy)

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	Page 18	Auditor– Meals	Pg.18	Removed: Reimbursement for meal costs in travel of less than one day is provided solely to offset actual expenses where restaurant meal costs are incurred. Each employee is on their honor to request reimbursement for actual expenses incurred Added: \$20 for meals on day of return for overnight travel unless returning after 8pm. \$50 for meals when traveling outside county for day trips and the work hours extend beyond 8pm. Meals during day trips cannot be charged to the PCard except in certain cases approved in advance by the Auditor. 50 mile radius changed to 45 mile radius from the historic Courthouse
	Page 18	Auditor– General travel Information	Pg.18	Added: Acceptable Documentation must contain the who, what, when and where. Rental cars may be an exception to booking on travel websites if an itemized receipt is available
	Page 19	Auditor– Uniforms	Pg.19	Revised: For all County Personnel Added: Items that can be easily converted to everyday use, such as jeans, t-shirts and most footwear are taxable to both the employee and the employer. The employee will be taxed for these types of purchases on their paycheck. Footwear including the type/brand for all departments must be approved during the budget process .
	Page 20	Auditor– Other Expenses	Pg.20	Revised: Refer to the County Budget Order instead of the Auditors Portal
	Page 20	Auditor– Employee Recognition	Pg. 20	Added: Employee requirements: \$40 for employees with up to 15 years of service,\$80 for employees with more than 15 years of service. No reimbursement of sales tax will be allowed
	Page 21	Auditor– Pay frequency & work week	Pg. 21	Added: The official work week for the 911 Emergency Communications Department is 6:00am Friday to 5:59am the following Friday
	Page 23	HR– Merit	Pg. 23	Revised: unallocated or salary items to merit line items. Added: Merit funding can only be used for performance pay increases. A line item transfer form must be submitted in addition to the workflow. Merit can only be transferred out of the merit line item. Merit is not transferrable between positions
	Page 23	HR– Retention	Pg. 23	Remove: An increase in pay that is awarded to an employee as an incentive to retain them in their current position when the employee has received a bona-fide job offer from another department or employer or there is a high risk that the employee will be recruited or seek employment for a similar position with another employer/department with a higher salary. Maximum of 10% above the current salary per employee, per budget year
	Page 23	HR– Position Salary surplus	Pg. 23	Added: Cannot be used for merit increases. Cannot be requested to be moved between positions after February 15th Refer to filling a vacancy, promotion and or reclassification policies
	Page 24	HR– Reclassification	Pg.24	Added: Reclasses cannot result in a position change that is not consistent with the original intent of the position. Reviewed for reclass between October 1st and February 15th.
	Page 24	HR– Filling a Vacancy	Pg. 24	Revised: definition to add position