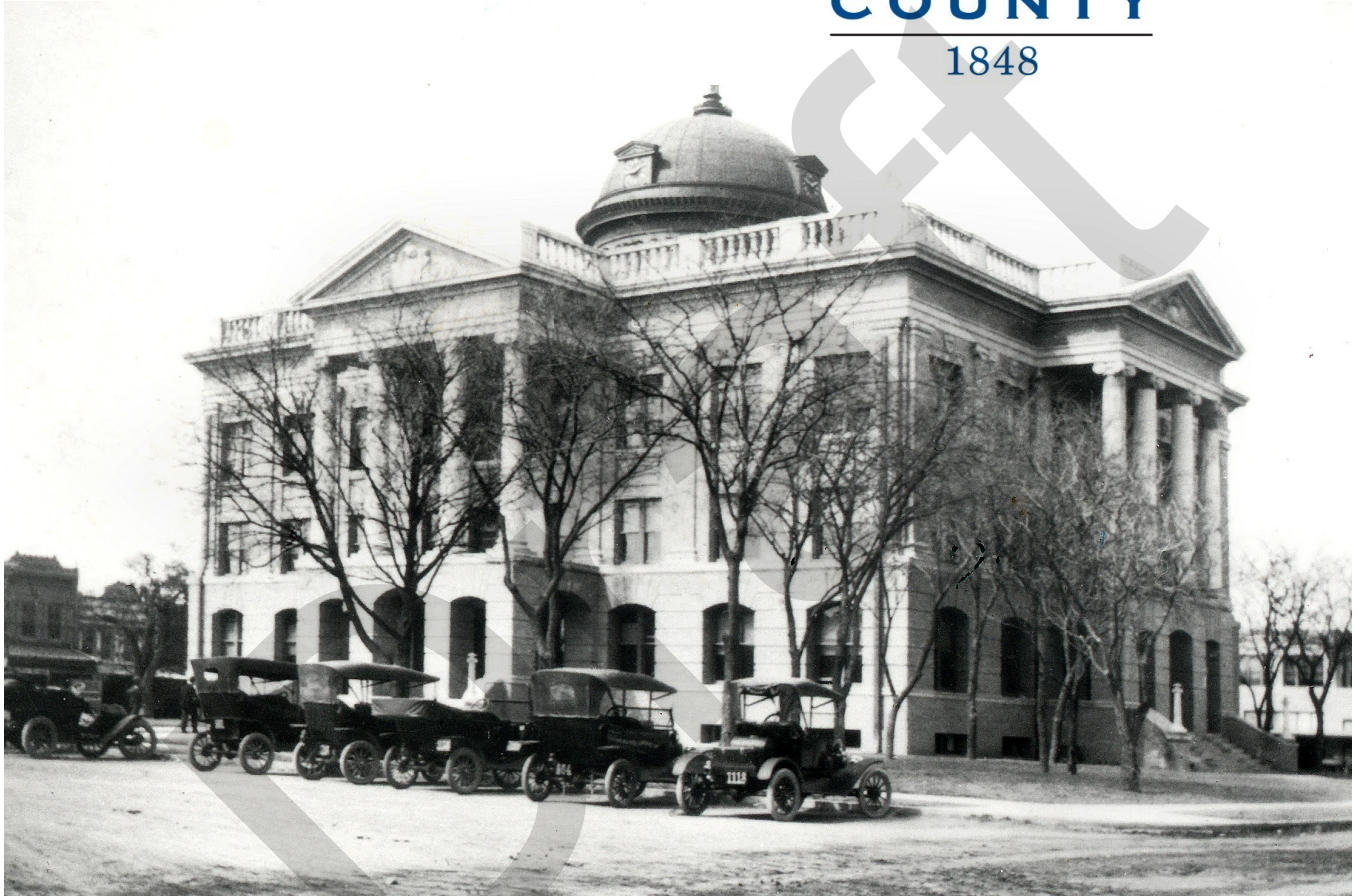




**WILLIAMSON  
COUNTY**

1848



# *Employee Policy Manual*

Effective July 2020



---

## TABLE OF CONTENTS

---

About Williamson County.....	1
Employment.....	2
Work Environment.....	7
Leave.....	8
Benefits.....	15
Expenditure Guidelines.....	16
Compensation.....	22
Employee Responsibilities.....	31
DOT Regulated Testing .....	37

# Policy Manual Disclaimer

This employee policy manual constitutes the general personnel policies for all Williamson County employees. It does not constitute a contract or provide a guarantee of employment. Policies may be altered, deleted, or amended at any time by action of the Commissioners Court. If any provision or part of a provision of these policies is held invalid, unlawful, or unenforceable, it will not affect the validity of the remaining provisions or parts of provisions, which will remain in effect. In cases where federal or state laws or regulations supersede local guidelines, such laws or regulations will substitute for these personnel guidelines only insofar as necessary for compliance. Specific departments may have additional policies unique to their operations.

Elected official's rights and responsibilities as defined by Texas law supersede these policies where conflicts may occur. Elected officials are encouraged to follow all policies contained herein in order to provide uniform application across the County and to protect the County against potential employment related issues.

## About Williamson County Government

Williamson County's government organization is established by the Constitution of the State of Texas and by state statutes. Its operations are governed by state and federal law and by actions of the Commissioners Court.

### Commissioners Court

The Commissioners Court consists of four County Commissioners; each elected by the voters of a Commissioners precinct, and a County Judge, elected by all of the voters of the County. Officials are elected for a four-year term. The Commissioners Court is the chief policy, administrative, and executive branch of County government.

### County Operations

County operations are conducted through departments and offices; each administered by an elected public official or an appointed department head.



# Employment

## **At Will Employment**

Employment with Williamson County is on an at-will basis:

- An employee may resign at any time with or without notice
- Williamson County may terminate the employment relationship at any time with or without cause or notice
- Williamson County may change the terms and conditions of employment at any time, with or without notice

## **Equal Employment Opportunity & ADA Compliance;**

Williamson County is committed to providing a workplace free of discrimination. All employment decisions (hiring, promotions, terminations, compensation, etc.) are made without regard to any covered or protected class as defined by law and applicable statements of the law by the Equal Employment Opportunity Commission (EEOC) or disability as defined by the Americans with Disabilities Act and applicable state laws, including those enforced by the Texas Workforce Commission. If an employee requires an accommodation due to a disability, contact the Human Resources Department.

## **Employment Status**

- **Full-time:** Full time positions are scheduled to work consistently 30 or more hours in a pay week
- **Part-time:** Part time positions are scheduled to work no more than 29 hours in a pay week and are not eligible for benefits or longevity pay
- **Temporary:** Temporary employees are limited to working 130 days in a calendar year. They are not eligible for TCDRS retirement, holidays, benefits or leave time including longevity pay

## **Position Classification**

Positions are classified as exempt or non-exempt based on the definitions and requirements of the Federal Labor Standards Act. (FLSA)

- **Exempt:** Exempt positions are salaried positions which are not eligible for overtime or compensatory time
- **Non-Exempt:** Non-exempt positions are hourly positions which are eligible for overtime pay or compensatory time as determined by County policy





# Employment

## Overtime

Classification	Eligibility	Accrual
<b>Exempt</b>	NO	Exempt employees are not eligible for overtime compensation.
<b>Non-Exempt</b>	YES	<ul style="list-style-type: none"> <li>Time and a half pay or compensatory time after 40 hours actually worked in a work week.</li> <li>Determination of pay vs comp time is based on departmental budget.</li> </ul>
<b>Non-Exempt: Department of Infrastructure</b>	YES	<ul style="list-style-type: none"> <li>Time and a half compensatory time after 40 hours actually worked</li> <li>In the event of a public safety emergency, the Senior Director has the discretion to grant overtime pay at time and a half to those employees performing emergency response duties at the request of their supervisor.</li> </ul>
<b>Non-Exempt: Public Safety Positions</b>	YES	Time and a half overtime pay or compensatory time after 40 hours worked.
<b>Non-Exempt: Law Enforcement and Corrections Officers</b>	YES	Time and a half overtime pay or compensatory time after 86 hours worked in a 14 day pay period. The hours worked between 80 and 86 hours, for this period, are compensated at straight overtime pay or compensatory time.
<b>Non-Exempt Catastrophic Event Pay</b>	YES	Upon EOC activation and/or declaration of a local, state or federal disaster, non-exempt essential personnel (EP) may receive time and one-half pay in lieu of compensatory time, once the normal hours required before overtime eligibility have been exceeded

All overtime must be preapproved by the Elected Official or Department Head. Only hours actually worked are included in the determination of overtime as it is based on hours actually worked. Sick leave, vacation, holidays, and other absences from the work place do not count toward the accrual of overtime. Time sheets must be balanced to the number of hours scheduled per pay period. As used above, overtime may refer to accruals of compensatory time or payments.

Compensatory time is limited to 240 hours, all hours above this limit will be paid at time and one-half.

**\*EMS and Emergency Communications use leave based on scheduled shift hours, rather than the pay period.**



# Employment

## Recruitment

When a position becomes vacant, the position may be posted externally through Human Resources, internally (within the department) by the Elected Official or Department Head or the position may be filled by an applicant that has previously applied for a similar position within the past 180 days. The Elected Official, Department Head or their designee will make the final selection in the recruitment process. The chart below generally defines the processes:

## Job Posting Options

Type	Description	Documentation	Process
<b>External Job Posting</b>	Vacant position is posted online through Human Resources	A request to post must be sent to Human Resources	Position will be posted through online hiring system for a minimum of 5 calendar days
<b>Internal Job Posting</b>	Vacant position is posted internally through email or other written communication method within the hiring department only	An email or manual written posting may be used to notify employees of the vacancy	Notify internal employees of the opportunity and provide instructions on how they must apply (i.e. via resume, email response, etc.)
<b>Applicant Pool</b>	Applications are reviewed from a previous posting for the same or similar position	Contact Human Resources to request applications from the previous posting	Applications will be provided through the online hiring system for the hiring manager to review

## Candidate Selection Process

All candidates being considered should meet the minimum requirements for the position and should go through a consistent screening and interviewing process. Once a candidate is selected, the hiring manager must notify Human Resources to complete the final steps in the hiring process.

## Nepotism

Nepotism is the hiring or influencing others to hire relatives without regard to merit. The County and the [Texas Government Code Chapter 573](#) outline specific rules prohibiting the appointment, confirmation of appointment, or voting for the appointment (or confirmation of appointment) of a relative. Refer to the Texas Government Code Chapter 573(Relationships by Consanguinity or by Affinity) for additional clarification. In compliance with its own policies, the Commissioners Court will not affirm any Officer who is related to another employee within the same department.

Changes in relationships which may violate this policy, must be immediately reported to Human Resources

# Employment

## Hiring Post TCDRS Retirement

Williamson County elected officials, department heads, or other agents of the County may not make any prior commitments, agreements, or arrangements to rehire a Williamson County TCDRS retiree. Any retiree selected for a position with Williamson County will require pre-approval from the Human Resources Department due to TCDRS rules.

## Pre-Employment Screening

Potential employees of Williamson County may be required to submit to a criminal history check, physical exam, drug screening or other job specific screening, prior to employment. Any job offer is contingent upon successfully completing and meeting the requirements of these screenings. If additional information is received after employment begins which fails to meet the screening requirements, the employment relationship may be terminated. False information provided by an applicant will disqualify the applicant from consideration, or if discovered after employment begins may result in termination.

## Post Hire

### New Employee Orientation

All new employees must attend new employee orientation before the end of the pay period in which they are hired.

### Direct Deposit

Direct Deposit is strongly recommended. The first pay check will be mailed to the address of record, as **will could** the first paycheck whenever changing banking institutions **or account information**. Pay remittance slips can be viewed and printed online located on the Wilco Self Service site in Oracle.

## Texas County and District Retirement System Contributions (TCDRS)

All officials, part-time and full-time employees are required to participate in the Texas County and District Retirement System ([TCDRS](#)) as a condition of employment. Temporary employees are exempt from participation



# Employment

## **Transfers**

Employees transferring from one County office or department to another should give at least a two week written notice to their current official/department head. The current official/department head may waive the two week period. If an employee status changes from a non-exempt to an exempt position, the employee's current compensatory time balance will be paid out as of the last day in the non-exempt position and at the hourly rate for the non-exempt position. Compensatory time will also be paid out when a non-exempt employee transfers from one County department to another. If an employee transfers from a position that allows for a higher vacation or sick leave balance, the amount that is in excess of the limit for the new position will be forfeited. Transfers to and from WCCHD, Museum or CSCD are considered employment separations.

## **Separation of Employment**

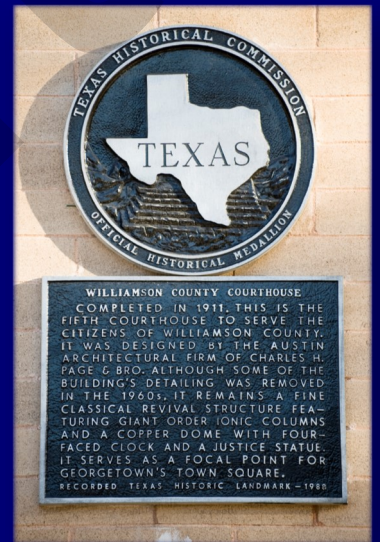
Employees are required to provide at least a two week written notice in order to resign in good standing. The last day of employment is the last day the employee is present at work. Leave time cannot be used on the last day of employment, with the exception of administrative leave or medical leave covered under or at the conclusion of FMLA. In some cases, the last day of employment may be adjusted after a review and approval process involving the department, Human Resources, and the County Auditor's Office. At the discretion of the Elected Official or Department Head, the resignation may be accepted immediately or at any time within the resignation notice period. In the event that an employee passes away, the last date of employment will be the last date worked or the last day on approved leave with the exception of vacation leave. Employees must return all Williamson County property immediately upon request or upon termination of employment. Any items not returned may be deducted from the final paycheck for certain eligible employees. The following will be paid on the final paycheck or when County assets have been disabled/returned to the County:

- Eligible accrued vacation time
- Comp time
- Unused holiday time banked prior to October 1, 2014

## **Adjusted Service Dates for Rehired Employees (non-retirement)**

Employees rehired within 90 days from his/her last employment termination date, will be reinstated with service time based on a calculated adjusted service date. The adjusted service date is the original date of employment minus the number of break in service days. The adjusted service date will also be used for determining vacation and longevity accrual rates. Employees rehired 91 or more days after separation of employment will not receive service credit for previous employment, unless a one-time exception, that cannot exceed a one year break in service, is awarded based on review and approval by Human Resources (factors considered include high turnover positions, knowledge skills and ability's of a former employee or other special circumstances)

Refer to the [Uniformed Services Employment and Re-employment Rights Act \(USERRA\)](#) for reemployment rights if the break in service is related to active military leave. Contact the Human Resource Department for assistance.





# Work Environment

## Communications to Employees

All employees are assigned a County email address. County email is the official communication tool for employee communications. All employees are responsible for accessing and reviewing their County email on a regular basis.

## Breaks

Supervisors may schedule breaks to accommodate operating requirements. County offices are encouraged to stay open during the noon hour to better serve the public. Supervisors will inform employees of breaks, if any, and the break schedule. The Fair Labor Standards Act (FLSA) does not require employers to provide breaks or meal periods to employees.

- Breaks of less than 20 minutes will not require the employee to clock out and will be considered compensable time
- Breaks of more than 20 minutes (i.e. errands) will require non-exempt employees to clock out and not to perform any work during that time
- Lunch breaks will be for a period of not less than 30 minutes, during which the employee may not perform any work

## Lactation breaks

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed with the same rules for breaks as listed above. Williamson County has designated certain rooms for this purpose. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

## Reporting Time Worked and Leave Time

Timesheets must be approved and signed off by the employee and department designee, on the day indicated on the payroll calendar by the time indicated by the Auditor Payroll Department. Employee timesheets must be balanced to their regularly scheduled hours for the work week.

- Nonexempt: Employees must report all hours worked and leave time taken in the timekeeping system.
- Exempt: Employees do not enter the hours worked, must record leave time such as sick, vacation, and FMLA in the timekeeping system.  
Holiday time is preloaded for all exempt employees. Payroll must be contacted to adjust holiday time if an exempt employee works on the holiday.

*Time records are a governmental record and according to Texas Penal Code Section 37.10 you are tampering with a government record if you knowingly submit your time record inaccurately*

## Employee Leave Policies

Employees accrue vacation and sick leave on the last day of each pay period. The leave hours will be adjusted when employees have any unpaid leave, with the exception of workers compensation. The leave chart on the next page provides the policies related to the various leave types authorized by the County.

Don't forget to check  
County email daily!



# Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Pay Out	Policy
<b>VACATION</b> 160 hours accrual max	< 5 years= 3 Hours 5 minutes per pay period	80 hours	<ul style="list-style-type: none"> <li>Leave is accrued at the end of the pay period</li> <li>Changes in work schedules, may result in adjustments to leave balances &amp; accruals</li> <li>Part-time employees earn 1.5 hours per pay period with the same max accrual as Full-time employees (Effective 10/1/16)</li> <li>Proration may occur for full-time employees that work less than 30 hours per week</li> <li>Contact Human Resources for more information</li> </ul>
	5 to < 10 Years= 4 hours 37 minutes per pay period	120 hours	
	10 + years= 6 Hours 10 minutes per pay period	160 hours	
<b>VACATION</b> (EMS Paramedics on 24 hour Shifts) 168 hours accrual max	< 10 years= 5 Hours 32 minutes per pay period	144 hours (6 shifts)	<ul style="list-style-type: none"> <li>May only be used for illness or medical appointment for employee or <i>qualifying</i> family member, as defined by FMLA</li> <li>May not be used to care for a newborn child or the placement of a child with the employee for adoption or foster care without certification from the treating physician, of the child having a serious medical condition</li> <li>May be required to provide documentation</li> <li>Not a substitute for vacation</li> <li>Part-time employees earn 1.5 hours per pay period with the same max accrual as full-time employee (Effective 10/1/16)</li> </ul>
	10+ years = 6 Hours 27 minutes per pay period	168 hours (7 shifts)	
<b>SICK LEAVE</b> 480 hours accrual max	4 hours per pay period	N/A (Not paid at termination)	<ul style="list-style-type: none"> <li>May only be used for illness or medical appointment for employee or <i>qualifying</i> family member, as defined by FMLA</li> <li>May not be used to care for a newborn child or the placement of a child with the employee for adoption or foster care without certification from the treating physician, of the child having a serious medical condition</li> <li>May be required to provide documentation</li> <li>Not a substitute for vacation</li> <li>Part-time employees earn 1.5 hours per pay period with the same max accrual as full-time employee (Effective 10/1/16)</li> </ul>
<b>SICK LEAVE</b> (EMS Paramedics on 24 hour Shifts) 672 hours accrual max	6 hours per pay period	N/A (Not paid at termination)	<ul style="list-style-type: none"> <li>May only be used for illness or medical appointment for employee or <i>qualifying</i> family member, as defined by FMLA</li> <li>May not be used to care for a newborn child or the placement of a child with the employee for adoption or foster care without certification from the treating physician, of the child having a serious medical condition</li> <li>May be required to provide documentation</li> <li>Not a substitute for vacation</li> <li>Part-time employees earn 1.5 hours per pay period with the same max accrual as full-time employee (Effective 10/1/16)</li> </ul>
<b>FLOATING HOLIDAY*</b>	2 (8 hours) days per fiscal year (Effective October 1, 2017)	N/A (Not paid at termination)	<ul style="list-style-type: none"> <li>Only available to full time employees</li> <li>Must be used by the end of the fiscal year</li> <li>EMS Paramedics on &lt;= 12 hour shifts will receive 2 days/hours based on normal shift assignment</li> </ul>
<b>HOLIDAY*</b>	<ul style="list-style-type: none"> <li>Part time employees receive 4 hours</li> <li>Full-time employees 8 hours</li> </ul>	N/A (Not paid at termination)	<ul style="list-style-type: none"> <li>Dates are established by Commissioners Court annually, subject to change</li> <li>Employee must work or be on approved paid leave the day before and after the holiday</li> <li>EMS Paramedics will receive up to 12 hours based on normal shift assignment</li> </ul>
<b>BEREAVEMENT LEAVE*</b>	2 (8 hour) days per fiscal year (Effective October 1, 2017)	N/A (Not paid at termination)	<ul style="list-style-type: none"> <li>May be granted following the death of a friend or family member at the discretion of your departments leadership. <del>one of the following relatives: spouse, mother, father, child, sister, brother, grandparents, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law</del></li> <li>Documentation may be required</li> <li>EMS paramedics will receive 2 days/hours based on normal shift assignment</li> </ul>
<b>Non- Exempt PUBLIC SAFETY ADJUSTMENT</b>	64 hours per fiscal year, does not roll over	N/A (Not paid at termination)	<ul style="list-style-type: none"> <li>Includes positions in Law Enforcement, Corrections and Emergency Services with some exceptions</li> <li>Max of 4 hours per shift and must be used with 8 hours of holiday/floating holiday/beravement to cover shift as scheduled</li> </ul>

\*Refer to Non-Exempt Public Safety Adjustment policy

# Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Accrual	Policy
<b>CIVIL LEAVE</b>	Includes jury duty, voting, work related court summons, USERRA (Uniformed Services Employment & Re-employment Rights Act)	N/A	<ul style="list-style-type: none"> <li>Employee must show jury duty summons to their supervisor and must return to work if time permits. County employees will be paid if they are required to miss their regularly scheduled work shift, in addition to the jury pay from the court</li> <li>Time off to vote may be approved due to unusual circumstances, please see <a href="#">Texas State Regulations</a></li> <li>Leave may be approved when an employee is summoned to testify for a case that is work related only</li> <li>The first 15 days (per fiscal year) of Military Leave (USERRA) will be paid without the requirement of leave usage by the employee. Beyond the first 15 days the employee may choose to use vacation leave or be placed on leave without pay</li> <li>Contact HR for further information related to USERRA leave and benefit continuation</li> </ul>
<b>BAD WEATHER</b>	As determined by order of the County Judge	N/A	<ul style="list-style-type: none"> <li>Employee must be at work or scheduled and ready for work on the day of office closure</li> <li>Employees on approved leave of any type are not eligible</li> <li>If office closure continues beyond 5 consecutive days, employees must use vacation pay, compensatory time, personal holiday or unpaid leave unless otherwise determined by Commissioners Court</li> </ul>
<b>ESSENTIAL PERSONNEL LEAVE</b>	As determined by order of the County Judge	N/A	<ul style="list-style-type: none"> <li>Leave is granted when exempt employees must work during office closure that has been declared by the County Judge</li> <li>EP leave must be used before the end of the current fiscal year</li> </ul>



# Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Accrual	Policy
<b>BANKED HOLIDAY LEAVE</b>	Determined by number of hours worked on the holiday	200 hours	<ul style="list-style-type: none"> <li>Will not be paid upon termination if earned after 10/1/14</li> </ul>
<b>COMPENSATORY LEAVE</b>	Refer to Overtime Policies for accrual	240 hours	<ul style="list-style-type: none"> <li>Must be used before vacation time</li> </ul>
<b>WORKERS COMPENSATION LEAVE</b>	Used by employees that must miss work due to an on the job injury	N/A	<ul style="list-style-type: none"> <li>Any on the job injury must be reported immediately, failure to report within 30 days of the injury may result in a denial of benefits including leave (Texas labor code Sec.409.001)</li> <li>HR will coordinate leave and medical care with the Worker's Compensation carrier</li> <li>Contact HR for more information</li> </ul>

Wilco PTO leave time is applied in the following order:

1) Compensatory time 2) Vacation leave

*Note: All leave accruals are based on time actually worked by the employee, leave accrues at the end of the pay period and will be adjusted or removed if the employee has any unpaid leave, other than workers compensation, in the pay week.*

A list of County Holidays can be found on [wilco.org](http://wilco.org)



For more information on FMLA visit:  
<http://www.dol.gov/whd/fmla>



# Family Medical Leave Chart

As required by law, Williamson County will permit eligible employees to take family or medical leave ("FMLA leave"), in accordance with the terms of this policy

<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Worked for the County for at least 12 months</li> <li>• Worked a minimum of 1250 hours in the last 12 months</li> </ul>
<b>Entitlement</b>	<b>Qualifying Reasons/Policy</b>
<b>Basic FMLA</b>	
<ul style="list-style-type: none"> <li>• 12 weeks, unpaid leave, per rolling year; if criteria is met including relationship rules</li> </ul>	<ul style="list-style-type: none"> <li>• FMLA is unpaid time off to care for a newborn child or the placement of a child with the employee for adoption or foster care. Employees are not eligible to utilize sick leave or sick leave pool, without certification of the child having a serious medical condition</li> <li>• To care for spouse, child, or parent of the employee who has a serious health condition</li> <li>• Employee's own serious health condition</li> <li>• Employees requesting leave to care for an immediate family member with a serious health condition, may be required to submit proof of the familial relationship, such as a birth certificate or marriage license.</li> <li>• Eligible employees with accrued leave will have the leave applied in the following order when the leave is related to a serious medical condition: sick, PTO, essential pay, banked holiday, floating holiday</li> <li>• Eligible employees with accrued leave will have the leave applied in the following order when the leave is <u>not</u> related to a serious medical condition: PTO, essential pay, banked holiday, floating holiday</li> <li>• Holiday leave will not bank, it will be utilized in the week earned</li> </ul>
<b>Military Family Leave— Qualifying Exigency Leave</b>	
<ul style="list-style-type: none"> <li>• Any period of absence due to or necessitated by USERRA-covered military service must be counted in determining an employee's eligibility for FMLA leave.</li> <li>• Employees may be entitled to take their Basic FMLA Leave for a "Qualifying Exigency" if the employee's spouse, son, or daughter, or parent is a member of the National Guard, Reserves, or a regular component of the Armed forces, and on covered active duty or called to covered active duty.</li> </ul>	<p>Qualifying exigency is unpaid time off and may include:</p> <ul style="list-style-type: none"> <li>• Short-notice deployment when the military member is notified seven or less calendar days prior to deployment. This is limited to 7 days of leave</li> <li>• Attending certain military events related to the call to duty</li> <li>• To attend to childcare and school activities necessary to arrange for alternative childcare necessitated by the call to duty</li> <li>• To attend to certain financial and legal arrangements as a result of the military member's absence while on duty;</li> <li>• In some instances, to attend counseling arising from the covered active duty or call to covered active duty status of a military member;</li> <li>• To spend up to 15 days of leave with a military member on a short leave for rest and recuperation</li> <li>• To attend post-deployment activities during the 90 days after the termination of the military member's covered active duty status or to address issues related to the death of a military member while on covered active duty</li> <li>• To care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty, such as to arrange for alternative care for a military member's parent, to provide care on an immediate need basis or to attend meetings with staff at a military member's parent's care facility</li> <li>• Other activities arising out of the military member's covered active duty or call to covered active duty as agreed upon by the Company and the employee.</li> <li>• Eligible employees with accrued leave will have the leave applied in the following order: PTO, essential pay, banked holiday, floating holiday</li> </ul>

# Family Medical Leave Chart

As required by law, Williamson County will permit eligible employees to take family or medical leave ("FMLA leave"), in accordance with the terms of this policy

## Entitlement

## Policy

### Military Family Leave– Service Member Caregiver Leave

- Under certain circumstances, employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave in a single 12-month period to care for their ill or injured spouse, child, parent or next of kin (closest blood relative), who is a covered service member.
- If a husband and wife both work for the Company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.
- The 26 weeks of leave includes any Basic FMLA leave taken. However, if the leave qualifies both for Basic FMLA leave and for Service member Caregiver Leave, then the leave will first be designated as Service member Caregiver leave.
- The single 12-month period begins on the first day the eligible team member takes FMLA leave to care for a covered service member and ends 12 months after that date. If an eligible team member does not take all of his or her 26 weeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 work-weeks of leave entitlement to care for the covered service member is forfeited. The 26 week leave entitlement is to be applied on a per-covered-service member, per-injury basis.

The term "covered service member" for purposes of Service member Caregiver Leave means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness
- A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the first date on which the veteran takes FMLA leave to care for the covered veteran.

The term "serious injury or illness":

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on covered active duty in the Armed Forces (or existed before the beginning of the member's covered active duty and was aggravated by service in line of duty on covered active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on a covered active duty in the Armed Forces (or existed before the beginning of the member's covered active duty and was aggravated by service in line of duty on covered active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
- Certification for the serious injury or illness of the covered service member may be required, the employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### Please contact Human Resources for additional information below:

• *Since the laws and regulations governing military leave and military family leave are frequently being changed, if you have any military related leave request, please check with Human Resources to determine eligibility under the then current applicable rules*

- |                             |                           |                                     |
|-----------------------------|---------------------------|-------------------------------------|
| • Restoration of Employment | • Relationship to PTO     | • Status Reports                    |
| • Employee Benefits         | • Notification            | • Intermittent Leave                |
| • Group Health Benefits     | • Certification of Health | • Failure to Return from FMLA Leave |

# Administrative Leave

Situations where administrative leave with pay are rare, but may be appropriate when the Department Head believes immediate action is necessary to protect an employee, the Department, the public, and/or needs additional time to investigate an employee's performance or behavior.

Type	Department	Policy
<b>Administrative Leave</b> (with pay)	Non-Elected & Elected Offices	<ul style="list-style-type: none"> <li>• May not be used during or to extend FMLA</li> <li>• Paid Admin Leave lasting more than ten days will require approval of the County Judge for <u>non-elected</u> offices only</li> <li>• If the County Judge denies a request to grant admin leave with pay in excess of ten days, the <u>non-elected</u> office may appeal such denial to Commissioners Court</li> <li>• The employee will be paid base wages, this will not count as hours worked for overtime purposes</li> <li>• Medical benefits will continue at active employee rates</li> <li>• The employee must contact his/her supervisor weekly, and remain available to return to duty with 12 hours' notice</li> <li>• If the employee returns to work, he/she shall receive full credit for any suspended accruals/longevity/supplemental pay, unless determined otherwise</li> <li>• Any paid leave time other than sick leave, that has been accumulated will be applied retroactively to the time spent on paid admin leave, upon returning to duty</li> <li>• Leave will be applied as follows: compensatory time, vacation, banked holiday</li> </ul>
<b>Administrative Leave</b> (without pay)	Non-Elected & Elected Offices	<ul style="list-style-type: none"> <li>• Temporarily suspends employees job duties</li> <li>• Exempt employees may only be placed on admin leave without pay for serious infractions of workplace conduct policies</li> <li>• Full days/full week periods are administered for Exempt employees on admin leave with out pay (partial days will not be granted)</li> <li>• Employees may not substitute accrued paid leave during unpaid admin leave</li> <li>• Employee must coordinate payment of medical and dental benefits with the HR Department</li> <li>• Employees may be required to periodically contact their supervisor</li> </ul>
<b>Administrative Leave</b> (with or with out pay)	Elected Offices County Auditor's Office Juvenile Services	<ul style="list-style-type: none"> <li>• Must provide the Senior Director of HR with a written notice that sets forth: the name of the employee being placed on admin leave, whether admin leave is with pay or without pay, and the estimated duration of the leave</li> <li>• If the employee is reinstated or terminated the Elected Official/Appointed Official must provide the Sr. Director of HR with the time and date of the employee's reinstatement/termination</li> </ul>
<b>Administrative Leave</b> (with or with out pay)	Non-Elected Offices	<ul style="list-style-type: none"> <li>• Department heads and appointed positions who are direct reports to Commissioners Court may place an employee on Admin Leave with pay with HR consultation</li> <li>• Subject to the oversight of Commissioners Court</li> <li>• HR will provide proper notices/estimated time duration to the employee that is placed on paid admin leave</li> </ul>
<b>Reinstatement</b>	Non-Elected & Elected Offices	<ul style="list-style-type: none"> <li>• The County does not guarantee the reinstatement of an employee on admin leave, unless reinstatement is required by some other protected leave</li> </ul>
<b>Other Information</b>	Non-Elected & Elected Offices	<ul style="list-style-type: none"> <li>• Paid leave will not be accrued while employee is on any admin leave for one or more full pay periods</li> <li>• Longevity or supplemental pay shall not be paid while employee is on any admin leave for one or more pay periods</li> <li>• Supplemental pay is defined in the budget order</li> </ul>

Elected Officials are strongly encouraged to comply with all administrative leave policies that are applicable to employees in non-elected offices. As a part of the Commissioners Court budgetary responsibilities and fiduciary oversight of public funds, the Commissioners Court will consider the amount of time that an Elected Official has granted in administrative leave during the prior fiscal year. Elected Officials will continue to maintain the right to terminate employees under their sphere of authority or provide harsher penalties, within applicable legal rules, than those that are set out and encouraged herein. Elected Officials are strongly encouraged to consult with the Sr. Director of the Williamson County Human Resources Department prior to placing employees on administrative leave and prior to making reinstatement and termination of employment decisions.

To view the full policy visit: [policy center](#)

# Sick Leave Pool

Membership	Policy
<b>BENEFIT SUMMARY</b>	<ul style="list-style-type: none"> <li>• Per Texas Local Government Code Sec.157.075: A participating enrolled employee is eligible to use time contributed to the county sick leave pool if: because of a catastrophic injury or illness and the employee has exhausted all the accrued paid leave and compensatory time to which the employee is otherwise entitled.</li> <li>• Provides sick leave to an eligible employee once the employee has exhausted all accrued/ banked paid leave.</li> <li>• The maximum amount of Sick Leave Pool (SLP) time that may be granted per benefit year will not exceed 1/3 of the total amount in the SLP, or 240 hours, whichever is less, at the time of the request for SLP.</li> </ul>
<b>ENROLLMENT</b>	<ul style="list-style-type: none"> <li>• One year of full-time employment must be completed as of first day of open enrollment.</li> <li>• A minimum of 8 Hours and no more than 40 hours must be contributed.</li> <li>• Must enroll each year during benefits open enrollment.</li> <li>• Contributed sick leave hours will be deducted on the 1st day of the pay period which</li> </ul>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• An employee with an illness or injury that makes them unable to perform their job while on approved FMLA for their own serious medical condition</li> <li>• SLP time will not be granted to an employee when they are receiving workers' compensation income benefits under the Texas Workers Compensation Act</li> <li>• SLP time will not be granted beyond the end date of approved FMLA leave (12 week max)</li> <li>• There is no guarantee that an employee will receive or be eligible to be reimbursed for any time that they contribute</li> <li>• Employees cannot receive time from the SLP if they are placed on temporary suspension, administrative leave, authorized non-medical leave without pay or are otherwise terminated</li> </ul>
<b>PROCEDURE</b>	<ul style="list-style-type: none"> <li>• Employees must apply for permission to receive SLP benefits (Contact the Human Resources Department for more information)</li> <li>• Upon receipt of the completed SLP benefit request, Human Resources will review the request, along with the FMLA documentation</li> </ul>
<b>UTILIZATION</b>	<ul style="list-style-type: none"> <li>• The number of hours granted through the SLP will be based on the FMLA documentation</li> <li>• SLP time may only be used for approved workdays and for holidays</li> <li>• SLP benefit end when the employee returns to work, exhausts the SLP benefit, upon separation, suspension or administrative leave</li> </ul>
<b>CONTRIBUTIONS</b>	<ul style="list-style-type: none"> <li>• Employee contributions of sick leave hours are irrevocable</li> <li>• Sick leave hours that are contributed become the property of the SLP and cannot be returned</li> <li>• Time contributed to the SLP cannot be designated to a particular employee</li> <li>• If, at any time, the SLP balance falls below two times the number of members, each member will be required to contribute eight additional hours to maintain membership</li> <li>• An employee separating from employment may contribute up to 80 hours of sick leave to the SLP</li> <li>• All unused time that was granted to an employee from the SLP shall be returned to the pool</li> </ul>
<b>DISCLAIMER</b>	<ul style="list-style-type: none"> <li>• The County may discontinue and/or terminate the SLP program without cause, legal repercussions, or ramifications with 120 day written notice to all participating employees</li> <li>• If any provision of this SLP is determined to be invalid or unenforceable, it is the intention of the County that the provision will be reformed to the best extent possible in its sole discretion</li> <li>• The guidelines, terms, and conditions of this SLP program may be amended at any time. The Commissioners Court must approve any recommended amendment</li> </ul>



# Work Environment

## Benefits

Williamson County offers an excellent comprehensive benefits package to all full time employees. Benefits are administered by the Benefits Administration team which is a division of the Human Resources Department. Benefit plans are reviewed annually by the Benefits Committee which has the responsibility to make final recommendations to the Commissioners Court for approval. Additional benefit information is provided in the chart below:

## Benefits

- Full time employees are eligible for medical, vision, dental, group term life, voluntary term life, FSA and voluntary supplemental/benefits coverage on the first of the month, following the completion of 60 days of employment.
- Current employees can make changes to benefits only during open enrollment or due to a qualified life event.

Type	Policy	Premium Payment
<b>Medical Vision, Dental</b>	<ul style="list-style-type: none"> <li>• Full-time employees must enroll during initial open enrollment period and/or subsequent open enrollments.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees are responsible for the employee portion of all benefit premiums. If an employee is on leave without pay, for any reason, premiums must be paid prior to the month of coverage. Failure to pay premiums will result in termination of benefits.</li> </ul>
<b>Voluntary Term Life</b>	<ul style="list-style-type: none"> <li>• Full time employees may purchase additional voluntary life insurance for themselves and their dependents during initial enrollment or during open enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>• Upon retirement, the retiree benefit premiums must be paid prior to the month of coverage.</li> </ul>
<b>Short Term/Long Term Disability (STD/LTD)</b>	<ul style="list-style-type: none"> <li>• Full time employees may select STD/LTD during open enrollment. If STD/LTD are not selected during the initial open enrollment, or if there is a gap in coverage, an application will need to be submitted prior to coverage enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>• If contributions are unpaid, benefits may be terminated back to the last date of the pay period in which premiums are paid.</li> </ul>
<b>Flex Spending Account (FSA) Health &amp; Dependent Care</b>	<ul style="list-style-type: none"> <li>• Full time employees may elect FSA during initial benefit enrollment or subsequent open enrollments.</li> <li>• Maximums may apply.</li> </ul>	<ul style="list-style-type: none"> <li>• If an employee is on leave without pay, for any reason, the employee is responsible for the elected benefit deduction to be paid within the same elected tax plan year of the elected benefit.</li> <li>• Contributions may be paid by the employee: <ul style="list-style-type: none"> <li>• After tax payment during leave without pay</li> <li>• Pre-tax payroll deduction upon return</li> </ul> </li> <li>• If contributions are unpaid, benefits may be terminated back to the last date of the pay period in which premiums are paid.</li> </ul>
<b>Group Term Life</b>	<ul style="list-style-type: none"> <li>• Full time employees receive group life insurance for themselves and covered spouse/children at no cost.</li> </ul>	<ul style="list-style-type: none"> <li>• Premiums paid by employer regardless of active employee status.</li> </ul>
<b>Voluntary Supplemental/ Benefits</b>	<ul style="list-style-type: none"> <li>• Full time employees may purchase these additional offerings during initial open enrollment or during a subsequent open enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>• If an employee is on a leave without pay, premiums must be paid directly to vendors to avoid cancellation.</li> <li>• Once the employee returns to work, premiums will be deducted from paycheck as previously scheduled.</li> </ul>
<b>EAP</b>	<ul style="list-style-type: none"> <li>• EAP services are provided at no cost to all full time employees.</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>Retirement</b>	<ul style="list-style-type: none"> <li>• Williamson County has a very generous retirement plan which all full-time and part-time employees are required to contribute to every pay period.</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

# Expenditure Guidelines

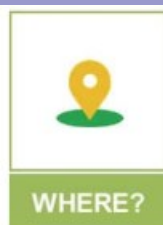
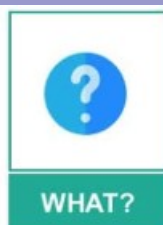
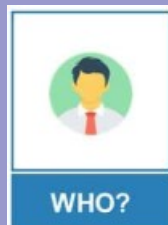
Type	Policy
<b>Continuing Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• If the County requires an employee to attend a training/certification program directly related to their job description, the County may pay for the full or partial cost of the program including any training materials, exam or licensing fees</li> <li>• If the County pays for any portion of the class/training program and other fees, the employee must complete the requirements of the program including passing any exams required or the employee may be required to reimburse the County</li> <li>• Recertification of any required job related certifications may be paid for by the County and are limited to two times for each renewal period</li> <li>• The employee will be responsible for paying any further recertification costs if unsuccessful on the first two attempts and the employee will not be reimbursed</li> <li>• Employees must have written approval from the Department Head/Elected Official for all second attempts for recertification</li> <li>• The funds for these items must be available in the departments training budget</li> </ul>
<b>Tuition Reimbursement</b>	<ul style="list-style-type: none"> <li>• The County may pay for tuition, related to obtaining a degree directly relevant to County business, as defined by the office or department involved, and pre-approved by the County Auditor for full time employees</li> <li>• The training class/work must provide the skills and/or knowledge that is directly related to the job description</li> <li>• A copy of the job description and the course/certification description must be submitted with the approval request</li> <li>• The funds for these items must be available in the appropriate department's training budget</li> <li>• If approved, the County will reimburse only the actual number of credits per each course up to a total of 6 credit hours per fiscal year</li> <li>• After completing the course(s)/testing and achieving a passing grade, per course requirements, employees may apply for reimbursement of 100% tuition or testing fees not to exceed that which would be payable at a state supported college or university</li> </ul>
<b>Off-Site Staff Development</b>	<ul style="list-style-type: none"> <li>• Off-site staff development is a period away from normal activities for study and instruction under a professional trainer or a subject matter expert</li> <li>• Off-site staff development is limited to once per fiscal year, per department/division</li> <li>• The total cost for off-site staff development should not exceed the normal and/or customary cost for individual employee training expenses and meal reimbursements should not exceed the daily per-diem rate (per employee)</li> <li>• A list of attendees must be submitted for documentation as required by IRS Publication #463 (a sign up sheet is required)</li> </ul>
<b>Seminars &amp; Conferences</b>	<ul style="list-style-type: none"> <li>• All training should be obtained at the closest possible location</li> <li>• If an employee is registered to attend a training opportunity and is subsequently not able to attend, a County substitute should attend in their place or request a refund</li> <li>• Only job related training will be processed for payment</li> <li>• An employee can request payment directly to the seminar/conference by submitting a check request form to the Accounts Payable department with proper backup documentation, may take up to 20 days for processing</li> <li>• Employees will not be reimbursed for registration fees until after the conference/training has taken place</li> <li>• A receipt is required for all fees related to the conference/training</li> </ul>

# Expenditure Guidelines

Type	Policy
<b>Airfare</b>	<ul style="list-style-type: none"> <li>• Employees are responsible for excess cost and additional travel expenses resulting from taking an indirect route, an early departure, or a delayed return trip for personal preference or convenience (supporting documentation showing the fee comparison is required).</li> <li>• Airfare must be paid directly to the airline or Accent Travel, (i.e. no other travel agencies such as Expedia).</li> <li>• Airfare purchased on a personal credit card will be reimbursed after the trip has been completed.</li> <li>• Air travel delays which require an overnight stay may be reimbursed with documentation supporting the delay if the airline has refused to provide complimentary lodging.</li> <li>• The County will not issue reimbursements for tickets purchased with frequent flyer miles.</li> <li>• A maximum of 2 bags will be reimbursed, excessive bag fee charges are not refundable.</li> <li>• For out of state travel, the County will reimburse personal auto mileage not to exceed what would have been the applicable airfare (Southwest Wanna Get Away) plus estimated ancillary charges such as airport parking, rental car, etc.</li> </ul>
<b>Car Rental</b>	<ul style="list-style-type: none"> <li>• Travelers may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport shuttles or public transportation.</li> <li>• Cars rented should be economy or mid-sized (luxury vehicle rentals will not be reimbursed).</li> <li>• Renting cars for travel within the County is prohibited unless otherwise approved by the Auditor's Office.</li> <li>• An employee may rent a car to travel to the business destination outside the County, only if the total cost of the rental is less than the mileage reimbursement cost, documentation showing the cost comparison between the rental cost and mileage may be required.</li> <li>• The rental car must be returned with a full tank of gas unless it has been pre-paid. Please use the less expensive option.</li> <li>• Rental cars must be rented from a nationally recognized company. (i.e. Hertz, Enterprise, etc.)</li> <li>• The rental agreement and the charge card receipt (if applicable) must be turned in with the expense request.</li> <li>• Insurance purchased when renting a vehicle may also be reimbursed.</li> <li>• The County has a government account with Enterprise, which includes insurance. Contact the Auditor's Office for the account number. It is strictly for business purposes.</li> <li>• 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).</li> </ul>
<b>Personal Car Usage</b>	<ul style="list-style-type: none"> <li>• Any county official or employee who is authorized to use their personal vehicle to travel on official County business may be entitled to receive a reimbursement equal to the standard mileage rate allowed by the IRS.</li> <li>• For changes in work site, mileage is only reimbursed between County offices, it is not reimbursed when initially reporting to an alternate work location, or returning home from the alternate work location.</li> <li>• Mileage will be reimbursed based on the most common route, including toll roads (if a detour, note the detour and the additional mileage due to the detour).</li> <li>• For out of state travel, the County will reimburse personal auto mileage not to exceed what would have been the applicable airfare (Southwest Wanna Get Away) plus estimated ancillary charges such as airport parking, rental car, etc.</li> <li>• Reimbursement for mileage is prohibited between place of residence and usual place of work.</li> <li>• Mileage should be calculated from an employees regular place of work or residence, whichever is the shorter distance when traveling to a meeting, conference, or seminar.</li> <li>• When more than one employee travels in the same vehicle, only the driver may claim mileage reimbursement.</li> <li>• To be reimbursed for the use of a personal vehicle, travelers must provide the following information on their expense report, per IRS guidelines: date, location traveled to and from, purpose of travel and number of miles traveled.</li> <li>• Tolls and parking fees, if reasonable, are reimbursable. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of the expense must be submitted for reimbursement.</li> <li>• Airport parking fees are limited to \$15 per day (ABIA economy lots B-G are least expensive).</li> <li>• It is the responsibility of the employee to keep track of mileage.</li> <li>• Employees assigned to a County vehicle are not eligible for mileage reimbursement.</li> <li>• Operating and maintenance expenses, as well as other personal expenses (such as parking tickets, traffic violations, car repairs and collision damage) are not reimbursable.</li> </ul>

# Expenditure Guidelines

Type	Policy
<b>Lodging</b>	<ul style="list-style-type: none"> <li>• Lodging expenses are reimbursed only if travel is beyond a 45 mile radius from the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626</li> <li>• Government rate or least expensive rate should be requested at all times</li> <li>• Hotel accommodations require an itemized hotel folio as a receipt</li> <li>• When lodging is shared by two or more employees, the names of the authorized travelers should be noted on the receipt</li> <li>• Personal telephone charges, whether local or long distance, are not reimbursable</li> <li>• Single room rate charge plus any applicable tax is reimbursable, no exceptions</li> </ul>
<b>Meals</b>	<ul style="list-style-type: none"> <li>• The reimbursement for meal costs in travel of less than one day will be reimbursed on the employee's paycheck and will be processed as taxable income</li> <li>• Meals are reimbursable only for County business trips that are outside the County with the exception of; Commissioners Court meetings that extend beyond 1:00 p.m. and off-site staff development opportunities that are held within the County</li> <li>• Meal reimbursements are limited to a maximum of \$50.00 per day               <ul style="list-style-type: none"> <li>• \$20.00 for meals when traveling outside the County for day trips</li> <li>• \$20.00 for meals on day of return for overnight travel (unless returning after 8pm)</li> <li>• \$50.00 for meals when traveling outside the County with an overnight stay or work hours extend beyond 8:00pm (documentation may be required)</li> <li>• If an overnight stay is required, out of County, but the stay does not exceed a 45-mile radius from the Historic Courthouse, an employee may claim an amount up to the \$50.00 overnight allowance for meals, lodging will not be reimbursed</li> <li>• \$50.00 for meals when traveling outside the County for day trips and the work hours extend beyond 8:00pm (documentation may be required)</li> </ul> </li> <li>• Any meals related to business travel cannot be charged to the p-card except in certain cases, approved in advance by the Auditor</li> <li>• All meals not associated with an overnight stay are taxable</li> <li>• Meal receipts are not required for per-diem</li> <li>• Alcoholic beverages are not reimbursed</li> <li>• If employment duties require traveling to alternate work locations within the County, meals are not reimbursable</li> <li>• Meals purchased for entertainment/business purposes are not allowed</li> <li>• Meal reimbursements are paid for County employees only</li> </ul>





# Expenditure Guidelines

Type	Policy
General Travel Information	<ul style="list-style-type: none"> <li>• An advance will not be issued for travel expenditures.</li> <li>• All travel expenses must be supported with an itemized receipt.</li> <li>• Purchases for airfare, hotels, car rentals, and expense reimbursements, all require back-up documentation indicating the business purpose of the expense. Acceptable documentation must contain the dates, location and purpose of the trip, which could include the following: training/meeting agenda, certificate of completion, conference registration, etc.</li> <li>• Reimbursement for transportation costs will be at the most reasonable means of transport, such as purchasing Southwest Airlines tickets at the Wanna Get Away rate.</li> <li>• Additional expenses associated with the extended travel (such as a Saturday night stay) may be reimbursed when the cost of airfare would be less than the cost of additional expenses (lodging, meals). Documentation is required to justify the expense.</li> <li>• The use of travel websites such as Expedia, Priceline, Travelocity, etc., are prohibited as these expenses and taxes are not itemized, and generally do not have cancellation policies. Rental cars may be an exception if an itemized receipt is available. Accent Travel is available for booking airfare, and there is an account setup for the County.</li> <li>• Cancellation fees or unused travel expenses, are not reimbursable unless due to a business related expense, or a personal emergency as approved by the County Auditor. Documentation for the change must be submitted for consideration. These include fees related to changing or canceling a flight, cancellation fees related to lodging, or unused travel arrangements.</li> <li>• Personal purchases using a p-card are not allowed. If a charge is made on a p-card for a personal purchase (by mistake), employees must include a check made payable to Williamson County, with the p-card statement.</li> <li>• Expense reimbursements &amp; p-card statements both require their own backup documentation (who, what, when, where) as applicable.</li> </ul>
Expense Reimbursement	<ul style="list-style-type: none"> <li>• With the exception of per diem and mileage, all requests for reimbursement require itemized receipts.</li> <li>• Each expense reimbursement must have the employee signature and department head approval.</li> <li>• All expense reimbursements must be received in the Auditor's Office within 60 days of the incurrence of the expense. Any items over the 60 days will be denied reimbursement; unless specifically approved by the County Judge.</li> <li>• Tax for meals, airline tickets, hotel stays and parking are normally the only taxes that will be reimbursed for purchases. The sales tax exemption form is available on the <a href="#">Auditor's Portal</a>.</li> <li>• Employees are responsible for repayment of inappropriately reimbursed expenses whenever an audit or subsequent review of the travel expense reimbursement documentation finds an employee submitted reimbursement contrary to these guidelines.</li> <li>• Expenses incurred due to an employee or an elected official serving on a board or committee of an association related to County employment will only be reimbursed to the extent that the association does not reimburse. Documentation of the request for reimbursement, will need to be provided from the association along with the association's denial of the request.</li> <li>• The Auditor's Office may request additional documentation for any or all reimbursements.</li> <li>• Reimbursements for business travel require documentation showing the purpose of the trip, the location, the dates, and the person attending. (who, what when, where)</li> <li>• Hotel folios should be included as backup when possible.</li> </ul>

# Non-Reimbursable Expenses

Type	Examples
<b>Personal Purchases</b>	<ul style="list-style-type: none"> <li>• Damage to personal items (clothing, vehicles/auto repairs, etc.)</li> <li>• Personal phone calls</li> <li>• Laundry services or personal clothing</li> <li>• Personal doctor bills, prescriptions, and other medical services</li> <li>• Entertainment, movie rentals Saunas, massages, or exercise facilities</li> <li>• Baby-sitter fees, personal kennel costs, pet or house sitting fees</li> <li>• Expenses incurred by a spouse or other individual accompany you on a business trip</li> </ul>
<b>Meals Food Drink</b>	<ul style="list-style-type: none"> <li>• Coffee, tea, and other related items used by employees while in the office</li> <li>• Alcoholic beverages/tobacco products</li> <li>• Drinking water services</li> <li>• Refreshments for office parties, retirements, etc. (Excludes Employee Fund Allowable Events)</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• Short term or valet parking at the airport (other than short term parking related to prison transports).</li> <li>• Parking Should not exceed \$15 per day. Economy B-G lots are long term parking lots at ABIA, and are approved for County Employee Parking</li> <li>• Non-Airport Parking: Valet service is not an option unless safety is a concern</li> <li>• Mileage to/from County functions, not related to official County business (ex: retirement party)</li> <li>• Transportation to places of entertainment or similar personal activities</li> <li>• Excessive weight baggage fees or cost associated with more than two airline bags</li> <li>• Up-grades to airfare, hotel or car rental</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Expenses related to County Government Week or holiday decorations</li> <li>• Flowers/Plants</li> <li>• Greeting, thank you, or holiday cards</li> <li>• Fines and or penalties</li> <li>• Credit card delinquency or service fees</li> <li>• Lifetime memberships to any association</li> <li>• Donations to other entities</li> <li>• Any items or fees that could be construed as campaigning, i.e, Chamber of Commerce dues or other civic organization dues, fees for parade entry, items with elected officials name (other than letterhead).</li> <li>• Sale tax on goods purchased</li> <li>• Community outreach items exceeding \$2 per item</li> </ul>

Per section 52 of the Texas State Constitution, all items using County Funds must serve a direct benefit to the County. Any non-reimbursable expense or charge on the County Procurement Card, must be reimbursed to the County as soon as possible.

# Expenditure Guidelines

Type	Policy
Uniforms	<ul style="list-style-type: none"> <li>The relevant elected official will issue uniforms for law enforcement and corrections personnel, subject to policies. Uniforms for all County personnel are subject to the following County-wide policy*:               <ol style="list-style-type: none"> <li>Employees will not be issued a uniform, unless the department head has determined that the wearing of a uniform is a reasonable job requirement</li> <li>All uniforms will be distinctive and not adaptable for personal use. Items that can be easily converted to everyday use, such as jeans 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.</li> <li>The uniform must be worn at all times while on duty, required by management as a condition of employment. The uniform may also be worn while traveling directly to or from a location where the uniform is required or while on an authorized meal or other break. The uniform may not be worn at any other time</li> <li>All uniforms and other County property must be promptly returned if County employment ends</li> <li>Employees will not be issued a uniform without written acknowledgment of this policy</li> <li>Current budgeted funds cannot be expended for uniforms except in compliance with this policy</li> <li>Footwear including the type/brand for all departments must be approved during the budget process</li> </ol> </li> </ul> <p>*The Commissioners Court must approve uniform funding for any official, employee, or reserve deputy</p>
Other Expenses	<ul style="list-style-type: none"> <li>A department may purchase small appliances (i.e.; microwaves, refrigerators) for the convenience of their employees</li> <li>Only paid receipts will be reimbursed</li> <li>For additional details on ineligible expense items refer to the County Budget Order</li> <li>If a receipt is unattainable or is lost, a written statement must be submitted for the expense</li> <li>Reasonable tips are allowed for alternate means of transportation, such as taxis, shuttles, and Uber rides.</li> </ul>
Employee Recognition expenses	<ul style="list-style-type: none"> <li>Employee recognition expenses should be nominal in nature and will only be reimbursed up to the amount designated in the Budget Order</li> <li>Employees can be taxed for these items.</li> <li>In order to avoid an item being taxable, recognition items must clearly identify the purpose. The following purchases will be allowable for Employee Recognition:               <ul style="list-style-type: none"> <li>Plaques, Awards or Certificates of recognition for service</li> <li>Plaques, Awards or Certificates of recognition for retirement</li> <li>Plaques, Awards or Certificates of recognition for exemplary job performance</li> </ul> </li> <li>Employee requirements:               <ul style="list-style-type: none"> <li>\$40 for employees with up to 15 years of service</li> <li>\$80 for employees with more than 15 years of service</li> </ul> </li> <li>No reimbursement of sales tax will be allowed</li> <li>Refer any questions to the Auditor's Office for clarification of purchases in this area prior to incurring expenses</li> <li>The purchase of gift cards, refreshments, except as indicated in the Budget Order (cakes, drinks, etc.), or meals is not allowable as they are taxable items</li> </ul>

# Compensation Policies

## Compensation Philosophy

The objective of the County compensation system is to demonstrate the honor and value we place on working in public service. Accordingly, the County's total compensation policy is to be competitive within the relevant, comparable labor markets by:

- Basing our minimum salaries on the market median
- Recognizing outstanding performance and organizational contributions through the use of the merit pay policy
- Maintaining the public trust in the County's financial stewardship
- Ensuring accountability for compliance with all Federal, State and local laws, as well as County policies

## Salary Study

It is the intention of the Commissioners Court that a comprehensive salary study be conducted for every position classification at least once every five fiscal years. Some positions may be reviewed more often based on factors including high turnover, recruitment difficulty or market demand.

Participant	Role and Responsibility	Policy/Process
<b>Commissioners Court</b>	<ul style="list-style-type: none"> <li>• The Commissioners Court shall set the amount of compensation, office and travel expenses, and all other allowances for County and precinct offices and employees who are paid wholly from the County funds</li> </ul>	<ul style="list-style-type: none"> <li>• Sec. 152.011, Texas Local Government Code</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Maintains all official job descriptions</li> <li>• Works closely with departments/offices to clearly understand structure &amp; how each position fits within the organization</li> <li>• Identifies positions to be reviewed during the current salary study</li> <li>• Gathers &amp; analyzes market data</li> <li>• Provides recommendations to the Commissioners Court</li> </ul>	<ul style="list-style-type: none"> <li>• The position classifications that have been identified for the study will be presented to Commissioners Court</li> <li>• Kick-off &amp; other meetings as necessary will occur between HR &amp; participating departments/offices throughout the salary study</li> <li>• Job descriptions &amp; job analysis tools will be reviewed and/or updated prior to data collection</li> <li>• Requests will be sent to the identified market entities (see Market below)</li> <li>• Data received will be analyzed &amp; compiled</li> <li>• Pre-recommendation meetings will occur between HR &amp; department/offices</li> <li>• Recommendations will be presented to Commissioners Court</li> <li>• Post-recommendation hearings will be scheduled for departments/offices that wish to address Commissioners Court</li> <li>• All changes will be effective in the new fiscal year following Commissioners Court approval</li> </ul>
<b>Departments/Offices</b>	<ul style="list-style-type: none"> <li>• Each department/office will select a designated point of contact</li> <li>• Works closely with HR to ensure that the organization structure and positions are fully understood</li> </ul>	<ul style="list-style-type: none"> <li>• Attends meetings throughout the process</li> <li>• Completes job analysis tools as needed</li> </ul>
<b>Market</b> (based on population, entity structure and/or geographic location)	<ul style="list-style-type: none"> <li>• Provides substantiated market data for the identified positions</li> </ul>	<p><u>Counties used for the study will be:</u> Bell, Brazoria, Hays, Montgomery, Fort Bend, Denton, Collin &amp; Travis</p> <p><u>Cities used for the study will be:</u> Cedar Park, Georgetown &amp; Round Rock</p> <p>*This list may be amended as needed based on unique attributes of some position classifications</p>



# Salary Study Findings

Human Resources is responsible for conducting the salary study and making recommendations to Commissioners Court based on the findings. Recommendations require Commissioners Court approval for implementation.

Recommendation	Policy/Process
<b>Title Change</b>	<ul style="list-style-type: none"><li>• Titles may be recommended for change when it is determined that a new title would better reflect the required job duties, responsibilities and/or market standards</li><li>• Some job titles are unique and therefore can only exist in the departments/offices that manage the services of those position types (example: the position title "Corrections Officer" can only exist within the Sheriff's Office)</li></ul>
<b>Pay Grade Increase</b>	<ul style="list-style-type: none"><li>• Pay grade increases may be recommended when the salary study data indicates that the current minimum salary is below market median</li><li>• Employee's moving up in pay grade will be adjusted to the minimum of the new grade, if current salary is a lesser amount</li></ul>
<b>Pay Grade Decrease</b>	<ul style="list-style-type: none"><li>• Pay grade decreases may be recommended when the salary study data indicates that the current minimum salary is above market median</li><li>• An employee with a current salary that is above the new pay grade maximum will not receive a reduction in pay, however, merit eligible positions will be limited to a lump sum merit</li></ul>
<b>FLSA Exemption Status</b>	<ul style="list-style-type: none"><li>• Fair Labor Standards Act (FLSA) exemption status will be updated when it is determined that the position is currently misclassified, as required by law</li><li>• The update will occur at the beginning of the next pay period following the determination for any position that must be changed from exempt to non-exempt and as determined most appropriate for a change from non-exempt to exempt</li><li>• Compensatory time will be paid at the time of the update, for positions changing status from non-exempt to exempt</li></ul>

# Compensation

## **Pay Frequency and Work Week**

- Payday is every other Friday, or the last business day prior to any holiday that falls on a Friday.
- A pay period consists of two weeks' pay ending on the Thursday of the previous week before pay day
- The official work week for County departments is 12:00 a.m. Friday to 11:59 p.m. Thursday unless otherwise notified
- The official work week for the 911 Emergency Communications Department is 6:00am Friday to 5:59am the following Friday
- The payroll calendar is located on the Auditor's Portal

## **Payroll Corrections**

**Underpayment:** Any underpayment in compensation for 16 hours of regular pay (excludes OT or supplemental pay) or less will be processed on the following pay cycle.

**Overpayment:** No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If an employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to the County as soon as possible. Any overpayment will be regarded as an advance of future wages and absent repayment, will be offset in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage authorization agreement to acknowledge the amount and provide for the offset.

**Deductions:** Every effort is made to apply deductions accurately. If you have any questions about insurance/benefits deductions, contact the HR Benefits Department. If you have questions about any other deductions from your pay, please contact the Auditor Payroll Department immediately.

**Discrepancies:** If your pay does not accurately reflect all hours worked, you should report your concerns to Human Resources. Every report will be fully investigated and corrective action will be taken. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy.

## **Pay Schedules (pay charts)**

Williamson County has multiple pay schedules that cover all classified positions. These pay schedules are approved by the Commissioners Court. For more information on current pay schedules refer to the internal Human Resources website.

## **Job Specific Policies**

### Court Administrator (District and CCL Courts)

When a Court Administrator vacancy occurs in the District or County Court at Law Courts, the position can only be filled as a Court Administrator I (one) unless the selected applicant is a current Court Administrator/Coordinator for

Title	Required District Court/CCL Experience	Pay Grade
Court Admin I CCL/District	1 year or no expr Wilco	B.22
Court Admin II CCL/District	3 years Court Admin expr Wilco	B.24
Specialty Program Coordinator	3 years experience	B.24
Court Admin III CCL/District	5 years Court Admin expr Wilco	B.26
Court Admin IV CCL/District	7 Years Court Admin expr Wilco	B.28

Don't forget to check pay slips online at any County Computer!



# Compensation



## Court Reporters

### **Employment Status**

Court Reporters are non-exempt employees of the County that perform primary duties for the Court and also may have secondary independent contractor jobs preparing transcripts. In this second statutory role, who ordered the transcript and when the transcript is prepared dictates whether the Court Reporter is paid wages for time worked, or paid by the page for producing the transcripts.

### **Work Hours**

When Court Reporters are working for the Court, recording and reading back court proceedings, attending court hearings, or preparing transcripts for the Court at work or on special assignment by the Court, these are hours worked that must be recorded. An example of "on assignment by the Court" includes instances where the Court Reporter is required to perform duties at the direction of the Court in another location, or when the Court instructs the Court Reporter to work away from the Court House to complete a transcript for the Court.

Court Reporters are required to accurately record actual time worked for the Court, including time when they are required to be at the Court or at any other designated place to perform work. Any hours worked beyond forty hours in the work week shall be compensated with compensatory leave, pursuant to the County's policy. Vacation leave, sick leave, compensatory leave or holiday leave must be used for any scheduled work time missed during the pay period.

### **Transcripts Prepared For or Paid By the Court/State/or Local Government**

Transcripts (1) prepared for the Court, any judge, another court, County Attorney, District Attorney, Attorney General, State, State Agency, Public Defender, or any other public entity or person, or (2) paid for by the County for a public entity or private attorney, are subject to the following rules:

- **Transcripts Prepared During Working Hours**

Transcripts prepared for the public entities and persons listed above as a part of the Court Reporter's daily or assigned duties during work hours shall be paid their salary wages for all hours worked, but no additional pay per page of transcripts prepared at work.

- **Transcripts Prepared Outside of Hours Worked**

Transcripts prepared for the public entities and persons listed above, by the Court Reporter on his or her own time and outside of any other work for the Court (i.e. attending, recording and reading back court proceedings), shall be paid the maximum established per page rate for transcripts established by the Court, or State, as may be applicable, for such transcripts prepared by the Court Reporter. Time spent preparing transcripts for these parties outside of work, on the Court Reporter's own time, is not considered time worked and no salary wages or overtime will be paid in relation to this time.

- **Private Paid Transcripts**

Private paid transcripts are ordered by third parties such as attorneys, media, etc. Preparation of transcripts, including any portion thereof, for private paid clients cannot be conducted during the normal work hours or utilizing County equipment, office space or supplies. This is an independent contractor relationship between the Court Reporter and the third party client, and the production of the transcript must be performed outside of hours the Court Reporter performs work for the Court. The fees and collection of payment for these transcripts shall be freely negotiated between the Court Reporter and the third party client, and are not set by the judge who presided over the proceedings.

# Compensation

## Salary and Position Changes

The chart below indicates the policies related to pay increases and decreases due to position changes, vacancies and/or merit. All changes are contingent on budgeted fund availability. Any funds remaining in a department merit line items will roll over each budget year unless otherwise determined by the Court. Any request outside of these policies will require the approval of Commissioners Court.

## Salary/Position Changes

Type	Description/ Policy	Pay +	Pay -	Approval Process	Additional Information
<b>Merit</b>	<ul style="list-style-type: none"> <li>Merit funding can only be used for performance pay increases</li> <li>Merit is awarded based on job performance which is evaluated by the applicable department head or elected official. Therefore, an employee must receive a performance evaluation in order to be eligible for a merit increase</li> <li>An employee is eligible for merit after 90 days in their current position</li> </ul>	Max of <b>5%</b> per employee, per budget year* authorized as a merit percentage amount or a lump sum (if a merit eligible employee has reached the max of their grade)	N/A	<ul style="list-style-type: none"> <li>Oracle workflow required</li> <li>Each processing period will have a cut off date. Employee must have completed 90 days of employment by that date</li> <li>A line item transfer form must be submitted in addition to the workflow</li> <li>Merit can only be transferred out of the merit line item</li> <li>Merit is not transferrable between positions</li> </ul>	<ul style="list-style-type: none"> <li>District Court Reporters, Elected Officials, Director of Juvenile Services, County Auditor, Positions on the LE and C Charts are not eligible for merit increases</li> <li>Merit for small departments with 4 or less merit eligible employees that do not roll up to a department with an 8000 account, will be granted merit at 1% higher than the amount approved by the Commissioners Court not to exceed 5% (i.e. if the Court approves merit at 3%, the small departments will receive 4%)</li> <li>Verification of evaluation required</li> </ul>
<b>Position Salary Surplus</b>	<ul style="list-style-type: none"> <li>Cannot be used for merit increases</li> <li>Cannot be requested to be moved between positions after February 15th</li> </ul>	Refer to filling a vacancy, promotion and or reclassification policies.	N/A	<ul style="list-style-type: none"> <li>Refer to filling a vacancy, promotion and reclassification policies.</li> </ul>	<ul style="list-style-type: none"> <li>Contact HR for additional requirements</li> </ul>
<b>Lateral Moves</b>	<ul style="list-style-type: none"> <li>When an employee moves to a new or like position with the same grade</li> </ul>	Can utilize money on new position up to employee's current salary	Can utilize money on new position up to employee's current salary	<ul style="list-style-type: none"> <li>Oracle workflow required</li> </ul>	<ul style="list-style-type: none"> <li>Employees cannot receive a salary increase when they move laterally, outside of merit. Normal merit policies apply.</li> </ul>
<b>Filling a Vacancy</b>	<ul style="list-style-type: none"> <li>When a current employee separates from employment or position</li> <li>Applies to B Chart only</li> </ul>	<p>A vacant position may be filled with a salary up to 15% above the minimum of the pay grade, effective 10/1/2018.</p> <p>See promotion for current employees (no additional pay increases in the first 12 months with the exception of</p>	N/A	<ul style="list-style-type: none"> <li>Oracle workflow required</li> </ul>	The maximum salary for a position cannot exceed the budgeted annual salary even if the full amount may not be used during the budget year due to the position being vacant for part of the year. (i.e. budgeted salary = \$30,000, position vacant 6 months = \$15,000 not used, when filled the maximum salary cannot exceed \$30,000 even though \$15,000 is unused).
<b>Retention</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	Maximum of 10% above the current salary*	N/A	<ul style="list-style-type: none"> <li>Approval by Commissioners Court, public hearing required</li> <li>Change will be effective on the first pay period after Court approval</li> <li>Oracle workflow required</li> </ul>	<ul style="list-style-type: none"> <li>Contact HR for additional requirements</li> </ul>



# Compensation

## Salary/Position Changes

Type	Description/Policy	Pay +	Pay -	Approval Process	Add'l Info
Promotion	<ul style="list-style-type: none"> <li>When a current employee is hired into a different position with a higher pay grade</li> <li>No additional pay increases in the first 12 months with the exception of merit</li> </ul>	Max 15% above minimum of the pay grade, effective 10/1/2018, or 10% above current salary whichever is greater. [Cannot exceed maximum of pay grade or budgeted amount for position]	N/A	Oracle workflow required	Promotions and Merit cannot be processed during the same pay period
Demotion	<ul style="list-style-type: none"> <li>When a current employee is hired into a position with a lower pay grade or is demoted to a lower pay grade</li> </ul>	N/A	Maximum decrease to the minimum of the new pay grade	Oracle workflow required	<ul style="list-style-type: none"> <li>Written justification required</li> <li>Salary may remain the same if within the new pay grade</li> </ul>
Shift Transfer	<ul style="list-style-type: none"> <li>Current employee is transferred to a different shift with a higher pay grade</li> <li>Viewed as lateral move</li> </ul>	Cannot exceed max of pay grade or budgeted amount on the position	N/A	Oracle workflow required	
Reclassification	<p>A change in one or more positions which impacts the organization chart of the department or elected office as a result of one of the following:</p> <p><b>1. A position conversion is a significant change (defined as 40% or more) to the job description that includes the addition or deletion of significant duties and/or responsibilities. Will include title, grade, and/or FLSA status change. If the conversion results in a position change that is not consistent with the original intent of the position, it will be reviewed by the Budget Office.</b></p> <p><b>2. A minor reclassification (less than 40%) cannot occur outside of the Salary Study process, with the exception of changes that are due to turnover in a key position (elected/appointed official, department head or director) or a change to FLSA status as determined by HR.</b></p> <p><b>3. Human Resources will review all reclassification requests and recommended changes will be placed on the Commissioners Court agenda for approval.</b></p> <p>A position can only be reviewed for reclassifications during the annual budget, or between <del>October</del> November 1st and February 15th. *May require a public hearing</p> <p>A change in one or more positions which impacts the organization chart of the department or elected office as a result of one of the following:</p> <p><b>1. Significant change in the job description that includes the addition or deletion of significant duties and responsibilities</b></p> <p><b>2. A reclassification cannot result in a position change that is not consistent with the original intent of the position with the exception of changes that are due to turnover in a key position (elected/appointed official, department head or director). These changes will be reviewed by the Budget Office and Human Resources. Recommended changes will be placed on the Commissioners Court agenda for approval</b></p> <p>A position can only be reviewed for reclassification during the annual budget, or between October 1st and February 15th. *May require a public hearing</p>	Minimum of the pay grade or up to 10% above current salary as determined appropriate during the approval process	Maximum decrease to the minimum of the new pay grade	<ul style="list-style-type: none"> <li>Submission of reclassification request through the budget software or HR sharepoint, as determined by the type of request with back up documentation</li> </ul>	<p>Support documentation required:</p> <ul style="list-style-type: none"> <li>Current job description(s), current ORG chart, proposed job description, proposed ORG chart and justification for review (i.e. turnover, added duties, etc.)</li> </ul>
Career Ladder Advancement	<ul style="list-style-type: none"> <li>A department with an approved career ladder may advance employees according to the parameters established in the career ladder documentation. Must be approved during the annual budget process, or between <b>November 1st and February 15th.</b></li> </ul>	Based on the steps in the chart or career ladder approved by Commissioners Court. No additional funding is allocated for career ladders.	Based on the steps (when appropriate)	<ul style="list-style-type: none"> <li>Submission of request through budget software or during <b>Nov 1- Feb 15th</b> timeline, with backup documentation</li> </ul>	<ul style="list-style-type: none"> <li>Documentation of each position that will advance along with the approved career ladder plan</li> </ul>

# Compensation

## **Longevity Pay (excludes Commissioned Officers)**

Longevity pay is based on an individual employee's length of service with Williamson County. Service time with other entities is not recognized.

- Full-time employees will accrue the following per pay period:

- \$24.00 per pay period after five years of employment
  - \$48.00 per pay period after ten years of employment
  - \$72.00 per pay period after fifteen years of employment
  - \$96.00 per pay period after twenty years of employment
  - \$120.00 per pay period after twenty-five years of employment

- Longevity pay begins with the pay period following the completion of five years of employment and increases each five years to a maximum of 25 years (Subject to proration).
- Longevity is paid as a lump sum each December for the previous year, calculated starting from the first pay period in December, with the exception of employees previously authorized to receive payments bi-weekly.

Part-time employees will no longer be eligible for longevity effective November 18, 2016.

## **Statutory Longevity Pay – Commissioned Officers**

Commissioned officers in the Sheriff's Office are eligible to accrue statutory longevity pay (Texas Code – 152.074), at the rate of \$5 per month for each year of service (up to a maximum of 25 years) after the first year anniversary of their certification as a peace officer.

Longevity for Commissioned Officers is paid bi-weekly.

## **Tenure Pay Scale Compensation Policies**

Positions will be included on the Tenure Pay Scale as determined appropriate by the Human Resources Department and the Elected/Appointed Official. Approval by Commissioners Court is required. All policies below are contingent on available budget **or available position budget, depending on the time of year**. Years of service are based on continuous service (with no break of more than 90 days as a regular employee in an approved tenure pay scale position in the Sheriff's office, the offices of the County Attorney or District Attorney, or in any Constable's office. Employees transferring between these departments may receive credit for their current step based on available budget and the approval of the hiring department and/or Commissioners.



# Compensation

## Tenure Salary/Position Changes

Type	Policy	Pay + Pay -	Approval Process	Additional Documentation
<b>Annual Step/Tenure Progression</b>	<p>Employees in tenure positions move from one step to the next on the first day of the first full pay period in October of each year, subject to funding by the Commissioners Court</p> <p>Employees with less than six (6) months of service as of the first full pay period in October, will advance to the next step, <b>after 6 months of service at Williamson County, and</b> following the first full pay period after Commissioner Court approval.</p> <p>Step/tenure progression ends at the top step of each position rank</p>	See Tenured Pay Chart	Oracle workflow required	May be required
<b>Promotion (with exception of Corrections to Law Enforcement)</b>	When an employee is promoted to a higher ranking position, the tenured grade is based on years of service	See Tenured Pay Chart	Oracle workflow required	May be required
<b>Promotion (Corrections to Law Enforcement)</b>	Will begin at the first step of the tenured grade and remain at that step for a period of one calendar year. Will be placed at the pay increment corresponding to their time of continuous service (with no break of more than 90 days) in both corrections and law enforcement as a peace officer	See Tenured Pay Chart	Oracle workflow required	May be required
<b>Demotion</b>	When a current employee demoted to a lower ranking position, the tenured grade is based on years of service	See Tenured Pay Chart	Oracle workflow required	May be required

# Tenure Salary/ Position Changes

Type	Policy	Pay+ Pay -	Approval Process	Additional Documents
<b>Certification Pay</b>	<p>Certification pay will be paid to non-elected commissioned peace officers and eligible corrections officer (County Jail) who hold a full-time active duty position in a law enforcement or corrections capacity with the County. Payment for an entire fiscal year beginning on October 1st will be based on the level of certification held as of September 15th of the preceding fiscal year. For new hires, certification pay will be paid based on certification level at the date of hire. This pay must be added into the regular rate of pay when calculating overtime. Certification pay does not transfer with an individual employee who leaves a corrections officer position to accept a law enforcement position nor does it transfer with an individual employee who leaves a law enforcement position to accept a corrections officer position except when the corrections officer position is that of a Bailiff.</p>	<ul style="list-style-type: none"> <li>• Law enforcement officers--\$60 per month for Advanced Certification; \$90 per month for Masters Certification. This pay must be added into the regular rate of pay when calculating overtime</li> <li>• Corrections officers--\$60 per month for Advanced Certification; \$90 per month for Masters Certification. This pay must be added into the regular rate of pay when calculating overtime</li> <li>• Certification pay may move with the employee to accommodate promotions/ position changes within the department.</li> </ul>	Oracle workflow required	Must submit a TCOLE document to the Human Resources Department. Funding must be available.
<b>Filling a Vacancy</b>	<p>All personnel newly hired from outside Williamson County for positions subject to tenure chart at the first pay increment for the position for which they are hired, unless they qualify for a prior service credit</p>	Credits for Prior Service may apply- See Prior Service Credit	Oracle workflow required	Must submit a TCOLE document to the Human Resources Department. Funding must be available.
<b>Prior Service Credit</b>	<p>Qualified law enforcement applicants and current officers can receive prior service credit</p>	<ul style="list-style-type: none"> <li>• Maximum amount is current funding on vacant position</li> <li>• Prior service credit is only granted at original date of hire or when an existing employee receives a promotion.</li> </ul>	TCOLE service verification must be submitted	TCOLE Service Verification required
<b>Transfer from Law Enforcement To Corrections</b>	<p>Law enforcement officers who transfer from the law enforcement division to the corrections division will be placed at the pay increment corresponding to their time of continuous of tenured service (with no break of more than 90 days in both corrections and law enforcement with Williamson County, if the proper Corrections certification is obtained.)</p>			



# Employee Responsibilities

## Personal Conduct

Type	Policy	
Tobacco Free Workplace	Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to an including termination of employment.	
Drug and Alcohol Testing Policy	Williamson County is committed to a safe workplace. In compliance with Federal and State laws pre-employment, random and post-accident (or near accident) drug and/or alcohol testing may be required for potential or current employees in positions that are mandated by law. Additionally, drug and/or alcohol testing may be required for positions identified as safety sensitive or for reasonable suspicion. Reasonable suspicion includes the report of observation of drug/alcohol use or the suspicion of such, determined by the employee’s supervisor. The supervisor must then consult with the Human Resources Department.	
	Refusal	Refusal to submit to a drug test may result in immediate termination of employment
	Positive Results	
	Employees with a positive test result may be subject to immediate termination, if determined appropriate based on factors related to the matter (i.e. safety concerns, job performance, etc.)	
	Pre-Employment	An applicant with a confirmed positive drug/alcohol test will not be hired and cannot be considered for employment for a period of one year after the confirmed positive result.
	Random	<u>First Offense</u> - An employee with a confirmed random positive drug/alcohol test will be required to attend drug/alcohol counseling/treatment at their own expense and provide documentation of completion. Failure to attend and complete counseling/treatment will result in immediate termination of employment. Once documentation is provided a determination of continued employment will be made by the Department and Human Resources. <u>Subsequent Offenses</u> – Any employee with a confirmed random positive drug/alcohol test will be subject to random testing on a frequent basis if re-instated after initial completion of treatment. Further positive test results will result in immediate termination. <u>Post-Accident/Near Accident</u> - Any employee with a confirmed post-accident drug/alcohol test will be terminated immediately.
	Reasonable Suspicion	<u>First Offense</u> - An employee with a confirmed reasonable suspicion positive drug/alcohol test will be required to attend drug/alcohol counseling/treatment at their own expense and provide documentation of completion. Failure to attend and complete counseling/treatment will result in immediate termination of employment. Once documentation in provided a determination of continued employment will be made by the Department and Human Resources. <u>Subsequent Offenses</u> – Any employee with a confirmed reasonable suspicion positive drug/alcohol test will be subject to random testing on a frequent basis if re-instated after initial completion of treatment. Further positive test results will result in immediate termination. If an employee feels that they may have a drug or alcohol problem, they may contact Human Resources or the Employee Assistance Program for information on available resources.

# Employee Responsibilities

## Personal Conduct

Type	Policy
Sexual Harassment	<p>Sexual harassment is prohibited and is an unlawful employment practice in violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:</p> <ul style="list-style-type: none"> <li>*Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment</li> <li>*Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work environment</li> <li>*Off duty actions may constitute sexual harassment</li> </ul> <p><u>Examples of sexual harassment:</u></p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances, propositions, sexual comments or suggestive or lewd remarks</li> <li>• Physical assaults or other physical conduct of a sexual nature, including unwanted hugs or touches</li> <li>• Sexual displays or publications anywhere in the workplace, including derogatory or pornographic posters, pictures or drawings</li> </ul> <p><u>Other prohibited harassment:</u></p> <ul style="list-style-type: none"> <li>• Any unwelcome verbal or physical conduct that belittles, shows hostility, or ridicules an individual because of race, color, gender, religion, national origin, disability, age or sexual orientation when such conduct is so severe or pervasive that it unreasonably interferes with an individual's work performance and creates an intimidating, hostile or offensive work environment</li> </ul> <p><i>Each official, department head, supervisor, and employee has the responsibility to maintain a work environment free of such harassment and to report or file a complaint as soon as possible. Officials and employees involved in a sexual harassment situation are required to cooperate in any investigation that occurs</i></p> <p>Employees who believe they have been sexually harassed should report their complaint immediately. Verbally inform one of these individuals:</p> <ul style="list-style-type: none"> <li>o Their Supervisor</li> <li>o The next level of management above their Supervisor</li> <li>o The Human Resources Department</li> </ul> <p><u>Reporting:</u> All complaints received by any elected official, department head, or supervisor must be immediately reported to Human Resources. Violations may result in disciplinary action up to and including termination of employment. All complaints will be investigated.</p> <p><u>Disciplinary Measures</u> Where an investigation reveals that allegations of unwelcome harassment are true, appropriate remedial action, including discipline, will be taken. All disciplinary measures will be implemented promptly and shall be commensurate with the person's conduct. The remedies vary depending on the entire facts and circumstances found by the investigation.</p>
Arrest/Criminal Conviction	<p>Employees are required to report arrests, convictions and changes in the status of any criminal proceedings immediately to their supervisor and department head or elected official. Failure to notify the appropriate authority may result in immediate termination.</p>

# Employee Responsibilities

## Personal Conduct

Type	Policy
<b>Political Activity</b>	<p>Employees are encouraged to vote and to exercise other responsibilities of citizenship consistent with state and federal law and these policies. Employees are not required to contribute to any political fund or render any political service to any person or party. Employees will not be dismissed, suspended, demoted, or otherwise prejudiced for refusing to do so. Employees may <u>not</u>:</p> <ul style="list-style-type: none"> <li>• Use official authority or influence to interfere with, or affect the result of an election or nomination for office</li> <li>• Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer (or employee) to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose</li> </ul> <p>County employees, except elected officials, may not participate in political activities while on County duty. Employees are expected to remove County uniforms and identification, including rank and/or title, before participating in a political activity. In addition, no County-owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan political activity. This section does not apply to the use of the Courthouse, Courthouse grounds or County buildings when used for the purpose of political announcements approved by Commissioners Court.</p>
<b>Solicitation</b>	<p>Persons not employed by Williamson County may not solicit or distribute literature in the workplace at any time for any purpose. Williamson County recognizes that employees may have interests in events and organizations outside the workplace; however, may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch breaks, or any other periods in which employees are not on duty.) In addition, the posting of written solicitations is limited to County bulletin boards. An employee should check with the department head or elected official for approval. Solicitations using electronic systems, including County email, are prohibited and subject to the Electronic Systems Use Policy located in the <a href="#">Policy Center</a></p>
<b>Retaliation</b>	<p>If an employee reports a violation of the law to an appropriate law enforcement authority, they cannot be suspended, terminated, or otherwise discriminated against by the County or an Elected Official. This policy prohibits retaliation against public employees who report official wrongdoing including sexual harassment.</p>
<b>Attendance</b>	<p>Employees are expected to be at work, on time and to complete their scheduled shifts. Employees that miss three consecutive shifts without notification will be separated from employment and considered to have resigned without notice</p>
<b>Gifts/Gratuities</b>	<p>The Texas Penal Code Section 1.07(a)(41) and Texas Penal Code 36 includes specific definitions, details regarding gifts, gratuities and bribery for public servants. A Public servant means a person elected, selected, appointed, employed, or otherwise designated as one of the following: (even if they have not yet qualified for office or assumed duties)</p> <ul style="list-style-type: none"> <li>• An officer, employee, or agent of government</li> <li>• A juror or grand juror</li> <li>• An arbitrator, referee, or other person who is authorized by law or private written agreement to hear or determine a cause or controversy</li> <li>• An attorney at law or notary public when participating in the performance of a government function</li> <li>• A candidate for nomination or election to public office</li> <li>• A person who is performing a governmental function under a claim of right, although they are not legally qualified to do so</li> </ul> <p>It is the responsibility of the employee, officer or agent of the government to read and understand all aspects of the Texas Penal Code Section 1.07 and Texas Penal Code 36 that relate to gifts, bribery and acceptance of honorarium</p>
<b>Outside Employment</b>	<p>Outside employment is acceptable, as long as it is outside the hours they are scheduled to work for the County. Also as long as such employment does not violate state laws concerning abuse of office or employment, interfere with normal duties, and does not constitute a breach of ethics or conflict of interest.</p>

# Employee Responsibilities

## **Discipline**

Discipline may include both corrective action and more conclusive measures, including termination. The appropriate level of discipline will be determined based on the facts of the disciplinary violations. Below are some examples of violations of workplace conduct:

- Insubordination
- Violence in the work place
- Harassment
- Conduct unbecoming of a County employee
- Poor attendance
- Discrimination
- Abuse of sick leave
- Theft
- Retaliation
- Conviction of a crime
- Poor job performance

*This list is not all inclusive*

## **Grievance Policy and Procedure**

### Summary

For employees in offices of Elected Officials, the grievance process defined by the Elected Official should be followed. Elected Officials are the final appeal level for their respective departments.

This guidance does not alter the employment-at-will relationship in any way. Final decisions on grievances will not be precedent setting or binding on future grievances, unless they are officially stated as County policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

### Procedures for Employees in Non-Elected Office Departments

Employees may file a grievance at any time and cannot be retaliated against for the filing of the grievance. Employees are encouraged to discuss any issues with their supervisors/managers prior to filing a grievance

For procedures to follow in the event of a grievance by an elected official, see:

- Chapter 152, Sec. 152.014 Local Government Code

### Informal Grievances

An informal grievance is presented verbally. The first step in the informal grievance procedure:

- Attempt to resolve the grievance by an informal conference with the Supervisor
- However, if the official or department head is the wrongdoer in instances of harassment, retaliation, or potential whistleblower activity the employee should immediately contact the Human Resource department
- If the informal conference does not result in a satisfactory resolution of the problem, the formal grievance steps should be followed





# Employee Responsibilities

## Grievance Policy and Procedure

### Formal Grievances

The steps for a formal grievance are as follows:

- 1) Must be in writing, signed and presented to the supervisor of the employee submitting the grievance, within ten business days after the alleged issue occurred. A statement of the specific corrective action that requested must be included in the written grievance.
  - In the event that it would be inappropriate to address the grievance with said supervisor, such as when the supervisor is the wrongdoer, the employee should go to the department head or elected official
  - If the department head or elected official is the wrongdoer in instances of harassment, retaliation, or potential whistle blower activity, the employee should contact Human Resources
- 2) After being presented with a written and signed grievance, the supervisor will:
  - Meet with the employees involved and other people necessary to gather the facts
  - Immediately notify the Department Head and the Human Resource Department
  - Attempt to resolve the grievance with the employee
  - Communicate the decision in writing within ten business days after the receipt of the grievance
  - Send a copy of the proposed resolution to the elected official/department head and the Human Resources Department
- 3) If the employee filing the grievance does not receive a written resolution from the supervisor within ten business days, from the date the grievance was filed or is not satisfied with the proposed resolution, then:
  - They must file a written appeal, within ten business days, with the department head along with a copy to the Human Resource Department.
- 4) The Department Head will review the facts and the file, and may investigate the charges personally or through a designee.
  - The person(s) conducting the investigation may meet with the parties involved.
  - The Department Head/ Elected official will respond in writing to the employee within ten business days of the date the appeal was received.
- 5) If the Department Head is appointed by the Commissioners Court, Juvenile Probation Board, or District Judges, and the employee who submitted the grievance does not receive a written resolution from the Department Head within ten business days of the date the grievance was appealed, (or if unsatisfied with the appointed Department Heads proposed resolution)
  - A written appeal must be filed within ten business days, with the appropriate appointing authority (i.e., Commissioners Court, Juvenile Probation Board, or District Judges) through the Human Resource Department.
- 6) The appropriate appointing authority will then review the facts and the file and conduct an investigation, if deemed appropriate, before deciding. The appropriate appointing authority's decision is final. Longer intervals to facilitate investigation or fact-finding on behalf of the County may be appropriate depending upon the grievance and may increase the 10 day response time, accordingly.

## Social Media

While Williamson County encourages employees to enjoy and make good use of your off-duty time, certain activities may become a problem if they affect their work. An employee's online presence can reflect on Williamson County. The lines between public and private, personal and professional information are blurred in this context. Be aware that comments, posts, or actions captured via digital or film images can affect the image of Williamson County. If an employee is posting to personal networking sites and speaking about job-related content or about the County, the employee should identify him/herself and use a disclaimer to make it clear that the views are not reflective of the views of County. Subject to the restrictions below, generally, employees may use personal social media any way they choose. With these goals in mind, employees must follow these rules in their use of social media, both on and off duty:

- Employees are prohibited from publishing any personal information about themselves, another employee of Williamson County, applicants, or an associate of Williamson County in any public medium (print, broadcast, digital, or online) in any format (written, video or image) that:
  - Has the potential or effect of involving themselves, co-workers, or Williamson County in any kind of dispute or conflict with other employees or third parties.
  - Interferes with the work of any employee.
  - May create a harassing, demeaning, or hostile working environment for any employee.
  - Disrupts the smooth and orderly flow of work within the office, or the delivery of services to Williamson County's taxpayers or customers.
  - Harms the reputation of Williamson County among its taxpayers or in the community at large.
  - States falsities or is defamatory of others and the County.
  - Reveals information that should be treated as confidential (by law) and/or information regarding the personal or private conduct, health information, and affairs of that person and interaction with other people that is unrelated to the person's job performance or official duties for Williamson County is personal information.
- Workplace personal conduct standards, including but not limited to equal opportunity, anti-harassment and anti-discrimination, apply at all times. This prohibits posts containing obscene or sexually explicit language, images, acts and statements. Other forms of postings that ridicule, malign, disparage or otherwise express bias against any race, religion, disability, ethnic origin, sexual orientation or any other protected class of individuals are also prohibited.
- Employees may not use County equipment or facilities for non-work-related activities or business including social media. Personal social media activities should not be conducted while working or on the clock.
- Conducting oneself in such a way that his/her actions and relationships with others could become the object of gossip in the office, or causing unfavorable publicity for Williamson County in the community, is prohibited.
- If an employee creates a personal blog, they must provide a clear disclaimer that the views expressed in the blog are theirs alone, and do not represent the views of Williamson County. All information published on any blog(s) or other posting(s) should comply with Williamson County confidentiality and disclosure policies. This also applies to comments posted on other social networking sites, blogs and forums
- The Commissioners' Court strongly recommends all County Department's/ Offices abide by the Social Media Policy above.
- **Any violations of this policy are subject to disciplinary action, up to and including termination.**



# **DOT Regulated Drug & Alcohol Testing**

## **Introduction**

This policy outlines the responsibilities of employees, supervisors and managers with regard to drug and alcohol testing of employees in safety-sensitive positions in accordance with U.S. Department of Transportation regulations, issued under the Omnibus Transportation Employee Testing Act of 1991.

## **Policy Statement**

It is the policy of the County to comply fully with the regulations mandating pre-use, random, reasonable suspicion and post-accident drug and alcohol testing in accordance with regulations issued by the U.S. Department of Transportation. This policy applies to employees whose job requires them to obtain and retain a Commercial Drivers License (CDL) and operate a Commercial Motor Vehicle (CMV) and/or perform safety-sensitive functions.

### **Designated Employee Representative:**

Human Resource Generalist II

Servicing the Departments of Infrastructure, Unified Road Systems and Fleet Services.

512-943-1533, [humanresources@wilco.org](mailto:humanresources@wilco.org)

## **Definitions**

**Performing a Safety-Sensitive Function:** Any period in which the employee is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.

**Safety-Sensitive Function:** Any of the seven on-duty functions set forth in 395.2, On-duty time, listed below:

All time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatch, unless the driver has been relieved from duty by the employer.

- All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle.
- All time on County property, public property, or other property waiting to be dispatched to drive.
- All time, other than driving time, spent on or in a commercial motor vehicle.
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time spent performing the driver requirements associated with an accident.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

## **DOT Regulated Drug & Alcohol Testing**

### **Prohibited Conduct**

#### **Alcohol Concentration**

No employee shall report for duty or remain on duty requiring the performance of a safety-sensitive functions while having an alcohol concentration of 0.02 or greater, or perform or continue to perform safety-sensitive functions.

#### **On-Duty Use**

No employee shall use alcohol while performing safety-sensitive functions.

#### **Pre-Duty Use**

No employee shall perform safety-sensitive functions within four hours after using alcohol.

#### **Use following an accident**

No employee required to take a post accident alcohol test, shall use alcohol for eight hours following the accident, or until the employee undergoes a post-accident alcohol test, whichever occurs first.

#### **Refusal to Submit a Required Alcohol or Controlled Substance Test**

No applicant shall refuse to submit to a pre-employment controlled substance test required under 382.301. No employee shall refuse to submit to a post accident alcohol or controlled substance test required under 382.303, a random alcohol or controlled substances test under 382.305, a reasonable suspicion alcohol or controlled substance test required under 382.307, a return-to-duty alcohol or controlled substances test required under 382.309, or a follow-up alcohol or controlled substance test required under 382.311. No employee shall perform or continue to perform safety-sensitive functions, who refuses to submit to such tests.

#### **Controlled Substance Use**

No employee shall report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drugs or substances identified in 21 CFR 1308.11 Schedule I.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-schedule I drug or substance that is identified in the other schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in 382.107, who is familiar with the employees medical history and has advised the driver that the substance will not adversely affect the employees ability to safely operate a commercial motor vehicle. Employees that perform safety-sensitive functions are required to inform Human Resources of any therapeutic drug use.

#### **Controlled Substance Testing**

No employee shall report for duty, remain on duty or perform a safety-sensitive function, if the employee tests positive or has adulterated or substituted a test specimen for controlled substances.

Employee violations of prohibited conduct are not authorized by Williamson County to operate a commercial motor vehicle or perform any safety-sensitive functions.





## **DOT Regulated Drug & Alcohol Testing**

### **Circumstances for Testing**

**Types of Tests:** To the extent practicable, all tests will be conducted during employees' normally scheduled work hours. All testing required by this policy will be conducted in accordance with the Omnibus Transportation Employee Testing Act of 1991 and drug testing guidelines and regulations issued by the Department of Transportation. The following tests are required:

- **Pre-employment:** All applicants for employment in CDL positions or that perform safety-sensitive functions, candidates for transfer or promotion to such positions are subject to screening for improper use of alcohol or controlled substances.
- **Post-Accident.** Conducted following an occurrence involving a County owned commercial motor vehicle, while performing a safety-sensitive function, whose performance could have contributed to the accident, as determined by a citation for a moving traffic violation, or resulted in bodily injury to any person, or disables one or more motor vehicles as a result of the accident, and for all fatal accidents even if the driver is not cited for a moving traffic violation. Employee must remain available for such testing or will be deemed a refusal.
  - Alcohol tests should be conducted within 2 hours, but in no case more than 8 hours, after the accident.
  - CDL employees must refrain from all alcohol use until the test is complete.
  - Post-accident drug tests must be conducted within 32 hours.
  - Employee is placed on paid administrative leave until the results are confirmed.
- **Reasonable Suspicion.** Conducted when a trained supervisor or manager observes behavior or appearance that is characteristic of alcohol or illicit drug misuse.
  - If a CDL employee's behavior or appearance suggests alcohol or drug misuse, a reasonable suspicion test must be conducted.
  - If a test cannot be administered, the employee must be removed from performing safety-sensitive duties for at least 24 hours.
  - Testing for alcohol abuse must be based upon suspicion which arises just before, during or just after the time when the employee is performing safety-sensitive duties.
  - Testing for substance abuse may occur at any time upon suspicion.
  - Reasonable suspicion testing may only be conducted after consultation with the Senior Director of Human Resources and/or DER.
- **Random:** Conducted on a random, unannounced basis just before, during or after performance of safety-sensitive functions for alcohol or at any time for drugs.
  - Each year, the number of random alcohol tests conducted by the County must equal at least 25% of all the safety-sensitive CDL employees.
  - Random drug tests conducted by the County must equal at least 50% of all employees that require a CDL or perform safety-sensitive functions.
- **Return to Duty:** Conducted when an individual who has violated the prohibited alcohol or drug standards returns to performing safety-sensitive duties after successful completion of SAP program.
  - Follow-up tests are unannounced and at least six (6) tests must be conducted in the first twelve (12) months after a driver returns to duty, unless more are required by the substance abuse professional.
  - Follow-up testing may be extended for up to sixty (60) months following the return to duty.



# **DOT Regulated Drug & Alcohol Testing**

## **Testing Procedures**

- **Alcohol:** DOT rules require breath testing using evidential breath testing (EBT) devices.
  - Two breath tests are required to determine if a person has a prohibited alcohol concentration.
  - A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test. Therefore, any result with a 0.02 alcohol concentration or greater is considered a "positive" test. If the alcohol concentration is 0.02 or greater, a second, confirmation test must be conducted.
- **Drugs:** Drug testing is conducted by analyzing a employee's urine specimen, and must be conducted through a U.S. Department of Health and Human Services certified facility, which may conduct onsite collections.
  - Specimen collection procedures and chain of custody requirements ensure that the specimen's security, proper identification and integrity are not compromised.

### **DOT rules require a split specimen procedure.**

- Each urine specimen is subdivided into two bottles labeled as primary and split.
- Both bottles are sent to the laboratory.
- Only the primary specimen is opened and used for the urinalysis.
- The split specimen remains sealed at the laboratory.
- If the analysis of the primary specimen confirms the presence of illegal controlled substances, the employee has 72 hours to request that the split specimen be sent to another DHHS certified laboratory for analysis.

### **All urine specimens are currently analyzed for the following drugs:**

#### **Testing is conducted using a two-stage process.**

- First, a screening test is performed.
- If the test is positive for one or more of the drugs, a confirmation test is performed for each identified drug.
- Sophisticated testing requirements ensure that over-the-counter medications or preparations are not reported as positive results.

All drug tests are reviewed and interpreted by a physician designated as a Medical Review Officer (MRO) before they are reported to the County.

- If the laboratory reports a positive result to the MRO, the MRO will contact the driver and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen.
- For all the drugs listed above, except PCP, there are some limited, legitimate medical uses that may explain a positive test result. The MRO will take into consideration when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- If the MRO determines that the drug use is legitimate, the test will be reported to the Designated Employer Representative and the Senior Director of Human Resources as a negative result.
- Failure to cooperate with MRO requests will be considered a positive result.



## **DOT Regulated Drug & Alcohol Testing**

### **Refusal to Submit to an Alcohol or Drug Test and the Consequences**

Refusal to submit to an alcohol or controlled substances test means that a CDL employee:

- Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this policy.
- Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this policy.
- Refuses to wash his or her hands after being directed to do so during collection of a urine sample.
- Admits to the collector of a urine sample that he or she has adulterated or substituted their specimen.
- An observed collection of a urine sample, fails to follow the observer's instructions to raise his or her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if he or she has any type of prosthetic or other device that could be used to interfere with the collection process.
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- Behaves in a confrontational way that disrupts the collection process or otherwise engages in conduct that clearly obstructs the testing process.

CDL employees who refuse to submit to an alcohol or drug test are not allowed to perform safety-sensitive functions. Pursuant to the County's authority, CDL employees who refuse to submit to a test will be subject to discipline, up to and including discharge.

### **Consequences of Alcohol/Drug Misuse**

Employees who perform safety-sensitive function that violate any of the prohibited conduct under the DOT Regulated Drug & Alcohol Testing policy will be immediately removed from performing such duties.

- Disciplinary action, up to and including termination, may be imposed upon an employee who performs safety-sensitive functions that engages in prohibited alcohol or drug conduct.
  - A positive post-accident alcohol or drug test will result in termination.
  - A positive test of 0.02 or greater, but less than 0.04 will be placed on unpaid administrative leave for a minimum of 24 hours.
- The first time a safety-sensitive employee tests positive for alcohol use greater than 0.04 or drug use, and is not terminated, they must be evaluated by an DOT approved substance abuse professional (SAP), and comply with any treatment recommendations to assist the employee with their alcohol or drug problem, at the employees expense, prior to returning to a safety-sensitive function.
  - If this employee has agreed to participate in the SAP program and Return-to-Duty testing, he/she will be placed on unpaid administrative leave, unless FMLA qualifications are met, until the SAP program has been deemed successfully completed by the substance abuse professional.
  - If this employee tests positive for alcohol greater than 0.02 or drug use, a second time during the return to duty testing or after successful completion of the SAP/Return to Duty program, will be terminated.



## **DOT Regulated Drug & Alcohol Testing**

### **Information/Training**

- All employees have access to Williamson County's EAP where they may receive assistance for alcohol or drug misuse.
- All personnel responsible for supervising and managing CDL employees must attend at least two hours of training on alcohol and drug misuse symptoms and indicators used in making determinations for reasonable suspicion testing.
  - Supervisors and managers will be instructed on the detection of abuse problems and the enforcement of the testing policy.
- Educational information will be made available on Wilco 365 which will focus on the potentially dangerous effects of drug and alcohol use and abuse, the effects on job performance measured in loss of productivity, and the potential safety hazards presented to the individual employee, other employees and the public.

U.S. DEPARTMENT OF TRANSPORTATION  
UNITED STATES OF AMERICA

For additional policy information contact the Human Resources Department or visit the [policy center](#)  
100 Wilco Way Suite HR101  
Georgetown, TX 78626  
512-943-1533

