

**Williamson County Human Resources
Proposed FY2024 Policy Manual Updates**

Page	Description of Proposed Update
7	Addition of PowerDMS as an official communication tool
8	Minor verbiage update for clarification on adjustment of earned accruals (not accrual usage)
9	Update to bereavement leave, offering up to two additional leave days for immediate family, requiring request to and approval by Human Resources
9	Deletion of Non-Exempt status designation for PSA leave hours and corresponding footer update
9	Minor verbiage cleanup in Civil and Essential Personnel leave sections
9	Grandfathered banked holiday leave hours earned before 10/1/2014 will no longer be paid out at termination of employment after 10/1/2024.
10	Minor verbiage update for clarification regarding requests for reasonable quarantine reimbursement
14	Request and preapproval by HR and Audit required for any paid admin leave related to grant-funded positions (for grant compliance purposes)
23	Update to compensation philosophy to align with strategic planning (employer of choice)
23	Update regarding salary study initial presentation
23	Salary study updates: frequency every three (3) years, external studies & clarification regarding change in senior leadership
23	Process update: Job Analysis Tool requirement for conversions/reclasses only; minor updates may be made to existing job descriptions
23	Process update: department will submit court agenda item to address Commissioners Court
24	Update job title from Corrections Officer to Corrections Deputy
24	Pay grade decrease clarification regarding vacated PCN and backfill hire within compensation policy
28	Addition of Certification Pay policy for FT Telecommunicators (Communications department)
30	Clarification on Peace Officer Longevity and addition of details on Prosecutor Longevity
31	Tenure Pay Scale Compensation Policy section moved from page 30 to page 31
32	Certification Pay OT rate details duplicated in columns 2 & 3, removed from column 2.
32	Update to certification levels and pay increments for Law Enforcement & Corrections
36	Update of bulleted infractions related to disciplinary action
37	Social Media page moved to precede the Grievance Policy pages