

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

Page	Description of Proposed Update
6	Addition of USERRA Leave as exception to rule regarding leave time on last day of employment
7	Technology terminology update for clarification (document management system)
8 & 9	Floating Holiday, Holiday & Bereavement: update EMS accrual to accommodate 24-hour shifts
10	PQL: addition of "eligible" for clarification
11	Basic FMLA: Legal review and update
12 & 13	Replacement of FMLA Military Exigency section with update provided by legal counsel
14 & 15	Replacement of FMLA Military Caregiver section with update provided by legal counsel
16	Admin Leave: Updates for clarification and to align with practice; row moved for logical grouping
21	Expenditure: Car Rental - allowance when a safety concern at location exists
22	Expenditure: Lodging - update regarding group room rates and allowable rate when group room rate is not available; food/beverage charges not allowed on hotel folio.
23	Expenditure: Off-Site Staff Development - update for clarification regarding limit of allowable training sessions for department or any sub-section thereof
25-26	Expenditure: Uniforms - replaced with updated policy version provided by budget department
26	Expenditure: Other Expenses - Addition of bottled water during hot weather / limited access
26	Expenditure: Other Expenses - P-Card processing fees limited to \$20 per invoice
38-40	Addition of Non-Discrimination and Anti-Harassment section
41	Update of Tobacco-Free Workplace policy
42 & 43	Deletion of Sexual Harassment and Retaliation table rows now covered in pages 38-40
48	DOT: Correction of Designated Employer Representative terminology