

Williamson County Human Resources
Proposed FY2024 Policy Manual Updates

Page	Description of Proposed Update
3	Overtime: addition of verbiage regarding consequence for abuse of unapproved overtime.
3	Overtime: update for clarification of leave accrual adjustment.
6	Separation of Employment: update of two-week written notice from required to encouraged.
8 - 11	Leave Chart: minor verbiage update regarding leave accruals in recurring header.
8	Sick Leave: addition of mental health appointments as authorized use of sick accruals for clarification.
8	Holiday Leave: addition to clarify that holiday hours may not be applied before the date earned.
8	Holiday Leave: addition to contact HR for information on application of holiday hours within FMLA.
9	Banked Holiday Leave row moved below Holiday Leave row.
9	Banked Holiday/Rate of Accrual: addition of verbiage of up to 8 hours accrual per occurrence.
9	Banked Holiday/Policy: addition of verbiage regarding the banking of holiday hours.
9	Additional Bereavement Leave: addition of eligibility for sibling and employee standing in loco parentis.
9	Additional Bereavement Leave: addition of online request form submission information.
12	Basic FMLA: update certification period to 15 days to align with DOL FMLA regulation.
12	Basic FMLA: update intermittent leave timekeeping reporting requirements.
12	Basic FMLA: Addition of affidavit requirement for employees standing "in loco parentis"
18	Benefits: addition of direction to benefits portal.
23	Expenditure Guidelines/Personal Purchases: deletion of messages to prevent policy conflict with wellness reimbursement program.
25	Employee Recognition: proposed increase of maximum expenditure by years of service.
31	Compensation: Update to salary & position change effective date guidelines.
31	Merit: Guidance for leadership to contact HR for approval request regarding eligibility date.
32	Career Ladder Advancement: addition of documentation requirement at time of request submission.
32	Promotion: Additional exceptions regarding pay increases within first year following promotion.
32	Lateral Moves: updates regarding same-graded positions; moves to a vacant PCN.
37	Non-Discrimination: addition of PUMP Act.
39	Anti-harassment: Minor verbiage update for clarification regarding all types of harassment.
40-42	Change section title from Personal Conduct to Professional Conduct to align Policy Manual and stand-alone policy/ies.
40-41	Legal review and update of Tobacco, Drug, and Alcohol Policies
42	Personal Conduct/Solicitation: update of policy document title.
42	Personal Conduct: Addition of Intimate and Personal Relationships reference and link to stand-alone policy.
47	Social Media: update regarding compliance requirement.