

Williamson County Human Resources
FY2025 Midyear Policy Manual Review
Overview of Proposed Updates Effective 03/25/2025

Page	Description of Updates
1	Update to Policy Manual Disclaimer regarding scope of revisions, approval requirements, posting & acknowledgements
9	Bereavement Leave: removal of referenced to Basic FMLA for familial relationships.
10	PQL: Update legislative reference to Texas Government Code which contains more detail of requirements.
11	Paid Military Leave: update of leave accrual terminology to align with USERRA and internal practices.
12	Basic FMLA: Update of verbiage regarding application of leave accruals for clarity.
12	FMLA Entitlement: Breakout regarding FMLA Leave Tracking Accruals to include non-standard work schedules.
14	FMLA Military Caregiver: added listing of Comp Time accruals to align with policy and practice.
15	FMLA Info: Removal of redundant direction to contact HR regarding FMLA Leave questions.
16	Admin Leave With Pay: Removal of reference to suspended accruals.
16	Admin Leave/Other Information: update to accrual adjustments to align with general practice.
23	Pay discrepancies: Update of verbiage regarding corrective action that can be taken to resolve.
26	Certification Pay: Addition of eligible Fire Marshal employees.
29	Filling a Vacancy: update terminology to be inclusive of US Law Enforcement State Licenses.
30	Prior Service Credit: update terminology to be inclusive of US Law Enforcement State Licenses, interdepartmental transfers; process regarding prior service credit salary adjustment when receipt of out-of-state documentation is delayed.
32	USERRA: Update of Paid Military Leave Activation form title.
34	Drug/Alcohol Testing Positive Results: update for clarification on disciplinary action.
35	Second Chance Program: update on implementation for first offenses.
36	Outside employment: updated verbiage for clarity
40	Grievance Policy: update regarding grievance reporting for civil service employees within the Sheriff's Office.