

Williamson County Human Resources
FY2026 Employee Policy Manual Review
Overview of Proposed Updates For 10/01/2025 Effective Date

Page	Description of Updates
4	Employment/Internal Job Postings: Update for inclusion of online internal postings.
6	Employment/Separation: Update for clarification on requirement for last date of employment.
6	Employment/Adjusted Service Dates: Addition of temp/seasonal positions for clarification of break in fulltime service.
7	Employment/Adjusted Service Dates: Removal of military leave reference, as there is no break in employment/service.
7	Employment/Reporting Time: For clarification, employees may not serve as dept approver of their own timecard.
9	Leave Chart/Banked Holiday: Update related to FY25 revision ending payout of banked holiday at termination.
9	Leave Chart/Civil Leave: Court summons for testimony only eligible for paid leave when related to Wilco employment.
11-12	Military Leave: Update to provide clarity on paid leave activation and employee responsibilities.
13-14	FMLA: update order of accrual usage to include application of comp time before PTO, as required by policy.
17	Admin Leave/With Pay: Removal of reference to credit, as longevity and supplemental pay continue during paid leave.
17	Admin Leave/Non-Elected: Clarification of authorization as designated by department heads.
23	Salary Study Findings: Update regarding adjustment of market comparables to reflect current market and economy.
24	Compensation/Pay Frequency: Add reference to published payroll calendar for pay dates relative to County holidays.
24	Compensation/Timeline for Changes: Update regarding performance evaluations, merit allocation, and timelines.
27	Compensation: Update regarding multiple pay-type changes within the same pay period.
27	Position Salary Surplus: Addition of definition.
29	Certification Pay: Deletion of redundant verbiage contained in following column.
29	Demotion: Update of definition for clarification.
29	Footer: 15% max annual increase update regarding inclusions/exclusions.
30	County Longevity: Update to eligibility for clarification.
31	Tenure Pay Scale: Removal of redundant verbiage that is defined within the table below.
31	Annual Step/Tenure Progression: Update for clarity on new-hire's six-month "bump" vs. ongoing annual step increases.