

Employment

Recruitment

When a position becomes vacant, the position may be posted internally or externally, as outlined in the table below. A vacant position may be filled by an applicant that has previously applied for a like position within the past 180 days. The Elected Official, Department Head or their designee will make the final selection in the recruitment process. The chart below generally defines the processes:

Job Posting Options			
Type	Description	Documentation	Process
External Job Posting	Vacant position is posted online through Human Resources.	A request to post must be sent to Human Resources.	Position will be posted through online hiring system for a minimum of five calendar days.
Internal Job Posting	Vacant position is posted internally through email or other written communication method within the hiring department only, or posted online.	<ul style="list-style-type: none"> An email or written posting may be used to notify employees of the vacancy. Online postings may be set up with screening to allow consideration of only current employees of the hiring department. 	<ul style="list-style-type: none"> Email or written postings notifying internal employees of an opportunity should provide instructions on how they must apply (i.e. via resume, email response, etc.). All posting types should remain open to accept applications, resumes, or letters of interest for a minimum of 5 calendar days.
Applicant Pool	Candidate applications submitted in response to job posting.	<ul style="list-style-type: none"> Contact Human Resources to request applications from a previous posting for a position with the same title and grade within the past 180 days. 	<ul style="list-style-type: none"> Applications will be provided through the online hiring system for the hiring manager to review. <u>Positions within the Sheriff's Office are subject to Civil Service Commission Rules. Refer to Civil Service Commission Rules for current guidelines.</u>

Candidate Selection Process

All candidates being considered should meet the minimum requirements for the position and should go through a consistent screening and interviewing process. Once a candidate is selected, the hiring manager must notify Human Resources to complete the final steps in the hiring process.

Nepotism

Nepotism is the hiring or influencing others to hire relatives without regard to merit. The County and the [Texas Government Code Chapter 573](#) outline specific rules prohibiting the appointment, confirmation of appointment, or voting for the appointment (or confirmation of appointment) of a relative. Refer to the Texas Government Code Chapter 573 (Relationships by Consanguinity or by Affinity) for additional clarification. The Commissioners Court will not affirm any employee who is related to another employee within their chain of command or reporting structure.

Changes in relationships which may violate this policy must be immediately reported to Human Resources.

Work Environment

Communications to Employees

All employees are assigned a County email address. County email is the official communication tool for employee communications. All employees are responsible for accessing and reviewing their County email on a regular basis. In circumstances when an employee is on leave, the employee shall provide the County with a County-approved alternate communication method.

PowerDMS, a document management system, will be utilized to disseminate County policy documents and informational memos. Employees will be responsible for the review and electronic receipt acknowledgement of County communications in PowerDMS.

Breaks

Supervisors may schedule breaks to accommodate operating requirements. County offices are encouraged to stay open during the noon hour to better serve the public. Supervisors will inform employees of breaks, if any, and the break schedule. The Fair Labor Standards Act (FLSA) does not require employers to provide breaks or meal periods to employees.

- Breaks of less than 20 minutes will not require the employee to clock out and will be considered compensable time while on County property.
- Breaks of more than 20 minutes (i.e. errands) or offsite will require non-exempt employees to clock out and not perform any work during that time.
- Lunch breaks will be for a period of not less than 30 minutes, during which non-exempt employees clock out and may not perform any work.

Lactation breaks

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed with the same rules for breaks. During lactation breaks in which non-exempt employees clock out, they may not perform any work. Williamson County has designated certain rooms for this purpose. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Reporting Time Worked and Leave Time

Timesheets must be approved and signed off, by the employee and department designee, on the day indicated on the payroll calendar by the time indicated by the Auditor Payroll Department. Employee timesheets must be balanced to their regularly scheduled hours for the work week.

- Nonexempt: Employees must report all hours worked and leave time taken in the timekeeping system.
- Exempt: Employees do not enter the hours worked, but must record leave time such as sick or vacation in the timekeeping system. Holiday time is preloaded for all exempt employees. Payroll must be contacted to adjust holiday time if an exempt employee works on the holiday.

Time records are a governmental record and according to Texas Penal Code Section 37.10 you are tampering with a government record if you knowingly submit your time record inaccurately.

Leave Chart

Use of leave accruals must be approved by the Elected Official or Department Head

**Employees are encouraged to take leave throughout the year,
as business needs can change and leave approval is not guaranteed.*

Type	Rate of Accrual	Max Accrual	Policy
COMPENSATORY LEAVE	Refer to <u>02.05</u> Overtime Policies for accrual.	240 hours	<ul style="list-style-type: none"> • Must be used before vacation time.
ESSENTIAL PERSONNEL LEAVE	As determined by order of the County Judge	N/A	<ul style="list-style-type: none"> • Essential Personnel Leave is granted when exempt employees must work outside their regular schedule during an office closure that has been declared by the County Judge. • FEMA reimbursement may be possible. • Essential Personnel leave must be used before the end of the current fiscal year.
PAID QUARANTINE LEAVE	Used by eligible employees who are ordered by their supervisor or the Local Health Authority to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty.	N/A	<ul style="list-style-type: none"> • As defined by Texas Government Code 180.009, eligible County employees include peace officers, corrections officers, paramedics, and emergency medical technicians employed by, appointed by, or elected for a political subdivision. • Covers all employee benefits, including compensation for all regularly-scheduled shift hours, leave accruals, retirement benefits, and health plan benefits for the duration of the leave. • Quarantine reimbursement requests may also be submitted for reasonable related costs. • Contact HR for more information.
WORKERS COMPENSATION LEAVE	Used by employees who must miss work due to an on-the-job injury. Contact Risk Management for more information	N/A	<ul style="list-style-type: none"> • Any on-the-job injury must be reported immediately. Failure to report within 30 days of the injury may result in a denial of benefits including leave (Texas labor code Sec.409.001). • Workers' Compensation is administered by Risk Management. In cases requiring FMLA, leave time will be administered in the County timekeeping system by Human Resources. • Medical expense coverage is dependent upon compliance with the contracted workers' compensation network of providers and facilities. A signed network acknowledgement is required at time of hire. • FMLA can run concurrently with lost time under workers' compensation and may provide for medical insurance continuation if you are receiving workers' compensation income benefits. • Contact Risk Management for further details related to Workers' Compensation.

Wilco PTO leave time is applied in the following order:

1) Compensatory time 2) Vacation leave

All leave accruals are based on time actually worked by the employee. Leave accrues at the end of the pay period and will be adjusted or removed if the employee has any unpaid leave, other than workers compensation, in the pay week.

Benefits

Benefits

Williamson County offers an excellent comprehensive benefits package to all full-time employees. Benefits are administered by the Benefits Administration team, which is a division of the Human Resources Department. Benefit plans are reviewed annually by the Benefits Committee, which has the responsibility to make final recommendations to the Commissioners Court for approval. Additional benefit information is provided in the chart below. Click to see the [Benefits Guide](#) or go to the [Benefits Portal](#) for more details.

Benefits		
<ul style="list-style-type: none"> • Full-time employees are eligible for medical, vision, dental, group term life, voluntary term life, FSA and voluntary supplemental benefits coverage on the first of the month following the completion of 30 days of employment. • The new-hire benefit enrollment period is 10 calendar days starting from <u>on</u> the date of hire. • Current employees can make changes to benefits only during open enrollment or due to a qualified life event. • If an employee is on leave under USERRA, it is the employee's responsibility to cancel benefits if they are no longer needed. 		
Type	Policy	Premium Payment
Medical, Vision, Dental	<ul style="list-style-type: none"> • Full-time employees must enroll during new-hire enrollment period, open-enrollment period, or due to a qualified life event. 	<ul style="list-style-type: none"> • Employees are responsible for the employee portion of all benefit premiums. If an employee is on leave without pay (LWOP), for any reason, unpaid premiums must be paid through payroll deductions upon return to work <u>must be timely paid directly to the Benefits department in order to retain coverage.</u> • Employees who do not return to work, after LWOP, are remain <u>are remain</u> responsible for unpaid premiums. • Failure to pay premiums will result in termination of benefits. Benefits termination will be determined based on the last payroll deduction payment received. <u>Employees must be current with all benefit premium payments by the retirement date to be eligible for retiree benefit coverage.</u> • Upon retirement, the rRetiree benefit premiums must be paid prior to the month of coverage.
Voluntary Term Life	<ul style="list-style-type: none"> • Full-time employees may purchase additional voluntary life insurance for themselves and their dependents during the above-mentioned enrollment periods. If not selected during initial new-hire enrollment, or if there is a gap in coverage, Evidence of Insurability will be required by the insurance carrier at enrollment, and coverage will be dependent upon carrier approval. 	
Short Term Long Term Disability (STD/LTD)	<ul style="list-style-type: none"> • Full-time employees may select STD/LTD during the above-mentioned enrollment periods. If not selected during initial new-hire enrollment, or if there is a gap in coverage, Evidence of Insurability will be required by the insurance carrier at enrollment, and coverage will be dependent upon carrier approval. 	
Flex Spending Account (FSA) Health & Dependent Care	<ul style="list-style-type: none"> • Full-time employees may elect FSA during the above-mentioned enrollment periods. Maximums may apply. 	<ul style="list-style-type: none"> • If an employee is on leave without pay, for any reason, the employee is responsible for payroll deductions to fund the elected benefit, deduction to which must <u>payroll deductions to fund</u> the elected benefit, <u>deduction to which must</u> be paid within the same elected tax plan year as the elected benefit. • Upon return from leave, benefit deductions will be recalculated based upon the number of the remaining pay periods within the tax year. • If contributions are unpaid, benefits may be terminated back to the last date of the pay period in which premiums are paid.
Health Spending Account (HSA)	<ul style="list-style-type: none"> • May only be elected in conjunction with enrollment in the High Deductible Health Plan. • Full-time employees may elect HSA during the above-mentioned enrollment periods. • Maximums may apply. 	<ul style="list-style-type: none"> • Contributions may be made by both the County and the employee. See the benefit guide for details.
Group Term Life	<ul style="list-style-type: none"> • Full-time employees receive group life insurance for themselves and covered spouse/children at no cost. • Dependents must be added by employee at time of enrollment. 	<ul style="list-style-type: none"> • Premiums paid by employer regardless of active employee status.
Voluntary Supplemental Benefits	<ul style="list-style-type: none"> • Full-time employees may purchase these additional offerings during the above-mentioned enrollment periods. • Evidence of Insurability may be required. Coverage is dependent upon carrier approval. 	<ul style="list-style-type: none"> • If an employee is on leave without pay, premiums must be paid directly to vendors to avoid cancellation. • Once the employee returns to work, premiums will be deducted from paycheck as previously scheduled

<p>Employee Assistance Program (EAP)</p>	<ul style="list-style-type: none"> • EAP is provided to all full-time and part-time employees and offers 24/7/365 access to short-term counseling, WorkLife services, legal and financial consultations, ID theft and fraud resolution, wellness tools, and much more. 	<ul style="list-style-type: none"> • EAP is provided at no cost to all full-time and part-time employees regardless of enrollment status in medical benefits. • EAP extends to household members. • The benefit waiting period does not apply to EAP, which is available on start date.
<p>Retirement</p>	<ul style="list-style-type: none"> • Williamson County has a very generous retirement plan which all full-time and part-time employees are required to contribute to every pay period. 	<ul style="list-style-type: none"> • See additional information on TCDRS in the Employment section. • Visit TCDRS at www.tcdrs.org

County Longevity Pay

(Excludes Sheriff's Office Commissioned Deputies – Law Enforcement and Corrections)

County longevity pay is based on an individual employee's length of service with Williamson County. Service time with other entities is not recognized.

- County longevity is paid biweekly and begins with the pay period following the completion of five years of employment.
- Full-time employees will accrue the following per pay period:
 - \$24.00 per pay period after five years of employment
 - \$48.00 per pay period after ten years of employment
 - \$72.00 per pay period after fifteen years of employment
 - \$96.00 per pay period after twenty years of employment
 - \$120.00 per pay period after twenty-five years of employment
- Part-time, temporary, and seasonal employees are not eligible for County longevity.

Statutory Peace Officer Longevity Pay

Exclusive to Sheriff's Office Commissioned Deputies – Law Enforcement and Corrections

Section 152.074, Texas Local Government Code, provides for longevity pay to eligible commissioned deputies of the Williamson County Sheriff's Office ("the Sheriff's Office"). Commissioned deputies of the Sheriff's Office accrue longevity in accordance with Section 152.074(a), Texas Local Government Code, at the rate of \$5 per month for each year of service with the Sheriff's Office (up to a maximum of 25 years). Statutory Peace Officer Longevity Pay only applies to commissioned deputies in both the law enforcement and corrections bureaus of the Sheriff's Office. Calculation of years of service includes all years of service as a commissioned deputy with the Sheriff's Office regardless of any gaps in service.

Statutory Peace Officer Longevity Pay begins following the completion of one year of employment with the Sheriff's Office as a commissioned deputy.

The provisions for Sheriff's Office Longevity Pay are set by state statute and are subject to change by legislative amendment. Should any terms in this policy section and Texas Local Government Code Section 152.074 conflict, the provisions of Section 152.074 Texas Local Government Code shall control.

Statutory Peace Officer Longevity Pay is paid bi-weekly. Unless otherwise specified, any provisions in this manual pertaining to County Longevity Pay are not applicable to Statutory Peace Officer Longevity Pay.

Statutory Prosecutor Longevity Pay

Chapter 41, Texas Government Code, provides for longevity pay to eligible assistant district attorneys and assistant county attorneys ("assistant prosecutors"). Prosecutor Longevity Pay is available only to the extent the County receives funding from the state comptroller, as provided by Section 41.255(d), Texas Government Code. See Chapter 41 for the complete terms and conditions for Prosecutor Longevity Pay.

Assistant prosecutors are eligible for Prosecutor Longevity Pay if the assistant prosecutor:

1. is a full-time employee on the last day of the state fiscal quarter;
2. is not on leave without pay on the last day of the state fiscal quarter; and
3. has accrued at least four (4) years of lifetime credit not later than the last day of the month preceding the last month of the state fiscal quarter.

[Pursuant to Sec. 41.256, Texas Government Code, if an assistant prosecutor ceases being a full-time employee after the first workday of a month but otherwise qualifies for longevity pay, the assistant prosecutor's compensation for that month includes full longevity pay.](#)

The provisions for Prosecutor Longevity Pay are set by state statute and are subject to change by legislative amendment. Should any terms in this section and Chapter 41 conflict, the provisions of Chapter 41, Texas Government Code, shall control.

Prosecutor Longevity Pay is paid quarterly, subject to receipt of the funds from the state comptroller. Employees receiving Prosecutor Longevity Pay may also be eligible for County Longevity Pay based on its requirements.