

Changes to Budget Order requested by Human Resources

Page 1, Item 1.1. –

Should a statement be added regarding Wellness payments up to \$350 and the cell phone stipend?

Page 2, Item 2 –

Dependent upon how the Court feels about designating an individual to review exceptions to the proposed New Hire and Promotion Policies that I'll be forwarding soon, please change "No county or precinct official or department head is required to pay the maximum salary allowed; the actual salary to be paid to each employee may not exceed the maximum or vary from the county's **New Hire and Promotion salary Policies** without prior approval from the ~~County Judge's office~~ Commissioner's Court or their designee. ~~Any merit increases must adhere to the county grade and step policy.~~ Merit increases shall be limited to no more than ~~two~~ three (3) steps for any one individual during any specific budget year. The actual salary is to be certified by the Human Resources Department before the last day of the pay period. The Human Resources Department will forward all approved payroll actions ~~sheets~~ to the Payroll Department **via the electronic Self Service Manager processes.**"

Also, should the proposed New Hire and Promotion Policies be included as an addendum to the Budget Order since it's referenced above?

Page 3, III. Payroll –

Please change the payroll definition "Employees subject to the plan" includes all employees who are subject to the plan, as defined above. These employees include shift paramedics and supervisors working in the Emergency Medical Services Department, ~~Constables and Deputy Constables.~~

Page 5, Item 4 under Payroll Procedures -

Please change the subtitle 4. Longevity Pay **for Civilian Employees Not Paid According to the Peace Officer Tenure Plan**

Page 6, 1st paragraph –

Please change as follows: "This applies to anyone who begins receiving longevity in Fiscal Year 2008-2009. **Any employee who terminates employment and has been accruing longevity pay toward an annual December payout will receive their prorated longevity payment on their last paycheck.** All other employees ~~currently~~ receiving longevity **pay prior to Fiscal Year 2008-2009** ~~will have~~ **were given** a one time ability to continue receiving longevity per pay period or elect to receive it annually."

Page 6, Item c). –

Please change as follows: "Longevity pay shall be accrued twenty-six (26) times per year and paid as explained in 4.b., as follows for ~~current~~ full-time staff **who began receiving longevity pay prior to Fiscal Year 2008-2009 and who have elected to continue receiving longevity pay on a per pay period basis.**"

Page 6, Item d). –

Please change as follows: "Longevity pay shall be accrued twenty-six (26) times per year and paid as explained in 4.b., as follows for ~~current~~ part-time employees **who began receiving longevity pay prior to Fiscal Year 2008-2009 and who have elected to continue receiving longevity pay on a per pay period basis.**"

Page 6, Item e). –

Please add the bolded sentence as follows: "An individual who terminates employment with Williamson County and is rehired within one year of termination will be reinstated with longevity pay at the rate they were receiving upon termination. **However, they will only be able to accrue longevity on the annual payout basis as described in 4.b. above.** An employee..."

Page 6, Item 5. –

Please add the bolded wording as follows: “The employee termination date for an employee who is terminating employment with Williamson County will be their last date of active duty in person at his/her usual and customary place of work **unless they are on paid administrative leave pending an investigation. If they are on paid administrative leave pending an investigation, their last date of active duty will be the date upon which a final determination decision was made following the investigation.** Any accrued....”

Page 7, Item IV. Incentive Pay –

Please change the dates in the first paragraph to state “...(Oct. 1, 2009 to Sept. 30, 2010)....”

Please also change the dates in item 3 to state “...(Oct. 1, 2010 to Sept. 30, 2011)...”

Page 8, Item 6. –

Should “The Payroll Department...” be changed to “The Human Resources Department will confirm that the total of incentive payments set for each department does not exceed the funds appropriated to the department for this purpose by Commissioners Court.” We currently monitor the merit award funds so to me this would be the same type of process.

Then, in the last sentence of that same item, please change the date of “...January 2010...” to “...January 2011...”.

Page 8, Item V. Overtime Policy –

Under item 1.a.ii) please add “...Commissioner’s Court. **Unpaid leave is not recommended unless the employee is on unpaid leave in conjunction with FMLA or Worker’s Compensation.** Except as otherwise provided in this Budget Order....”

Page 11, Item d). –

Please add the bolded section as follows: “Nonexempt law enforcement officers and corrections officers employed by the Sheriff’s Department **and Constable’s Offices** who work the 85-hour....”

Page 12, Item b). –

Please delete the last sentence: ~~“Deputy Constables shall be compensated with additional pay for all overtime hours worked at an hourly rate equal to their guaranteed salary for the work period divided by the number of hours that they actually worked during the period, divided by two.”~~

Page 12, Item f) –

Please delete the last sentence: ~~“Holiday hours earned by deputy constables that cannot be taken off during the same pay period shall be converted hour for hour based on the actual shift of the deputy.”~~

Page 13, Item 1. –

Please correct the typo in the next to last sentence: “EMS employees with less than ten (10) years of employment will accrue 5.538 hours vacation per pay period.”

Page 14, Item VII. Sick Leave –

Please correct the typo in the second sentence: “For example, those employees working greater than 30 hours but less than 40 hours per week

Page 15, Item VII. Sick Leave –

An item could be added referencing the Williamson County Sick Leave Pool Policy and it might also be included as an addendum.

Page 15, Item VIII. Other Leave –

Under Item 2., if an additional floating holiday will indeed be added and Judge Gattis would like to use the recommendation I e-mailed to him, this item could be changed to state: “Any official or department head may grant 4 up to two (2) floating holidays per fiscal year to full time, 40 hour per week employees-fer

~~personal or business reasons. The~~ **Only one (1)** floating holiday may be used for **personal or business reasons, (i.e. any reason other than sick or recreational).** **The second floating holiday may be used to allow a full time, 40 hour per week employee to have their Wilco Anniversary Date (Hire Month/Day) off in appreciation for their continued service to Williamson County.** If an employee's Wilco Anniversary Date falls on the weekend when they would not normally be scheduled to work, they could be granted the Friday before as their holiday. For non-'Monday through Friday 8-5' employees, if the employee's Wilco Anniversary Date falls on a normal day off for their shift schedule they could be allowed to take time off for the last shift they would normally be scheduled for prior to their Wilco Anniversary Date. An EMS shift for purposes of the Wilco Anniversary Date holiday is considered to be 12 hours. The floating holiday is non-cumulative and may not be "sold"...."

Page 16, Item 4.c) i) –

Please delete this item which states "i) All Constable Staff will be paid according to the Budget Order." Then change the next item from ii) to i).

Page 16, Item 5. Military Leave –

Please change the first sentence as follows: "The first 15 days of military leave **in each fiscal year** will be paid without "loss of time, vacation time or salary."

Page 17, Item IX. Family and Medical Leave –

Should the FMLA policy be added as an addendum?

Page 17, Item IX, 6. -

Please change the second sentence to state: "Such payments must be made **according to the Human Resources Department's defined repayment schedule** within **a maximum of** six months ~~of~~ from the **date when** the ~~employee's return~~ employee returns to paid status."

Page 19, Item 1 at the top of the page –

Please delete the sentence: "~~Currently all officials, their employees and employees of other departments that work over 18 hours per week, per year, are required to participate in the Texas County and District Retirement System.~~"

Then, the next to the last sentence in that paragraph should be changed as follows: "The Commissioners Court has appointed the ~~Associate~~ Interim Director of Human Resources as custodian of the County Retirement System."

Page 20, Item b). –

The 3rd sentence in that paragraph should be changed as follows: "All assets ~~20~~ assigned to employees must be listed on an inventory sheet....."

Page 27, Item XX. Retreats –

The section title could be changed from "Retreats" to "**Staff Development Retreats**" to emphasize the study and instruction purpose for these events.

Page 31, Item 13 –

Please change the sentence to state: "Officials using personal vehicles on county business will be subject to a Vehicle ~~Management &~~ Use Policy adopted by the Commissioner's Court."

Then, should the Vehicle Use Policy be added as an addendum?

Page 34, Item 3 –

The second sentence should state: "This committee will consist of one Commissioner's Court member, the Fleet Director, Safety Coordinator, Risk Coordinator and the Budget ~~Analyst~~ Officer."