

#5 - HR Request for change to Budget Order

STATE OF TEXAS

COUNTY OF WILLIAMSON

AN ORDER ADOPTING THE 2010/2011 COUNTY BUDGET

WHEREAS, the Williamson County Commissioner's Court did invite and encourage public participation from county officers, precinct officers, department heads, and the general public, as to the various needs of the citizens of Williamson County for the fiscal year 2010/2011;

I. SALARIES

2. The number of employee positions established and authorized for each official and/or department, and the maximum allowable salary for each position is reflected in the annual approved county budget filed with the County Clerk. See Addendum – NEW HIRE AND PROMOTION POLICIES (as updated (new date)).

3. HOLIDAYS

The established holiday schedule for paid holidays for the 2010/2011 budget year is as follows:

See Addendum: The Williamson County Employee Policy Manual (as updated XX / XX / 2010) contains the policies for employee usage of paid holiday time as well as other policies affecting payroll related matters.

(Peggy – Please delete the following sections since these will be moved to the Employee Policy Manual:

Page 2, Items 1-2 at the bottom of the page

All of Pages 3, 4, 5 and 6

Page 7, items e,f, 5 & 6

Page 8 – move item 10 to below item 12; Delete Item 13)

IV. **INCENTIVE PAY**

ADD IN BOLD - Any compensation paid under this plan represents a deferred portion of the compensation earned for the current fiscal year and is not a gratuitous bonus or gift.

SAME -- BUT CHANGE DATES (**OCT. 1, 2010 to Sept. 30, 2011**)

1. During the course of the current year, **County** officials ~~and other department heads~~ shall conduct an objective evaluation (including customer service among other factors) of all their employees, to determine the degree to which each of them merits incentive compensation for their work during the year. The Commissioners Court, Juvenile Board, Elections Board, and District Judges shall conduct a similar evaluation of the department heads appointed by them. (Peggy – please delete the last sentence since it's moved to right below the heading above)

Eligibility

2. Elected officials, temporary employees, and employees under the law enforcement tenure plan (who are scheduled for regular salary increases under other principles) will **not** be eligible for additional compensation under this plan. Eligibility is further restricted to persons who are Williamson County employees during the current year, and who are still employed by the county on the date that the incentive payments determined by the department head are reported to the Payroll Department **for inclusion.**

3. SAME.....BUT **CHANGE DATES**

4. SAME

5. SAME

6. SAME change date to **January 2012.**

7. Since this is earned pay, not a gift, the normal deductions for benefits and employee taxes will be taken from the payment. The employee is responsible for income taxes. The county will pay the employer's share of taxes and benefits as with other forms of **earned** compensation.

8. SAME

(Peggy – The sections on page 10, 11, 12 and the first paragraph on page 13 as well as the remainder of page 13 after item e, page 14, 15, 16, 17, 18 19, 20, 21 and the section on page 22 above "Financial Policies" is also deleted and moved to the Employee Policy Manual)

XIV. FINANCIAL POLICIES

1., 2., 3. ALL SAME

(NOTE TO PEGGY – SHOULD WE ADD BENEFITS FUND POLICY? Benefits Committee will review this at 6/17/10 Committee Meeting.)

4., 5., 6., ALL SAME

7. **Employee Fund**

Remove b) to offset the cost of the County Employee Appreciation lunch

THE REST OF #7 WILL STAY THE SAME

XV. PURCHASING – GENERAL PROCEDURES

ALL SAME

XVI. ACCOUNTS PAYABLE – GENERAL PROCEDURES

ALL SAME

Note to Peggy: Please delete all of the entire sections noted below; These sections will be included in the Employee Policy Manual.

XVII. TRAVEL POLICY

XVIII. SEMINARS / CONFERENCES

XIX. TUITION REIMBURSEMENT

XX. OFF SITE STAFF DEVELOPMENT

XXI. MEALS

XXII. LODGING

XXIII. AIRFARE

XXIV. CAR RENTAL

XXV. PERSONAL CAR USAGE

XXVI. OTHER EXPENSES

XXVII. EMPLOYEE RECOGNITION EXPENSES

XXVIII. NON-REIMBURSABLE EXPENSES