

**STATE OF TEXAS  
COUNTY OF WILLIAMSON  
AN ORDER ADOPTING THE 2010/2011 COUNTY BUDGET**

WHEREAS, the Williamson County Commissioner's Court is authorized and required to adopt an annual budget for all Williamson County officials and their departments after due consideration;

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;

WHEREAS, the Williamson County Commissioner's Court, after a full discussion of the needs, did make changes in the proposed budget filed by the County Judge in accordance with law; NOW

THEREFORE, BE IT ORDERED BY THE WILLIAMSON COUNTY COMMISSIONER'S COURT that the proposed budget filed by the County Judge and amended by the Commissioner's Court be adopted with the following provisions:

**POLICIES RELATED TO COMPENSATION AND BENEFITS**

**I. SALARIES**

1. Salaries for County and Precinct Officials are set as follows:

a)	Judge of the County Court	102,616.81 per year
b)	Judge of the County Court at Law #1	139,000.00 per year
c)	Judge of the County Court at Law #2	139,000.00 per year
d)	Judge of the County Court at Law #3	139,000.00 per year
e)	Judge of the County Court at Law #4	139,000.00 per year
f)	County Attorney	128,960.00 per year
g)	County Sheriff	103,668.93 per year
h)	County Clerk	84,184.27 per year
i)	County Tax Assessor/Collector	87,542.64 per year
j)	District Clerk	84,184.27 per year
k)	County Treasurer	81,783.26 per year
l)	Each County Commissioner	83,558.62 per year
m)	Each Justice of the Peace	72,969.14 per year
n)	Each Constable	69,693.96 per year

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

## **II. HOLIDAYS**

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

Veterans Day	Wednesday	November 11, 2010
Thanksgiving Holiday	Thursday Friday	November 25, 2010 November 26, 2010
Christmas Holiday	Thursday Friday	December 23, 2010 December 24, 2010
New Year's Holiday	Friday	December 31, 2010
Martin Luther King Day	Monday	January 17, 2011
President's Day	Monday	February 21, 2011
Good Friday	Friday Monday	April 22, 2011 April 25, 2011
Memorial Day	Monday	May 30, 2011
Independence Holiday	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011

See Addendum: The Williamson County Employee Policy Manual (as updated September 14, 2010. Contains the policies for employee useage of paid holiday time as well as other policies affecting payroll related matters.

## **III. SUPPLEMENTAL PAY**

1. A maximum of 18 approved positions within the Law Enforcement Bureau of the Williamson County Sheriff's office will be designated as Field Training Officers. To receive Field Training Officer incentive pay, a Deputy must be TCLEOSE certified as a Field Training Officer and be assigned by the Sheriff as one of the approved 18 officers. The Officers also must follow the Field Training Officer's Standard Operating Procedures in place with the Williamson County Sheriff's Office.

2. A maximum of 8 approved positions within the Corrections Bureau of the Williamson County Sheriff's Office will be designated as Corrections Training Officers. The officers must have appropriate certification and follow established operating procedures.
3. A maximum of 6 positions in the 911 Communications division may receive up to \$100.00 per month incentive pay as a designated Field Training Officer. This will be paid for a maximum of 8 months. To receive FTO pay the employee must be TCLEOSE certified as a Telecommunications Training Officer or must be certified as a Communications Training Officer by the Association of Public Safety Communications Officials. The FTO may only receive incentive pay when assigned new personnel during a training period. The trainer will be selected based on the position and duties of the newly hired personnel according to the type of training required such as Law Enforcement, Fire, Call Taker and EMS. The selection of the FTO will be on a rotation basis according to the training criteria required.
4. A maximum of 15 positions within the Emergency Medical Services Division of may be designated as Field Training Officers. A maximum of \$100.00 per month may be paid as FTO incentive pay per employee. The employee must be certified or licensed by the Texas Department of State Health Services as a Paramedic (with no state sanctions or disciplinary restrictions) in order to receive the incentive pay. Also required: a) a completed course of instruction at the Paramedic level (National Registry preferred) b) a Williamson County EMS FTO training course c) valid Texas Drivers License d) thorough knowledge of current principles and practices of emergency care at the basic and advanced levels e) responsible for the training and development of new Williamson County Emergency Medical Services personnel, First Responder Advanced Providers, senior paramedic students and instructor duties as assigned at EMS educational shift tracks.
5. A maximum of 4 positions within the MOT may be designated as Field Training Officers during the period of time that the position is participating in training. A maximum of \$100.00 per month may be paid as FTO incentive pay per position so long as the \$100.00 is continuing to be reimbursed by The Texas A&M University System Health Science Center on behalf of the College of Medicine in accordance with their agreement with Williamson County.
6. A maximum of 1 position within each Constables office may be designated as Field Training Officer. A maximum of \$800.00 per year may be paid as FTO incentive pay for each of these positions from State Funds.
7. An Assistant District Attorney may receive supplemental pay for on call duties. The duties require the employee to carry a cell phone for a week at a time on a rotating basis. The week runs from Friday at 5:00 PM through the weekend until the following Friday at 5:00 PM. The assigned on call prosecutor will receive calls for charging advice and warrant assistance and may need to contact the assigned judge for review and approval of any warrant. The amount of the supplement will be \$200.00 per week per employee. The funding for this supplemental pay will be as follows: \$75.00 from the General Fund and \$125.00 from the District Attorney's Asset Forfeiture Fund.



8. An employee in the Facilities Maintenance department may receive up to \$50.00 per week for On Call duty work. The employee must be able to respond to an event within 1 hour of being notified while on call. A total of two employees may be requested to be on call each week. The week for on call duty will be from Wednesday to Wednesday. Only non-exempt staff will be selected for additional on call duty pay on a rotating basis. If the employee does not follow the departmental procedures provided in the Maintenance SOP then the employee will not receive additional pay.

#### **IV. INCENTIVE PAY**

**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.** The Williamson County Commissioners Court has adopted the following employee incentive plan to reward exemplary employee performance during the current (Oct. 1, 2010 to Sept. 30, 2011) fiscal year:

1. During the course of the current year, County officials 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 and Elections Board shall conduct a similar evaluation of the department heads appointed by them.

These Department Heads are defined as:

- Animal Services Director
- Elections Administrator
- Purchasing Agent
- Senior Director of Emergency Services
- Senior Director of Human Resources
- Senior Director of Infrastructure
- Senior Director of Parks and Recreation
- Senior Director of Technology Services

#### **Eligibility**

2. Elected officials, statutory appointed officials (County Auditor, Juvenile Services Director, Budget Officer and Veterans Service Officer), 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. Eligibility is not restricted based upon a position's funding source and authority for administering the fund expenses. Eligibility for positions in the Williamson County and Cities Health District and Williamson County Museum are subject to their governing board's adoption of an incentive pay plan at the beginning of their fiscal year.

3. While considering the County Budget for the following (Oct. 1, 2011 to Sept. 30, 2012) fiscal year, the Commissioners Court shall have the discretion to appropriate funds, in an amount to be determined by the Court, in order to make incentive payments under this plan. The appropriated funds as determined by the Court will be inclusive of the employer paid fringe benefits associated with incentive payments. The Court may also designate funds to be awarded at mid-fiscal year based upon mid-fiscal year performance evaluations of employee performance during the first 6 months of the fiscal year. These funds shall be equitably allocated to all county departments either in proportion to their total salary expenditures paid during the current fiscal year (not including the salaries of employees who are not eligible for an incentive payment or the salary of the department head) or in proportion to the total number of eligible full time equivalent (FTE) positions in the department as of September 30<sup>th</sup>, not including the department head position. A department is defined by the department code definition used in the Williamson County Financial Center. The Court will appropriate additional funds for incentive payments earned by department heads or will include these payments in the total amount appropriated for incentive pay, as desired.

4. If funds are appropriated for the purpose, then following the conclusion of the current fiscal year, each department head shall within 30 days allocate the incentive funds among departmental employees in strict accordance with the objective evaluations previously conducted. The amount of payment shall in each case represent either a percentage of the total compensation received by the employee from the county for work performed during the current year, including any overtime pay or an amount selected from a range of lump sum amounts as defined by the Commissioner's Court. The Court's highest lump sum amount will be the maximum lump sum amount that may be awarded to an eligible employee. Any employee receiving an incentive payment must have worked as a full-time employee on a continual basis for at least the final 180 days of the current year. Employees who have not been continually employed on a full-time basis for the entirety of the current year may be eligible for a prorated incentive payment. The department head may reward all meritorious employees with the same percentage, or may give the most meritorious a higher percentage, up to a cap set by the Court on the highest percentage to be awarded to any individual employee. The department head shall then report the names of all employees who are to receive incentive payments and the amount of their payment to the Payroll Department.

5. Similarly, the authority responsible for setting the regular salary of each department head who is not an elected official shall determine the amount of any incentive payments earned by the department head (not to exceed the amount appropriated for this by Commissioners Court) and report it to the Payroll Department.

6. 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. Following any necessary adjustments, payments will be distributed to the employees who have earned them in a lump sum by direct deposit or check. The Commissioners Court may, however, direct that payment will be made in January 2012, if it determines that this will have less of an impact on employee taxes or for some other reason.

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. Note that the Williamson County Employee Incentive Plan is provided at the discretion of the Commissioners Court, which reserves the right to administer, modify, or terminate the plan with or without notice. Payments from next year's budget are subject to the appropriation process required by law at that time and to the funds then available. This Plan does not constitute a contract, or create any contractual obligations or implications of continued employment, between the County and its employees.

## **V. FINANCIAL POLICIES**

1. **Fund Balance Policy:** Williamson County recognizes the financial importance of maintaining an appropriate level of Unreserved Fund Balance. A formalized Fund Balance Policy demonstrates to the taxpayer fiscal prudence and the ability to meet its obligations in a timely manner. Independent financial analysts rate the county's financial stability. The county's credit strength and strong management control reported by these analysts is, in part, a result of this Fund Balance Policy.

2. **General Fund:** Unreserved Fund Balance represents the difference between assets and liabilities that is available for appropriation. Williamson County will maintain an appropriate level of Unreserved Fund Balance in the General Fund to protect against a reduction of services due to temporary revenue shortfalls or unexpected one-time expenditures. It also helps to ensure stable tax rates.

The level of Unreserved Fund Balance for the General Fund shall not be less than 30% of total General Fund budgeted expenditures. The goal of each year's budget process will be to adopt a budget that maintains compliance with the General Fund Unreserved Fund Balance Policy.

If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for the following, including but not limited to:

- Tax rate stabilization.
- Only one-time, non-recurring expenditures, such as capital improvement needs.
- Address any shortfall in related funds, i.e. Road and Bridge Fund.
- Reduction of debt; to include capital leases.

If it is determined there is a deficit (an amount below the lower limit), the County must develop a plan to rebuild the Unreserved Fund Balance to 30%.

3. **Tobacco Fund:** The initial distribution of Williamson County's share of the settlement established the fund in 1999. Revenues to the fund consist of interest income and the annual distribution by the state of the state trust earnings. To ensure continuation of the fund, the Williamson County Commissioner's Court has designated the portion of fund balance representing the amount of the original settlement (\$2.5M). Designation means that this amount, or "principal" balance, cannot be expended. In addition to the original settlement amount, each year, 20% of the revenues from both interest income and the annual distribution from the state will be added to the designated fund balance in order to allow the fund to grow over time. Only 80% of revenues earned from interest and the earnings distributed annually by the state will be budgeted and expended. When determining the next year's budget, the

amount available to expend will be calculated using actual revenue and interest revenue amounts from May 1<sup>st</sup> of the previous year to April 30<sup>th</sup> of the current year. Any unspent funds at the end of the fiscal year will be available to budget in the next year. If Tobacco Fund expenditures are budgeted to offset expenditures in other funds, the actual program cost to the other Funds will be determined prior to transferring in any dollars from the Tobacco Fund. This available balance will be tracked annually by the County Auditor's office.

### **Use and Distribution of Specific Special Revenue Funds**

4. **Child Safety Fund:** Child Safety fees collected by justice, county and district courts in accordance with the Texas Education Code are accumulated in the Child Safety Fund. These funds are to be distributed to Williamson County school districts based on the number of students who reside in Williamson County for the purposes of providing school crossing guard services. This distribution will occur annually at the close of each fiscal year.

5. **School Fund:** Williamson County maintains a working interest ownership in two natural gas producing properties located on what was formerly county-owned property. The mineral rights that have been retained are designated to be distributed to school districts within the county based on the number of students who reside in the county. This distribution will occur annually at the close of each fiscal year and will coincide with the distribution of the Child Safety Fund proceeds.

6. **Medicaid Fund:** The Medicaid Fund was established as a result of the Williamson County Indigent Care Affiliation Agreement entered into between Williamson County, St. David's Georgetown Hospital, Seton Hospital-Williamson County and Round Rock Medical Center in June 2008. As part of the collaboration established between the hospitals and the County, the County has chosen to use a portion of its annual ad valorem tax revenues to fund Medicaid services provided to Williamson County residents by these hospitals. Revenues to this fund will be spent to pay for Medicaid services provided by St. David's Georgetown Hospital and Round Rock Medical Center, either through direct Medicaid payments to the hospitals or by funding Medicaid supplemental payments to the hospitals through intergovernmental transfers of funding to the State, for purposes of the private hospital Medicaid upper payment limit program authorized by Section 355.8063(t)(4) of the Texas Administrative Code, Title 1.

### **7. Employee Fund**

The Employee fund is proceeds collected from Williamson County's vending machine contract. Use of these funds must be **pre-approved** by the County Judge.

These funds may be used for the following purposes:

- a) To offset the cost of the County Christmas Party
- b) Flowers for the death of an employee only
- c) An award or plaque upon retirement for employee recognition
- d) Employee recognition expenditures as approved by the County Judge.
  - (Purchasing guidelines must be adhered to)
  - i. The employee must be vested



- ii. \$40.00 allowed for employees with up to 15 years of service
- iii. \$80.00 allowed for employees with over 15 years of service

No reimbursement of sales tax will be allowed.

The amount allowed for use may never exceed the actual balance in the fund.

## **VI. PURCHASING – GENERAL PROCEDURES**

1. Effective January 1, 2009, all P.O.'s must be submitted electronically.

The following definitions apply to the Purchasing section of this order.

The purpose of this section is to facilitate the judicious expenditure of county dollars. This policy will provide consistent procedures for the acquisition of materials, supplies, and services required by Williamson County. The responsibility to adhere to these guidelines rests with the employee, supervisor or department head who certifies conformance to them. Any questions related to conformance should be directed to the Purchasing Department prior to making a purchase.

2. The guidelines outlined in the Williamson County Purchasing Manual are expected to be followed for all purchases. The most current version of the purchasing manual is maintained on the county's website at [www.wilco.org/procurement](http://www.wilco.org/procurement). Guidelines related to purchase orders can be found in the County's purchasing manual. All purchases for materials and supplies require a purchase order **prior to** placing the order. The Auditor's office will not process payment for an invoice submitted for these items without the required purchase order attached or referenced. Approval for payment of invoices that do not have a purchase order must be obtained from the County Judge for his waiver of the requisition requirement. Requests for a purchase order **after** the order is placed will not be processed. Guidelines for emergency purchases and purchases that do not require a purchase order prior to placing an order may be found in the purchasing manual or you can contact the purchasing department if you have any questions.

3. **PROCUREMENT CARDS: Every procurement card issued is linked under one account by the P-Card vendor. A delay in getting the proper documentation from one cardholder could result in the suspension of card privileges for the entire County.**

- a) The procurement card memo statement and all receipts must be submitted to Accounts Payable within 10 days of receipt of statement.
- b) All receipts must be detailed to show items purchased.
- c) Cardholders are responsible to resolve discrepancies with the P-Card vendor
- d) Cardholder is responsible for reimbursing the County for sales tax charged
- e) Cardholder is responsible to verify budget funds are available before purchase is made
- f) Backup documentation is required for travel/training charges. Only airfare charges for county employees may be charged to a procurement card. Charges for non-employees are strictly prohibited.
- g) If a receipt is lost then a signed affidavit attesting to the items purchased must be received in lieu of the receipt.



**Suspension of card privileges may be recommended for any cardholder who repeatedly does not follow proper procedures regarding documentation and timeliness for their P-card purchases.**

## **VII. ACCOUNTS PAYABLE - GENERAL PROCEDURES**

1. The following definitions apply to the Accounts Payable section of this order.
  - a) Authorized travel -any travel by a county official or employee for the purpose of official county business.
  - b) Day travel -travel **outside** the county that does not include an overnight stay.
  - c) Overnight travel -travel **outside** the county that **exceeds** a 50-mile radius and does include an overnight stay.
  - d) Emergency -the occurrence of an unforeseen circumstance, which may result in harm to the public good.
  - e) Official county business -business that relates directly to a person's work function and directly benefits the county.
  - f) Training reimbursement -shall include all expenses relating to training including travel to the destination, meals, lodging and training aids. (workshops, seminars, conferences)
  - g) Travel reimbursement -shall include all expenses relating to travel including travel to the destination, meals and lodging. (Delivering documents, transporting a prisoner, attending county business meetings.)
2. The purpose of the Accounts Payable procedures is to promote the prudent exercise of judgment when spending county dollars. This policy will provide accountability and consistent Accounts Payable procedures in the issuance of checks for Williamson County obligations. The responsibility to observe these guidelines rests with the employee, supervisor or department head who certifies conformance to these guidelines by approving the expenditure.
  - a) Any bill or invoice must be submitted to the County Auditor for payment within fourteen (14) days of receiving it, and all expense reimbursements must be submitted to the County Auditor for payment within sixty (60) days of the expenditure.
  - b) Checks for payment of county obligations will be issued not later than 30 days after the date the invoice is received in the Accounts Payable department, pursuant to Texas Govt. Code Sec. 2251.021.
  - c) Checks will be issued every Tuesday. When an issuance date falls on a holiday, checks will be issued on either the first working day before or after the holiday.
  - d) The cutoff day for receiving invoices for each check run will be Wednesday. The Accounts Payable department will endeavor to process invoices that are received from Thursday to the following Wednesday approximately 13-20 days after the invoice is received in our department.
  - e) Any invoice or expense reimbursement requiring additional review or signatures may cause delays in processing.
  - f) Manual checks will be issued in emergency situations only.

- g) Purchase orders are required for ALL purchases of materials and supplies, pursuant with the Texas Local Government Code, Chapter 113, Section 901 and the County Purchasing Manual. The Auditor's office will not process payment for an invoice without the required purchase order. Any expense incurred without the required Purchase Order must be submitted to the County Judge for his waiver of the Requisition requirement prior to submitting the expense to Accounts Payable for payment.
- h) Discrepancies between invoices & purchase orders should be brought to the attention of the Purchasing department before submitting to Accounts Payable.
- i) A copy of the PO should be submitted with the invoice to properly release encumbered funds.
- j) Payments will be made from an original invoice or a fax copy so long as an original approval signature appears on the invoice. Original invoices are preferred.
- k) All authorizations and account coding should be made on the invoice.
- l) Approval signatures and account coding should not be made on the remittance portion of the invoice. If necessary, attach an additional sheet with approval authorization.
- m) Some suppliers require payment at the time an order is placed. Please complete a purchase requisition and send the relevant backup documentation to the Purchasing department, who will then forward the request to Accounts Payable.
- n) If a PO is not required, (Consult Purchasing Guide) please submit a check requisition request with appropriate documentation directly to Accounts Payable. Please note, in either circumstance there is a 13-20 day processing time from the date Accounts Payable receives the request.
- o) Any questions or extenuating circumstances should be directed to the Accounts Payable department.
- p) If you paid for an expense on-line (e.g., e-tickets or hotel deposit) a printout of the on-line/e-mail receipt should be attached to your expense report.
- q) Cell phone use will be reimbursed/paid according to the county cell phone policy attached hereto as Addendum A.
- r) Any mailings sent by a county department or official using county funds must be in furtherance of legitimate county business and must comply with all state ethics rules and other laws and regulations.
- s) All county meetings should be held in county facilities whenever feasible and such facilities are available. If county meeting space is not available, other publicly owned facilities, such as those owned by cities and school districts, should be utilized as the rental of these facilities is often at little or no cost.
- t) Transfer of funds out of the following line items will not be allowed:
  - i) Salaries
  - ii) Fringe Benefits
  - iii) Training
  - iv) Vehicle Deductible
  - v) Gasoline



vi) Cell Phones

- u) Transfer of funds into the above line items may be allowed, except that funds will not be transferred into a salary line item to cover an avoidable overtime obligation that was, in the judgment of the Commissioner's Court, unnecessary.

**VIII. COUNTY VEHICLES**

1. The use of county equipment or vehicles for personal use is prohibited by law, but because of the need for specific officials and specific employees to respond to emergencies at night or on weekends, the following officials and employees (with the concurrence of their department head) are required to take a county vehicle to their home at night within Williamson County, even though this involves the use of a county vehicle for travel to and from their residence each day:

- a) The Sheriff and paid law enforcement as follows: Sheriff's Patrol Deputies, Sheriff's Detectives, on call Crime Scene Technician, on call Animal Control Officers, Sergeants, Lieutenants, Captains and Chiefs.
- b) One Chief and three Captains in the Corrections Division of the Sheriff's Office.
- c) Each Constable and Deputy Constables
- d) Prosecutors' investigators in the District Attorney and County Attorneys offices.
- e) One on call maintenance employee designated by the Maintenance Director and approved by the Commissioner's Court
- f) The EMS Director and each EMS Commander
- g) The Hazardous Materials Chief and **Assistant Haz-Mat Chief** who may take home the vehicle when on duty in absence of the Hazardous Materials Chief.
- h) The Unified Road Engineer, (7) Unified Road Foremen, Unified Road East & West Side Supervisor(s), (4) Unified Road County Inspectors
- i) The Director of 911 Communications and Deputy Director who may take home the vehicle when on duty in absence of the Director of 911 Communications.
- j) The MOT Director and all on call MOT counselors

*The following list has been grandfathered in by the previous court, will not be expanded and shall show significant decreases in each budget year until phased out.*

**Sheriff's Office**

S. Zion  
S. Shanks  
J. Burks  
D. Garrett  
J. Hicks  
J. Lafosse  
J. Foster

**Constable Office Pct. 2**

R. Doyer

***County vehicles assigned to departments or individuals that are not take home vehicles, shall be returned and parked at the end of each work day at the facility where the primary office is located.***

***It is expressly forbidden under this order for any county vehicle to be used for personal use at any time.***

2. A County Fleet Committee will review fleet policies and purchases and make recommendations for budgeting purposes. This committee will consist of one Commissioner's Court member, the Fleet Director, Safety Coordinator, Risk Coordinator and the Budget Officer. The Purchasing Director will also be a non-voting member of the committee.

3. All accidents involving County vehicles and equipment will be reported to the Risk Coordinator in the Human Resources Department on a timely basis, but never more than three days after an accident. The Risk Coordinator will provide a report to Commissioner's Court on a monthly basis of the status of the entire county fleet. This report will consist of, but not be limited to, a listing of vehicles involved in accidents and vehicles that need to be taken out of service for any reason. It will include information in regards to the disposal of any county vehicles.

WHEREUPON MOTION MADE AND SECONDED, the ORDER ADOPTING THE 2010/2011 WILLIAMSON COUNTY BUDGET was passed on a vote of 5 for, and 0 against on the 21<sup>st</sup> day of September, 2010.

This ORDER being adopted, the County Judge is authorized to sign the ORDER and the County Clerk is instructed to record the ORDER and the Budget in the official minutes of the Commissioner's Court.

Attest:

  
Dan A. Gattis, County Judge

  
Nancy E. Rister, County Clerk

**The Following Addendums are included fully in the Budget Order as approved by the court:**

**Employee Policy Manual  
Cell Phone Policy  
Motor Pool/Vehicle Rental Policy**



## **Williamson County Cell Phone Policy**

### **Background**

Williamson County Commissioner's court is initiating a new cell phone policy in order for the County to comply with IRS rules regarding the taxability of cell phones and devices. Under IRS Code Section 274(d), the IRS considers cell phones to be "listed property" and as such requires detailed record keeping including (a) the amount of the expense; (b) the time and place of each call; and (c) the business purpose for each call and to whom it was made. Any undocumented use can be classified by the IRS as personal use and would be required to be taxed as wages for the employee.

The degree of effort required for each department to comply with these regulations is burdensome; therefore Williamson County is converting to a program where a taxable cell phone stipend may be allowed for a department head or an employee as determined by each department head or elected official. This change eliminates the detailed IRS documentation requirement.

### **Policy**

Williamson County will no longer purchase cell phones or provide cell phone service for individual use except for those required for security reasons. Documentation must be provided to the Auditor's Office for any cell phone account maintained by the County. Documentation verifying the business use must be substantiated with each billing and the department head or elected official must attest that all calls were business related. Failure to keep current with this documentation requirement may result in the cancellation of the cell phone service.

### **Procedures for the Stipend Policy**

I. Each department head or elected official will identify who they require to maintain a cell phone account in order to conduct official county business. Only regular full time employees and department heads will be allowed a stipend. The funds for cell phone stipends must be submitted and approved as part of each department's annual budget process.

II. Three levels of cell phone stipends will be established:

\$30.00 Per Month - For 300 or less minutes per month (15.00 per pmt)

\$50.00 Per Month – For 800 or less minutes per month (25.00 per pmt)

\$80.00 Per Month – For 800 minutes and/or data and text (40.00 per pmt)

III. Stipends will be paid semi-monthly for each approved employee or department head (will not be included on the third paycheck that is received twice each year) The cell phone stipend shall be removed by the department whenever an employee is on Administrative Leave with pay.

IV. Employees who are currently assigned a County owned cell phone will be allowed to keep the phone if approved for a stipend and may use the phone to obtain individual phone service. Any current county owned cell phone must be returned to the Auditor's Office if the employee terminates, changes positions, elects to obtain a different phone or is denied a County stipend. Any employee allowed to keep a currently issued County owned cell phone

will keep the phone in good working condition. Replacement cost and/or maintenance will be the employee's responsibility.

V. All current County maintained cell phone accounts will be terminated as soon as possible when the current contract ends. No additional termination fees will be approved for payment unless approved by the County Judge.

VI. The cell phone stipend is considered supplemental income subject to IRS taxes and reporting requirements and will be processed through Payroll and will be included in the employee's gross income. Retirement contributions will also be deducted and matched in accordance with TCDRS.

VII. Expenditures over the allowed stipend will not be reimbursed.

VIII. An approved cell phone stipend will not follow an employee if the employee changes positions.

IX. Each department head or elected official is responsible for verifying and monitoring their employees receiving a cell phone stipend has obtained the required service. Disciplinary action up to and including termination may result in an employee who receives a stipend and does not provide their department head or elected official with the proper documentation of cell phone service. Each department will maintain a list of cell phone numbers for those individuals with stipends for audit purposes.