



Dear County Employee:

You are one of the team of employees who strives to serve the citizens of Goliad County in a fair, efficient, and courteous manner. This manual and the personnel policies contained within are guidelines on how we work as a team to provide the best service possible to our county citizens.

As a county employee you have a responsibility to the citizens of Goliad County. How well you do your job and how you conduct yourself on the job are both subject to public approval. Many times your contact with the citizens will be the only basis on which the county government is judged.

Please read this manual carefully and keep it readily available for future reference.

Sincerely,

County Judge	County Sheriff	County Treasurer
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County Auditor	County Attorney	County/District Clerk
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Tax Assessor-Collector	Comm. Pct. #1	Comm. Pct. #2
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Comm. Pct. #3	Comm. Pct. #4	J. P. Pct. #1
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J. P. Pct. #2	Constable Pct. #1	Constable Pct. #2
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EMC/EMS Administrator	IHC/Veteran Service	Extension Agent
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The Personnel Policy Manual is not intended to create any contractual or other legal rights. Periodically, this manual may be revised and updated.

Adopted by Goliad County Commissioners Court on March 26, 2007.

Revisions approved on the following dates:

September 24, 2012

September 26, 2014

July 25, 2016

GOLIAD COUNTY

Goliad County's governmental organization is established by The Constitution of the State of Texas and by the State Statutes. State and federal govern its operations Law and by actions of the Commissioners Court.

The Commissioners Court consists of four County Commissioners, each elected by the voters of a Commissioner's Precinct, and the County Judge, elected by all of the voters of the County. The Commissioners Court is the policy making body of the County.

County operations are conducted through departments each administered by an elected official or appointed department head.

AUTHORITY

These policies are established by the Commissioners Court of Goliad County. They replace all previously approved policies to the extent of any conflict. Amended, revised, or new policies must be approved by the Commissioners Court.

Any benefits herein offered to the employees are contingent upon available funds in each County Department's budget and in the County general operating budget.

RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICIES

Each department head, elected or appointed, is responsible for the administration of the personnel policies within their department and may issue detailed departmental operating procedures to implement these adopted policies as long as they are consistent with these policies.

PURPOSE

These policies set forth the primary rules governing employment with Goliad County. The policies contained here inform employees of the benefits and obligations of employment with the county. They have been prepared and adopted in order to promote consistent, equitable, and effective practices which will result in high quality public service by both employees and supervisors.

Receipt of the Personnel Policy Manual by the employee does not constitute any type of employment agreement or contract with the County. Goliad County is an At-Will employer.

APPLICABILITY OF PERSONNEL POLICIES

The personnel policies apply equally to all employees and officials of the County unless a class of employees is specifically exempted. In cases where federal law or regulation supersedes local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary to comply. Elected officials are personally exempt from the personnel policies but must abide by the personnel policies in the administration of their Departments.

DISSEMINATION OF PERSONNEL POLICIES

The County Treasurer's office shall maintain the Personnel Policy Manual with all revisions for reference purposes. The Treasurer's office will direct each employee to the County website for a copy of the Personnel Policy Manual.

http://www.co.goliad.tx.us/default.aspx?Goliad_County/County.Treasurer

Each department head, elected or appointed, and each employee shall acknowledge receipt in writing of a copy of the Personnel Policy Manual.

COMMUNICATION

Employees are encouraged to make constructive suggestions for improvements in these policies, work procedures or conditions to their immediate supervisors or department heads.

ACKNOWLEDGEMENT

I have received a copy of the Goliad County Personnel Manual which outlines my privileges and obligations as an employee, the County's Drug and Alcohol Policy, D.O.T. Drug and Alcohol Testing Policy for CDL drivers and a summary of my benefits.

I acknowledge that the provisions of these policies are part of the terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the policies of the County. If I need clarification on any of the policies in this manual, I will contact my supervisor (or county representative).

Since this information is necessarily subject to change, it is understood that any changes will be communicated to me by my supervisor through notices from the Commissioners' Court and/or through postings on employee bulletin boards.

I further understand that my employment is terminable at will so that both the County and I remain free to choose to end our relationship at any time, for any legal reason or no reason at all.

I also acknowledge that as a County employee, I have a personal responsibility to provide high quality service to the public, to achieve the highest degree of safety possible for my fellow workers and for myself, to continually make suggestions for improvements and to demonstrate a spirit of team work and cooperation. If at any time my immediate supervisor or my department head has reasonable suspicion that I am experiencing health problems with the potential of affecting the performance of my duties with or without endangering myself, fellow workers or citizens of the County, then I agree to undergo a "fit for duty" physical at the County's expense.

It is further understood that I may be granted compensatory time off in lieu of payment of overtime depending on the department, to the extent provided by law and that due to inclement weather, lack of work, or other business reasons I may be directed to use my accrued compensatory time by my supervisor.

Signature of Employee

Please Print Name

Date

**GOLIAD COUNTY
PERSONNEL POLICY**

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**GOLIAD COUNTY
POLICY ON EMPLOYMENT AT WILL**

EMPLOYMENT AT WILL

All employment with Goliad County shall be “at will” employment. Nothing contained herein shall be construed as creating a Contract of employment except as specifically set out in paragraph

No contract of employment shall exist between any individual and Goliad County for any duration except when the same shall have been specifically approved by the Commissioners’ Court pursuant to the laws of the State of Texas and only when fully executed by all parties authorized to execute the same.

Goliad County shall have the right to terminate the employment of any employee for any legal reason or no reason at all, at any time either with or without notice.

Goliad County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice.

Employees of Goliad County shall have the right to leave their employment with the County at any time, with or without notice.

**GOLIAD COUNTY
POLICY ON EMPLOYEE STATUS**

FULL TIME

A regular full time employee is one employed in a position which has a normal work schedule of at least 40 hours per week at the supervisor's discretion that is not specified as part time or temporary.

A regular full time jailer is one employed in a position which has a normal work schedule of at least 80 - 86 hours in the 14 day work period at the sheriff's discretion that is not specified as part time or temporary. A regular full time deputy is one employed in a position which has a normal work schedule of at least 80 – 86 hours in the 14 day work period at the sheriff's discretion that is not specified as part time or temporary.

Also to be included as a regular part time employee is one employed in a position which has a normal work schedule of 25 hours per week at the supervisor's discretion. These employees will be placed in TCDRS retirement system and receive partial vacation and sick leave.

Any full time position must be approved by Commissioners' Court prior to hiring.

PART TIME

A regular part time employee is any employee in a position which has a normal work schedule of 25 hours per week at the supervisor's discretion.

TEMPORARY

A temporary employee, full or part time, shall be any employee who is hired into a position which is expected to last for some specific duration not to exceed one year or until a specific project is completed. Temporary employees are not entitled to any county benefits.

REGULAR

A regular employee shall be any employee, full or part time, hired into a position which is not considered to be temporary.

POLICY ON EMPLOYMENT STATUS

CDL LICENSE

Regular full time employees hired into the road and bridge department must have a Class B or greater CDL License or obtain a Class B or greater CDL License within 3 months of employment. The CDL License must be appropriate for the machinery the employee will be operating. Part time employees are not required to obtain a CDL License unless they are hired to operate equipment that requires a CDL License.

**GOLIAD COUNTY
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

EQUAL OPPORTUNITY

Goliad County is an equal opportunity employer.

Race, color, religion, national origin, sex, age, disability and genetics shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where bona fide occupational (BFOQ) exists.

REASONABLE ACCOMMODATION

The County shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.

Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

**GOLIAD COUNTY
POLICY ON AMERICANS WITH DISABILITIES ACT**

POLICY OVERVIEW

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Goliad County to comply with all federal and state laws concerning the employment of persons with disabilities.

It is Goliad County's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Goliad County will reasonably accommodate qualified individuals with a temporary or long term disability so that they can perform the essential functions of a job. An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, in which threat cannot be eliminated by reasonable accommodations, will not be hired.

Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

The County Treasurer with Commissioners' Court approval is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

POLICY ON AMERICANS WITH DISABILITIES ACT

DEFINITIONS

As used in this policy, the following terms have indicated meaning and will be adhered to in relation to the ADA policy.

“Disability” refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, and /or is regarded as having such impairment is a “disabled individual”.

“Direct threat to safety” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodations.

A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodations, can perform the essential functions of the employment position that the individual holds or has applied for.

“Reasonable accommodations” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.

“Undue hardship” means an action requiring significant difficulty or expense by his/her supervisor or department head. The factors to be considered in determining an undue hardship include:

1. The nature and cost of the accommodations;
2. The overall financial resources of the facility at which the reasonable accommodation is to be made;
3. The number of persons employed at that facility;
4. The effect on expenses and resources or other impact upon that facility;
5. The overall financial resources of the County;
6. The overall number of employees and facilities;
7. The operations of the particular facility to the County. These are not all the factors but merely examples.

“Essential job functions” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

**GOLIAD COUNTY
POLICY ON NEPOTISM**

HIRING OF RELATIVES

In accordance with the Texas Nepotism Statutes, an elected or appointed official of Goliad County shall not hire a relative related in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department which he or she supervises.

The civil law method, as approved by the Texas Legislative in 1991 to be effective in August of that year, shall be used for determining degree of relationship.

**GOLIAD COUNTY
POLICY ON PERSONNEL FILES**

PERSONNEL FILES

The County Treasurer will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application; benefit forms, as well as, records concerning performance, discipline and compensation.

It is important that the personnel records of Goliad County be accurate at all times. In order to avoid issues compromising your benefit eligibility or having W2s returned, the Treasurer's office requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information.

Performance Evaluations and disciplinary documents should be sent to the County Treasurer's office in sealed envelopes to be placed in their personnel file. Department heads are encouraged to keep a set of personnel files in their own offices as well.

PERFORMANCE EVALUATIONS

PURPOSE

The performance evaluation is designed to help the supervisor and employee measure how well the employee is doing his or her job; to provide a tool for management decisions regarding assignment, promotion and retention of employees; and to identify performance problems that need to be addressed. A copy of the employee performance evaluation form can be found on the Goliad County website under Treasurers office.

PERFORMANCE EVALUATION REPORT

Each County employee's work performance should be evaluated at least once a year prior to the anniversary date of his or her employment. An employee may be evaluated more than once a year at the discretion of the Department Head. The evaluation will be done on a form provided by the Treasurer's office. New employees shall be evaluated at the completion of three months of employment.

The employee's supervisor will complete the performance evaluation report and meet with the employee in a setting that is private and free of distractions to explain and discuss the evaluation. Their supervisor will discuss with the employee any improvements in performance which appear desirable or necessary.

Employees are expected to sign the performance evaluation report to acknowledge their participation in evaluation process, and will receive a copy of the complete form.

Employees who are dissatisfied with their evaluation should put their objections in writing and submit copies of this statement to their supervisor and their supervisor's immediate superior, who will review the employee's complaint and determine whether remedial action is warranted.

A copy of the performance evaluation report, including any statements by the employee, will be placed in the employee's personnel file.

**Goliad County
Employee Evaluation Form**

Name:		Job Title:	
Department:		Time in Present Job:	
Period Covered:			
Listed below are factors pertinent to each employee's performance. Please check the one appropriate statement under each factor that applies to this employee at this time.			
1.	QUALITY OF WORK – How well an employee does in meeting the quality standards.		
	Consistently does an excellent job. (5)		
	Usually does a good job. (4)		
	Work is usually acceptable. (3)		
	Work is occasionally unacceptable. (2)		
	Work is consistently unacceptable. (1)		
2.	JOB EXPERIENCE – Background knowledge or degree of skill on has for a particular job.		
	Has exceptional understanding and skill in all phases of job. (5)		
	Has a good knowledge and skill in all phases of job. (4)		
	Has satisfactory knowledge and skill for routine phases of job. (3)		
	Has voids in basic knowledge and skill of job. (2)		
	Inability to do most phases of job.		
3.	COOPERATION – One's ability to work in harmony with other people toward a common goal.		
	At all times cooperates with co-workers and management. (5)		
	Works well with co-workers and management. (4)		
	Cause no friction and makes limited group contribution. (3)		
	Resents direction and causes friction in the department. (2)		
	Unwilling to work with co-workers and or supervisors. (1)		
4.	INITIATIVE – Being capable of starting or performing a job without prompting.		
	Extremely innovative – proposes new methods and procedures. (5)		
	Always finds extra work to do. (4)		
	Does work on own initiative. (3)		
	Normal supervision in required. (2)		
	Needs much supervision. (1)		
5.	RESPONSIBILITY – Worthy of a supervisor's trust on carrying out assigned tasks.		
	Can always be depended upon to complete more than assigned tasks and responsibilities. (5)		
	Seeks additional tasks and responsibilities. (4)		
	Willing to accept assigned responsibilities. (3)		
	Must be monitored to ensure assigned responsibilities are completed. (2)		

	Unwilling to accept assigned responsibilities. (1)
6.	APPEARANCE – Employee’s outward impression associated with dress and grooming.
	Always dressed professionally and well groomed. (5)
	Often dressed professionally and well groomed. (4)
	Occasionally well dressed and groomed. (3)
	Occasionally dressed and groomed appropriately. (2)
	Frequently dressed or groomed inappropriately for job. (1)
7.	DEPENDABILITY – The extent to which the employee can be counted on to carry out functions, fulfill responsibilities, and adhere to policies and procedures.
	Consistently can be depended on to meet and exceed job requirements. (5)
	Consistently can be depended on to meet job requirements. (4)
	Usually can be depended on to meet job requirements. (3)
	Sometimes unreliable and avoids responsibility. (2)
	Frequently unreliable and often gives up easily. Does not wish to assume responsibility. (1)
8.	HUMAN RELATIONS – Effectiveness in accomplishing tasks by working with others (e.g., peers, superiors, customers).
	Always works effectively with others and has exceptional social skills. (5)
	Usually works well with others and demonstrates awareness and consideration. (4)
	Acceptable relations with others however, may have some difficulty communicating. (3)
	Occasionally causes conflict with others in the implementation of an assignment. (2)
	Usually creates a hostile environment whenever interaction with others is necessary to complete an assigned task. (1)
9.	PUNCTUALITY – Employee’s ability to be at work and on the job on time.
	Always on time and occasionally arrives early to work. (5)
	Usually arrives on time to work. (4)
	Occasionally arrives late to work. (3)
	Frequently arrives late to work. (2)
	Always arrives late to work. (1)
10.	Have there been complaints received against this employee within the last 6 months?
	Yes/No Describe:
11.	Has the employee been involved in an incident/accident in which the employee was at fault?

**GOLIAD COUNTY
POLICY ON ORIENTATION AND TRAINING**

ORIENTATION AND TRAINING

Before an individual begins performing actual duties for Goliad County, the employee should fill out necessary paperwork in the County Treasurer's office. Departments requiring physical examinations and drug tests should have these performed and have the results before reporting to work. The appropriate department head should then provide a copy of the employee manual and have the employee sign a statement of receipt and understanding of County policies. This acknowledgement should be kept in the department personnel files and a copy may be sent to the Treasurer's office

**GOLIAD COUNTY
POLICY ON VACATION**

PURPOSE

Goliad County recognizes the importance of vacation time in providing employees the opportunity for rest, recreation and personal activities.

All regular full time employees are granted vacation time with pay. The amount of vacation is determined by years of service completed in the current calendar year AND employee schedule.

Beginning January 1, 1999, vacation time shall be accrued each pay period. For new employees, time will start accruing on their first day of permanent employment following 90-day probation.

- A. All regular full time employees will accrue vacation time as follows:

Years of Service	Hours Accrued per Pay Period	Annual Accrual
1-5	3.08	80
5-10	4.62	120
11+	6.15	160

An employee who is hired or terminated in the middle of a pay period will earn a prorated amount of vacation time based on the number of hours worked.

- B. All regular full time employees working 25 hours per week will accrue vacation time as follows:

Years of Service	Hours Accrued per Pay Period
1-5	.04/hr worked
5-10	.06/hr worked
11+	.08/hr worked

POLICY ON VACATION CONTINUED

MAXIMUM ACCRUAL

The maximum amount of unused vacation that an employee shall be allowed to carry over in a calendar year shall be the amount the employee would normally accrue in twelve (12) months.

SCHEDULING

Vacations are scheduled for mutual convenience of the County and employees. With supervisor approval, vacation time can be taken anytime during the year. Employees shall not be paid for vacation in lieu of using vacation time.

TERMINATION

If employment is terminated in good standing, including retirement, employees are paid for unused vacation time up to the maximum amount they may accrue in one year.

HOLIDAY DURING VACATION

If a holiday falls during an employee's vacation, the holiday shall be charged in accordance with the Policy on Holidays and shall not be charged against the employee's vacation time.

RECORD KEEPING

Each employee shall be responsible for accurately recording all vacation time used on his/her time sheet.

**GOLIAD COUNTY
POLICY ON SICK LEAVE**

ELIGIBILITY

All regular full time employees shall be eligible for the paid sick leave benefit. Regular part time employees working 25 each week shall be eligible for paid sick leave benefit at a prorated rate each pay period.

ACCRUAL RATE

Eligible full time employees shall accrue sick leave at the following bi-weekly rates:

- 3.08 hours for employees with 1-5 years of service
- 4.62 hours for employees with 5-10 years of service and
- 6.15 hours for employees with 11+ years of service

Eligible regular part time employees shall accrue sick leave at the following bi-weekly rates:

- 2.50 hours for employees with 1-5 years of service
- 3.50 hours for employees with 5-10 years of service and
- 4.50 hours for employees with 11+ years of service per pay period as defined in 4.01 (1) herein; beginning on the first day of employment.

MAXIMUM ACCRUAL

The maximum amount of sick leave an employee may accrue is 60 days (480 hours). Employees are encouraged to donate sick time to the sick leave pool.

USE OF SICK LEAVE

Sick leave may be used for the following purposes:

- a. Illness or injury of the employee;
- b. Appointments with physicians, optometrists, dentists, and other qualified medical professionals; and
- c. To attend to the illness or injury of a member of the employee's immediate family.

For purposes of this policy, immediate family shall be defined as spouse, child, parent, or other relative living in the employee's home who is dependent on the employee for care.

POLICY ON SICK LEAVE CONTINUED

NOTIFICATION

In planned or emergency use of sick time, an employee should notify his/her supervisor as soon as is reasonably practical.

If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify his/her supervisor of the anticipated length of absence.

DOCUMENTATION

If an employee uses three (3) or more consecutive days of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness of employee or family member.

Documentation of illness or injury shall be required for any sick leave used during two (2) weeks prior to resignation of employment with the county.

PAY AT TERMINATION

Employees shall not be paid for unused sick leave at the termination of employment.

FMLA

It shall be the responsibility of Goliad County to determine if leave should be designated as Family Medical Leave Act (FMLA) leave based on information provided by employee, which may include certification by the employee's physician. Said determination will be made and employee notified under the guidelines of the FMLA. (See Policy 2.15)

Employees who do not qualify for leave under the Family Medical Leave Act will be terminated at the end of 60 days of leave. Employees may be eligible for reasonable accommodation under the Americans with Disabilities Act and the County will make determinations based on individual circumstances in accordance with the federal law.

**GOLIAD COUNTY
POLICY ON HOLIDAYS**

HOLIDAYS

The County holidays are determined by the Commissioner's Court prior to January 1 each year.

All regular full time employees are allowed a day (8 hours) off from work with pay for each holiday.

CHRISTMAS HOLIDAYS

Christmas holidays are scheduled to give most employees four consecutive days off, except when Christmas Day falls on Wednesday. The Christmas holidays schedule is:

<u>Christmas Falls On:</u>	<u>County Holidays Are:</u>
Saturday or Sunday	Friday and Monday
Monday	Monday and Tuesday
Tuesday	Monday and Tuesday
Wednesday	Tuesday and Wednesday
Thursday	Thursday and Friday
Friday	Thursday and Friday

OTHER HOLIDAYS

If a county holiday falls on Saturday, the holiday is observed the preceding Friday

If a county holiday falls on a Sunday, the holiday is observed the following Monday.

VACATION

If a holiday occurs while an employee is on vacation, the employee does not need to claim vacation hours in lieu of holiday hours. Vacation hours will only be used to bring the employee up to normal required work week hours. (i.e. a 40 hour a week employee on vacation during an 8 hour holiday time will need to claim only 32 hours vacation taken).

POLICY ON HOLIDAYS CONTINUED

HOLIDAYS THAT FALL ON A DAY OFF

If a holiday occurs during an employee's scheduled day off, employee may take their scheduled day off and will be allowed to take the holiday hours off on another day during that two week pay period or if the employee is unable to take the time he/she will be paid for the holiday if that position is budgeted for holiday pay.

WORK ON HOLIDAYS

If an employee is scheduled to work or called in for an emergency to work on a holiday, the employee will be allowed to take the holiday hours off on another day during that two week pay period or if the employee is unable to take the time he/she will be paid for the holiday.

GOLIAD COUNTY
POLICY ON EMERGENCY CLOSINGS/INCLEMENT WEATHER

EMERGENCY CLOSINGS

When adverse weather conditions result in widespread hazardous travel conditions the Goliad County Judge or designee may grant administrative leave to employees. Administrative leave is defined as paid time off at the employee's regular pay rate.

TIME REPORTING

When the Goliad County Judge or designee officially closes an office due to adverse weather conditions, time shall be reported as follows:

Administrative leave shall be granted for scheduled work hours missed during the closing. An employee shall not be required to use vacation hours for hours missed while the office was officially closed.

Any employee in a non-emergency position who worked his/her scheduled hours while an office was officially closed, will report the hours as regular hours worked. Such an employee shall receive compensatory time for the regularly scheduled hours worked while the office was officially closed.

An employee who was not scheduled to work during the hours that the office was officially closed shall not receive administrative leave for the hours that the office was closed.

ADMINISTRATIVE LEAVE FOR OFFICIALLY CLOSED ROADWAYS

An employee who is unable to travel to work may be granted administrative leave for scheduled work hours missed when an office is not officially closed if:

A particular geographical area has widespread officially closed major roadways due to adverse weather conditions; and

No practical alternative routes are available.

ESSENTIAL PERSONNEL FOR DECLARED DISASTERS

Essential personnel for declared disasters shall include the Sheriff's office, EMS, Road and Bridge, Rural Transit employees, County Judge, Treasurer, Veteran Service Officer, IT Coordinator, and the JPs.

**GOLIAD COUNTY
POLICY ON JURY DUTY LEAVE**

JURY DUTY

Employees of Goliad County who are called for jury duty shall receive their regular pay for the period they are called for jury duty. Employees must attach proof of jury duty to their timesheet.

Any fees paid for jury service may be kept by the employee.

OFFICIAL COURT ATTENDANCE

Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the county or state shall be entitled to leave with pay for such period as his/her court attendance may require. Employee must attach proof of court duty to their timesheet.

PRIVATE ATTENDANCE

If an employee is absent from work to appear in private litigation in which he/she is a principal party, the time shall be charged to vacation, other eligible paid leave, comp time, or leave without pay.

**GOLIAD COUNTY
POLICY ON MILITARY LEAVE**

GUARD AND RESERVE

County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per year with pay to attend authorized training sessions and exercises.

Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which shall fall within the employee's normal work schedule.

An employee may use annual leave, earned compensatory time, or leave without pay if he/she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen (15) day maximum.

ORDERS

An employee going on military leave shall provide his/her supervisor with a set of orders within two (2) days after receiving them.

ACTIVE MILITARY

County employees who leave their position as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from duty.

**GOLIAD COUNTY
POLICY ON FEDERAL MILITARY LEAVE (USERRA)**

ELIGIBILITY

All Goliad County employees who are members of the “uniformed services” and “uniformed services” defined {38 U.S.C. Section 4303 (13&16)}, the commissioned corps of the Public Health Service, or any other category of persons designated by the President in time of war or emergency are eligible for military leave for active duty, active duty for training, initial active duty for training, inactive duty training, full time National Guard duty, or absence to determine the employee’s fitness to serve in the Armed Forces.

LEAVE OF ABSENCE

Employees must provide advance written or verbal notice to his/her immediate supervisor that the employee will be leaving the job for military service or training. Notice may also be provided by an appropriate officer of the uniformed service in which military service is performed.

EXTENDED LEAVE OF ABSENCE

Employees will be granted leave as required to fulfill their obligations. In general, military leave shall be limited to a cumulative period of five (5) years, which may be extended as required by law.

HEALTH BENEFITS WHILE ON LEAVE

Employees on leave for military service are eligible for continued coverage for themselves and their dependents under Goliad County’s health plan for up to 24 months. This continuation of coverage will be discontinued if the employee fails to apply for or return to employment. The employee must pay for premiums for this coverage if he/she chooses to continue coverage under Goliad County’s group health plan while on military leave.

If the employee is in military service for less than 31 days, he/she is only required to pay the same employee share of the premium that he/she paid as an active duty employee. If the employee is in military service for more than 31 days, he/she must pay 102 percent of the full premium under the plan, the same premium that would be paid for COBRA coverage.

POLICY ON MILITARY LEAVE (USERRA)

OTHER BENEFITS WHILE ON LEAVE

An employee who is absent for military service is entitled to participate in any rights or benefits, not based on seniority, which are provided to other Goliad County employees on paid or unpaid leave of absence.

Employees must pay the employee cost of benefits provided while he/she is on military leave to the same extent that other employees on leave of absence are required to pay. Employees who fail to pay the employee cost may not be provided with benefits.

RETURN FROM MILITARY SERVICE

Goliad County will restore an employee who returns from military leave to the position he/she would have attained if continuously employed or a position of like seniority, status, and pay, the duties of which the employee is qualified to perform, provided the employee receive a satisfactory discharge and returns to or reapplies for work within the time period required by law.

For periods of military leave of less than 31 days, the employee must report for work at the beginning of the first full regularly scheduled shift on the first full calendar day following his/her completion of military service and expiration of time for safe transportation back to his/her residence plus eight hours.

If the period of military service is more than 30 days but less than 181 days, the employee must submit an application for re-employment no later than 14 days following completion of military service, or as soon as possible, if failure to make timely application is through no fault of the returning employee.

If the period of military service was for more than 180 days, the employee must submit an application for re-employment not later than 90 days after completion of military service.

POLICY ON MILITARY LEAVE (USERRA)

All of the above limits must be extended by a period of up to two years if an employee is hospitalized or convalescing from an illness or injury incurred in, or aggravated during, the performance of military service.

BENEFITS ON RE-EMPLOYMENT

An employee is entitled to the seniority and other benefits determined by seniority that the employee would have attained had he/she remained continuously employed upon re-employment.

A right or benefit is seniority-based if it is determined by or accrues with length of service. On the other hand, a right or benefit is not seniority-based if it is compensation for work performed or is subject to a significant contingency.

FORFEITURE OF RIGHTS

(Sec. 4316 (b)(2)(A)(ii). If prior to leaving for military service an employee knowingly provides clear written notice of an intent not to return to work after military service, the employee waives entitlement to leave-of-absence, rights and based on seniority. Notice of intent waives all leave-of-absence rights and benefits. They cannot surrender other rights and benefits that an employee would be entitled to under USERRA, particularly employment rights.

**GOLIAD COUNTY
POLICY ON FUNERAL LEAVE**

FAMILY FUNERAL LEAVE

Employees shall be allowed up to three days leave with pay for a death in the immediate family.

For purposes of this policy, immediate family shall include: Father, mother, sister, brother, wife, husband, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren, or grandparents, (of either the employee or the employee's spouse).

ADDITIONAL LEAVE

If leave is needed beyond the limits set in this policy, it may be charged to available vacation time, compensatory time or to leave without pay.

**GOLIAD COUNTY
POLICY ON MEDICAL INSURANCE**

ELIGIBILITY

All regular full time employees scheduled to work at least 40 hours a week shall be eligible for the group medical insurance. In addition, employees eligible for group medical insurance will also receive a life insurance benefit. This will become effective after the 90 day new hire probationary period.

Premium for the coverage for eligible employees shall be paid by the county.

DEPENDENT COVERAGE

Eligible employees may cover their qualified dependents by paying the full premium for the dependents by payroll deduction.

EXTENSION OF COVERAGE

A full time employee covered under the County's group insurance shall be eligible for continued group insurance coverage only upon retirement from the County or under the Consolidated Omnibus Budget Reconciliation Act (COBRA), at their own expense.

In order to be eligible for the insurance retirement benefit, a person must be a regular full time employee of Goliad County for 8 years, and must be eligible to retire from County service by meeting the County's and TCDRS' eligibility requirements for retirement benefits. Those eligible shall include regular, full time employees who are paid from the general fund of the County, from a special fund of the County, or from special grants paid through the County.

The County's group insurance will be the primary insurance until a retiree is eligible for Medicare and will cease when a retiree becomes Medicare eligible. At that time, Medicare will become the primary insurance for the retiree. The retiree will be responsible for one hundred percent (100%) of the premium for himself and any dependents. **Premiums for spouses and dependents cease at midnight on the last day of any month in which the premium is not received in the Treasurer's office when due.**

LIFE INSURANCE

Employees shall have a limited amount of life insurance on themselves as part of their group medical insurance coverage.

INFORMATION

Information on group medical insurance benefits under COBRA and LIFE Insurance are available in the County Treasurer's office.

COBRA

If a qualifying event occurs and a family member loses coverage under the County's health insurance plan, he/she may be eligible to purchase extended coverage at his/her own expense.

Loss of coverage may occur due to termination, lay off, death of employee, divorce, or loss of coverage due to children ceasing to be a dependent child under the terms of the county's health insurance plan.

The maximum time that coverage can be extended is 18 months for an employee and 36 months for a dependent. Employees (and their eligible dependents) on military leave under USERRA regulation may elect up to 24 months of continued coverage under COBRA.

Upon notification from an employee that a qualifying event has occurred, Goliad County will notify the health insurance carrier to mail the employee a COBRA letter, which will include the rates, premium due, and due dates. **Premiums for spouses and dependents cease at midnight on the last day of any month in which the premium is not received in the Treasurer's office when due.**

Employees who do not regularly work 40 hours a week will be reclassified as part-time and no longer receive insurance benefits, (excluding temporary employees).

POLICY ON MEDICAL INSURANCE CONTINUED

The maximum time that coverage can be extended is 18 months for an employee and 36 months for a dependent. Employees (and their eligible dependents) on military leave under USERRA regulation may elect up to 24 months of continued coverage under COBRA.

Upon notification from an employee that a qualifying event has occurred, Goliad County will notify the health insurance carrier to mail the employee a COBRA letter, which will include the rates, premium due, and due dates

Employees who do not regularly work 40 hours a week will be reclassified as part-time and no longer receive insurance benefits, (excluding temporary employees).

**GOLIAD COUNTY
POLICY ON WORKER'S COMPENSATION**

All non-exempt County employees shall be paid an hourly salary. Some employees may have the classification of hourly employees paid on a salary basis, but they remain non-exempt for FLSA purposes. Exempt employees shall receive a weekly salary for all hours worked. For full time non-exempt employees, the monthly salary compensates the employee for all hours worked up to 40 in any workweek.

For part time regular employees, the monthly salary compensates the employee for all hours worked in a workweek up to the amount designated by the County for the position.

Temporary employees shall be paid hourly at least the minimum wage established by the Fair Labor Standards Act, as amended.

ELIGIBILITY

All Goliad County employees are covered by worker's compensation insurance while working on duty for the county.

BENEFITS

Worker's compensation insurance pays for medical bills resulting from injury or illness an employee incurs while carrying out the duties of his/her job.

Worker's Compensation also pays a partial salary continuation benefit for time lost from work after seven calendar days as the result of eligible work-related injuries or illness. (Exception: Jailers and deputies are guaranteed 100 % of salary continuation as stated by the State Constitution from the 1st date of injury).

POLICY ON WORKER'S COMPENSATION

ACCIDENT REPORTING

Any employee who suffers a job related injury or illness shall be required to notify his/her supervisor as soon as possible. A copy of the incident report can be found on the Goliad County's website under the County Treasurer's office.

Failure to promptly report job related illnesses or injuries may affect an employee's eligibility for benefits or delay benefit payments which are due.

PHYSICIAN'S RELEASE

An employee who has lost time because of a work related accident or illness shall be required to provide a release from the attending physician before being allowed to return to work.

CONTRIBUTORY FACTORS

An employee's worker's compensation benefits may be adversely affected and deniable if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in inappropriate behavior such as horseplay.

Employees out on Worker's Compensation leave will not accumulate sick, vacation or holiday benefits.

FMLA

Goliad County designates absence from work as a result of a Worker's Compensatory injury or illness as FMLA leave if applicable and will notify employees of this designation as appropriate. (See FMLA Policy 2.15)

**GOLIAD COUNTY
POLICY ON RETURN-TO-WORK**

POLICY OVERVIEW

This policy covers employees who are on leave due to an occupational injury or illness. Because employees are our most valuable resource, Goliad County attempts to help employees return to work as soon as possible after their physician certifies their fitness to do so.

COORDINATION WITH ATTENDING PHYSICIAN

An employee on leave due to a work related disability can return to work only when Goliad County receives the attending physician's written medical release authorizing such return. Goliad County Treasurer, in conjunction with the elected official and/or employee's supervisor, is responsible for providing the physician with a copy of the employee's job description, copies of job descriptions for potential light-duty assignments and written information explaining Goliad County's return-to-work policy.

JOB DESCRIPTIONS

Each elected official is responsible for working with supervisors to ensure that job descriptions accurately and completely describe the essential functions of each position. Each elected official works with the Treasurer's office and medical consultants to analyze any new light-duty position and develop a job description describing the essential functions of that position.

RETURN TO WORK OPTIONS

Arrangements to facilitate an employee's early return to work are made in consultation with the employee's attending physician and/or other qualified medical professionals retained by the County or its insurance carrier. The following options are explored: Return to prior position. An employee is offered the opportunity to return to his/her prior position if the attending physician certifies that the employee can perform the essential functions of the job with or without reasonable accommodations. The Treasurer is responsible for working with the employee's supervisor, the elected official, and attending physician (and third party consultants, as necessary) to provide any reasonable accommodations.

POLICY ON RETURN TO WORK

Modified Duty. Any employees who are not yet able to return to their former duties are offered (subject to the restrictions set out in section 5 of this policy) a temporary modified-duty assignment that has been approved by the employee's attending physician. The Treasurer is responsible for working with the employee's supervisor, the elected official, and attending physician (and third party consultants, as necessary) to provide and implement the modified-duty assignment. The assignment can consist of the employee's regular job with reduced working hours and/or activities, or an alternative modified-duty position.

RESTRICTION ON MODIFIED DUTY ASSIGNMENTS

The following restrictions apply to modified-duty assignments. No guarantee of work. As provided in section 4 of this policy, the County must endeavor to return employees to gainful employment as soon as possible by exploring possible modified-duty assignments. However, Goliad County does not guarantee the availability of modified-duty work.

Pay rates and workers' compensation benefits. Employees on modified-duty are not guaranteed the rate of pay they received for the position they held at the time they sustained their work-related injury or illness. Employees receive temporary income benefits from workers' compensation to supplement this income to a pre-injury level. (Exception: Commissioned law enforcement officers are guaranteed 100% of salary by the State Constitution while incapacitated under worker's comp. standards whether on modified-duty assignment or not). The pay rate for a modified-duty assignment is based on knowledge, skills, and abilities required for the job as well as general market conditions. Employees who return to work in modified-duty positions before they have reached maximum medical improvement are eligible for temporary partial disability benefits under the workers' compensation program if they earn less than they earned in the position held at the time they sustained the work-related accident or illness. Employees in modified-duty positions are not permitted to supplement their workers' compensation benefits by using their accrued vacation, personal, or medical sick leave.

POLICY ON RETURN TO WORK

12-Week Limit. Modified-duty assignments are temporary arrangements intended to complement and facilitate the healing process. Modified-duty assignments cannot exceed 12 weeks without approval from the County's elected officials.

EMPLOYEE REFUSAL OF WORK/TRAINING

In the event that an employee refuses to return to regular or modified duties in response to a written, bona fide offer of employment by Goliad County sent via certified mail, the employee is separated from employment and his/her position will be filled permanently (NOTE: An exception to this rule applies in the case of employees who have not yet exhausted their FMLA leave entitlement. (See section 9).

A written offer of employment must clearly state: the position offered and duties of the position; the County's agreement to any limitations or conditions set out in the attending physician's certification of the employee's fitness to return to work; the job's essential functions; and the job's wage, working hours, and location.

PERMANENT DISABILITIES

When reaching maximum medical improvement, an employee can have a permanent disability that impairs the employee's ability, with or without reasonable accommodations, to return to his/her regular position. The County, in consultation with the employee's attending physician and the workers' compensation carrier, must evaluate the following options:

Securing vocational rehabilitation services for Texas Rehabilitation Commission or private consultants, as appropriate. Services can include assessment and testing, counseling, and training.

Finding an open position at the County with the elected official's approval that commensurate with the employee's knowledge, skills, and abilities.

POLICY ON RETURN TO WORK

MEDICAL INFORMATION

All employee medical information is held in strict confidence in accordance with the Americans with Disabilities Act. Medical inquiries are limited to those permitted under Texas's worker's compensation statute and applicable federal law.

COORDINATION WITH FMLA

Nothing in this policy should be construed as denying employees their rights under the Family and Medical Leave Act or any other federal or state law.

It is the County's policy to designate an employee's leave due to a work related injury or illnesses as FMLA leave if applicable. To the extent permitted by FMLA, the County counts the period of an employee's modified-duty assignment toward the employee's FMLA entitlement.

Employees entitled to FMLA leave can voluntarily accept modified-duty assignments while they are recuperating; but, they cannot be required to do so. Employees who lose their worker's compensation income benefits as a result of declining a modified duty assignment are required to substitute any available vacation, personal, or medical, sick leave, for unpaid FMLA leave.

Until employees have exhausted their 12 week FMLA entitlement, they have the right to be reinstated to their original job or an equivalent job provided that they are able to perform the job's essential functions.

**GOLIAD COUNTY
POLICY ON RETIREMENT**

ELIGIBILITY

Regular full time and part time employees become members of the Texas County & District Retirement System (TCDRS), based on criteria set forth by TCDRS.

CONTRIBUTIONS

Eligible employees shall contribute to the TCDRS retirement program through payroll deduction.

Goliad County shall match the contribution of the employee in accordance with the retirement plan.

Employees become eligible for TCDRS pension, who:

Have 30 years of service credit at any age; or,

Are age 60 with 8 years of service credit; or,

Have combined years of service credit and age equaling 75 (Rule of 75).

INFORMATION

Information on TCDRS retirement program may be obtained at the County Treasurer's office or www.tcdrs.org

**GOLIAD COUNTY
POLICY ON POST EMPLOYMENT RETIREMENT**

ELIGIBILITY

Retirees of a participating subdivision may be rehired only after a bona fide separation of employment and a break in service of their monthly annuity.

BONA FIDE SEPARATION

A bona fide separation means there was no prior agreement or understanding between the employer and employee that the person would be rehired after retirement. A sworn affidavit confirming no prior agreement must be signed by the retiree, the previous official/department head performing the rehire.

BREAK IN SERVICE

A retiree who resumes employment with Goliad County must have had a break in service of at least one full calendar month.

SAME POSITION REEMPLOYMENT

The Commissioner's Court may review the reemployment of a retiree into the same position the retiree vacated provided the retiree is documented as the most qualified candidate for the vacancy following the county's standard procedures for job posting and application review. Court review is solely for the purpose of determining any inconsistencies with this policy.

NEW MEMBER

Any retiree who is rehired consistent with this policy will establish a new membership with TCDRS and will be considered to be a new member for the purpose of beneficiary determination and benefit selections.

INCONSISTENT REHIRE

A retiree who is rehired inconsistent with any provision of this policy will be considered not to have retired from the system. Thus, the employee's service retirement annuity will be determined and the person must return any payments received to TCDRS.

**GOLIAD COUNTY
POLICY ON SOCIAL SECURITY**

SOCIAL SECURITY

All county employees shall participate in the Federal Social Security program which provides certain retirement, disability, and other benefits.

CONTRIBUTIONS

Contributions to this program shall be by payroll deductions in accordance with the requirements of the program.

The County shall contribute an amount equal to the employee's contribution in accordance with the requirements of the program.

**GOLIAD COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE ACT (FMLA) AND MILITARY
LEAVE (MFL) ACT**

The federal Family & Medical Leave Act of 1993 (FMLA) as amended in 2009 requires employers with 50 or more employees to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (Family and Medical Leave), as well as the military family leave entitlements (Military Family Leave—MFL) described in this policy.

Employees with any questions about their eligibility for FMLA leave should contact the County Treasurer's office for more information.

ELIGIBILITY

To be eligible for benefits under this policy, an employee must:

- a. Have worked for Goliad County at least 12 months (it is not required that these 12 months be consecutive); and,
- b. Have worked at least 1250 hours during the previous 12 months.

QUALIFYING EVENTS

Family or medical leave under this policy may be taken for following situations:

- a. The birth of a child and in order to care for that child;
- b. The placement of a child in the employee's home for adoption or foster care;
- c. To care for a spouse, child, or parent with a serious health condition; or
- d. The serious health condition of the employee.

SERIOUS HEALTH CONDITION

Serious health condition of the employee shall be defined as a health condition that makes the employee unable to perform the essential functions of his or her job.

Serious health condition of a spouse, child, or parent shall be defined as a condition which requires inpatient care at a hospital, hospice, or residential care medical facility, or a condition which requires continuing care by a licensed health care provider.

POLICY ON FMLA AND MFL

LEAVE AMOUNT

Up to 12 weeks leave per 12 month period may be used under this policy for reasons listed above in section (2).

The County will measure the 12 month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy for all FMLA and MFL leave (see below).

All leave taken under this policy during the prior 12 month period shall be subtracted from the employee's FMLA or MFL leave eligibility and the balance is the leave the employee is entitled to take at that time.

If a husband and wife both work for the County, the maximum combined leave they shall be allowed to take in any 12 month for the birth or placement of a child is 12 weeks.

MILITARY FAMILY LEAVE

Under the MFL, there are two types of leave available: 1) a qualifying exigency leave; and 2) leave to care for a covered service member.

Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter, in the Armed Forces (Regular, Reserves or National Guard) is on active duty or called to active duty status in a foreign country. Qualifying exigencies may include:

- a. short-notice deployment (up to 7 days of leave);
- b. attending certain military events;
- c. arranging for alternative childcare;
- d. addressing certain financial and legal arrangements;
- e. periods of rest and recuperation for the covered military member (up to 5 days of leave);
- f. attending certain counseling sessions;

POLICY ON FMLA AND MFL

- g. attending post-deployment activities (available for up to 90 days after the termination of the covered military member's active duty status);
- h. other activities arising out of the covered military member's active duty or call to active duty in a foreign country and agreed upon by the county and the employee.

There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces (Regular, Reserve or National Guard) who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. This also includes a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (Regular, Reserve or National Guard) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

PAID AND UNPAID LEAVE

If an employee has accrued leave, the employee shall be required to use appropriate paid leave for all FMLA or MFL leave.

The maximum amount of paid and unpaid leave that may be used under this policy in any 12 month period is 12 weeks for FMLA leave and MFL exigency leave and up to 26 weeks for MFL leave to take care of a covered service member. In any 12 month period, all leaves combined cannot exceed 26 weeks in the 12 month period.

INSURANCE

While on leave under this policy, the County shall continue to pay the employee's medical insurance premium at the same rate as if the employee had been actively at work if there is a group health plan in effect.

The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, if there is a group health plan in effect, or the coverage will be discontinued.

POLICY ON FMLA AND MFL

Payment for coverage under section 4.03 of this policy shall be made through regular payroll deduction while the employee is on leave with pay.

While on leave without pay, the employee shall be required to pay for premiums due to the County no later than 30 days after the due date which the County sets or the coverage shall be discontinued if there is a group health plan in effect.

INTERMITTENT LEAVE AND REDUCED SCHEDULE

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis.

Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

All work time missed as the result of intermittent leave or a reduced work schedule under this policy shall be deducted from the employee's FMLA/MFL leave eligibility.

PHYSICIAN'S STATEMENT AND CERTIFICATIONS

The County shall have the right to ask for medical information and certification of the serious health condition, from the employee's physician or medical provider or the employee's eligible dependent's physician or medical provider when the employee requests or is using leave under this policy. The county can also ask for certification for MFL leave.

The employee should respond to the request within 15 days of the request or provide a reasonable explanation for the delay. Certification of the serious health condition of the employee shall include:

- a. The date the condition began;
- b. Its expected duration;
- c. The diagnosis of the condition;

POLICY ON FMLA AND MFL

- d. A brief statement of the treatment; and
- e. A statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.

Certification of the serious health condition of an eligible family member shall include:

- a. The date the condition began;
- b. Its expected duration;
- c. The diagnosis of the condition;
- d. A brief statement of treatment; and
- e. A statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification shall also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The County shall have the right to ask for a second opinion from a physician or medical provider of the County's choice, at the expense of the County, if the County has reason to doubt the certification.

If there is a conflict between the first and second medical certifications, the County shall have the right to require a third certification, at the expense of the County, from a health care practitioner agreed upon by both the employee and the County, and this third opinion shall be considered final.

REQUESTING LEAVE

Except where leave is unforeseeable, an employee shall be required to submit, in writing, a request for leave under this policy to his or her immediate supervisor.

Where practicable, an employee should give his or her immediate supervisor at least 30 days notice before beginning leave under this policy.

POLICY ON FMLA AND MFL

Where it is not reasonably practicable to give 30 days' notice before beginning leave, the employee shall be required to give as much notice as is reasonably practicable.

If an employee fails to provide 30 days' notice for foreseeable leave, the leave request may be denied until at least 30 days from the date the County receives notice.

REINSTATEMENT

Employees returning from leave under this policy, and who have not exceeded the FMLA/MFL maximum allowed under this policy, shall be returned to the same job or a job equivalent to that the employee held prior to going on leave.

Where an employee is placed in another position, it will be one which has equivalent status, pay, benefits, and other employment terms and one which entails substantially equivalent skill, effort, responsibility, and authority.

The County shall have no obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum number of weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave.

REPAYMENT OF PREMIUMS

Except in situations where the employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or other situations beyond the control of the employee, an employee who does not return to work after using the maximum number of weeks leave allowed under this policy shall be required to reimburse the County for all medical premiums if there is a group plan in effect and paid by the county.

OTHER BENEFITS

While on leave without pay under this policy, an employee shall not earn vacation, sick leave, be eligible for holidays, or earn other benefits afforded to employees actively at work, except for those stated in this policy.

OTHER ISSUES

Any area or issue regarding family and medical leave which is not addressed in this policy shall be subject to the basic requirements of the Federal Family and Medical Leave Act (FMLA) and the regulations issued to implement it.

GOLIAD COUNTY SICK LEAVE POOL

PURPOSE

A Sick Leave pool shall be established to provide a source of additional sick leave for those employees who have exhausted all accrued paid leave because of catastrophic illness or injury. A copy of the Goliad County Sick Pool Policy and application can be found on the Goliad County website under Treasurer's office.

CATASTROPHIC ILLNESS/INJURY

Catastrophic illness or injury means a severe condition combination of conditions affecting the mental or physical health of an employee or employee's immediate family that requires the service of a licensed practitioner for a prolonged period of time. Examples of qualifying catastrophic illnesses or injuries generally considered include, but are not limited to:

Stroke with residual paralysis or weakness

Incapacitating heart attack

Major Surgery (hysterectomy, mastectomy, heart bypass, prostate, etc.)

Cancer/Hepatitis/Broken Hip

Car wreck requiring hospitalization.

Examples of illnesses or injuries that generally would not be considered to be severe enough to be catastrophic include, but would not be limited to:

Broken limb

Cold/Allergy

Minor surgery with no complications such as appendectomy, tonsillectomy, day surgery

Pregnancy with minor or no complications

ELIGIBLE EMPLOYEE

Eligible employee is one who has one or more years of continuous employment with Goliad County; is a regular employee of Goliad County with a normal work schedule of at least 30 hours per week; has enrolled and donated to the Sick Leave Pool, and has exhausted all accrued paid leave.

POLICY ON SICK LEAVE POOL CONTINUED

ALLOWABLE HOURS

The following breakdown of sick pool hours based on 8 hours per day for full time employees and 6 hours per day for part time that could be granted according to time of service and type of illness:

Full Time Years of Service	Allowable Work Days
1-5	30
5-10	42
11+	60

Part Time Years of Service	Allowable Work Days
1-5	15
5-10	21
11+	30

IMMEDIATE FAMILY

Immediate family consists of employee's spouse, son, daughter, or parent.

POOL ADMINISTRATOR

The Sick Leave Pool Administrator shall be the Goliad County Treasurer under the advisement of the appointed Sick Leave Pool Committee.

DONATIONS

Employees who wish to donate to the Sick Leave Pool may do so in January each year. Donations of at least 8 and no more than 40 hours for full time and 4 hours for part time employees must be in January each year to stay active in the pool. Employees leaving employment may donate up to 80 hours at time of termination. For employees wishing to donate, forms may be picked up at the Goliad County Treasurer's office.

APPLYING FOR SICK LEAVE POOL

An eligible employee may withdraw leave from the Sick Leave Pool by submitting a Sick Leave Pool Application and a Licensed Practitioner Statement Form. Both application and Licensed Practitioner forms are available at the Goliad County Treasurer's office.

**GOLIAD COUNTY
POLICY ON FRINGE BENEFITS**

Goliad County will comply with the IRS in regards to fringe benefits such as county cell phones, county uniforms, county vehicle usage, and day-trip meals. You may be responsible for paying taxes when you receive such fringe benefits.

**GOLIAD COUNTY
POLICY ON PROBATIONARY PERIOD**

90-DAY PROBATIONARY PERIOD

All new regular employees serve a 90-day probationary period. During the probationary period, the employee will not accumulate leave.

**GOLIAD COUNTY
POLICY ON 125/CAFETERIA PLAN**

SECTION 125/CAFETERIA PLAN

The county offers a “cafeteria plan” at the employee’s option. This plan provides payroll deduction for insurance premiums and optional insurance coverage.

**GOLIAD COUNTY
POLICY ON ATTENDANCE AND TIMELINESS**

ATTENDANCE

Each employee shall report to work on each day he/she is scheduled to work unless prior approval for absence is given by the employee's supervisor or the employee is unable to report for work because circumstances beyond the control of the employee.

TARDINESS

Each employee shall be at his/her place of work at the starting time set by his/her supervisor unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.

Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

NOTIFICATION

If an employee is unable to be at work at his/her normal reporting time, the employee shall be responsible for notifying his/her supervisor as soon as reasonably practical of the circumstances causing the tardiness or absence.

EXCUSED AND UNEXCUSED

Each supervisor shall be responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on circumstances causing the absence or tardiness.

Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.

**GOLIAD COUNTY
POLICY ON COUNTY PROPERTY**

RESPONSIBILITY

County employees shall only use equipment, vehicles, tools, and other County property that they are authorized to use.

Only county employees can operate county owned vehicles.

Each employee shall be responsible for the care, maintenance, proper use, and upkeep of any vehicle, tool, or other County equipment assigned to him/her.

PERSONAL USE

Personal use of County vehicles, equipment, supplies, tools, and other County property shall not be permitted.

LICENSES

A County employee who operates any County equipment or vehicle which requires a license shall be required to have a current active license and/or current CDL license if applicable for that vehicle or equipment any time he/she operates it.

- a. An employee shall notify his/her supervisor of any change in the status of that license.
- b. An employee shall be subject to possible job change or termination if that license is suspended or revoked.
- c. An employee who is deemed uninsurable by the County's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

ACCIDENTS

Any employee involved in an accident while operating County equipment or vehicles shall immediately report the accident to his/her supervisor and to the proper law enforcement or other authority immediately.

**GOLIAD COUNTY
POLICY ON CONFLICT OF INTEREST**

CONFLICT OF INTEREST

Employees of Goliad County shall not engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of potential or appearance of affecting the employee's job efficiency, or which would reduce his/her ability to make objective decisions in regard to his/her work and responsibility as a County employee.

Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination.

PROHIBITED

Activities which constitute a conflict of interest shall include but not be limited to:

- a. Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance;
- b. Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
- c. Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;

POLICY ON CONFLICT OF INTEREST CONTINUED

- d. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his/her duties for the County;
- e. Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a County employee in favor of that person.

**GOLIAD COUNTY
POLICY ON POLITICAL ACTIVITY**

POLITICAL ACTIVITY

Employees of Goliad County shall have the right to support candidates of their choice and to engage in political activity during their personal time.

County employees shall not:

- a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
- b. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
- c. Use any equipment, property or material owned by the County for political activity.

GOLIAD COUNTY POLICY ON SAFETY

PURPOSE

Goliad County's policy on safety is to provide healthful and safe working conditions for all of its employees.

SAFETY STANDARDS

Each County employee shall be required to adhere to the general safety standards established for all employees and to all additional safety standards for his/her job or the department in which he/she works.

VIOLATIONS

Failure to follow the safety standards set by the County shall make an employee subject to disciplinary action, up to and including termination.

ACCIDENT

An employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.

REPORTING

Employees observing unsafe working conditions shall take action to correct those conditions and/or report the unsafe conditions to their immediate supervisor. The Employee's department head must notify the County Treasurer's office of the accident on the day of the accident or the nearest business day to the accident occurrence. The employee is responsible for reporting the accident immediately to his department to his department head and then filing a written statement with the Treasurer's office that day or the business day nearest the incident. A copy of any accident report involving County equipment or vehicles must be forwarded to the Department head as soon as the law enforcement investigation is completed. A copy of the accident report must be filed with the County Auditor and in the personnel file in the County Treasurer's office of the employee involved.

TOBACCO

The use of tobacco products is prohibited within the county buildings. The Commissioners' court believes that its employees and the public are entitled to a smoke free environment within county buildings. The court recognizes federal warnings on smoking and secondary smoke.

BLOOD SPILLS

With potential spread of blood-borne diseases, it is important that employees use care when handling blood spills in the workplace. Employees should make sure to take precautions against contact with blood or internal body fluids. Make sure to wear sanitary gloves which are available in every building. Immediately after handling blood spills remove gloves and wash hands thoroughly for 60 seconds with soap and water.

**GOLIAD COUNTY
POLICY ON SEXUAL HARASSMENT**

POLICY

It shall be the policy of Goliad County to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

Employees engaging in sexual harassment shall be subject to discipline, up to and including termination.

DEFINITION

Sexual harassment shall include, but not be limited to, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is either an expressed or implied condition of employment;
- b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or
- c. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

CLAIMS

All claims of sexual harassment shall be taken seriously and investigated.

While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment.

POLICY ON SEXUAL HARASSMENT CONTINUED

REPORTING

Employees who feel they have been sexually harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work.

If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the County Judge, another member of the Commissioners' Court, or to the County Attorney.

The official or department head to which the claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

After the investigation is complete, the employee making the claim shall be notified of the result of the investigation and actions which are to be taken.

OTHER RIGHTS

Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to sexual harassment charges.

**GOLIAD COUNTY
POLICY ON ANTI-HARASSMENT**

POLICY STATEMENT

The County strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The work environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential. For that reason, the County will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the County will seek to prevent, correct and discipline behavior that violates this policy.

PROHIBITED CONDUCT

Discrimination:

- a. It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, or marital status.
- b. Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1975; and the Americans With disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.
- c. Discrimination in violation of this policy will be subject to severe sanctions up to and including termination.

POLICY ON ANTI-HARASSMENT CONTINUED

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind, and the office will take appropriate action swiftly to address any violations of this policy. The definition of harassment is: verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs his/her ability to perform his/her job.

Examples of harassment are:

- a. Verbal: Comments which are not flattering regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body disability, or appearance. Epithets, slurs, negative stereotyping.
- b. Non-verbal: Distribution, display or discussion any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance disability, marital or other protected status.

CLAIMS

All claims of harassment shall be taken seriously and investigated.

While all claims of harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of anti-harassment.

POLICY ON ANTI-HARASSMENT CONTINUED

REPORTING

Employees who feel they have been harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work.

If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the County Judge, another member of the Commissioners' Court, or to the County Attorney.

The official or department head to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

After the investigation is complete, the employee making the claim shall be notified of the result of the investigation and actions which are to be taken.

OTHER RIGHTS

Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to anti-harassment charges.

**GOLIAD COUNTY
POLICY ON COMPUTER USAGE**

GENERAL

Goliad County provides computers and Internet connections (“facilities”) to further its official county business, interests and purposes. The County has the right to monitor all communications and downloads that pass through its facilities, at its sole discretion. Any information retained on the County’s facilities may be disclosed to outside parties or to law enforcement authorities.

County personnel may not load or download any unauthorized software or material from the Internet or elsewhere in violation of software licenses, or in the copyright trademark or patent laws. In addition, County personnel may not add any unauthorized hardware on any County computer. Requests for any additional software and/or hardware should be made to the Information Technology Director by the Official or Department.

All computer hardware purchased by the County is the property of Goliad County and must be administered by the Information Technology Department. This includes connecting, disconnecting, moving, etc. Non-County owned computer hardware/software is not allowed on the County computers or network.

INTERNET ACCESS

Goliad County provides Internet access to certain individuals, Elected Officials, Department Heads and their designated personnel. This Internet access is provided for County business purposes. At no time is any employee authorized to use this access for any political objective, any educational activity or training that does not pertain to the job, personal financial gain, to view pornographic sites or any other sites which could compromise the ethics of Goliad County. In addition, authorized users may not use the County’s facilities for personal or commercial advertisements, solicitations or promotions.

Users are not to use computers or network services in a manner that is likely to cause network congestion or significantly hamper the ability of others to access and use the services or equipment.

POLICY ON COMPUTER USAGE

Unless specifically authorized in writing, by the Elected Official or Department Head and the Information Technology Director, downloading and streaming of MP3 and other music files, video files, radio or TV programs extended connections to social networking sites and on-line gaming are prohibited.

The use of the Internet can and will be monitored and violations will be reported to the appropriate Elected Official or Department Head for Disciplinary Action.

AUTHORIZATION FOR USE OF E-MAIL

As determined by the Elected Official or Department Head, personnel may be authorized the use of e-mail. Such authorization allows for the non-official use of e-mail, provided such communication does not disrupt or interfere with official County business and is kept to a minimum during business hours. Such authorization shall be in writing and made a part of his/her personnel file. Authorized users may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information by use of the County's facilities, including offensive jokes or cartoons.

The use of e-mail can and will be monitored and violations will be reported to the appropriate Elected Official or Department Head for disciplinary action.

**GOLIAD COUNTY
POLICY ON DRESS CODE**

Goliad County expects all employees to be well groomed, clean, and neat at all times. Each department will determine the type of attire that is acceptable. It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers and to the public being served. A cheerful and positive attitude is essential to our commitment to customer service.

**GOLIAD COUNTY
POLICY ON SMOKING**

USE OF TOBACCO PRODUCTS

Goliad County endeavors to provide a healthy environment. Therefore, any form of tobacco consumed in company buildings is strictly prohibited. Additionally, no smoking is allowed within ten (10) feet of the exterior entranceways.

**GOLIAD COUNTY
POLICY ON CELL PHONE USAGE**

CELL PHONE USAGE

Goliad County determines on a case by case basis the need for county provided cell phones. County cell phones are to be used for business purposes only. Employees who use their cell phones for personal use will be required to reimburse the county for the unauthorized use. The employee may also lose the privilege of having a county cell phone. Goliad County follows all rules and regulations set forth by the IRS regarding use and taxation of county cell phones.

TALKING WHILE DRIVING

Goliad County strongly discourages the use of any cell phone while operating any vehicle. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.

TEXTING WHILE DRIVING

Goliad County bans all employees from texting while operating any county vehicle owned vehicle. County employees who are driving their own personal vehicle are also banned from texting while driving on county business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of CDL.

PHONE PROTECTION

Employees in possession of a Goliad County owned cellular phones are required to take appropriate precautions to prevent theft and vandalism of all company equipment.

CELL PHONE AT WORK

Each department shall set their own rules and regulations regarding personal cell phone usage while at work.

**GOLIAD COUNTY
POLICY ON DEMOTIONS, TRANSFERS AND PROMOTIONS**

DEMOTIONS

Demotions are the movement of an employee from one position to another with a decreased responsibility or complexity of job duties or to a lower salary. Elected officials, appointed officials or department heads may choose to demote or re-assign any employees who are unable to meet performance requirements, for disciplinary reasons or for any other reason as deemed necessary by the official. Upon demotion, an employee's salary may be adjusted downward.

TRANSFERS

Transfers are the lateral movement of an employee from one position to another with the same responsibility or complexity of job duties with no change in salary. Elected officials, appointed officials or department heads may transfer a qualified employee in their department to a vacant position. All transfers must be handled in accordance with the budget adopted by Commissioners Court.

PROMOTIONS

Promotions are the movement of an employee from one position to another with an increased responsibility or complexity of job duties, and to a higher salary. Elected officials, appointed officials or department heads may promote a qualified employee in their department to a vacant position. All promotions must be handled in accordance with the budget adopted by Commissioners Court.

**GOLIAD COUNTY
POLICY ON PDA AND CAMERA USAGE**

Goliad County prohibits the use or possession in the workplace of any type of camera phone, digital camera, video camera, or other form of image-recording device without the express permission of each department head and of each person whose image is recorded. Employees with such devices should leave them at home unless expressly permitted by their department head to do otherwise. This provision does not apply to designated Goliad County personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers to the workplace or connect them to Goliad County electronic systems, unless expressly permitted to do so by their supervisor and or IT department. Violation of this policy may result in disciplinary action, up to and including termination of employment.

GOLIAD COUNTY POLICY ON BREAKS

NURSING MOTHERS

The Fair Labor Standards Act requires a reasonable break for nursing mothers to express breast milk during the first year following the birth of a child. Goliad County will provide a paid break up to 20 minutes for nursing mothers, the nursing mother will be allowed whatever time is needed to express breast milk, however, if the break is longer than 20 minutes in duration, the break time will be unpaid time off. The mother will be given a private location, not a bathroom to express breast milk. The location will be determined on a case by case basis. Goliad County does not allow any retaliation against nursing mothers for asking for this break. Nursing mothers are entitled to this break for 1 year following the birth of their child.

OTHER BREAKS

All other breaks are determined by each department head and are not required to be given. If your department provides you with a break, they may not be accumulated or used for time off. The Fair Labor Standards Act does not require any breaks other than for nursing mothers.

**GOLIAD COUNTY
POLICY ON OUTSIDE EMPLOYMENT**

Goliad County employees are expected to give their full and undivided attention to their job duties. They should not use county facilities or equipment or their association with Goliad County to carry on a private business or profession. Unless express approval is obtained in advance and in writing from their immediate supervisor, county employees should not engage in a profit-making business nor become involved with a non-profit organization outside of their employment with Goliad County that interferes with the employee's assigned duties.

**GOLIAD COUNTY
POLICY ON CONFIDENTIALITY**

Goliad County is a public entity; however, some county employees acquire confidential information as a result of their position with the county. This information should be protected. Employees who abuse their position and reveal private information they have received as a result of their position may be subject to discipline up to and including termination.

Regarding the personnel information on employees of Goliad County; the county will adhere to all open record requests and such requests will be reviewed and approved by the County Attorney. Information will be released in accordance with Texas State Law.

**GOLIAD COUNTY
POLICY ON VIOLENCE IN THE WORKPLACE**

It is the goal of Goliad County to provide a safe and secure work environment for employees free of violence. Thus, acts of threats of violence by any employee against another employee or another person will not be tolerated while on duty. Employees should promptly report any such conduct or threats. Further, any employee who engages in fighting, physical attacks, assaults, or intimidation or makes threats of physical violence or of an attack or assault will be subject to discipline up to and including immediate termination of employment. Employees are prohibited from stealing, damaging, or destroying property, and are also prohibited from threatening to steal, damage, or destroy property of others, including County property.

**GOLIAD COUNTY
POLICY ON INDEPTEDNESS TO THE COUNTY**

State law prohibits issuing a paycheck to a county employee if the employee is indebted to the county or to the state.

**GOLIAD COUNTY
POLICY ON PAYDAYS AND TIME SHEETS**

PAY PERIOD

The pay period for Goliad County shall be a bi-weekly pay period with the pay period dates established by the Commissioners' Court.

PAYDAY

Paydays shall be the Friday following the end of a pay period. If a regular payday falls on a holiday, payday will be on the last workday immediately preceding the holiday.

PAYCHECKS

It is in the best interest of Goliad County to enact a mandatory direct deposit for both financial and administrative purposes. Direct deposit provides a number of benefits, such as avoiding lost checks, reduced potential for theft or forgery, and funds are deposited directly into employees' accounts on payday. All employees are required to use direct deposit for payroll. A direct deposit form must be completed and forwarded to the County Treasurer's office along with a voided check, bankcard with account and routing numbers, or a letter from your bank with account number and routing numbers. There are circumstances for which payment by check, rather than direct deposit is necessary or suitable; for example, an employee's first and last paycheck will not be direct deposited. Direct Deposit forms are available on the County website or in the Treasurer's office. Check stubs and W-2 forms will be available on GHG Corporation's secure timekeeping website for printing purposes.

TIME SHEETS

Each employee is required to fill out a time sheet accurately reflecting time worked, leave taken, and compensatory time used for the pay period. Time sheets will be signed and turned in to supervisors at the end of the last day of each pay period.

Supervisors shall total and verify time worked, leave taken and compensatory time used for each employee. Supervisors will deliver verified time sheets to County Treasurer's office by 9 a.m. on the first working day (usually Monday) following the last day of pay period. Failure to turn in timesheets by the deadline may result in delay of payment.

PAY ADVANCES

Advances in pay shall not be made to any employee for any reason.

**GOLIAD COUNTY
POLICY ON LONGEVITY PAY**

ELIGIBILITY

All regular full time employees (who receive county health insurance and retirement benefits), regular part-time employees who are regularly scheduled to work a minimum of twenty (20) hours per week, and Elected Officials shall not be eligible for the longevity pay benefit.

To be eligible for longevity pay the employee must have been employed on or before January 1st of the current year. Employees beginning work before the 10th of any month will receive longevity pay for that month. Employees beginning work after the 10th of any month will begin longevity pay the next month.

Employees who terminate prior to December 1st of the current year are not eligible to receive longevity pay.

An approved leave of absence without pay does not constitute termination; but, longevity compensation will not be paid for those months when no pay was drawn during such leave of absence.

AMOUNT

All regular full-time employees shall receive longevity pay computed at the rate of five dollars (\$5.00) per month for each month of continuous (without termination) service as of December 31st of the current year.

POLICY ON LONGEVITY PAY CONTINUED

All regular part-time employees shall receive longevity pay computed at the rate of two dollars and fifty cents (\$2.50) per month for each month of continuous (without termination) service as of December 31st of the current year.

PAYMENT

Longevity payments shall be made with the first payroll in December.

MAXIMUM

The maximum amount on longevity pay that an employee shall be eligibility for in any one year is 180 months or nine hundred dollars (\$900.00).

**GOLIAD COUNTY
POLICY ON PAYROLL DEDUCTIONS**

REQUIRED

Deductions shall be made from each employee's paycheck for federal withholding, social security, Medicare, and any other deduction required by law.

RETIREMENT

Employees eligible for membership in the Texas County and District Retirement System shall have their contribution to that system deducted from each paycheck.

OPTIONAL DEDUCTIONS

Employees may participate in any optional deductions approved by the Commissioners' Court by providing a written authorization to the County Treasurer's office.

GOLIAD COUNTY
POLICY ON WORK SCHEDULE, WORK WEEK, AND WORK PERIOD

HOURS

Hours of work are established to meet the needs of the citizens of Goliad County and for the orderly conduct of the County's business.

WORK WEEK

The standard work week for most positions in the County, consists of 168 consecutive hours beginning at 8:01 a.m. Saturday morning and ending at 8 am the following Saturday.

The standard work period for jailers and deputies is a 14 day work period as established by the 207 (k) provision of the Fair Labor Standards Act.

In observation of the county's policy to hold overtime and/or compensatory time to a minimum, a supervisor should plan his/her employee's work schedule around the unique responsibilities of his/her department assuring each non-exempt employee the opportunity to work 40 hours during the 7 day work week.

Jailers are normally scheduled 80 – 86 hours in the 14 day work period. Deputies are normally scheduled 80 – 86 hours in the 14 day work period.

STAGGERED

The Commissioners' Court encourages that offices remain open during the noon hour to better serve the public. Some employees may have their lunch hours staggered in order that the County can provide this service.

ATTENDANCE

In order to properly serve the citizens of the County and conduct the County's business, it is very important for all employees to be:

- At Work
- On Time
- Everyday

**GOLIAD COUNTY
POLICY ON OVERTIME COMPENSATION**

POLICY

Goliad County's policy is to give compensatory time off for overtime worked as allowed by the Fair Labor Standards Act (FLSA).

WORK PERIOD

All non-exempt, non law enforcement employees are on a 40 hour, 7 day work week. Each workweek or work periods stands alone for purposes of computing overtime hours.

- a. Deputies are paid overtime after 86 hours in a 14 day work period.
- b. Jailers are paid overtime after 86 hours in a 14 day work period.
- c. Dispatchers are paid overtime after 40 hours in a 7 day work week.
- d. All full-time EMS employees are paid overtime after 40 hours. If EMS employee has over 40 hours but did not physical work they will be paid at their regular rate of pay.
- e. All full-time EMS employees are paid \$7.25 an hour while on call.
- f. All part-time EMS employees are paid their regular hourly wage and overtime after 40 hours.
- g. EMS director is salaried but in cases of emergency is also paid hourly.
- h. Once Emergency Services (SO & EMS) have been activated for disaster duty, they are paid hour for hour until deactivated.

COMPENSATION

When emergency circumstances necessitate overtime work, employees are compensated for the overtime worked by being given (listed in order of the County's policy preference):

- a. Compensatory time off at one and one-half times the number of overtime hours worked.
- b. Payment at the rate of one and one-half times the employee's regular hourly rate.

POLICY ON OVERTIME COMPENSATION CONTINUED

SCHEDULING

Compensatory time off should be scheduled by the supervisor:

- At the employee's request
- If asked within a reasonable time frame
- And, does not without unduly disruption of department operations

ACCRUAL

Compensatory time may be accrued up to a maximum of:

- 240 hours (160 overtime hours worked) for 40 hour, 7 day non-exempt employees.
- 480 hours (320 overtime hours worked) for 86 hour, 14 day jailers and deputies.

TERMINATION

Upon termination of employment, an employee shall be paid for unused compensatory time in accordance with the requirements of the FLSA.

RECORD KEEPING

Each employee shall be responsible for recording compensatory time used on his/her time sheet for that pay period.

OTHER ISSUES

Any issues on overtime compensation not addressed in this policy shall at least meet the minimum requirements of the Fair Labor Standards Act and the regulations issued by the Department of Labor to administer that Act.

**GOLIAD COUNTY
POLICY ON TRAVEL EXPENSES**

TRAVEL EXPENSES

County officials and employees are eligible for reimbursement of travel expenses which are incurred in the performance of county business.

Any travel should be approved in advance by the official or department head. Additionally, a "Request for Travel Costs" form showing actual costs must be submitted after each trip within five days of return. This form must be signed by the official or department head and submitted to the County Auditor.

An employee using a personal vehicle for transportation shall be reimbursed at the rate adopted by Commissioners' Court (\$.505 per mile) for mileage using the shortest route to and from his/her destination with a starting point of the County courthouse. When claiming mileage, a verification document such as a printout from MapQuest or Yahoo maps must accompany the travel report. Elected officials who receive a vehicle allowance may receive mileage reimbursement for a nonrecurring business trip (example: trip to San Antonio to pick up capital equipment) calculated with a starting point of their precinct barn.

Airfare will be reimbursed when original receipts are provided. Rental car expense will only be reimbursed when the cost of other transportation would exceed the cost of a rental car. Mileage will not be provided when a County vehicle is used; however, out-of-pocket fuel expense will be reimbursed when original receipts are provided.

Reimbursement for lodging shall be paid for official county business when original receipts are provided. Department heads and employees should use discretion in selection of rooms, keeping cost in mind.

Employees or officials traveling outside the county may receive a per diem not to exceed \$39 per day for meals and incidentals providing they are traveling overnight on official business. Any costs reported for meals in excess of the per diem rate will be considered a taxable fringe benefit, and will be processed as taxable wages through payroll.

If no overnight stay, meals will be reimbursed at the actual cost per receipts provided; however this reimbursement will be taxable as wages to the employee and processed through payroll per IRS guidelines for all employees.

Elected/appointed officials may request a travel advance from the County Auditor for themselves and/or their employees who are attending a seminar or training session that requires at least one overnight stay. This travel advance must be submitted at least three days prior to departure. Upon return (within five days), a "Request for Travel Costs" form, showing Funds Due County or Funds Due Employee, must be completed and submitted to the County Auditor with original receipts attached. Any amounts due to the County must be paid at the time the report is submitted.

**GOLIAD COUNTY
POLICY ON GRIEVANCES**

An employee having a grievance related to his/her job should discuss the grievance with his/her immediate supervisor.

If the grievance is not resolved in the discussion with the immediate supervisor and the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall have the right to discuss the grievance with the elected or appointed official.

The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.

This policy does not restrict the right of an employee to have a name clearing hearing with the Commissioners' Court.

**GOLIAD COUNTY
POLICY ON DISCIPLINE**

DISCIPLINE

Each supervisor shall have the authority to administer discipline to employees in his/her department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the supervisor feels is not acceptable as it relates to the employee's job or the best interest of the Department or County.

TYPES OF DISCIPLINE

Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination.

AT WILL EMPLOYMENT

All County employees are "at-will" employees. Nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other property interest in his/her job.

The County retains the right to terminate any individual at any time for any legal reason, or no reason, with or without notice. The County also retains the right to change any condition, benefit, privilege, or policy of employment at any time, with or without notice.

**GOLIAD COUNTY
POLICY ON DRUGS AND ALCOHOL**

PURPOSE

The objective of this policy is to provide a drug-free and alcohol-free workplace to help ensure a safe and productive work setting at all Goliad County premises.

APPLICABILITY

This policy shall apply uniformly to all employees of Goliad County regardless of title or position.

ILLEGAL DRUGS

Goliad County employees are required to refrain from the use, manufacture, distribution, sale, dispensing or possession of illegal drugs. Engaging in any of the aforementioned activities is contrary to the efficiency of employee's service to the County. Furthermore, persons who use, manufacture, distribute, sell, dispense or possess illegal drugs are not suitable for employment with Goliad County.

EXCEPTION

The only exception to this policy shall be the possession of controlled substances by law enforcement personnel as part of their law enforcement duties.

LEGAL DRUGS

Goliad County employees are required to refrain from the misuse of legal drugs and to notify their supervisor if they are taking medication that would in any way impair their ability to perform their job.

HAZARDOUS MATERIALS

County employees are required to refrain from the misuse of hazardous materials available in the work place that may result in physical or mental impairment.

POLICY ON DRUGS AND ALCOHOL CONTINUED

ALCOHOL

\Goliad County employee are required to refrain from the use of alcohol while on duty and for a sufficient time prior to reporting for duty assuring there is no impairment in the employees' ability to perform their job.

TESTING

If there is probable cause to believe that an employee has violated a provision of this policy, the employee may be required to submit to a professionally administered breath or urine test to determine the presence of drugs or alcohol. Refusal to cooperate or take any/or all such test is grounds for dismissal.

DOT

Any employee who possesses a Commercial Driver's License (CDL) and who drives, or who may be required to drive a County vehicle (regularly, periodically or occasionally) is subject to drug and/or alcohol testing under Omnibus Transportation Employee Testing Act of 1991 as required by the Department of Transportation (DOT). Said employees will be given a copy of the (DOT) (see CDL Policy).

SEARCHES

In furtherance of the objective of this policy, department heads may search all County owned, leased or operated premises, vehicles, work areas, desks, lockers, etc. to detect violation of this policy.

Employees shall have no expectation of privacy regarding the above described County property and premises.

VIOLATION

Any employee who violates this policy shall be subject to disciplinary action up to and including termination.

**GOLIAD COUNTY
POLICY ON DRUG AND ALCOHOL FOR CDL EMPLOYEES**

CDL Drivers are an extremely valuable resource for Goliad County's business. Their health and safety is a serious County concern. Drug or alcohol use may pose a serious threat to driver health and safety. It is, therefore, the policy of the County to prevent substance use or abuse from having an adverse effect on our drivers. The County maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on County property.

The adverse impact of substance abuse by CDL drivers has been recognized by the federal government. The Federal Highway Administration ("FHWA") has issued regulations, which require the County to implement a controlled substance testing program. The County will comply with these regulations and is committed to maintaining a drug-free work place. All CDL drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the County.

Specifically, it is the policy of Goliad County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any CDL driver while on County premises, engaged in County business, while operating County equipment, or while under the authority of the County is strictly prohibited. FHWA stated that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement. Goliad County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

GOLIAD COUNTY POLICY ON SEPARATION

DEFINITION

A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends.

TYPES OF SEPARATION

All separations from Goliad County shall be designated as one of the following:

- a. Resignation
- b. Retirement
- c. Dismissal
- d. Reduction in Force (layoff)
- e. Death
- f. Abandonment
- g. Other

RESIGNATION

A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with Goliad County and the separation does not fall into one of the other categories.

Any employee who resigns is requested to submit a written notice of resignation to his/her supervisor.

RETIREMENT

An employee who is retiring is requested to notify his/her supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

A full time employee covered under the County's group insurance shall be eligible for continued group insurance coverage upon retirement from the County.

POLICY ON SEPARATION CONTINUED

In order to be eligible for retirement benefits, a person must be a regular full time employee of Goliad County for 8 years, and must be eligible to retire from County service by meeting the County's and TCDRS' eligibility requirements for retirement benefits. Those eligible shall include regular, full time employees who are paid from the general fund of the County, from a special fund of the County, or from special grants paid through the County.

The retired employee is responsible for payment of the insurance premium until the retired employee reaches the age of sixty five (65) and/or becomes eligible for Medicare benefits due to Medicare eligibility such as disability.

The County's group insurance will be the primary insurance until a retiree is eligible for Medicare and will cease when a retiree becomes Medicare eligible. At that time, Medicare will become the primary insurance for the retiree.

If dependent coverage is desired, the retiree will be responsible for one hundred percent (100%) of the premium. **Premiums for spouses and dependents cease at midnight on the last day of any month in which the premium is not received in the Treasurer's office when due.**

The retiree health insurance benefit will cease if the covered retiree enrolls in another group health plan. **Once the retiree's health insurance coverage is terminated, a retiree may not re-enroll in the program.**

Goliad County reserves the right at any time to change, delete, or add to any benefits, and/or policies which have been adopted previously while at the same time being in compliance with Chapter 175 of the Local Government Code, State of Texas.

Employees who retire with the County are not eligible for rehire for a period of one full calendar month. **There shall be no prior agreements or collusion between the County, and department head and/or supervisor, and an employee to rehire the employee after retirement.**

DISMISSAL

A dismissal shall be any voluntary/involuntary separation of employment that does not fall into one of the other categories of separation.

Goliad County is an "at will" employer and a supervisor may dismiss an employee at any time for any legal reason or no reason, with or without notice.

BENEFITS UPON SEPARATION OF EMPLOYMENT

Any accumulated and payable benefits will be paid out to an employee if the employee does not leave employment under extreme gross misconduct conditions.

REDUCTION IN FORCE

An employee shall be separated from employment because of a reduction in force when his/her position is abolished or when there is a lack of funds to support the position or there is a lack of work to justify the position.

DEATH

A separation by death shall occur when an individual dies while currently employed by the County.

If an employee dies while still employed by the County, his/her estate shall receive all earned pay and payable benefits.

ABANDONMENT

Any employee who does not report to work for three consecutive scheduled work days, and who fails to notify his/her supervisor, shall be considered to have resigned his/her position by abandonment.

REHIRE

A full/part time employee who withdraws his/her retirement funds shall not be eligible for rehire for one full year.

POLICY ON SEPARATION

OTHER

Any separation that does not fall into one of the categories outlined previously in this policy shall be designated as another separation.

When a separation is designated as “other”, the supervisor shall provide the details of the nature of the separation for the personnel records.

NOTIFICATION

As soon as a supervisor becomes aware of separation from employment, or the intent to separate employment, by an employee, the supervisor shall be responsible for immediately notifying the County Judge and sending a Payroll Status Change form indicating the last day the employee worked and reason for the separation to the Treasurer’s office.

FINAL PAY CHECK

The final pay check must be picked up in the Treasurer’s office. At that time the employee will be notified of his COBRA Rights and TCDRS funds will be explained.

GOLIAD COUNTY POLICY ON FRAUD

PURPOSE

The Goliad County Fraud Policy (“Policy”) has been created to support Goliad County’s commitment to Protecting County revenue, property, reputation and other assets; to emphasize clearly the need for accurate financial reporting; and to define guidelines for the investigation and handling of fraud, should it occur.

APPLICABILITY

The Goliad County Fraud Policy applies to all employees of Goliad County and includes full-time, part-time, seasonal, volunteer, and other temporary employees.

DEFINITION OF FRAUD

In law, “fraud” generally involves an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or concealment of material facts. Fraud may be committed by an individual, a group of individuals, or by one or more organizations. Fraud is a violation of trust that, in general, refers to an intentional act committed to secure personal or business advantage. While fraud can cover many activities, this policy is directed primarily at financial matters that could be legally defined as fraud. Examples of “financial fraud” generally fall into two broad categories and may include, but are not limited to:

1. Misappropriation of Assets
 - Forgery, alteration or misappropriation of checks, drafts, or securities
 - Unauthorized, non-business acquisition, use, or disposition of funds, inventory, fixtures, furniture, equipment, records, or other assets
 - Embezzlement
 - Theft
 - Falsifying time sheets or payroll records
 - Falsifying travel and expenses and/or utilizing company funds to pay for personal expenses.
 - Misappropriation of County-owned computer hardware, software, data, or other records including company intangibles (e.g. proprietary information, trade secret, patents, etc.)

2. Expenditures and Liabilities for Improper Purposes
 - Bribery
 - Kickbacks

GENERAL POLICY AND RESPONSIBILITIES

1. It is the County's intent to investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation, as deemed necessary will be conducted regardless of the position, title, office, and length of services or relationship with the County of any party who might be or become involved in or becomes/is the subject of such investigation.
2. Each Elected Official/Department Head/Supervisor is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations and other irregularities. Supervisors should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
3. The County Auditor, with consultation and support from the appropriate supervisor, has the primary responsibility for overseeing the investigation of all activity as defined in this policy. The Auditor will immediately notify the Commissioners' Court of any significant fraud investigation. Also, the Auditor will involve others including personnel department, legal counsel, or supervisors, as deemed appropriate.
4. Upon conclusion of the investigation, the results will be reported to the appropriate Supervisor and Elected Official.
5. Where there are reasonable grounds to indicate that a fraud may have occurred, the County may report the incident to the appropriate authorities in order to pursue all legal remedies. Also, the County will pursue every reasonable effort, including court ordered restitution, to obtain recovery of the losses from the offender.

PROCEDURES FOR REPORTING

All Employees – Any employee who has knowledge of an occurrence of fraudulent conduct, or has reason to suspect that a fraud has occurred, shall immediately notify their supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify the County Auditor, the County Treasurer, or the appropriate Elected Official.

INVESTIGATION

Upon notification or discovery of a suspected fraud, the Auditor will promptly investigate the fraud. The Auditor will make every effort to keep the investigation confidential; however, from time to time, key personnel will need to be consulted in conjunction with the investigation. After an initial review and a determination that the suspected fraud warrants additional investigation, the Auditor will notify the Commissioners' Court and the appropriate Elected Official, Department Head or Supervisor as required to deal with the findings. When deemed necessary, the Auditor shall coordinate the investigation with the appropriate law enforcement officials internal or external; counsel will be involved in the process as deemed appropriate.

It should be noted that there may be certain instances of fraud that will be handled in the normal course of business that will not result in a separate "investigation" by the Auditor's Department. An example of this would be an employee taking home office supplies or other minor items purchased with County funds.

SECURITY OF EVIDENCE

Once a suspected fraud is reported, immediate action to prevent the theft, alteration, or destruction of relevant records needs to occur. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the Auditor obtains the record to begin the audit investigation.

CONFIDENTIALITY

All participants in a fraud investigation shall keep the details and results of the investigation confidential. However, as noted above, from time to time other members of the department will need to be consulted in conjunction with the investigation.

Personnel Actions

If a suspicion of fraud is substantiated by the investigation, disciplinary action, up to and including dismissal, shall be taken by the appropriate Elected Official, in consultation with the treasurer's office and legal counsel.

Whistle-Blower Protection

No employee of the County or person acting on behalf of the County in attempting to comply with this policy shall:

FRAUD POLICY CONTINUED

- Be dismissed or threaten to be dismissed;
- Be disciplined or suspended or threatened to be disciplined or suspended;
- Be penalized or any other retribution imposed, or
- Be intimidated or coerced,

based to any extent upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this Policy. Violation of this section of the Policy will result in disciplinary action, up to and including dismissal. If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the originator, If, however, individuals make malicious allegations, action may be considered against the individual making the allegation.

GOLIAD COUNTY
POLICY ON LICENSE AND CERTIFICATIONS

Goliad County has many positions that require licenses and certifications. It is the responsibility of each employee to maintain all required licenses and certifications. If an employee is unable to renew or loses any licenses or certification they must immediately notify their supervisor. If this license is a requirement for the position, the employee may be demoted, transferred or terminated. Under no circumstances will the employee be allowed to continue in the position where a license or certification is required if failure to have such license or certification is illegal under either Federal or State Law.

**GOLIAD COUNTY
POLICY ON IDENTITY THEFT**

BACKGROUND

The risk to the county, its employees and customers from data loss and identity theft is of significant concern to the county and can be reduced only through the combined efforts of every employee and contractor

PURPOSE

The county adopts this sensitive information policy to help protect employees, customers, contractors and the municipality from damages related to the loss or misuse of sensitive information.

This policy will:

1. Define sensitive information;
2. Describe the physical security of data when it is printed on paper;
3. Describe the electronic security of data when stored and distributed; and
4. Place the municipality in compliance with state and federal law regarding identity theft protection.

This policy enables the county to protect existing customers, reducing risk from identity fraud, and minimize potential damage to the county from fraudulent new accounts. The program will help the county.

1. Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
2. Detect risks when they occur in covered accounts;
3. Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
4. Update the program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

POLICY ON IDENTIFY THEFT

SCOPE

This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers at the county, including all personnel affiliated with third parties

POLICY

4.A: Sensitive Information Policy

4.A.1: Definition of Sensitive Information

4.A.1.a: Credit card information, including any of the following:

1. Credit card number (in part of whole)
2. Credit card expiration date
3. Cardholder name
4. Cardholder address

4.A.1.b Tax Identification numbers, including:

1. Social Security number
2. Business identification number
3. Employer identification numbers

4.A.1.c Payroll information, including among other information:

1. Paychecks
2. Pay stubs

4.A.1.d Cafeteria plan check requests and associated work

4.A.1.e Medical Information for any employee or customer, including but Not limited to:

1. Doctor names and claims
2. Insurance claims
3. Prescriptions
4. Any related personal medical information

POLICY ON IDENTITY THEFT

4.A.1.f Other personal information belonging to any customer, employee, or contractor, examples of which include:

1. Date of Birth
2. Address
3. Phone numbers
4. Names
5. Maiden Name
6. Customer number

4.A.1.g County personnel are encouraged to use common sense judgment in securing confidential information to the proper extent. Furthermore, this section should be read in conjunction with the Texas Public Records Act. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor.

4.A.2 Hard Copy Distribution

Each employee and contractor performing work for the county will comply with the following policies:

1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised.
3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
4. Whiteboards, dry erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.
5. When documents containing sensitive information are discarded they will be shredded County records, however, may only be destroyed in accordance with each departments record retention policy.

POLICY ON IDENTIFY THEFT

4.A.3 Electronic Distribution

Each employee and contractor performing work for the county will comply with the following policies:

1. Internally, sensitive information may be transmitted using approved county e-mail. Additionally, the following statement should be included in the email.

“This message may contain confidential and /or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.”

ADDITIONAL IDENTITY THEFT PREVENTION PROGRAM

If the county maintains certain covered accounts pursuant to federal legislation, the county may include the additional programs details.

5.A: Covered Accounts

A covered account includes any account that involves or is designed to permit multiple payments or transactions. Every new and existing customer account that meets the following criteria is covered by this program:

1. Business, personal, and household accounts for which there is a reasonably foreseeable risk of identity theft; or
2. Business, personal, and household accounts for which there is a reasonably foreseeable risk to the safety or soundness of the county from identity theft, including financial, operational compliance, reputation, or litigation risks.

POLICY ON IDENTIFY THEFT

5.B: Suspicious documents

- 5.B.1: Documents provided for identification that appear to have been altered or forged.
- 5.B.2: The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
- 5.B.3: Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- 5.B.4: Other information in the identification is not consistent with readily accessible information that is on file with the county, such as a signature card or a recent check.
- 5.B.5: An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

5.C: Suspicious personal identifying information

- 5.C.1: Personal identifying information provided is inconsistent when compared against external information sources used by the county. For example:
 - The address does not match any address in the consumer reports
 - The Social Security number (SSN) has not been issued or is listed on the Social Security Administration's Death Master File; or
 - Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.
- 5.C.2: Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the county. For example, the address on an application is the same as the address provided on a fraudulent application.
- 5.C.3: Personal identifying information provided is of a type commonly associated with a fraudulent activity as indicated by internal or third-party sources used by the municipality. For example:
 - The address on an application is fictitious, a mail drop, or a prison; or
 - The phone number is invalid or is associated with a pager or answering service.

POLICY ON IDENTIFY THEFT

- 5.C.4: The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other customers or other persons opening accounts.
- 5.C.5: The customer or the person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- 5.C.6: Personal identifying information provided is not consistent with personal identifying information that is on file with the county.
- 5.C.7: When using security question (mother's maiden name, pet's name, etc), the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

RESPONDING TO RED FLAGS

6.A: Once potentially fraudulent activity is detected, an employee must act quickly as a rapid appropriate response can protect customers and the municipality from damages and loss.

6.A.1: Once potentially fraudulent activity is detected, gather all related documentation and write a description of the situation. Present this information to the designated authority for determination.

6.A.2: The designated authority will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.

6.B: If a transaction is determined to be fraudulent, appropriate actions must be taken immediately.

Actions may include:

1. Canceling the transaction
2. Notifying and cooperating with appropriate law enforcement;
3. Determining the extend of liability of the municipality; and
4. Notifying the actual customer that fraud has been attempted.

POLICY ON IDENTIFY THEFT

PERIODIC UPDATES TO PLAN

- 7.A: At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current business environment.
- 7.B: Periodic reviews will include an assessment of which accounts are covered by the program.
- 7.C: As part of the review, red flags may be revised, replaced, or eliminated. Defining new red flags may also be appropriate.
- 7.D: Actions to take in the event that fraudulent activity is discovered may also require revision to reduce damage to the county and its customers.

**GOLIAD COUNTY
POLICY ON FAIR LABOR STANDARDS ACT
SAFE HARBOR**

Goliad County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the County Treasurer's attention, Goliad County will make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

Employees who are classified as non-exempt employees must maintain an accurate record of the total hours you work each day. It is the responsibility of each employee to verify that their time sheets are correct. Your time card must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures, and meal breaks. Do not sign your time card if it is not accurate. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Unless you are authorized by your supervisor, you should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless you are authorized to do so. That time worked is to be recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of Goliad County policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of County policy for any employee, supervisor or official to instruct another employee to incorrectly or falsely report hours worked, or to alter another employee's time card to under- or over-report hours worked. If anyone instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the County Judge at 127 N. Courthouse Square, Goliad, Texas. His phone number is 645-3337.

POLICY ON FAIR LABOR STANDARDS ACT SAFE HARBOR

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours worked for the County. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a pre-determined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes, social security, retirement; or, voluntary contributions to a deferred compensation plan. In any workweek in which you performed any work, your salary may be reduced for any of the following reasons: 1) absence from work for one or more full days for personal reasons, other than sickness or disability; or 2) full day disciplinary suspensions for infractions of our written policies and procedures; or 3) full day for violating safety rules of a major significance; or 4) Family and Medical Leave or Military Leave absences; or 5) to offset amounts received as payment for jury and witness fees or military pay; or 6) the first or last week of employment in the event you work less than a full week.

In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons: 1) partial day absences for personal reasons, sickness or disability; or 2) your absence because the facility is closed on a scheduled work day; or 3) your absence because of the County's operating requirements; or 4) absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or 5) any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

POLICY ON FAIR LABOR STANDARDS ACT SAFE HARBOR

If you have questions about deductions from your pay, please immediately contact your supervisor. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to the Treasurer's office at 645-3551. If you are unsure of who to contact or if you have not received a satisfactory response within five business days after reporting the incident, please immediately contact the County Judge at 645-3337.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

ASSIGNED STAFF

Staff who are assigned to the county but are paid directly by another government or private organization are not employees of the county. These employee's benefits are specified in the contract for services. As a condition of their assignments, such staff is governed by all terms of these policies not in conflict with their contract for services.

GOLIAD COUNTY POLICY ON TIMEKEEPING

Goliad County maintains an accurate recording of and proper payment for all time worked by Goliad County employees, in compliance with the Fair Labor Standards Act.

All Goliad County employees shall accurately record their hours worked in Goliad County's timekeeping system at least bi-weekly. Then data recorded in the system shall be considered as the official record of time worked and leave taken. The official record will be used to resolve any disputes.

Leave such as vacation, sick, and other approved leave shall also be recorded in the timekeeping system.

All employees shall use the timekeeping system. In the event the time clock is out of order or inaccessible, notify the County Treasurer's office to amend the time sheet, leave a voice mail if after hours.

Non-exempt employees shall clock in at the beginning and the end of their workday and as necessary, within the workday, as to appropriately record their meal breaks or approved leave time.

Employees shall clock out if they leave the premises for more than 15 minutes.

In the case of clock malfunction or other technological problems, it may be necessary to correct or enter missing data. These changes shall be documented and manually added to the employee's timesheet as necessary by a manager to accurately report the employee's hours. Any time clock or web access malfunctions shall be promptly reported to the County Treasurer's office.

All employees are required to view their timesheets to ensure accuracy of their official recorded time. Employees should report discrepancies to their supervisor immediately. Employees must approve their timesheets at the end of each pay period. Supervisors shall sign-off on all employee timesheets at the end of the pay period to release recorded data to payroll for processing.

Supervisors must perform sign-off promptly by 9 a.m. on the Monday following the pay period ending date. Timesheets received after 9 a.m. will be processed on the next payroll cycle. If Monday is a holiday, the Treasurer's office will send proper notification of the amended due date and time.

POLICY ON TIMEKEEPING

Falsifying timekeeping records is a serious offense subject to disciplinary action up to and including termination.

Tampering or interfering with a Goliad County time clock and/or other Goliad County timekeeping equipment is considered a serious offense, subject to disciplinary action, up to and including termination.

**GOLIAD COUNTY
POLICY ON EMERGENCY RESPONSE**

Goliad County is interested in the safety of its employees. As a result, this Emergency Response Policy has been designed to assist supervisors and employees, in knowing and complying with good safety practices under special circumstances.

In the event an accident occurs, each employee shall take the necessary emergency response as outlined below. Supervisors, or employees in the absence of their supervisor, shall immediately inform the County Judge's office of the following occurrences and take appropriate action:

FIRE

If a fire occurs, each employee should:

Protect injured persons from danger.

Sound an alarm to notify persons in the area.

Evacuate the facility, via the safest route possible, and assemble across the street from the door they exit the building if safe and be prepared to relocate to another area if wind or weather conditions warrant (always travel crosswind or upwind).

Call the fire department at 911.

Do not use elevator.

One person on each floor should know where the fire extinguisher is and how to use it.

One person on each floor should be responsible for seeing that their floor is evacuated.

Attempt to extinguish the fire using the proper equipment if it does not endanger the employee.

Immediately report the incident to supervisor.

BOMB THREAT

In the event of a bomb threat, all employees shall evacuate the facility. Employees will assemble across the street from the door they exit the building if safe. Report incident to supervisor and call 911.

Assist law enforcement personnel by whatever means necessary in determining if foreign items are present in your office space.

POLICY ON EMERGENCY RESPONSE

TORNADOES

Carefully and quickly make your way to the basement.

HAZARDOUS MATERIAL INCIDENT

Chemical spills or exposure to gases, whether from natural gas, carbon monoxide exhaust fumes, or gases formed as a result of a chemical spill, can be extremely hazardous. Often the chemical involved can change from dormant to volatile when exposed to the environment or when they come in contact with other materials.

Evacuate all employees and assemble across the street from the door you exit if safe and be prepared to relocate to another area if wind or weather conditions warrant (always travel crosswind or upwind). Report incident to 911 and call your supervisor.

If the spill occurs outside of the building:

- Shelter in place.

- Shut off the air conditioner or heater.

- Stuff towels around doors and windows.