

HARDIN COUNTY

PERSONNEL POLICY

MANUAL

ADOPTED JUNE 2000
REVISED OCTOBER 25, 2010

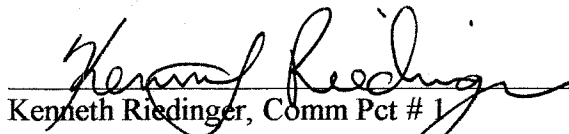
**HARDIN COUNTY
PERSONNEL POLICY MANUAL
INTRODUCTION**

The purpose of these policies is to serve the needs of both the employees and the County to the mutual benefit of both. Hardin County is an equal opportunity employer. Hardin County does not discriminate on the basis of disability. Any Employee who has a question concerning any of Hardin County's personnel policies is encouraged to discuss it with his or her Elected Official/Department Head or Human Resource Department.

This updated issue of the Hardin County Personnel Policy Manual was adopted and signed by the Commissioners Court on the 25th Day of October, 2010. This new manual supersedes all earlier manuals.



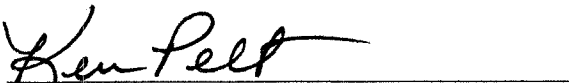
Billy Caraway, County Judge



Kenneth Riedinger, Comm Pct # 1




Pat McGallion, Comm Pct # 2




Ken Pelt, Comm Pct # 3



Bobby Franklin, Comm Pct # 4

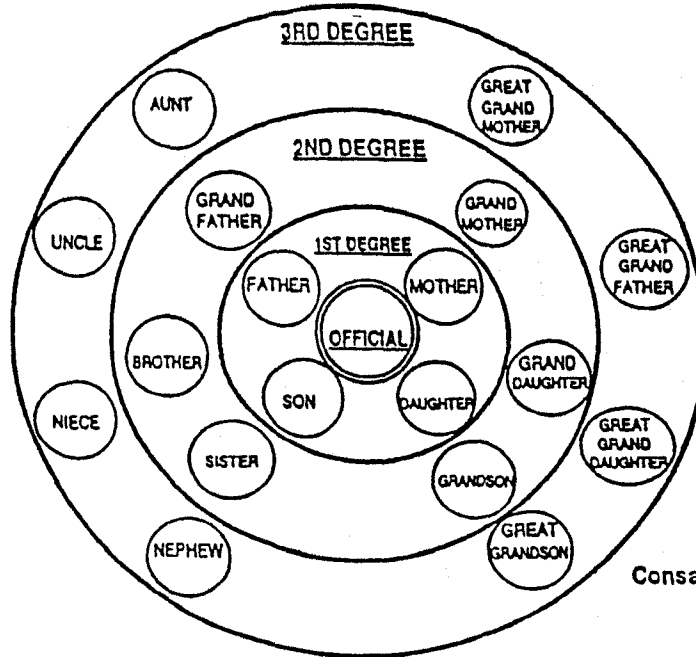
Attest:


Glenda Alston
County Clerk

By: Connie Becton, deputy

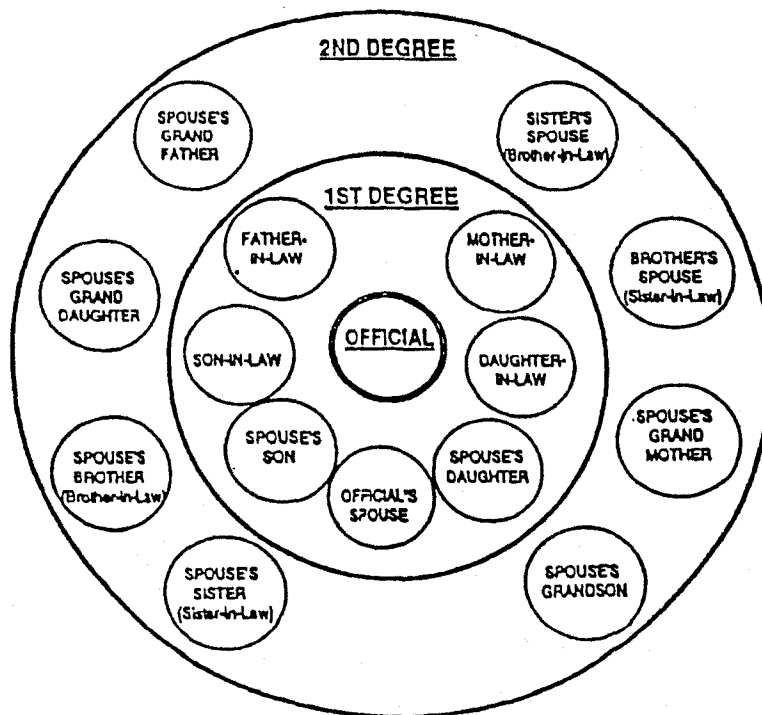
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NEPOTISM CHARTS



Consanguinity Kinship Chart
(Blood)



Affinity Kinship Chart
(Marriage)

★ Spouses of relatives within the first or second degree of consanguinity (i.e., son-in-law, mother-in-law, brother-in-law, sister-in-law, etc.) are also included in the prohibition.
(Legal Reference: V.T.C.A., Government Code, Chapter 573)

HARDIN COUNTY POLICY ON DISASTER/EMERGENCY CLOSING

1. Whenever the County Judge or a Commissioner has reason to believe that a disaster/emergency situation exists (or is imminent) necessitating closure of County facilities, if time permits, an emergency meeting of the Hardin County Commissioners' Court shall be held to consider official action.
2. If, in the opinion of the County Judge, or, in his absence, the County Judge pro tem, insufficient time exists to hold a disaster/emergency meeting of the Commissioners' Court, then that individual shall, based on concern over safety of County employees and/or citizens as well as interest in the availability of governmental services, determine whether to close buildings in whole or in part.
3. Once a decision has been made to close any governmental building, the County Judge or County Commissioner making the decision, or his staff, shall make every attempt to notify local media to inform citizens of such closure. Affected County department heads will also be notified of the closure.
4. In the event that a disaster/emergency closing is ordered by Commissioner's Court, regular full-time employees will be paid their regular wage as the day will be recorded as an official day. This time off is not considered time worked and will not be used to determine eligibility for overtime.

Any employee who is off or scheduled to be off on sick leave, vacation, holiday, compensatory time, personal leave, FMLA or leave without pay during a period of disaster/emergency closure shall not be required to report said time as such.

5. An elected official may choose to close his or her office at any time; however, until the County Judge or Commissioners' Court has officially closed County operation(s), employees shall use accrued leave (vacation, compensatory time, and personal leave) or time without pay.

Full-time regular employees who have no available accrued leave and would otherwise be required to use time without pay as a result of inclement weather or other disaster/emergency situations, which have not warranted an official disaster/emergency closing, may be allowed to make up that time (within the same workweek) at the discretion of the department head.

HARDIN COUNTY POLICY ON DISASTER/EMERGENCY CLOSING

CONTINUED

6. Whenever there is an official emergency closure of all County operations due to a disaster declaration request for assistance from the County Judge, any exempt or non-exempt essential personnel who are required to work will be compensated at 2 times their hourly rate or awarded compensatory time. Essential personnel may include Correction Officers, Deputy Sheriffs, Road & Bridge Crews, Emergency Management Personnel, Detention Officers, and/or other personnel designated by the County Judge, County Commissioners or Sheriff.

Whenever there is an official emergency closure of all County operations due to a disaster declaration request for assistance from the County Judge, all Reserve Personnel shall be compensated at base pay for respective Reserve Personnel positions.

There may be instances when only certain building/offices are officially closed. In these instances the affected employees will be compensated in accordance with Paragraph 4 of this policy, and all unaffected employees' compensation will be the same as during regular working conditions.

7. Any essential employee who fails to report to work as scheduled during inclement weather or disaster shall use (1) vacation, compensatory time or personal leave or (2) time off without pay at the discretion of the department head.

HARDIN COUNTY

POLICY ON EVALUATIONS/DISCIPLINE

EVALUATIONS 1) All employees will be evaluated once a year at a minimum. Elected Officials/Department Heads may evaluate employees at any period deemed appropriate. The evaluation shall be written on forms prescribed by the Human Resource Department. The Elected Official/Department Head will meet with the employee to discuss the evaluation. The employee will be provided a copy of his/her written evaluation upon request. The Elected Official/Department Head conducting the evaluation shall place a copy in the employee's departmental personnel file. The major goal of the evaluation process will be the professional improvement of the employee. The Elected Official/Department Head shall use the evaluation to record performance and/or specify procedures for improvement.

DISCIPLINE: 2) All employees of Hardin County may receive disciplinary action for poor performance, misconduct, or other reason deemed appropriate by the Elected Official/Department Head. Categories of discipline, depending on the severity and/or repetitions of the infraction, are typically as follows:

A) Verbal Reprimand (will be noted in personnel file)

B) Written Reprimand (will be noted in personnel file)

C) Leave without pay

D) Termination

Hardin County reserves the right to skip levels of discipline and proceed to any step deemed appropriate for the conduct of infraction involved.

3) Elected Officials/Department Heads will document all disciplinary action taken. Employees being disciplined will also receive a copy of the action taken when requested. The employee shall be notified of the conduct by the Elected Official/Department Head, and shall be given the opportunity to respond thereto. The Elected Official/Department Head shall then notify the employee of the type of discipline and its effective date.

HARDIN COUNTY POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

EQUAL OPPORTUNITY 1. It shall be the policy of Hardin County to be an equal opportunity employer.

2. Race, color, religion, national origin, sex, age, and disability 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 a bona fide occupational qualification (BFOQ) exists.

**REASONABLE
ACCOMMODATION**

3. 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.

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

HARDIN COUNTY

POLICY ON FAMILY AND MEDICAL LEAVE (FMLA)

GENERAL: Hardin County will comply with the Family and Medical Leave Act implementing Regulations as revised effective January 16, 2009. Hardin County posts the mandatory FMLA Notice in the Human Resource Department and at other locations. Hardin County also posts the DOL supplementary information concerning Military Family Leave at the same locations. All new employees will receive a notice as required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you should contact the Human Resource Department.

Hardin County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

ELIGIBILITY: To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

The employee must have worked for Hardin County for 12 months. The 12 months need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligation.

The employee must have worked at least 1,250 hours during the 12 month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

TYPE OF LEAVE: To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) *The birth of a child and in order to care for that child.*
- 2) *The placement of a child for adoption or foster care and to care for the newly placed child.*
- 3) *To care for a spouse, child or parent with a serious health condition (described below).*
- 4) *The serious health condition of the employee that makes the employee unable to perform the essential functions of his/her job.*

HARDIN COUNTY

POLICY ON FAMILY AND MEDICAL LEAVE (FMLA)

CONTINUED

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, or continued treatment by a health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about this FMLA policy or Hardin County's sick leave policy should consult with the Human Resource Department.

5) Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to active military duty, or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities, and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12 month period.

6) Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

This leave may extend to up to 26 weeks in a single 12 month period for an employee to care for a spouse, son, daughter, parent, or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

AMOUNT OF LEAVE: An eligible employee can take up to 12 weeks for the FMLA circumstances listed in paragraphs 1 through 5 above under this policy during any 12 month period. Hardin County will measure the 12 month period from anniversary date to anniversary date.

HARDIN COUNTY

POLICY ON FAMILY AND MEDICAL LEAVE (FMLA)

CONTINUED

An eligible employee can take up to 26 weeks for the FMLA circumstance listed in paragraph 6 above (military caregiver leave) during a single 12 month period. For this military caregiver leave, Hardin County will measure the 12 month period from anniversary date to anniversary date. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for Hardin County and each wishes to take leave for the birth of a child, adoption, placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for Hardin County and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

EMPLOYEE STATUS AND BENEFITS DURING LEAVE: While an employee is on leave, Hardin County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee, the employee's family member, or a circumstance beyond the employee's control, Hardin County will require the employee to reimburse Hardin County the amount it paid for the employee's health insurance premium during the leave period.

Under current Hardin County policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resource Department by the end of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a dental, vision, or other plan, then Hardin County will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the employer may discontinue coverage during the leave.

EMPLOYEE STATUS AFTER LEAVE: An employee who takes leave under this policy will be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits, and working conditions.

HARDIN COUNTY

POLICY ON FAMILY AND MEDICAL LEAVE (FMLA)

CONTINUED

USE OF PAID AND UNPAID LEAVE: An employee who is taking FMLA leave because of the employee's own serious health condition, or the serious health condition of a family member must use all paid leave as detailed: compensatory time, vacation, personal, or sick leave, with the remainder of the 12 week leave period being without pay.

An employee who is taking leave for the birth of a child shall be required to take paid sick leave as appropriate, and/or other available paid leave (including compensatory time) both prior to the birth and for the recovery period after the birth of the child prior to going on leave without pay.

An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to use all paid leave due (including compensatory time) except for sick leave (unless child is actually sick) prior to going on leave without pay.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave (including compensatory time) prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave, or sick leave (including compensatory time) prior to being eligible for unpaid leave.

INTERMITTENT LEAVE: The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12 month period).

CERTIFICATION FOR THE EMPLOYEE'S SERIOUS HEALTH CONDITION: Hardin County will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-E.pdf>).

CERTIFICATION FOR THE FAMILY MEMBER'S SERIOUS HEALTH CONDITION: Hardin County will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>).

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE: Hardin County will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/esa/whd/forms/WH-384.pdf>).

HARDIN COUNTY

POLICY ON FAMILY AND MEDICAL LEAVE (FMLA)

CONTINUED

CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICE MEMBER FOR MILITARY FAMILY LEAVE: Hardin County will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury, or Illness of Covered Service Member (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

RECERTIFICATION: Hardin County may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, Hardin County may request recertification for the serious health condition of the employee, or the employee's family member, every six months in connection with an FMLA absence. Hardin County may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

PROCEDURE FOR REQUESTING FMLA LEAVE: All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resource Department. Within five business days after the employee has provided this notice, the Human Resource Department will complete and provide the employee with the DOL Notice of Eligibility and Rights (<http://www.dol.gov/esa/whd/fmla/finalrule/WH381.pdf>).

Where practicable, an employee should give at least 30 days notice before beginning leave under this policy. 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 Hardin County receives notice.

DESIGNATION OF FMLA LEAVE: Within five business days after the employee has submitted the appropriate certification form, the Human Resource Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<http://www.dol.gov/esa/whd/forms/WH-382.pdf>).

INTENT TO RETURN TO WORK FROM FMLA LEAVE: On a basis that does not discriminate against employees on FMLA leave, Hardin County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

ACCRUAL OF BENEFITS: Employees will not earn benefits e.g. vacation, sick leave, holidays, or personal leave during an unpaid leave of absence.

HARDIN COUNTY POLICY ON FUNERAL LEAVE

FAMILY FUNERAL

1. **Only full-time regular** employees shall be eligible for funeral leave benefits.
2. Part-time and temporary employees **shall not** be eligible for funeral leave.
3. Employees shall be allowed a maximum of three days leave with pay for a death in the immediate family.
4. For the purposes of this policy, immediate family shall include the spouse, child, parent, grandparent, brother or sister of the employee or the employee's spouse.

OTHER LEAVE

5. Employee may be allowed time off with pay, up to a maximum of four hours, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend. This is subject to the discretion of the Department Head.

ADDITIONAL LEAVE

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

HARDIN COUNTY POLICY ON HEALTH AND SAFETY

- 1) The safety policy of Hardin County is based on the firm conviction that accidents can be prevented, and that no part of the operation of Hardin County is more important than the safety of its workers.
 - A) **The County:** Hardin County will make every reasonable effort to provide and maintain a safe, healthy work environment at all facilities and to follow operating practices designed to assure the safety of all employees.
 - B) **The Department Head:** Each Department Head is responsible for seeing that all employees reporting to him/her comply with the County's safety rules and any safety rules specific to the department in which the individual works.
 - C) **The Employee:** Every employee is expected to comply with County safety rules and safety standards and to make every effort to work in such a manner as to prevent injury to himself and fellow employees. All employees will give full support to the County and the Department Heads in the safety program.

- 2) All employees who are required to drive a Hardin County vehicle or their own vehicle in the performance of their duties are required to demonstrate clear driving records before performing driving functions for the County. Further, employees who perform driving functions for the County at any time must, as soon as practicable, advise the Department Heads of any Driving While Intoxicated (DWI) or Driving under the Influence (DUI) conviction.

- 3) All employees of Hardin County shall be safety conscious. All employees and Department Heads will report safety hazards, and practice accident prevention at all times. Any violation of a standard of conduct, including safety, may result in disciplinary action including termination.

HARDIN COUNTY POLICY ON HOLIDAYS

ELIGIBILITY

1. **Only full-time regular** employees shall be eligible for paid holiday benefits.
2. Part-time and temporary employees **shall not** be eligible for holiday benefits.

HOLIDAYS

3. The County holidays for the following calendar year shall be determined by the County Commissioners' Court at its first meeting of each December, and is currently 14 (see listing of holidays on page XIV 1 of1).

HOLIDAY DURING VACATION

4. If a paid holiday occurs during the vacation of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's vacation balance.

HOLIDAY ON DAY OFF

5. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay during the following 90 days. If the postponed holiday is not taken within the next 90 days, it is forfeited.
6. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday. This is subject to the discretion of the Department Head.

EMERGENCIES

7. An eligible employee who is scheduled to work or is called in to work on a holiday because of an emergency, or other special need of the County, shall be given paid time off during the next 90 days equivalent to the amount of time worked on the holiday. Employees on hourly wages will be paid in accordance with FLSA.

SPECIAL OBSERVANCES

8. Special consideration may be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for the county.

HARDIN COUNTY POLICY ON HOLIDAYS

CONTINUED

9. Determination of granted leave under Section 8 of this policy shall be made by the Department Head of the department in which the employee works, based on the needs of the department.

10. Vacation, compensatory time, or leave without pay will be used for leave granted under Section 8 of this policy

11. For the purposes of this policy, a working day shall be defined as the regular number of hours that an employee would be expected to work on a day that he/she is scheduled to work.

HARDIN COUNTY

POLICY ON HOURS WORKED AND OVERTIME

HOURS WORKED

1. Hours worked shall include all time actually spent in the service of the county as defined in the Fair Labor Standards Act (FLSA) and its regulations.

OVERTIME APPLICATION

2. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA, except for law enforcement employees (see attachment one).

3. Overtime for law enforcement employees is defined in the policy addressing law enforcement overtime in the Sheriff's Department (see attachment one).

OVERTIME DEFINITION

4. Overtime will include all time actually worked for the County in excess of 40 hours in any work week.

PROCEDURES/RULES

5. For purposes of this policy, paid hours off during that work week **shall not be considered time worked**. The above definition does not include Law Enforcement. The Sheriff's Department falls under their Policy and Procedure Manual concerning Over/Compensation time per FLSA (see attachment one).

OVERTIME APPROVAL

6. Overtime must be authorized by the Department Head or immediate supervisor in advance of the overtime being worked.

7. Unusual or emergency circumstances may require employees to work overtime without having prior authorization. Whenever such circumstances occur, the employee shall be paid overtime.

HARDIN COUNTY POLICY ON HOURS WORKED AND OVERTIME.

CONTINUED

ON CALL DUTIES

8. Scheduled overtime, which is subsequently canceled for any reason, shall not entitle the employee to overtime compensation.

9. Certain positions as designated by the Department Head will be on an on-call status. On-call status may require an employee to carry a beeper or to leave a number where he/she can be reached.

10. If the employees designated as on-call are free to pursue their own activities, and the only stipulation is that they be available for on-call duties as required, then they will not be compensated for any time while on-call.

11. If an on-call status employee is directed to perform his duties, then he will be compensated for all time spent performing his duties from the time he leaves his home or other location to the directed area assigned until he returns to his home or previous location.

12. A workweek period for calculation of overtime is Sunday thru Saturday. The Sheriff's Department falls under their Policy and Procedure Manuel concerning workweek periods.

HARDIN COUNTY POLICY ON INSURANCE

ELIGIBILITY

1. **Only full-time regular** employees of Hardin County shall be eligible for the insurance allowance benefit.
2. Part-time and temporary employees **shall not** be eligible for the insurance allowance benefit.

DETAILED INFORMATION

3. Upon employment, each employee is given insurance booklets containing detailed information about the County's insurance programs.

HEALTH

4. An employment physical **may be** required by the Department Head but **is not** necessary for insurance coverage. Effective date is the first day of the month following completion of a 90 day orientation period. Termination date is last day of month following termination/resignation.

DENTAL

5. All eligible employees **must** enroll in the dental insurance plan. Effective date is first day of month following employment date. Termination date is last day of month following termination/resignation.

LIFE

6. All full-time employees and their dependents are eligible for life insurance. Effective date is first day of month following employment date. Termination date is last day of month following termination/resignation.

**HARDIN COUNTY
POLICY ON HEALTH INSURANCE
DEPENDENT COVERAGE**

THIS POLICY IS EFFECTIVE DECEMBER 01, 2004

CURRENT EMPLOYEES: Employees on the payroll prior to December 01, 2004, will be eligible for dependent health insurance benefits as determined by the Commissioners Court.

If current employee adds dependent (s) to health insurance coverage after December 01, 2004, then current employee will pay 100% of dependent (s) coverage.

FUTURE EMPLOYEES: Employees hired on or after December 01, 2004, will pay 100% of dependent (s) health insurance coverage.

COUNTY
POLICY ON JURY AND WITNESS DUTY LEAVE

JURY DUTY

1) It is the policy of Hardin County to enable employees to fulfill their civic obligations. If an employee is called to jury duty, he/she must notify his/her department head immediately so appropriate arrangements can be made for the time off required.

2) Regular full-time employees will be paid their regular wages while on jury duty.

WITNESS DUTY

3) An employee who is required by law to appear in court to testify as a witness in a job related court case shall receive regular pay for the hours for such purpose. Any fee paid for such service may be retained by the employee.

HARDIN COUNTY POLICY ON LEAVE OF ABSENCE

GENERAL

1) It is Hardin County's policy to grant a leave of absence to all full time employees on a non-discriminatory basis. A leave of absence may be granted for educational purposes, military duty, jury duty, or witness duty. A leave of absence may not exceed 80 hrs unless otherwise required by federal or state law or as specified within this policy and will be without pay, requested only when all accrued vacation, compensation, and personal leave have been exhausted.

2) All full time employees may request a leave of absence at any time

3) Subject to any applicable legal restrictions, requests for leave of absence will be considered on the basis of the employee's performance, responsibility level, length of service, reason for the request, and the county's ability to obtain a satisfactory replacement during the time the employee would be away from work. If an employee accepts other employment or fails to return to work on the next regularly scheduled workday following the expiration of his/her leave, it will be considered that the employee has voluntarily terminated his/her employment.

INSURANCE BENEFITS DURING LEAVE

4) Unless otherwise stated in the policies, group insurance coverage will not be interrupted for a leave of absence scheduled for eighty (80) hours or less and which begins and ends in the same calendar month.

ACCRUAL OF BENEFITS

5) Employees who return to active employment at the end of their leave (80 hrs) will be reinstated without loss of time earned prior to the commencement of their leave.

NOTIFICATION REQUIREMENTS

7) It is the employee's responsibility to provide his/her immediate department head all the following information in writing as soon as he/she becomes aware of the need for a leave of absence:

A) The reason the leave of absence is being requested.

B) The anticipated dates the leave of absence will begin and end.

HARDIN COUNTY POLICY ON LEAVE OF ABSENCE

CONTINUED

In addition, during the leave of absence, the employee must provide:

A) Periodic updates to the employee's department head at least every 3 days concerning the employee's status, expected date of return, and continued intent to return to work upon expiration of the leave.

B) Immediate notification to the employee's department head of a need to request a change in the duration of the leave of absence.

HARDIN COUNTY POLICY ON MILITARY LEAVE

ELIGIBILITY

1. All Hardin County employees who are members of the “uniformed services” and “uniformed services” defined - (38U.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

2. 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

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

4. Local Government code Section 431.005. 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) working days off per year with pay to attend authorized training sessions and exercises. The fifteen (15) working days paid military leave shall apply to the calendar year and any unused balance at the end of the year shall not be carried forward into the next calendar year. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which 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 15-day maximum.

HEALTH BENEFITS WHILE ON LEAVE

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

6. 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 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.

HARDIN COUNTY POLICY ON MILITARY LEAVE

CONTINUE

OTHER BENEFITS WHILE ON LEAVE

7. 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 Hardin 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

8. Hardin County will restore an employee who returns from military leave to the position he/she would have attained, with reasonable certainty, 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.

9. 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.

10. 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 the failure to make timely application is through no fault of the returning employee.

11. 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 the completion of military service.

12. 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

13. 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.

HARDIN COUNTY POLICY ON MILITARY LEAVE

CONTINUE

14. 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

15. (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 benefits not 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.

HARDIN COUNTY MISCELLANEOUS

DEFINITION OF

FULL-TIME EMPLOYEE All employees working at least 40 hours per week are considered full-time regular employees.

HOLIDAYS

Paid holidays are established each year by the Commissioners Court.

The following normally are observed as paid holidays for regular full-time employees:

New Years Day
Martin Luther King, Jr. Day
Presidents Day
Texas Independence Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving (2 Days)
Christmas (2 Days)

QUESTION ON POLICIES

Any questions any employee may have on **any** of the policies can be directed to the Elected Official/ Department Head or the Human Resource Department.

CHANGES TO THESE POLICIES

These personnel policies may be amended or revised, or new policies may be added, at any time, with or without notice, upon the approval of the Commissioners Court.

HARDIN COUNTY POLICY ON OVERTIME COMPENSATION

POLICY APPLICATION

1. This policy shall apply to all County employees eligible for overtime compensation under the Fair Labor Standards Act. (FLSA) except for law enforcement employees (see attachment one).

2. Overtime for law enforcement employees shall be handled in accordance with the policy for overtime compensation established by the Commissioners Court, see attachment one.

OVERTIME COMPENSATION

3. Overtime compensation shall be paid in the form of compensatory time off in accordance with the provisions of the FLSA.

4. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked.

MAXIMUM COMPENSATORY TIME

5. The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is 240 hours, 480 hours for law enforcement employees.

6. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1 ½) the employee's regular rate of pay until compensatory time has been used to bring the balance below the maximum.

USE OF COMPENSATORY TIME

7. Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works. Employees can be directed by Department Head on when to take compensatory time.

HARDIN COUNTY POLICY ON OVERTIME COMPENSATION

CONTINUE

8. Compensatory time may be used for any purpose desired by the employee.

TERMINATION

9. If an employee terminates employment, for any reason, prior to using all earned FLSA compensatory time, he/she shall be paid for all unused compensatory time in accordance with the requirements of the FLSA.

BUY BACK OF COMPENSATION TIME

10. The County shall retain the right to "buy back" all or part of an employee's unused compensatory time by paying the employee for that time at the employee's current regular rate.

CASH PAYMENT FOR OVERTIME

11. The County shall retain the right to pay all or part of the overtime worked in any work week by paying for that overtime at one and one-half (1 ½) the employee's regular rate of pay.

RECORD KEEPING

12. Each employee shall be responsible for recording any compensatory time earned and used within a pay period on the time sheet for that pay period.

13. The Department Head shall be responsible for keeping records of all compensatory time earned and used by each eligible County employee. The Department Head shall update the balance due. The balances will be made available to the employees. Human Resource Department will also keep a record of time earned and taken.

OTHER ISSUES

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

HARDIN COUNTY POLICY ON OVERTIME COMPENSATION

CONTINUE

15. Compensatory time earned is not transferrable between employees.

16. All questions concerning hours worked, overtime compensation, exempt/non-exempt status or any other matters covered by the FLSA should be directed to the Department Heads or the Human Resources Department.

LAW ENFORCEMENT

17. The Sheriff's Department falls under their Policy and Procedure Manual concerning overtime compensation per FLSA (see attachment one).

HARDIN COUNTY POLICY ON PERSONAL LEAVE

PERSONAL LEAVE

1. **Only full-time regular** employees shall be eligible for personal leave benefits.

2. Part-time and temporary employees **shall not** be eligible for personal leave benefits.

3. Subject to the approval of the Department Head, regular employees may be granted personal time off with pay for a period not to exceed two (2) days. Personal leave does not accrue from year to year and unused personal leave will not be paid upon separation from the county. Personal leave will not be counted as hours worked for the purposes of calculating overtime. Personal leave may not be used until the employee successfully completes the initial 90 day orientation period.

The leave record is recorded on the time sheet.

A) Upon the effective date of this policy, or upon completion of the 90 day orientation period, each regular full-time employee of the County will be credited with 2 days of Personal Leave.

B) Thereafter, each regular full-time employee shall be credited with 2 days of Personal Leave each anniversary date.

HARDIN COUNTY POLICY ON RETIREMENT

TEXAS COUNTY AND DISTRICT RETIREMENT

1) All regular non-temporary full-time and part-time employees shall become members of the Texas County & District Retirement System upon their date of employment. Seven percent of the gross earnings (including sick pay, vacation pay and any other paid leave) for each employee must be deducted each pay period and deposited in the employee's retirement account. This deduction is mandatory. The 7% is matched in an equal or greater amount by Hardin County.

2) Upon completion of the years of service required by County policy, employees will have a vested interest in the retirement system and upon retirement become eligible for benefits based on the contributions made by the employees and the County.

3) There is also a "Service" and "Non-Service" related Disability Retirement available. For specific criteria, contact the Human Resources Department.

DEFERRED COMPENSATION

4) All regular employees are offered the opportunity to participate in a Deferred Compensation Plan. This is a tax-deferred investment program by which you may contribute a portion of your taxable income, to be invested in your behalf, so it will provide a supplemental retirement income at a future date.

SOCIAL SECURITY

5) All Employees are covered by the Federal Social Security Act. A required percentage of an employee's salary is deducted to pay employee's portion of this protection, and the County matches the deduction dollar for dollar. This plan was designed for an employee's future security and that of their dependents by providing retirement, disability, death survivor and Medicare benefits.

INSURANCE

In order to qualify for retiree insurance the retiree must be receiving a retiree annuity or qualify to receive a retirement annuity. Insurance coverage must be elected at date of retirement. There can not be a lapse in insurance coverage. This is a one time offer.

HARDIN COUNTY POLICY ON SALARY SCHEDULE

PAY PERIOD Each employee will be paid on a bi-weekly schedule.

COST OF LIVING INCREASES Cost of living increases are given to all employees at budget time as approved by Commissioners Court.

ORIENTATION PERIOD A ninety-day orientation period is established so new employees may become familiar with the job, and Department Heads may assess capabilities. However, the orientation periods for the Sheriff's Department and the Juvenile Probation Department are at the discretion of the Department Head.

HARDIN COUNTY POLICY ON SEPARATIONS

DEFINITION

1) 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 2) All separations from Hardin County shall be designated as one of the following types.

- A) Resignation
- B) Retirement
- C) Discharge
- D) Reduction in force (layoff)
- E) Death
- F) Other

RESIGNATION

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

4) Employees who are resigning are requested to submit a written notice of resignation to his/her supervisor.

RETIREMENT

5) A Retirement shall be any situation in which an employee meets the requirements to collect benefits under the County's retirement program and voluntarily elects to leave employment with the County to do so.

6) An employee who is retiring should notify the Human Resource Department of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

DISCHARGE

7) A discharge shall be any involuntary separation of employment that does not fall into one of the other categories of separation.

8) Hardin County is an "at will" employer and a Elected Official/Department Head may dismiss an employee at any time for any legal reason or no reason, with or without notice.

HARDIN COUNTY POLICY ON SEPARATIONS

CONTINUED

REDUCTION IN FORCE 9) 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 10) A separation by death shall occur when an individual dies while currently employed by the County.

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

OTHER 12) Any separation that does not fall into one of the categories outlined previously in this policy shall be designated as an "other" separation.

13) When a separation is designated as "other", the Elected Official/Department Head shall provide details of the nature of the separation for the personnel records.

NOTIFICATION 14) As soon as an Elected Official/Department Head becomes aware of separation from employment, or the intent to separate employment, by an employee, the Elected Official/Department Head shall be responsible for immediately notifying the Human Resource Department.

HARDIN COUNTY POLICY ON HARASSMENT

POLICY

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

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

DEFINITIONS OF HARASSMENT/SEXUAL HARASSMENT

3. Harassment: 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

4. Sexual Harassment: Unwelcome sexual advances for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct:

- A) Is made as an expressed or implied condition of employment,
- B) Is used as a basis for an employment decision, or
- C) Unreasonably interferes with an affected person's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, that lowers moral and, therefore, interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors.

EXAMPLES OF SEXUAL HARASSMENT

Verbal: Sexual innuendoes, suggestive comments, jokes of sexual propositions, and threats.

Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures (this includes inappropriate e-mail material sent over the internet to other employees or simply being displayed on the monitor).

HARDIN COUNTY POLICY ON HARASSMENT

Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

CLAIMS

5. All claims of harassment of any kind shall be taken seriously and investigated.

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

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

REPORTING

8. Employees who feel they have been harassed should immediately report the situation to the Elected Official/Department Head who is responsible for the department in which they work.

9. If, for any reason, the employee feels that reporting the harassment to the Elected Official/Department Head may not be the best course of action, the report should be made to the Human Resource Department, or to the County Attorney.

10. The Elected Official/Department Head to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

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

HARDIN COUNTY POLICY ON SICK LEAVE

ELIGIBILITY

1. **Only full-time regular** employees shall be eligible for the paid sick leave benefit.
2. Part-time and temporary employees **shall not** be eligible for paid sick leave benefit.
3. All full-time county employees earn 80 hours of sick leave per year. Credit will be given on his/her anniversary date each year.
4. New employees may borrow up to 40 hours against their 80 hour sick leave entitlement during their first year with the County. In the event that sick hours are used before the employee's first anniversary date, that time will be subtracted from his/her yearly allotment and only the balance will be available for use during the following year. Employees may only borrow against sick leave during their first year of employment.

MAXIMUM ACCRUAL

5. Unused sick leave will be carried over from year to year with **no** maximum.

USE OF SICK LEAVE

6. Sick leave may be used for the following purposes:
 - A) Illness or injury of the employee (including infectious diseases);
 - B) Appointments with physicians, optometrists, dentists, and other qualified medical professionals; and
 - C) To attend to the illness or injury of a member of employee's immediate family.
7. For the purposes of this policy, immediate family shall include the spouse, child, parent, grandparent, brother or sister of the employee or the employee's spouse.
8. **Sick leave may not be used as vacation or any other reason not addressed in this policy.**

HARDIN COUNTY POLICY ON SICK LEAVE

CONTINUED

NOTIFICATION

9. Where sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment. Employees are to schedule their appointments as early as possible in the day or as late as possible in the afternoon to minimize business disruption.

10. Where use of sick leave is not known in advance, an employee shall notify his/her supervisor of the intent to use sick leave within one (1) hour of the employee's normal time to begin work, when practical.

11. Where it is not practical to notify the supervisor within one (1) hour of the normal starting time, the employee should notify his/her supervisor as soon as is reasonable practical.

12. 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

13. If an employee uses over 3 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. Failure to provide appropriate documentation for the use of sick leave may result in disciplinary action up to and including termination.

14. Documentation requirements under Section 13 of this policy shall also apply in situations where the absence is for the care of a member of the immediate family.

15. Documentation of illness or injury shall be required for any sick leave use during the two (2) weeks prior to resignation of employment with the county or at any time the supervisor has reason to believe the employee is not sick and abusing the sick leave policy.

MINIMUM USE

16. The **minimum** amount of sick leave that an employee may use at one time shall be **one hour.**

HARDIN COUNTY POLICY ON SICK LEAVE

CONTINUE

BORROWING

17. Employees shall not be allowed to borrow sick leave against future accruals.

EXTENDED SICK LEAVE

18. A Department Head may ask for extended sick leave for an employee in case of a life threatening illness (no exceptions). The extension is one (1) week of paid sick leave for one (1) year of service. This is a **one time only** deviation and has to be approved by Commissioners Court.

PAY AT TERMINATION

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

RECORD KEEPING

20. **ALL COUNTY EMPLOYEES**, both exempt and non-exempt must accurately record all sick leave taken on his/her's time sheet due to illness or accidents as specified . All sick leave earned must also be recorded.

21. **ALL COUNTY EMPLOYEES** who are not required to turn in a time sheet, with the exception of Elected Officials, must accurately record on a **LEAVE USE RECORD** their sick leave earned or taken each payroll period.

MATERNITY LEAVE

22. Maternity is treated as any other illness. The employee is expected to perform her duties up to such time that her doctor stated in writing that she may no longer work and she must return to her position as soon as the doctor releases her. The maximum time she may be absent from her job is up to the point that her doctor determines she may return to her job (usually 4 to 6 weeks) or that which is required by the FMLA, provided she is eligible under the act.

HARDIN COUNTY POLICY ON TECHNOLOGY

DEFINITION

1) Computers, computer systems and electronic media equipment (including computer accounts, laptop computers, printers, networks, software, electronic mail, Internet, World Wide Web access connection, and voice mail) are technology that Hardin County provides to employees who have a **business need**.

PURPOSE

2) Hardin County desires to protect its interest with regard to its electronic records. Employees are expected to exhibit the same high level of ethical and business standards when using this new technology as they do with more traditional workplace communication resources.

3) Hardin County's e-mail and Internet system is intended to be used for business purposes. All e-mail/Internet records are considered County records and should be transmitted only to individuals who have a business need to receive them. Employees should always ensure that the business information contained in e-mail/Internet messages is accurate, appropriate, and lawful.

MONITORING

4) Employees have no right to an expectation of privacy. Hardin County owns the computer and software making up the systems and permits employees to use them in the performance of their duties for the County. E-mail messages and Internet and computer records are to be treated like shared paper files, with the expectation that anything in them is available for review by the **Elected Official/Department Head for that department only**.

PERSONAL USE

5) Brief and occasional personal use of the computer systems, electronic mail systems or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the County.

REVELATION TO LAW

ENFORCEMENT

6) The County reserves the right to disclose employee's electronic records to law enforcement officials or to other third parties, through subpoena or process, without notification to or permission from the employees sending or receiving the messages. As a condition of initial and continued employment, all employees consent to Hardin County's review and disclosure of electronic records.

HARDIN COUNTY TECHNOLOGY POLICY

CONTINUED

ILLEGAL MATERIAL

7) Using Hardin County's automation systems to create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates Hardin County anti-harassment policies and is subject to disciplinary action. Hardin County's electronic mail system must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province or other local jurisdiction in any way. If needed in a criminal investigation, Hardin County Law Enforcement **will** go into certain sites on the Internet for investigative purposes.

The use of Hardin County resources for illegal activity can lead to disciplinary action up to and including dismissal and criminal prosecution. County equipment is not to be used to promote political candidates or issues.

INAPPROPRIATE MATERIAL

8) Activities that could damage Hardin County's reputation or potentially put the employee and Hardin County at risk for legal proceedings by any party is forbidden. "Chain letters", solicitations, and other forms of mass mailing are not permitted.

9) An employee who receives inappropriate communications on the e-mail system should notify his/her Department Head immediately.

PASSWORDS

10) Employees are responsible for protecting their own passwords. Sharing user ID's, passwords, and account access codes or numbers is discouraged. Employees may be held responsible for misuse that occurs through such unauthorized use.

OUTSIDE SOFTWARE

11) Introducing or using software designed to destroy or corrupt the County's computer systems with viruses or cause other harmful effects is prohibited. Downloaded software may have viruses or worms and must be scanned with a virus detection program prior to execution.

VIOLATION OF POLICY

12) An employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

HARDIN COUNTY POLICY ON VACATION

ELIGIBILITY

1. Only full-time regular employees shall be eligible for vacation benefits.
2. Part-time and temporary employees **shall not** be eligible for vacation benefits.
3. Vacation time runs from anniversary to anniversary date.

ANNIVERSARY DATE

VACATION HOURS EARNED

| | | |
|--|-------------|----------|
| 1st through 4 th anniversary date | (inclusive) | 80 hrs. |
| 5 th through 9 th anniversary date | (inclusive) | 120 hrs. |
| 10th through 19 th anniversary date | (inclusive) | 160 hrs. |
| 20 anniversary date and over | (inclusive) | 200 hrs. |

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Employee must complete 1 year of service to be eligible to receive 80 hours vacation.

4. For the purposes of this policy, a working day shall be defined as the regular number of hours that an employee would be expected to work on a day that he/she is scheduled to work.
5. Vacation shall not accumulate while an employee is on leave without pay.

HARDIN COUNTY

VACATION TIMELINE

| Hire Date | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------|
| Year | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | Years | |
| Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | Anniversary Date | |
| 0 | 80 | 80 | 80 | 80 | 120 | 120 | 120 | 120 | 120 | 120 | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 200 |
| Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours |

Vacation time is credited on an employee's anniversary date.

HARDIN COUNTY POLICY ON VACATION

CONTINUE

INITIAL ACCRUAL AND WAITING PERIOD

6. Vacation benefit begins after employee completes one (1) year of service. Example: Jan 10, 2000 thru Jan 09,2001
80 hours.

7. If you terminate employment before working one year you will not be paid for any vacation.

MAXIMUM ACCRUAL

8. The maximum amount of unused vacation an employee shall be allowed to have at one time is **his/her annual accrual plus 40 hrs.**

SCHEDULING

9. Scheduling of vacations will be with the approval of the employee's Department Head. Seniority will be taken into consideration when two employees want off at the same time. All vacation requests must be in writing and submitted five days prior to the date requested off. This is subject to the discretion of the Department Head.

BORROWING

10. Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals.

HOLIDAY DURING VACATION

13. 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 balance.

HARDIN COUNTY POLICY ON VACATION

PAY AT TERMINATION

14. If an employee has worked for at least **1 year** in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation.

15. An employee who has not worked for a minimum of **1 year** in a position which accrues vacation shall not be eligible for any vacation pay upon termination of employment.

RECORD KEEPING

16. **ALL COUNTY EMPLOYEES**, both exempt and non-exempt, must accurately record all vacation time earned or taken on his/her's time sheet. **All time sheets must be signed by the employee and Department Head.**

17. **ALL COUNTY EMPLOYEES** who are not required to turn in a time sheet, with the exception of Elected Officials, must accurately record on a LEAVE USE RECORD their vacation time earned or taken each payroll period. Failure to do so will result in no vacation time paid in lieu of vacation (refer to item 12) or at time of separation of duty.

18. Vacation leave credits are not transferrable between employees.

HARDIN COUNTY

POLICY ON WORKERS' COMPENSATION

ELIGIBILITY

1) All Hardin County employees, full-time and part-time, are covered by workers' compensation while on duty for the county.

BENEFITS

2) Employees receive no pay for the first 7 days following a work related injury or illness, however, if you are out for two weeks you will receive pay for the first 7 days. The amount of pay you receive approximates 70/75 % of your hourly wage or salary.

3) Deputies or jailers who sustain injuries while on the job will receive their full salary (off set against any workers' compensation wages) until the end of the Sheriff's term of office under which the injury occurred or until the deputy is able to return to active duty, whichever comes first. Their leave of absence expires with the last day of office of the sheriff and they will be terminated effective 12:00 midnight December 31st, provided they have exceeded the maximum 12 weeks allowable under the Family and Medical Leave Act. This however, will not affect any payment of medical benefits or wage continuation benefits due under the workers' compensation coverage.

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

ACCIDENT REPORTING

5) Any employee who suffers a job related illness or injury no matter how insignificant shall be required to notify his or her Department Head and the Human Resource Department as soon as possible.

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

PHYSICIANS RELEASE

7) An employee who has lost time because of a work related accident or illness shall be required to provide a full release from the attending physician before being allowed to return to work and they must be able to perform the essential functions of their job.

8) An employee with a physical injury who is able, as determined by the attending physician, to perform light duty may be required to do so for a county department.

HARDIN COUNTY POLICY ON WORKERS' COMPENSATION

CONTINUED

CONTRIBUTORY FACTORS

9) Employee's workers' compensation benefits may be adversely affected if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in horseplay.

TERMINATIONS

10) If it is determined that the employee is performing a service for money or other remuneration while on a leave of absence, he/she will be terminated.

11) If the employee is found to have misrepresented the reason for the workers' compensation leave, then he/she will be terminated.

CONTINUANCE OF BENEFITS

12) No vacation or sick time can be accumulated while on workers' compensation leave.

HARDIN COUNTY POLICY ON WORKPLACE VIOLENCE

1) It is the policy of Hardin County to promote safe environment for its employees. The County is committed to working with its employees to maintain a work environment free from violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our County, no workplace is immune. Every workplace will be affected by disruptive behavior at one time or another.

2) Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

3) We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on County premises, whether he or she is a County employee or not, report it immediately to an Elected Official/Department Head or the Human Resource Department so appropriate action can be taken. Threats or assaults that require immediate attention should be reported to the Sheriff's Department.

**HARDIN COUNTY
POLICY ON FRAUD, WASTE, AND ABUSE**

Policy Statement:

Fraud, waste and abuse of resources of any kind by employees of Hardin County are prohibited. Hardin County places a strong emphasis on establishing and maintaining strong internal control systems to assist in the prevention, deterrence, and detection of fraud, waste, and abuse.

Employees are required to report factual information suggestive of fraudulent, wasteful, or abusive activities that may involve Hardin County or any of the employees. Hardin County will pursue available legal remedies against persons involved in fraudulent, wasteful, or abusive acts against the County.

Reason for Policy:

This policy is established to protect the assets, resources, and interests of the County; to increase the awareness of all employees of the possibility of fraud, waste, and abuse, and to govern the reporting and investigation of allegations of suspected fraud, waste, and abuse.

Procedures and Responsibilities:

1) Responsibilities of Elected Officials/Department Heads

Elected Officials/Department Heads are responsible for establishing the appropriate tone of intolerance for fraud, waste, and abuse by establishing a working environment founded on integrity and high ethical standards and principles. They should display the proper attitudes toward complying with laws, policies, regulations, and rules in fraud prevention.

They should also be cognizant of the risks and exposures inherent in their area of responsibility, and should establish and maintain proper internal controls that will provide for the security and accountability of the resources entrusted to them.

2) Responsibilities of all Employees

All employees are responsible for acting with propriety in the use of any resources of the County and to abide by laws, policies, regulations and rules of the County. When suspected fraud, waste, or abuse is observed by or made known to an employee, the employee is responsible for reporting that information to the County Judge or his Designee.

3) Responsibilities of the County Judge or his Designee

The County Judge of Hardin County or his Designee shall have the primary responsibility for the investigation, documentation, and reporting of all allegations of suspected fraud, waste, and abuse in the County. The investigations, documentation, and reports shall be considered confidential to the extent permitted by law.

4) Investigation Process

The County may use any available resources to investigate allegations of suspected fraud, waste, and abuse. Participation among appropriate parties, including the County Judge, County Attorney, Auditor, and Law Enforcement Officials, shall allow for a comprehensive and coordinated investigative process to be conducted.

5) Actions

Hardin County may pursue disciplinary and recovery actions against all employees found to have participated in fraudulent, wasteful, or abusive acts as defined by this policy.

Definitions:

Fraud - any intentional act or omission designed to deceive others and resulting in the victim suffering a loss and/or the perpetrator achieving a gain. (A willful or deliberate act or failure to act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.) For purposes of this policy, fraud and fraudulent activities include, but are not limited to, such things as:

Theft of any county asset including money, tangible property, time

Embezzlement

Bribery/rebate/kick-back

Misappropriation, misapplication, destruction, removal or concealment of county property

Forgery, alteration or falsification of documents

Conflicts of interest

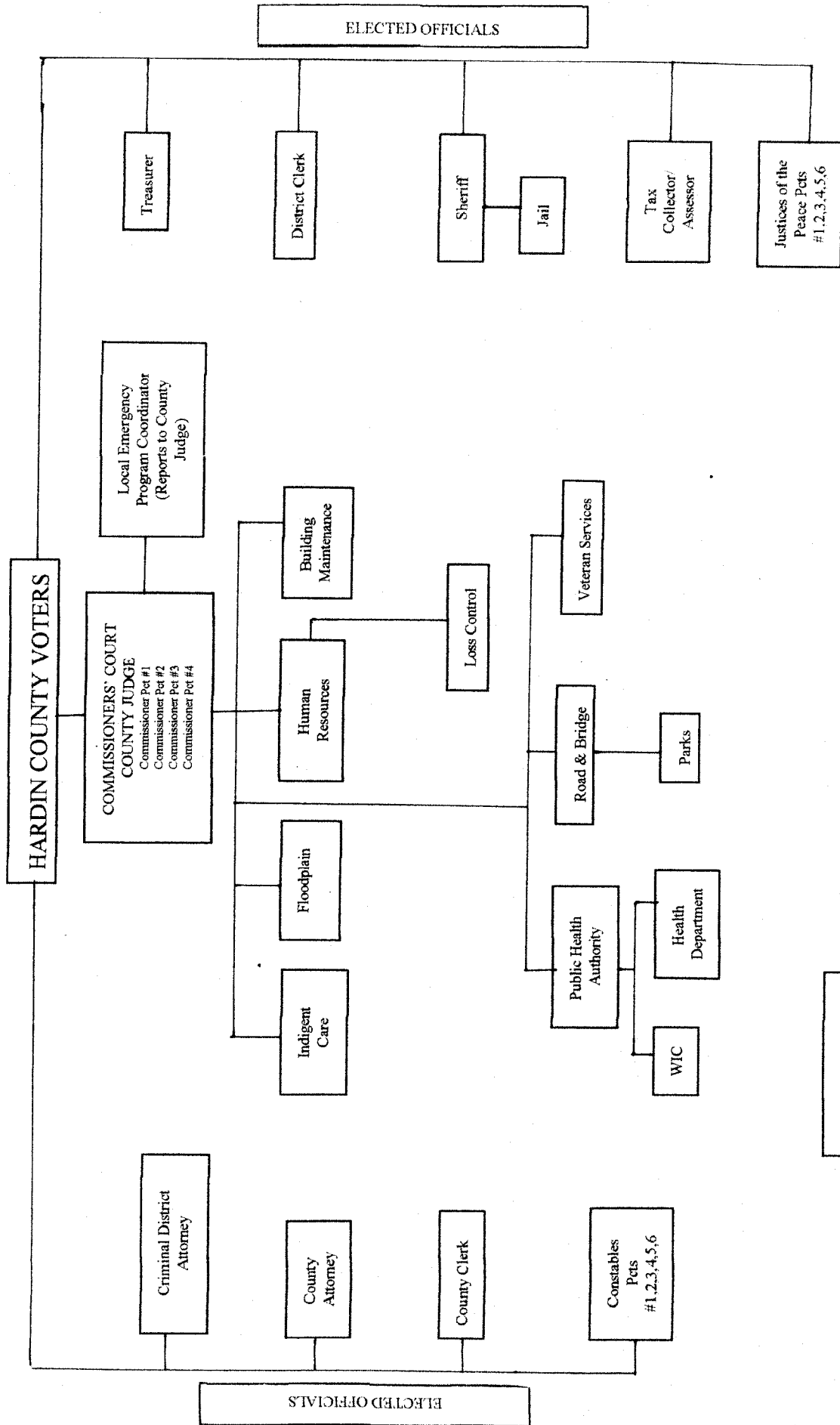
Waste - intentional or unintentional, thoughtless or careless expenditure, mismanagement, use or squandering of resources to the detriment of the County. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Abuse - Excessive or improper use of a resource. Intentional destruction, diversion, manipulation, misapplication, or misuse of resources. Extravagant or excessive use as to abuse one's position or authority.

Employees - All personnel employed by the County who receive compensation, in either a full-time, part-time, or temporary capacity.

Factual Information - Information supported by observations and/or documentation.

Contact Office - County Judge's Office



Appointed Officials *
 County Auditor
 Purchasing Agent
 *By District Judges

**Hardin County Sheriff's Office
Policies and Procedures**

| | |
|--|--|
| Subject: Time Keeping | Policy Number: 2.17 |
| Issue Date: October 17, 2007 | Revision Date: November 4, 2010 |
| Approval Authority Title and Signature: Sheriff Ed Cain <i>E.C.</i> | |

POLICY:

All time worked by employees shall be authorized and recorded according to current labor laws and in a manner consistent with County recording procedures.

PROCEDURE:

Definitions:

A. Regular Time – that time for which an employee has been hired and will be paid for at the rate for which the employee agreed to when employed.

1. Patrol Deputies: Patrol Deputies work four (4) eleven-(11) hour days and four (4) days off. This creates a “28-Day Work Period” as described by Federal Labor Law which means that any time worked up to 171 hours during this period is compensated at the regular rate for the employee agreed to when hired (RE: 7(k) Exemption as applicable to law enforcement personnel).
2. Correctional Officers: Correctional Officers work the following schedule of eleven- (11) hour shifts: 4 nights, 3 days off, 3 days, 1 day off, 3 nights, 3 days off, 4 days, 7 days off, then repeat cycle. This creates a “28-Day Work Period” as described by Federal Labor Law which means that any time worked up to 171 hours during this period is compensated at the regular rate for the employee agreed to when hired (RE: 7(k) Exemption as applicable to law enforcement personnel).
3. All Other Civilian Employees: Clerks/Secretaries work five (5) eight (8) hour days. This creates a “7-Day Work Week” which means that any time worked up to forty (40) hours in any period is compensated at the regular rate for which the employee agreed to when hired. Any time worked over forty (40) hours in a period will be compensated at a rate of 1.5 times per hour rate of pay.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this Department. Data subject to this restriction is contained throughout this publication.